

Mount Union Area School District

Monday, May 24, 2010

Agenda

**NOTE: The meeting will be held in the Library of the Mount Union-Kistler Elementary at 7:30 p.m. There will be an Executive Session held at 6:00 p.m. prior to the start of the regular session. (The time for the Executive Session has been changed to an earlier time than originally scheduled.)**

**I. CALL TO ORDER – President Ralph Park**

1. Opening Prayer
2. Pledge of Allegiance

**II. Roll Call Of Directors**

1. Roll Call of Directors

**III. Roll Call Voting/Minutes/Executive Sessions**

1. Approval of the Roll Call Voting and Recording Motion as follows:

Approval is granted that as the Acting President of the Board conducts this meeting, it is not necessary to announce each roll call vote. If, however, a director or director(s), wish to comment or have his/her comment or vote specifically recorded, the director(s) shall have the opportunity to so state.

2. Approval of the minutes of the regular meeting of April 26, 2010 – green pages
3. The Mount Union Area Board of Education held Executive Sessions for personnel matters on April 29, May 11, May 13 and May 18, 2010. The Executive Session prior to this meeting was started at 6:00 p.m. instead of 6:30 p.m. as originally scheduled for personnel and student matters.

**IV. Treasurer's Report**

1. Approval of the Treasurer's Report -- yellow pages

**V. Bills**

1. Approval of the bills for May 2010
  - a. General Fund – pink pages
  - b. Cafeteria Fund – blue pages
  - c. Scholarship Fund – goldenrod pages
  - d. Capital Reserve Fund – green pages
  - e. Construction Fund – lavender pages

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2. High School Renovation Project Bills:
  - a) Authorization to pay the following High School Renovation Project bills pending receipt of notarized documentation from the architects:
    1. Silvertip, Inc. -- HVAC Construction – \$159,992.35
    2. Leonard S. Fiore, Inc. – General Construction -- \$900,043.26 (paid on May 3<sup>rd</sup>) and \$414,526.99
    3. Leer Electric, Inc. – Electrical Construction -- \$495,438.10
    4. D. C. Goodman & Sons, Inc. – Plumbing Construction -- \$52,888.96 and \$43,408.86 for a total amount of \$96,297.82
  - b) Authorization to pay the following High School Renovation Project bills pending receipt of verification from the Clerk of the Works:
    1. Cumberland Analytical Associates, LLC – Asbestos Air Monitoring Services -- \$3,120.00
    2. Hillis-Carnes Engineering Associates, Inc. – Third Party Inspection -- \$2,351.00 and \$526.50 for a total amount of \$2,877.50
3. Authorization to approve the following change orders for the High School Renovation Project:
  - a) **General Construction – Leonard S. Fiore, Inc.**

As a result of submission to the District of the change order paperwork for processing, the following change orders approved at the April 2010 board meeting need to be re-approved at the revised amounts:

    1. PCO-054 – Demolish the generator pad – \$479.02 – This change order was originally approved at our April 2010 board meeting as a credit. – The work was required due to concealed conditions to avoid an existing electrical duct bank.
    2. PCO-057 – Furring and drywall in Rooms C143 and C145 -- \$4,544.79 – This change order was originally approved at our April board meeting in the amount of \$4,554.79. -- This work was needed due to field conditions where the existing wall was unacceptable.
    3. PCO-071 – Add support for walls in Computer Lab C105 -- \$2,840.02 -- This change order was originally approved at the April 2010 board meeting as \$2,840.03 – This work was needed due to field conditions.
  - b) **General Construction – Leonard S. Fiore, Inc.**
    1. PCO-045 – Eliminate floor and base finishes – credit of (\$596.25) – This work was deleted as a cost savings.
    2. PCO-058 – Substitute accessible fume hoods for the specified hoods -- \$6,324.10 – This work was needed for accessibility. The contractor still owes a credit for the eye washes that were modified.

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3. PCO-062 – Add 25 lockers and revise the locations of some existing lockers -- \$4,779.77 – These additional lockers were requested by the owner (District).
5. PCO-075 – Provide roller shades that are more opaque -- \$4,171.76 – This upgrade was requested by the owner (District).
6. PCO-077 – Revise layout of the Payroll C162 -- \$2,841.27 – This work was requested by the owner (District).
7. PCO-078 – Revise ceiling heights and add soffits in the DAO -- \$2,069.94 – This work was needed to accommodate the above-ceiling mechanical equipment.
8. Recommendation to approve a no-cost change order to extend Fiore's contract time. -- In recognition of the delayed issuance of the Notice to Proceed, contract time is hereby extended by eight weeks from January 1, 2011, to March 1, 2011. This preserves the full construction period anticipated by the phasing schedule included in the bid documents.

**c) HVAC Contract – Silvertip, Inc.**

1. Recommendation to approve a no-cost change order to extend Silvertip's contract time. -- In recognition of the delayed issuance of the Notice to Proceed, contract time is hereby extended by eight weeks from January 1, 2011, to March 1, 2011. This preserves the full construction period anticipated by the phasing schedule included in the bid documents.

**d) Plumbing Contract – D. C. Goodman & Sons, Inc.**

1. Proposal to add sewer, water, & gas for fume hoods in Rooms B-110, C-143, C-146 & C-150 – Due to insufficient time to verify the price, the urgency to install this work requires the recommendation to approve as a Time & Materials Change Order not to exceed the cost of \$25,243.27 – This work was omitted on the contract documents, but represents value added to the project.
2. Recommendation to approve a no-cost change order to extend D. C. Goodman & Son's contract time. -- In recognition of the delayed issuance of the Notice to Proceed, contract time is hereby extended by eight weeks from January 1, 2011, to March 1, 2011. This preserves the full construction period anticipated by the phasing schedule included in the bid documents.

**e) Electrical Contract – Leer Electric, Inc.**

1. Recommendation to approve a no-cost change order to extend Leer Electric, Inc.'s contract time. -- In recognition of the delayed issuance of the Notice to Proceed, contract time is hereby extended by eight weeks from January 1, 2011, to March 1, 2011. This preserves the full construction period anticipated by the phasing schedule included in the bid documents.

**f) Food Service Contract -- Todd Devin Food Equipment, Inc.**

1. Recommendation to approve a no-cost change order to extend Todd Devin Food Equipment, Inc.'s contract time. -- In recognition of the delayed issuance of the Notice to Proceed, contract time is hereby extended by eight weeks from January 1, 2011, to March 1, 2011. This preserves the full construction period anticipated by the phasing schedule included in the bid documents.

4. Discussion of patch work versus new finishes in the remaining bathrooms at the high school.

**VI. District Reports**

1. Approval of the District Office Petty Cash and Student/District Data Reports.  
Enclosures

**VII. PRESENTATIONS**

**VIII. PUBLIC COMMENTS**

**IX. REPORTS**

1. Tuscarora Intermediate Unit #11:
  - a) Minutes from the Tuscarora Intermediate Unit #11 meeting of April 8, 2010, 2010. No action is needed on these minutes. (See pink attachment)
2. Huntingdon County Career & Technology Center:
  - a) There are no items for the Huntingdon County Career & Technology Center for the month of May 2010.

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**X. GENERAL**

1. Approval of the District's Morrison Trust Fund Budget for the 2010-2011 school year. (See green attachment)
2. Recommendation to renew the District's membership in the Pennsylvania School Boards Association in the amount of \$4,241.30 for the 2010-2011 school year.
3. Recommendation to approve the revised Food Service Contract with Metz Associates effective for the 2010-2011 school year. (See white attachment)
4. Recommendation to renew the contract between the District and Advanced Academics for the summer school program and for the 2010-2011 school year. (See goldenrod attachment)
5. Recommendation to approve the Dual-Enrollment Course Agreement with Clarion University of Pennsylvania effective for the 2010-2011 school year. (See pink attachment)
6. Recommendation to award the Athletic Supplies Bid for the 2010-2011 school year to the low bidder and/or bidder meeting specifications as presented in the bid tabulation for a total of \$16,622.16. (See blue attachment)
7. Authorization for the Administration to accept sealed bids for the sale of the used black floor mats from the weight room (4' x 4' x 1" thick).
8. Authorization for the Administration to temporarily transfer funds as needed from the District's Capital Reserve Fund and/or General Fund accounts in order to meet construction draw schedule for renovations on the Junior/Senior High School Project.
9. Recommendation for the District to support participation in the National Institute for School Leadership (NISL) I3Grant Proposal through the Pennsylvania Department of Education.
10. Recommendation for the District to support participation in the School Improvement Grant application through the Pennsylvania Department of Education.
11. Recommendation for the District to support Ms. Amy Smith working with a team of Penn State researchers to pursue the "Connecting Families and Schools for Healthy Eating" \$750,000.00 grant project at no cost to the District. (Information on this grant was presented at the May 10<sup>th</sup> workshop by Ms. Lisa Bailey-Davis.)

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12. Approval to add the following individual to the District's Bus Contractors and Substitute Drivers Listing effective for the 2009-2010 school year as a van driver for contractor -- Robert and Sandra Morgan:

Ms. Tricia L. Book, 18387 Hill Valley Road, Shirleysburg, PA 17260

13. Approval of the following tax collectors and bonds for 2010:

Huntingdon County

Carole Brumbaugh

Wilma Morgan

Karen Goodman

Gladys Cohenour

Bonds

Huntingdon County Commissioners have set a blanket bond for the tax collectors in the amount of 33 1/3% or 1/3 of the tax duplicates for each collector.

Mifflin County

Cynthia Hobbs

Loretta Kerr

Mary Ellen Reed

Bonds

Mifflin County Commissioners have set a blanket bond for the tax collectors in the amount of 33 1/3% or 1/3 of the tax duplicates for each collector.

14. Approval of the group life insurance coverage rates with Fort Dearborn through the Huntingdon County Schools Insurance Trust for the 2010-2011 school year in the amount of \$3.20/month and \$14.40/month.

15. Approval of the Highmark PPO Blue Medical and Dental Insurance rates for the 2010-2011 school year (Medical rates reflect a 20% increase over last year's rates.):

PPO Plan

Family -- \$1,395.60

Husband & Wife -- \$1,272.30

Parent & Child -- \$1,061.69    Parent & Children -- \$1,152.04

Individual -- \$476.24

Dental (Cost is paid half by the employee and half by the District.)

Individual -- \$11.52

Option 2 -- \$28.14

Family -- \$43.06

Option 2 -- \$83.38

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16. Approval of the following depositories and treasurer for the 2010-2011 school year:

Depositories

Clearfield Bank & Trust Co.

Capital Reserve Checking & Savings Account

General Fund Checking Account

Cafeteria Fund Checking Account

Payroll Fund Checking Account

Community State Bank of Orbisonia/Mount Union Office

John S. Morrison Scholarship Checking Account

First National Bank (Formerly Omega Bank)

Athletic Fund Checking Account

Activity Fund Checking Account

Pennsylvania School District Liquid Asset Fund (PSDLAF)

General Fund Money Market Account

John S. Morrison Scholarship Money Market Account

Pennsylvania Local Government Investment Trust (PLGIT)

General Fund Money Market Account

Construction Fund Money Market Account

Treasurer

Clearfield Bank & Trust Co.

Certificate of Deposits Investments

First National Bank (Formerly Omega Bank)

Clearfield Bank & Trust Co.

Community State Bank of Orbisonia/Mount Union Office

Pennsylvania School District Liquid Asset Fund (PSDLAF)

Pennsylvania Local Government Investment Trust (PLGIT)

17. Consideration of proposed District Soccer Program.

18. Budget Items: (Please bring along to the meeting the budget binder from the May 10, 2010 workshop.)

- a) Tentative adoption of the proposed tentative budget for the 2010-2011 school year. The total anticipated expenditures in the tentative budget are \$20,202,433. with anticipated revenues of \$17,991,771. This represents a recommended real estate tax increase to the index of 1.79 equalized mills or 3.03 mills for the Huntingdon County (68.92 mills) portion of the District and 0.88 mills for the Mifflin County (22.57) portion of the District.

The budget will be on display in the District Office for 30 days prior to final adoption at the Monday, June 28, 2010, meeting.

**XI. PERSONNEL**

1. For Information:
  - a) Mrs. Devera Gladfelter has satisfactorily completed her probationary period as a full-time special education para-educator.
  - b) Mr. Johnny Himes has satisfactorily completed his probationary period as a full-time District Computer Technician under the District's Maintenance Contract.
  - c) Mrs. Dolly Wakefield has satisfactorily completed her probationary period as a part-time cafeteria aide.
2. For Information – The Extended School Year Program will be held at the Mount Union-Kistler Elementary during July and August 2010 through the Tuscarora Intermediate Unit #11.
3. Recommendation to name Mr. Jeremy Rupeka, 213 East 4<sup>th</sup> Street, Williamsburg, PA 16693 as the long-term substitute for Secondary Chemistry position (Mr. Howard Kirsch) retro-active to April 26, 2010 to be paid at the rate of \$90/day.
4. Recommendation to name Mr. Adam Glasgow as Assistant Football Coach effective for the 2010-2011 school year to be paid the supplemental salary of \$1,800.00.
5. Approval of the following individuals to serve as Volunteer Assistant Football Coaches effective for the 2010-2011 season: (Note: These individuals worked as Volunteer Assistant Football Coaches during the 2009-2010 season.)

<u>Varsity</u>	<u>Jr. High</u>
Chuck Hand	Dave Lear
Trey McClain	Kerry Kerr
6. Approval to add the following names to the Substitute Aide Listing effective for the 2009-2010 school year pending receipt of certificate, background clearances and necessary paperwork: (Applications will be available for review at the meeting.)

Aurora Chilcote, 60 Walls Road, Mount Union, PA 17066

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7. Approval to add the following names to the Substitute Teacher Listing effective for the 2009-2010 school year pending receipt of certificate, background clearances and necessary paperwork: (Applications will be available for review at the meeting.)

Meredith Komir, 11044 Standing Stone Road, Huntingdon, PA 16652, May 2010 graduate of Lock Haven University, Elementary Education

Andrea Sheffield, 605 13<sup>th</sup> Street, Huntingdon, PA 16652, May 2010 graduate Juniata College, Elementary and Special Education

Danielle Tyson, 410 Lockport Road, Lewistown, PA 17044, graduate of Bloomsburg University of Pennsylvania, Early Childhood and Elementary Education

8. Accept with regret the resignation of Ms. Michele Davis as Secondary English teacher, Assistant Volleyball Coach and Assistant Softball Coach effective the end of the 2009-2010 school year. Ms. Davis has two years of service in the District. (Note: This Secondary English position was advertised for applications on May 5, 2010 upon notification of Ms. Davis' resignation).
9. a) Accept with regret the resignation of Mrs. Tammy McVey Jones as SADD Club Advisor effective the end of the 2009-2010 school year. (This advisor position was posted for applications on April 27, 2010 upon receipt of Mrs. Jones' resignation.)
- b) Recommendation to name Ms. Amy C. Smith, 34 East Milford Street, Mount Union, PA 17066 as SADD Club Advisor effective for the 2010-2011 school year.
10. a) Request from Mrs. Tammy McMaster for a leave of absence from May 19, 2010 through the remainder of the 2009-2010 school year with the understanding she will be using accumulated sick-leave days, emergency days and personal days to cover the period of the leave and will notify the District of her return date (beginning of the 2010-2011 school year).
- b) Recommendation to name Ms. Michele Grove, 15605 Walnut Hill Drive, Mount Union, PA 17066 as substitute for Mrs. McMaster for the period of leave to be paid at the day-to-day substitute rate of \$85/day.
11. Request from Ms. Susan Rutter for a leave of absence beginning April 30, 2010 with anticipated return date of May 24, 2010 with the understanding that she will be using accumulated sick leave days to cover the period of the leave and will notify the District Office of her return date.

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12. a) Request from Mr. James Schneider for a leave of absence from May 20, 2010 through the remainder of the 2009-2010 school year with the understanding he will be using accumulated sick leave days to cover the period of the leave and will notify the District Office of his return date (beginning of the 2010-2011 school year).
- b) Recommendation to name Ms. Heather Snair, P. O. Box 175, Mount Union, PA 17066 as substitute for Mr. Schneider for the period of leave to be paid at the day-to-day substitute rate of \$85/day.
13. Request from Mr. David Hummel to hold the District's Summer School Program at the Mount Union-Kistler Elementary from June 14, 2010 to June 25, 2010 for the Elementary grade levels with the understanding the program costs will be paid through the District's EAP grant. (NOTE: A listing of the instructors will be presented to the Board when student enrollment has been finalized.)
14. Request from Mr. Curt Whitesel to hold the District's Summer School Program for Math and English for grades 9-12 from June 14, 2010 to June 25, 2010 to be held at the High School with the understanding the students attending will be charged \$50/class and the instructors will be Mrs. Suzi Bender and Mrs. Candice Gilliland to be paid \$20/hour.
15. a) Recommendation to name Mr. Ronald Brumbaugh, 11396 Ellsworth Street, Mount Union, PA 17066 to the full-time custodial position currently assigned to the second shift at the Shirley Township Elementary effective June 16, 2010 to be paid at the rate of \$12.85 per hour with applicable benefits following the successful completion of a 20-day probationary period and with the understanding the number of days worked/benefits would be pro-rated for the 2009-2010 school year.
- b) Authorization to open for applications two part-time custodial positions – one for 4 hours per day which was vacated with the naming/transfer of Mr. Ronald Brumbaugh to the full-time position and one for 6 hours per day which was vacated by the naming/transfer in September 2009 of Mr. Steve Boozel to the full-time position.
16. Recommendation to name Dr. Brett Gilliland, 16640 Hill Valley Road, Mount Union, PA 17066 as Superintendent of Schools for the Mount Union Area School District effective July 1, 2010 for a five-year period.
17. Recommendation to approve the contract agreement with Dr. Brett Gilliland to fill the position of Superintendent of Schools at the starting salary of \$97,000.00 effective July 1, 2010.

## **XII. USE OF FACILITIES AND FUND-RAISING ACTIVITIES**

1. For Information – The Elementary Summer Band will be held the weeks of June 21<sup>st</sup>, June 28<sup>th</sup>, July 5<sup>th</sup> and July 26, 2010. (Note: The change in the summer band schedule was due to Mrs. Crouse's grad class schedule.)
2. Request from Ms. Nancy Corson on behalf of the Drama Club to hold a Junior/Senior High School spring variety show in the high school auditorium on May 27<sup>th</sup> at 7:00 p.m. with dress rehearsal on Wednesday, May 26, and with auditions being held on May 13<sup>th</sup>. (Note: Superintendent James Estep granted pre-approval on this request due to the audition date being before our May board meeting.)
3. Request from Mr. David Smith on behalf of the Mount Union Girls' Softball League for use of the Junior High and Varsity Softball field areas at the Junior/Senior High School on June 5, 2010 for a softball tournament with the understanding the organization will cover costs involved with the use of facilities.
4. Request from Ms. Michelle Shields on behalf of the parents of 6<sup>th</sup> graders at the Mount Union-Kistler Elementary for use of the Mount Union-Kistler facilities on June 1, 2010 from 6:00 p.m. to 8:00 p.m. for the purpose of sandwich sale for science camp.

## **XIII. FIELD TRIPS AND CONFERENCES**

1. For Information:
  - a) Students receiving the Finance Council Award – Sierra Brumbaugh, Tyler Atherton and Megan Goodman.
  - b) The date of the Belleville field trip for Mrs. Sonja Boozel's high school class was changed from June 2<sup>nd</sup> to May 26<sup>th</sup>.
  - c) The field trip for Ms. Tobie Miller's 3<sup>rd</sup> grade class to the high school wood shop was not taken.
  - d) The registration cost for Mrs. Dana Hudy to attend the National Athletic Trainers Association Conference will be \$405.00 instead of the \$330.00 as originally approved at our April 26, 2010 meeting.

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2. Superintendent James Estep granted pre-approval to the following requests:
  - a) Request from Mrs. Cynthia Wray to accompany members of the Press Club/School News Page to the Awards Banquet Luncheon to be held May 24, 2010 with costs to the District being for use of the school van for the trip and substitute.
  - b) Request from Mr. Kirk Stevens to accompany eight members of his Directed Studies class to the William Penn Leadership Conference on May 6, 2010 held at Penn State Altoona with costs to the District being for use of the school van for the trip.
  - c) Request from Mrs. Sonja Boozel, Mrs. Tamara Heeter, para-educators and student helpers to accompany members of their Life Skills/MDS classes to the Special Olympics Track & Field Event held in Huntingdon on May 11, 2010 with costs to the District being for transportation and wheelchair accessible vans. Note: The track & field event originally scheduled for May 11, 2010 was cancelled. A request to reschedule the event will be submitted by Mrs. Sonja Boozel at a future meeting for approval.
  - d) Request from Mr. William Hammond to accompany four members to the Science Olympiad held at Juniata College on April 30, 2010 with costs to the District being for a substitute.
  - e) Request from Mrs. Erica Mowrer to attend the Southern Allegheny WIB Reading & Writing in Technical Program held May 6 and 7, 2010 in Bedford with costs to the District being for mileage and with the understanding the SA WIB will reimburse the District for substitute costs.
  - f) Request from Mr. Bill Varner to attend the AllSafe Environmental, Inc. Lead Base Paint Certification Workshop to be held at the Tuscarora Intermediate Unit #11 on July 16, 2010 or July 22, 2010 with costs to the District being for substitute (\$92.00), mileage (\$5.50) or use of the school van for the trip and registration (\$260.00).
3. Request from Mr. Geno Edwards to accompany members of his Spanish III & IV class to a restaurant from 2:00 p.m. to 8:00 p.m. on May 25<sup>th</sup> or 26<sup>th</sup>, 2010 with costs to the District being for use of the school van for the trip.
4. Request from Mrs. Glenette Heaster, Mrs. Renee Goodling and Mr. Rex Goss to attend the Children & Youth Workshop to be held at the McConnellstown Fire Hall on May 27, 2010 from 9:00 a.m. to noon with costs to the District being for use of the school van for the trip or mileage (\$20.00).

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5. Request from Mrs. Dawn Holesa to participate in the PA Inspired Leadership Program to be held at IU #8 in Duncansville on January 18 & 19, 2011 and on March 1 & 2, 2011 with costs to the District being for mileage (\$144.00).

**XIV. SUPERINTENDENT/PRINCIPALS' REPORTS**

1. Secondary Principals' Reports – Senior High Report see blue attachment.
2. Elementary Principals' Reports – None for this month.
3. District-wide Administrators' Reports – None for this month.
4. Technology Director's Report – None for this month.

**XV. INFORMATION ITEMS**

1. June Meetings:
  - a) Regular Meeting – Monday, June 28, 2010, at 7:30 p.m. in the library of the Mount Union-Kistler Elementary with an Executive Session being held at 6:30 p.m. prior to the start of the regular session.
  - b) Workshop – Monday, June 14, 2010, at 6:30 p.m. in the library of the Mount Union-Kistler Elementary.

**XVI. ADJOURNMENT**