

AGENDA

REGULAR VOTING MEETING

Spring Grove Area School District, Board of School Directors
Monday, September 22, 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
 - × September 8, 2014 for Personnel
- II. **Superintendent’s Report** DR. ROBERT LOMBARDO
- × 2014-2015 Student Representative to the School Board, *Olivia Bortner*
 - × High School Senior Vocal Solo, *Sean Dye*
 - × Kennie’s Market Partners in Learning Funding
 - × CIRE Update (*Critical Incident Response Exercise*)
- III. **Student Representative Report**..... OLIVIA BORTNER
- 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.*
- V. **Board and Administration Response to Public Comment**
- VI. **Correspondence**
- VII. **Legislative Update**..... DAVE TRETTEL
- 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*)
- × August 18, 2014 Regular Voting Meeting
 - × September 8, 2014 Voting Meeting
 - × September 8, 2014 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 GroundsFOR INFORMATION ONLY
Transportation..... Dave Trettel

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 August 31,2014

GENERAL FUND - CHECKING

<u>Balance 07/31/14</u>	<u>9,419,263.49</u>	\$9,419,263.49
<u>Receipts</u>		
Total Receipts (as per attached)	5,305,088.55	\$5,305,088.55
Returned checks	<u>0.00</u>	
<u>Expenditures</u>		
Paid bills/Payroll through August 31,2014	4,019,895.75	\$4,019,895.75
Voided Checks	<u>0.00</u>	
<u>Balance 08/31/14</u>		
M & T Bank (.25%)	<u>10,704,456.29</u>	\$10,704,456.29

GENERAL FUND - INVESTMENTS

<u>Balance 08/31/14</u>		
PLGIT Plus (.02%)	1,449.70	
PLGIT Class (.01%)	1,374,427.74	
PSDLAF PSDMAX (.01%)	44,168.08	
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%)	522,340.54	
Susquehanna Bank Money Market (.15%)	250,246.20	
Susquehanna Bank CD (.80%) 6/20/14	256,152.98	
		\$7,453,785.24
GENERAL FUND - TOTAL		\$18,158,241.53

NUTRITION SERVICES FUND

<u>Balance 07/31/14</u>	<u>180,579.91</u>	\$180,579.91
<u>Receipts</u>		
Total Receipts (as per attached)	<u>95,680.58</u>	\$95,672.58
Returned Checks	<u>(8.00)</u>	
<u>Expenditures</u>		
Paid bills through August 31,2014	<u>711.76</u>	\$711.76
<u>Balance 08/31/14</u>		
M & T Bank (.25%)	<u>275,540.73</u>	\$275,540.73
NUTRITION SERVICES FUND TOTAL		\$275,540.73

CAPITAL RESERVE FUNDBalance 07/31/14434,768.36 **\$434,768.36**Receipts

Interest

55.16 **\$55.16**Expenditures

Paid bills through August 31,2014

0.00 **\$0.00**Balance 08/31/14

M & T Bank (.25%)

434,823.52 **\$434,823.52****CAPITAL RESERVE INVESTMENTS**

PSDLAF PSDMAX (.01%)

1,085,513.89

\$1,085,513.89**CAPITAL RESERVE TOTAL****\$1,520,337.41****Invoices presented for Board approval - September 2014****\$24,611.00**

Houck Services, Inc.

\$24,611.00

STUDENT ACTIVITY FUNDSBalance 08/31/14

Elementaries

5,810.42

Intermediate School

6,150.17

Middle School

3,565.82

High School

29,535.61**\$45,062.02****STUDENT ACTIVITY FUNDS-TOTAL****\$45,062.02**



BUDGET AND FINANCE BOARD ACTIONS REQUESTED:

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists as presented.
- B. **DISPOSAL OF OBSOLETE / SURPLUS ITEMS** – Approval to dispose of audio-visual items included on the attached list, considered to be obsolete/outdated and of no value to the district, and to receive monetary reimbursement from the recycle vendor, if applicable, along with a certification of destruction for any electronic storage of data on devices
- C. **2013-2014 YEAR END BUDGETARY TRANSFERS** – Approval of the attached list of budgetary transfers for the 2013-2014 fiscal year.
- D. **2015-2016 BUDGETARY TIMELINE** – Approval of the attached 2015-2016 Budgetary Timeline for preparation, review and approval of the General Fund and Nutrition Services Fund budgets for the 2015-2016 fiscal year.

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

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
High School	8/22/14	6	48
	8/25/14 (Lockdown)	6	37
Middle School	8/22/14	1	57
Intermediate School	8/21/14	2	23
	8/22/14 (Lockdown)		
New Salem Elementary	8/22/14	2	04
	8/27/14 (Lockdown)		
Paradise Elementary	8/21/14	1	21
	8/22/14 (Lockdown)		
	9/12/14	1	02
Spring Grove Elementary	8/25/14	1	46

***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. **2014-2015 BUS/VAN DRIVERS** – Approval of the following contracted Red Lion Bus Company bus/van drivers for the 2014-15 school year:

- 1) Frederick Shipley
- 2) David Wood
- 3) Wendy Peplinski
- 4) Katherine Donicker
- 5) Karen Maudlin
- 6) Cathy Horn
- 7) Jeffrey Lugo
- 8) George Bollinger, Jr.
- 9) Nichole Young
- 10) Christine Donovan

**POLICY BOARD ACTIONS REQUESTED:**

- A. **SECOND READING** – Approval of a second 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*)
- B. **PSBA OFFICER** – Approval of designated candidates to be submitted by George Ioannidis, Board Secretary, in conjunction with 2015 PSBA officer elections, as follows:
- 1) Kathy K Swope **OR** Charles H. Ballard *as President-Elect.*
 - 2) Mark B. Miller *as Vice President*
 - 3) Otto W. Voit, III *as Treasurer*
 - 4) David Hutchinson *as At-large Representative (Central, Representing Region 12)*
- C. **DONATIONS** – Acceptance of the following donations in accordance with Board Policy No. 702, Gifts, Grants and Donations:
- 1) An assortment of ten (10) Crayola Model Magic value packs, with markers, boards and/or pencils, valued at approximately \$50 each, to New Salem Elementary, from Dick Blick Art Materials.
 - 2) A Seismic Audio 32-channel snake cable for use in the Middle School auditorium, from Providence Church.
 - 3) An assortment of tablets, paper, pencils, pens, scissors, highlighters and dry erase markers, to the teachers and students of New Salem Elementary, from Office Max of East York.
 - 4) A monetary gift of \$500 from the Spring Grove Youth Athletic Association to be used toward the maintenance and upkeep of the Middle School practice and game field.
 - 5) A monetary gift of \$1,000 from Richard Thomas of Spring Grove to assist with funding for the Future Farmers Club.
 - 6) A monetary gift of \$1,500 from Glatfelter Company to assist with the purchase of tee-shirts to be distributed to every fifth grade student of the graduating class of 2022, in an effort to help in their transition from the fourth grade.

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

- 1) **Staff Accountant** – Yvonne Hildebrand, effective January 9, 2015, due to retirement.

Background Information: *Yvonne served as Staff Accountant for the Spring Grove Area School District since June 2006.*

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

- 1) **Intermediate School Emotional Support Instructor** – Jaclyn Atkins, beginning approximately December 22, 2014 until February 1, 2015, not to exceed to 12 week maximum as outlined in the Family and Medical Leave guidelines for child rearing.

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

- 1) **High School Learning Support Instructor Short-Term Substitute** – Kathryn Gardner, 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) **High School ELA Instructor Short-Term Substitute** – Tanner Jones, 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) **Middle School ELA Instructor Short-Term Substitute** – Kathryn Gardner, effective October 3, 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.
- 4) **New Salem Elementary First Grade Instructor Short-Term Substitute** – Nadia Schildt, 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.
- 5) **Spring Grove Elementary Second Grade Instructor Short-Term Substitute** – Michelle Strausbaugh, effective October 9, 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.
- 6) **High School Cook** – Melissa Shenberger, as a part-time, 3.5 hours per student day cook, effective September 8, 2014, for the 2014-2015 school year. Compensation established at \$9.07 per hour.

Background Information – *Ms. Shenberger was a substitute cook for the District.*



- 7) **Intermediate School Custodian** – Aaron Harrison, as a part-time, 4.5 hours per day, second shift custodian, effective September 15, 2014, for the 2014-2015 school year. Compensation established at \$9.54 per hour plus \$0.20 shift differential.

Background Information – Mr. Harrison has experience in maintenance and hardware through employment at Spring Forge Hardware and West Manchester Twp.

- 8) **New Salem Elementary Learning Support Aide** – Donna Huckenberry, as a part-time, 3.5 hours per day learning support aide, effective September 10, 2014, for the 2014-2015 school year. Compensation established at \$9.17 per hour.

Background Information – Ms. Huckenberry recently retired from the Housing Authority of the City of York. She has experience working with children in need of learning support.

- 9) **Middle School Learning Support Aide** – Traci Walker, as a part-time, 3.5 hours per day learning support aide, effective September 12, 2014, for the 2014-2015 school year. Compensation established at \$9.17 per hour.

Background Information – Ms. Walker has been an active parent volunteer for the District for several years.

- 10) **High School Personal Care Assistant** – Karen Biesecker, as a full-time, 7 hours per day learning support aide, effective September 12, 2014, for the 2014-2015 school year. Compensation established at \$9.17 per hour.

Background Information – Ms. Biesecker was a personal care assistant for the Lincoln Intermediate Unit.

- 11) **Assistant JH Girls' Volleyball Coach** – Brandi Kinard, effective September 23, 2014, for the 2014-2015 school year, pending the receipt of favorable Act 114 clearance. Compensation to be established following a successful negotiated agreement between Spring Grove Area School District and Spring Grove Education Association.

Background Information – Ms. Kinard played volleyball for Spring Grove, York College and Central Penn College. She also coached at a volleyball camp at York College.

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

- 1) **High School Emotional Support Aide** – Diane Breeden, from a part-time learning support aide, to a full-time emotional support aide at the high school, effective September 10, 2014. Compensation will remain unchanged.
- 2) **High School Emotional Support Aide** – Angie Leese, from a part-time learning support aide and part-time guidance secretary at the high school, to a full-time emotional support aide at the high school, effective September 10, 2014. Compensation will remain unchanged from the learning support aide position.
- 3) **High School Personal Care Aide** – Darlene Godfrey, from a full-time emotional support aide at the high school, to a full-time personal care aide at the high school, effective September 10, 2014. Compensation will remain the same.



E. **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) Chanda Dye
- 2) Jacqueline McFarland
- 3) Faye Moul Smith

F. **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) Alicia Berkoski Elementary K – 6, Early Childhood N – 3
- 2) Hillary Burnside PK – 4
- 3) Kathryn Bauch Music PK – 12
- 4) Brittany Fishel PK – 4
- 5) Zachary Huff Mathematics 7 – 12
- 6) Carolyn Hartman Chemistry 7 – 12
- 7) Tricia Hudacek Elementary K – 6, ESL

G. **SEVERANCE PAY** – Approval of the following retired staff member’s severance pay for unused sick days or years of service as outlined in the Classified Staff Wage and Salary Guidelines. Severance pay to be issued with final pay on October 10, 2014.

- 1) James Grimes – \$2000.00 (40 years x \$50.00 per year)

ADDITIONAL PERSONNEL BOARD ACTIONS REQUESTED:

C. **APPOINTMENTS** – Approval of the following additional appointment:

- 12) **Middle School Assistant Principal** – Melinda O’Brien, effective at a mutually agreed start date, for the 2014-2015 school year, pending receipt of current favorable Act 34, Act 151 and FBI background clearances. Compensation established at a proration of an annual salary of \$87,000.

Background Information: *Ms. O’Brien served as the acting principal of Devers Elementary School for the School District of the City of York. She has 11 years of teaching experience and five years of administrative experience. She earned a Bachelor’s of Science in Elementary Education from Penn State, a Master’s of Teaching and Curriculum from Penn State, and a Master’s of Leadership in Teaching and Learning from Millersville University.*

**CURRICULUM BOARD ACTIONS REQUESTED:**

- A. **TRIP REQUEST** – Approval for Brian Buterbaugh, High School Music Teacher, to accompany Sean Dye, High School Student, to Nashville, Tennessee, on October 26-29, 2015, to participate in the National Association for Music Education All-National Choir (NAfME).

Background Information: *One high school student was accepted into the 2014 NAfME All-National Choir, Sean Dye. Sean is the first Spring Grove student in District history to be accepted into an All-National ensemble. Costs associated with this trip will be funded by the District.*

- B. **FALL SUPERINTENDENTS’ SYMPOSIUM** – Approval for Dr. Robert Lombardo, Superintendent, to participate in the LIU #12 Superintendents’ Symposium, October 29-31, 2014, in Ocean City, MD.

Background Information: *This year’s retreat will include a 30-hour Act 45 course entitled, “Leading in the Digital Age.” 2014-15 piloted digital programs within the District make this year’s symposium particularly beneficial. Costs for lodging, meals and meeting room space have been fully funded through sponsorships by area businesses, leaving an estimated \$400 for course registration and roundtrip travel expenses to be covered by the District.*