



AGENDA

REGULAR VOTING MEETING

*Spring Grove Area School District, Board of School Directors
Monday, May 20, 2013 ~ Educational Service Center, 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
- II. **Superintendent's Report** DR. ROBERT LOMBARDO
- × Mock Trial Competition – *Jason Baker*
District Champions: Kate Colen, Nick Ensminger, Sara Erlemeier, Jackie Maurer, Lexi Seaman, Shelby Spencer, and Becky Wiest
 - × Student FCR Donations – *Ruth Benner, Lyn Greco*
 - × Student Representative – Final Meeting
 - × Stock and Leader, Lead Counsel Retirement – *Stephen Russell*
 - × Reminder – Scholarship Foundation Banquet, *Tuesday, May 21*
- 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.*
- × Athletic Boosters – Todd Staub
- 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)*

- × April 17, 2013 Regular Voting Meeting
- × May 1, 2013 Voting Meeting
- × May 1, 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 GroundsDoug White

MANAGEMENT REPORTS

Policy Brent Hoschar
 Personnel.....Cindy Huber

PROGRAM REPORTS

Curriculum Emily Sindlinger

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

XV. **Executive Session for Legal Purposes**

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

GENERAL FUND - CHECKING

<u>Balance 03/31/13</u>		
	<u>16,805,947.44</u>	\$16,805,947.44
<u>Receipts</u>		
Total Receipts (as per attached)	2,044,736.30	\$2,044,736.30
<u>Expenditures</u>		
Paid bills/Payroll through April 30, 2013	3,728,218.58	
Voided Checks	<u>(1,526.28)</u>	\$3,726,692.30
<u>Balance 04/30/13</u>		
M & T Bank (.25%)	<u>15,123,991.44</u>	\$15,123,991.44

GENERAL FUND - INVESTMENTS

<u>Balance 04/30/13</u>		
PLGIT Plus (.05%)	1,449.22	
PLGIT Class (.04%)	376,349.39	
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%)	764,065.32	
PSDLAF CD Pool (.15%) 6/25/2013	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 - 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 (.17%)	521,764.16	
Susquehanna Bank Money Market (.25%)	249,261.61	
Susquehanna Bank CD (1.14%) 6/20/13	253,290.40	
Susquehanna Cash Management	752.10	
		\$7,418,932.20
GENERAL FUND - TOTAL		\$22,542,923.64

NUTRITION SERVICES FUND

<u>Balance 03/31/13</u>	<u>238,975.57</u>	\$238,975.57
<u>Receipts</u>		
Total Receipts (as per attached)	299,609.98	
Returned Checks	<u>(185.00)</u>	\$299,424.98
<u>Expenditures</u>		
Paid bills through April 30, 2013	213,099.20	\$213,099.20
Voided Check		
<u>Balance 04/30/13</u>		
M & T Bank (0.25%)	<u>325,301.35</u>	\$325,301.35

NUTRITION SERVICES FUND TOTAL**\$325,301.35****CAPITAL RESERVE FUND**

<u>Balance 03/31/13</u>	<u>163,948.81</u>	\$163,948.81
<u>Receipts</u>		
Interest	<u>31.18</u>	\$31.18
<u>Expenditures</u>		
Paid bills through April 30, 2013	<u>0.00</u>	\$0.00
<u>Balance 04/30/13</u>		
M & T Bank (.25%)	<u>163,979.99</u>	\$163,979.99

CAPITAL RESERVE INVESTMENTS

PSDLAF PSDMAX (.010%)	83,631.21	
PSDLAF CD Pool (.15%) 6/25/13	1,000,000.00	
		\$1,083,631.21

CAPITAL RESERVE - TOTAL**\$1,247,611.20****Invoices presented for Board approval - May, 2013****\$0.00****STUDENT ACTIVITY FUNDS**

<u>Balance 04/30/13</u>		
Elementaries	5,313.86	
Intermediate School	5,114.19	
Middle School	37,659.43	
High School	<u>52,733.58</u>	
		\$100,821.06
STUDENT ACTIVITY FUNDS-TOTAL		\$100,821.06

BUDGET AND FINANCE BOARD ACTIONS REQUESTED:

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists as presented.
- B. **2013-2014 NUTRITION SERVICES FUND BUDGET** – Approval of the Nutrition Services Fund Budget for the 2013-2014 fiscal year, with total revenues of \$2,179,240 (which include a \$0.10 increase in breakfast program prices, and a \$0.05 increase in lunch program prices, from the previous year), total expenditures of \$2,178,980, and an ending surplus of \$260.
- C. **2013-2014 GENERAL FUND BUDGET** – Approval of the General Fund Budget for the 2013-2014 fiscal year, with total revenues of \$56,691,819, total expenditures of \$61,327,498, with the shortfall of \$4,399,573 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); in addition, earned income tax of ½% and real estate transfer tax of ½% under Act 511.
- D. **U.N.I.T.E. ALTERNATE REVENUE AGREEMENT FOR ONLINE ADVERTISING** – Approval to review and enter into agreement with Alternate Revenue Development LLC, to provide code to businesses outside the area for placement of advertising banners on the SGASD website, with revenues divided 60% - District and 40% ARD.
- E. **UTILITY RATE ANALYSTS (URA) CONSULTING SERVICES** – Approval to contract with Utility Rate Analysts to provide a review of the District's utility bills and determine any erroneous tax charges on the account(s), at a cost of 50% of any recovered amount.
- F. **ACCEPTANCE OF TUITION** – Approval for Landon P. Newark, a non-resident of the Spring Grove Area School District residing in the West York Area School District and currently enrolled in the Kindergarten Program of Small World Day Care, to be a tuition-paying student beginning with the 2013-2014 school year, with tuition to be billed at the PDE-certified tuition per diem rate for elementary level students, currently estimated at \$49.72.

Background Information: *The most recent elementary tuition rate per pupil, per school year, is \$8,949.88 posted by PDE for SGASD. The per diem rate billed to student's parent(s) will be amended as updated tuition rates are made available to the District. Parent plans to seek and establish residency in the Spring Grove Area School District in the future, at which time a tuition waiver would be considered, per established guidelines of Board Policy #202. The board accepted tuition from a student during the 2009-2010 school year; no requests have been received since then.*

- G. **LOCAL AUDITOR** – Approval to appoint Kochenour, Earnest, Smyser & Burg to conduct the audit of the district's financial statements for fiscal year ending June 30, 2013, at a proposed fee of \$11,925.
- H. **BUDGETARY TRANSFERS** – Approval of the attached budgetary transfers for the 2012-2013 fiscal year.
- I. **SCHOOL DEPOSITORY** – Appointment of the following as school depositories for the period July 1, 2013 through June 30, 2014:
- 1) M&T Bank, 33 Roth's Church Road, Spring Grove, PA
 - 2) Susquehanna Bank, 10 South Main Street, Spring Grove, PA
 - 3) PayPal (an eBay Company) headquartered at 2211 North First Street, San Jose CA 95131

BUILDINGS AND GROUNDS BOARD ACTIONS REQUESTED:

- A. **PROPOSAL FOR OVERSIGHT OF TENNIS COURT RENOVATION:** Approval to engage Brian S. Bingeman of Turf, Track & Court, LLC, at a cost of \$8,330, to oversee the tennis court renovations project, which includes existing facility analysis, non-technical specifications and construction requirements, technical specifications/renovation documentation, bidding administration / bid analysis, and construction observation.

Background Information: *Bingeman's proposal was discussed in detail at the May DSF meeting.*

- B. **HIGH SCHOOL REAR PARKING LOT STEPS:** Approval to engage H & H General Excavating Company for construction of parking lot steps located in the rear parking lot of the Spring Grove Area High School, at a cost of \$15,950.

Background Information: *Discussion regarding this proposed construction has been ongoing. The quote from H & H was the lowest of three received, and includes concrete construction to provide a more durable solution than wooden steps.*

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

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
High School	4/09/13	8	45
Middle School	4/30/13	2	15
Intermediate School	4/27/13	1	57
New Salem Elementary	4/30/13	1	25
Paradise Elementary	4/18/13	1	18
Spring Grove Elementary	4/26/13	2	04

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

POLICY BOARD ACTIONS REQUESTED:

A. **FIRST READING** – Approval of a first reading for the following policies:

- 1) Policy 610: FINANCES, Purchases Subject to Bid (*revision*)
- 2) Policy 611: FINANCES, Purchases Budgeted (*revision*)
- 3) Policy 822: OPERATIONS, Automated External Defibrillator (AED) Use (*revision*)

B. **CODE OF STUDENT CONDUCT** – Approval of the attached Code of Student Conduct to be included in 2013-2014 Student/Parent Handbooks.

Background Information: *In accordance with Chapter 12 Regulations, annual adoption of the Code of Student Conduct has been recommended by our Solicitor. The Code becomes part of Student/Parent handbooks, to be discussed during DSF in June.*

C. **BOARD TREASURER** – Appointment of Eric Cable as Treasurer for the Spring Grove Area School District for the period July 1, 2013 through June 30, 2014.

PERSONNEL BOARD ACTIONS REQUESTED:

- A. **RESIGNATION** – Approval of the following resignation:
- 1) **High School Assistant Girls' Soccer Coach** – David Roy, effective May 21, 2013, due to personal reasons.
- B. **UNCOMPENSATED LEAVE OF ABSENCE** – Approval of the following requests for uncompensated leave:
- 1) **Custodian/District Delivery** – Cheryl Sprenkle beginning approximately May 23, 2013, through approximately May 29, 2013, due to the restoration of health.
 - 2) **High School Learning Support Aide** – Marissa Bankert, for ½ day on April 18, 2013, and full day on April 19, 2013, due to the restoration of health of an immediate family member.
- C. **TRANSFER** – Approval of the following transfer:
- 1) **Middle School Attendance Secretary/Receptionist** – Cindy Bellamy, from a 7.5 hours per student day, Middle School Personal Care Aide, to a 7.5 hours per student day, Middle School Attendance Secretary/Receptionist, effective July 1, 2013. Compensation established at a base rate of \$10.42 per hour.
- Background Information:** This vacancy occurred with the approved transfer of Dolly Rinehart to District Enrollment/Child Accounting/Special Education Secretary. Ms. Bellamy has been employed with the District since November 2012.*
- D. **APPOINTMENT** – Approval of the following appointment:
- 1) **Student Technology Assistant** – Nickolas Erickson, as a part-time, student technology assistant, effective May 13, 2013, pending receipt of current favorable Child Abuse background clearances. Compensation established at \$7.50 per hour.
- Background Information:** Mr. Erickson is completing his 9th grade year at the Spring Grove Area High School and will be under the direct supervision of Mr. Enck, District Technology Coordinator. Mr. Erickson has played football and basketball for Spring Grove Area School District.*
- E. **NON-INSTRUCTIONAL SUBSTITUTE** – Approval of the following classified substitute for the remainder of the 2012-2013 school year at the hourly rate approved in the Classified Wage & Salary Guidelines:
- 1) Wendy Culp
- F. **INSTRUCTIONAL SUBSTITUTES** – Approval of the following professional substitute for the remainder of the 2012-2013 school year at a rate of \$95.00 per day and \$110.00 per day beginning on the 21st day cumulative:
- 1) Amanda Hillery-Mills, Elementary Education

G. **SUMMER SCHOOL INSTRUCTORS** – Approval of the following Spring Grove Area School District Instructors to teach English and Mathematics during Summer School beginning on June 18, 2013 through July 23, 2013. Compensation established at Instructor’s current per diem hourly rate.

- 1) Allison Gibson – English
- 2) Sarah Caplan – English
- 3) Michael Becker – Mathematics
- 4) Dorothy Romero – Mathematics

H. **SUMMER PRE-K INSTRUCTORS** – Approval of the following Spring Grove Area School District Instructors to teach a six-week Summer Pre-K program, beginning approximately July 8, 2013 through August 15, 2013. Compensation established at Instructor’s current per diem hourly rate.

- 1) Sharon Akers
- 2) Sara Starck

I. **EXTRACURRICULAR ACTIVITIES** – Approval of the following individuals in the designated extracurricular activities as outlined in the agreement between the Spring Grove Area School District and the Spring Grove Education Association for the winter season of the 2013-2014 school year:

WINTER SEASON		
Head Girls’ Basketball Coach	Gerry Rohrbaugh	\$4,385.00
Head Wrestling Coach	Anthony Miller	\$6,060.00
Head Swimming Coach	Peggy Kile	\$2,912.00
Assistant Girls’ Basketball Coach	Holly Baublitz	\$2,522.00
Assistant Wrestling Co-Coach	Terry Conover (75%) Kevin Paules (25%)	\$3,688.00 \$ 717.00
Assistant Wrestling Coach	Kyle Sprenkle	\$2,598.00
Spring Musical Director	Jessica Staub	\$3,180.00
Head JH Girls’ Basketball Coach	Brian Leib	\$2,086.00
Head JH Wrestling Coach	Joshua Ross	\$2,543.00
Assistant Swimming Coach	David Kile	\$1,879.00
Assistant Swimming Co-Coaches	Suzanne Hoffman Daniel Brenner	\$ 936.00 \$ 886.00
Assistant JH Boys’ Basketball Coach	Wayne Dull	\$2,084.00
Assistant JH Girls’ Basketball Coach	Thomas Leese	\$1,718.00
Assistant JH Wrestling Coach	Kevin Henning	\$1,936.00
Basketball Cheerleading Coach	Jessica Mummert	\$ 783.00
Wrestling Cheerleading Coach	Jackie Morehead	\$ 750.00
JH Basketball Cheerleading Coach	Nicole Wolf	\$ 773.00

CURRICULUM BOARD ACTIONS REQUESTED:

A. **NEW REVISED CURRICULA** – Approval of the following new/revised curricula:

Title	Department
English Language Arts – Kindergarten	English Language Arts
English Language Arts – Grade 1	English Language Arts
English Language Arts – Grade 2	English Language Arts
English Language Arts – Grade 3	English Language Arts
English Language Arts – Grade 4	English Language Arts
English Language Arts – Grade 5	English Language Arts
English Language Arts – Grade 6	English Language Arts
Mathematics – Kindergarten	Mathematics
Mathematics – Grade 1	Mathematics
Mathematics – Grade 2	Mathematics
Mathematics – Grade 3	Mathematics
Mathematics – Grade 4	Mathematics
Mathematics – Grade 5	Mathematics
Mathematics – Grade 6	Mathematics
Advanced Placement Calculus BC	Mathematics

Background Information: *These curricula were discussed at the May Directors’ Study Forum.*

B. **DISTRICT ASSESSMENT PLAN** – Approval of the attached 2013-2014 District Assessment Plan for Classroom Teachers.

Background Information – *This plan was discussed at the May Directors’ Study Forum.*