



AGENDA

REGULAR VOTING MEETING

Spring Grove Area School District, Board of School Directors
Monday, June 17, 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
 - × **June 3, 2013 for real estate and legal purposes**
- II. **Superintendent's Report** DR. ROBERT LOMBARDO
- × Grants Received for Program Support
 - × Project SEARCH
- III. **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.*
- IV. **Board and Administration Response to Public Comment**
- V. **Correspondence**
- VI. **Legislative Update**..... CINDY HUBER
- VII. **York Adams Academy**..... STACY MEYER
- VIII. **York County School of Technology**..... CINDY HUBER
- IX. **Special Committee Reports** *(as needed)*
- X. **Approval of Minutes:** *(motion and second needed, voice vote)*
- × May 20, 2013 Regular Voting Meeting
 - × June 3, 2013 Voting Meeting
 - × June 3, 2013 Directors' Study Forum
- XI. **Treasurer's Report** *(motion and second needed, roll call vote)* ERIC CABLE



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

BUSINESS/FINANCE REPORTS

Budget and Finance..... Eric Cable
Buildings and Grounds Doug White
Transportation Dave Trettel

MANAGEMENT REPORTS

Policy Brent Hoschar
Personnel..... Cindy Huber

PROGRAM REPORTS

Athletic and Music Stacy Meyer
Curriculum Emily Sindlinger

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

TREASURER'S REPORT FOR THE MONTH ENDING MAY 31, 2013**GENERAL FUND - CHECKING**Balance 04/30/1315,123,991.44 **\$15,123,991.44**Receipts

Total Receipts (as per attached)

3,612,758.16 **\$3,612,758.16**Expenditures

Paid bills/Payroll through May 31, 2013

3,983,124.79

Voided Checks

(835.50)**\$3,982,289.29**Balance 05/31/13

M & T Bank (0.25%)

14,754,460.31**\$14,754,460.31****GENERAL FUND - INVESTMENTS**Balance 05/31/13

PLGIT Plus (.03%)

1,449.22

PLGIT Class (.02%)

376,354.28

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%)

770,668.17

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 (.170%)

521,808.47

Susquehanna Bank Money Market (.25%)

249,292.34

Susquehanna Bank CD (1.14%) 6/20/13

253,773.20

Susquehanna Cash Management

715.03

\$7,426,060.71**GENERAL FUND - TOTAL****\$22,180,521.02**

NUTRITION SERVICES FUND

<u>Balance 04/30/13</u>	<u>325,301.35</u>	\$325,301.35
<u>Receipts</u>		
Total Receipts (as per attached)	116,769.64	
Returned Checks	<u>(147.00)</u>	\$116,622.64
<u>Expenditures</u>		
Paid bills through May 31, 2013	146,495.15	\$145,241.21
Voided checks	<u>(1,253.94)</u>	
<u>Balance 05/31/13</u>		
M & T Bank (0.25%)	<u>296,682.78</u>	\$296,682.78
NUTRITION SERVICES FUND TOTAL		\$296,682.78

CAPITAL RESERVE FUND

<u>Balance 04/30/13</u>	<u>163,979.99</u>	\$163,979.99
<u>Receipts</u>		
Transfer from Investment		
Interest/CD Maturity	<u>32.23</u>	\$32.23
<u>Expenditures</u>		
Paid bills through May 31, 2013	<u>0.00</u>	\$0.00
<u>Balance 05/31/13</u>		
M & T Bank (0.25%)	<u>164,012.22</u>	\$164,012.22
CAPITAL RESERVE INVESTMENTS		
PSDLAF PSDMAX (.010%)	83,750.39	
PSDLAF CD Pool (.15%) 6/25/13	1,000,000.00	
		\$1,083,750.39
CAPITAL RESERVE - TOTAL		\$1,247,762.61

Invoices presented for Board approval - June, 2013	\$0.00
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STUDENT ACTIVITY FUNDS

Balance 05/31/13

Elementaries	4,768.98	
Intermediate School	4,793.70	
Middle School	38,577.66	
High School	<u>51,804.93</u>	
		\$99,945.27

STUDENT ACTIVITY FUNDS-TOTAL

\$99,945.27

BUDGET AND FINANCE BOARD ACTIONS REQUESTED:

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists as presented.
- B. **2009A / 2009B GOB BOND SERIES REFINANCING** – Approval of the attached Parameters Resolution authorizing the refinancing of the Spring Grove Area School District General Obligation Bonds, Series A and Series B of 2009.

***Background Information:** Refinancing of the 2009 A and B Series Bonds was discussed at the June 3rd DSF. Further discussion, with updates to rates, etc., will take place at the voting meeting prior to request for action. The Parameters Resolution, with updated and accurate information, will be available at board members' seats.*

- C. **LETTER OF AGREEMENT FOR HEALTH CARE SERVICES** – Approval to enter into the attached agreement with WellSpan Medical Group, via East Berlin Family Medicine, for the period of July 1, 2013 through June 30, 2014. Services covered by this agreement include mandated student physicals @ \$10 per physical, mandated sports physicals at \$15 per physical, and medical coverage at football games @ \$150/game.
- D. **PDE MASTER AGREEMENT RESOLUTION/e-SIGNATURE PILOT** – Authorization for Dr. Robert Lombardo, Superintendent, to sign any and all grant-making contracts, agreements, grants and/or licenses (contracts) with PDE, through the use of electronic signature, according to language included in the attached Resolution.
- E. **TECHNOLOGY LEASE** – Approval to enter into a computer lease agreement with Real Lease of Pittsford, NY, working with Manufacturers and Traders Trust Company (M&T Bank), in the principal amount of \$275,175.00, with annual payments of \$94,525.18, for three years.

***Background Information:** Funds under this lease agreement are used to purchase replacement computers for student needs throughout the school district. While this is a three-year agreement, this lease is reviewed annually.*

BUILDINGS AND GROUNDS BOARD ACTIONS REQUESTED:

- A. **BID AWARD FOR TENNIS COURT RENOVATION** – Approval to award the bid for renovations to the district tennis courts located on the Roths Church Road Campus, to _____, at a cost not to exceed \$_____.

Background Information: Bid opening for renovations in this action is scheduled for the morning of June 17. Bid results will be placed at board members' seats at the meeting. Based upon those results, amounts will be included in action language.

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

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
High School	5/17/13	5	59
Middle School	5/31/13 (Staff & after school activities only)		58.5
Intermediate School	05/30/13	1	48
New Salem Elementary	5/29/2013	1	29
Paradise Elementary	5/22/13	1	13
Spring Grove Elementary	5/21/13 (Staff & after school activities only)		41

***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. **PROPOSAL FOR TRANSPORTION OF SPECIAL EDUCATION STUDENTS** – Approval to enter into the attached agreement with School Express, Inc., in collaboration with other district(s), to provide services related to the transportation of special education students to non-district programs and school locations, for the 2013-2014 school year.

Background Information: *The attached agreement will transition transportation services for the majority of the district's special education students from LIU #12-provided services to our own. This agreement is pending final legal review.*

POLICY BOARD ACTIONS REQUESTED:

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

1) Policy No. 250: PUPILS, Student Recruitment

B. **SECOND READING** – Approval of a second reading for the following policies:

1) Policy No. 610: FINANCES, Purchases Subject to Bid

2) Policy No. 611: FINANCES, Purchases Budgeted

3) Policy No. 822: OPERATIONS, Automated External Defibrillator (AED) Use

C. **2013-2014 STUDENT/PARENT HANDBOOKS** – Approval of Student/Parent Handbooks for the 2013-2014 school year, which include the Code of Student Conduct, a core section relevant to district policies and procedures, and a building-specific section appropriate to: High School, Middle School, Intermediate School, and Elementary K-4 Level.

Background Information: *A draft of handbook information was shared with board members at the June DSF. In the interest of cost-effectiveness, a final version of each of the four handbooks is available for viewing under the board member's webpage, via confidential login and password. If/When approved, this final version will be copied onto a CD, along with templates of frequently used district forms, and shared with each student/parent at the start of the 2013-2014 school year. Hard copies will be available upon request, and all handbooks will be placed on the district website for easy accessibility.*

D. **DONATION** – Acceptance of the following donations in accordance with Board Policy No.702, Gifts, Grants and Donations:

a. \$100 in seeds for the Future Farmers' Club, from American Seed Company, Inc., Spring Grove, PA

b. 30-foot pole for Rocket Scientists' Club, from Hastings Fiber Glass Products, Inc., Hastings, MI

E. **STUDENT REPRESENTATIVE** – Authorization for Andrew Moul to serve as Student Representative to the Board of School Directors and be a non-voting member from September 2013 through May 2014.

Background Information: *Per Policy #004, the student representative is a member of the Board, but does not have voting rights and does not attend caucus sessions (unless by invitation of the Board). Andrew will begin participation with the regularly scheduled voting meeting in September and will serve until the May 2014 voting meeting, giving opportunity to gain knowledge of a political subdivision. He will provide a Student Representative Report at each meeting.*

F. **APPOINTMENT OF BOARD SECRETARY** – Appointment of George Ioannidis, Business Manager, to continue as School Board Secretary for a four-year term, effective July 1, 2013 through June 30, 2017.

PERSONNEL BOARD ACTIONS REQUESTED:

A. **RESIGNATIONS** – Approval of the following resignations:

- 1) **High School Head Boys’ and Girls’ Track Coach** – Stephen Perago, effective May 31, 2013, due to personal reasons.
- 2) **High School Marching Band Instructional Staff** – Alpha Harrison, effective June 3, 2013, due to personal reasons.
- 3) **High School Band Indoor Guard Instructor** – Alpha Harrison, effective June 3, 2013, due to personal reasons.

B. **UNCOMPENSATED LEAVE OF ABSENCE** – Approval of the following request for uncompensated leave:

- 1) **Elementary Music Instructor** – Marianne Moran, beginning August 19, 2013, through December 13, 2013, for child rearing leave.

***Background Information:** Mrs. Moran was on FMLA leave beginning December 14, 2012, followed by uncompensated leave through the end of the 2012-2013 school year.*

C. **TRANSFERS** – Approval of the following transfers:

- 1) **Middle School Head Custodian** – Rhonda Priest, from a full-time, 1st shift Custodian at the High School, to a full-time, 1st shift Head Custodian at the Middle School, effective June 17, 2013. Compensation established at \$12.55 per hour + longevity rates.

***Background Information:** This vacancy occurred with the recent resignation of Mark Heidel. Ms. Priest has been a custodian since 2009.*

- 2) **Spring Grove Elementary Special Education Aide** – Lorie Simmons, from a temporary, full-time, 7 hours per student day, Special Education Aide for 2012-2013 school year to a part-time, 4.5 hours per student day, Special Education Aide, effective August 21, 2013. Compensation established at current hourly rate.

***Background Information:** This vacancy occurred with the recent resignation of Heidi Rice. Ms. Simmons was originally hired August 2012 as a PCA at New Salem. Her student was no longer enrolled in the district effective March 2013. She completed the school year assisting the special education department as an aide.*

D. **CURRICULUM LEADERS** – Approval of the following Curriculum Leaders, for the 2013-2014 school term, at the approved stipend, in accordance with the Collective Bargaining Agreement with the Spring Grove Education Association:

	<u>Appointment</u>	<u>Level</u>	<u>Area</u>
1.	Kathy Gross/P	Grades K-6	English Language Arts
2.	Julie Janusz/SGI	Grades K-6	English Language Arts
3.	Andrew Howell/P	Grades K-6	Math
4.	Stephanie Winemiller/P	Grades K-6	Math

5.	Anne Adamczyk/SGI	Grades K-6	Science
6.	Britton Mundy/SGE	Grades K-6	Social Studies
7.	Lisa Gunnet/SGE	Grades K-6	Technology
8.	Melissa Sneeringer/MS	Grades 7-8	English Language Arts
9.	Kevin Stiffler/MS	Grades 7-8	Math
10.	Carrie Livingston/MS	Grades 7-8	Science
11.	Tom Trone/MS	Grades 7-8	Social Studies
12.	Clinton Walters/MS	Grades 7-8	Technology
13.	Donna Greco/MS	Grades 7-8	Family and Consumer Science
14.	Jill Trimmer/MS	Grades 7-8	World Languages
15.	Steve Perago/HS	Grades 9 - 12	English Language Arts
16.	Melissa Grim/HS	Grades 9 - 12	Math
17.	Lori Eichelberger/HS	Grades 9 - 12	Math
18.	Pam Kimber/HS	Grades 9 - 12	Science
19.	Kathleen Krall/HS	Grades 9 - 12	Social Studies
20.	Nicole Riser /HS	Grades 9 - 12	Business
21.	Claire Shubert/HS	Grades 9 - 12	Family and Consumer Science
22.	Abbie Sechrist/HS	Grades 9 - 12	World Languages
23.	Steve Wible/HS	Grades 9 - 12	Technology

E. **DEPARTMENT CHAIRPERSONS** – Approval of the following Department Chairpersons, for the 2013-2014 school term, at the approved stipend in accordance with the Collective Bargaining Agreement with the Spring Grove Education Association:

	Appointment	Area
1.	Troy Smith/HS	Art
2.	Daniel Brenner/HS	Music
3.	Pamela Heiser/MS	Library
4.	Sheryl Vojcsik/SGE	School Counselors
5.	Anthony Miller/HS	Health/Wellness

F. **LEAD TEACHERS** – Approval of the following Lead Teachers for the 2013-2014 school term at the approved stipend in accordance with the Collective Bargaining Agreement with the Spring Grove Education Association:

	Appointment	Area
1.	Elizabeth Stein	Spring Grove Elementary
2.	Clinton Snyder	New Salem Elementary
3.	Stacey Bupp	Paradise Elementary

G. **BUILDING TECHNOLOGY SUPPORT TEACHERS** – Approval of the following Building Technology Support Teachers for the 2013-2014 school term at the approved stipend in accordance with the Collective Bargaining Agreement with the Spring Grove Education Association:

	<u>Appointment</u>	<u>Area</u>
1.	Derrick Henning	High School
2.	Steve Wible	High School
3.	Carrie Livingston	Middle School
4.	Stephen Hersh	Intermediate School
5.	Cynthia Cohen	New Salem Elementary
6.	Andrew Howell	Paradise Elementary
7.	Lisa Gunnet	Spring Grove Elementary

H. **SEVERANCE** – Approval to pay the following retired staff member severance pay with their final payment in June 2013, as per authorization contained in the Classified Staff Employee handbook:

- 1) Sally Fringer, maximum 150 unused sick days x \$20.00 per day \$3,000.00

ATHLETIC/MUSIC BOARD ACTIONS REQUESTED:

- A. **ATHLETIC TRAINING SERVICE AGREEMENT** – Approval of the service agreement with WellSpan Health, for the period of July 1, 2013 through June 30, 2014, in order to provide on-site training services for athletes engaged in, or participating in, the athletic programs of Spring Grove Area School District, on an as needed basis, at a rate of \$25.00 per hour.

Background Information: *This agreement is approved on an annual basis. There has been no increase in rates from the 2012-2013 school year.*

CURRICULUM BOARD ACTIONS REQUESTED:

- A. **TRIP REQUEST** – Approval for Jessica O’Brien, Middle School Wellness Teacher, and Jill Trimmer, Middle School World Language Teacher, to accompany approximately six middle school students to the Penn State University THON at Penn State University, University Park, PA, February 22-23, 2014.

Background Information: *This trip will give the students on the Mini-THON Committee the opportunity to witness firsthand the largest student-run philanthropic event in the world. They will be able to generate new ideas to make the Spring Grove Mini-THON an even bigger success. All costs to be covered by the students and Mini-THON funds.*

- B. **TRIP REQUEST** - Approval for Daniel Fake, Middle School Music Teacher, to accompany approximately five qualifying students to the American Choral Director’s Association Junior High Honors Choir Festival in Baltimore, Maryland, February 5-8, 2014.

Background Information: *Students participating in this trip will be fully prepared to sing the required music and, if selected, be part of a unique one-time ensemble. The audition fee will be paid through funds within the Music Department’s budget. Remaining costs will be covered by Music Boosters and/or parents of involved students.*

- C. **DENTAL HYGIENE PROGRAM – K-12** – Approval for the district to provide a comprehensive Dental Hygiene Program consisting of 74 days of instruction, with Dr. Brian Reigart, D.D.S., 26 Roth’s Church Rd., Spring Grove, PA 17362 serving as the dental consultant (on a voluntary basis), during the 2013-2014 school year.