



REGULAR VOTING MEETING

of the Spring Grove Area School District Board of School Directors

7:00 PM – Monday, September 23, 2019

Educational Service Center, 100 East College Avenue, Spring Grove, PA 17362
First Floor / Board Room

MEETING AGENDA

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: N/A

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, Spring Grove Music Boosters

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

IV. **Superintendent's Report** DR. GEORGE W. IOANNIDIS

V. **Student Representative Report**.....MR. AIDEN FISSEL

VI. **Correspondence**.....MS. CINDY HUBER

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

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



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

- August 19, 2019 – Regular Voting Meeting
- September 9, 2019 – Voting Meeting
- September 9, 2019 – Directors’ Study Forum

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

- Month Ending August 31, 2019

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

A) BUSINESS/FINANCE REPORTS

- Budget and Finance..... Mr. Todd Staub
- Buildings and Grounds, *Information Only*..... Mr. Doug White
- Transportation..... Mrs. Rachel Rohrbaugh

B) MANAGEMENT REPORTS

- Policy Mrs. Karen Baum
- Personnel..... Mr. Doug Stein

C) PROGRAM REPORTS

- Curriculum Mr. Brent Hoschar

XII. **Executive Session for Personnel**

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

TREASURER'S REPORT FOR THE MONTH ENDING August 31, 2019

GENERAL FUND - CHECKING

<u>Balance 07/31/2019</u>		4,451,716.66	\$4,451,716.66
<u>Receipts</u>			
	Total Receipts (as per attached)	8,498,505.02	\$8,498,505.02
	Returned checks		
<u>Expenditures</u>			
	Paid bills/Payroll through August 31, 2019	4,111,143.86	\$4,111,143.86
	Voided Checks		\$0.00
<u>Balance 08/31/2019</u>	ACNB (.95%)	<u>\$8,839,077.82</u>	\$8,839,077.82

GENERAL FUND - INVESTMENTS

<u>Balance 08/31/2019</u>			
	PLGIT Plus (.02%)	1,712.41	
	PSDLAF - Max (1.88%)	3,018,583.80	
	PSDLAF - Prudential Bank (2.60%) 9/2/19	240,000.00	
	PSDLAF - Financial Federal Bank (2.60%) 9/2/19	240,000.00	
	PSDLAF - Full Flex Pool (2.10%) 9/20/19	4,000,000.00	
	PSDLAF - Investors Savings Bank (2.40%) 9/23/19	240,000.00	
	PSDLAF - BMO Harris Bank National Association (2.45%) 9/30/19	240,000.00	
	PSDLAF - First Bank of Ohio (2.60%) 12/6/19	240,000.00	
	PSDLAF -Tristate Capital Bank (2.60%) 12/6/19	240,000.00	
	PSDLAF - The First Bancorp (2.25%) 3/9/20	240,000.00	
	PSDLAF - Malvern Federal Savings Bank (2.55%) 6/10/20	240,000.00	
			\$8,940,296.21

GENERAL FUND - TOTAL**\$17,779,374.03****NUTRITION SERVICES FUND**

<u>Balance 07/31/2019</u>		565,104.43	\$565,104.43
<u>Receipts</u>			
	Total Receipts (as per attached)	82,902.98	\$82,902.98
	Returned Checks		
<u>Expenditures</u>			
	Paid bills through August 31, 2019	61,032.28	\$61,032.28
	Voided Checks		\$0.00
<u>Balance 08/31/2019</u>	ACNB (.95%)	<u>586,975.13</u>	\$586,975.13
	NUTRITION SERVICES FUND TOTAL		\$586,975.13

CAPITAL RESERVE FUND

<u>Balance 07/31/2019</u>		156,737.45	\$156,737.45
<u>Receipts</u>			
	Interest	224.92	
	Deposit	300,000.00	\$300,224.92
<u>Expenditures</u>			
	Paid bills through August 31, 2019	<u>143,940.78</u>	\$143,940.78
<u>Balance 08/31/2019</u>	ACNB (.95%)	<u>313,021.59</u>	\$313,021.59

CAPITAL RESERVE INVESTMENTS

PSDLAF PSDMAX (1.88%)			\$1,584,842.66
			\$1,584,842.66

GENERAL FUND - 1 CAPITAL RESERVE TOTAL**\$1,897,864.25****Invoices presented for Board approval - September 2019****\$8,585.16**

CB Flooring LLC	8,585.16	
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TREASURER'S REPORT FOR THE MONTH ENDING August 31, 2019

STUDENT ACTIVITY FUNDS

Balance 08/31/2019

Elementaries	5,566.88
Intermediate School	7,828.13
Middle School	3,321.43
High School	84,734.13

STUDENT ACTIVITY FUNDS-TOTAL	\$101,450.57
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BUDGET AND FINANCE BOARD ACTIONS REQUESTED:

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists as presented.
- B. **2020-2021 BUDGETARY TIMELINE** – Approval of the attached 2020-2021 Budgetary Timeline for preparation, review and approval of the General Fund and Nutrition Services Fund budgets for the 2020-2021 fiscal year.
- C. **HUMAN RESOURCES INFORMATION SYSTEM VENDOR** – Approval to contract with Frontline Education for implementation of a District Human Resources Information System.

**SPRING GROVE AREA SCHOOL DISTRICT
FY 2020-21 BUDGET TIMELINE**

DEADLINE / MEETING		ACTION
SEPTEMBER		
September 1	PDE publishes Act 1 Index	None.
September 9	Directors' Study Forum	Review Budget Timeline/Process. Review Act 1 Index implications.
September 23	Voting Meeting	Approve Budget Timeline/Process.
OCTOBER		
October 7	Directors' Study Forum	Review enrollment data.
October 1-31		Administration discusses program needs, staffing requirements, and resource allocations for next fiscal year.
NOVEMBER		
November 4	Directors' Study Forum	Review preliminary audit data from FY 2018-19. Discuss Act 1 exceptions and the optional resolution to limit tax increase to the Index.
November 18		Staff submit completed staffing, supply, equipment, and service requests to Principal/Administrator.
November 18	Voting Meeting	Discuss options for exceptions to Act 1 Index. Consider Board action to stay within the Index (and not apply for exceptions) – must be decided by January 29, 2020.
DECEMBER		
December 2-31		Finalize Preliminary Budget based on line item submissions.
December 2	Reorganization Meeting	Continue detailed Budget Discussions. Final discussions on whether to adopt Index Resolution or vote on Preliminary Budget. If Resolution is not adopted, advertise the Proposed Preliminary Budget.
JANUARY		
January 9		Deadline to advertise Proposed Preliminary Budget if Act 1 Index Resolution is NOT adopted or planned to be adopted.

January 13	Directors' Study Forum	Continue detailed Budget Discussions.
DEADLINE / MEETING		ACTION
January 27	Voting Meeting	Latest date to vote on Act 1 Index Resolution (<i>deadline of January 29, 2020</i>).
FEBRUARY		
February 10	Directors' Study Forum	Review Preliminary General Fund Budget: Long Range Financial Plan New Programs Known factors If Index Resolution is not adopted, vote on Preliminary Proposed Budget.
February 27	Voting Meeting	Continue Budget Discussions.
MARCH		
March 9	Directors' Study Forum	Continue detailed Budget Discussions – review state funding based on Governor's budget. Review program and staffing requirements. Review Nutrition Services Fund Budget.
APRIL		
April 6	Directors' Study Forum	Continue detailed Budget Discussions. Adopt Proposed Final Budget. Approve the advertisement of Final Budget and make it available for public inspection.
MAY		
May 4	Directors' Study Forum	Discuss Final Budget.
May 18	Voting Meeting	Adopt Final General Fund Budget and Nutrition Services Budget.
JUNE		
June 30		Submit budget documents to PDE.



BUILDINGS & GROUNDS – INFORMATIONAL ITEM ONLY:

MANDATED BUILDING FIRE DRILLS

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
New Salem Elementary	8/26/2019	2	3
	8/29/2019	<i>Lockdown Drill</i>	
Paradise Elementary	*8/22/2019	1	47
		<i>Safe Schools Drill</i>	
Spring Grove Elementary	8/26/2019	<i>Lockdown Drill</i>	
	8/27/2019	2	9
Spring Grove Intermediate	8/26/2019	2	17
	*8/29/2019	<i>Safe Schools Drill</i>	
Spring Grove Middle School	8/26/2019	2	24
		<i>Lockdown Drill</i>	
Spring Grove High School	*8/23/2019	8	27
		<i>Safe Schools Drill</i>	



TRANSPORTATION BOARD ACTIONS REQUESTED:

A. **2019-2020 BUS/VAN DRIVERS** – Approval of the following additional Red Lion Bus Company contracted bus/van drivers for the 2019-2020 school year:

- 1) Patty Mummert
- 2) Millard Yetter

POLICY BOARD ACTIONS REQUESTED:

- A. **SECOND READING** – Approval of a second reading for the following policies:
 - 1) Policy No. 204: PUPILS, Attendance
 - 2) Policy No. 220: PUPILS, Student Expression/Distribution and Posting of Materials
 - 3) Policy No. 913.4: COMMUNITY, Nonschool Organizations/Groups/Individuals

- B. **DESIGNATION OF VOTE FOR PSBA OFFICERS** – Approval for Mark Czapp, School Board Secretary, to register votes on behalf of the School Directors for election of the following PSBA Governing Board officers:
 - 1) Art Levinowitz, *President Elect*
 - 2) David Hein, *Vice President*
 - 3) Julie Preston, *Central At-Large*
 - 4) Tricia Steiner, *Section 7 Advisor*
 - 5) Kathy Swope and Mark Miller, *PSBA Insurance Trust, Trustees*
 - 6) Bethanne Zeigler, Crystal Mance and Jennifer Davidson, *School Board Secretaries Forum Steering Committee Trustees*

- C. **DONATIONS** – Acceptance of the following donation/grant in accordance with Board Policy No. 702, Gifts, Grants and Donations:
 - 1) A monetary donation in the amount of \$100.00 from Robert and Joan Whiteford to support the Future Farmers Club.

 - 2) A monetary grant award in the amount of \$1,000.00 from Aerospace Industries Association as a result of Intermediate School students’ placement in the top 10 of Team America Rocketry Challenge during the 2018-2019 school year.

PERSONNEL BOARD ACTIONS REQUESTED:

- A. **RESIGNATION** – Approval of the following resignation:
- 1) **Spring Grove Area High School Part-Time Guidance Secretary** – Holly DeFilippo, effective September 11, 2019, for personal reasons.
- B. **TRANSFERS** – Approval of the following transfers:
- 1) **Spring Grove Area School District Secretary to the Assistant Superintendent** – Adrienne Arnold, **from** Spring Grove Area School District Pupil Services Secretary **to** Spring Grove Area School District Secretary to the Assistant Superintendent, effective November 11, 2019. Compensation established at \$23.00 per hour for 8 hours per day, 260 days per year.
 - 2) **Spring Grove Area Middle School Attendance Secretary** – Tammy Galuppo, **from** Paradise Elementary Attendance Secretary **to** Spring Grove Area Middle School Attendance Secretary, effective September 24, 2019. Compensation established at the current hourly rate for 8 hours per day, 190 days per year.
- 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 Middle School English / Language Arts Long-Term Substitute** – Kathryn Shaffer, effective approximately September 12, 2019, through approximately March 16, 2020. Compensation established at Step 1 of the Bachelor's Schedule.
 - 2) **Spring Grove Area Middle School Special Education Long-Term Substitute** – Stephanie Brandon, effective approximately September 9, 2019 through approximately March 9, 2020. Compensation established at Step 1 of the Bachelor's Schedule.
- D. **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) Katie Richards
 - 2) Christina Wingert
- E. **CLASSIFIED SUBSTITUTES** – Approval of the following classified substitutes 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) Christine Chew
 - 2) Michael Gobrecht
 - 3) April Herbst
 - 4) Madison Rohrbaugh



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</i> <i>(approximately)</i>	<i>DATE LEAVE ENDS</i> <i>(approximately)</i>
Brittane Messersmith	SGE	Special Education	08/28/2019	11/20/2019
Lisa Gunnet	SGE	Library	10/08/2019	12/03/2019
Kaylyn Ford	High School	Business/Coop. Ed.	12/05/2019	03/05/2020

CURRICULUM BOARD ACTIONS REQUESTED:

- A. **TRIP REQUEST** – Approval for Daniel Brenner, High School Music Teacher, to accompany an eligible participant student at the National Association for Music Education All-National Honors Ensemble Festival in Orlando, Florida on November 7-10, 2019.

- B. **OVERNIGHT CONFERENCE REQUESTS** – Approval of the following overnight conferences:
 - 1) Kerry Henry, Elementary and Autism Special Education Supervisor, to attend and participate in the 2019-2020 Pennsylvania Fellowship Program for Special Education Leaders, in Pittsburgh, PA, on October 29, 2019 and February 4, 2020.

 - 2) Dr. George W. Ioannidis, Superintendent, to attend and present at the Professional Development Program Business Administrators’ Conference in State College, PA, November 6-7, 2019.

 - 3) Timothy Bupp, Elementary Music Teacher, to attend and present at the National Association for Music Education National Conference in Orlando, Florida, November 6-9, 2019.