



# AGENDA – REGULAR VOTING MEETING

of the Spring Grove Area School District Board of School Directors

7:00 PM – Monday, June 20, 2016

Educational Service Center, 100 East College Avenue, Spring Grove, PA

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:
  - n/a

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

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.*

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)**

- May 16, 2016 – Regular Voting Meeting
- June 6, 2016 – Voting Meeting
- June 6, 2016 – Directors’ Study Forum

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

- Month Ending May 31, 2016



XII. **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**

- Curriculum..... Brent Hoschar

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

**TREASURER'S REPORT FOR THE MONTH ENDING May 31, 2016**

**GENERAL FUND - CHECKING**

<u>Balance 4/30/16</u>	11,094,997.66	<b>\$11,094,997.66</b>
<u>Receipts</u>		
Total Receipts (as per attached)	915,200.30	<b>\$915,200.30</b>
Returned checks	0.00	
<u>Expenditures</u>		
Paid bills/Payroll through May 31, 2016	4,165,478.92	<b>\$4,165,478.92</b>
Voided Checks	<u>0.00</u>	<b>\$0.00</b>
<u>Balance 5/31/16</u>		
M & T Bank (.12%)	<b><u>\$7,844,719.04</u></b>	<b>\$7,844,719.04</b>

**GENERAL FUND - INVESTMENTS**

<u>Balance 5/31/16</u>		
PLGIT Plus (.02%)	1,451.92	
PLGIT Class (.01%)	1,377,985.45	
PSDLAF PSDMAX (.24%)	1,702,615.76	
PSDLAF CD Pool (.33%) 6/21/16	2,000,000.00	
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 - 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>\$10,477,053.13</b>
<b>GENERAL FUND - TOTAL</b>		<b>\$18,321,772.17</b>

**NUTRITION SERVICES FUND**

<u>Balance 4/30/16</u>	328,176.30	<b>\$328,176.30</b>
<u>Receipts</u>		
Total Receipts (as per attached)	204,245.37	<b>\$204,245.37</b>
Returned Checks		
<u>Expenditures</u>		
Paid bills through May 31, 2016	191,251.88	<b>\$191,251.88</b>
Voided Checks	<u>(645.00)</u>	<b>(\$645.00)</b>
<u>Balance 5/31/16</u>		
M & T Bank (.12%)	<b><u>340,524.79</u></b>	<b>\$340,524.79</b>
<b>NUTRITION SERVICES FUND TOTAL</b>		<b>\$340,524.79</b>

**CAPITAL RESERVE FUND**

<u>Balance 4/30/16</u>	218,219.70	<b>\$218,219.70</b>
<u>Receipts</u>		
Interest	20.45	<b>\$20.45</b>
<u>Expenditures</u>		
Paid bills through May 31, 2016	<u>0.00</u>	<b>\$0.00</b>
<u>Balance 5/31/16</u>		
M & T Bank (.03%)	<u>218,240.15</u>	<b>\$218,240.15</b>

**CAPITAL RESERVE INVESTMENTS**

PSDLAF PSDMAX (.24%)	87,338.20	
PSDLAF CD Pool (.30%) 6/21/16	1,000,000.00	
		<b>\$1,087,338.20</b>

<b>CAPITAL RESERVE TOTAL</b>		<b>\$1,305,578.35</b>
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Invoices presented for Board approval - June 2016

**STUDENT ACTIVITY FUNDS**

<u>Balance 5/31/16</u>		
Elementaries	4,508.16	
Intermediate School	6,371.28	
Middle School	6,725.84	
High School	<u>62,779.50</u>	

<b>STUDENT ACTIVITY FUNDS-TOTAL</b>		<b>\$80,384.78</b>
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**BUDGET & FINANCE BOARD ACTIONS REQUESTED:**

- A. **ACCOUNTS PAYABLE LIST** – Approval of the June Accounts Payable lists as presented.
  
- B. **2016-2017 FEDERAL PROGRAMS SUMMARY** – Authorization for the superintendent to enter in all necessary agreements with PDE to meet mandates for participation in the attached 2016-2017 Federal Programs/Grants.
  
- C. **DISPOSAL/RECYCLING OF TECHNOLOGY & MAINTENANCE SURPLUS ITEMS** – Approval to recycle and/or dispose of technology hardware and maintenance items included on the attached list considered to be of no value to the district, and to receive monetary reimbursement, if applicable, along with a certification of destruction for any electronic storage of data on technology devices, where appropriate.



**FOR INFORMATION ONLY:**

**MANDATED BUILDING FIRE DRILLS**

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
High School	May 26, 2016	3	00
Middle School	May 27, 2016	2	05
Intermediate School	May 16, 2016	1	55
	June 9, 2016	1	26
New Salem Elementary	May 24, 2016	1	33
Paradise Elementary	May 19, 2016	1	09
Spring Grove Elementary	May 13, 2016	1	22
	June 1, 2016	1	50

**POLICY BOARD ACTIONS REQUESTED:**A. **SECOND READING** – Approval of a second reading for the following policies:

- 1) Policy No. 626.1: FINANCES, Travel Reimbursement – Federal Programs
- 2) Policy No. 823: OPERATIONS, Naloxone Storage and Administration
- 3) Policy No. 827: OPERATIONS, Conflict of Interest

B. **STUDENT REPRESENTATIVE** – Authorization for Kayla Weaver to serve as Student Representative to the Board of School Directors and be a non-voting member from September 2016 through May 2017 at regular voting meetings.

**Background Information:** *Per Policy #004, the student representative is a member of the School Board, but does not have voting rights and does not attend caucus sessions (unless by invitation of the Board).*

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

- 1) A donation of concrete pavers from Sightsapes Pond & Garden to be used in the outdoor classroom area at New Salem Elementary.
- 2) A donation of concrete pavers from Songbird Ponds to be used in the outdoor classroom area at New Salem Elementary.
- 3) A donation of a large quantity of art supplies from AquaPhoenix Scientific to be used in the outdoor classroom at New Salem Elementary.
- 4) Several donations from the Paradise Elementary PTO organization to be used for field trips and playground equipment, as follows:
  - a. Purchase, delivery and installation of three landscape structures (playground equipment) from General Recreation, Inc., totaling \$25,458.25, to be placed on the Paradise Elementary playground.
  - b. Transportation and admission fees in the total amount of \$1,919.74 to support field trips for Paradise Elementary students to visit Apple Valley Creamery, the State Museum of Pennsylvania, and Texas Road House, respectively.

**PERSONNEL BOARD ACTIONS REQUESTED:**

- A. **CBA MEMORANDUM OF UNDERSTANDING** – Approval of the attached Memorandum of Understanding to expand the current Agreement between the Spring Grove Area School District and the Spring Grove Education Association, for the development and implementation of a District Induction Plan for new professional employees.

***Background Information:** The District presently participates in the York County Teacher Induction Plan, which expires at the close of the 2015-2016 school year. Induction responsibilities for new professional employees will transfer to each local school district. This MOU outlines the details of Spring Grove's agreement.*

- B. **RESIGNATIONS** – Approval of the following resignations:

- 1) **Intermediate School Building Technology Support Teacher** – Shawn Kint, effective June 3, 2016, for personal reasons.
- 2) **English Language Arts, K-6, Curriculum Leader** – Katherine Gross, effective June 3, 2016, for personal reasons.
- 3) **English Language Arts, K-6, Curriculum Leader** – Julianne Janusz, effective June 3, 2016, for personal reasons.
- 4) **Math K-6 Curriculum Leader** – Andrew Howell, effective June 3, 2016, for personal reasons.
- 5) **New Salem Elementary Custodian** – Brent Leppo, effective June 17, 2016, for personal reasons.
- 6) **Middle School Student Council Co-Advisor** – Amy Thompson, effective June 3, 2016, for personal reasons.
- 7) **New Salem Elementary Cook** – Debra Sechrist, effective August 15, 2016, for purposes of retirement.

***Background Information:** Deb is retiring after providing 14 years of service to the district.*

- 8) **Varsity Assistant Football Coach** – Jesse Kozak, effective June, 2, 2016, for personal reasons.
  - 9) **Junior High Basketball Cheerleading Coach** – Nicole Wolf, effective June 8, 2016, for personal reasons.
  - 10) **Varsity Boys' Assistant Soccer Coach** – Donald Joel, effective May 23, 2016, for personal reasons.
- C. **FAMILY AND MEDICAL LEAVE OF ABSENCE** – Approval 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) **Paradise Elementary Full-time Custodian** – Karl Hershey, effective June 20, 2016 through approximately September 12, 2016, for personal reasons.



D. **UNCOMPENSATED LEAVE** – Approval of the following requests for uncompensated leave:

- 1) **High School Learning Support Aide** – Barbara DeCello, effective June 2, 2016, for personal reasons.
- 2) **Paradise Elementary Instructor** – Leah Frey, effective May 24, 2016 (1/2 day) and May 25, 2016, for personal reasons.
- 3) **Paradise Elementary Full-time Custodian** – Karl Hershey, effective September 13, 2016 through approximately September 20, 2016, for personal reasons.

E. **TRANSFER** – Approval of the following transfer:

- 1) **New Salem Head Custodian** – Kim Swiger, **from** Spring Grove Elementary 2<sup>nd</sup> Shift Custodian **to** New Salem Head Custodian, effective July 1, 2016. Compensation to be established following approval of the approved Head Custodian minimum rate for the 2016-2017 school year.

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

- 1) **Spring Grove Intermediate School 2<sup>nd</sup> Shift Custodian** – Matt Shively, effective June 21, 2016. Compensation established at \$9.74 per hour.

**Background Information** – Mr. Shively was approved as a classified substitute for the 2015-2016 school year and worked in the maintenance department through the High School Co-Op Business Department while enrolled at the High School. Additionally, Mr. Shively completed basic and AIT training in the US ARMY Reserves.

- 2) **Summer Painter** – Jacob Messersmith, effective June 21, 2016 through August 19, 2016. Compensation established at \$9.04 per hour.

**Background Information** – Mr. Messersmith is a current student at Spring Grove Area High School.

- 3) **Varsity Field Hockey Assistant Coach** – Michelle Garrett, effective June 21, 2016. Compensation determined by the approved 2016-2017 Coaches' Salary Matrix.

**Background Information** – Ms. Garrett is a current district employee working as Attendance Secretary at the High School. She has previous experience playing field hockey at Spring Grove and has been involved with the program previously as an Assistant Coach.

- 4) **Varsity Boys' Soccer Assistant Coach** – Josh Ross, effective June 21, 2016. Compensation determined by the approved 2016-2017 Coaches' Salary Matrix.

**Background Information** – Mr. Ross is a teacher at Spring Grove Middle School and is the current Junior High Wrestling Coach. He also has a background in Soccer.

- 5) **Varsity Boys' Soccer Assistant Coach** – Brandon Vieth, effective June 21, 2016. Compensation determined by the approved 2016-2017 Coaches' Salary Matrix.

**Background Information** – Mr. Vieth is a pastor at a local church, has played intramural soccer in college and has coached middle school soccer.

G. **ATHLETICS** – Approval of the following coaches for the 2016-2017 Spring Season with compensation determined by the 2016-2017 Coaches’ Salary Matrix.

1) Head Baseball Coach	Kevin Stiffler
2) Assistant Baseball Coach	Joshua Fishel
3) Assistant Baseball Coach	Nathan Wertz
4) Head Boys’ Lacrosse Coach	Clifford Gordon
5) Assistant Boys’ Lacrosse Coach	Scott Toman
6) Head Girls’ Lacrosse Coach	Jeff Richards
7) Assistant Girls’ Lacrosse Coach	David Englar
8) Head Softball Coach	Mark Hull
9) Assistant Softball Coach	VACANT
10) Assistant Softball Coach	Roger Miller
11) Head Boys’ Track Coach	Eric Baumgardner
12) Head Girls’ Track Coach	
13) Assistant Track Coach	Andrew Stauffer
14) Assistant Track Coach	M. Kate Byrne
15) Assistant Track Coach	VACANT
16) Assistant Track Coach	Kathleen Krall
17) Head JH Track Coach	Brian Link
18) Assistant JH Track Coach	VACANT
19) Assistant JH Track Coach	VACANT
20) Assistant JH Track Coach	VACANT
21) Head Boys’ Tennis Coach	Holly Metzger-Brown
22) Head Boys’ Volleyball Coach	Cameron Mummert
23) Assistant Boys’ Volleyball Coach	Paul Zeroth
24) Head JH Girls’ Volleyball Coach	Dawn Myers
25) Assistant JH Girls’ Volleyball Coach	Brandy Kinard

H. **SEVERANCE PAY** – Approval to disperse the following staff member’s severance pay for unused sick days or years of service as outlined in the Act 93 agreement. Identified severance pay will be issued with individuals’ final pay, scheduled for July 2016.

- 1) Annette Julius – \$6,000 (*Based upon language of the Act 93 Agreement for an administration with 10 or more years of continuous service in Spring Grove Area School District.*)

I. **NON-INSTRUCTIONAL SUBSTITUTE** – Approval of the following non-instructional substitute, effective immediately, at the hourly rate approved in the Classified Wage & Salary Guidelines:

- 1) Bekka Swiger (*custodial*)



**CURRICULUM BOARD ACTIONS REQUESTED:**

- A. **DISTRICT ASSESSMENT PLAN** – Approval of the attached 2016-2017 District Assessment Plan for Classroom Teachers.
  
- B. **OVERNIGHT CONFERENCE** – Approval for Robert Shick, New Salem Elementary Principal, to attend and participate in the PA Educational Leadership Summit at State College, PA, July 24-26, 2016.