

AGENDA

VOTING MEETING / DIRECTORS' STUDY FORUM MEETING

of the Spring Grove Area School District Board of School Directors

Monday, August 5, 2019 @ 7:00 PM

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



VOTING MEETING

- I. **Call To Order** CINDY HUBER
- Flag salute and moment of silence
 - Roll call
 - Documented or announced reasons for known absences
 - Announcements regarding Executive Sessions held since last sunshine meeting: N/A

II. **Formal and Informal Requests to Address the Board**

Members of the public who are school district residents, own property within the school district, or are current district employees will be recognized and invited to speak on any matter concerning the operation of the schools of our district. Generally, a maximum of five (5) minutes will be granted per individual and a maximum of thirty (30) minutes per meeting for this purpose. The Board's rules for hearing of members of the public can be altered on a temporary basis by the majority vote of the School Directors present. If the comments are in the form of a complaint, the procedure for handling complaints is to be followed.

The period of public comment is not designed to serve as an open dialogue, but rather to be an opportunity for district residents to express their opinions before the Board. The presiding officer may interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant. A limited response, for purposes of clarification only, may or may not be offered by either a board member or the school administration.

III. **Possible Board and/or Administration Response to Public Comment**

- IV. **Correspondence** CINDY HUBER

V. **Action Voting Items (Motion and second needed, roll call vote)**

- A. Policy KAREN BAUM
- B. Personnel DOUG STEIN
- C. Curriculum BRENT HOSCHAR

VI. **Adjournment of Action Voting Meeting (Motion and second needed, voice vote)**

DIRECTORS' STUDY FORUM MEETING

- I. **Call To Order** CINDY HUBER

II. **Formal and Informal Requests to Address the Board**

III. **Possible Board and/or Administration Response to Public Comment**

IV. **Business / Finance Committee**

- A. Budget & Finance TODD STAUB

- 1) List of Proposed 2019-2020 Organizations Approved for Fund Raising – S. Kennedy

Business / Finance Committee, *continued*

- B. Buildings & Grounds..... DOUG WHITE
 - 1) List of Proposed 2019-2020 Organizations Approved for Waiver of Use of Facilities Fees – *M. Czapp*
- C. Transportation..... RACHEL ROHRBAUGH
 - 1) Proposed Bus/Van Drivers and Bus Routes for 2019-2020 – *G. Ioannidis*

V. Management Committee

- A. PolicyKAREN BAUM
 - 1) Policy No. 204, Attendance (revisions) – *K. Brown*
 - 2) Policy No. 220, Student Expression/Distribution and Posting of Materials (revisions) – *M.B. Grove*
 - 3) Policy No. 913.4, Nonschool Organizations/Groups/Individuals (new) – *S. Kennedy*
- B. Personnel.....DOUG STEIN
 - 1) Proposal for Flexible Spending Account Administration Vendor – *A. Doll*

VI. Program Committee

- A. Athletics & Music.....DAVE TRETTEL
 - 1) Proposal for Wrestlers’ Participation in Tournaments – *G. Ioannidis*
- B. Curriculum BRENT HOSCHAR
 - 1) Request for Disposal of Textbooks – *M.B. Grove*
 - 2) Proposal for Major Trip, PSU THON – Penn State University, Feb. 21-23, 2020 – *M.B. Grove*
 - 3) Proposals for Overnight Conferences:
 - a) Annual Association of Social Work Education, Sept. 23-35, 2019 – *K. Brown*
 - b) Where Everyone Belongs (WEB) Follow-up Training, Sept. 26, 2019 – *M.B. Grove*

VII. Planning (*Items to be considered for future agendas*)

- A. 2019 Facilities Walkthrough – October 12, 2019
- B. 2019-2020 York Adams Academy Board Representation

VIII. Adjournment (*Motion and second needed, voice vote*)

POLICY BOARD ACTIONS REQUESTED:

- A. **2019-2020 STUDENT/PARENT HANDBOOK** – Approval of the Student/Parent Handbook for the 2019-2020 school year, to include the Code of Student Conduct and a core section relevant to district policies and procedures implemented with students at all K-12 educational levels.

Background Information: *A draft of handbook information was shared with board members at the July 15, 2019 regular voting meeting.*

PERSONNEL BOARD ACTIONS REQUESTED:A. **RESIGNATIONS** – Approval of the following resignations:

- 1) **Spring Grove Elementary School Part Time Custodian** – Dennis Ballas, effective July 16, 2019, for retirement after six years with the district.
- 2) **Junior High Head Cross Country Coach** – Brent Hoffman, effective July 22, 2019, for personal reasons.

B. **UNCOMPENSATED LEAVE REQUEST** – Approval of the following request for uncompensated leave:

- 1) **Spring Grove Area Middle School English Language Arts Instructor** – Lindsay McCallister, effective approximately December 6, 2019, through approximately March 10, 2020.

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

- 1) **New Salem Elementary Full Time Custodian** – Rochelle Messersmith, **from** Spring Grove Area High School Part Time Custodian **to** New Salem Elementary Full Time Custodian, effective August 12, 2019. Compensation established at the current hourly rate for 8 hours per day, 260 days per year.

Background Information – Mrs. Messersmith has been working with the district for 12 years as a part-time employee. She has been working as a custodian at the high school for the last year and was a substitute custodian at New Salem in the summer of 2017. Mrs. Messersmith is filling the vacancy resulting from the resignation of Brandon Busha.

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

- 1) **School Grove Area School District Nutrition Services Manager** – Melissa Freestone, effective August 19, 2019. Compensation established at an annual salary of \$65,000.00 for 8 hours per day, 260 days per year.

Background Information – Ms. Freestone earned a Bachelor of Science Degree in Nutrition and Dietetics from West Chester University and is a registered dietitian. She has 12 years of experience in food services in education and hospital settings. She is filling the vacancy created by the transfer of Mark Czapp.

- 2) **School Grove Elementary School Personal Care Assistant** – Heather Rickrode, effective August 19, 2019. Compensation established at \$11.85 per hour for 7 hours per day, 180 days per year.

Background Information – Ms. Rickrode has two years of experience working with students with autism and is trained in verbal behavior programming. She is filling the vacancy resulting from the resignation of Mimi Dickerson.

- 3) **School Grove Area Middle School Personal Care Assistant** – Eileen Mitchell-Schwartz, effective August 19, 2019. Compensation established at \$11.28 per hour for 7 hours per day, 180 days per year.

Background Information – Mrs. Mitchell-Schwartz holds a Bachelor of Arts Degree in Dance and has taught dance for more than 10 years. Mrs. Mitchell-Schwartz is filling the vacancy resulting from the transfer of Beverly Hoffnagle to the high school.

- 4) **School Grove Area High School Personal Care Assistant** – Justine Kitzmiller, effective August 19, 2019. Compensation established at \$11.28 per hour for 7 hours per day, 180 days per year.

Background Information – Ms. Kitzmiller is a graduate of Spring Grove Area High School and is currently attending Harrisburg Area Community College. Ms. Kitmiller has been employed in behavioral health and is filling the vacancy resulting from the resignation of Mrs. Angela Anderson.

- 5) **School Grove Area Middle School Health Care Assistant** – Laura Mellott, effective August 12, 2019. Compensation established at \$19.00 per hour for 7 hours per day, 180 days per year.

Background Information – Ms. Mellott is a licensed practical nurse and has taken courses in a registered nurse program. Ms. Mellott has five years of experience as a Health Care Assistant in a neighboring district and is filling the vacancy resulting from the budgeted addition of a Health Care Assistant at the Middle School in response to increased healthcare needs of students.

- 6) **School Grove Area School District Community Relations Assistant/District Receptionist**- Erin Burkett, effective August 6, 2019. Compensation established at \$13.00 per hour for 5.5 hours per day, 260 days per year.

Background Information – Mrs. Burkett is a district resident and has been an active volunteer with her children as part of various building activities. She created communication and graphic design materials for the Spring Grove Youth Basketball Association and is filling the vacancy resulting from the resignation of Maggie Lawrence.

- E. **ATHLETICS** – Approval of the following additional coach for the 2019-2020 Winter Season, with compensation determined by the 2019-2020 Coaches’ Salary Matrix:

Sport	Varsity / Junior High	Head / Assistant	Coach First Name	Coach Last Name	Years in Position	Salary
Boys Basketball	Junior High	Assistant	Mark	DeCarlo	0	\$2850.00

- F. **EXTRACURRICULAR POSITIONS** – Approval of the following individuals for the 2019-2020 school year, with compensation as outlined in the Extracurricular Minimum Stipend Matrix:

	Appointment	Position	Years in Position	Stipend
1)	Kaytelyn Naglich	Indoor Color Guard Director	0	\$1200.00
2)	James Garcia	Indoor Percussion Director	3	\$1293.00

- G. **REGISTERED NURSE SUBSTITUTES** – Approval of the following registered nurse substitutes for the 2019-2020 school year at the rate of \$30.00 per hour, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers:

1	Kaylee Laughman
2	Agnieszka Magdziarek
3	Julie Waltemyer

- H. **LICENSED PRACTICAL NURSE SUBSTITUTES** – Approval of the following licensed practical nurse substitutes for the 2019-2020 school year at the rate of \$22.00 per hour, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers:

1	April Herbst
2	Julie Reichard
3	Shelley Toomey

- I. **PROFESSIONAL SUBSTITUTES** – Approval of the following professional substitutes for the 2019-2020 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	Audrey Bare	17	Ellen Hilt	33	Zachary Paradise
2	Sara Barnett	18	Cynthia Kuhn	34	Sarah Nickey
3	David Bowersox	19	Mark Kuntz	35	Wanda Peterson
4	Mark Bowersox	20	Jackson LeVault	36	Linda Rigler
5	Stephanie Brandon	21	Robert Lighty	37	Lorelei Rohrbaugh
6	Kristina Brockman	22	Linda Long	38	Lisa Rufalo
7	Rachel Cross	23	Darren Lunsford	39	Kelsey Sersen
8	Jeffrey Eakins	24	Brittany Marks	40	Darryl Smeltzer
9	Thomas Fallon III	25	Amanda Meranto	41	Donna Smeltzer
10	Briana Fodor	26	Courtney Miller	42	Victoria Temple
11	Kristina Gartrell	27	Denise Miller	43	Chad Thatcher
12	Tanya Garvick	28	Jessica Miller	44	Daniel Wilmot
13	Barbara Gault	29	Kristin Minch	45	Pearl Wintrode
14	Karina Hamme	30	Jennifer Mondorff	46	Jesse Wolford
15	Mitchell Hildebrand	31	Lureen Nelson	47	Erin Yurick
16	Aubrie Kincaid	32	Doris Olver		

- J. **GUEST SUBSTITUTES** – Approval of the following individuals holding a Bachelor’s degree and completing the District’s Guest Teacher orientation program to substitute teach in all subject areas during the 2019-2020 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	Lyndall Akstull	13	Liza Lauer	25	Patricia Simpson
2	Ronald Bollinger	14	Theresa Michael	26	Joan Smith
3	Nina Boyd	15	Allison Mondorff	27	Karen Smith
4	Christica Boyer	16	Howida Moustafa	28	Rachel Staub
5	Nikki Crowe	17	Jodi Myrdal	29	Dody Tome
6	Angel Dunchack	18	Meredith McCoury-Howard	30	Kristine Trettel
7	Christine Eldridge	19	Tammy O'Brien	31	Robin Trimmer
8	Kelly Elliott	20	Benjamin Otte	32	Martin Valencia
9	Teresa Grove	21	Heather Paul	33	Sherlyn Young
10	Laura Gutshall	22	Elizabeth Prince-Caprio	34	Virginia Zalakar
11	Peggy Harling	23	Anna Sebastian	35	Jennifer Zegowitz
12	Wesley Hemmann	24	Kathryn Shaffer		



- K. **CLASSIFIED SUBSTITUTES** – Approval of the following classified substitute for the 2019-2020 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	Mindy Altland	12	Kristin Flemmens	23	Maggie Lawrence
2	Tabitha Blizzard	13	Katie Garrison	24	Diane Rebert
3	Faith Boyer	14	Tonya Godfrey	25	Kelly Rohrbaugh
4	Kimberly Brassard	15	Darlene Good	26	Tasha Slagel
5	Nicole Brehm	16	Lorraine Greco	27	Melissa Topper
6	Caroline Capek	17	Leah Harrold	28	Jessica Van Pelt
7	Heidi Cavanaugh	18	Shelby Hiller	29	Holly Wagner
8	Barbara DeCello	19	Janice Hoke	30	Lisa Zepeda
9	Staci Delp	20	Kristina Holland	31	Sandra Zorbaugh
10	Margaret Diederich	21	Donna Karp		
11	Danielle Emig	22	Robin Klocek		



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>
Michael Holtzapple	Paradise Elementary	Administration	07/05/2019	07/19/2019
Leah Shenberger	High School	Health Room	08/19/2019	11/11/2019
Bridget Smith	SGE	Special Education	08/19/2019	09/30/2019



CURRICULUM BOARD ACTIONS REQUESTED:

- A. **2019-2020 FOREIGN EXCHANGE STUDENT** – Approval to allow Beatriz de Almeida Bossi Guimaraes as an International Foreign Exchange Student from Brazil to enroll in the Spring Grove Area School District as a high school student (grade 11) for the 2019-2020 school year, contingent upon receipt of appropriate documentation verifying J-1 Visa in accordance with Board Policy No. 239, with acknowledgment from Mr. and Mrs. Travis and Rachel Barnhart that as host parents they bear full responsibility for the student’s well-being throughout the school year.

Background Information: *ICES (International Cultural Exchange Services) is the organization coordinating this effort on behalf of the student, host family, and school district. At the time of board packet delivery, most of the required documentation has been received for the student’s enrollment. Per ICES, possession of the appropriate J-1 Visa is confirmed, and attempts are being made to have the document provided to the District prior to the Board’s approval. All required documentation will be verified and collected before the student’s enrollment is finalized.*

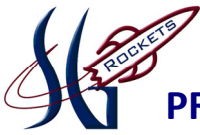


Spring Grove Area School District PROPOSED List of Approved Fund Raising Organizations, 2019-2020

1. ALS Association of Greater Philadelphia
2. ACCESS York
3. American Cancer Society
4. American Foundation for Suicide Prevention (AFSP)
5. American Heart Association
6. American Red Cross
7. American Society for the Prevention of Cruelty to Animals
8. ARC of York County
9. Children's Miracle Network (Hershey Children's Hospital)
10. Foundation for Children with Cancer
11. Four Diamonds
12. Glatfelter Memorial Library
13. Harvest of Hope Food Pantry
14. Heather L. Baker Foundation
15. Heavenly Hats Foundation, Inc.
16. Jessica and Friends Community Pathway Services
17. Jewish Community Center
18. Lehman Center in York
19. Make-A-Wish America Foundation
20. March of Dimes
21. Marine Toys for Tots
22. Multiple Sclerosis Foundation
23. Olivia's House
24. Ronald McDonald House Charities
25. SPCA
26. Salvation Army
27. Special Olympics, Inc.
28. Spring Grove Area Educational Fund, Inc.
29. Spring Grove Area Scholarship Fund, Inc.
30. Spring Grove Lions Club
31. Spring Grove Regional Parks and Recreation Center
32. The Pulsera Project
33. United Way of York County
34. York Area Down Syndrome Association (YADSA)
35. York County Department of Parks and Recreation
36. York County Literacy Council
37. York YWCA
38. Youth United of York Habitat for Humanity

(In accordance with Board Policy #229, "Collection of money by approved school organizations may be permitted by the Superintendent or his/her designee. Collections by students on behalf of organizations outside the schools may be permitted by the Superintendent or his/her designee if the organization is on the Board approved list. This master list will be annually approved by the Board. If the organization is not on master list, Board approval will be needed.")

Board Approved:



SPRING GROVE AREA SCHOOL DISTRICT
PROPOSED LIST OF ORGANIZATIONS APPROVED
FOR WAIVER OF RENTAL FEES, 2019-2020

In accordance with the Fee Schedule associated with Board Policy # 707, “The rental fees for the use of facilities may be waived by the Superintendent or his/her designee including those organizations that are on the list of exempt organizations annually approved by the Board of School Directors.” These organizations are either located within the Spring Grove Area School District or are area organizations that provide service to the District.

These organizations will remain responsible for additional custodial, cafeteria or other costs incurred as a result of their activity and must submit the required insurance certifications.

1.	ARC of York County	25.	Spring Grove Area Youth Baseball Association
2.	American Red Cross	26.	Spring Grove Athletic Boosters
3.	Boy Scouts of America	27.	Spring Grove Borough
4.	Cub Scout Troop #30	28.	Spring Grove Fire Company
5.	FAA (Federal Aviation Association)	29.	Spring Grove Girls’ Volleyball Club
6.	First Priority	30.	Spring Grove Lacrosse Club
7.	Glatfelter Memorial Public Library	31.	Spring Grove Lions Club
8.	Immaculata University	32.	Spring Grove Little League Association
9.	Jackson Township	33.	Spring Grove Music Boosters
10.	Mason-Dixon Ruffneck (AAU Baseball)	34.	Spring Grove Regional Parks and Rec. Center
11.	Nashville Fire Company	35.	Spring Grove Soccer Association
12.	North Codorus Township	36.	Spring Grove Women’s Club
13.	PTA/PTO Organizations, SGASD-Affiliated	37.	Spring Grove Wrestling Club
14.	Papertown Pinners	38.	Spring Grove Youth Athletic Association
15.	Penn Laurel Girl Scout Council	39.	Spring Grove Youth Basketball Association
16.	Penn State University	40.	Tennis For Kids
17.	Rockettes Fast Pitch	41.	TrueNorth Wellness
18.	Shippensburg University	42.	USTA (U.S. Tennis Association)
19.	Special Olympics	43.	White Rose School Food Service
20.	Spring Grove Alumni Chorus	44.	Windy Hill on the Campus
21.	Spring Grove American Legion Baseball	45.	York/Adams Boy Scouts Council
22.	Spring Grove Area Educational Fund, Inc.	46.	York New Salem Lions Club
23.	Spring Grove Area Scholarship Fund, Inc.	47.	Youth Aid Panel
24.	Spring Grove Area Swim Club		

Board Approved:

Textbooks for Disposal From: High School (Summer 2019)

Quantity	Title of Textbook	Date and Edition of Textbook
126	Algebra 1 (McDougal Littell)	PA Edition/Copyright date 2007
3	Algebra 1 (McDougal Littell) Teacher Edition	PA Edition
105	Algebra 2 (McDougal Littell)	PA Edition/Copyright date 2008
4	Algebra 2 (McDougal Littell) Teacher Edition	PA Edition
213	Geometry (McDougal Littell)	PA Edition/Copyright date 2008
4	Geometry (McDougal Littell) Teacher Edition	PA Edition
88	College Algebra (Brooks/Cole, Cengage)	7 th Edition
104	Trigonometry (Larson/Hostetler, Cengage)	7 th Edition
1	Trigonometry (Larson/Hostetler, Cengage) Teacher Edition	7 th Edition
95	Precalculus with Limits (Houghton Mifflin)	Copyright date 2007
1	Precalculus with Limits (Houghton Mifflin) Teacher Edition	Copyright date 2007
64	Understanding Basic Statistics (Houghton Mifflin)	4 th Edition
36	The Practice of Statistics (W.H. Freeman & Co)	3 rd Edition
330	Geometry (McDougal Littell) Workbooks	PA Edition
28	Microsoft Office 2013: Illustrated Introductory, First Course	1 st Edition, 2014
29	Microsoft Office 2013: Illustrated, Second Course	1 st Edition, 2014



Spring Grove Area School District
Proposal for Major Trip

AP #121
Attachment

TITLE of TRIP: PSU THON

DESTINATION: Penn State University, University Park PA

PROPOSED TRIP DATES (*specify student instructional days missed*):

Friday, Feb. 21, 2020 - Sunday, Feb. 23, 2020

Students and staff will miss one day of instruction on Friday, Feb. 21, 2020.

TRIP SUPERVISION:

Who will be in charge? Jessica O'Brien, High School Physical Education/Wellness Teacher

How many adults will be required to attend this trip to ensure safety and to act as chaperones?

Jessica O'Brien, High School Physical Education/Wellness Teacher, Sarah Hipp, Middle School/High School Library Aide, Kara Reed, High School Learning Support Teacher, and Jennifer Lecrone, bus driver, will chaperone this trip.

A male chaperone will be recruited if any male students attend.

BENEFITS of PARTICIPATION / RELATIONSHIP TO THE CURRICULUM:

The students will have the opportunity to truly experience PSU's THON and see the impact they are making for kids with cancer.

Who will be eligible to attend this trip?

Students attending must be on the 2020 Mini-THON Leadership Team. Currently 25 students are on the 2020 Mini-THON Leadership Team.

PERFORMANCES / EXCHANGES / DETAILED ITINERARY:

Feb. 21, 2020

8:30 a.m. – Departure from High School and Middle School

11:30 a.m. – Arrive at PSU/hotel check-in

4:00 p.m. – Attend THON/eat dinner

Feb. 22, 2020

9:00 a.m. – 12:30 p.m. – Attend Mini-THON Appreciation Day workshop

12:30 p.m. – 2:00 p.m. – Lunch

2:00 p.m. – 5:00 p.m. – Hotel/shopping/Campus Tour

5:30 p.m. – 6:30 p.m. – Dinner

7:00 p.m. – Watch THON from the stands then return to hotel room

Feb. 23, 2020

9:00 a.m. – Breakfast and hotel check-out

10:00 a.m. – 4:30 p.m. – Watch THON/eat lunch at THON

4:30 p.m. – Depart from PSU THON

5:30 p.m. – Dinner on the way home

9:00 p.m. – Return to High School

HEALTH / SAFETY:

What plan will be in place to address health and safety issues?

A list of student will be given to the school nurse. Students will be monitored at all times. If a student becomes ill, all necessary steps will be taken to ensure that appropriate attention is given to the student to address his/her needs.

TRAVEL AGENCY CONTACT *(if Agency is being used):*

N/A

COSTS:

Cost to student:

\$ Money for food and souvenirs

Cost to finance trip / Methods to assist students:

\$150.00/ student (approximately) – Hotel (funding via Mini-THON account)
Transportation (use of district van and/or rental vans / or school bus) and fuel will be paid from Mini-THON account.

District costs:

Chaperones:

\$ Cost of full day substitutes for Jessica O'Brien, Kara Reed, and Sarah Hipp