

RED LION AREA BOARD OF SCHOOL DIRECTORS  
JUNE 4, 2014  
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RED LION AREA BOARD OF SCHOOL DIRECTORS  
MEETING AGENDA  
(SUBJECT TO CHANGE)  
JUNE 4, 2014  
7:30 p.m.  
EDUCATION CENTER BOARD ROOM

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of the Minutes (Motion Required) 18-25
- IV. Presentation
  - A. Best Communities in Music Education – JOEL MENCHEY, NAMM Representative
  - B. Voices of the Pride
  - C. All-State Orchestra Award – MARY LOYER
  - D. Honoring Retirees – DR. SCOTT DEISLEY
  - E. Curriculum – ERIC WILSON, TAMMY GROVE, GRANT GOUKER, and SHEILA HUGHES
- V. Board Member/Committee Reports
- VI. Discussion Items 5
  - A. Child Nutrition Manager and Senior Accountant Job Descriptions – DR. SCOTT DEISLEY
  - B. Department Lead Job Description – DR. KRISTA ANTONIS
  - C. Elementary Building Technology Facilitator Job Description – DR. KRISTA ANTONIS
  - D. Children’s Hospital of Philadelphia Educational Services Agreement – TERRY ROBINSON
  - E. Policy Revisions – TERRY ROBINSON
  - F. Other Items/Public Comment

VII. Personnel

A. Honoring Retirees (Motion Required)

It is recommended that the members of the Red Lion Area Board of School Directors pass the following Resolution of Respect for staff members who have retired from service during the 2013-14 school year or who will be retired from service by the end of the 2013-14 school year:

JOETTE ALLPHIN .....	39 YEARS
ANN ANDERSON .....	29 YEARS
MARV BERKOWITZ .....	38 YEARS
SUSAN CATHCART .....	16 YEARS
JOANN GARNER .....	36.25 YEARS
JAMES HAMBERGER .....	8 YEARS
BARBARA HARRINGTON .....	12.5 YEARS
JUDY HEINDEL .....	10 YEARS
CHARLES HUMBERD.....	35 YEARS
JUDY KING .....	11 YEARS
CAROL KIRBY .....	20.5 YEARS
SUSAN PFAENDLER.....	28.5 YEARS
MARSHA POSEY .....	28.5 YEARS
JEAN RICE .....	43 YEARS
MARY JO SALLADE .....	22 YEARS
JESSICA SHULTZ .....	13 YEARS
KATHY SNYDER .....	33 YEARS
MICHAEL TEIXEIRA .....	35.5 YEARS
JAY VASELLAS .....	37.75 YEARS
VIRGINIA WEBER .....	24 YEARS
SUSAN WOLGEMUTH.....	26 YEARS

WHEREAS, these district staff members have given many years of:

1. Loving devotion to the needs of students
2. Faithful dedication to the ideals of education
3. Steadfast loyalty to district goals, policy and programs.

WHEREAS, the members of the Board of School Directors and Administration wish to express their sincere thankfulness and deep appreciation to these individuals:

THEREFORE, BE IT RESOLVED, that the members of the Red Lion Area Board of School Directors acknowledge and honor these staff members who retired from service this year by entering a copy of the Resolution into the minutes of the June 4, 2014, official board meeting and that a copy of the Resolution be tendered gratefully to each of the individuals described herein.

B. Retirements (Motion Required)

It is recommended the following retirements be approved:

Support Staff

1. MARY JO L. SALLADE as full-time personal assistant paraprofessional at Locust Grove Elementary School effective the end of the 2013-2014 school year. She has been with the district 22 years.
2. JAMES M. HAMBERGER as part-time cafeteria worker at Locust Grove Elementary School effective the end of the 2013-2014 school year. He has been with the district 8 years.

C. Resignations (Motion Required)

It is recommended the following resignations be accepted:

Professional

1. JESSICA KEARNS as a grade 2 teacher at Larry J. Macaluso Elementary School effective the end of the 2013-2014 school year.
2. JESSICA WERTZ-GODFREY as an elementary art teacher at North Hopewell-Winterstown, Mazie Gable, and Windsor Manor Elementary Schools effective the end of the 2013-2014 school year.
3. KATHY BOWSER as a grade 1 teacher at Pleasant View Elementary School effective the end of the 2013-2014 school year.

Extra-Curricular

1. MATT ZIMMERMAN as head girls' soccer coach effective immediately.

D. Requests for a Leave of Absence Without Pay (Roll Call Vote)

It is recommended the following requests for a leave of absence without pay be approved:

Professional

1. AMANDA K. DANSBERRY, learning support teacher at Larry J. Macaluso Elementary School, from October 29, 2014 through December 8, 2014. This is due to medical reasons.

Ratify

2. ANGELA J. TOME, learning support teacher at Larry J. Macaluso Elementary School, from April 16, 2014 through the end of the 2013-2014 school year. This is due to medical reasons.

E. Elimination of Position (Roll Call Vote)

It is recommended the following elimination of position be approved:

Professional

1. One full-time elementary classroom teacher position.

F. Appointments (Roll Call Vote)

It is recommended the following appointments be approved:

Professional

1. EMILY E. KOHLBUS, 2760 Chestnut Run Road, York, PA 17402 as full-time substitute language arts teacher at Red Lion Area Junior High School on step 1 of the salary scale with a Bachelor's Degree and 0 years of credited experience at the negotiated salary for the position effective August 11, 2014 through the end of the 2014-2015 school term. This is due to the professional development leave of absence of Danielle Suppa.
2. ASHLEY J. SHAY, 1819 Wexford Road, Palmyra, PA 17078 as full-time regular professional gifted teacher on step 8 of the salary scale with a Master's Degree and 9 years of credited experience at the negotiated salary for the position effective August 11, 2014, pending receipt of current Acts 34, 151, and FBI fingerprint clearances. This is a new position. (Present placement: To be determined.)
3. DEBORAH L. LOVELIDGE, 6370 Gallop Road, Harrisburg, PA 17111 as full-time temporary professional elementary teacher on step 3 of the salary scale with a Bachelor's Degree and 2 years of credited experience at the negotiated salary for the position effective August 11, 2014. This is due to the resignation of Jessica Kearns. (Present placement: Larry J. Macaluso Elementary School, grade 2.)

Support Staff

1. MICHELLE A. MAY, 252 E. Broadway, Red Lion, PA 17356 as full-time general secretary, 7 hours per day, during the school term, at the rate established for the position effective August 15, 2014. This is due to the retirement of Marsha Posey. (Present placement: Red Lion Area Senior High School.)

Extra-Curricular

Ratify

1. MICHAEL G. WATT, 968 Castle Pond Drive, York, PA 17402 as head boys' soccer coach effective May 22, 2014.

### Swim Employees

1. KRISTEN REED, 2025 Delta Road, Felton, PA 17322.
2. COLIN SLOAD-DIEHL, 23 Schoolhouse Lane, Windsor, PA 17366.
3. CONNOR BRANDT, 230 South Pine Street, Red Lion, PA 17356.

### VIII. Conference Attendance Requests (Roll Call Vote)

There are none.

### IX. Buildings & Grounds Usages (Motion Required)

- A. The Larry J. Macaluso Elementary School P.T.O. requests permission to use the Larry J. Macaluso Elementary School LGI room on Thursday, August 21, 2014 from 8:00 a.m. to 4:00 p.m. for a Boohoo breakfast. Also requested is the LGI room on Friday, October 10, 2014 from 8:00 a.m. to 11:00 p.m. for a book fair. Also requested are the cafeteria, upper field, lower field, and LGI room on Friday and Saturday, May 7 and 8, 2015 from 1:30 p.m. to 11:00 p.m. for May Day. Also requested is the LGI room on Tuesdays, September 9, October 14, November 11, and December 9, 2014, and January 13, February 10, March 10, April 14, and May 12, 2015 from 6:30 p.m. to 8:30 p.m. for P.T.O. meetings. Also requested is the LGI room Tuesday through Friday, October 14 through 17, 2014 from 8:00 a.m. to 11:00 p.m. for a book fair. Also requested is the LGI room Tuesday through Friday, December 2 through 5, 2014 from 8:00 a.m. to 11:00 p.m. for a holiday shop. A custodian will be on duty for security purposes.
- B. The Mazie Gable Elementary School P.T.O. requests permission to use the Mazie Gable Elementary School LGI room on Tuesdays, August 12, September 9, October 14, November 11, and December 9, 2014 and January 13, February 10, March 10, April 14, and May 12, 2015 from 6:00 p.m. to 8:00 p.m. for P.T.O. meetings. Also requested is the Mazie Gable Elementary School LGI room on Friday, November 14, 2014, Monday through Thursday, November 17 to 20, 2014, Friday, March 20, 2015, and Monday through Thursday, March 23 to 28, 2015 from 9:00 a.m. to 3:00 p.m. for book fairs. Also requested is the Mazie Gable Elementary School all-purpose room on Fridays, November 21, 2014, January 23, 2015, and February 27, 2015 from 6:30 p.m. to 8:30 p.m. for movie night. Also requested is the Mazie Gable Elementary School all-purpose room on Friday, October 17, 2014 from 6:00 p.m. to 8:00 p.m. for Fall Fun Night. Also requested are Mazie Gable Elementary School fields and all-purpose room on Monday, September 8, 2014 from 6:00 p.m. to 7:30 p.m. for a P.T.O. ice cream social. Also requested is the Mazie Gable Elementary School LGI room on Tuesday, August 26, 2014 from 6:00 p.m. to 8:00 p.m. for a P.T.O. meet and greet. A custodian will be on duty for security purposes.
- C. The Red Lion Football Booster Club requests permission to use the Red Lion Area Senior High School Horn Field on Saturday, October 18, 2014 from 3:00 p.m. to 11:00 p.m. for Red Lion Youth Football.

- D. The Red Lion Cheerleading Booster Club requests permission to use the Red Lion Area Senior High School cafeteria on Tuesdays, August 5, September 2, October 7, and November 4, 2014 and January 6, February 3, March 3, April 7, and May 5, 2015 from 6:00 p.m. to 7:00 p.m. for booster club meetings. Also requested is the Red Lion Area Senior High School LGI room on Tuesday, June 2, 2015 from 7:00 p.m. to 8:00 p.m. for a parent cheer meeting. A custodian will on duty for security purposes.
- E. The Red Lion Area Education Association requests permission to use a Mazie Gable Elementary School classroom on Wednesdays, September 24, October 22, November 12, December 17, 2014 and February 25, March 25, and April 22, 2015 from 4:15 p.m. to 6:45 p.m. for council meetings. Also requested is the Red Lion Area Junior High School cafetorium on Wednesdays, August 27, 2014, January 28, 2015, and May 27, 2015 from 4:15 p.m. to 7:15 p.m. for general membership meetings. A custodian will be on duty for security purposes.
- F. The Red Lion Senior High School Administration requests permission to use the Mazie Gable Elementary School all purpose room on Thursdays, September 11 through November 13, 2014 from 6:00 p.m. to 8:00 p.m. for Adult Education. A custodian will be on duty for security purposes.

X. Other Business

A. Approval of Bus Company Drivers (Roll Call Vote)

It is recommended the following bus company drivers be approved:

1. BRIAN WILLIAM FOLLER, 256 N. Main Street, Red Lion, PA 17356
2. CAROL R. MCGINN, 1216 Bridgeton Road, Airville, PA 17302

B. Approval of Policy Changes (Roll Call Vote)

It is recommended the following policies be approved:

1. Policy 200, Enrollment of Students
2. Policy 203, Infectious Diseases and Immunizations
3. Policy 707, Use of School Facilities
4. Policy 810, Transportation

C. Approval of Department Lead Job Description (Roll Call Vote)

It is recommended the revised department lead job description be approved.

D. Approval of Elementary Building Technology Facilitator Job Description  
(Roll Call Vote)

It is recommended the elementary building technology facilitator job description be approved.

E. Approval of Student Handbooks (Roll Call Vote)

It is recommended the 2014-2015 Red Lion Area School District Elementary School, Junior High School, and Senior High School Student Handbooks be approved.

XI. Finance

A. Annual Tax Levy Resolution (Roll Call Vote)

RESOLVED, by the Board of School Directors of Red Lion Area School District, that taxes are levied for school purposes for the school year beginning July 1, 2014, subject to the provisions of the Local Tax Collection Law, as follows:

1. Real estate tax. Real estate tax of 22.3888 mills (or \$2.23888 per \$100 of assessment) on the assessed value of all real property taxable for school purposes in this School District. (Levied under School Code §§ 672 and 673.)
2. Interim real estate tax. Interim real estate tax of 22.3888 mills (or \$2.23888 per \$100 of assessment) on the assessed value of taxable real property, as stated in interim real estate assessment notices, that constitutes construction of a building, an improvement to a building, or other improvement to real property, not otherwise exempt from taxation. The interim real estate tax is part of the real estate tax levy, and applies to the assessed value of taxable real property not included in the initial tax duplicate used in issuing initial real estate tax notices for the school year. Tax assessors are directed to inspect and assess all taxable real property in the School District to which any improvement has been made, and to give notice of change in assessed value as required by law. The interim real estate tax applies for that proportionate part of the School District fiscal year remaining after the property was improved. (Levied under School Code § 677.1.)
3. Per capita tax. Per capita tax of five dollars \$5.00 on each individual over the age of eighteen (18) years who is a resident of this School District. The per capita tax applies to any individual who resides within the School District at any time during the school year starting July 1 and who is over the age of eighteen (18) at the time of such residence within the School District. (Levied under School Code §§ 672 and 679.)
4. Utility realty used to generate electricity. The real estate tax and the interim real estate tax apply to all real property taxable for school purposes, including all property listed in the definition of “utility realty” under § 8101-A(3) of the Public Utility Realty Tax Act, that was classified in such definition as “utility realty” prior to January 1, 2000, and that was removed from such definition effective January 1, 2000, because used in generating electricity. The tax applies to such property to the maximum extent permissible under the Pennsylvania Constitution and the Public Utility Realty Tax Act.

5. Tax due date/delinquent status.
  - a. The real estate tax is due and payable on July 15, 2014, and this will be the date of the tax notice issued to the owner for real estate tax other than interim real estate tax. Unless installment payment has been elected under the Red Lion Area School District Real Estate Tax Installment Payment Plan, the real estate tax is delinquent if not paid in full within four (4) months after the date of the tax notice issued to the owner – by November 15, 2014, for tax other than interim real estate tax.
  - b. The interim real estate tax is due and payable on the first day of the month after the month in which any improvement or addition to real property has been made. The interim real estate tax is delinquent if not paid in full within four (4) months after the date of the tax notice issued to the owner.
  - c. The per capita tax is due and payable on July 15, 2014, and this will be the date of the tax notice issued to an individual subject to the per capita tax on July 15. For such individuals, the per capita tax is delinquent if not paid in full within four (4) months after the date of the tax notice issued to the taxpayer – by November 15, 2014. If a resident individual attains age eighteen (18) after July 1 or an individual over age eighteen (18) becomes a resident after July 1, the per capita tax is due and payable on the date when the individual becomes subject to the tax. For such individuals, the per capita tax is delinquent if not paid in full within four (4) months after the date of the tax notice issued to the taxpayer. (Note: students who are 18 and attending senior high school will not be billed until the tax year following graduation.)
6. Discount and penalty. All taxpayers are entitled to a discount of two percent (2%) from the amount of the real estate tax or interim real estate tax or per capita tax by making payment of the entire tax amount within two (2) months after the date of the tax notice – by September 15, 2014, for tax other than interim real estate tax or per capita tax that becomes due after July 1. Unless installment payment has been elected under the Red Lion Area School District Real Estate Tax Installment Payment Plan, a taxpayer will be charged a penalty of ten percent (10%) of the tax, which penalty will be added to the tax, if the tax is not paid in full within four (4) months after the date of the tax notice – by November 15, 2014, for tax other than interim real estate tax or per capita tax that becomes due after July 1. (Discount and penalty rules established under Local Tax Collection Law, 72 P.S. § 5511.10.)
7. Severability. The provisions of this resolution are severable and, if any section, clause, sentence, part or provision is determined to be illegal, invalid or unconstitutional, such determination will not affect or impair any of the remaining sections, clauses, sentences, parts or provisions of this resolution. It is declared to be the intent of this school district that this resolution would have been adopted even if any such illegal, invalid or unconstitutional section, clause, sentence, part or provision had not been included in this resolution.

8. Continuation of other taxes. The Board has previously imposed other taxes that do not require an annual levy. Without modifying or amending such taxes in any manner, the Board ratifies continuation of the following previously imposed taxes that do not require an annual levy:
- a. Real estate transfer tax. Real estate transfer tax of 1.0%. (School District receives .5%, and municipalities receive .5%. Levied under the Pennsylvania Real Estate Transfer Tax Act and the Local Tax Enabling Act, Act 511.)
  - b. Earned income and net profits tax. Earned income and net profits tax of .5%. (School District tax levied under the Local Tax Enabling Act, Act 511.)
  - c. LTEA per capita tax. Per capita tax of \$5. This \$5 per capita tax levied under Act 511 is in addition to the \$5.00 per capita tax levied under the School Code. (Levied under the Local Tax Enabling Act, Act 511.)
  - d. Occupation privilege/local services tax. Occupation privilege/local services tax of \$10. (Levied under the Local Tax Enabling Act, Act 511.) NOTE: \$5.00 for residents of Red Lion Borough and Windsor Borough.

B. Permission to Dispose of Surplus Property (Roll Call Vote)

The administration respectfully requests permission to dispose of surplus property, as required, during the 2014-2015 school year.

C. Newspaper of General Circulation (Roll Call Vote)

It is recommended the York Daily Record and York Dispatch be designated as the newspapers of general circulation for the period beginning July 1, 2014 through June 30, 2015.

D. Permission to Make Budget Transfers (Roll Call Vote)

The administration respectfully requests permission to make budget transfers for the fiscal year 2013-2014 after June 30, 2014. This request is in conformance with the recommendation from state auditors.

E. School Depository (Roll Call Vote)

It is recommended PNC Bank, Pittsburgh, PA and Metro Bank, Harrisburg, PA be designated as the depositories for school funds for the period beginning July 1, 2014 through June 30, 2015.

F. Allocation of Unexpended Funds (Roll Call Vote)

It is recommended any excess 2013-2014 funds be allocated to increase the committed fund balance for future Pennsylvania Employee Retirement System payments and/or added to the unassigned fund balance. Specific amounts will be authorized at a later date following the close of the 2013-2014 fiscal year. Funds designated as committed will remain as such until the board stipulates the use of these funds.

G. Final District General Operating Budget Approval Resolution (Roll Call Vote)

RESOLVED, by the Board of School Directors of Red Lion Area School District, as follows:

The proposed Final Budget of the School District for the 2014-2015 fiscal year on form PDE-2028 as presented to the School Board is adopted as a Final Budget for the School District General Fund in the amount of \$85,800,000.00

H. Homestead and Farmstead Exclusion Resolution (Roll Call Vote)

RESOLVED, by the Board of School Directors of Red Lion Area School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2014, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

1. Aggregate amount available for homestead and farmstead real estate tax reduction. The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2014:
  - a. Gambling tax funds. The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$1,898,268.94.
  - b. Philadelphia tax credit reimbursement funds. PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$6,743.00.

Homestead/farmstead numbers. Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:

- a. Homestead property number. The number of approved homesteads within the School District is 9,914.
- b. Farmstead property number. The number of approved farmsteads within the School District is 289.
- c. Homestead/farmstead combined number. Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 10,203.

2. Homestead/farmstead exclusion authorization – July 1 tax bills. The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of the County-established assessed value of the homestead of \$8,360.00. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: the County-established assessed value of the farmstead of \$8,360.00. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1.

I. Approval of Contract (Roll Call Vote)

It is recommended a three year contract (July 1, 2014 to June 30, 2017) between School Express, Inc., New Oxford, PA and the Red Lion Area School District to provide special needs student transportation be approved. (See attached.)

J. Transportation Software (Roll Call Vote)

It is recommended the School District enter into a three year (July 1, 2014 to June 30, 2017) transportation software contract and license agreement with Transfinder, Schenectady, NY. The total cost for the three year agreement is \$30,445.00. (See attached.)

K. Awarding of Bids (Roll Call Vote)

1. It is recommended the Larry J. Macaluso Elementary School micro paving bid be awarded to Stewart & Tate, Inc., York, PA in the amount of \$22,450.00. (See attached.)
2. It is recommended the Red Lion Area Senior High School wide area network expansion bid be awarded to Henkels & McCoy, Inc., York, PA in the amount of \$22,800.00. (See attached.)
3. It is recommended the Red Lion Area School District district-wide painting bid be awarded to Red Lion Spray, Red Lion, PA in the amount of \$24,500.00. (See attached.)
4. It is recommended the Red Lion Area Senior High School roof restoration/repair bid be awarded to Progressive Roofing/Roofers Edge, Inc., Mount Joy, PA in the amount of \$201,452.00. This contract will be procured through the AEPA Contract #013. (See attached.)
5. It is recommended the Windsor Manor Elementary School floor covering replacement bid be awarded to Shaw Industries, Inc., Dalton, GA in the amount of \$71,052.00. This contract will be procured through the KPN Contract #201001-02 dated March 1, 2014 through February 28, 2015. (See attached.)
6. It is recommended the Windsor Manor Elementary School asbestos removal bid be awarded to Power Component Systems, Inc., Harrisburg, PA in the amount of \$19,688.00 (See attached.)

L. Scoreboard Column Installation (Roll Call Vote)

It is recommended to authorize Kinsley Construction, 1100 E. Princess Street, York, PA, 17403 to provide labor, equipment, and materials required to install four (4) scoreboard columns. The total cost for this project is \$17,980.00.

M. Permission to Bid (Roll Call Vote)

The administration requests permission to advertise and receive bids for the parking lot repaving project at Red Lion Area Senior High School.

N. Approval of Additional Services (Roll Call Vote)

The administration requests approval of additional services from The Wanner Group, 155 Reservoir Road, Strasburg, PA, 17579 in the amount of \$1,750.00 for one additional week of asbestos abatement at Windsor Manor Elementary School.

O. Corporate Sponsorship Agreement (Roll Call Vote)

It is recommended the three year (\$2,000 per year) corporate sponsorship agreement between the Red Lion Area School District and Specialty Metallurgical Products Company, Red Lion, PA be approved.

P. Expenditures (Roll Call Vote)

1. Cafeteria
2. General
3. Capital Improvements

XII. Future Agenda Items

- A. Textbook Adoption
- B. YMCA Pre-School Program

XIII. Other Materials Attached

- A. Report of Conference Attendance
- B. Personnel Materials (Board Members Only)

XIV. Announcements

- A. THURSDAY, JUNE 5, 2014 – Baccalaureate, Red Lion Area Senior High School Auditorium, 7:00 p.m.
- B. FRIDAY, JUNE 6, 2014 – Graduation Ceremony, Horn Field, 6:45 p.m.
- C. THURSDAY, JUNE 19, 2014 – Next Regular Meeting, Education Center, 7:30 p.m.