



# AGENDA – REGULAR VOTING MEETING

of the Spring Grove Area School District Board of School Directors

7:00 PM – Monday, November 19, 2018

Educational Service Center

100 East College Avenue

Spring Grove, PA 17362

**I. Call To Order .....MS. 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:
  - **November 5, 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.....MS. CINDY HUBER**

**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)*

- October 22, 2018 – Regular Voting Meeting
- November 5, 2018 – Voting Meeting
- November 5, 2018 – Directors’ Study Forum

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

- Month Ending October 31, 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 ..... MR. DOUG WHITE

• **MANAGEMENT REPORTS**

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

• **PROGRAM REPORTS**

- Athletics & Music..... MR. DAVE TRETTEL
- Curriculum ..... MR. BRENT HOSCHAR

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

XIV. **Executive Session for Personnel**

## TREASURER'S REPORT FOR THE MONTH ENDING October 31, 2018

**GENERAL FUND - CHECKING**

<u>Balance 9/30/18</u>		15,960,423.99	<b>\$15,960,423.99</b>
<u>Receipts</u>			
	Total Receipts (as per attached)	18,329,529.25	<b>\$18,329,529.25</b>
	Returned checks		
<u>Expenditures</u>			
	Paid bills/Payroll through October 31, 2018	5,469,087.03	<b>\$5,469,087.03</b>
	Voided Checks	<u>9,173.14</u>	<b>\$9,173.14</b>
<u>Balance 10/31/18</u>	M & T Bank (.45%)& ACNB (.80%)	<b><u>\$28,830,039.35</u></b>	<b>\$28,830,039.35</b>

**GENERAL FUND - INVESTMENTS**

<u>Balance 10/31/18</u>			
	PLGIT Plus (.02%)	1,683.30	
	PSDLAF - Max (1.95%)	29,095.52	
	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 (2.150%) 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	
			<b>\$8,726,778.82</b>
	<b>GENERAL FUND - TOTAL</b>		<b>\$37,556,818.17</b>

**NUTRITION SERVICES FUND**

<u>Balance 9/30/18</u>		525,479.49	<b>\$525,479.49</b>
<u>Receipts</u>			
	Total Receipts (as per attached)	119,749.20	<b>\$119,749.20</b>
	Returned Checks		
<u>Expenditures</u>			
	Paid bills through October 31, 2018	122,368.58	<b>\$122,368.58</b>
	Voided Checks	<u>(53.70)</u>	<b>(\$53.70)</b>
<u>Balance 10/31/18</u>	M & T Bank (.45%) & ACNB (.80%)	<b><u>522,913.81</u></b>	<b>\$522,913.81</b>
	<b>NUTRITION SERVICES FUND TOTAL</b>		<b>\$522,913.81</b>

**CAPITAL RESERVE FUND**

<u>Balance 9/30/18</u>		512,699.64	<b>\$512,699.64</b>
<u>Receipts</u>			
	Interest	620.17	
	Deposit	1,000,000.00	<b>\$1,000,620.17</b>
<u>Expenditures</u>			
	Paid bills through October 31, 2018	<u>24,200.00</u>	<b>\$24,200.00</b>
<u>Balance 10/31/18</u>	ACNB (.80%)	<b><u>1,489,119.81</u></b>	<b>\$1,489,119.81</b>

**CAPITAL RESERVE INVESTMENTS**

	PSDLAF PSDMAX (1.95%)		\$107,432.16
	PSDLAF - Collateralized Pool (2.050%) 1/15/19		\$750,000.00
			<b>\$857,432.16</b>

**GENERAL FUND - CAPITAL RESERVE TOTAL****\$2,346,551.97**

Invoices presented for Board approval - November 2018

**\$0.00**

TREASURER'S REPORT FOR THE MONTH ENDING October 31, 2018

STUDENT ACTIVITY FUNDS

Balance 10/31/18

Elementaries	8,193.83
Intermediate School	5,565.19
Middle School	4,878.70
High School	<u>71,672.01</u>

**STUDENT ACTIVITY FUNDS-TOTAL**

**\$90,309.73**



**BUDGET AND FINANCE BOARD ACTIONS REQUESTED:**

- A. **ACCOUNTS PAYABLE LISTS** – Approval of the Accounts Payable lists as presented.
  
- B. **ACCELERATED BUDGET OPT OUT RESOLUTION** – Adoption of the attached Resolution certifying that the 2019-2020 fiscal year budget will be funded based on maintaining the current tax rates, or increasing taxes by an amount less than or equal to the Act 1 Index of 2.9%, and that the School Board will comply with the rules set forth in School Code §687 for adoption of the school district proposed and final budgets for the 2019-2020 fiscal year.
  
- C. **ADDITIONAL 2018-2019 FUND RAISING ORGANIZATION** – Approval to add the Homeless Veterans’ Center to the list of approved fund raising organizations for the 2018-2019 school year so students and/or staff may generate fundraisers in support of the center in accordance with Board Policy #229.

**SPRING GROVE AREA SCHOOL DISTRICT**

**Accelerated Budget Opt Out Resolution Certifying Tax Rate Within Inflation Index**  
**(and No Need to Comply with Act 1 Accelerated Budget Procedures)**  
**2019-20 School Year**

**Background.** Act 1 § 311(a), 53 P.S. § 6926.311(a), requires an accelerated budget adoption timeline and procedure unless a school district, no later than 110 days before the primary election, adopts a resolution containing the certifications incorporated in this resolution. The deadline this year is January 31, 2019. After adoption of a resolution containing such certifications, § 311(d) authorizes a school district to comply with pre-Act 1 budget adoption rules as set forth in School Code § 687, 24 P.S. § 6-687. The School Board has reviewed the school district preliminary budget or has other information sufficient to make a determination that the budget for the next fiscal year can be funded based on maintaining current tax rates or increasing taxes by an amount less than or equal to the Act 1 index. In lieu of the Act 1 budget adoption timeline and procedure, the School Board wishes to make the required certifications and comply with pre-Act 1 budget adoption rules.

**RESOLVED**, that the Board of School Directors of the Spring Grove Area School District makes the following unconditional certifications:

1. The school district's various tax levies and other revenue sources will be sufficient to balance the school district final budget for the next fiscal year (2019-20) based on maintaining current tax rates or increasing tax rates by an amount less than or equal to the Act 1 index applicable to the school district as calculated by the Pennsylvania Department of Education. This conclusion is based on the school district preliminary budget or other information available to the School Board.
2. The applicable index for the next fiscal year is 2.9%, and the School Board will not for the next fiscal year increase the rate of its real estate tax, or any other tax for the support of public education, by an amount that exceeds the applicable index.
3. The School Board has to date and in the future will comply with the rules set forth in School Code § 687 for adoption of the school district proposed and final budgets for the next fiscal year.
4. The School Board understands that the school district will not be eligible to use Act 1 referendum exceptions for the next fiscal year.

**ADOPTED** by the School Board November 19, 2018.

\_\_\_\_\_, Secretary



**BUILDINGS & GROUNDS BOARD ACTIONS REQUESTED:**

- A. **DISPOSAL OF OBSOLETE BUILDINGS & GROUNDS EQUIPMENT** – Approval to consider the District’s 2000 Pace American Trailer outdated and no longer of viable use to the District and dispose of/sell the item in accordance with Board Policy 706.1.
  
- B. **REVISED LIST APPROVED FOR WAIVER OF USE OF FACILITIES** – Approval to add Special Olympics to the 2018-2019 list of organizations approved for a waiver of the fee for use of district facilities.



**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	10/18/2018	1	44
Paradise Elementary	*10/25/2018	1	48
Spring Grove Elementary	10/25/18	1	41
Spring Grove Area Intermediate School	10/25/2018	2	11
Spring Grove Area Middle School	10/26/18	1	52
Spring Grove Area High School	10/25/2018	5	22

*\*Lockdown/Evacuation drill was conducted within the first semester in partnership with local law enforcement, meeting compliance requirements of Act 44.*



**POLICY BOARD ACTIONS REQUESTED:**

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

- 1) Policy No. 006: LOCAL BOARD PROCEDURES, Board Meetings (revised)
- 2) Policy No. 105: PROGRAMS, Curriculum Development (revised)
- 3) Policy No. 239: PUPILS, Foreign Exchange Students (revised)
- 4) Policy No. 317.1: EMPLOYEES, Educator Misconduct (new)
- 5) Policy No. 318: EMPLOYEES, Penalties for Tardiness (new)
- 6) Policy No. 615: FINANCES, Payroll Deductions (revised)

B. **SECOND READING** – Approval of a second reading for the following policies:

- 1) Policy No. 610: FINANCES, Purchases Subject to Bid/Quotation



Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Number	006 - - For Review November DSF
Status	DRAFT - Under Construction
Adopted	November 19, 1980
Last Revised	May 18, 2009
Last Reviewed	November 5, 2018

### **Parliamentary Authority**

**All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.**[\[1\]](#)[\[2\]](#)

### **Quorum**

**A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum (five school directors) present, but the school directors present at such a meeting may adjourn to another time.**[\[3\]](#)

### **Presiding Officer**

**The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. In the event the President and Vice President are absent, the Board Secretary or his/her assistant will call the members to order and see that a school director is elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.**[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

### **Notice**

**Notice of all public Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation and posting of such notice on the District website and at the administrative offices of the Board.**[\[8\]](#)[\[9\]](#)

- 1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) calendar days prior to the time of the first regular meeting.**[\[8\]](#)[\[9\]](#)
- 2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be**

waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[\[8\]](#)[\[9\]](#)

3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[\[8\]](#)[\[9\]](#)
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[\[8\]](#)
5. Notice of all public meetings shall be given to any newspaper(s) circulating in York County and any radio or television station which so requests. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.[\[10\]](#)[\[9\]](#)

### Regular Meetings

Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.[\[11\]](#)[\[2\]](#)

#### 1. Agenda

It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board at each regular meeting.

The agenda, together with all relevant reports, shall be made available to each school director at least five calendar days before the meeting. Addendums to the agenda may be necessary.

#### 2. Order of Business

The order of business for regular meetings shall be as follows, unless altered by the President or a majority of those present and voting:

- Call the meeting to order with opening exercises:  
Flag salute and/or moment of silence  
Roll call by Recording Secretary  
Documented or announced reasons for known absences  
Announcements regarding executive sessions held since the last sunshine meeting
- Superintendent's Report
- Student Representative's Report
- Formal and informal requests to address the Board
- Board and Administrative response to public comment
- Correspondence
- Special Committee Reports
- Approval of Minutes (since last sunshine meeting)
- Treasurer's Report
- Standing Committee Reports
- Payment of current invoices
- Adjournment

### Special Meetings

**Special meetings may be called for special or general purposes and shall be public except when conducted as an executive session for purposes authorized by law.**[\[10\]](#)[\[12\]](#)[\[2\]](#)[\[5\]](#)

**The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors.**[\[5\]](#)

**No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.**[\[10\]](#)

### **Public Participation**

**At each public Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy.**[\[13\]](#)  
[\[2\]](#)

**Members of the public who are school district residents, own property within the school district, or are current district employees may address the Board at meetings of the Board in accordance with the Board's policies and procedures. The Board's rules for hearing of the members of the public can be altered on a temporary basis by the majority of the school directors present. Public comment must be allowed on all matters before official action is taken on the matter(s).**

### **Voting**

**All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.**

**All votes on motions and resolutions shall be by oral roll call vote unless a voice vote is requested by the President.**

### ***Special Voting Requirements –***

***\*Indicates actions for which the minutes also must reflect how each school director voted.***

- 1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:**
  - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the director was elected.\***[\[14\]](#)[\[15\]](#)
  - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.\***[\[14\]](#)[\[15\]](#)
- 2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:**
  - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.\***[\[15\]](#)[\[16\]](#)[\[17\]](#)
  - b. Adding or increasing appropriations to meet an emergency or catastrophe.\***[\[15\]](#)  
[\[17\]](#)
  - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.\***[\[14\]](#)[\[15\]](#)
  - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.\***[\[15\]](#)

[\[18\]](#)

- e. **Incurring temporary debt (non-emergency).**\* [\[17\]](#)[\[20\]](#)
  - f. **Dismissing a tenured professional employee after a hearing.**\* [\[15\]](#)[\[21\]](#)
  - g. **Borrowing in anticipation of current revenue.**\* [\[15\]](#)[\[22\]](#)
3. **Actions requiring the affirmative votes of two-thirds of those voting in the presence of a quorum:**
- a. **Incurring temporary debt to meet an emergency or catastrophe.**\* [\[15\]](#)[\[17\]](#)
  - b. **Adopting or changing textbooks without the recommendation of the Superintendent.**\* [\[15\]](#)[\[23\]](#)
4. **Actions requiring the affirmative votes of a majority of the full membership of the Board:**
- a. **Fixing the length of the school term.**\* [\[15\]](#)
  - b. **Adopting textbooks recommended by the Superintendent.**\* [\[15\]](#)[\[24\]](#)
  - c. **Appointing the district Superintendent and Assistant Superintendent(s).**\* [\[15\]](#)[\[25\]](#)  
[\[26\]](#)
  - d. **Appointing teachers and principals.**\* [\[15\]](#)
  - e. **Adopting the annual budget.**\* [\[15\]](#)[\[27\]](#)
  - f. **Appointing tax collectors and other appointees.**\* [\[15\]](#)[\[28\]](#)[\[29\]](#)
  - g. **Levying and assessing taxes.**\* [\[15\]](#)[\[30\]](#)
  - h. **Purchasing, selling, or condemning land.**\* [\[15\]](#)
  - i. **Locating new buildings or changing the location of old ones.**\* [\[15\]](#)
  - j. **Creating or increasing any indebtedness.**\* [\[15\]](#)
  - k. **Adopting planned instruction.**[\[15\]](#)[\[31\]](#)
  - l. **Establishing additional schools or departments.**\* [\[15\]](#)
  - m. **Designating depositories for school funds.**\* [\[15\]](#)[\[32\]](#)[\[33\]](#)
  - n. **Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.**\* [\[15\]](#)[\[17\]](#)
  - o. **Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).**\* [\[15\]](#)[\[34\]](#)
  - p. **Fixing salaries or compensation of officers, teachers, or other appointees of the Board.**\* [\[15\]](#)
  - q. **Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided**

by the intermediate unit.\*[\[15\]](#)

- r. **Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.\*** [\[15\]](#)[\[35\]](#)[\[36\]](#)
- s. **Determining the location and amount of any real estate required by the school district for school purposes.\*** [\[15\]](#)[\[37\]](#)
- t. **Vacating and abandoning property to which the Board has title.\*** [\[15\]](#)[\[38\]](#)
- u. **Appointing a school director to fill a vacancy on the Board.\*** [\[15\]](#)[\[39\]](#)
- v. **Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.**[\[5\]](#)
- w. **Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.**[\[40\]](#)
- x. **Adopting, amending or repealing Board procedures and policy.**[\[41\]](#)
- y. **Combining or reorganizing into a larger school district.**[\[42\]](#)
- z. **Adopting a corporate seal for the district.**[\[43\]](#)

### **Abstention from Voting**

**A school director shall be required to abstain from voting when the issue involves either one of the following:**

1. **Conflict of interest under the Ethics Act.**[\[44\]](#)[\[45\]](#)[\[46\]](#)

**Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.**

**Conflict of interest - use by a public official of the authority of his/her office or any confidential information received through his/her holding public office for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.**[\[44\]](#)

**De minimis economic impact – an economic consequence which has an insignificant effect.**[\[44\]](#)

**Immediate family – parent, spouse, child, brother or sister.**[\[44\]](#)

**Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.**[\[44\]](#)

2. **Relative recommended for appointment to or dismissal from a teaching position.**[\[21\]](#)[\[47\]](#)

**Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson,**

**stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.**

**The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[45][46]**

### **Minutes**

**The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all public Board meetings. Said minutes shall be comprehensible and complete and shall show:[48][49]**

- 1. Date, place, and time of the meeting.**
- 2. Names of school directors present.**
- 3. Presiding officer.**
- 4. Substance of all official actions.**
- 5. Actions taken.**
- 6. Recorded votes and a record by individual members of all roll call votes taken.[50]**
- 7. Names of all residents who appeared officially and the subject of their testimony.**

**The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.[1]**

**The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[51]**

**Notations and any tape or audiovisual recordings shall not be the official record of a public Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[1][52][53]**

### **Recess/Reconvene**

**The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[54][8][9]**

### **Executive Session**

**The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of a public meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the public meeting prior to or after the executive session.[12][55][56]**

**The Board may discuss the following matters in executive session:**

- 1. Employment issues.**
- 2. Labor relations.**
- 3. Purchase or lease of real estate.**

4. **Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.**
5. **Matters that must be conducted in private to protect a lawful privilege or confidentiality.**
6. **The Superintendent may be excluded from executive sessions explicitly held to discuss his/her salary, and/or to vote on renewal of his/her contract.**
7. **School safety and security, of a nature that if conducted in public, would:** [\[12\]](#)
  - a. **Be reasonably likely to impair the effectiveness of school safety measures.**
  - b. **Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.**

**Official actions based on discussions held in executive session shall be taken at a public meeting.**

### **Work Sessions**

**The Board may meet as a Committee of the Whole in a public meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.** [\[2\]](#)[\[54\]](#)

**A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.**

**The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.** [\[8\]](#)[\[9\]](#)

### **Committee Meetings**

**Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by two (2) members of the committee.** [\[54\]](#) [\[8\]](#)[\[9\]](#)

**A majority of the total membership of a committee shall constitute a quorum.**

**Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.** [\[2\]](#)

**A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.**

Legal

1. 24 P.S. 407
2. 65 Pa. C.S.A. 701 et seq
3. 24 P.S. 422
4. 24 P.S. 405
5. 24 P.S. 426
6. 24 P.S. 427
7. 24 P.S. 428



8. 65 Pa. C.S.A. 703
9. 65 Pa. C.S.A. 709
10. 24 P.S. 423
11. 24 P.S. 421
12. 24 P.S. 425
13. Pol. 903
14. 24 P.S. 324
15. 24 P.S. 508
16. 24 P.S. 609
17. 24 P.S. 687
18. 24 P.S. 707
19. 24 P.S. 671
20. 24 P.S. 634
21. 24 P.S. 1129
22. 24 P.S. 640
23. 24 P.S. 803
24. Pol. 108
25. 24 P.S. 1071
26. 24 P.S. 1076
27. Pol. 604
28. Pol. 005
29. Pol. 606
30. Pol. 605
31. Pol. 107
32. 24 P.S. 621
33. Pol. 608
34. Pol. 610
35. 24 P.S. 1080
36. 24 P.S. 514
37. 24 P.S. 702
38. 24 P.S. 708
39. 24 P.S. 315
40. Pol. 004
41. Pol. 003
42. 24 P.S. 224
43. 24 P.S. 212
44. 65 Pa. C.S.A. 1102
45. 65 Pa. C.S.A. 1103
46. Pol. 827
47. 24 P.S. 1111
48. 24 P.S. 518

- 49. 65 Pa. C.S.A. 706
- 50. 65 Pa. C.S.A. 705
- 51. 24 P.S. 433
- 52. Pol. 800
- 53. Pol. 801
- 54. Pol. 006
- 55. 65 Pa. C.S.A. 707
- 56. 65 Pa. C.S.A. 708
- 24 P.S. 408
- 24 P.S. 1075
- 24 P.S. 1077
- 65 Pa. C.S.A. 1101 et seq
- Pol. 612

Last Modified by Suzanne Sterner on October 29, 2018



Book	Policy Manual
Section	100 Programs
Title	Curriculum
Number	105
Status	DRAFT - Under Construction
Adopted	November 19, 1980
Last Revised	March 17, 2004
Last Reviewed	November 5, 2018

### **Purpose**

The Board recognizes its responsibility for the development, assessment and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, developed and modified on a continuing basis and in accordance with a plan for curriculum improvement. [\[1\]](#)

### **Definition**

For purposes of this policy, **curriculum** shall be defined as a series of planned instruction aligned with established academic standards in each subject that is coordinated, articulated and implemented in a manner designed to result in the achievement of academic standards at the proficient level by all students. [\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Authority**

The Board shall be responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board. Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge. [\[1\]](#)[\[3\]](#)[\[4\]](#)

In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and strategies for assisting those students having difficulty attaining the academic standards. [\[1\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### **Guidelines**

The district's curriculum shall provide the following:

1. Continuous learning through effective collaboration among the schools of this district.
2. Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational program. [\[9\]](#)

3. Guidance and counseling services for all students to assist in career and academic planning.[10]
4. A continuum of educational programs and services for all students with disabilities, pursuant to law and regulation.[11]
5. **Language Instruction Educational Program** for **English Learner** students, pursuant to law, regulation **and Board policy**.[\[12\]](#)[\[13\]](#)
6. Compensatory education programs for students, pursuant to law and regulation.
7. Equal educational opportunity for all students, pursuant to law and regulation.[14][15]
8. Career awareness and vocational education, pursuant to law and regulation.[16]
9. Educational opportunities for identified gifted students, pursuant to law and regulation.[17]
10. Regular and continuous instruction in required safety procedures.[18]

### **Delegation of Responsibility**

As the educational leader of the district, the Superintendent shall be responsible to the Board for the district's curriculum. S/He shall establish procedures for curriculum development, evaluation and modification, which ensure the utilization of available resources, and effective participation of administrators, teaching staff members, students, community members, and members of the Board. [\[1\]](#)

A listing of all curriculum materials shall be retained in the Office of the Assistant Superintendent and shared with parents/guardians, students, staff and/or Board members, upon request.[\[1\]](#)[19]

The Superintendent or his/her designee may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program, and a report periodically shared with the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs.

The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.

The Board directs the Superintendent to pursue actively state and federal aid in support of research activities.

Legal

1. 22 PA Code 4.4
2. 22 PA Code 4.3
3. 22 PA Code 4.12
4. Pol. 102
5. 24 P.S. 1511
6. 24 P.S. 1512
7. Pol. 107
8. Pol. 127
9. Pol. 109
10. Pol. 112
11. Pol. 113
12. 22 PA Code 4.26
13. Pol. 138
14. Pol. 103
15. Pol. 103.1
16. Pol. 115
17. Pol. 114
18. Pol. 805
19. Pol. 105.1
- 22 PA Code 4.21
- 22 PA Code 4.22
- 22 PA Code 4.23
- 22 PA Code 4.25
- 22 PA Code 4.27
- 22 PA Code 4.29
- 22 PA Code 4.82
- Pol. 100
- Pol. 106
- Pol. 116

Last Modified by Suzanne Sterner on October 30, 2018



Book	Policy Manual
Section	200 Pupils
Title	Foreign Exchange Students
Number	239
Status	DRAFT - Under Construction
Adopted	April 15, 1998
Last Revised	March 2, 2015
Last Reviewed	November 5, 2018

### **Purpose**

In order to promote cultural awareness and understanding, and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools.

### **Authority**

The Board shall accept foreign exchange students who meet the criteria **established in Board policy and administrative regulations.**

The Board shall accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition.

The Board shall accept privately sponsored exchange students on a F-1 Visa for attendance only in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve (12) months.

The Board reserves the right to limit the number of foreign exchange students admitted to the schools based on space availability and qualifying criteria.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools and recommending admission of students to the Board.

All potential organizations or individuals applying for admission shall forward the request to the Superintendent or designee by July 1 preceding the school year of attendance.

### **Guidelines**

Foreign exchange students shall comply with all **enrollment and** immunization requirements for students. Once admitted, all exchange students shall be subject to all Board policies, administrative

regulations and rules governing all district students.[1][2]

**The district shall administer the Home Language Survey to foreign exchange students enrolling in district schools. Students identified as English Learners shall be assessed and provided appropriate instruction in accordance with the district's Language Instruction Educational Program (LIEP) and Board policy.[3][4][5][6]**

Legal

1. Pol. 203
  2. Pol. 200
  3. 20 U.S.C. 6801 et seq
  4. 22 PA Code 11.11
  5. 42 U.S.C. 2000d et seq
  6. Pol. 138
- 22 PA Code 4.74
- 8 U.S.C. 1101
- 22 CFR Part 62

Last Modified by Suzanne Sterner on October 30, 2018



Book	Policy Manual
Section	300 Employees
Title	Educator Misconduct
Number	317.1 - NEW
Status	DRAFT - Under Construction

### **Purpose**

**The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.**

### **Authority**

**The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act. [\[1\]](#)[\[2\]](#)**

### **Definitions**

**Educator - shall mean a person who holds a certificate. [\[3\]](#)**

**Certificate - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code. [\[3\]](#)**

**Sexual Abuse or Exploitation - shall mean any of the following: [\[4\]](#)**

1. **The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:**
  - a. **Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.**
  - b. **Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.**
  - c. **Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.**
  - d. **Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.**
2. **Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.**



**Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:**[\[3\]](#)

1. **Sexual or romantic invitation.**
2. **Dating or soliciting dates.**
3. **Engaging in sexualized or romantic dialog.**
4. **Making sexually suggestive comments.**
5. **Self-disclosure or physical disclosure of a sexual or erotic nature.**
6. **Any sexual, indecent, romantic or erotic contact with a child or student.**

### **Delegation of Responsibility**

#### **Duty to Report**

**The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:**[\[5\]](#)

1. **Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.**
2. **Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.**
3. **Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.**
4. **Where there is reasonable cause to suspect that s/he has caused physical injury to a child or student as the result of negligence or malice.**
5. **Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.**
6. **Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services).**[\[6\]](#)
7. **Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.**

**An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and his/her immediate supervisor, within fifteen (15) days of discovery of such misconduct.**[\[5\]](#)

**All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.**[\[5\]](#)

**An educator who is arrested, indicted or convicted of any misdemeanor or felony shall report the arrest, indictment or conviction to the Superintendent or designee within seventy-two (72) hours of the occurrence using the designated form.**[\[5\]](#)[\[7\]](#)[\[8\]](#)

**Failure to comply with the reporting requirements may result in professional disciplinary action.**[\[9\]](#)

## **Guidelines**

### **Investigation**

**School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.**[\[10\]](#)

**Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.**[\[10\]](#)

**Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.**[\[10\]](#)

### **Confidentiality Agreements**

**The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.**[\[10\]](#)

### **Confidentiality**

**Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline shall remain confidential unless or until public discipline is imposed.**[\[11\]](#)

### **Immunity**

**Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.**[\[12\]](#)

Legal

1. 22 PA Code 235.1 et seq
2. 24 P.S. 2070.1a
3. 24 P.S. 2070.1b
4. 23 Pa. C.S.A. 6303
5. 24 P.S. 2070.9a
6. Pol. 806
7. 24 P.S. 111
8. Pol. 317
9. 24 P.S. 2070.9c
10. 24 P.S. 2070.11
11. 24 P.S. 2070.17b
12. 24 P.S. 2070.17a
- 23 Pa. C.S.A. 6301 et seq
- 24 P.S. 2070.1a et seq

Last Modified by Suzanne Sterner on October 30, 2018



Book	Policy Manual
Section	300 Employees
Title	Penalties for Tardiness
Number	318 - NEW
Status	DRAFT - Under Construction

### **Authority**

**Punctual and reliable attendance by administrative, professional and classified employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.**[\[1\]](#)[\[2\]](#)

### **Delegation of Responsibility**

**It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.**

Legal	1. 24 P.S. 510
	2. Pol. 332

Last Modified by Suzanne Sterner on October 29, 2018



Book	Policy Manual
Section	600 Finances
Title	Payroll Deductions - REVISIONS
Number	615
Status	DRAFT - Under Construction
Adopted	April 22, 1981
Last Revised	July 21, 2004
Last Reviewed	November 5, 2018

### **Purpose**

The Board may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and remit an equal amount to an agent designated by the employee and approved by the Administration. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.

### **Authority**

No deduction may be made from the wages of an employee except for federal income tax, social security, state income tax, local wage tax, state and federal unemployment taxes, Pennsylvania School Employees' Retirement System Fund or any other government mandated deduction, without proper authorization by the employee.

### **Delegation of Responsibility**

The Board authorizes deductions from an employee's paycheck upon proper authorization on the appropriate district form for the following purposes:

1. ~~U.S. Savings Bonds.~~
2. Tax sheltered ~~A~~annuity(ies).
3. Dependent ~~i~~nsurance coverage(s) and/or Flexible Spending Account (FSA) contribution(s).
4. United Way.
5. Applicable wage ~~T~~ax(es) when residing out of district.
6. Credit ~~U~~union(s).
7. Association ~~D~~ues.
8. Direct ~~D~~eposit to financial account(s) designated by an employee.

With the exception of the credit union and direct deposit deductions, the Business Office of the school district will remit to the appropriate designated institution the full amount withheld from an employee's paycheck once a month, on or before the last day of the month.

Last Modified by Suzanne Sterner on October 30, 2018



Book	Policy Manual
Section	600 Finances
Title	Purchases Subject to Bid/Quotation
Number	610
Status	Second Reading
Adopted	April 22, 1981
Last Revised	June 17, 2013
Last Reviewed	October 22, 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 November 9, 2018



**PERSONNEL BOARD ACTIONS REQUESTED:**

- A. **RENEWAL OF BUSINESS MANAGER’S CONTRACT** – Approval to renew the contract of George Ioannidis, Business Manager, for a period of five (5) years, beginning July 1, 2019 through June 30, 2024.
  
- B. **RESIGNATION** – Approval of the following resignation:
  - 1) **Varsity Assistant Boys’ Lacrosse Coach** – Austin Barley, effective, October 31, 2018, for personal reasons.
  
- C. **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 School District Special Education Supervisor** – Ryan Lehman, effective January 21, 2019. Compensation established at \$102,000.
  - 2) **Spring Grove Area Middle School Part-Time Learning Support Aide** – Debra Spears effective November 20, 2018. Compensation established at \$11.28 per hour for 4 hours per day, 180 days per year.
  - 3) **Spring Grove Area High School Part-Time Learning Support Aide** – Helen Mitchell effective November 20, 2018. Compensation established at \$11.28 per hour for 4 hours per day, 180 days per year.
  - 4) **Spring Grove Elementary School Part-Time Cook** – Margaret Bridegum, effective November 20, 2018. Compensation established at \$10.89 per hour for 3 hours per day, 180 days per year.
  
- D. **ATHLETICS** – Approval of the following additional coach for the 2018-2019 Winter Season, with compensation determined by the 2018-2019 Coaches’ Salary Matrix:

Sport	Varsity / Junior High	Head / Assistant	Coach First Name	Coach Last Name
Swimming	Varsity	Assistant	Owen	Jacoby

- E. **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) William Gibble
  
- F. **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) Tammy O’Brien



G. **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 completed Act 168 disclosure forms from previous employers:

- 1) Brian Bentz
- 2) Sarah Fuhrman
- 3) Connor Reed



**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>
Theresa Myers	High School	Guidance	10/19/2018	01/19/2019
Kurt Baker	High School	Support Services	10/26/2018	11/09/2018
Lisa Whisler	SGI	Instruction	11/12/2018	02/12/2019
Bruce Weaver	High School	Special Education	11/19/2018	12/14/2018
George Ioannidis	ESC	Business Office	12/20/2018	03/20/2019



**ATHLETICS & MUSIC BOARD ACTIONS REQUESTED:**

- A. **OVERNIGHT VARSITY WRESTLING TEAM TOURNAMENT** – Approval for the Varsity Wrestling Team consisting of approximately 36 students and five coaches to participate in a Wrestling Tournament at Chambersburg Area Senior High School, December 28-29, 2018, involving an overnight stay.
  
- B. **OVERNIGHT CHEERLEADING TEAM COMPETITIONS** – Approval for the Competition Cheerleading Team consisting of approximately 20 students and two coaches to participate in the following competitions involving overnight stays:
  - 1. PIAA State Competition at Hershey Giant Center, January 11-12, 2019
  - 2. Reach the Beach Competition in Ocean City, Maryland, February 23-25, 2019

**CURRICULUM BOARD ACTIONS REQUESTED:**

- A. **NEW/REPLACEMENT HIGH SCHOOL COURSES** – Approval of the following new/replacement courses beginning with the 2019-2020 school year:
1. Advanced Placement Computer Science A
  2. Athletic Performance Training Independent Study
  3. Mathematics Independent Study
  4. Music Appreciation: The Enjoyment of Listening (Edgenuity Course – SGFlex Academy)
  5. Principles of Accounting 1 (College in the High School Course ACCT 101)
  6. Robotics 2
  7. Science Independent Study
- B. **OVERNIGHT CONFERENCE REQUEST** – Approval for the following staff to attend the 2019 Pennsylvania Title 1 Improving School Performance (ISP) Conference in Pittsburgh, PA, from January 13-15, 2019: Mr. Robert Shick, Principal; Mrs. Melissa Dantro, 3<sup>rd</sup> Grade Teacher, Mr. Travis Winemiller, IST/Gifted Teacher; Dr. Michael Holtzapple, Principal; Mrs. Kathy Gross, 3<sup>rd</sup> Grade Teacher; Mrs. Laura Blacker, IST/Gifted Teacher; Dr. David Renaut, Superintendent; and Dr. Mary Beth Grove, Assistant Superintendent.