

**NOVEMBER 14, 2022  
CHOCONUT VALLEY ELEMENTARY SCHOOL L.G.I. ROOM**

**MONTROSE AREA SCHOOL DISTRICT  
BOARD OF DIRECTORS**

**MEETING AGENDA**

(Visit our website at [www.masd.info](http://www.masd.info))

Mrs. Mary Homan  
Board of Directors President

Mr. Christopher McComb  
Superintendent of Schools

**I. CALL TO ORDER** – Mrs. Mary Homan, Board President

**II. ROLL CALL** – Mrs. Connie Birchard, Board Secretary

**III. OPPORTUNITY FOR VISITORS TO ADDRESS AGENDA ITEMS**

**IV. AGENDA ITEMS**

**A. MINUTES** – Mrs. Mary Homan, Board President

1. A motion is needed to approve the following minutes as submitted:
  - a. October 10, 2022 Work Session Minutes
  - b. October 10, 2022 Board Meeting Minutes

**B. FINANCE** – Mr. Paul Adams, Mr. Richard Jordan and Mrs. Gloria Smith, Chairpersons

2. A motion is needed to approve the list of bills to be paid, including the Food Service payment summary
3. A motion is needed to approve the September 2022 Treasurer's Report, which includes the 39 Capital Projects Fund account and the 32 Capital Reserve Fund account
4. A motion is needed to commit \$20,000 received from gas lease royalties towards after school extracurricular duties for the remainder of the 2022-2023 school year as follows:
  - a. Junior-Senior High School - \$5,000 clubs
  - b. Lathrop Street Elementary School - \$5,000 clubs and \$2,500 tutoring
  - c. Choconut Valley Elementary School - \$5,000 clubs and \$2,500 tutoring
5. A motion is needed to approve budget transfers for the 2022-2023 school year as per submitted
6. A motion is needed to terminate DeHey McAndrew as our Section 125 Cafeteria Benefits and Flexible Spending Account (FSA) Plan third party administrator, effective January 1, 2023
7. A motion is needed to approve CBIZ Human Capital Management as our Flexible Spending Account (FSA) Plan third party administrator as submitted at a cost of \$195.00 annual base fee plus \$3.25 per month per participant enrolled in the Montrose Area School District FSA plan as in accordance with the current MEA and MESPA Collective Bargaining Agreements, effective January 1, 2023
8. A motion is needed to approve Cowden Associates as our Section 125 and Section 105 Plan third party administrator as submitted at an estimated cost of \$4,800 per year, effective January 1, 2023
9. A motion is needed to approve Government Software Services, Inc. from Honesdale, PA as our Homestead / Farmstead (HSFS) third party administrator to create and mail all HSFS mailers for a one-year agreement as submitted at a rate of \$.35 cents per mailer for the Montrose Area School District HSFS mailing compliance as in accordance with Act 1
10. A motion is needed to exonerate property parcel #082.00-1,003.00,000 as per the request from the Pennsylvania Department of Military and Veterans Affairs for a disabled Veteran for Real Estate tax year 2022 as per submitted
11. A motion is needed to approve the Student Activities Fund Report

**IV. AGENDA ITEMS – continued**

**C. TECHNOLOGY – Mr. Paul Adams and Miss Taylor Warner, Chairpersons**

12. A motion is needed to approve Vicon Industries Inc. as the equipment provider for an exterior door access control system to be implemented by Guyette Communication Industries for all 56 entrance ways at the Junior-Senior High School at the Pennsylvania Educational Purchasing Program for Microcomputers (PEPPM) quoted amount of \$35,128.55

**D. EXTRACURRICULAR – Mrs. Gretchen Backer and Mrs. Jennifer Strickland, Chairpersons**

13. A motion is needed to approve Joseph Nabywaniec as Assistant Junior-High Boys' Basketball coach beginning with the 2022-2023 winter sports season at a salary of \$2,600
14. A motion is needed to accept with regret the resignation of the following coaches:
  - a. Melanie Lasher as Assistant Baseball Coach, retroactive to October 24, 2022
  - b. Michael Zuba as Head Golf Coach, retroactive to November 1, 2022
  - c. James Fluck as Junior-High Baseball Coach, retroactive to November 10, 2022

**E. TRANSPORTATION – Mrs. Gloria Smith and Mrs. Jennifer Strickland, Chairpersons**

15. A motion is needed to approve Patrick Conboy as an additional transportation contractor for activity runs for the remainder of the 2022-2023 school year to be utilized on a rotational basis
16. A motion is needed to approve the submitted Transportation Contract adjustments for the 2022-2023 school year

**F. PERSONNEL – Mrs. Mary Homan and Mrs. Gretchen Backer, Chairpersons**

17. A motion is needed to accept with regret the resignation of the following Night Custodians assigned to the Junior-Senior High School:
  - a. Colby Starzec, retroactive to October 24, 2022
  - b. Brenda Allen, retroactive to November 11, 2022
18. A motion is needed to approve Diane Monteforte as an additional tutor at Lathrop Street Elementary School effective immediately for the remainder of the 2022-2023 school year at the current contracted rate of \$30.00 per hour
19. A motion is needed to employ Nathan Brace as a Night Custodian assigned to Choconut Valley Elementary School at the rate of \$12.00 per hour for 8 hours per day, 260 days per fiscal year, with family fringe benefits in accordance with the current MESPA Collective Bargaining Agreement effective contingent upon completion of employment requirements
20. A motion is needed to employ Rachel Egan as an Elementary Math Learning Interventionist assigned to Lathrop Street Elementary School retroactive to November 7, 2022 to be prorated for the remainder of the 2022-2023 school year and expiring at the end of the 2023-2024 school year at a salary of \$46,263 (Bachelor, Step 1), together with corresponding fringe benefits in accordance with the current MEA Collective Bargaining Agreement
21. A motion is needed to approve Torilyn Rezykowski for the 2022-2023 school year as a mentor for School Social Worker at Lathrop Street Elementary School at the stipend rate of \$1,000
22. A motion is needed to approve Lindsay Strohl as a support staff substitute on an as needed basis effective contingent upon completion of employment requirements
23. A motion is needed to accept with regret the resignation of Heather Spry, Special Education teacher assigned to the Junior-Senior High School, effective date contingent upon successfully hiring a successor, but not to exceed December 21, 2022

**F. PERSONNEL – continued**

- 24. A motion is needed to create two (2) Disney Club Advisor positions at Lathrop Street Elementary School, retroactive to the beginning of the 2022-2023 school year at the stipend rate of \$800 each and appoint Katie Keats and Madelyne Pasteka as co-advisors
- 25. A motion is needed to create a Games Club Advisor position at the Junior-Senior High School, retroactive to the beginning of the 2022-2023 school year at the stipend rate of \$750 and appoint Cary Halliburton as the advisor

**V. NEW BUSINESS**

- 26. A motion is needed to approve a Memorandum of Understanding with the Montrose Education Support Professionals Association regarding custodial staffing shortage as per submitted

**VI. SCHEDULE OF PUBLIC BOARD MEETINGS**

- A. Monday, December 5, 2022, 7:00 P.M. - Re-Organization Meeting, followed by the monthly Work Session, location to be determined
- B. Monday, December 5, 2022 – immediately following Work Session – regular monthly Business meeting, location to be determined

**VII. OPPORTUNITY FOR VISITORS' ADDITIONAL COMMENTS**

**VIII. ADJOURNMENT**

CM/cjb