



# AGENDA

## REGULAR VOTING MEETING

Spring Grove Area School District, Board of School Directors  
Wednesday, April 17, 2013 ~ New Salem Elementary @ 7:00 PM

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- 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
    - × **April 3, 2013 – for personnel reasons**
  
- II. **Superintendent’s Report** ..... DR. ROBERT LOMBARDO
  - × PASBO / PASBA Certificate Presentations
  
- III. **Student Representative Report**..... COLBY WEBB
  
- 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.*
    - × Music Boosters – Amy Baublitz
    - × Athletic Boosters
    - × William T. Stafford, Jackson Township
  
- V. **Board and Administration Response to Public Comment**
  
- VI. **Correspondence**
  
- VII. **Legislative Update**..... CINDY HUBER
  
- VIII. **York Adams Academy**..... STACY MEYER
  
- IX. **York County School of Technology**..... CINDY HUBER
  
- X. **Special Committee Reports** *(as needed)*
  
- XI. **Approval of Minutes:** *(motion and second needed, voice vote)*
  - × March 20, 2013 Regular Voting Meeting
  - × April 3, 2013 Voting Meeting
  - × April 3, 2013 Directors’ Study Forum



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, FOR INFORMATION ONLY

Transportation..... Todd Staub

**MANAGEMENT REPORTS**

Policy ..... Brent Hoschar

Personnel..... Cindy Huber

**PROGRAM REPORTS**

Curriculum ..... Emily Sindlinger

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

**TREASURER'S REPORT FOR THE MONTH ENDING MARCH 31, 2013.**

**GENERAL FUND - CHECKING**

<u>Balance 02/28/13</u>	<u>20,862,192.42</u>	<b>\$20,862,192.42</b>
<u>Receipts</u>		
Total Receipts (as per attached)	<u>2,487,557.49</u>	<b>\$2,487,557.49</b>
<u>Expenditures</u>		
Paid bills/Payroll through March 31, 2013	6,544,588.58	
Voided Checks	<u>(786.11)</u>	<b>\$6,543,802.47</b>
<u>Balance 03/31/13</u>		
M & T Bank (.25%)	<u>16,805,947.44</u>	<b>\$16,805,947.44</b>

**GENERAL FUND - INVESTMENTS**

<u>Balance 3/31/13</u>		
PLGIT Plus (.03%)	1,449.22	
PLGIT Class (.02%)	376,336.98	
PLGIT - Sonabank, VA CD (.51%) 11/29/2013	248,000.00	
PLGIT- Bank of the West CD (.65%) 11/29/13	248,000.00	
PLGIT - Israel Disc Bank of NY CD (.65%) 11/29/13	248,000.00	
PLGIT - Private Bank & Trust CD (.55) 11/29/13	248,000.00	
PSDLAF PSDMAX (.10%)	515,690.01	
PSDLAF CD Pool (.15%) 4/30/2013	1,075,000.00	
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 - GE Capital Ret Bank (1.05%) 09/23/2013	245,000.00	
PSDLAF - BMW Bank N America (1.05%) 11/25/2013	245,000.00	
PSDLAF - Beal Bank CD (.50%) 6/19/2013	245,000.00	
PSDLAF - Discov Bank CD (.45%) 6/20/13	245,000.00	
PSDLAF - One West Bank CD (.70%) 7/24/2013	245,000.00	
PSDLAF - Customers (.45%) 4/29/13	245,000.00	
PSDLAF - Sterling Nat CD (.40%) 6/08/13	245,000.00	
PSDLAF - Financial Fed CD (.35%) 6/08/2013	245,000.00	
PNC Bank Money Market (.20%)	521,685.55	
Susquehanna Bank Money Market (.25%)	249,220.65	
Susquehanna Bank CD (1.14%) 6/20/13	253,045.40	
Susquehanna Cash Management	789.18	
		<b>\$7,415,216.99</b>
<b>GENERAL FUND - TOTAL</b>		<b>\$24,221,164.43</b>

**NUTRITION SERVICES FUND**

<u>Balance 02/28/13</u>	<u>363,803.69</u>	<b>\$363,803.69</b>
<b>Receipts</b>		
Total Receipts (as per attached)	113,128.05	<b>\$113,053.05</b>
Returned Checks	<u>(75.00)</u>	
<b>Expenditures</b>		
Paid bills through March 31, 2013	237,911.66	<b>\$237,881.17</b>
Voided Checks	<u>(30.49)</u>	
<b>Balance 03/31/13</b>		
M & T Bank (.25%)	<u>238,975.57</u>	<b>\$238,975.57</b>

**NUTRITION SERVICES FUND TOTAL****\$238,975.57****CAPITAL RESERVE FUND**

<u>Balance 02/28/13</u>	<u>163,916.59</u>	<b>\$163,916.59</b>
<b>Receipts</b>		
Interest	<u>32.22</u>	<b>\$32.22</b>
<b>Expenditures</b>		
Paid bills through March 31, 2013	<u>0.00</u>	<b>\$0.00</b>
<b>Balance 03/31/13</b>		
M & T Bank (.25%)	<u>163,948.81</u>	<b>\$163,948.81</b>

**CAPITAL RESERVE INVESTMENTS**

PSDLAF PSDMAX (.010%)	83,503.81	
PSDLAF CD Pool (.15%) 4/20/13	1,000,000.00	
		<b>\$1,083,503.81</b>

**CAPITAL RESERVE - TOTAL****\$1,247,452.62****Invoices presented for Board approval - April, 2013****\$0.00****STUDENT ACTIVITY FUNDS**

<u>Balance 03/31/13</u>		
Elementaries	5,849.23	
Intermediate School	9,741.01	
Middle School	22,570.63	
High School	<u>45,918.53</u>	
		<b>\$84,079.40</b>
<b>STUDENT ACTIVITY FUNDS-TOTAL</b>		<b>\$84,079.40</b>

**BUDGET AND FINANCE BOARD ACTIONS REQUESTED:**

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists as presented.
- B. **PROPOSED 2013-2014 GENERAL FUND BUDGET** – Approval of the Proposed General Fund Budget for the 2013-2014 fiscal year, with total revenues of \$56,691,819 and total expenditures of \$61,327,498, with the shortfall of \$4,635,679 to be funded from the General Fund Unreserved Fund Balance, and setting the real estate tax millage rate at 20.5048 mills, an increase of .5473 mills from the restated millage rate of 19.9575 (based upon the rescission of mills due to refinance of debt exception).

**Background Information:** *Current state legislation requires approval of the proposed budget at least thirty days prior to adoption of the final budget, which can be no later than June 30, 2013. The proposed budget must be duly advertised and made available to the public for inspection.*

- C. **2013-2014 FINAL BUDGET NOTICE** – Approval of the attached Final Budget Notice, which gives notification to the public that the 2013-2014 Proposed Final Budget for the General Fund is available for public inspection, and states intention to present for adoption as a Final Budget at the May 20, 2013 school board meeting, allowing for amendments before final adoption.
- D. **2013-2014 PROPOSED FINAL BUDGET RESOLUTION** – Approval of the attached Resolution Authorizing Proposed Final Budget Display and Advertising, supporting the Final Budget Notice.
- E. **FEDERAL GRANT SUMMARY** – Approval for participation in the programs and/or grants for the 2013-2014 fiscal year as outlined in the attached Overview of Federal, State, and Other Programs and/or Grants chart.
- F. **TRANSFER OF SCHOLARSHIP FUNDS** – Approval to transfer funds of four bequests to the District to support annual scholarships for Spring Grove Area High School graduating seniors, to the Spring Grove Area Scholarship Foundation.

**Background Information:** *This transfer is contingent upon the Scholarship Foundation's acceptance of the monies and agreement that scholarship awards must remain as named. In the event the Foundation finds itself unable to meet the requirements of administering the scholarships, the principal amount would be returned to the District.*

**FOR INFORMATION ONLY:**

**MANDATED BUILDING FIRE DRILLS**

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
High School	3/28/13	6	38
Middle School	3/27/13	2	06
Intermediate School	3/27/13 <i>Live Drill alarm was pulled by a preschooler</i>	<i>Untimed Reported that students exited in a quiet and timely manner.</i>	
New Salem Elementary	3/27/13	1	29
Paradise Elementary	3/11/13	1	06
Spring Grove Elementary	3/28/13	1	53

***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. **CONTRACTED CARRIERS** – Approval of the following bus/van drivers contracted through Durham School Services, Inc., for the 2012-13 school year:

- 1) Amy Hess
- 2) Danielle Bosley

**POLICY BOARD ACTIONS REQUESTED:**

- A. **SECOND READING** – Approval of a second reading for the following policy:
  - 1) Policy No. 217: PUPILS, Graduation Requirements
  
- B. **BOARD MEETING CALENDAR** – Acceptance of a change in board meeting dates for the 2013 calendar year, and approval to post revised dates as follows:
  - 1) From May 15 to May 20
  - 2) From June 5 to June 3
  - 3) From June 19 to June 17
  
- C. **DONATIONS** – In accordance with Policy #702, Gifts, Grants and Donations, acceptance of the following:
  - 1) A monetary donation in the amount of \$2,000 from East Berlin VFW, toward the Veterans Memorial Garden at the High School;
  - 2) A Yamaha Alto Sax, YAS-23, and two (2) Vito Clarinets, from Nicole Harlacher;
  - 3) 330 dictionaries, one for each District third grade student, from the West York Rotary Club, Carlisle Road, York.



**PERSONNEL BOARD ACTIONS REQUESTED:**

- A. **RESIGNATION** – Approval of the following resignation:
- 1) **Intermediate School Instructional Aide** – Sally Fringer, effective at the conclusion of the 2012-2013 school year, due to retirement.  
  
***Background Information:** Mrs. Fringer has provided 24 years of service to the Spring Grove Area School District.*
- B. **FAMILY AND MEDICAL LEAVE OF ABSENCE** – Approval of the following requests for family and medical leave:
- 1) **Spring Grove Elementary Instructor** – Lora Workinger, beginning approximately October 4, 2013, not to exceed the 12 week maximum as outlined under the Family and Medical leave guidelines for child rearing.
  - 2) **Paradise Elementary Reading Specialist** – Alison Schriver, beginning April 9, 2013, for approximately 4-6 weeks, not to exceed the 12 week maximum as outlined under the Family and Medical leave guidelines for the restoration of health.
- C. **UNCOMPENSATED LEAVE OF ABSENCE** – Approval of the following request for uncompensated leave:
- 1) **Spring Grove Elementary Instructor** – Lora Workinger, beginning approximately January 6, 2014, for approximately 4 weeks, due to child rearing.
- D. **APPOINTMENTS** – Approval of the following appointments:
- 1) **District Maintenance Technician** – William Stiles, as a full-time, 12 month per year maintenance employee, effective April 1, 2013. Compensation established at \$16.76 per hour.  
  
***Background Information:** This vacancy was created due to the recent retirement resignation of Mr. Hershey. Mr. Stiles has been working for the district in this capacity as a substitute since 2011. Previously, he was employed at Advance Graphics Equipment for 21 years and Custom-Bilt Machinery for 11 years. He has held various machinist, technician, and supervisory positions. Mr. Stiles was also on Seven Valleys Borough Council for 4 years and was the Seven Valleys Zoning Enforcement Officer for 6 years.*
  - 2) **Paradise Elementary Substitute Reading Specialist** – Wanda Peterson, effective April 9, 2013, for so long as regular professional employee is on a medical leave of absence during the 2012-2013 school year. Compensation established at \$110.00 per day for the first 30 days. On the 31<sup>st</sup> day, compensation to be a proration of Step 1 of the Bachelor's Schedule.  
  
***Background Information:** Mrs. Peterson will be covering for Alison Schriver during her leave of absence. Mrs. Peterson has been substitute teaching in the district for many years.*
  - 3) **Elementary Instructor** – Melissa Pitzer, as a full-time, temporary professional employee, effective August 19, 2013, pending receipt of current favorable Act 34, Act 151, and Federal Background check clearances. Compensation established at Step 4 of the Bachelor's + 24 Schedule.

**Background Information:** This vacancy occurred with recent retirement resignations throughout the elementary program. Ms. Pitzer received her Bachelor's degree in Elementary Education from Millersville University. Currently she teaches at York Academy Regional Charter School. Previously, Ms. Pitzer completed a long-term substitute teaching position at Spring Grove Elementary. She also has experience as a Lead Teacher at Joyful Noise Preschool and a Teacher at Adams County Head Start. Ms. Pitzer is slated to be assigned to Spring Grove Elementary, 4<sup>th</sup> Grade.

- 4) **Elementary Instructor** – Heather Friedah, as a full-time, temporary professional employee, effective August 19, 2013. Compensation established at Step 2 of the Bachelor's + 24 Schedule.

**Background Information:** This vacancy occurred with recent retirement resignations throughout the elementary program. Ms. Friedah received a Bachelor's degree in Communication from University of Buffalo and a Bachelor's degree in Elementary Education from York College. Previously she was an Elementary Teacher at Northeastern School District and is currently completing a long term substitute elementary assignment there. Ms. Friedah has also taught with the Lincoln Intermediate Unit as a Guest Teacher and completed an instructional assistant position at Northeastern. She is slated to be assigned to Spring Grove Elementary, 3<sup>rd</sup> Grade.

- 5) **Elementary Instructor** – Caitlin Harman, as a full-time, temporary professional employee, effective August 19, 2013, pending receipt of current favorable Act 151 Background check clearance. Compensation established at Step 1 of the Bachelor's Schedule.

**Background Information:** This vacancy occurred with recent retirement resignations throughout the elementary program. Miss Harman received her Bachelor's degree in Early Childhood and Special Education from Lebanon Valley College. She currently is a Substitute PCA, a Paraprofessional at the Capital Area Intermediate Unit, and a youth soccer coach for Lancaster/Lebanon Berks Soccer Shots. Miss Harman previously was the Head Junior Varsity Girls' Soccer Coach and Assistant Varsity Soccer Coach for Annville-Cleona School District. She is slated to be assigned to Paradise Elementary, 1<sup>st</sup> Grade.

- 6) **Elementary Instructor** – Melissa Dantro, as a full-time, temporary professional employee, effective August 19, 2013. Compensation established at Step 1 of the Bachelor's Schedule.

**Background Information:** This vacancy occurred with recent retirement resignations throughout the elementary program. Mrs. Dantro received her Bachelor's degree in Elementary Education from Millersville University. She has been substitute teaching for Central York School District and Dover Area School District. Mrs. Dantro is slated to be assigned to New Salem Elementary, 4<sup>th</sup> Grade.

- E. **NON-INSTRUCTIONAL SUBSTITUTE** – Approval of the following classified substitute for the 2012-2013 school year at the hourly rate approved in the Classified Wage & Salary Guidelines:

- 1) Caroline Storm, LPN

F. **INSTRUCTIONAL SUBSTITUTES** – Approval of the following professional substitutes for the 2012-2013 school year at a rate of \$95.00 per day and \$110.00 per day beginning on the 21<sup>st</sup> day cumulative:

- 1) Erica Dearborn – Special Education/Middle Level Mathematics/Middle Level English
- 2) Rodolfo Manzo – Social Studies
- 3) Andrew Schmehl – General Science

G. **INTERSCHOLASTIC PERSONNEL** – Approval of the following individual for the remainder of the 2012-2013 school year to work athletic events at the established rate of \$8.00 per hour:

- 1) David Guinn

H. **SUMMER MUSIC PERSONNEL** – Approval of the following instructors for the 2013 Summer Music Program to be used on an as-needed basis, with compensation at the approved curriculum rate, to be paid from tuition fees received from participants in this program:

- 1) Daniel Brenner – Secondary Instrumental Instructor
- 2) Timothy Bupp – Elementary Instrumental Instructor
- 3) Brian Buterbaugh – Secondary Instrumental Instructor
- 4) Daniel Fake – Secondary Instrumental Instructor
- 5) Susan Gross – Secondary Instrumental Instructor
- 6) William Robinson – Elementary Instrumental Instructor
- 7) Kyle Showalter – Secondary Instrumental Instructor

**ADDENDUM TO PERSONNEL BOARD ACTIONS REQUESTED:**

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

- 3) Spring Grove Elementary Cook – Georgia Becker, beginning April 15, 2013, not to exceed the 12 week maximum as outlined under the Family and Medical leave guidelines for the restoration of health.
- 4) Middle School Social Studies Instructor – Sharan Rinehart, beginning April 19, 2013, through approximately April 26, 2013, not to exceed the 12 week maximum as outlined under the Family and Medical leave guidelines for the restoration of health.
- 5) New Salem Elementary Kindergarten Instructor – Kathryn Bowen, beginning approximately April 29, 2013, not to exceed the 12 week maximum as outlined under the Family and Medical leave guidelines for child rearing.

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

- 7) Middle School Mathematics Instructor – Amy Thompson, as a full-time, temporary professional employee, effective August 19, 2013, pending receipt of appropriate PA teaching certification. Compensation established at Step 1 of the Bachelor's + 24 Schedule.

**Background Information:** *This vacancy occurred with the recent retirement resignation of Mrs. Hoffman. Mrs. Thompson received a Bachelor's degree in Economics/Government and Mathematics from Millersville University and a second Bachelor's degree in Secondary Mathematics Education from Shippensburg University. She currently is a Youth Advisor and employed as a Customer Service Representative at the Gettysburg YWCA. Previously she was a Mathematics Tutor at Shippensburg University and in a private household. Mrs. Thompson had been an Operations Analyst for a Public Consulting Group and a Statistical Assistant for the PA Department of Labor and Industry.*

**CURRICULUM BOARD ACTIONS REQUESTED:**

- A. **TRIP REQUEST** – Approval for Kathleen Gable, English as a Second Language Teacher, and Patti Griffith, Classroom Aide, to accompany approximately 12 High School students to the Holocaust Museum in Washington, D.C., on May 10, 2013.

**Background Information:** *Participating in this trip will help students in developing an understanding of the roots and ramifications of prejudice, racism, and stereotyping in any society and why it is necessary to speak out against such. Costs associated with this trip will be funded by Project Harmony.*

- B. **TRIP REQUEST** – Approval for Deanna Thatcher, High School German Teacher and G.A.P.P. Coordinator, and Stephen Richards, High School Social Studies Teachers, to accompany approximately 13 High School students to Bensberg, Germany, from June 2 – July 1, 2014.

**Background Information:** *The German-American Partnership Program (G.A.P.P.) exchange experience in Bensberg gives Spring Grove students the opportunity to apply their linguistic and cultural knowledge of German and German-speaking countries, and to form personal connections and experiences to facilitate life-long learning of German. The opportunity also develops students' global awareness and perspective of their own culture. All costs associated will be assumed by staff and students who will be traveling. This trip is the second part of the student exchange program, as German students will be here in the fall of 2013.*