McGuffey School District June 13, 2013

Committee of the Whole Board – 6 p.m. Board of School Directors Meeting – 7 p.m. Large Group Instruction Room

AGENDA

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- > Call to Order
- > Roll Call
- > Pledge of Allegiance
- > Recognition
- > Approval of Minutes
- > Schedule of Bills
- > Treasurer's Report
- > Public Participation agenda items
- > Committee Recommendations
- > Other Business
- ightharpoonup Additional Public Participation agenda and non-agenda items
- > Adjournment

	Call to	Order –	Carl	Group,	Board	President	t
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> Roll Call

Board Member	Present	Absent
Carl Group		
Scott Harden		
Darrin Iams		
Thomas Lane		
Kenneth Leasure		
Ronald Richey		
Jeff Ross		
Richard Shriver		
Edward Szygenda		

Beverly Arbore	Erica Kolat	Scott Burchill	Solicitor

> Pledge of Allegiance
> Recognition
↓ Other Presentation(s)
> Approval of Minutes
Approval of Minutes
Background Information: The minutes of the May 9, 2013, school board meeting are submitted for approval
Administrative Recommendation: Approve the minutes of the May 9, 2013, school board meeting as submitted.
Action: Motion Second
> Schedule of Bills
Background Information: The Schedule of Bills from 5/8/13 to 6/13/13, check # 56274 to check # 56473, in the amount of \$895,451.80 is presented for approval
Administrative Recommendation: Approve the Schedule of Bills as submitted.
Action: Motion Second
> Treasurer's Report
r Trensarer s report
Background Information: The Treasurer's Report is presented for approvalAttachment
Administrative Recommendation: Approve the Treasurer's Report as submitted.
Action: Motion Second

> Public Participation – agenda items
> Committee Recommendations
Committee Recommendations
> Other Business
♣ Superintendent's Report
Background Information: The following textbooks are presented for review in accordance with District Policy No. 108 Adoption of Textbooks
BUSINESS EDUCATION – MICROSOFT OFFICE APPLICATIONS – Grades 9-12
Title: Word It, Excel It, Publish It, Present It
Authors: Linda Viveiros, Diane Silvia
Publisher: B.E. Publishing Copyright: 2011
Estimated Cost: \$2,790.53
BUSINESS EDUCATION – SPORTS AND ENTERTAINMENT MANAGEMENT –
Grades 10-12
Title: Sports and Entertainment Management
Authors: Ken Kaser and Dr. John Brooks
Publisher: South-Western Publishing Copyright: 2008
Estimated Cost: \$1,682.18
Administrative Recommendation: Approve purchase of the above textbooks for use in two
new high school courses; (6269) Sports and Entertainment Management and (6252) Microsoft
Office Applications.
Action: Motion Second

2. Background Information : Through the <i>Title I – Neglected & Delinquent Institution</i> funding portion of the <i>2012-2013 Federal Programs Consolidated Application</i> , McGuffey School District would like to contract with the Mel Blount Youth Home to provide one (1) "qualified teacher" and one (1) "teacher's assistant" for the Educational Summer Program at the Mel Blount Youth Home (June 17, 2013 – August 1, 2013)					
Administrative Recommendation: Approve the Program between the Mel Blount Youth Home a and accomplish provision and coordination of ar placed at the Mel Blount Youth Home (June 17,	and the McGuffey School District to facilitate a Educational Summer Program for the students				
Action: Motion	Second				
3. Background Information: The agreement be McGuffey School District for special education a year services is submitted for approval. There is year	related services contract for extended school no rate increase from the 2012-2013 school				
Administrative Recommendation: Approve Againg Mission Home Care, L.P.	greement between McGuffey School District and				
Action: Motion	Second				
4. Background Information: High School Prinarticulation Agreement between Delaware Valle agreement facilitates dual enrollment opportunit	ey College and McGuffey School District. This ies for high school students for 2013-2014.				
Administrative Recommendation: Approve the Valley College and McGuffey School District for	_				
Action: Motion Sec	ond				

5. Background Information: Renee Cambruzz approval of the Articulation Agreement between McGuffey School District. This agreement facili school students for 2013-2014	Westmoreland County Community College and itates dual enrollment opportunities for high
Administrative Recommendation: Approve the Westmoreland County Community College and I school year.	_
Action: Motion Seco	ond
6. Background Information: Bethany College McGuffey School District for student teaching plyear	e County and Institution of Higher Education d Student Teachers between Bethany College
Action: Motion	Second
7. Background Information: West Virginia Unwith McGuffey School District for student teaching.	
Administrative Recommendation: Approve th Virginia University Articles of Agreement for Un Teachers between West Virginia University and placements for the 2013-2014 school year.	iversity Student Pre-Service and/or Student
Action: Motion	Second

8. Background Information: Permission is being requested for a Trinity Area School District student (T1) to attend McGuffey High School to participate in the vocational agriculture program for the 2013-2014 school year. Trinity Area School District will be responsible for the tuition fee.					
Administrative Recommendation: Approve To McGuffey High School to participate in the vocachool year.	Trinity Area School District student (T1) to attend cational agriculture program for the 2013-2014				
Action: Motion	Second				
	being requested for a Trinity Area School District to participate in the vocational agriculture program chool District will be responsible for the tuition				
Administrative Recommendation: Approve To McGuffey High School to participate in the vocachool year.	Trinity Area School District student (T2) to attend cational agriculture program for the 2013-2014				
Action: Motion	Second				
_	being requested for a Trinity Area School District to participate in the vocational agriculture program chool District will be responsible for the tuition				
Administrative Recommendation: Approve To McGuffey High School to participate in the voc school year.	Γrinity Area School District student (T3) to attend cational agriculture program for the 2013-2014				
Action: Motion	Second				

11. Background Information: Permission is being requested for an Avella Area School District student (A2) to attend McGuffey High School to participate in the vocational agriculture program for the 2013-2014 school year. Avella Area School District will be responsible for the tuition fee.					
Administrative Recommendation: Approve Ave McGuffey High School to participate in the vocati school year.					
Action: Motion	Second				
 12. Background Information: Claysville Expermission to maintain summer library hours for sat no cost to the District. Claysville faculty volusupervise the Summer Library Program. Administrative Recommendation: Approve sur School every Thursday from 9 a.m. – 11 a.m. at no 	students every Thursday from 9 a.m. – 11 a.m. inteer their time through a sign-up process to mmer library hours for Claysville Elementary				
Action: Motion	Second				
13. Background Information: Joe Walker Elem permission to maintain summer library hours for sp.m. Staff has volunteered their time to monitor the 2013. There is no cost to the district.	tudents every Wednesday from 10 a.m. – 12				
Administrative Recommendation: Approve the selementary School every Wednesday from 10 a.m.					
Action: Motion	Second				

14. Background Information: Joe W fundraisers for the 2013-2014 school ye	alker Elementary PTO would like to hold the following ear:
Sarris Candies	
Market Day	
Little Caesars	
 Texas Roadhouse 	
 Stratwood Catering 	
Dynamic Creations - Spirit Sale	
Great American Opportunities -	Magazines
Square 1 Art	
Scholastic Book Fair	
listed fundraisers for the 2013-2014 sch	oprove Joe Walker Elementary PTO to hold the above nool year. Second
the "Release Time Bible Program" (RT) available to all 4 th grade students at Joe Tuesdays from September 10, 2013, thr	oprove the "Release Time Bible Program" (RTBP) for Joe
Action: Motion	Second
ACHOII. MICHOII	
	Second

16. Background Information: The following curricula were proposed for a first reading at the May 9, 2013, school board meeting, and are presented for approval:

CONTENT				1st	2nd
AREA	COURSE NANE	Local #	Revised/New	Reading	Reading
	Sports and				
	Entertainment				
Business	Management	6292	New	05/09/13	6/13/13
	Microsoft Office				
	Applications	6252	New	05/09/13	6/13/13
Language	Language Arts				
Arts	(K)	0100	Revised	05/09/13	6/13/13
	Language Arts		Revised		
	(1)	1100		05/09/13	6/13/13
	Language Arts		Revised		
	(2)	2100		05/09/13	6/13/13
	Language Arts		Revised		
	(3)	3100		05/09/13	6/13/13
	Reading (4)	4100	Revised	05/09/13	6/13/13
	English 9				
	Academic	1110	New	05/09/13	6/13/13
	English 10				
	Academic	1210	New	05/09/13	6/13/13
	English 11,				
	Academic	1310	New	05/09/13	6/13/13
	English 12,				
	Academic	1410	New	05/09/13	6/13/13
Mathematics	Math (4)	4200	Revised	05/09/13	6/13/13
	Math (5)	5200	Revised	05/09/13	6/13/13

Administrative Recommendation:	Approve the above listed curricula as presented.
Action: Motion	Second

Superintendent's Report (continued)

For Your Information:

- 2. The following curricula are proposed for a first reading:

CONTENT AREA	COURSE NAME	Local #	Revised/New	1st Reading	2nd Reading
Computers	Computers Kindergarten	0520	Revised	6/13/13	
	Computers Grade 1	1520	Revised	6/13/13	
	Computers Grade 2	2520	Revised	6/13/13	
	Computers Grade 3	3520	Revised	6/13/13	
	Computers Grade 4	4520	Revised	6/13/13	
	Computers Grade 5	5520	Revised	6/13/13	
	Computers Grade 6	4602	Revised	05/09/13	
	Computers Grade 7	4702	Revised	05/09/13	
	Computers Grade 8	4802	Revised		
	Multimedia	6335	Revised	05/09/13	
	Computer Programming	6315	Revised	05/09/13	
	Computer Technology	6345	Revised	6/13/13	
Family and Consumer Science	Family and Consumer Science 7	4703	Revised	6/13/13	
	Family and Consumer Science 8	4803	Revised	6/13/13	
Informational Services	Sixth Grade Academy	5601	NEW	6/13/13	
Language Arts	Reading 6	6501	Revised	6/13/13	
	Reading 7	7501	Revised	6/13/13	
	Reading 8 Semester	8501	Revised	6/13/13	
	Reading 8 Full Year	8502	Revised	6/13/13	

Mathematics	Algebra I	8204	Revised	6/13/13	
Social Studies	Social Studies 6	6401	Revised	6/13/13	
	World History 7	7401	Revised	6/13/13	
	World Geography 8	8401	Revised	6/13/13	
	Pennsylvania History 8	8401	Revised	6/13/13	

Executive Session



1. Background Information: Approval is needed active to May 10, 2013, for the remainder of the 20 file in the Transportation Office.		
Administrative Recommendation: Approve Eva Cress as a driver for GG&C for the remainder of the 2012-2013 school year.		
Action: Motion	Second	

2. **Background Information:** Genevieve Minch, para-educator, submitted her letter of resignation on May 26, 2013, effective May 26, 2013.

Administrative Recommendation: Accept the resignation of Genevieve Minch as paraeducator effective May 26, 2013.

Action:	Motion	Second

3. Background Information: Lou Ann Kaufman, food service general worker, has submitted her letter of retirement. Her last day of work will be June 7, 2013.			
Administrative Recommendation: Accept, with regret, the retirement of Lou Ann Kaufman as food service general worker effective June 7, 2013, and authorize the administration to post and, if necessary, advertise for the position.			
Action: Motion Sec	cond		
4. Background Information: Renea Lacock has been chairperson for fourth grade for the term beginning July	1 5		
Administrative Recommendation: Approve Renea L chairperson for fourth grade for the term beginning July	1 0		
Action: Motion Sec	cond		
5. Background Information: The building principals as technology leaders for the 2013-2014 school year.	s recommend hiring the following teachers		
Bonnie Sikorski – Claysville Elementary Cassie Allison– Joe Walker Elementary Teresa Engler – Middle School Michael Calvert – High School			
The technology leaders will be paid \$1,000 at the end of the school year after all reports have been submitted and approved. <i>The program is funded through Title II, Part A.</i>			
Administrative Recommendation: Approve Bonnie Sikorski, Cassie Allison, Teresa Engler, and Michael Calvert as technology leaders for the 2013-2014 school year at a stipend of \$1,000.			
Action: Motion Sec	cond		

6. Background Information: Sandra Roach works five (5) hours per day as a security guard during the school year. Her hourly rate for working as a security guard is \$15.40 for the 2012-2013 school year.			
Administrative Recommendation: Approach at the rate of \$16.00 for the 2013-2	prove the hourly rate of pay for security guard Sandra 2014 school year.		
Action: Motion	Second		
permission to attend the Neglected and D Springs, PA. Estimated costs: Registration	or of Special Education Megan Van Fossan requests Delinquent Conference, October 28-30, 2013, in Seven on Fee – \$N/A; Food - \$90.00; Hotel - \$N/A; Mileage – penses: \$178 paid through Title II, Part A funds.		
Administrative Recommendation: App Delinquent Conference, October 28-30, 2	prove Megan Van Fossan to attend the Neglected and 2013, in Seven Springs, PA.		
Action: Motion	Second		
Principal Marie Kolander request perm Beyond the Basics Conference, July	ville Elementary Principal Sheryl Fleck and Assistant hission to attend the Marzano Center Common Core: 9-11, 2013, in Columbus Ohio. Estimated costs: el \$226; and Lodging: \$356. <i>Total estimated expenses:</i> c.		
-	oprove Sheryl Fleck and Marie Kolander to attend the I the Basics Conference, July 9-11, 2013, in Columbus,		
Action: Motion	Second		

9. Background Information: Sheryl Fleck and Marie Kolander request permission to attend the 2013 Response to Instruction & Intervention Implementer's Forum, June 25-27, 2013, in Hershey, PA. Estimated costs: Registration: Free, Meals: \$180; Travel: \$306; and Lodging: Free. <i>Total estimated cost \$486 paid through the General Fund.</i>			
Administrative Recommendation: Approve Sh 2013 Response to Instruction & Intervention I Hershey, PA.	•		
Action: Motion	Second		
 10. Background Information: Sheryl Fleck requests permission to attend the Crisis Prevention Intervention Proficiency Plus Instructor Renewal Course, August 2, 2013, in Cleveland, Ohio. Estimated costs: Registration: \$899 Meals: \$30; Travel \$200. Total estimated cost \$1129 paid through Title II, Part A funds. Administrative Recommendation: Approve Sheryl Fleck to attend the Crisis Prevention Intervention Proficiency Plus Instructor Renewal Course, August 2, 2013, in Cleveland, OH. 			
Action: Motion	Second		
11. Background Information: FFA Advisor Renee Cambruzzi and approximately four female McGuffey FFA students request permission to attend Western PA FFA Leadership Conference in Conneaut Lake, PA on July 18-19, 2013. <i>All expenses will be paid by the McGuffey FFA</i> .			
Administrative Recommendation: Approve the FFA Advisor and four female McGuffey FFA students to attend Western PA FFA Leadership Conference in Conneaut Lake, PA on July 18-19, 2013.			
Action: Motion	Second		

♣ Policy

1. Background Information: Acceptable Use and Internet Safety Policy for the Computer Network was proposed for a first reading at the May 9, 2013, school board meeting, and is presented for adoption. Attachment			
Administrative Recommendation: Approve Policy No. 815 Acceptable Use and Internet Safety Policy for the Computer Network for adoption.			
Action: Motion Second			
→ Business			
1. Background Information: The standard Software Maintenance Agreement with Harris School Solutions [formally ProSoft Technologies, Inc.] for financial and student accounting systems will expire June 30, 2013. Attachment			
Administrative Recommendation: Approve the Software Maintenance Agreement renewal between Harris School Solutions and McGuffey School District at a cost of \$26,571.23 for the financial and student accounting software systems for the period July 1, 2013, through June 30, 2014.			
Action: Motion Second			
2. Background Information: A Lease Agreement has been submitted between McGuffey School District and Community Action Southwest effective July 1, 2013 and ends June 30, 2014, for one (1) classroom located in the Claysville Elementary School			
Administrative Recommendation: Approve the one (1) year Lease Agreement between McGuffey School District and Community Action Southwest for one (1) classroom located in the Claysville Elementary School, as presented.			
Action: Motion Second			

3. Background Information: Community Action Southwest has submitted a contract to purchase meals for a one (1) year period at Claysville Elementary School at an estimated annual cost of \$13,932.00 for the 2013-2014 school year			
Administrative Recommendation: Approve the contract between McGuffey School District and Community Action Southwest/Headstart for student meals for the 2013-2014 school year, as presented.			
Action: Motion Second			
4. Background Information: Transformation Learning Corporation leases Blaine Buffalo Elementary for the purpose of running a private academic school. The current lease ends on July 31, 2013. A new lease is submitted for approval			
2013, as presented.			
Action: Motion Second			
 5. Background Information: An amended business associate agreement (BAA) with Tri-Star Systems is necessary due to changes HIPAA regulations. Tri-Star Systems administers the district's Health Reimbursement Account			
McGuffey School District and Tri-Star Systems as presented, pending review by the district's solicitor.			
Action: Motion Second			

6. Background Information: A contract for maintenance and support of existing Vicon security camera system is needed for the 2013-2014 school year. CCL has become an approved vendor and support provider for Vicon products. This contract can be terminated by either party with a 60 day written notice. PSX, Inc. is currently servicing the security system and was given 30 day notice of cancellation effective at the end of the business day on June 30, 2013. Attachment			
Administrative Recommendation: Approve the Memorandum of Understanding, between McGuffey School District and Computer Center Line Technologies (CCL), for a 12 month contract for maintenance and support of existing Vicon security camera system services to begin July 1, 2013, and expire June 30, 2014, at a monthly fee of \$600 (\$7200 per year), as presented. Furthermore, approve the cancellation of the existing Vicon security camera system services with PSX, effective June 30, 2013.			
Action: Motion Second			
7. Background Information: Architects HHSDR Engineers has submitted Job #3801-Statement #3 in the amount of \$9,240.00 for professional services. [Schematic Design Complete; Preliminary Design Complete; Contract Administration 25% Complete for the Claysville Elementary School –]			
*Note – This expenditure will be reimbursed from a future tax-exempt borrowing or fund balance.			
Administrative Recommendation: Approve payment to HHSDR for Statement #3, in the amount of \$9,240.00.			
Action: Motion Second			

8. Background Information: Gateway Engineers, Inc. has submitted invoice #197902 in the amount of \$2,280.00 to conduct a geotechnical investigation for the Claysville Elementary School project for work through April 27, 2013. Also, invoice #198370 in the amount of \$6,545.00 for surveying services for the Claysville Elementary School project for work through May 11, 2013. Attachment *Note – This expenditure will be reimbursed from a future tax-exempt borrowing or fund balance.			
Administrative Recommendation: Approve pay #197902 in the amount of \$2,280.00 and #198370			
Action: Motion	Second		
 9. Background Information: The cost of renewing Edline service for one (1) year is \$12,809.97 for Claysville Elementary, Joe Walker Elementary, McGuffey Middle School and McGuffey High School. The cost of 2012-2013 was \$12,321.28			
10. Background Information: The cost of renewing Blackboard Connect service for a three (3) year term is \$4,500.00 per year (\$2.25 per student). Blackboard Connect is the mass notification program used to send informational and emergency phone messages to the school community. The initial cost to start the Alertnow service was \$5,000.00 (\$2.50 per student). Attachment			
Administrative Recommendation: Approve the renewal of Blackboard Connect service effective July 1, 2013, to June 3, 2016, at a cost of \$4,500.00 per year.			
Action: Motion	Second		

April 30, 2013, in the amount of \$2,424.50		•		
Administrative Recommendation: Approve payr invoices with the billing date of April 30, 2013, in		r submitted		
Action: Motion	Second			
12. Background Information: Annual renewal is package.	•			
* Package [includes: property; general liability; crime; Indemnity Insurance Company of No.	-	\$ <u>64,819.00</u>		
* School Leader Errors & Omissions (Old Republic	Insurance Company)	\$ <u>16,891.00</u>		
* Umbrella (Old Republic Insurance Company)		\$ <u>10,900.00</u>		
* Workers' Compensation (UPMC)		\$ <u>82,890.00</u>		
* Privacy (Cyber) Liability (Westchester Fire Insura	ance Company)	\$ <u>7,431.00</u>		
	Total	\$ <u>182,931.00</u>		
Total Insurance for the 2012-2013 school year was \$176,832.00.				
Administrative Recommendation: Approve insurance renewal for 2013-2014 as compiled by Gleason Agency, at a total cost of \$182,931.00, as listed above.				
Action: Motion	Second			

13. Background Information: Annual renewal is required for the District's student and athletic insurance coverage (same price as 2012-2013)				
Administrative Recommendation: Approve the District's student and athletic insurance coverage with Bollinger Insurance for the 2013-2014 school year (Annual Premium - \$8,875.00).				
Action: Motion	Second			
	eacock Keller has submitted invoice #62902 for fees and costs			
-	assessment litigation. McGuffey School District and			
Washington School District are sharing the expenses of the litigation				
Administrative Recommendation the amount of \$2,938.82.	: Approve payment to Peacock Keller for invoice #62902 in			
Action: Motion	Second			
15. Background Information: Proyear books.	reparation is needed for the closing of the 2012-2013 fiscal			
	: Approve the following for the closing of the 2012-2013			
fiscal year books:	on on of Lune 20, 2012.			
* Close the 2012-2013 books as of June 30, 2013; * Pay bills that arrive and are due by June 30, 2013;				
* Transfer funds necessary for the completion of budget expenditures;				
* Direct the School District auditors to proceed with conducting the necessary financial				
transactions and audit for the close of the fiscal year;				
*Actions of the Administration are reported at the next regularly scheduled Board meeting.				
Action: Motion	Second			

16. Background Information: The final 2013-2014 Food Service Department Budget is presented in the amount of \$1,229,448.		
Administrative Recommendation Budget in the amount of \$1,229,448	: Approve the final 2013-2014 Food Service Department 8.	
Action: Motion	Second	
17. Background Information: Th	e 2013-2014 final budget of the McGuffey School District	
and the following taxes are submitted	ed for adoption:	
*\$5.00 Per Capita, Section 6	579, School Code;	
*\$5.00 Per Capita, Act 51;		
*\$10.00 Flat Rate Occupation	on Tax;	
*½ of 1% Wage Tax;		
*½ of 1% Realty Estate Tra	nsfer Tax.	
	: Adopt the Final Budget of the McGuffey School District in	
	for the 2013-2014 fiscal year and levy an annual tax	
of mills, as well as th		
*\$5.00 Per Capita, Section 6	5/9, School Code;	
*\$5.00 Per Capita, Act 51;	Th.	
*\$10.00 Flat Rate Occupation	on Tax;	
*½ of 1% Wage Tax;	C. T.	
*½ of 1% Realty Estate Tra	nsfer Tax.	
Action: Motion	Second	

18. Background Information: The District received notification from the PA Department of Education that \$873,250.47 will be allocated from state gaming monies for the Homestead/ Farmstead exclusion under the provisions of Act 50 and Act 1 for the school year beginning July 1, 2013. This Resolution details the exclusion and all calculations involved in the accessed value reduction for approved homeowners.				
Administrative Recommendation: Approve Resolution 2012/2013 – #08 as presented,				
providing up to a \$ Homestead and Farmstead exclusion for those residents of the				
McGuffey School District that have been approved for the property tax relief by the Washington				
County Assessment Office				
Action: Motion Second				
Business Report (continued) For Your Information:				
1. Budget Expenditure Report				
2. Cafeteria Report for May 2013. Attachment				

Solicitor's Report: Christina Lane, Esq., Andrews & Price

Board Director & Community Representative Reports

- Scott Harden, Western Area Career & Technology Center Representative:
- Jeffrey Ross, PSBA Liaison:
- Tom Lane, Intermediate Unit 1 Board Member:
- David Franz, Citizens Library Representative:

➤ Additional Public Participation (agenda and non-agenda items)

> Adjournment (Time:)	
Action: Motion	Second

DATES TO REMEMBER

Looking Ahead...

Thursday, July 18 Board Committee Meeting – 6 p.m.

Board Meeting – 7 p.m.