



AGENDA

REGULAR VOTING MEETING

Spring Grove Area School District, Board of School Directors
Monday, March 21, 2016, 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

- × March 7, 2016 for Personnel and Real Estate

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

- × Vocal Jazz Students’ Performance: “Viva La Vida” by Coldplay
 - **Julia Amspacher, Chloe Braden, Nick Chrissomallis, Katie Gallagher, and Seth Shields**
- × Students of the Month (March) – Mock Trial Team
 - **Caleb Edwards, Kasey Falcone, Timmer Gross, Brenna Gutshall, Chaize Harrell, Marisa Landaverde, Mary Reachard, Zoe Stauffer and Wyatt Wivell**
- × Student Musicians of the Month:
 - **Julia Sowers and Brendan Malloy**
- × Student Athletes of the Month:
 - **Belle Hippensteel and Dalton Rohrbaugh**

III. **Student Representative Report**..... SARAH 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.*

- × Lisa Smith – Community Relations Director
- × Jerry Mascaro – Music 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*)
 - × February 22, 2016 – Regular Voting Meeting
 - × March 7, 2016 – Voting Meeting
 - × March 7, 2016 – Directors’ Study Forum

- XII. **Treasurer’s Report** (*motion and second needed, roll call vote*)TODD STAUB
 - × Month Ending February 29, 2016

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

BUSINESS/FINANCE REPORTS

Budget and Finance..... Todd Staub
 Buildings and Grounds ***For Information Only***

MANAGEMENT REPORTS

Policy Stacy Meyer
 Personnel..... Doug Stein

PROGRAM REPORTS

Athletic and Music..... Dave Trettel

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



TREASURER'S REPORT FOR THE MONTH ENDING February 29, 2016**GENERAL FUND - CHECKING**

<u>Balance 1/31/16</u>	<u>18,734,832.25</u>	\$18,734,832.25
<u>Receipts</u>		
Total Receipts (as per attached)	1,273,275.18	\$1,273,275.18
Returned checks		
<u>Expenditures</u>		
Paid bills/Payroll through February 29, 2016	3,858,260.69	\$3,834,022.44
Voided Checks	<u>(24,238.25)</u>	
<u>Balance 2/29/16</u>		
M & T Bank (.12%)	\$16,174,084.99	\$16,174,084.99

GENERAL FUND - INVESTMENTS

<u>Balance 2/29/16</u>		
PLGIT Plus (.02%)	1,450.72	
PLGIT Class (.01%)	1,377,384.88	
PSDLAF PSDMAX (.20%)	1,444,806.26	
PSDLAF - ASD - Univest Bank & Trust Co (.60%) 4/06/16	245,000.00	
PSDLAF - CD Pool (.35%) 4/21/16	2,250,000.00	
PSDLAF CD Pool (.33%) 6/21/16	2,000,000.00	
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	
PSDLAF - Merrick (.55%) 10/12/16	245,000.00	
PSDLAF - Nexbank (.90%) 10/17/16	245,000.00	
PSDLAF - ASD-Key (.80%) 4/10/17	245,000.00	
PSDLAF - TCF Natl (.70%) 4/10/17	245,000.00	
PSDLAF - Synovus (.80) 4/10/17	245,000.00	
PSDLAF - Everbank (.80%) 4/13/17	245,000.00	
PSDLAF - State Farm (.90%) 8/7/17	240,000.00	
PSDLAF - Luana (1.10%) 3/30/18	235,000.00	
PSDLAF - Tristate Cap (1.14%) 4/2/18	235,000.00	
PSDLAF - Discover (1.15%) 4/9/18	235,000.00	
		\$10,468,641.86
GENERAL FUND - TOTAL		\$26,642,726.85

NUTRITION SERVICES FUND

<u>Balance 1/31/16</u>	<u>240,707.20</u>	\$240,707.20
<u>Receipts</u>		
Total Receipts (as per attached)	<u>195,468.90</u>	\$195,468.90
Returned Checks		
<u>Expenditures</u>		
Paid bills through February 29, 2016	<u>156,577.88</u>	\$156,577.88
<u>Balance 2/29/16</u>		
M & T Bank (.12%)	<u>279,598.22</u>	\$279,598.22
NUTRITION SERVICES FUND TOTAL		\$279,598.22

CAPITAL RESERVE FUND

<u>Balance 1/31/16</u>	231,645.24	\$231,645.24
<u>Receipts</u>		
Interest	<u>192.48</u>	\$192.48
<u>Expenditures</u>		
Paid bills through February 29, 2016	<u>37,100.00</u>	\$37,100.00
<u>Balance 2/29/16</u>		
M & T Bank (.03%)	<u>194,737.72</u>	\$194,737.72

CAPITAL RESERVE INVESTMENTS

PSDLAF PSDMAX (.20%)	86,708.78	
PSDLAF CD Pool (.25%) 6/21/16	1,000,000.00	
		\$1,086,708.78

CAPITAL RESERVE TOTAL		\$1,281,446.50
------------------------------	--	-----------------------

Invoices presented for Board approval - March 2016

STUDENT ACTIVITY FUNDS

<u>Balance 2/29/16</u>		
Elementaries	4,978.91	
Intermediate School	6,036.06	
Middle School	7,018.51	(Mini Thon transferred from MS to HS)
High School	<u>108,555.99</u>	(Mini Thon transferred from MS to HS)

STUDENT ACTIVITY FUNDS-TOTAL		\$126,589.47
-------------------------------------	--	---------------------



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, or donate (by organization request), the technology hardware included on the attached list considered to be obsolete/outdated and of no value to the district.
- C. **MOBILE TELEPHONY SERVICES RENEWAL** – Approval to continue contracting with AT&T to provide mobile telephony services to the district.
- D. **YORK COUNTY TAX CLAIM BUREAU ACCOUNTS** – Approval to turn the following delinquent Real Estate tax accounts over to the York County Tax Claim Bureau as listed:

MUNICIPALITY	TAX YEAR	AMOUNT
Heidelberg Township	2015-16	\$121,968.31
Jackson Township	2015-16	\$267,839.36
Jackson Township	2014-15	\$1,845.97
North Codorus Township	2015-16	\$306,056.27
North Codorus Township	2014-15	\$856.73
Paradise Township	2015-16	\$170,802.72
Paradise Township	2014-15	\$8,074.43
Jefferson Borough	2015-16	\$24,187.84
New Salem Borough	2015-16	\$37,186.40
Seven Valleys	2015-16	\$26,488.41
Spring Grove Borough	2015-16	\$41,603.20
Spring Grove Borough	2014-15	\$12.62
Total:		\$1,006,922.26

Background Information: Delinquent Real Estate Taxes turned over for collection last year totaled \$1,193,541.56.

- E. **TAX EXONERATIONS** – Approval to accept Per Capita/Occupational Tax exoneration from tax years 2009 & 2010, per the following listing from Statewide Tax Recovery:

TAX YEAR	NUMBER OF EXONERATIONS	REASON FOR EXONERATION	DOLLAR AMOUNT EXONERATED
2009	1	Low Income	\$27.50
2010	1	Low Income	\$27.50
TOTAL	2		\$55.00



BUILDINGS AND GROUNDS / FOR INFORMATION ONLY:

MANDATED BUILDING FIRE DRILLS

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
High School	02/29/2016	03	58
Middle School	02/22/2016	02	32
Intermediate School	02/22/2016	02	58
	03/09/2016	02	03
New Salem Elementary	02/26/2016	02	50
Paradise Elementary	02/26/2016	01	10
Spring Grove Elementary	02/26/2016	01	22
	03/14/2016	03	00



POLICY BOARD ACTIONS REQUESTED:

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

- 1) Policy No. 217: PUPILS, Graduation Requirements (*revised*)

B. **SECOND READING** – Approval of a first reading for the following policy:

- 1) Policy No. 832: OPERATIONS, Electronic Signatures (*new*)

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

- 1) A monetary donation from Mr. and Mrs. Doug Stein, of Spring Grove, PA, in the amount of \$100 to support the Spring Musical.
- 2) A monetary donation from Hanover Elks Lodge 763 Youth Activities Committee, Hanover, PA, in the amount of \$350 to support the Student Launch Initiative.
- 3) A monetary donation from John Hollinger, of Hanover, PA, in the amount of \$100 to support the Student Launch Initiative.
- 4) A monetary donation from Spangler & Boyer Mechanical, Inc., in the amount of \$187.00 to support the National Art Honor Society.

PERSONNEL BOARD ACTIONS REQUESTED:

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

- 1) **Director of Human Resources** – Kristin Massicot, effective March 25, 2016, for personal reasons.
- 2) **Intermediate School Custodian** – Donna Dubs, effective June 3, 2016, due to retirement.

Background Information: *At the time of her retirement, Ms. Dubs will have served the District for 32 years.*

- 3) **Assistant Track and Field Coach** – Jaya Johnson, effective March 14, 2016, for personal reasons.
- 4) **High School Student Custodian** – Serenity Sigmon, effective March 7, 2016, for personal reasons.
- 5) **Junior High Football Cheerleading Coach** – Kathryn Gardner, effective March 2, 2016, for personal reasons.

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

- 1) **Middle School Learning Support Aide** – Traci Walker – effective March 14, 2016 and March 15, 2016, for personal reasons.

C. **FAMILY AND MEDICAL LEAVE OF ABSENCE** – Approval of the following request for family and medical leave, not to exceed the 12-week maximum as outlined in the Family and Medical Leave guidelines:

- 1) **Spring Grove Elementary Second Grade Instructor** – Lynne Martin, intermittent leave beginning March 1, 2016, as needed.

D. **APPOINTMENTS** – Approval of the following appointments, provisionally hired pending receipt of completed Act 168 disclosure forms from previous employers:

- 1) **Elementary Instructor** – Travis Laird, effective at the beginning of the 2016-2017 school year, pending favorable clearances. Compensation established at Step 3 of the Master’s Schedule.

Background Information – *Mr. Laird is certified in Elementary K-6. He received his Bachelor’s Degree from Bloomsburg University and his Master’s in Education from Grand Canyon University. He currently teaches in Arizona at Cartwright School District #83. His intentions are to relocate to the area.*

- 2) **High School Full-time Personal Care Aide** – Hope Gracey, effective March 22, 2016, as a full-time, 7 hours per student day, high school personal care aide. Compensation established at \$9.17 per hour.

Background Information – *Ms. Gracey is a volunteer for the District and has experience working as a “nanny” and working in a daycare.*

- 3) **Assistant Track and Field Coach** – Kirk Ruff, effective for the 2015-2016 school year. Compensation established at \$1,667.00 for the season.

Background Information – Mr. Ruff has track and field experience at Millersville University. He also served as a Head JH Football Coach for 5 years, and a JH Assistant Coach for 2 years.

- 4) **Assistant JH Track and Field Coach** – Karly Sprenkle, effective for the 2015-2016 school year. Compensation established at \$1667.00 for the season.

Background Information – Ms. Sprenkle is a social worker at River Rock Academy. She earned her Bachelor's Degree from Shippensburg University in Social Work.

- 5) **Aquatics Lifeguard/Swimming Aide** – Jay Kuhn, effective March 22, 2016, as a lifeguard/swimming aide for the 2015-2016 school year. Compensation established at \$7.50 per hour.

Background Information – Mr. Kuhn is lifeguard and first aid certified. He was a swimmer for the Spring Grove Swim Club for 8 years and a swimmer during 4 years of high school.

- 6) **Summer Pre-K Instructor** – Sharon Akers, effective June 27, 2016 through August 4, 2016. Compensation established at the 2015-2016 per diem rate.

Background Information – Ms. Akers is a kindergarten instructor at Paradise Elementary.

- 7) **Summer Pre-K Instructor** – Lindsay Shultz, effective June 27, 2016 through August 4, 2016. Compensation established at the 2015-2016 per diem rate.

Background Information – Ms. Shultz is a first grade instructor at Spring Grove Elementary.

- 8) **Summer Pre-K Health Care Assistant** – Karla Witmer, effective June 27, 2016 through August 4, 2016. Compensation established at the current hourly rate.

Background Information – Ms. Witmer is a health care assistant at Paradise Elementary.

- 9) **Summer Pre-K Aide** – Christine Kauffman, effective June 27, 2016 through August 4, 2016. Compensation established at the current hourly rate.

Background Information – Ms. Kauffman is an aide at Spring Grove Elementary.

- 10) **Summer Pre-K Aide** – Barbara Meckley, effective June 27, 2016 through August 4, 2016. Compensation established at the current hourly rate.

Background Information – Ms. Meckley is an aide at Paradise Elementary.

- E. **NON-INSTRUCTIONAL SUBSTITUTES** – Approval of the following classified substitutes for the 2015-2016 school year at the hourly rate approved in the Classified Wage & Salary Guidelines:

- 1) Sarah Hipp
- 2) Heather Rosenberger



ATHLETIC & MUSIC BOARD ACTIONS REQUESTED:

- A. **OVERNIGHT TRIP – GOLF TEAM** – Approval for the golf team, along with David Childress, Head Golf Coach, to travel to Williamsburg, Virginia for purposes of building team bonding, playing four professional golf courses in the area, and taking in the historic sites of Williamsburg. This trip is planned for the week of June 14 – June 17, 2016.

- B. **OVERNIGHT TRIP – TRACK TEAM** – Approval for Varsity Boys’ and Varsity Girls’ Track team to attend Penn Relays held at the University of Pennsylvania in Philadelphia, PA on April 28, 29, and 30, 2016.

- C. **OVERNIGHT TRIP – TRACK TEAM** – Varsity Boys’ and Varsity Girls’ Track team to attend The North Carroll Relays held at North Carroll High School in Hampstead, Maryland, on May 6, 2016.