

# AGENDA

## REGULAR VOTING MEETING

Spring Grove Area School District, Board of School Directors  
Monday, May 16, 2016: 6:00 PM Reception / 7:00 PM Board Meeting  
Spring Grove Area High School Cafeteria – 1490 Roth Church Road, Spring Grove, PA

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- I. **Retirement Reception for Dr. Robert Lombardo, Superintendent.....6:00 PM**
- II. **Call To Order (Immediately following Superintendent’s Retirement Reception) ..... 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
    - × May 2, 2016 for Personnel, Student Discipline, and Legal Purposes
- III. **Superintendent’s Report ..... DR. ROBERT LOMBARDO**
- × 2016-2017 Outstanding Educators Selected
    - **Elementary – Anne Shaffer (SGE, Grade 4)**
    - **Secondary – Matthew Robinson (HS, Business Education)**
  - × 2015-2016 Rocket Scientists / Launch Program – *Mr. Hastings / HS Students*
  - × 2016 Student Vocal Encore Awards – *Ms. Jessica Staub*
    - **Vinnie Beck – Outstanding Male Performance Award**  
*~ Performing ‘Notice Me, Horton’ from Suessical the Musical*
    - **Katie Gallagher – Outstanding Female Performance Award**
    - **Colby Wildasin – Outstanding Contributions to Musical Program**
  - × Acknowledge Student Representative – Final Meeting
  - × High School Students of the Month (May) – *Dr. Cugliari*
    - **Seth Rickrode and Mikayla Steele**  
High School Student Musicians of the Month
    - **Michael Eckersley and Angie Ketterman**  
High School Student Athletes of the Month
    - **Bryce Kephart and Jordyn Miller**
- IV. **Student Representative’s Report..... SARAH MOUL**
- V. **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.*
- VI. **Board and Administration Response to Public Comment**



VII. **Correspondence**

VIII. **Legislative Update**..... TODD STAUB

IX. **York Adams Academy**..... STACY MEYER

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

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

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

- × April 18, 2016 – Regular Voting Meeting
- × May 2, 2016 – Voting Meeting
- × May 2, 2016 – Directors’ Study Forum

XIII. **Treasurer’s Report** (*motion and second needed, roll call vote*) ..... TODD STAUB

- × Month Ending April 30, 2016

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

**BUSINESS/FINANCE REPORTS**

Budget and Finance..... Todd Staub  
 Buildings and Grounds ..... Doug White  
 Transportation ..... Eric Cable

**MANAGEMENT REPORTS**

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

**PROGRAM REPORTS**

Curriculum ..... Brent Hoschar

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

XVI. **Executive Session for Personnel**



**TREASURER'S REPORT FOR THE MONTH ENDING April 30, 2016**

**GENERAL FUND - CHECKING**

<u>Balance 3/31/16</u>	<u>11,466,013.54</u>	<b>\$11,466,013.54</b>
<u>Receipts</u>		
Total Receipts (as per attached)	3,665,914.27	<b>\$3,665,914.27</b>
Returned checks		
<u>Expenditures</u>		
Paid bills/Payroll through April 30, 2016	4,036,662.15	<b>\$4,036,662.15</b>
Voided Checks	<u>(268.00)</u>	<b>(\$268.00)</b>
<u>Balance 4/30/16</u>		
M & T Bank (.12%)	<b>\$11,094,997.66</b>	<b>\$11,094,997.66</b>

**GENERAL FUND - INVESTMENTS**

<u>Balance 4/30/16</u>		
PLGIT Plus (.02%)	1,451.92	
PLGIT Class (.01%)	1,377,787.63	
PSDLAF PSDMAX (.25%)	3,701,708.43	
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 - One West Bank (1.16%) 4/6/17	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	
		<b>\$10,475,947.98</b>
<b>GENERAL FUND - TOTAL</b>		<b>\$21,570,945.64</b>

**NUTRITION SERVICES FUND**

<u>Balance 3/31/16</u>	<u>298,554.21</u>	<b>\$298,554.21</b>
<u>Receipts</u>		
Total Receipts (as per attached)	<u>215,083.47</u>	<b>\$215,023.47</b>
Returned Checks	<u>(60.00)</u>	
<u>Expenditures</u>		
Paid bills through April 30, 2016	<u>189,644.70</u>	<b>\$189,644.70</b>
<u>Balance 4/30/16</u>		
M & T Bank (.12%)	<u>323,932.98</u>	<b>\$323,932.98</b>
<b>NUTRITION SERVICES FUND TOTAL</b>		<b>\$323,932.98</b>

**CAPITAL RESERVE FUND**Balance 3/31/16

194,583.69

**\$194,583.69**Receipts

Deposit

23,617.00

**\$23,617.00**

Interest

19.01**\$19.01**Expenditures

Paid bills through April 30, 2016

0.00**\$0.00**Balance 4/30/16

M &amp; T Bank (.03%)

218,219.70**\$218,219.70****CAPITAL RESERVE INVESTMENTS**

PSDLAF PSDMAX (.24%)

87,115.55

PSDLAF CD Pool (.25%) 6/21/16

1,000,000.00

**\$1,087,115.55****CAPITAL RESERVE TOTAL****\$1,305,335.25****Invoices presented for Board approval - May 2016**

None

**STUDENT ACTIVITY FUNDS**Balance 4/30/16

Elementaries

5,311.81

Intermediate School

7,369.32

Middle School

6,466.96

High School

132,418.05**STUDENT ACTIVITY FUNDS-TOTAL****\$151,566.14**

**BUDGET AND FINANCE BOARD ACTIONS REQUESTED:**

- A. **ACCOUNTS PAYABLE LIST** – Approval of the General Fund and Nutrition Fund Accounts Payable lists as presented.
- B. **2016-2017 GENERAL FUND BUDGET** – Approval of the General Fund Budget for the 2016-2017 fiscal year, with total revenues of \$62,119,150 and total expenditures of \$66,885,698, with the shortfall of \$4,766,548 to be funded from the General Fund Unreserved Fund Balance, and setting the real estate tax millage rate of 21.9737 mills, an increase of .4309 mills from the 2015-2016 millage rate of 21.5428; in addition, earned income tax of ½% and real estate transfer tax of ½% under Act 511.
- C. **2016-2017 NUTRITION SERVICES FUND BUDGET** – Approval of the Nutrition Services Fund Budget for the 2016-2017 fiscal year, with total revenues of \$2,138,973, total expenditures of \$2,072,658, no increase in breakfast and lunch pricing from the 2015-16 school year, and an ending surplus of \$66,315.
- D. **LOCAL AUDITOR** – Approval to appoint Kochenour, Earnest, Smyser & Burg to conduct the audit of the district's financial statements for fiscal year ending June 30, 2016, at a proposed fee not to exceed \$12,150.00.
- E. **SCHOOL DEPOSITORY** – Appointment of the following as school depositories for the period July 1, 2016 through June 30, 2017:
- 1) M&T Bank, 33 Roth's Church Road, Spring Grove, PA 17362
  - 2) PayPal (an eBay Company) headquartered at 2211 North First Street, San Jose CA 95131
- F. **FLEXIBLE BENEFITS PLAN RESOLUTION** – Approval of the attached Resolution approving the adoption of the District's Flexible Benefits Plan permitting certain eligible employees to make contributions related to participation in benefits offered on a pre-tax basis in compliance with section 125 of the IRS Code.
- G. **BUDGETARY TRANSFERS** – Approval of the attached budgetary transfers for the 2015-2016 fiscal year.
- H. **REAPPOINTMENT OF SCHOOL BOARD TREASURER** – Reappointment of Todd Staub as Treasurer for the Spring Grove Area School District for the period July 1, 2016 through June 30, 2017.

**Background Information:** *Mr. Staub indicated consent to reappointment during the May 2, 2016 DSF; no interest was indicated by other board members.*



**BUILDINGS AND GROUNDS BOARD ACTIONS REQUESTED:**

- A. **INTERMEDIATE SCHOOL CAFETERIA ENTRANCE UPGRADES** – Approval to contract with Keystone Purchasing Network to make upgrades to the Spring Grove Intermediate School Cafeteria Entrance by removing existing glass front and installing 8” CMU wall, to be funded through capital reserve funds at a cost not to exceed \$25,000.00.
  
- B. **PARADISE ELEMENTARY PLAYGROUND EXPANSION PROJECT** – Approval to expand the playground at Paradise Elementary using capital reserve funds, at a cost of approximately \$5,600.00, for placement of three large pieces of playground equipment to be purchased by the Paradise PTO and donated to the school district.

**Background Information:** *Details surrounding this proposed expansion project were shared during the May 2, 2016 DSF. Once the project has been approved by the school board, the PTO’s donation of equipment will be presented for formal acknowledgment. Proposed completion of the project is anticipated for late July / early August.*



**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	April 18, 2016	05	40
Middle School	April 25, 2016	02	23
Intermediate School	April 25, 2016	02	02
New Salem Elementary	April 25, 2016	01	49
Paradise Elementary	April 21, 2016	01	15
Spring Grove Elementary			



**TRANSPORTATION BOARD ACTIONS REQUESTED:**

- A. **2015-2016 BUS/VAN DRIVER** – Approval of the following contracted Red Lion Bus Company bus/van drivers for the 2015-2016 school year:
- 1) Erin Bandy
  - 2) Rick Curry
  - 3) Gordon Huckenberry



**POLICY BOARD ACTIONS REQUESTED:**

- A. **FIRST READING** – Approval of a first reading for the following policies:
- 1) Policy No. 626.1: FINANCES, Travel Reimbursement – Federal Programs (*new*)
  - 2) Policy No. 823: OPERATIONS, Naloxone Storage and Administration (*new*)
  - 3) Policy No. 827: OPERATIONS, Conflict of Interest (*new*)
- B. **SECOND READING** – Approval of a second reading for the following policies:
- 1) Policy No. 824: OPERATIONS, Maintaining Professional Adult/Student Boundaries
- C. **2016-2017 CODE OF STUDENT CONDUCT** – Approval of the attached 2016-2017 Code of Student Conduct to be included in 2016-2017 Student/Parent Handbooks.
- Background Information:** In accordance with Chapter 12 Regulations, annual adoption of the Code of Student Conduct has been recommended by our District Solicitor. The Code becomes part of Student/Parent handbooks, which are slated for review during June or July 2016.*
- D. **REVISED 2015-2016 SCHOOL CALENDAR** – Approval of the attached, amended version of the 2015-2016 school calendar, reflecting weather-related school closings, Act 80 days for kindergarten students only, and student make-up days.
- E. **2016-2017 STUDENT LAUNCH PROGRAM CALENDAR** – Approval of the attached 2016-2017 Student Launch Program School Calendar as discussed during the May 2016 DSF.
- F. **DONATIONS** – In accordance with Policy #702, Gifts, Grants and Donations, acceptance of the following:
- 1) A donation of a Frigidaire Refrigerator and Kenmore Stove from Spring Grove Youth Athletic Association to be used in the Middle School Stadium Concession area.
  - 2) A monetary donation in the amount of \$398.26 from Glatco Credit Union to sponsor the annual “Egg Hunt in the Pool.”
  - 3) A monetary donation in the amount of \$100 from Lakeside Farms in support of the Future Farmers Club’s Rollin’ Tractor Show.

**PERSONNEL BOARD ACTIONS REQUESTED:**

- A. **FAMILY AND MEDICAL LEAVE OF ABSENCES** – Acknowledgment of the following requests for family and medical leave, not to exceed the 12-week maximum as outlined in the Family and Medical Leave guidelines:
- 1) **Spring Grove Intermediate Head Custodian** – Paul Ruhlman, effective April 21, 2016 through April 28, 2016.
  - 2) **Spring Grove High School and Middle School Library Science Instructor** – Sierra Rhodes, effective August 22, 2016 through approximately October 5, 2016.
  - 3) **Spring Grove Middle School Math Instructor** – Amy Thompson, effective August 22, 2016 through approximately September 6, 2016.
- B. **UNCOMPENSATED LEAVE** – Approval of the following request for uncompensated leave of absence:
- 1) **Middle School Personal Care Assistant** – Brenda Bateman – effective April 4, 2016 and April 5, 2016, for personal reasons.
- C. **TRANSFERS** – Approval of the following transfers:
- 1) **Paradise Elementary Principal** – Michael Holtzapple, **from** Elementary Assistant Principal **to** Paradise Elementary Principal, effective July 1, 2016. Compensation to be established at \$107,000 for the 2016-2017 school year.
  - 2) **Head Girls' Varsity Soccer Coach** – Emily Wryk, **from** Assistant Girls' Varsity Soccer Coach **to** Head Girls' Varsity Soccer coach, effective May 17, 2016 for the 2016-2017 school year. Compensation to be determined upon approval of the Coaches' Salary Matrix for 2016-2017.
- D. **APPOINTMENTS** – Approval of the following appointments, provisionally hired pending receipt of completed Act 168 disclosure forms from previous employers:
- 1) **Spring Grove Elementary Short-Term Substitute Instructor** – Wanda Peterson, effective August 22, 2016, through approximately November 14, 2016 or as long as professional employee remains on Family Medical Leave of Absence. Compensation established at \$110.00 per day for the first 30 days and on the 31<sup>st</sup> day a per diem rate of Step 1 of the Bachelor's schedule.
  - 2) **Head Girls' Varsity Volleyball Coach** – Elizabeth Zeigler, effective May 17, 2016, as a Girls' Varsity Head Volleyball Coach for the 2016-2017 school year. Compensation to be determined upon approval of the 2016-2017 Coaches' Salary Matrix.

**Background Information** – Mrs. Zeigler was the Varsity Assistant Volleyball Coach for the 2015-2016 season and had volunteered with the program the previous year. She was a graduate of Spring Grove and played volleyball while she was a student; she also played at Elizabethtown College.

- 3) **Assistant Girls' Varsity Volleyball Coach** – Samantha Strausbaugh, effective May 17, 2016, as a Girls' Varsity Assistant Volleyball Coach for the 2016-2017 school year. Compensation to be determined upon approval of the 2016-2017 Coaches' Salary Matrix.

**Background Information** – Ms. Strausbaugh graduated from Dover High School and is a former NCAA Division 1 volleyball player from Jacksonville University. She was recently approved as the Physical Education and Wellness Instructor at our high school.

- 4) **Summer Painter** – Chanda Dye, effective approximately June 6, 2016 through August 19, 2016. Compensation established at \$9.04 per hour.

**Background Information** – Ms. Dye is a current Personal Care Aide at our Spring Grove Elementary and has experience in painting.

- 5) **Summer Painter** – Patrick Lehman, effective approximately June 6, 2016 through August 19, 2016. Compensation established at \$9.04 per hour.

**Background Information** – Mr. Lehman is a 2011 Spring Grove graduate and graduated from Bloomsburg University in May of 2016. Mr. Lehman has previous painting experience.

- 6) **Middle School Part-Time Cafeteria Aide** – Robin Groft, as a part-time, 2.5 hours per student day, Cafeteria Aide, effective May 17, 2016. Compensation established at \$9.04 per hour.

**Background Information** – Ms. Groft has been substituting in this position during the 2015-2016 school year.

- 7) **Extended School Year Teacher's Aide** – Diane Breeden, effective June 21, 2016 through July 26, 2016. Compensation established at the current hourly rate.

**Background Information** – Ms. Breeden is an Instructional Aide at the High School.

- 8) **Extended School Year Teacher's Aide** – Lanette Crouse, effective June 21, 2016 through July 26, 2016. Compensation established at the current hourly rate.

**Background Information** – Ms. Crouse is an Instructional Aide at the Middle School.

- 9) **Extended School Year Health Care Aide** – Kary Hogan, effective June 21, 2016 through July 26, 2016. Compensation established at the current rate of pay for a substitute nurse.

**Background Information** – Ms. Hogan has been working for the District as a substitute Health Care Aide during the 2015-2016 school year.

- E. **INSTRUCTIONAL SUBSTITUTES** – Approval of the following professional substitutes for the 2015-2016 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) Ashlyn Bailey – Early Childhood PK-4, Special Education K-8
- 2) Jessica Darr – Secondary Education, Social Studies 7-12

- F. **ATHLETICS** – Approval of the following coaches for the 2016-2017 Winter Season, with compensation to be determined upon approval of the 2016-2017 Coaches’ Salary Matrix.

<b>WINTER 2016-2017 SEASON</b>		
1	Head Boys’ Basketball Coach	James Brooks
2	Assistant Boys’ Basketball Coach	John Hagerman
3	Head Girls’ Basketball Coach	Holly Baublitz
4	Assistant Girls’ Basketball Coach	Steven Baublitz
5	Head JH Boys’ Basketball Coach	Jeffery Warren
6	Assistant JH Boys’ Basketball Coach	Marly Hay
7	Head JH Girls’ Basketball Coach	Thomas Leese
8	Assistant JH Girls’ Basketball Co-Coaches	Daniel Inners
9		Ashley Madison
10	Head Swimming Coach	Derek Henning
11	Assistant Swimming Coach	Beth Lee
12	Assistant Swimming Coach	Courtney Dacheux
13	Head Wrestling Coach	Anthony Miller
14	Assistant Wrestling Coach	Tyke Conover
15	Assistant Wrestling Co-Coaches	Terry Conover (75%)
16		Kevin Paules (25%)
17	Head JH Wrestling Coach	Joshua Ross
18	Assistant JH Wrestling Coach	Seth Strausbaugh
19	Basketball Cheerleading Coach	Jessica Gall
20	JH Basketball Cheerleading Coach	Nicole Wolf
21	Wrestling Cheerleading Coach	Erika Alvarez
22	JH Wrestling Cheerleading Coach	Lauryn Hinton

- G. **AQUATICS** – Approval of the following individuals to provide aquatic assistance during the community swim activities:

<b>LIFEGUARDS/SWIMMING AIDES - \$7.50 PER HOUR</b>
1) Colton Boyles
2) Mackenzie Bricker
3) Amanda Craver
4) Christine Craver
5) Courtney Dacheux
6) Alyssa Godman
7) Kaylyn Godman
8) Dana Kile
9) David Kile
10) Peggy Kile
11) Jay Kuhn
12) Meghan Kuhn
13) Beth Lee
14) Mackenzie Miller
15) Corey Roberts
16) Cole Roberts
17) Kirstyn Wonder

POOL SUPERVISORS - \$8.10 PER HOUR
1) Colton Boyles
2) Mackenzie Bricker
3) Amanda Craver
4) Christine Craver
5) Courtney Dacheux
6) Dana Kile
7) David Kile
8) Peggy Kile
9) Meghan Kuhn
10) Beth Lee
AQUATICS INSTRUCTORS - \$12.75 PER HOUR
1) Colton Boyles
2) Mackenzie Bricker
3) Amanda Craver
4) Christine Craver
5) Courtney Dacheux
6) Dana Kile
7) David Kile
8) Peggy Kile
9) Meghan Kuhn
10) Beth Lee

H. **SEVERANCE PAY** – Approval to disperse the following retired staff members’ severance pay for unused sick days or years of service as outlined in the agreement between Spring Grove Area School District and the Spring Grove Education Association, Act 93 agreement, or under guidelines in the Classified Staff Wage and Salary Guidelines. Identified severance pay will be issued with individuals’ final pay, scheduled for June 17, 2016.

- 1) Wendy Fritz - \$7,000.00 (maximum 200 unused sick days x \$35.00 per day)
- 2) Denise Borg - \$3,745.00 (Approximately 107 unused sick days x \$35.00 per day)
- 3) Jeffrey Bollinger - \$7,000.00 (maximum 200 unused sick days x \$35.00 per day)
- 4) Carla Kolasa - \$7,000.00 (maximum 200 unused sick days x \$35.00 per day)
- 5) Todd Boller - \$7,000.00 (maximum 200 unused sick days x \$35.00 per day)
- 6) Anne Adamczyk - \$2,800.00 (Approximately 80 days x \$35.00 per day)
- 7) Susan Collins - \$2,500.00 (20 years x \$125.00 per year)
- 8) Robert Lombardo - \$7,200.00 (80 unused sick days x \$90.00 per day)
- 9) Donna Dubs - \$1,550.00 (31 years x \$50.00 per year)

I. **COACHES’ SALARY MATRIX** – Approval of the attached 2016-2017 Coaches’ Salary Matrix as presented during the May 2, 2016, Director’s Study Forum.

J. **SUPPORT STAFF / LEVEL V MINIMUM SALARY MATRIX** – Approval of the attached 2016-2017 updated Support Staff and Level V salary minimums as presented during the May 2, 2016, Director’s Study Forum.

- A. **NEW/REVISED CURRICULA** – Approval of the following new/revised curricula for the 2016-2017 school year:

<b>Title</b>
Library – Grade 1
Library Enrichment – Grade 1
Library – Grade 2
Library Enrichment – Grade 2
Library – Grade 3
Library Enrichment – Grade 3
Library – Grade 4
Library Enrichment – Grade 4
Library – Grade 5
Library – Grade 6
Library – Grade 7
Library – Grade 8
Library – Grades 9-12
Wellness and Fitness – Grade 1
Wellness and Fitness – Grade 2
Wellness and Fitness – Grade 3
Wellness and Fitness – Grade 4
Wellness and Fitness – Grade 5
Wellness and Fitness – Grade 6
Wellness/Fitness – Health – Grade 7
Wellness/Fitness – Physical Education – Grade 7
Wellness/Fitness – Health – Grade 8
Wellness/Fitness – Physical Education – Grade 8
Adventure Curriculum
Aquatics
Extended Strength Training for Sports – Level 1
Extended Strength Training for Sports – Level 2
Health Education – Grade 10
Introduction to Sports and Fitness Education – Grade 9
Physical Education [Launch]
Lifetime Sports and Recreation
Net and Court Games/Aerobic Activities
Personal Fitness and Strength Training – Level 1
Personal Fitness and Strength Training – Level 2
Team Aerobic Games
Advanced Video Journalism
Advanced Placement World History
Comparative Politics (College in the High School)
Mock Trial
Applied Physics – Aerospace Engineering
Cyber Defense Principles and Practices
Web Programming 1
Web Programming 2
Video Planning and Production

**Background Information:** *The approval of these curricula was discussed at the May Directors’ Study Forum.*