



# AGENDA

## REGULAR VOTING MEETING

Spring Grove Area School District, Board of School Directors  
Monday, February 17, 2014, 7:00 PM  
Educational Service Center

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- I. **Call To Order** ..... CINDY HUBER
- 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
  - × **February 10, 2014 for Legal, Personnel and Student Discipline**
- II. **Superintendent’s Report** ..... DR. ROBERT LOMBARDO
- × **Student Athletes of the Month (January)**
    - Dakota Laughman
    - Jenna Jacoby
  - × **LOWES Toolbox for Education Grant – \$5,000**
  - × **TOYOTA Financial Services Grant – \$5,000**
- 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**..... TODD STAUB
- VIII. **York Adams Academy**..... STACY MEYER
- IX. **York County School of Technology**..... DAVE TRETTEL
- X. **Special Committee Reports (as needed)**



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

- × January 20, 2014 Regular Voting Meeting
- × February 10, 2014 Voting Meeting
- × February 10, 2014 Directors' Study Meeting

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*)

**MANAGEMENT REPORTS**

Policy ..... Stacy Meyer  
 Personnel..... Doug Stein

**PROGRAM REPORTS**

Curriculum ..... Brent Hoschar

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

**TREASURER'S REPORT FOR THE MONTH ENDING JANUARY 31, 2014**

**GENERAL FUND - CHECKING**

<u>Balance 12/31/13</u>	<u>28,492,350.04</u>	<b>\$28,492,350.04</b>
<u>Receipts</u>		
Total Receipts (as per attached)	1,432,509.37	<b>\$1,432,509.37</b>
Returned Checks	<u>0.00</u>	
<u>Expenditures</u>		
Paid bills/Payroll through January 31, 2014	7,187,044.71	<b>\$7,186,281.57</b>
Voided Checks	<u>(763.14)</u>	
<u>Balance 01/31/14</u>		
M & T Bank (.25%)	<u>22,738,577.84</u>	<b>\$22,738,577.84</b>

**GENERAL FUND - INVESTMENTS**

<u>Balance 1/31/14</u>		
PLGIT Plus (.03%)	1,449.54	
PLGIT Class (.03%)	1,374,294.25	
PSDLAF PSDMAX (.01%)	1,759,472.09	
PSDLAF CD Pool (.10%) 1/25/2014	2,800,000.00	
PSDLAF - ASD - GE Capital (.40%) 9/26/2014	245,000.00	
PSDLAF - ASD - Stearns (.55%) 1/09/2015	245,000.00	
PNC Bank Money Market (.10%)	522,158.83	
Susquehanna Bank Money Market (.15%)	250,100.66 *	
Susquehanna Bank CD (.80%) 6/20/14	254,961.96 *	
		<b>\$7,452,437.33</b>

<b>GENERAL FUND - TOTAL</b>	<b>\$30,191,015.17</b>
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**NUTRITION SERVICES FUND**

<u>Balance 12/31/13</u>	<u>185,797.70</u>	<b>\$185,797.70</b>
<u>Receipts</u>		
Total Receipts (as per attached)	205,076.49	<b>\$205,076.49</b>
Returned Items		
<u>Expenditures</u>		
Paid bills through January 31, 2014	<u>254,387.26</u>	<b>\$254,387.26</b>
<u>Balance 1/31/14</u>		
M & T Bank (.25%)	<u>136,486.93</u>	<b>\$136,486.93</b>

<b>NUTRITION SERVICES FUND TOTAL</b>	<b>\$136,486.93</b>
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**CAPITAL RESERVE FUND**Balance 12/31/1378,282.75 **\$78,282.75**ReceiptsTotal Receipts 5,015.29 **\$5,015.29**ExpendituresPaid bills through January 31, 2014 29,340.00 **\$29,340.00**Balance 1/31/14M & T Bank (.25%) 53,958.04 **\$53,958.04****CAPITAL RESERVE INVESTMENTS**Balance 1/31/14

PSDLAF PSDMAX (.01%) 593,524.45

PSDLAF Fifth Third (.40%) 7/03/2014 245,000.00

PSDLAF Mizuho (.40%) 7/03/2014 245,000.00

**\$1,083,524.45****CAPITAL RESERVE - TOTAL****\$1,137,482.49****Invoices presented for Board approval - February 2014**

NRG Building Services, Inc.

\$13,320.00

**\$13,320.00****STUDENT ACTIVITY FUNDS**Balance 01/31/14

Elementaries 7,178.16

Intermediate School 7,591.49

Middle School 5,551.31

High School 50,146.59

**\$70,467.55****STUDENT ACTIVITY FUNDS-TOTAL****\$70,467.55**

**BUDGET AND FINANCE BOARD ACTIONS REQUESTED:**

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists as presented.
- B. **2014-2015 LINCOLN INTERMEDIATE UNIT GENERAL OPERATING BUDGET** – Approval of the 2014-2015 General Operating Budget for the Lincoln Intermediate Unit in the amount of \$9,949,493, a 2.1% increase over the 2014-2015 budget, with Spring Grove Area School District’s share being \$35,101.45, an increase of \$1,028.12 over 2013-2014.
- C. **2014-2015 YORK COUNTY SCHOOL OF TECHNOLOGY BUDGET** – Approval of the attached 2014-2015 Budget Resolution for the York County School of Technology, with total revenues and total expenditures not to exceed \$26,474,817.00.
- D. **JACKSON TOWNSHIP COMMERCIAL PROPERTY APPRAISAL** – Approval to engage Remace Realty Consultants to conduct an independent appraisal of a commercial property within Jackson Township, at a cost of \$2,200.00, for the purpose of challenging a decision of the Board of Assessment Appeals.
- E. **AFFORDABLE CARE ACT RESOLUTION** – Approval of the attached resolution in order to comply with the employer responsibility provisions of the Affordable Care Act.
- F. **2013-2014 BUDGETARY TRANSFERS** – Approval of the attached budgetary transfers for the 2013-2014 fiscal year.
- G. **TAX EXONERATIONS** – Approval to accept the following Per Capita/Occupation tax exonerations from tax years’ 2007-2010 per listings from Statewide Tax Recovery:

TAX YEAR	NUMBER OF EXONERATIONS	REASON FOR EXONERATION	DOLLAR AMOUNT EXONERATED
2010	3	Duplicate	82.50
2009	4	Non-Resident, Duplicate	110.00
2008	4	Paid Prior, Duplicate	110.00
2007	2	Duplicate	55.00
<b>TOTAL:</b>	<b>13</b>		<b>\$ 357.50</b>

- H. **YORK COUNTY TAX CLAIMS BUREAU ACCOUNTS** – Approval to turn over delinquent real estate tax accounts to the York County Tax Claims Bureau for the following areas:

Heidelberg Township	\$ 87,082.02	(13-14)
Jackson Township	286,962.44	(13-14)
Jackson Township	186.37	(12-13)
Jefferson Borough	30,747.03	(13-14)
New Salem Borough	31,029.27	(13-14)
North Codorus Township	494,629.95	(13-14)
North Codorus Township	1,271.91	(12-13)
Paradise Township	179,440.06	(13-14)
Paradise Township	352.66	(12-13)
Seven Valleys Borough	32,072.40	(13-14)
Spring Grove Borough	<u>43,964.26</u>	(13-14)
<b>Total</b>	<b>\$ 1,187,738.37</b>	

**Background Information:** *Delinquent Real Estate Taxes turned over for collection last year totaled \$895,798.33.*

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

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
High School	1/31/14 (Staff Only)	3	28
Middle School	1/31/14	1	56
Intermediate School	1/27/14 (Staff only)	0	46
New Salem Elementary	1/31/14	2	08
Paradise Elementary	1/31/14 (blocked one exit)	1	38
Spring Grove Elementary	1/31/14	1	45

***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 No. 011: LOCAL BOARD PROCEDURES, Board Governance / Standard Code of Conduct (*new policy*)
- 2) Policy No. 706: PROPERTY, Property Records (*revision*)

A. **RESOLUTION ADOPTING A THIRD AMENDMENT TO INTERGOVERNMENTAL AGREEMENT OF COOPERATION** – Adoption of the attached resolution amending the intergovernmental agreement of cooperation between the Borough of Spring Grove, Jackson Township, Paradise Township, and the School District, to reflect amendments to the By Laws of the Spring Grove Regional Parks and Recreation Center.

B. **STUDENT DISCIPLINE** – Approval of the High School Administration and Superintendent's recommendation that the Agreement, Waiver and Stipulation, numbered 011 and dated February 4, 2014, be approved as documented.

**Background Information:** *A copy of the confidential Agreement, Waiver and Stipulation document is included with board members' packets.*

C. **2014-2015 SCHOOL CALENDAR** – Approval of the attached 2014-2015 Spring Grove Area School District calendar.

**Background Information:** *The proposed calendar was discussed during the February 10 DSF and includes changes discussed at that time; graduation is set and firm for June 5, 2015.*

D. **DONATIONS** – In accordance with Policy #702, Gifts, Grants and Donations, acceptance of the following:

- 1) Materials / supplies valued at approximately \$260 from LOWES in West York, designated for use by the Spring Grove Area High School Rocket Scientists in conjunction with the LOWES Toolbox for Education grant.
- 2) From the Spring Grove Intermediate PTO, a total of six (6) digital cameras valued at approximately \$69 each, to be used at the Intermediate School during activities.

**Background Information:** *Pictures will be placed on the Vbrick in the cafeteria and posted to the SGI page of the district website.*

- 3) From the Paradise Elementary PTO, a monetary donation in the amount of \$573.76 to cover transportation costs associated with a fourth graders' field trip to the Pennsylvania Farm Show on January 8, 2014.

**PERSONNEL BOARD ACTIONS REQUESTED:**A. **RESIGNATIONS** – Approval of the following resignations:

- 1) **Middle School Cook** – Amy Litteral, effective at the conclusion of the day, February 14, 2014, due to accepting another position outside of the district.
- 2) **Head Boys' Soccer Coach** – Matthew Spahr, effective January 30, 2014, due to personal reasons.
- 3) **Competition Cheerleading Coach** – Jackie Morehead, effective February 11, 2014, due to personal reasons.
- 4) **High School Football Cheerleading Coach** – Jackie Morehead, effective February 11, 2014, due to personal reasons.
- 5) **High School Wrestling Cheerleading Coach** – Jackie Morehead, effective February 11, 2014, due to personal reasons.

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

- 1) **Intermediate School Personal Care Assistant** – Brenda Oxford, January 10, 15 and 22, 2014, for personal reasons.

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

- 1) **Paradise Elementary Extended Day Kindergarten Aide** – Laurie Dietrich, as a part-time 3.5 hours per student day aide, effective February 11, 2014. Compensation established at \$9.17 per hour base rate.

**Background Information:** Ms. Dietrich is a current volunteer in the district as well as a former substitute teacher. This appointment is to replace Kerry Organ, who transferred to AM Kindergarten Aide at New Salem Elementary upon Marianne Harbold's resignation.

- 2) **High School Assistant Boys' Lacrosse Coach** – Anthony Giuffrida, effective February 18, 2014 for the 2013-2014 school year, pending receipt of current Child Abuse background clearances. Compensation established at \$1,667.00, in accordance with the Collective Bargaining Agreement with the Spring Grove Education Association.

**Background Information:** This vacancy occurred with the recent resignation of Carroll Seiler. Mr. Giuffrida has played lacrosse for seven years at different levels, has coached several years in a league, and is a Student Asst. Lacrosse Coach York Suburban High School.

- 3) **High School Assistant Track and Field Coach** – Kathy Mensinger, effective February 18, 2014 for the 2013-2014 school year. Compensation established at \$1,750.00, in accordance with the Collective Bargaining Agreement with the Spring Grove Education Association.

**Background Information:** Ms. Mensinger has been our Head Junior High Cross Country Coach for the past two years.



- 4) **High School Assistant Track and Field Coach** – Holly Baublitz, effective February 18, 2014 for the 2013-2014 school year. Compensation established at \$1,667.00, in accordance with the Collective Bargaining Agreement with the Spring Grove Education Association.

**Background Information:** *Ms. Baublitz is a current teacher for the District at our High School. She has been our Assistant Girls' Basketball Coach for the past two years.*

- D. **INSTRUCTIONAL SUBSTITUTES** – Approval of the following professional substitutes for the 2013-2014 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) Katherine Davis – Elementary
- 2) Emily Sunday - Elementary

- E. **INTERSCHOLASTIC ATHLETIC PERSONNEL** – Approval of the following individuals to work athletic events for the 2013-2014 school year, at the established rate of \$8.00 per hour.

- 1) Roger Miller
- 2) Cindy Bellamy

- F. **GAME MANAGERS** – Approval of the following individuals to work athletic events for the 2013-2014 school year, at the established rate of \$15.97 per hour.

- 1) Donald Carl
- 2) Scott Leppo
- 3) Robin Miller
- 4) Mark Hull

**CURRICULUM BOARD ACTIONS REQUESTED:**

- A. **TRIP REQUEST** – Approval for approximately nine high school students who are on the Student Launch Initiative (SLI) Team, along with Brian Hastings and Renee Eaton, High School Science Teachers, to travel to Prince, Maryland on a weekend in April, 2014 to be determined by the Maryland Delaware Rocketry Association.

**Background Information:** *The SLI Team has designed a rocket and has written a preliminary proposal. Costs associated with this trip will be funded through grants and fundraising monies of the Student Launch Initiative account.*

- B. **TRIP REQUEST** – Approval for Sarah Caplan, Senior Class Advisor, to accompany graduating seniors to Six Flags America, Upper Marlboro, Maryland, on the senior class trip scheduled for May 28, 2014. Additional chaperones, one teacher/chaperone per every ten students, will be included.

**Background Information:** *This trip will be paid using Senior Class funds.*

- C. **OVERNIGHT CONFERENCE REQUEST** – Approval for Ms. Karyn Brown, Director of Pupil Services, to attend the Keystone Crisis Intervention Team (KCIT) Basic Crisis Response Training in State College, PA, June 23-26, 2014.

**Background Information:** *This is a four-day training; the KCI Team provides crisis intervention services to victims of crime and their communities in the aftermath of a traumatic event in Pennsylvania. The training fee of \$200 includes hotel accommodations, training materials, breakfast and lunch each day. Estimated costs for travel and evening meals will be funded through 2013-2014 Pupil Services budget.*

- D. **OVERNIGHT CONFERENCE REQUEST** – Approval for Dr. Michael Holtzapple, Federal Programs Coordinator, to attend the Annual Pennsylvania Association of Federal Program Coordinators (PAFPC) Conference in Seven Springs, PA, April 27-30, 2014.

**Background Information:** *Attendance at this conference is an expectation of PDE's Division of Federal Programs; updated procedures and guidelines are presented and analyzed for various programs, the largest being Title 1. Regional Coordinators from PDE meet with district representatives to review information and respond to questions. The total estimated cost of this conference, with registration, lodging, meals, and mileage, is \$1,414, and will be funded with reserved Title 1 funds.*