



AGENDA – REGULAR VOTING MEETING

of the Spring Grove Area School District Board of School Directors

7:00 PM – Monday, July 18, 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. DAVID RENAUT

- Districtwide Student Highlights
 - Hali Flickinger – Olympic Qualifier
 - Seth Rickrode – Placed at FBLA Nationals
 - Seth Shields – NafME All National Mixed Choir
- Preparation for 2016-2017
 - Staffing Update / Status of New Hires
 - Facilities Update / Status of Buildings & Grounds

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)**

- June 20, 2016 – Voting Meeting
- June 20, 2016 – Directors’ Study Forum



- XI. **Treasurer’s Report** (*motion and second needed, roll call vote*)..... TODD STAUB
- Month Ending June 30, 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 June 30, 2016

GENERAL FUND - CHECKING

<u>Balance 5/31/16</u>	7,844,719.04	\$7,844,719.04
<u>Receipts</u>		
Total Receipts (as per attached)	4,982,823.51	\$4,982,823.51
Returned checks	0.00	
<u>Expenditures</u>		
Paid bills/Payroll through June 30, 2016	6,560,138.19	\$6,560,138.19
Voided Checks	<u>(1,695.00)</u>	(\$1,695.00)
<u>Balance 6/30/16</u>		
M & T Bank (.12%)	<u>\$6,265,709.36</u>	\$6,265,709.36

GENERAL FUND - INVESTMENTS

<u>Balance 6/30/16</u>		
PLGIT Plus (.02%)	1,453.30	
PLGIT Class (.01%)	1,378,191.37	
PSDLAF PSDMAX (.27%)	1,704,072.40	
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 CD Pool (.33%) 12/13/16	2,000,000.00	
PSDLAF CD Pool (.33%) 12/13/16	2,000,000.00	
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	
		\$10,478,717.07
GENERAL FUND - TOTAL		\$16,744,426.43

NUTRITION SERVICES FUND

<u>Balance 5/31/16</u>	340,524.79	\$340,524.79
<u>Receipts</u>		
Total Receipts (as per attached)	131,199.33	\$131,159.58
Returned Checks	<u>(39.75)</u>	
<u>Expenditures</u>		
Paid bills through June 30, 2016	254,721.19	\$254,721.19
Voided Checks	<u>52.95</u>	\$52.95
<u>Balance 6/30/16</u>		
M & T Bank (.12%)	<u>217,016.13</u>	\$217,016.13
NUTRITION SERVICES FUND TOTAL		\$217,016.13

CAPITAL RESERVE FUND

<u>Balance 6/30/16</u>	218,240.15	\$218,240.15
<u>Receipts</u>		
Interest	19.79	\$19.79
<u>Expenditures</u>		
Paid bills through June 30, 2016	<u>0.00</u>	\$0.00
<u>Balance 6/30/16</u>		
M & T Bank (.03%)	<u>218,259.94</u>	\$218,259.94

CAPITAL RESERVE INVESTMENTS

PSDLAF PSDMAX (.27%)	87,589.69	
PSDLAF CD Pool (.30%) 12/13/16	1,000,000.00	
		\$1,087,589.69

CAPITAL RESERVE TOTAL		\$1,305,849.63
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Invoices presented for Board approval - July 2016

CB Flooring LLC	\$8,215.90	\$8,215.90
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STUDENT ACTIVITY FUNDS

<u>Balance 6/30/16</u>		
Elementaries	3,822.44	
Intermediate School	6,462.34	
Middle School	6,670.12	
High School	<u>61,563.27</u>	

STUDENT ACTIVITY FUNDS-TOTAL		\$78,518.17
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BUDGET AND FINANCE BOARD ACTIONS REQUESTED:

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists, as presented.
- B. **TAX EXONERATION REQUEST** – Approval to exonerate the Spring Grove Area School District from tax bill number 064748, dated 07/15/2016; parcel ID number 33000FF0094A000000, for 2016-17 real estate taxes due in the face amount of \$4,636.45.

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



FOR INFORMATION ONLY:

MANDATED BUILDING FIRE DRILLS

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
High School	06/23/2016	03	02
Middle School			
Intermediate School	<i>Presented 6/20</i>		
New Salem Elementary	06/27/2016	00	25
Paradise Elementary	06/15/2016	00	32
Spring Grove Elementary	<i>Presented 6/20</i>		

**POLICY BOARD ACTIONS REQUESTED:**

- A. **2016-2017 OPERATIONAL PLAN** – Approval of the 2016-2017 Operational Plan items, as reflected on the attached.
- B. **2016-2017 STUDENT/PARENT HANDBOOKS** – Approval of Student/Parent Handbooks for the 2016-2017 school year, to include a Code of Student Conduct section, a districtwide core section relevant to district policies and procedures, and a building-specific section appropriate to: High School, Middle School, Intermediate School, and Elementary K-4 Level.

Background Information: *A draft of handbook information was shared with board members at the June 20 DSF. In the interest of cost-effectiveness, a final version of each of the four handbooks is available for viewing under the board member's webpage, via confidential login and password. If/When approved, this final version will be copied onto a CD, along with templates of frequently used district forms, and shared with each student/parent at the start of the 2016-2017 school year. Hard copies will be available upon request and all handbooks will be placed on the district website for easy accessibility.*

- C. **VOTING DELEGATES FOR PSBA DELEGATE ASSEMBLY MEETING** – Appointment of Todd Staub and Stacy Meyer, board members, as voting delegates in the PSBA Delegate Assembly meeting on Saturday, October 15, 2016.

Background Information: *Spring Grove is a third class district and eligible to send two voting delegates. Delegates will consider and act upon proposed changes to PSBA Bylaws and consider proposals recommended by the PSBA Platform Committee. A response/registration form will be submitted to PSBA on behalf of the appointed members through the Superintendent's office.*

PERSONNEL BOARD ACTIONS REQUESTED:

- A. **RESIGNATIONS** – Approval of the following resignation:
- 1) **Elementary Learning Support Instructor** – Alivia Kramlick, effective July 1, 2016, for personal reasons.
 - 2) **Marching Band Instructional Staff and Indoor Percussion Instructor** – Douglas Groft, effective July 12, 2016, for personal reasons.
- B. **UNCOMPENSATED LEAVE** – Approval of the following request for uncompensated leave:
- 1) **Middle School ELA Instructor** – Alicia Smith, effective approximately December 19, 2016 through approximately, January 3, 2017, for personal reasons.
- C. **TRANSFERS** – Approval of the following transfers:
- 1) **Personal Care Assistant** – Beverly Hoofnagle, **from** Spring Grove Intermediate School **to** Spring Grove Area High School, effective at the beginning of the 2016-2017 school year.
 - 2) **High School Assistant Varsity Football Coach** – Eric Glass, **from** Junior High Assistant Football Coach **to** High School Assistant Varsity Football Coach, effective July 19, 2016 for the 2016-2017 school year. Compensation established at \$3,325.00.
- D. **APPOINTMENTS** – Approval of the following appointments, provisionally hired pending receipt of completed Act 168 disclosure forms from previous employers:
- 1) **Payroll Accountant** – Kirsten Blevins, effective August 15, 2016. Compensation established at \$49,500.00.

***Background Information:** Ms. Blevins has 3 years of school district payroll experience and is currently with Southern York County School District. She holds an Associate’s degree in Business Studies from Harrisburg Area Community College.*
 - 2) **Elementary Instructor** – Alyssia Gordon, effective at the beginning of the 2016-2017 school year. Compensation established at Step 4 of the Bachelor’s Schedule.

***Background Information:** Ms. Gordon is currently teaching Kindergarten at McKinley K-8 in York City School District. She is a graduate of Spring Grove Area High School and Juniata College and holds her Pennsylvania certificate in Elementary (PK-4) and Special Education (PK-8).*
 - 3) **Middle School Student Council and Activity Fund Co-Advisor** – Shandi Silk, effective at the beginning of the 2016-2017 school year. Compensation established at \$382.00.

***Background Information:** Ms. Silk is currently a Middle School ELA Instructor.*
 - 4) **Junior High Assistant Football Coach** – Craig Crites, effective July 19, 2016 for the 2016-2017 school year. Compensation established at \$2,850.00.

***Background Information:** Mr. Crites is USA football certified and is a current volunteer with our Junior High football program. He also has previous experience with the Spring Grove Youth Athletic Association.*

- E. **CURRICULUM LEADERS** – Approval of the following Curriculum Leaders for the 2016-2017 school term at the approved stipend, in accordance with the Collective Bargaining Agreement with Spring Grove Education Association:

	Appointment	Level	Area
1)	Amy Fawks/SGI	Grades K-6	English Language Arts
2)	Amy Fisher/P	Grades K-6	English Language Arts
3)	Anne Shaffer/SGE	Grades K-6	Math
4)	Jessica Henning/SGI	Grades K-6	Math
5)	Sara Starck/SGE	Grades K-6	Science
6)	Britton Mundy/SGE	Grades K-6	Social Studies
7)	Lindsay McAllister/MS	Grades 7-8	English Language Arts
8)	Kevin Stiffler/MS	Grades 7-8	Math
9)	Stephen Hersh/MS	Grades 7-8	Science
10)	Tom Trone/MS	Grades 7-8	Social Studies
11)	Clinton Walters/MS	Grades 7-8	Technology
12)	Donna Greco/MS	Grades 7-8	Family and Consumer Science
13)	Jill Trimmer/MS	Grades 7-8	World Languages
14)	Amanda Grant/HS	Grades 9 - 12	English Language Arts
15)	Melissa Grim/HS	Grades 9 - 12	Math
16)	Pam Kimber/HS	Grades 9 - 12	Science
17)	Kathleen Krall/HS	Grades 9 - 12	Social Studies
18)	Nicole Riser /HS	Grades 9 - 12	Business
19)	Claire Shubert/HS	Grades 9 - 12	Family and Consumer Science
20)	Abbie Sechrist/HS	Grades 9 - 12	World Languages
21)	Steve Wible/HS	Grades 9 - 12	Technology

- F. **DEPARTMENT CHAIRPERSONS** – Approval of the following Department Chairpersons for the 2016-2017 school term at the approved stipend, in accordance with the Collective Bargaining Agreement with Spring Grove Education Association:

	Appointment	Area
1)	Troy Smith/HS	Art
2)	Daniel Brenner/HS	Music
3)	Lisa Gunnet/SGE	Library
4)	Sheryl Vojcsik/SGE	School Counselors
5)	Anthony Miller/HS	Health/Wellness

- G. **LEAD TEACHERS** – Approval of the following Lead Teachers for the 2016-2017 school term at the approved stipend, in accordance with the Collective Bargaining Agreement with Spring Grove Education Association:

	Appointment	Area
1)	Amy Hahn	Spring Grove Elementary
2)	Clinton Snyder	New Salem Elementary
3)	Katherine Gross	Paradise Elementary

- H. **BUILDING TECHNOLOGY SUPPORT TEACHERS** – Approval of the following Technology Support Teachers for the 2016-2017 school term at the approved stipend, in accordance with the Collective Bargaining Agreement with Spring Grove Education Association:

	Appointment	Area
1)	Derrick Henning	High School
2)	Steve Wible	High School
3)	Carrie Livingston	Middle School
4)	Amy Fawks	Intermediate School
5)	Cynthia Cohen	New Salem Elementary
6)	Joanne Nosoff	Paradise Elementary
7)	Lisa Gunnet	Spring Grove Elementary

- I. **EXTRACURRICULAR ACTIVITIES** – Approval of the following individuals, for the 2016-2017 school year. Compensation determined by the January 2, 2016 agreement between Spring Grove Area School District and Spring Grove Education Association:

	Area	Appointment
1)	Marching Band Director	Kyle Showalter
2)	Marching Band Assistant Director	VACANT
3)	Middle School Band Director	Kyle Showalter
4)	High School Stage Band, Concert Band, Brass Ensemble Director	Daniel Brenner
5)	High School Choral Director	Abigail Kirkpatrick
6)	High School Orchestra Director	Abigail Kirkpatrick

- J. **EXTRACURRICULAR ACTIVITIES** – Approval of the following individuals for non-bargaining positions, for the 2016-2017 school year. Compensation as outlined in the following Marching Band/Indoor Guard proposed stipends:

	Area	Appointment	Stipend
1)	Marching Band Instructional Staff	VACANT	
2)	Marching Band Instructional Staff	Megan Groft	\$1500.00
3)	Marching Band Instructional Staff	Katherine Scheetz	\$1545.00
4)	Marching Band Instructional Staff	Alpha Harrison	\$1639.00
5)	Marching Band Instructional Staff	VACANT	
6)	Marching Band Instructional Staff	VACANT	
7)	Marching Band Instructional Staff	VACANT	
8)	Marching Band Colorguard Routine Development	Kathleen Brown	\$1061.00
9)	Indoor Percussion Director	VACANT	
10)	Indoor Percussion Instructor	VACANT	
11)	Indoor Colorguard Director	Kathleen Brown	\$1311.00
12)	Indoor Colorguard Routine Development	Kathleen Brown	\$1274.00
13)	Indoor Colorguard Instructor	Tara Schue	\$1096.00
14)	Indoor Colorguard Instructor	Megan Groft	\$1030.00

- K. **ATHLETICS** – Approval of the following coach, for the 2016-2017 Spring Season. Compensation determined by the 2016-2017 Coaches’ Salary Matrix.

SPRING 2016-2017 SEASON	
1) Assistant Track Coach	Kirk Ruff



- L. **SEVERANCE PAY** – Approval to disperse the following staff members’ severance pay for unused sick days or years of service as outlined in the Classified Staff Wage and Salary Guidelines. Identified severance pay will be issued with individuals’ final pay, scheduled for August 2016.
 - 1) Debra Sechrist – \$800.00 (16 years x \$50.00 per year)
 - 2) Dennis Myers – \$1,950.00 (39 years x \$50.00 per year)

- M. **PROFESSIONAL SUBSTITUTE RATE** – Approval to increase the professional substitute rate to reflect \$100 per day for substitutes under 20 days, and \$115 per day after 20 days.

PERSONNEL REPORT / FOR INFORMATION ONLY:

FAMILY MEDICAL LEAVE ACT (FMLA) LEAVES GRANTED:

<i>EMPLOYEE NAME</i>	<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>DATE LEAVE BEGINS (approximately)</i>	<i>DATE LEAVE ENDS (approximately)</i>
Sarah Caplan	High School	English Language Arts	06/28/2016	09/20/2016
Jennifer Huhn	High School	English Language Arts	08/22/2016	10/05/2016
Alicia Smith	Middle School	English Language Arts	09/20/2016	12/19/2016

TEMPORARY PROFESSIONALS WHOSE WORK HAS BEEN CERTIFIED BY THE DISTRICT SUPERINTENDENT (*within the last 4 months of the third year of service*) AS BEING SATISFACTORY AND MEETING REQUIREMENTS TO BE EXTENDED A TENURE CONTRACT:

<i>EMPLOYEE NAME</i>	<i>BUILDING</i>	<i>DEPARTMENT</i>
Melissa Pitzer	Spring Grove Elementary	Grade 4
Heather Friedah	Spring Grove Elementary	Grade 3
Melissa Dantro	New Salem Elementary	Grade 4
Amy Thompson	Middle School	Mathematics
Amy Fisher	Paradise	Kindergarten
Shane Grim	Middle School	Social Studies



CURRICULUM BOARD ACTIONS REQUESTED:

- A. **OVERNIGHT CONFERENCE REQUEST** – Approval for Robert Shick, New Salem Elementary Principal, to attend the PA Educational Leadership Summit at Penn Stater Hotel and Conference Center, in State College, PA, July 24-26, 2016.

- B. **DENTAL HYGIENE PROGRAM, K – 12**
 - 1) Approval to provide a comprehensive Dental Hygiene Program in the Spring Grove Area School District for the 2016-2017 school year, with the program providing 74 days of instruction as per proposed budget.

 - 2) Approval for Dr. Brian Reigart, D.D.S., 26 Roth’s Church Rd., Spring Grove, PA 17362, to serve as the dental consultant (on a voluntary basis) for the 2016-2017 school year.