



AGENDA – REGULAR VOTING MEETING

of the Spring Grove Area School District Board of School Directors

7:00 PM – Monday, October 22, 2018

Spring Grove Elementary (*Cafeteria*)

1450 Roth’s Church Road

Spring Grove, PA 17362

I. **Call To Order**MR. BRENT HOSCHAR

- 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:
 - **October 8, 2018 for Personnel**

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.

- Jerry Mascaro – Music Boosters

III. **Board and Administration Response to Public Comment**

IV. **Superintendent’s Report**DR. DAVID RENAUT

V. **Student Representative’s Report**.....MISS MADISON LITTLE

VI. **Correspondence**.....MR. BRENT HOSCHAR

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

VIII. **York County School of Technology**.....MR. DAVE TRETTEL

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



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

- September 24, 2018 – Regular Voting Meeting (*amending title under personnel resignation from Varsity Asst. Head Coach to Varsity Head Coach*)
- October 8, 2018 – Voting Meeting
- October 8, 2018 – Directors’ Study Forum

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

- Month Ending September 30, 2018

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

• **BUSINESS/FINANCE REPORTS**

- Budget and Finance..... MR. TODD STAUB
- Buildings and Grounds *Informational Only*
- Transportation MRS. RACHEL ROHRBAUGH

• **MANAGEMENT REPORTS**

- Policy MRS STACY MEYER
- Personnel..... MR. DOUG STEIN

• **PROGRAM REPORTS**

- Curriculum MR. DAVE TRETTEL

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

XIV. **Executive Session for Personnel**

TREASURER'S REPORT FOR THE MONTH ENDING September 30, 2018

GENERAL FUND - CHECKING

<u>Balance 8/31/18</u>		8,560,929.66	\$8,560,929.66
<u>Receipts</u>			
	Total Receipts (as per attached)	18,197,530.63	\$18,197,530.63
	Returned checks		
<u>Expenditures</u>			
	Paid bills/Payroll through September 30, 2018	10,798,618.80	\$10,798,618.80
	Voided Checks	<u>582.50</u>	\$582.50
<u>Balance 9/30/18</u>	M & T Bank (.45%)& ACNB (.80%)	<u>\$15,960,423.99</u>	\$15,960,423.99

GENERAL FUND - INVESTMENTS

<u>Balance 9/30/18</u>			
	PLGIT Plus (.02%)	1,682.98	
	PSDLAF - Max (1.73%)	24,841.71	
	PSDLAF - Financial Federal Bank (1.40%) 11/19/18	245,000.00	
	PSDLAF -TCM Bank (1.40%) 11/20/18	245,000.00	
	PSDLAF - Premier Business Bank (1.45%) 11/20/18	245,000.00	
	PSDLAF - Beal Bank USA (1.40%) 11/28/18	245,000.00	
	PSDLAF - Compass Bank (1.45%) 11/30/18	245,000.00	
	PSDLAF - Safra National Bank of NY (1.45%) 12/6/18	245,000.00	
	PSDLAF - Collateralized Pool (2.00%) 12/17/18	2,000,000.00	
	PSDLAF - Collateralized Pool (2.050%) 1/15/19	2,500,000.00	
	PSDLAF - Collateralized Pool (1.95%) 3/6/19	2,000,000.00	
	PSDLAF - Whitney Bank (1.4%) 4/22/19	240,000.00	
	PSDLAF - Ally Bank (1.50%) 5/24/19	243,000.00	
	PSDLAF - Goldman Sachs Bank (1.55%) 5/29/19	243,000.00	
			\$8,722,524.69
GENERAL FUND - TOTAL			\$24,682,948.68

NUTRITION SERVICES FUND

<u>Balance 8/31/18</u>		528,263.64	\$528,263.64
<u>Receipts</u>			
	Total Receipts (as per attached)	96,497.34	\$96,497.34
	Returned Checks		
<u>Expenditures</u>			
	Paid bills through September 30, 2018	99,309.39	\$99,309.39
	Voided Checks	<u>(27.90)</u>	(\$27.90)
<u>Balance 9/30/18</u>	M & T Bank (.45%) & ACNB (.80%)	<u>525,479.49</u>	\$525,479.49
NUTRITION SERVICES FUND TOTAL			\$525,479.49

CAPITAL RESERVE FUND

<u>Balance 8/31/18</u>		512,350.00	\$512,350.00
<u>Receipts</u>			
	Interest	349.64	
	Deposit		\$349.64
<u>Expenditures</u>			
	Paid bills through September 30, 2018	<u>0.00</u>	\$0.00
<u>Balance 9/30/18</u>	ACNB (.80%)	<u>512,699.64</u>	\$512,699.64

CAPITAL RESERVE INVESTMENTS

	PSDLAF PSDMAX (1.73%)		\$105,992.22
	PSDLAF - Collateralized Pool (2.050%) 1/15/19		\$750,000.00
			\$855,992.22

GENERAL FUND - ' CAPITAL RESERVE TOTAL **\$1,368,691.86**

Invoices presented for Board approval - October 2018			\$24,200.00
	Whitmoyer Ford	\$24,200.00	

TREASURER'S REPORT FOR THE MONTH ENDING September 30, 2018

STUDENT ACTIVITY FUNDS

Balance 9/30/18

Elementaries	6,652.80
Intermediate School	5,130.99
Middle School	4,614.93
High School	69,487.94

STUDENT ACTIVITY FUNDS-TOTAL	\$85,886.66
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BUDGET AND FINANCE BOARD ACTIONS REQUESTED:

- A. **ACCOUNTS PAYABLE LISTS** – Approval of the Accounts Payable lists as presented.
- B. **2017-2018 FINAL BUDGETARY TRANSFERS** – Approval of the attached final budgetary transfers for the 2017-2018 fiscal year.
- C. **2019 PROPOSED SGRPRC BUDGET** – Approval of the Spring Grove Regional Parks and Recreation Center proposed 2019 budget as presented on October 8, 2018.
- D. **SECOND SCHOOL RESOURCE OFFICER** – Approval to enter into agreement with Northern York County Regional Police Department in order to provide services of a second School Resource Officer in the District through the remainder of the 2018-2019 school year.

SPRING GROVE AREA SCHOOL DISTRICT
BUDGET TRANSFERS - Final 2017-2018
October 22, 2018

In reviewing the monthly expenditure summary with Principals and Administrators, the following budget transfers are recommended. The budget transfers mandated by PDE, enable the Administration to have better control of the financial operations of each facility or function and provide the necessary internal control for the fiscal operations of the entire School District. Administration are provided with monthly financial statements for the facility or function in which they are responsible throughout the year and are periodically requested to provide to the Business Office budget transfers to fund any existing shortfalls.

Account Number					Description	Amount
1110	123	000	10	000	Overtime Salary - Prof	(3,499.25)
1243	123	000	10	000	Overtime Salary - Prof	3,499.25
1270	322	000	00	000	Prof Educ Serv IU	(21,820.81)
1224	322	000	00	000	Prof Educ Serv IU	21,820.81
1110	562	000	00	000	Tuition-Charter School	(24,474.25)
1390	564	000	30	000	Tuition Vo Tech/Cnty HS	24,474.25
2720	513	000	00	000	Contracted Carriers	(1,549.28)
1800	513	412	10	000	Purch Profes/Tech Svc	1,549.28
2511	810	000	00	000	Dues and Fees	(6,928.68)
2514	271	000	00	000	Self Insured Medical	6,928.68
2511	214	000	00	000	Income Protection Ins	(8,413.12)
2515	271	000	00	000	Self Insured Medical	8,413.12
2511	151	000	00	000	Salaries-Office/Clericl	(1,026.65)
2540	191	000	00	000	Salary-Aides/Clerical	1,026.65
2611	582	000	00	000	Travel	(850.00)
2660	582	000	00	000	Workshops & Conference	850.00
2611	810	000	00	000	Dues and Fees	(2,317.03)
2660	610	000	00	000	General Supplies	2,317.03
2720	513	000	00	000	Technical Services	(50.00)
2700	340	000	00	000	Technical Services	50.00
2720	513	000	00	000	Contracted Carriers	(297.68)
2700	513	000	00	000	Contracted Carriers	297.68
2720	513	000	00	000	Food Expenditures	(28.50)
2700	635	000	00	000	Food Expenditures	28.50
2511	151	000	00	000	Salary-Aides/Clerical	(2,466.40)
2719	152	000	00	000	Temp Salary-Office/Cle	2,466.40
1110	561	000	00	000	Tuitio Oth LEA in St	(15,404.46)
1211	561	000	10	000	Tuitio Oth LEA in St	15,404.46
2720	626	000	00	000	Gasoline	(100,000.00)

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Account Number					Description	Amount
1211	322	000	00	000	Prof Educ Serv IU	100,000.00
1110	191	000	10	000	Salary-Aides/Clerical	(14,417.27)
1225	191	000	00	000	Salary-Aides/Clerical	14,417.27
1110	211	000	10	000	Medical Insurance	(20,229.33)
1225	271	000	10	240	Self Insured Medical	20,229.33
1221	322	000	00	000	Prof Educ Serv IU	(6,541.42)
1225	322	000	00	000	Prof Educ Serv IU	6,541.42
2720	513	000	00	000	Contracted Carriers	(57,697.24)
1231	513	000	00	000	Contracted Carriers	57,697.24
1270	568	000	00	000	Tuition-PRRI, Alt Ed	(68,900.00)
1233	568	000	30	000	Tuition-PRRI, Alt Ed	68,900.00
1290	322	000	00	000	Prof Educ Serv IU	(34,245.44)
1231	322	000	00	000	Prof Educ Serv IU	34,245.44
2719	513	000	00	000	Contracted Carriers	(53,783.92)
1241	513	000	10	000	Contracted Carriers	53,783.92
2720	513	000	00	000	Contracted Carriers	(53,783.92)
2719	513	000	00	000	Contracted Carriers	53,783.92
2511	240	000	00	000	Tuition Reimbursement	(2,031.00)
2836	240	000	00	000	Tuition Reimbursement	2,031.00
3210	130	000	10	210	Professional - Other	(5,609.81)
3200	140	107	00	000	Salaries-Technical	5,609.81
1110	230	000	00	000	Retirement Contrib	(98,677.86)
3250	230	000	30	820	Retirement Contrib	98,677.86
2840	340	000	00	000	Technical Services	(20,468.91)
3250	130	000	10	000	Professional - Other	20,468.91
1110	610	000	00	000	General Supplies	(8,629.17)
3390	610	000	00	000	General Supplies	8,629.17
1110	240	000	00	210	Tuition Reimbursement	(11,765.00)
2270	240	000	00	000	Tuition Reimbursement	11,765.00

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Account Number					Description	Amount
2720	626	000	00	000	Gasoline	(14,055.37)
2270	230	000	00	000	Retirement Contrib	14,055.37
1110	123	000	10	000	Overtime Salary - Prof	(2,609.40)
2260	123	000	10	000	Overtime Salary - Prof	2,609.40
1110	123	000	10	000	Overtime Salary - Prof	(19,249.30)
2271	123	000	10	000	Overtime Salary - Prof	19,249.30
1110	240	000	00	210	Tuition Reimbursement	(20,494.39)
2271	240	000	00	000	Tuition Reimbursement	20,494.39
2120	240	000	10	000	Tuition Reimbursement	(19,595.01)
2271	240	000	00	000	Tuition Reimbursement	19,595.01
2380	240	000	10	210	Tuition Reimbursement	(19,011.76)
2271	240	000	00	000	Tuition Reimbursement	19,011.76
2340	330	000	00	000	Other Professional Svc	(6,932.34)
2111	581	000	00	000	Travel	6,932.34
1110	121	000	10	000	Salaries - Professional	(251,414.79)
2140	121	000	00	000	Salaries - Professional	251,414.79
1110	123	000	10	000	Overtime Salary - Prof	(7,155.64)
2140	123	000	00	000	Overtime Salary - Prof	7,155.64
1110	211	000	10	000	Medical Insurance	(139,301.17)
2140	271	000	00	000	Self Insured Medical	139,301.17
1110	230	000	00	000	Retirement Contrib	(22,382.21)
2160	230	222	10	000	Non-Catergorical	22,382.21
1110	610	000	00	000	General Supplies	(10,635.87)
2160	610	222	00	000	General Supplies	10,635.87
2380	151	000	10	210	Salaries-Office/Clericl	(24,657.93)
2130	151	000	30	830	Salaries-Office/Clericl	24,657.93
1110	211	000	10	000	Medical Insurance	(22,598.12)
2130	271	000	30	000	Self Insured Medical	22,598.12
2719	513	000	00	000	Contracted Carriers	(333,934.59)

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Account Number					Description	Amount
1231	322	000	00	000	Prof Educ Serv IU	333,934.59
2630	430	000	00	000	Repairs/Maint Svc-Bldg	(38,266.83)
1231	322	000	00	000	Prof Educ Serv IU	38,266.83
1260	191	000	10	210	Salary-Aides/Clerical	(121,277.64)
1241	191	000	10	210	Salary-Aides/Clerical	121,277.64
1260	211	000	10	210	Medical Insurance	(152,516.90)
1241	271	000	00	000	Self Insured Medical	152,516.90
5110	832	000	00	000	Interest Serial Bonds	(112,572.21)
1233	322	000	00	000	Prof Educ Serv IU	112,572.21
5110	912	000	00	000	Serial Bonds Princ Pay	(227,066.09)
1233	322	000	00	000	Prof Educ Serv IU	227,066.09
5900	840	000	00	000	Contingency	(196,101.32)
1233	322	000	00	000	Prof Educ Serv IU	196,101.32
1270	322	000	00	000	Prof Educ Serv IU	(32,592.90)
1430	322	000	10	000	Prof Educ Serv IU	32,592.90
1260	211	000	10	210	Personnel - Salaries	(3,605.03)
1420	123	000	10	000	Overtime Salary - Prof	3,605.03
1270	322	000	00	000	Prof Educ Serv IU	(3,670.00)
1500	322	412	10	000	Prof Educ Serv IU	3,670.00
5900	840	000	00	000	Contingency	(120,827.58)
1211	322	000	00	000	Prof Educ Serv IU	120,827.58
1110	191	000	10	000	Salary-Aides/Clerical	(16,683.66)
2250	191	000	10	210	Salary-Aides/Clerical	16,683.66
1110	211	000	10	000	Medical Insurance	(11,517.74)
2250	271	000	10	210	Self Insured Medical	11,517.74
2511	151	000	00	000	Salaries-Office/Clericl	(5,551.95)
2831	151	000	00	000	Salaries-Office/Clericl	5,551.95
2511	750	000	00	000	Equip Orig & Add'nl	(10,179.09)
2831	610	000	00	000	General Supplies	10,179.09

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Account Number					Description	Amount
1110	123	000	10	000	Overtime Salary - Prof	(1,307.50)
2850	122	412	10	250	Temporary Salary -Prof	1,307.50
1110	211	000	10	000	Medical Insurance	(1,685.65)
2850	220	412	10	250	Social Security Contrib	1,685.65
1110	610	000	00	000	General Supplies	(484.29)
2850	610	412	10	000	General Supplies	484.29
1110	151	000	30	830	Salaries-Office/Clericl	(21,437.58)
3310	151	000	40	000	Salaries-Office/Clericl	21,437.58
3210	130	000	10	210	Professional - Other	(4,587.82)
5130	880	000	00	000	Refds of Prior Yrs Rec	4,587.82
1110	211	000	10	000	Medical Insurance	(1,000,000.00)
5210	930	000	00	000	Fund Transfers	1,000,000.00
2240	750	000	00	000	Equip Orig & Add'nl	(333,934.59)
2719	513	000	00	000	Contracted Carriers	333,934.59



FOR INFORMATION ONLY:

MANDATED BUILDING FIRE DRILLS

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
New Salem Elementary	08/28/2018	<i>Lockdown Drill*</i>	
	09/21/2018	1	00
Paradise Elementary	09/21/2018	1	45
Spring Grove Elementary	09/05/2018	<i>Lockdown Drill*</i>	
	09/27/2018	1	35
Spring Grove Area Intermediate School	09/21/2018	1	51
Spring Grove Area Middle School	09/26/2018	2	20
Spring Grove Area High School	09/21/2018	5	33

**Lockdown drills within the first semester were conducted in partnership with local law enforcement.*



TRANSPORTATION BOARD ACTIONS REQUESTED:

- A. **SUPPLEMENTAL TRANSPORTATION SERVICES CONTRACT** – Approval to enter into agreement with South Western School District for supplemental pupil transportation services as needed and when available.

Background Information: *A copy of the agreement was shared with Board members and details discussed at the October 8, 2018, Directors' Study Forum.*

POLICY BOARD ACTIONS REQUESTED:

- A. **2019 BOARD MEETING SCHEDULE** – Approval of the attached schedule of meetings of the Board of School Directors for the 2019 calendar year.

- B. **FIRST READING** – Approval of a first reading for the following policy:
 - 1) Policy No. 610: FINANCES, Purchases Subject to Bid/Quotation – *revisions*

- C. **SECOND READING** – Approval of a second reading for the following policies:
 - 1) Policy No. 108: PROGRAMS, Adoption of Textbooks
 - 2) Policy No. 704: PROPERTY, Maintenance
 - 3) Policy No. 808: OPERATIONS, Food Services

- D. **DONATIONS** – Acceptance of the following donations in accordance with Board Policy No. 702, Gifts, Grants and Donations:
 - 1) A monetary donation in the amount of \$100 from Spring Grove Lions Club to support the purchase of a cello for the Music Department.
 - 2) A monetary donation in the amount of \$2,000 from Stambaugh Plumbing & Heating to support the High School Link Crew.

2019 Board Meeting Schedule

The Board of School Directors of the *Spring Grove Area School District* will meet on the following dates in the Educational Service Center, 100 East College Avenue, Spring Grove, PA beginning at 7:00 p.m., unless otherwise noted. The first meeting of the month (Directors' Study Forum) is typically a discussion meeting but may include critical voting items. The second meeting of the month is typically a regular voting meeting. July and December are months that include only one meeting, as noted.

<i>JANUARY</i>		<i>JULY</i>	
January 14, 2019	Directors' Study Forum / Voting Meeting	July 15, 2019 <i>(3rd Monday)</i>	Regular Voting Meeting
January 28, 2019	Regular Voting Meeting		
<i>FEBRUARY</i>		<i>AUGUST</i>	
February 11, 2019	Directors' Study Forum / Voting Meeting	August 5, 2019 <i>(1st Monday)</i>	Directors' Study Forum / Voting Meeting
February 25, 2019	Regular Voting Meeting	August 19, 2019 <i>(3rd Monday)</i>	Regular Voting Meeting
<i>MARCH</i>		<i>SEPTEMBER</i>	
March 11, 2019	Directors' Study Forum / Voting Meeting /	September 9, 2019	Directors' Study Forum / Voting Meeting
March 25, 2019	Regular Voting Meeting	September 23, 2019	Regular Voting Meeting
<i>APRIL</i>		<i>OCTOBER</i>	
April 8, 2019	Directors' Study Forum / Voting Meeting	October 7, 2019	Directors' Study Forum / Voting Meeting
April 22, 2019	Regular Voting Meeting <i>(HIGH SCHOOL CAFETERIA)</i>	October 21, 2019	Regular Voting Meeting <i>(NEW SALEM ELEMENTARY)</i>
<i>MAY</i>		<i>NOVEMBER</i>	
May 6, 2019 <i>(1st Monday)</i>	Directors' Study Forum / Voting Meeting	November 4, 2019 <i>(1st Monday)</i>	Directors' Study Forum / Voting Meeting
May 20, 2019 <i>(3rd Monday)</i>	Regular Voting Meeting	November 18, 2019 <i>(3rd Monday)</i>	Regular Voting Meeting
<i>JUNE</i>		<i>DECEMBER</i>	
June 10, 2019	Directors' Study Forum / Voting Meeting	December 2, 2019 <i>(1st Monday)</i>	Reorganization / Voting Meeting
June 24, 2019	Regular Voting Meeting @ 7:00 PM / Directors' Study Forum following	<i>Board Approved:</i>	

Board Retreat to be scheduled June/July, 2019 – closed to public.



Book	Policy Manual
Section	600 Finances
Title	Purchases Subject to Bid/Quotation
Number	610
Status	First Reading
Adopted	April 22, 1981
Last Revised	June 17, 2013
Last Reviewed	October 8, 2018

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[\[1\]](#)[\[2\]](#)

Guidelines

Supplies

The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances in accordance with the bid thresholds in the law, as published annually. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[2\]](#)

Furniture, equipment, school supplies and appliances to be purchased by the district in accordance with the bid thresholds in the law, as published annually, may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.[\[2\]](#)

Contracts

The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any school building or property in accordance with the bid thresholds in the law, as published annually.[\[1\]](#)

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, in accordance with the bid thresholds in the law, as published annually, may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.[\[1\]](#)

The Board may authorize district employees to perform construction, reconstruction, repairs or work in accordance with the bid thresholds in the law, as published annually. [1]

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

Delegation of Responsibility

Bid specifications shall be overseen by the Superintendent and Business Manager.

Bid specifications shall provide for alternates wherever possible.

The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under law and shall not split purchases to avoid requirements for bidding. [1][2]

Bids shall be opened publicly before one (1) or more witnesses at a previously designated time and place.

Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids. [2]

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements. [1]

Legal

1. 24 P.S. 751
2. 24 P.S. 807.1

Last Modified by Suzanne Sterner on October 10, 2018



Book	Policy Manual
Section	100 Programs
Title	Adoption of Textbooks
Number	108
Status	Second Reading
Adopted	November 19, 1980
Last Revised	January 1, 2005
Last Reviewed	September 24, 2018

Authority

The Board shall, by an affirmative vote of a majority of the full Board, adopt all textbooks used for instruction in the district's educational program. The Board shall establish a planned cycle of textbook review and replacement.[1][2][3][4]

Definition

Textbooks shall be defined as the books, in print or digital format, which are CORE instructional materials that are provided to each student in the class.

Delegation of Responsibility

The Superintendent, after consultation with administrative and professional staff, shall be responsible for the selection and recommendation of textbooks for Board consideration. No adoption or change of textbooks shall be made without the Superintendent's recommendation, except by a two-thirds vote of the Board.[1][3][4]

The Superintendent or designee shall establish administrative regulations for reviewing, evaluating and selecting textbooks.

Legal	1. 24 P.S. 508
	2. 24 P.S. 801
	3. 24 P.S. 803
	4. Pol. 006

Last Modified by Suzanne Sterner on October 10, 2018



Book	Policy Manual
Section	700 Property
Title	Maintenance
Number	704
Status	Second Reading
Last Reviewed	September 24, 2018

Purpose

Adequate maintenance of buildings, property and equipment is essential to fiscal responsibility and efficient management of district facilities.

Authority

The Board directs that a continuous program of inspection and maintenance of all district buildings, property and equipment be established and implemented. Wherever possible, maintenance shall be preventive. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop and supervise a maintenance program which shall include a regular program of maintenance, repair and improvement of buildings and facilities.

Each building principal, in conjunction with respective building safety committee/maintenance employee(s), shall conduct a periodic physical inspection of the building and return a written report to the Superintendent or designee and the Support Services Director as to the findings of that inspection.

The Superintendent shall report periodically to the Board regarding the current maintenance and improvement program and projected maintenance needs that include cost analysis.

Legal	1. 24 P.S. 701
	2. 24 P.S. 742
	3. 24 P.S. 772
	25 PA Code 171.1 et seq

Last Modified by Suzanne Sterner on October 10, 2018



Book	Policy Manual
Section	800 Operations
Title	Food Services
Number	808
Status	Second Reading
Adopted	May 27, 1981
Last Revised	March 26, 2018
Last Reviewed	September 24, 2018

Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA). [\[10\]](#)[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability. [\[11\]](#)[\[12\]](#)

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws. [\[13\]](#)[\[4\]](#)

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account. [\[13\]](#)[\[14\]](#)

Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the Support Services Director.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds. [\[4\]](#)

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Business Manager. [3][4]

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program. [10][2][3][4][6][7][8][9]

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs. [15][16][17][18]

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination. [11]

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall: [19]

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.
5. The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation. [4]

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria. [4]

Free/Reduced-Price School Meals and Free Milk

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program. [20][21]

The district shall conduct direct certification to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted at intervals required by law and additionally in the discretion of the Support Services Director. [20][21]

Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy. [22][23][24][25]

School Meal Service and Accounts

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, unless the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal. The district will attempt to honor such written notice unless it would violate the provisions set forth below.[\[3\]](#)

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[\[3\]](#)[\[20\]](#)[\[21\]](#)

Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.[\[3\]](#)

School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.[\[3\]](#)

The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[\[3\]](#)

District schools shall be prohibited from:[\[3\]](#)

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices

and/or other efficient communication methods.

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[26][27][28]

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[18][29][6][7]

School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][30]

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[10][16][8]

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][30][31]

Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. FNS Instruction 113-1 (USDA)
12. 7 CFR 210.23
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 7 CFR 15b.40
23. Pol. 103.1
24. Pol. 113
25. Pol. 209.1
26. Pol. 610
27. Pol. 626
28. Pol. 827
29. 7 CFR 210.15
30. 7 CFR 220.7
31. 7 CFR 210.9
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103

Last Modified by Suzanne Sterner on October 10, 2018

PERSONNEL BOARD ACTIONS REQUESTED:

- A. **SUCCESSION PLAN** – Approval of the Superintendent Succession Plan as discussed, and authorization for the Administration and Solicitor to take all necessary steps to implement the plan.
- B. **RESIGNATIONS** – Approval of the following resignations:
 - 1) **Spring Grove Area High School Part-Time Guidance Secretary** – Amanda Nowell, effective October 12, 2018, for personal reasons.
 - 2) **Spring Grove Area Middle School Personal Care Assistant** – Darlene Godfrey, effective November 1, 2018, for retirement after 10 years with the district.
- C. **UNCOMPENSATED LEAVE REQUEST** – Approval of the following request for uncompensated leave:
 - 1) **New Salem Elementary Instructor** – Kathryn Bowen, effective approximately November 21, 2018 through approximately January 1, 2019.
- D. **APPOINTMENTS** – Approval of the following appointments, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers:
 - 1) **Spring Grove Area High School Full-Time Custodian – 2nd Shift** – Gabriel Mellott, effective October 23, 2018. Compensation established at \$11.82 per hour for 8 hours per day, 260 days per year.
 - 2) **Spring Grove Area High School Student Custodian** – Ryan Sechrist, effective October 23, 2018. Compensation established at \$9.00 per hour.
 - 3) **Spring Grove Area High School Student Custodian** – Timothy Bortner, effective October 23, 2018. Compensation established at \$9.00 per hour.
- E. **INTERSCHOLASTIC PERSONNEL** – Approval of the following individual, pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers, for the 2018-2019 school year to work athletic events at the established event rate in the matrix or per the collective bargaining agreement for professional staff:
 - 1) Michael Eisenhart
- F. **NON-CONTRACTED EXTRACURRICULAR ACTIVITIES** – Approval of the following non-contracted extracurricular individual for the 2018-2019 school year, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers. Compensation as outlined in the Extracurricular Non-Collective Bargaining Agreement Minimum Stipend Matrix:

	Appointment	Position
1)	Indoor Percussion Instructor	T.W. Drumm II

- G. **AQUATICS** – Approval of the following individual pending receipt of updated clearances to provide aquatic assistance during community swim activities:

LIFEGUARDS/SWIMMING AIDES - \$9.50 PER HOUR
1) Kira Carlisle

- H. **PROFESSIONAL SUBSTITUTE** – Approval of the following professional substitute for the 2018-2019 school year at a rate of \$110.00 per day and \$125.00 per day beginning on the 21st day cumulative, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers:

- 1) Briana Fodor

- I. **GUEST SUBSTITUTE** – 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 2018-2019 school year at a rate of \$110.00 per day and \$125.00 per day beginning on the 21st day cumulative, provisionally hired pending receipt of completed Act 168 disclosure forms from previous employers:

- 1) Jennifer Zerfing

- J. **CLASSIFIED SUBSTITUTES** – Approval of the following classified substitutes for the 2018-2019 school year at the hourly rates indicated on the Support Staff/Substitute Salary Matrix, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers:

- 1) Drew Gordon
- 2) Sarah Hipp
- 3) Stacy Kerr
- 4) Kristin Rice
- 5) Tasha Slagel



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>
Katelyn Moyer	SGE	Special Education	01/30/2019	04/24/2019
Ruth Benner	Middle School	FCS	11/30/2018	03/01/2019

CURRICULUM BOARD ACTIONS REQUESTED:

- A. **TRIP REQUEST** – Approval for Brian Hastings, High School Science teacher, and two volunteers to accompany approximately 19 high school students to a rocket launch at the Maryland Delaware Rocketry Association in Centreville, MD, on November 3 or 4, 2018.

- B. **TRIP REQUEST** – Approval for Brian Hastings, High School Science teacher, and two volunteers to accompany approximately 19 high school students to a rocket launch at the Maryland Delaware Rocketry Association in Price, MD, on a weekend to be determined in December 2018.

- C. **TRIP REQUEST** – Approval for Dan Brenner, Abigail Kirkpatrick, and Kyle Showalter, High School Music Teachers, and parent volunteers to accompany approximately 100 students to Disney World of Performing Arts and Universal Studios, in Orlando, FL, April 14-20, 2019.

- D. **TRIP REQUEST** – Approval for Brian Hastings and Kim Richard (if needed for numbers) High School Science Teachers, and a parent volunteer, to accompany approximately 27 high school students to attend Team America Rocketry Challenge (TARC) Nationals in The Plains, Virginia, on May 16-19, 2019.