



AGENDA – REGULAR VOTING MEETING

of the Spring Grove Area School District Board of School Directors

7:00 PM – Monday, April 17, 2017

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

I. Call To OrderMS. 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:

II. Welcome Visitors: Formal and Informal requests to address the Board

Members of the public who are school district residents, own property within the school district, or are current district employees will be recognized and invited to speak on any matter concerning the operation of the schools of our district. Generally, a maximum of five (5) minutes will be granted per individual and 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. If the comments are in the form of a complaint, the procedure for handling complaints is to be followed.

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.

III. Board and Administration Response to Public Comment

IV. Superintendent's ReportDR. DAVID RENAUT

V. Student Representative's Report.....MISS KAYLA WEAVER

VI. Correspondence

VII. Legislative Update.....MR. TODD STAUB

VIII. York Adams Academy.....MRS. STACY MEYER

IX. York County School of Technology.....MR. DAVE TRETTEL

X. Special Committee Reports (as needed)

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

- March 20, 2017 – Regular Voting Meeting
- April 3, 2017 – Voting Meeting
- April 3, 2017 – Directors' Study Forum

XII. Treasurer's Report (motion and second needed, roll call vote)MR. TODD STAUB

- Month Ending March 31, 2017



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

- **BUSINESS/FINANCE REPORTS**

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

- **MANAGEMENT REPORTS**

- Policy Mrs. Stacy Meyer
- Personnel..... Mr. Doug Stein

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

XV. **Executive Session for Personnel**

TREASURER'S REPORT FOR THE MONTH ENDING March 31, 2017**GENERAL FUND - CHECKING**

<u>Balance 2/28/17</u>	17,373,874.82	\$17,373,874.82
<u>Receipts</u>		
Total Receipts (as per attached)	3,292,872.34	\$3,292,872.34
Returned checks		
<u>Expenditures</u>		
Paid bills/Payroll through March 31, 2017	7,501,836.90	\$7,501,836.90
Voided Checks	<u>(1,189.66)</u>	(1,189.66)
<u>Balance 3/31/17</u>		
M & T Bank (.12%)	<u>\$13,163,720.60</u>	\$13,163,720.60

GENERAL FUND - INVESTMENTS

<u>Balance 3/31/17</u>		
PLGIT Plus (.02%)	1,652.22	
PSDLAF PSDMAX (.50%)	4,344,154.52	
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 - Collateralized Pool (.60%) 6/12/17	4,000,000.00	
PSDLAF - Flex Pool (.50%) 6/13/17	3,000,000.00	
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	
		\$13,515,806.74
GENERAL FUND - TOTAL		\$26,679,527.34

NUTRITION SERVICES FUND

<u>Balance 2/28/17</u>	389,321.99	\$389,321.99
<u>Receipts</u>		
Total Receipts (as per attached)	219,939.21	\$219,899.21
Returned Checks	<u>(40.00)</u>	
<u>Expenditures</u>		
Paid bills through March 31, 2017	169,706.21	\$169,706.21
Voided Checks		\$0.00
<u>Balance 3/31/17</u>		
M & T Bank (.12%)	<u>439,514.99</u>	\$439,514.99
NUTRITION SERVICES FUND TOTAL		\$439,514.99

CAPITAL RESERVE FUND

<u>Balance 2/28/17</u>	68,899.22	\$68,899.22
<u>Receipts</u>		
Interest (.12%)	6.75	\$6.75
<u>Expenditures</u>		
Paid bills through March 31, 2017	<u>17,100.00</u>	\$17,100.00
<u>Balance 3/31/17</u>		
M & T Bank (.03%)	<u>51,805.97</u>	\$51,805.97

CAPITAL RESERVE INVESTMENTS

PSDLAF PSDMAX (.50%)		\$89,240.30
PSDLAF - Collateralized Pool (.60%) 6/12/17		\$750,000.00
		\$839,240.30

CAPITAL RESERVE TOTAL		\$891,046.27
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Invoices presented for Board approval - March 2017		\$0.00
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STUDENT ACTIVITY FUNDS

<u>Balance 3/31/17</u>		
Elementaries	6,574.34	
Intermediate School	9,623.13	
Middle School	6,370.44	
High School	<u>128,826.71</u>	

STUDENT ACTIVITY FUNDS-TOTAL		\$151,394.62
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BUDGET AND FINANCE BOARD ACTIONS REQUESTED:

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists for February 2017, as presented.

- B. **PLANCON DOCUMENT** – Approval to submit the attached PLANCON K document for the General Obligation Note, Series of 2017.



FOR INFORMATION ONLY:

MANDATED BUILDING FIRE DRILLS

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
High School	03/27/2017	03	56
Middle School	03/08/2017	10	00
		<i>(Included full emergency evacuation drill)</i>	
Intermediate School	03/29/2017	02	43
New Salem Elementary	03/27/2017	01	53
Paradise Elementary	03/30/2017	01	46
Spring Grove Elementary	03/29/2017	02	02

POLICY BOARD ACTIONS REQUESTED:

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

- 1) Policy No. 339: ADMINISTRATIVE EMPLOYEES, Uncompensated Leave
- 2) Policy No. 439: PROFESSIONAL EMPLOYEES, Uncompensated Leave
- 3) Policy No. 539: CLASSIFIED EMPLOYEES, Uncompensated Leave

Background Information: *Revisions to these policies were reviewed and discussed during the April 3, 2017, Directors’ Study Forum.*

B. **STUDENT DISCIPLINE** – Approval of the Middle School Administration and Superintendent’s recommendation that the Agreement, Waiver, and Stipulation, numbered (2016-2017) 005 and dated April 7, 2017, be approved as documented.

PERSONNEL BOARD ACTIONS REQUESTED:

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

- 1) **Spring Grove Area High School Full-Time Custodian** – Rodney Wentz II, effective June 30, 2017, for retirement after 34 years with the district.
- 2) **Boys' Assistant Varsity Basketball Coach** – John Hagerman, effective April 6, 2017, for personal reasons.
- 3) **Varsity Assistant Football Coach** – Zachary Toomey, effective March 1 2017, for personal reasons.

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

- 1) **Boys' Varsity Lacrosse Head Coach** – Scott Toman, **from** Boys' Varsity Lacrosse Assistant Coach **to** Boys' Varsity Lacrosse Head Coach, effective March 13, 2017, for the 2016-2017 school year. Compensation established at \$3,956.00 for the season.

Background Information – Mr. Toman has been the Boys' Varsity Lacrosse Assistant Coach for the last three years and is filling this vacancy that resulted with the resignation of Clifford Gordon, approved at the March 20, 2017, voting meeting.

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

- 1) **Spring Grove Area School District Elementary Music Instructor** – Savannah Cole, effective at the beginning of the 2017-2018 school year, pending receipt of appropriate Pennsylvania certification. Compensation established at Step 1 of the Bachelor's Schedule.

Background Information – Ms. Cole anticipates successful graduation in May 2017 from Mansfield University, with a Bachelor's Degree in Music Education. Ms. Cole has worked as a student director at the Canandaigua Youtheatre and the Pal-Mac Theatre. In addition to music interests, Ms. Cole participated in high school and collegiate swimming programs.

- 2) **Summer Pre-K Instructor** – Joanne Nosoff, effective June 26, 2017 through August 3, 2017. Compensation established at the 2016-2017 per diem rate.

Background Information – Ms. Nosoff is a reading specialist at Paradise Elementary / Spring Grove Elementary.

- 3) **Summer Pre-K Instructor** – Lindsay Chronister, effective June 26, 2017 through August 3, 2017. Compensation established at the 2016-2017 per diem rate.

Background Information – Ms. Chronister is a 1st grade instructor at Spring Grove Elementary and was a Summer Pre-K Instructor in 2016.

- 4) **Summer Pre-K Health Care Assistant** – Karla Witmer, effective June 26, 2017 through August 3, 2017. Compensation established at the current hourly rate.

Background Information – Ms. Witmer is a health care assistant at Paradise Elementary and was the Summer Pre-K HCA in 2016.

- 5) **Summer Pre-K Aide** – Christine Kauffman, effective June 26, 2017 through August 3, 2017. Compensation established at the current hourly rate.

***Background Information** – Ms. Kauffman is an ESL Aide at Spring Grove Elementary and was a Summer Pre-K Aide in 2016.*

- 6) **Summer Pre-K Aide** – Barbara Meckley, effective June 26, 2017 through August 3, 2017. Compensation established at the current hourly rate.

***Background Information** – Ms. Meckley is an Intensive Learning Support Aide at Paradise Elementary and was a Summer Pre-K Aide in 2016.*

- 7) **Paradise Elementary Building Secretary** – Laura Nattans, effective April 18, 2017. Compensation established at \$13.50 per hour for 8 hours per day / 260 days per year.

***Background Information** – Ms. Nattans is currently employed as the Secretary at Immaculate Conception School, (Grades K-8). She earned an Associate's degree in Early Childhood Education from Towson State University. Ms. Nattans is filling the vacancy resulting from Ms. Trump's transfer to Accounts Payable/Business Office Secretary, approved February 6, 2017.*

- 8) **Boys' Varsity Lacrosse Assistant Coach** – Kaelin Hunter, effective March 13, 2017, for the 2016-2017 school year. Compensation established at \$2,770.00 for the season.

***Background Information** – Mr. Hunter has been a volunteer with Boys' Lacrosse since 2015. He graduated from West York Area High School in 2013 where he played lacrosse. Mr. Hunter is replacing Mr. Toman who is transferring to the Head Coach position.*

- 9) **Varsity Softball Assistant Coach** – Jason Miller, effective March 21, 2017, for the 2016-2017 school year. Compensation established at \$2,770.00 for the season.

***Background Information** – Mr. Miller was the Softball Assistant Coach three years ago when the softball program was large enough to include a JV team. The current program numbers have increased to warrant reinstating this position as Assistant Coach for the JV team during the 2016-2017 spring season.*

- 10) **8th Grade Football Head Coach** – Matthew Osmun, effective April 18, 2017, for the 2017-2018 school year. Compensation established at \$3,088.00 for the season.

***Background Information** – Mr. Osmun has spent time as the Assistant Football Coach for the New Oxford Middle School and High School football programs. He most recently was an Assistant Coach for the Gettysburg College football program.*

- 11) **8th Grade Football Assistant Coach** – Jeffrey Zinn, effective April 18, 2017, for the 2017-2018 school year. Compensation established at \$2,850.00 for the season.

***Background Information** – Mr. Zinn coached with the Spring Grove Jets program.*

- D. **PROFESSIONAL SUBSTITUTES** – Approval of the following professional substitutes for the 2016-2017 school year at a rate of \$100.00 per day and \$115.00 per day beginning on the 21st day cumulative, provisionally hired pending receipt of completed Act 168 disclosure forms from previous employers:

- 1) Darren Lunsford
- 2) Carlee Roberts

E. **GUEST TEACHER** – Approval of the following individual holding a Bachelor’s degree and completing the District’s Guest Teacher orientation program to substitute teach in all subject areas during the 2016-2017 school year at a rate of \$100.00 per day and \$115.00 per day beginning on the 21st day cumulative, provisionally hired pending receipt of completed Act 168 disclosure forms from previous employers:

- 1) Courtney Hippensteel

F. **CLASSIFIED SUBSTITUTES** – Approval of the following classified substitutes for the 2016-2017 school year at the hourly rates on the Support Staff / Substitute Salary Matrix, provisionally hired pending receipt of completed Act 168 disclosure forms from previous employers.

- 1) Julie Curtis
- 2) Amy Jackson
- 3) James O’Brien



PERSONNEL REPORT / FOR INFORMATION ONLY:

A. 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>
Lindsay Chronister	SGE	1 st Grade	04/26/2017	06/02/2017