



AGENDA

REGULAR VOTING MEETING

Spring Grove Area School District, Board of School Directors
Monday, August 18, 2014, 7:00 PM
Educational Service Center

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
 - × August 4, 2014 for Personnel

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

- × School Opening – August 20, 2014
- × No September 15 Board Conference Meeting
- × CIRE Update (*Critical Incident Response Exercise*)

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.*
 - × Spring Grove Athletic Boosters – *Todd Staub*

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

V. **Correspondence**

VI. **Legislative Update**..... TODD STAUB

VII. **York Adams Academy**..... STACY MEYER

VIII. **York County School of Technology**..... DAVE TRETTEL

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

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

- × August 4, 2014 Voting Meeting
- × August 4, 2014 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 Stacy Meyer
Personnel..... Doug Stein

PROGRAM REPORTS

Curriculum Brent Hoschar

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

TREASURER'S REPORT FOR THE MONTH ENDING JUNE 30, 2014

GENERAL FUND - CHECKING

<u>Balance 05/31/14</u>	<u>15,774,472.59</u>	\$15,774,472.59
<u>Receipts</u>		
Total Receipts (as per attached)	1,832,976.04	\$1,832,976.04
Returned Checks		
 Paid bills/Payroll through June 30, 2014	 5,151,441.78	 \$5,144,285.68
Voided Checks	<u>(7,156.10)</u>	
 <u>Balance 06/30/14</u>		
M & T Bank (.25%)	<u>12,463,162.95</u>	\$12,463,162.95

GENERAL FUND - INVESTMENTS

<u>Balance 06/30/14</u>		
PLGIT Plus (.02%)	1,449.70	
PLGIT Class (.01%)	1,374,379.97	
PSDLAF PSDMAX (.01%)	780,203.97	
PSDLAF CD Pool (.09%) 09/23/2014	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	
PSDLAF - ASD - Far East (.45%) 9/22/2014	245,000.00	
PSDLAF - ASD - First Bancorp (.32%) 9/23/2014	245,000.00	
PSDLAF - ASD - Everbank (.30%) 9/30/2014	245,000.00	
PSDLAF - ASD - Valley Green (.50%) 4/07/2015	245,000.00	
PNC Bank Money Market (.05%)	522,297.61	
Susquehanna Bank Money Market (.15%)	250,183.14	
Susquehanna Bank CD (.80%) 6/20/14	255,637.15	
		\$7,454,151.54
GENERAL FUND - TOTAL		\$19,917,314.49

NUTRITION SERVICES FUND

Balance 05/31/14 256,709.93 \$256,709.93

Receipts

Total Receipts (as per attached) 133,148.05 \$133,148.05
Returned Check 0.00

Expenditures

Paid bills through June 30, 2014 246,931.19 \$246,931.19
Voided Checks 0.00

Balance 06/30/14

M & T Bank (.25%) 142,926.79 \$142,926.79

NUTRITION SERVICES FUND TOTAL \$142,926.79

CAPITAL RESERVE FUND**Balance 05/31/14**

416,682.79 \$416,682.79

Receipts

Interest/Transfer from Investment 63.76 \$63.76

Expenditures

Paid bills through June 30, 2014 7,520.64 \$7,520.64

Balance 06/30/14

M & T Bank (.25%) 409,225.91 \$409,225.91

CAPITAL RESERVE INVESTMENTS

PSDLAF PSDMAX (.010%) 593,553.89

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

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

\$1,083,553.89

CAPITAL RESERVE - TOTAL \$1,492,779.80

Invoices presented for Board approval - July, 2014

\$5,793.50

Turf, Track & Court LLC \$5,793.50

STUDENT ACTIVITY FUNDS**Balance 06/30/14**

Elementaries 5,246.76

Intermediate School 6,149.60

Middle School 3,021.18

High School 36,426.96

\$50,844.50

STUDENT ACTIVITY FUNDS-TOTAL \$50,844.50

TREASURER'S REPORT FOR THE MONTH ENDING July 31, 2014

GENERAL FUND - CHECKING		
<u>Balance 06/30/14</u>	<u>12,463,162.95</u>	\$12,463,162.95
<u>Receipts</u>		
Total Receipts (as per attached)	781,440.16	
Returned checks		\$781,440.16
<u>Expenditures</u>		
Paid bills/Payroll through July 31, 2014	<u>0.00</u>	\$3,825,339.62
Voided checks	3,825,339.62	
<u>Balance 07/31/14</u>		
M & T Bank (0.25%)	<u>9,419,263.49</u>	\$9,419,263.49
GENERAL FUND - INVESTMENTS		
<u>Balance 07/31/14</u>		
PLGIT Plus (.02%)	1,449.70	
PLGIT Class (.01%)	1,374,414.90	
PSDLAF PSDMAX (.01%)	43,954.05	
PSDLAF CD Pool (.005%) 09/23/2014	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	
PSDLAF - ASD - Far East (.45%) 9/22/2014	245,000.00	
PSDLAF - ASD - First Bancorp (.32%) 9/23/2014	245,000.00	
PSDLAF - ASD - Everbank (.30%) 9/30/2014	245,000.00	
PSDLAF - ASD - Valley Green (.50%) 4/07/2015	245,000.00	
PSDLAF - ASD - Ally (.70%) 7/18/16	245,000.00	
PSDLAF - ASD - Goldman (.70%) 7/18/16	245,000.00	
PSDLAF - ASD - BMW (.70%) 7/18/16	245,000.00	
PNC Bank Money Market (.05%)	522,319.79	
Susquehanna Bank Money Market (.15%)	250,224.95	
Susquehanna Bank CD (.80%) 6/20/14	255,979.05	
		\$7,453,342.44
GENERAL FUND - TOTAL		\$16,872,605.93

NUTRITION SERVICES FUND

<u>Balance 06/30/14</u>	<u>142,926.79</u>	\$142,926.79
<u>Receipts</u>		
Total Receipts (as per attached)	134,707.67	\$134,707.67
<u>Expenditures</u>		
Paid bills through July 31, 2014	97,054.55	\$97,054.55
Voided Checks		
<u>Balance 07/31/14</u>		
M & T Bank (0.25%)	<u>180,579.91</u>	\$180,579.91

CAFETERIA FUND TOTAL	\$180,579.91
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CAPITAL RESERVE FUND

<u>Balance 06/30/14</u>	<u>409,225.91</u>	\$409,225.91
<u>Receipts</u>		
Total Receipts	<u>25,542.45</u>	\$25,542.45
<u>Expenditures</u>		
Paid bills through July 31, 2014	<u>0.00</u>	\$0.00
<u>Balance 07/31/14</u>		
M & T Bank (0.25%)	<u>434,768.36</u>	\$434,768.36

CAPITAL RESERVE - M & T	\$434,768.36
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CAPITAL RESERVE INVESTMENTS

PSDLAF PSDMAX (.010%)	1,085,513.89	
		\$1,085,513.89

CAPITAL RESERVE TOTAL	\$1,520,282.25
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Invoices presented for Board approval - August 2014	\$2,898.50
Turf, Track & Court, LLC	\$2,898.50

STUDENT ACTIVITY FUNDS

<u>Balance 07/31/14</u>		
Elementaries	5,746.55	
Intermediate School	6,149.60	
Middle School	3,021.18	
High School	<u>36,426.96</u>	
		\$51,344.29

STUDENT ACTIVITY FUNDS-TOTAL	\$51,344.29
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BUDGET AND FINANCE BOARD ACTIONS REQUESTED:

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists as presented.
- B. **TAX EXONERATIONS** – Approval to accept the following Per Capita/Occupation tax exonerations from tax year 2009, per listings from Statewide Tax Recovery:

TAX YEAR	NUMBER OF EXONERATIONS	REASON FOR EXONERATION	DOLLAR AMOUNT EXONERATED
2009	2	Elderly, Low Income	\$ 55.00
TOTAL:	2		\$ 55.00

- C. **TAX EXONERATION REQUEST** – Approval to exonerate the Spring Grove Area School District from tax bill number 403880, parcel ID number 33000GF00660000000, for real estate taxes in the face amount of \$4,062.00.

Background Information: This property, located at 253 Old Hanover Road, Spring Grove, is owned by Spring Grove Area School District.

- D. **TAX EXONERATION REQUEST** – Approval to exonerate the Spring Grove Area School District from tax bill number 404986, parcel ID number 33000FF0094A000000, for real estate taxes in the face amount of \$2,219.50.

Background Information: This property, located at West Jackson Street, Spring Grove, is owned by Spring Grove Area School District.

- E. **2014-2015 FUND RAISING ORGANIZATIONS** – Approval for students and/or staff to raise funds toward support of the organizations reflected on the attached list, during the 2014-2015 school year, in accordance with Board Policy #229.

- F. **DISPOSAL OF OBSOLETE / SURPLUS ITEMS** – Approval to dispose of technology items included on the attached list, considered to be obsolete/outdated and of no value to the district.

BUILDINGS AND GROUNDS BOARD ACTIONS REQUESTED:

- A. **2014-2015 WAIVER OF RENTAL FEES** – Approval for organizations included on the attached list to be considered eligible for waiver of rental fees for usage of facilities during the 2014-2015 fiscal year.

TRANSPORTATION BOARD ACTIONS REQUESTED:

- A. **2014-2015 RED LION BUS/VAN DRIVERS** – Approval of the following contracted drivers for Red Lion Bus Company, for the 2014-2015 school year:

Alwine,	Thomas	Luckenbaugh,	Sheralyn
Ashman,	Karol	Mahone,	Barbara
Barrett,	Billiejo	Mainquist,	P. Kevin
Bishop,	Paula	McMaster,	Dixie
Bolinger,	Melissa	Meiler,	Linda
Bollinger,	George	Messersmith,	Barry
Bullock,	Carol	Messersmith,	Belinda
Burgard,	Wanda	Monn,	Tammy
Byerts,	Kelly	Musser,	Sandra
Carter,	Linda	Myers,	Julie
Church,	Laura	Peplinski,	Wendy
Conrad,	Elizabeth	Perry,	Nichole
Coulson,	Angela	Peterson,	Lynn
Dell,	Diane	Polashuk,	Laura
Dentler,	Robert	Quibell,	Lyndsy
Diehl,	Melissa	Rager,	Diana
Doniker,	Katheryn	Rennick,	Thomas
Donivan,	Christine	Rothrock,	Kristal
Eckard,	Staci	Ruggerie,	Robert
Ferree,	Jenifer	Schorner,	Leeann
Flemmens,	Kristin	Shaffer,	Donald
Grogg,	Jeanne	Sheridan,	Bradley
Grogg,	Stephen	Sherry,	Raymond
Gross,	Barbara	Spangler,	Rebecca
Hamberger,	Pamela	Stauffer,	Linda
Hawkins,	Joseph	Sterner,	Kathy
Henry,	Wesley	Stough,	Carldene
Hess,	Amy	Stubbs,	Jacqueline
Horn,	Kathy	Taylor,	Deborah
Horn,	Ted	Trump,	Keith
Irwin-Tiller,	Sandra	Tyson,	Desirae
Jacobs II,	Warren	Waltersdorff,	Julie
Keener,	Jennifer	Weaver,	Terry
Lauchman,	Edgar	Wentz,	Claire
Laughman,	Deborah	Wentz,	Deb
Laughman,	Eugene	Wertz,	Sandra
Laughman,	Grant	Williams,	Katie
Lease,	Richard	Wiseman,	Brenda
Lecrone,	Jennifer	Wood,	Dave
Lehman,	Sandy	Young,	Nichole
Lessig,	Mark	Zorbaugh,	Sandra
Luckenbaugh,	Lorie		

- B. **2014-2015 BUS ROUTES** – Approval of tentative bus routes for the 2014-2015 school year, understanding new student enrollments modify these routes on a continual basis.

Background Information: Bus routes are posted on the website, <http://www.sgasd.org/Page/1175> and are being updated regularly as the first day of school approaches.

POLICY BOARD ACTIONS REQUESTED:

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

- 1) Policy #707: FACILITIES, Use of School Facilities (*revision*)
- 2) Policy #915: COMMUNITY, Recording/Imaging of Staff and Students (*revision*)

PERSONNEL BOARD ACTIONS REQUESTED:

- A. **COLLECTIVE BARGAINING AGREEMENT RESOLUTION** – Approval to continue the terms and conditions of the expiring Collective Bargaining Agreement with the Spring Grove Education Association, effective August 24, 2009 to the last day prior to the first scheduled teacher workday for the 2014-2015 school year, until such time as a successor agreement is ratified, or until the Association indicates its intent not to abide by the terms and conditions of the expired Agreement.
- B. **RESIGNATIONS** – Approval of the following resignations:
- 1) **Maintenance Technician Coordinator** – James Grimes, effective October 10, 2014, due to retirement.

***Background Information:** James is retiring after investing 40 years of service to Spring Grove Area School District.*
 - 2) **Spring Grove Intermediate Learning Support Aide** – Denise Fink, effective August 6, 2014, due to personal reasons.
 - 3) **High School Student Custodian** – Ha Ni Lee, effective August 11, 2014, due to moving out of the area.
- C. **SEVERANCE PAY** – Under authorization contained in the agreement between Spring Grove Area School District Administrative/Supervisory Personnel and Spring Grove Area School District, payment to be made to Paul Nathan Frank III, in the amount of \$6,000.00 for severance pay.
- D. **FAMILY AND MEDICAL LEAVE OF ABSENCE** – Approval of the following request for family and medical leave:
- 1) **Spring Grove Elementary Second Grade Instructor** – Jennifer Garman, beginning approximately October 9, 2014, not to exceed the 12 week maximum as outlined in the Family and Medical Leave guidelines for childrearing.
- E. **APPOINTMENTS** – Approval of the following appointments:
- 1) **New Salem Elementary First Grade Instructor Short-Term Substitute** – Jami Myers, effective August 18, 2014, for approximately 12 weeks, for so long as regular professional employee is on a child rearing leave of absence during the 2014-2015 school year. Compensation established at \$110.00 per day for the first 30 days. On the 31st day, compensation to be a proration of Step 1 of the Bachelor's Schedule.
 - 2) **Spring Grove Elementary Third Grade Instructor Short-Term Substitute** – Michelle Strausbaugh, effective August 18, 2014, for approximately 12 weeks, for so long as regular professional employee is on a child rearing leave of absence during the 2014-2015 school year. Compensation established at \$110.00 per day for the first 30 days. On the 31st day, compensation to be a proration of Step 1 of the Bachelor's Schedule.

- 3) **New Salem Elementary Personal Care Assistant** – Kayla Lentz, effective August 18, 2014, as a full-time personal care assistant. Compensation established at \$9.17 per hour.

Background Information: *Ms. Lentz was a personal care associate from Country Meadows.*

- 4) **New Salem Elementary Learning Support Aide** – Susan Good, effective August 18, 2014, as a part-time learning support aide. Compensation established at \$9.17 per hour.

Background Information: *Ms. Good was a student mentor at Friendship Elementary in Southern York County School District.*

- 5) **Paradise Elementary Kindergarten Aide** – Beth Marshall, effective August 18, 2014, as a part-time kindergarten aide for the 2014-2015 school year. Compensation is established at \$9.17 per hour.

- F. **NON-INSTRUCTIONAL SUBSTITUTES** – Approval of the following classified substitutes for the 2014-2015 school year at the hourly rate approved in the Classified Wage & Salary Guidelines:

- 1) Julie Safely
- 2) Wayne Topper (AV Support)
- 3) Bobby Kehm (AV Support)

- G. **INSTRUCTIONAL SUBSTITUTES** – Approval of the following professional substitutes for the 2014-2015 school year at a rate of \$95.00 per day and \$110.00 per day beginning on the 21st day cumulative:

- 1) Trenton Bankert – English
- 2) Maleah Berger – Grades 4-8 (*All subjects 4-6; Math 7-8*)
- 3) Kate Gardner – English
- 4) Tanner Jones – English
- 5) Kathryn Keefauver – Math 7-12
- 6) April Lutter – Elementary K-6
- 7) Katie Sechrist – Early Childhood PK-4

- H. **GUEST TEACHER SUBSTITUTES** – Approval of the following individuals holding a Bachelor's degree and completing the District's Guest Teacher orientation program to substitute teach in all subject areas during the 2014-2015 school year at a rate of \$95.00 per day and \$110.00 per day beginning on the 21st day cumulative:

- 1) Adeline Brown
- 2) Kevin Henning
- 3) Michelle Kroft
- 4) Liza Lauer

ADDITIONAL PERSONNEL BOARD ACTIONS REQUESTED:

E. **APPOINTMENTS** – Approval of the following additional appointments:

- 6) **Spring Grove Intermediate Learning Support Aide** – Cynthia Ferrence, effective August 20, 2014, for the 2014-2015 school year. Compensation established at \$9.17 per hour.

Background Information: *Ms. Ferrence was a parent volunteer and classified substitute for the District.*

- 7) **Middle School Custodian** – Julie Emig, effective August 11, 2014, for the 2014-2015 school year. Compensation established at \$9.54 per hour.

Background Information: *Ms. Emig served as a classified substitute for the District.*

- 8) **District Messenger/Custodian** – Neil Riley, effective August 18, 2014, for the 2014-2015 school year. Compensation established at \$9.54 per hour.

Background Information: *Mr. Riley has served as a classified substitute for the District.*

- 9) **High School Attendance Secretary** – Michelle Garrett, effective August 18, 2014, for the 2014-2015 school year. Compensation to be established at her current base rate of pay plus appropriate longevity increase.

Background Information: *Ms. Garrett was an Emotional Support Instructional Aide at the high school.*

- 10) **Assistant Football Coach** – Ian Smith, effective August 18, 2014, for the 2014-2015 school year. Compensation to be established following a successful negotiated agreement between Spring Grove Area School District and the Spring Grove Education Association.

Background Information: *Mr. Smith is a graduate of Kutztown University and played football for Spring Grove in high school.*

- 11) **High School Marching Band Instructor** – Christopher Scheetz, effective August 18, 2014, for the 2014-2015 school year. Compensation is established at \$1,500 for the 2014-2015 season.

Background Information: *Mr. Scheetz was formerly a High School Marching Band Instructor from August 2012 to July 2013.*

- 12) **High School Marching Band Instructor** – Douglas Graft, effective August 18, 2014, for the 2014-2015 school year. Compensation is established at \$1,500 for the 2014-2015 season.

Background Information: *Mr. Graft is currently working as out Indoor Guard Percussion Instructor.*

- 13) **New Salem Elementary Over Enrollment Aide** – Melissa Stone, effective August 20, 2014, for the 2014-2015 school year, pending a favorable Act 151 clearance. Compensation established at \$9.17 per hour.

Background Information: *Ms. Stone spent the last nine years as an independent sales representative.*

CURRICULUM BOARD ACTIONS REQUESTED:

- A. **TRIP REQUEST** – Approval for Matthew Robinson and Nicole Riser, High School Business Education Teachers, to accompany approximately eight students to attend the FBLA (Future Business Leaders of America) State Leadership Workshop in State College, PA, November 2-3, 2014.

Background Information: *Students will participate in various business related workshops in order to increase their knowledge and skills in career-related areas. All costs will be paid through the FBLA activity fund (school store). Students will be responsible for their meal expenses.*

- B. **TRIP REQUEST** – Approval for Jessica O’Brien, Middle School Physical Education/Wellness Teacher and Deb Kronsteiner, Middle School Science Teacher, to accompany approximately eight middle school students to the Penn State University THON at Penn State University, University Park, PA, February 20 – 22, 2015.

Background Information: *This trip will give the students on the Mini-THON Committee the opportunity to truly experience THON and see the impact they are making for children with cancer. All costs are to be covered by the students and Mini-THON funds.*

- C. **DISTRICT ASSESSMENT PLAN** – Approval of the attached 2014-2015 District Assessment Plan for Classroom Teachers.

Background Information: *This plan was discussed at the August Directors’ Study Forum.*

- D. **MODIFICATION TO 2013-2014 SCHOOL CALENDAR** – Approval to modify the 2013-2014 school calendar and utilize an Act 80 day for PM Kindergarten on October 14, 2013.

Background Information: *This change will result in compliance with PDE’s regulations for a minimum of 180-days of instruction for PM kindergarten, which were lost during a weather-related early dismissal. October 14 had previously been an Act 80 Day for Seniors only.*