

AGENDA **REGULAR VOTING MEETING**

Spring Grove Area School District, Board of School Directors

Monday, October 21, 2013

Spring Grove Area Middle School, 244 Old Hanover Road, Spring Grove, PA

LGI Area, Room 242 @ 7:00 PM



I. **Call To Order** DOUGLAS STEIN

Flag salute and moment of silence

Roll call

Documented or announced reasons for known absences

Announcements regarding executive sessions held since the last sunshine meeting

× **October 7, 2013 for Student Discipline**

× **October 7, 2013 for Personnel**

II. **Superintendent's Report** ROBERT LOMBARDO

× Highlights of 2013 Student Trip to Europe –

○ *Emma Hoffnagle, Kiah Morrison, Haley Staub, Kathleen Krall (Advisor)*

× Future Farmers Club, Student Update

○ *Caleb Barshinger, Nick Renoll, Garrett Strouse, Tyler Wire, Melissa Nace (Advisor)*

× 2013 Quilt of Valor – *Nancy Daniels, Ruth Benner*

× PSBA Honor Roll Certificate (*Mrs. Emily Sindlinger - 8 years of service*)

× Tennis Match Results

III. **Student Representative Report**..... ANDREW MOUL

IV. **Welcome Visitors: Formal and Informal requests to address the Board**

▪ *(A maximum of five (5) minutes will be granted per individual and generally a maximum of thirty (30) minutes per meeting for this purpose. The Board's rules for hearing of members of the public can be altered on a temporary basis by the majority vote of the School Directors present.)*

▪ *The period of public comment is not designed to serve as an open dialogue, but rather to be an opportunity for district residents to express their opinions before the Board. The presiding officer may interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant. A limited response, for purposes of clarification only, may or may not be offered by either a board member or the school administration.*

Todd Staub – Athletic Boosters

V. **Board and Administration Response to Public Comment**

VI. **Correspondence**

VII. **Legislative Update**..... DAVE TRETTEL

VIII. **York Adams Academy**..... STACY MEYER



IX. **York County School of Technology**..... BRENT HOSCHAR

X. **Special Committee Reports** (*as needed*)

XI. **Approval of Minutes:** (*motion and second needed, voice vote*)

- × September 23, 2013 Regular Voting Meeting
- × October 7, 2013 Voting Meeting
- × October 7, 2013 Directors' Study

XII. **Treasurer's Report** (*motion and second needed, roll call vote*) ERIC CABLE

XIII. **Departmental Reports/Board Action Requests** (*motion and second needed, roll call vote*)

BUSINESS/FINANCE REPORTS

Budget and Finance..... Eric Cable
 Buildings and Grounds, **Information Only**
 Transportation Todd Staub

MANAGEMENT REPORTS

Policy Brent Hoschar
 Personnel..... Brent Hoschar

PROGRAM REPORTS

Curriculum Emily Sindlinger

XIV. **Adjournment** (*motion and second needed, voice vote*)

XV. **Executive Session for Personnel**

TREASURER'S REPORT FOR THE MONTH ENDING SEPTEMBER 30, 2013

GENERAL FUND - CHECKING

<u>Balance 08/31/13</u>	<u>11,255,338.55</u>	\$11,255,338.55
<u>Receipts</u>		
Total Receipts (as per attached)	16,060,613.07	\$16,060,601.07
Returned Item	<u>(12.00)</u>	
<u>Expenditures</u>		
Paid bills/Payroll through September 30, 2013	6,644,824.21	\$6,644,125.55
Voided Checks	<u>(698.66)</u>	
<u>Balance 09/30/13</u>		
M & T Bank (.25%)	<u>20,671,814.07</u>	\$20,671,814.07

GENERAL FUND - INVESTMENTS

<u>Balance 09/30/13</u>		
PLGIT Plus (.04%)	1,449.45	
PLGIT Class (.02%)	376,378.95	
PLGIT - Privatebank & Trust Co. CD (.55%) 11/29/2013	248,000.00	
PLGIT - Bank of the West, CA CD (.65%) 11/29/13	248,000.00	
PLGIT - Sonabank, VA CD (.51%) 11/29/13	248,000.00	
PLGIT - Israel Discount Bank of New York, NY CD (.65) 11/28/12	248,000.00	
PSDLAF PSDMAX (.01%)	278,125.94	
PSDLAF CD Pool (.15%) 12/17/2013	2,800,000.00	
PSDLAF - GE Capital CD (1.05%) 10/15/2013	245,000.00	
PSDLAF - Compass Bank (1.00%) 10/15/2013	245,000.00	
PSDLAF - Ally Bank CD (1.05%) 10/21/2013	245,000.00	
PSDLAF - Cit Bank CD (1.05%) 10/21/2013	245,000.00	
PSDLAF - Goldman Sachs (1.05%) 10/21/2013	245,000.00	
PSDSAF - American Expr Cen (1.10%) 10/21/2013	245,000.00	
PSDLAF - BMW Bank N America (1.05%) 11/25/2013	245,000.00	
PSDLAF - ASD - GE Capital (.40%) 9/26/2014	245,000.00	
PNC Bank Money Market (.20%)	521,982.90	
Susquehanna Bank Money Market (.25%)	250,016.64	
Susquehanna Bank CD (.80%) 6/20/14	254,285.26	
		\$7,434,239.14
GENERAL FUND - TOTAL		\$28,106,053.21

NUTRITION SERVICES FUND

<u>Balance 08/31/13</u>		<u>150,452.76</u>	\$150,452.76
<u>Receipts</u>			
Total Receipts (as per attached)		114,649.22	\$114,544.22
Returned Items		<u>(105.00)</u>	
<u>Expenditures</u>			
Paid bills through September 30, 2013		<u>72,294.93</u>	\$72,294.93
Voided checks			
<u>Balance 09/30/13</u>			
M & T Bank (.25%)		<u>192,702.05</u>	\$192,702.05

NUTRITION SERVICES FUND TOTAL**\$192,702.05****CAPITAL RESERVE FUND**

<u>Balance 08/31/13</u>		<u>155,412.57</u>	\$155,412.57
<u>Receipts</u>			
Interest/CD Maturity		<u>21.90</u>	\$21.90
<u>Expenditures</u>			
Paid bills through September 30, 2013		<u>59,600.00</u>	\$59,600.00
<u>Balance 09/30/13</u>			
M & T Bank (.25%)		<u>95,834.47</u>	\$95,834.47

CAPITAL RESERVE INVESTMENTS

PSDLAF PSDMAX (.01%)	593,509.49
PSDLAF- Fifth Third CD (.40%) 7/03/14	245,000.00
PSDLAF - Mizuho CD (.40%) 7/03/14	245,000.00

\$1,083,509.49**CAPITAL RESERVE - TOTAL****\$1,179,343.96****Invoices presented for Board approval - October 2013****\$0.00****STUDENT ACTIVITY FUNDS**

<u>Balance 09/30/13</u>			
Elementaries		4,998.04	
Intermediate School		4,646.45	
Middle School		3,965.96	
High School		<u>36,074.08</u>	
			\$49,684.53
STUDENT ACTIVITY FUNDS-TOTAL			\$49,684.53

BUDGET AND FINANCE BOARD ACTIONS REQUESTED:

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists as presented.

- B. **HAND-HELD TWO-WAY RADIO SYSTEM PROCUREMENT** – Approval to procure a digital two-way radio system, from Mill’s Communication, Inc., to be used in and around respective district buildings, and to consist of FCC licensing (good for ten years), a repeater, and a total of 30 digital radios, at a cost not to exceed \$14,880.10.

- C. **CHANGEOVER FROM GLOBAL CONNECT TO ONE CALL NOW** – Approval to move from the existing Global Connect mass communication system for automated phone calls, to One Call Now, which will allow for greater sharing of data from the District’s student information system, and incur no additional costs as part of the implementation.

FOR INFORMATION ONLY:**MANDATED BUILDING FIRE DRILLS**

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
High School	9/26/2013	7	5
Middle School	9/30/2013	2	33
Intermediate School	9/26/2013	1	58
New Salem Elementary	9/26/2013	1	55
Paradise Elementary	9/30/2013	1	15
Spring Grove Elementary	9/20/2013	1	44

***NOTE:** If there is no fire drill listed for a building,
it is due to the drill being conducted after the Board meeting.*

TRANSPORTATION BOARD ACTIONS REQUESTED:

- A. **ISSUANCE OF REQUEST FOR PROPOSAL** – Approval to issue a Request for Proposal for the provision for pupil transportation services beginning with the 2014-2015 school year.

Background Information: *The current school year represents the final year of an existing contract with Durham School Services for the provision of pupil transportation for the District. Posting the RFP at this time will allow the board opportunity to consider available alternatives and cost differentials for inclusion with 2014-2015 budget discussions.*

- B. **DURHAM SCHOOL SERVICES' BUS/VAN DRIVERS** – Approval of the following contracted Durham School Services, Inc. bus/van drivers for the 2013-14 school year:

- 1) Shannon Lauer
- 2) Cindy Zimmerman
- 3) Laura Dennis
- 4) Christine Donovan
- 5) Julie Myers

POLICY BOARD ACTIONS REQUESTED:

- A. **SECOND READING** – Approval of a second reading for the following policies:
- 1) Policy No. 605: FINANCES, Tax Levy
- B. **STUDENT DISCIPLINE:**
- 1) High School Administration and Superintendent’s recommendation of the Agreement, Waiver and Stipulation as documented (for student 004) during a meeting held on October 8, 2013.
 - 2) High School Administration and Superintendent’s recommendation of the Agreement, Waiver and Stipulation as documented (for student 005) during a meeting held on October 10, 2013.
- C. **2014-2015 BOARD MEETING SCHEDULE** – Approval of the attached schedule of meetings for the Board of School Directors during the 2014 calendar year.
- D. **2013-2014 SGAEF ANNUAL PLAN** – Approval of the attached 2013-2014 annual plan for the Spring Grove Area Education Fund.
- E. **FULL DAY KINDERGARTEN PROGRAM** – Approval to conduct a full-day kindergarten program in the district, retroactive to the start of the 2001-2002 school year.

Background Information: *The budgetary planning process for the 2001-2002 fiscal school year included a decision to operate a full day kindergarten program in the district (enrollment limited to those students meeting specific eligibility requirements). With the implementation of PIMS reporting, child accounting uploads to PDE have recently undergone changes in codes for students reported, particularly those in a full day program. A specific action is necessary to meet PDE’s requirements for verification of board approval.*

- F. **2015-2018 COMPREHENSIVE PLANNING COMMITTEE** – Approval of the attached list of individuals to serve as a committee working toward development and assembly of the District’s 2015-2018 Comprehensive Plan, formerly known as the Strategic Plan.

Background Information: *This committee is currently being assembled; the listing of names will be provided to board members at the October 21 meeting. The committee will be comprised of board members, district administrators and staff members, and district residents.*

- G. **DONATIONS** – Acceptance of the following donations in accordance with Board Policy No. 702, Gifts, Grants and Donations:
- 1) From the New Salem Elementary PTO: One teacher coupon valued at \$50.00, to each of (30) teachers at New Salem Elementary, for purchases over the course of the school year toward school supplies (Total = \$1,550.00); a monetary donation of \$750.00 for New Salem Grade 1 students to go on a field trip to Brown’s Orchards; a monetary donation of \$850.25 to host a school wide S.T.E.M. assembly for New Salem students.

PERSONNEL BOARD ACTIONS REQUESTED:

A. **FAMILY AND MEDICAL LEAVE OF ABSENCE** – Approval of the following request for family and medical leave:

- 1) **District Network Specialist** – David Livelsberger, beginning October 15, 2013, for approximately 1-2 weeks, not to exceed the 12 week maximum as outlined under the Family and Medical Leave guidelines for restoration of health.

B. **APPOINTMENTS** – Approval of the following appointments:

- 1) **Intermediate School Learning Support Aide** – Denise Fink, as a part-time 4 hours per student day, special education aide, effective October 16, 2013. Compensation established at \$9.17 per hour base rate.

Background Information: *This vacancy occurred with the recent transfer of Kristi Hoschar. Ms. Fink has her Bachelor's degree in Behavioral Science from Messiah College. She's been employed with Walgreens since 2005 as a manager and service clerk. Previously, she worked as a library aide at Martin Memorial Library and as a Director for Human Life Services. Ms. Fink currently volunteers in the district.*

- 2) **Student Custodian** – Ha Ni Lee, as a part-time, student custodian, effective October 14, 2013. Compensation established at \$7.50 per hour.

Background Information: *Miss Lee is a senior at Spring Grove Area High School, whose part-time capacity includes a 15-hour work week. She previously worked at Akitas Japanese restaurant, Lemoyne, and at a family market as a cashier.*

- 3) **High School Head Boys' & Head Girls' Track Coach** – Scott Govern, effective for the 2013-2014 school year. Stipend established at \$3,825.00, in accordance with the agreement between Spring Grove Education Association and Spring Grove Area School District.

Background Information: *Mr. Govern is the district's Student Athletic Coordinator and had been a Head Track coach previously for two years. He had teams finishing within the top 6 in districts and within the top 10 in the state. Mr. Govern had 18 state qualifiers during his two years as head coach.*

- 4) **Lifeguard Swimming Aide** – Sabrina Martin, effective September 23, 2013, for the 2013-2014 school year. Compensation established at \$7.50 per hour.

C. **NON-INSTRUCTIONAL SUBSTITUTES** – Approval of the following classified substitutes for the 2013-2014 school year at the hourly rate approved in the Classified Wage & Salary Guidelines:

- 1) Barbara Gilbert
- 2) Bernadette Mummert

CURRICULUM BOARD ACTIONS REQUESTED:

- A. **TRIP REQUEST** – Approval for approximately 140 high school students, along with Daniel Brenner, Brian Buterbaugh, and Kyle Showalter, High School Music Teachers, a school nurse, and multiple parent chaperones, to travel to Williamsburg, Virginia, and Washington, D.C., April 17-19, 2014.

Background Information: *This trip will be a multi-ensemble performance trip with our Spring Grove High School performing ensembles supporting one another. They will participate in a performance in Williamsburg, and visit musical, historical, and educational venues; they will attend a professional performance by the National Symphony Orchestra in Washington, D.C., as well as visit other museums and attractions in the area. Trip expenses will be paid by the Music Boosters organization.*