

RED LION AREA BOARD OF SCHOOL DIRECTORS
AUGUST 15, 2013
TABLE OF CONTENTS

I.	Call to Order	
II.	Pledge of Allegiance	
III.	Approval of the Minutes	16-22
IV.	Presentation	
	A. Food Service Plans and Goals for 2013-14	
	B. Start of 2013-14 School Year	
V.	Board Member/Committee Reports	
VI.	Discussion Items	5
	A. General Obligation Bond Refinancing	
	B. 2013-14 Faculty Handbook	
	C. Revisions of Policies	
	D. Other Items/Public Comment	
VII.	Personnel	6-11
	A. Retirements (Motion Required)	
	B. Resignations (Motion Required)	
	C. Substitute Teachers (Motion Required)	
	D. Guest Teacher Substitutes (Motion Required)	
	E. Support Staff Substitutes (Motion Required)	
	F. Changes to Positions (Roll Call Vote)	
	G. Creation of Position (Roll Call Vote)	
	H. Change to Appointment (Roll Call Vote)	
	I. Correction to Elimination of Position (Roll Call Vote)	
	J. Request for an Extension for a Leave of Absence Without Pay (Roll Call Vote)	
	K. Request for an Extension for a Childrearing Leave of Absence (Roll Call Vote)	
	L. Transfers (Roll Call Vote)	
	M. Appointments (Roll Call Vote)	
VIII.	Conference Attendance Requests (Roll Call Vote)	11
IX.	Buildings & Grounds Usages (Motion Required)	11-13
X.	Other Business	13-14
	A. Approval of 2013-14 Red Lion Bus Company List of Approved Drivers (Roll Call Vote)	
	B. Approval of 2013-14 School Express List of Approved Drivers (Roll Call Vote)	
	C. Approval of Red Lion Bus Company Equipment (Roll Call Vote)	
	D. Approval of School Express Equipment (Roll Call Vote)	
	E. Approval of Revised Policies (Roll Call Vote)	
	F. Salary Adjustment (Roll Call Vote)	
	G. Action on Student Discipline (Roll Call Vote)	

H.	Approval of 2013-14 Faculty Handbook (Roll Call Vote)	
I.	Approval of Driver Education Fee (Roll Call Vote)	
J.	Approval of Graduation Requirements (Roll Call Vote)	
XI.	Finance	14
XII.	Future Agenda Items	15
XIII.	Other Materials Attached	15
XIV.	Announcements	15

RED LION AREA BOARD OF SCHOOL DIRECTORS
MEETING AGENDA
(SUBJECT TO CHANGE)
AUGUST 15, 2013
7:30 p.m.
EDUCATION CENTER BOARD ROOM

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of the Minutes 15-21
- IV. Presentation
 - A. Food Service Plans and Goals for 2013-14 – TONJA WHEELER and ERIN GRIFFIN
 - B. Start of 2013-14 School Year – AMY GLUSCO, KEVIN PETERS, and MARK SHUE
- V. Board Member/Committee Reports
- VI. Discussion Items 5
 - A. General Obligation Bond Refinancing – KEN PHILLIPS, RBC Capital Markets (See listing.)
 - B. 2013-14 Faculty Handbook – DR. SCOTT DEISLEY
 - C. Revisions of Policies – TERRY ROBINSON
 - 1. Policy #004, Membership
 - 2. Policy #005, Organization
 - 3. Policy #006, Meetings
 - 4. Policy #006.1, Attendance at Meetings Via Electronic Communication
 - D. Other Items/Public Comment

VII. Personnel

A. Retirements (Motion Required)

It is recommended the following retirements be approved:

Professional

1. KENDRA MCCABE as a full-time learning support teacher at Red Lion Area Senior High School effective immediately. She has been with the district 23 years.

Support Staff

1. JUDY HEINDEL as a full-time health room assistant at Clearview Elementary School effective September 6, 2013. She has been with the district 10 years.
2. TAMMY K. STOUGH as full-time cafeteria manager at Red Lion Area Junior High School effective August 23, 2013. She has been with the district 9 years.

Ratify

3. PEGGY STEWART as a part-time cafeteria/study hall assistant at Red Lion Area Junior High School effective the end of the 2012-13 school year. She has been with the district 8 years.

B. Resignations (Motion Required)

It is recommended the following resignations be accepted:

Support Staff

1. LYNETTE E. FISHER as full-time building secretary at Pleasant View Elementary School effective on or before August 23, 2013.
2. JENNIFER ECKMAN as a part-time building assistant at Pleasant View Elementary School effective immediately.
3. BETTY J. LEHR as a part-time cafeteria worker at Red Lion Area Senior High School effective immediately.
4. MELISSA L. HOYLE as full-time executive secretary at the Education Center effective August 23, 2013.

Ratify

5. CRYSTAL BORNMAN as part-time cafeteria worker at Larry J. Macaluso Elementary School effective June 6, 2013.

Extra-Curricular

1. KIRK RUFF as junior high/junior varsity football coach (7) effective immediately.
2. JAMI M. ZELGER as basketball cheerleading co-advisor (50%) effective immediately.

C. Substitute Teachers (Motion Required)

It is recommended the list of substitute teacher names be added to the Substitute Teacher List effective for the 2013-14 school year. (See listing.)

D. Guest Teacher Substitutes (Motion Required)

It is recommended the list of guest teacher names be added to the Substitute Teacher List effective for the 2013-14 school year. (See listing.)

E. Support Staff Substitutes (Motion Required)

It is recommended the following support staff substitutes be approved:

1. KATHLEEN ILYES, 1854 Ebony Drive, York, PA 17402, Building Assistant, Clerical, Personal Assistant
2. JUDY HEINDEL, 339 Winners Circle Drive, Red Lion, PA 17356, Health Room Nursing Assistant and Clerical
3. HEIDI QUERRY, 4735 Fake Road, York, PA 17406, Building Assistant, Cafeteria/Study Hall, Personal Assistant, Cafeteria, Clerical
4. LOLITA J. BORTNER, 1132 Delta Road, Red Lion, PA 17356, Cafeteria and Clerical
5. GLENDA E. DELLINGER, 3039 Faith Lane, Red Lion, PA 17356, Health Room Nursing Assistant and Clerical
6. TERRI L. KLINEFELTER, 215 Kendale Road, Red Lion, PA 17356, Cafeteria

F. Changes to Positions (Roll Call Vote)

It is recommended the following changes to positions be approved:

Professional

1. One (1) full-time English teacher to one (1) part-time (50%) English teacher and part-time (50%) instructional coach.

Support Staff

1. One (1) classroom assistant position, 4.75 hours per day to one (1) personal assistant paraprofessional position, 3 hours per day.

Support Staff Clarification

1. One (1) part-time personal assistant paraprofessional, 4.75 hours per day during the school term, to one (1) full-time personal assistant paraprofessional, 6 hours per day personal during the school term, for the 2013-14 school year. KATHI LEIGHT will remain in this position.

G. Creation of Position (Roll Call Vote)

It is recommended the following position be created:

Professional

One (1) Instructional Coach position. (See attached job description.)

H. Changes to Appointments (Roll Call Vote)

Senior High Department Representative

1. It is recommended the previously approved Senior High School Business Department Head appointment be changed to the Senior High Business Department Representative. SHERRY CLEARY will remain in this position.
2. It is recommended the previously approved Senior High School Math Department Head appointment be changed to the Senior High Math Department Representative. DAVID HIVELY will remain in this position.
3. It is recommended the previously approved Senior High School Guidance Department Head appointment be changed to the Senior High Guidance Department Representative. KATHY MOSER will remain in this position.

I. Correction to Elimination of Position (Roll Call Vote)

Support Staff

It is recommended the correction of the elimination of one full-time executive secretary to the assistant superintendent position, to the elimination of one full-time administrative secretary to the Supervisor of Curriculum & Instruction position, be approved. This is due to the change of the position for the executive secretary to the assistant superintendent and Melissa Hoyle's transfer into that position.

J. Request for an Extension for a Leave of Absence Without Pay (Roll Call Vote)

It is recommended the following request for an extension for a leave of absence without pay be approved:

Professional

1. JILL A. BUHLER, elementary guidance counselor at Locust Grove Elementary School, from the end of the 2012-13 school year through September 27, 2013.

K. Request for an Extension for a Childrearing Leave of Absence (Roll Call Vote)

It is recommended the following request for an extension for a childrearing leave of absence:

Professional

1. KATHLEEN B. BOWSER, grade 1 teacher at Pleasant View Elementary School, from the end of the first marking period of the 2013-14 school year to the end of the 2013-14 school year.

L. Transfers (Roll Call Vote)

It is recommended the following transfers be approved:

Support Staff

1. CASSANDRA L. CRUSSE, 4140 Woodlyn Terrance, York, PA 17402 from full-time personal assistant paraprofessional at Pleasant View Elementary School, 6 hours per day, during the school term to part-time reading remediation paraprofessional, 4.75 hours per day, during the school term at the rate established for the position effective July 22, 2013. This is due to the resignation of Kelly Smith. (Present placement: Red Lion Area Junior High School)
2. REBECCA J. INNERST, 2484 Innerst Road, Red Lion, PA 17356 from part-time classroom assistant at North Hopewell-Winterstown Elementary School, 4.75 hours per day, during the school term to full-time building assistant, 5.5 hours per day, during the school term at the rate established for the position effective August 21, 2013. This is due to the retirement of Karen Jacoby. (Present placement: Windsor Manor Elementary School)
3. TRACI G. RIDDLE, 223 Larty Drive, Red Lion, PA 17356 from part-time building assistant at Locust Grove Elementary School, 4.75 hours per day, during the school term to full-time administrative elementary secretary, 8 hours per day, 215 days per year at the rate established for the position effective August 19, 2013. This is due to the resignation of Lynette Fisher. (Present placement: Larry J. Macaluso Elementary School)
4. JILL L. JOHN, 144 First Avenue, Red Lion, PA 17356 from part-time cafeteria worker at Red Lion Area Senior High School, 3.5 hours per day, during the school term to part-time cafeteria worker, 4.5 hours per day, during the school term at the rate established for the position effective August 21, 2013. This is due to the resignation of Beverly Hershner. (Present placement: Red Lion Area Senior High School)
5. HOWARD E. CLEVER, 650 Gebhart Road, Windsor, PA 17366 from part-time cafeteria worker at Larry J. Macaluso Elementary School, 3.5 hours per day, during the school term to part-time cafeteria worker at Larry J. Macaluso Elementary School, 4.5 hours per day, during the school term at the rate established for the position effective August 21, 2013. This is due to the resignation of Cleopatra Dillard. (Present placement: Larry J. Macaluso Elementary School)

M. Appointments (Roll Call Vote)

It is recommended the following appointments be approved:

Administrative

1. KATHERINE L. HEINTZELMAN, 603 Merchants Square, Lancaster, PA 17601 as Director of Human Resources at the agreed upon salary for the position effective August 19, 2013. This is a twelve month position and is due to the resignation of Troy Fisher.

Professional

1. JILL S. KLING, 10 Poplar Lane, Mount Wolf, PA 17347 as a part-time (50%) regular professional English teacher at Red Lion Area Senior High School and part-time (50%) instructional coach on step 6 of the salary scale with a Master's Degree plus 30 credits and nine years of credited experience at the negotiated salary for the position beginning August 21, 2013. This is due to the resignation of Rebecca Thiegis.
2. RYAN C. SMALL, 580 Gary Drive, Dallastown, PA 17313 as a part-time temporary professional English teacher at Red Lion Area Senior High School on step 1 of the salary scale with a Bachelor's Degree and 0 years of credited experience at the negotiated salary for the position (pro-rated) beginning August 21, 2013, pending receipt of PA teaching certificate and current Acts 34, 151, and FBI fingerprint clearances. This is due to the transfer of Kimberly Allen to a full-time position.
3. GREGORY W. LEE, 31 Ridgeview Road, Seven Valleys, PA 17360 as a full-time substitute English teacher at Red Lion Area Senior High School on step 1 of the salary scale with a Bachelor's Degree and 0 years of credited experience at the negotiated salary for the position (pro-rated), beginning August 21, 2013 through November 11, 2013, pending receipt of current Acts 34, 151, and FBI fingerprint clearances. This is due to the family medical leave of Martha Yoder.

Support Staff

1. DEBRA A. BROWN, 7481 Reynolds Mill Road, Seven Valleys, PA 17360 as a full-time cafeteria manager, union exempt, 7 hours per day, during the school year plus 2 weeks summer camps at the rate established for the position effective August 20, 2013 pending receipt of current Acts 34, 151, and FBI fingerprint clearances. This is due to the retirement of Mary Tolley. (Present placement: Red Lion Area Senior High School)
2. KRISTEN M. RAYNOR, 53 Maidstone Avenue, Felton, PA 17322 as a part-time cafeteria worker, 3.5 hours per day, during the school term at the rate established for the position effective August 21, 2013. This is due to the transfer of Howard Clever. (Present placement: Larry J. Macaluso Elementary School.)

Extra-Curricular

1. JEFFREY K. MENTZER, 1240 Cranberry Lane West, York, PA 17402 as junior high/junior varsity football coach (7) at the negotiated salary for the position effective for the 2013-14 school year.
2. ERIC F. NAZARENUS, 239 Sunset Circle, Red Lion, PA 17356 as junior high/junior varsity football coach (7) (50% split position) at the negotiated salary for the position effective for the 2013-14 school year.
3. MICHAEL W. JANSEN, 930 Burkholder Road, Red Lion, PA 17356 as an unpaid soccer coach effective immediately.
4. MICAH J. WORKINGER, 900 Placid Drive, York, PA 7402 as an unpaid junior high football volunteer (7) effective immediately.

Athletic Intern

1. JAKE C. BENEKE, 404 Bayshore Drive, Ocean City, MD 21842 as an unpaid athletic intern for the 2013-14 school year.
2. JACOB G. ROUPE, 952 Mt. Olivet Church Road, Fawn Grove, PA 17321 as an unpaid athletic intern for the 2013-14 school year.

York Adams Tax Bureau/Tax Collection Committee Representative

It is recommended TONJA WHEELER, Assistant Business Manager, be appointed to complete the one year term as the Red Lion Area School District representative to the York Adams Tax Bureau's Board of Directors and the York County's Tax Collection Committee ending December 31, 2013.

Lincoln Benefit Trust Alternate Board Trustee

It is recommended ERIN IRVING, teacher at Larry J. Macaluso Elementary School, be appointed as a Lincoln Benefit Trust alternate representative for Cindy Norton, who represents the teaching staff.

VIII. Conference Attendance Requests (Roll Call Vote)

Ratify

- A. KRISTA ANTONIS to attend "JKM: Safe Crisis Management" in Atlantic City, New Jersey from Thursday August 1, 2013 through Friday, August 2, 2013 and "Teachscape Train the Trainer" in Lancaster, PA on Monday, August 12, 2013.

IX. Building and Grounds Usages (Motion Required)

- A. The Red Lion Football Booster Club requests permission to use the North Hopewell-Winterstown Elementary School field and the Locust Grove Elementary School field on Tuesday, August 20, 2013 and Saturday, November 2, 2013 from 5:00 p.m. to 9:00 p.m. for Red Lion Youth Football. Also requested is the Red Lion Area Senior High School practice field on Tuesday, August 20, 2013 from 5:00 p.m. to 9:00 p.m. for Red Lion Youth Football.

- B. The Pleasant View Elementary School P.T.O. requests permission to use the Pleasant View Elementary School cafeteria and all purpose room on Thursday, September 26, 2013 from 6:00 p.m. to 8:00 p.m. for Book Bingo. A custodian will be on duty for security purposes. Also requested is the Pleasant View Elementary School LGI room on Friday, December 6, 2013 from 9:00 p.m. for a book fair. A custodian will be on duty for security purposes.
- C. The Red Lion Recreation Commission requests permission to use the Red Lion Area Junior High School field #10 on Saturday, October 12, 2013 from 1:00 p.m. to 4:00 p.m. for a lacrosse clinic.
- D. The Chanceford Township Recreation Commission requests permission to use the Clearview Elementary School gymnasium on Mondays and Thursdays, September 5, 2013 through May 22, 2014 from 7:30 p.m. to 9:00 p.m. for volleyball. A custodian will be on duty for security purposes.
- E. The Red Lion Cheerleading Booster Club requests permission to use the Red Lion Area Senior High School cafeteria on Tuesday, September 24, 2013 from 5:00 p.m. to 6:00 p.m. for a fundraiser drop-off. Also requested is the Red Lion Area Senior High School cafeteria on Tuesday, October 22, 2013 from 5:00 p.m. to 6:00 p.m. for a fundraiser pick-up. Also requested is the Red Lion Area Senior High School cafeteria on Monday, November 25, 2013 from 5:00 p.m. to 6:00 p.m. for a fundraiser pick-up. A custodian will be on duty for security purposes.
- F. The Red Lion Recreation Commission requests permission to use the Red Lion Area Junior High School baseball field on Saturdays, August 17, 2013 through November 2, 2013 from 9:00 a.m. to 6:00 p.m. for fall baseball. Also requested is the Red Lion Area Junior High School baseball field on Sundays, August 18, 2013 through November 3, 2013 from 12:00 p.m. to 6:00 p.m. for fall baseball.
- G. The Red Lion Cheerleading Booster Club requests permission to use the Red Lion Area Junior High School cafetorium on Sunday, November 10, 2013 from 1:00 p.m. to 6:00 p.m. for a football cheerleading banquet. A custodian will be on duty for security purposes.
- H. The North Hopewell-Winterstown Elementary P.T.O. requests permission to use the North Hopewell-Winterstown Elementary School library on Wednesdays, August 28, 2013 through October 23, 2013 and January 22, 2014 through April 23, 2014 from 6:00 p.m. to 8:00 p.m. for P.T.O. meetings. A custodian will be on duty for security purposes.
- I. The Girl Scouts of America request permission to use the Larry J. Macaluso Elementary School classroom on Monday, August 19, 2013 from 6:00 p.m. to 8:00 p.m. for Girl Scout recruitment. A custodian will be on duty for security purposes.

Ratify

- J. The Red Lion Athletics Department requests permission to use the Red Lion Area Senior High School auditorium on Monday, July 31, 2013 from 6:00 p.m. to 7:00 p.m. for a football parent meeting.
- K. The Red Lion Football Booster Club requests permission to use the Red Lion Area Senior High School practice football field on Tuesday, August 6, 2013 and Thursday, August 8, 2013 from 5:00 to 9:00 p.m. for Red Lion Youth Football.

- L. The Red Lion Recreation Commission requests permission to use the Red Lion Area Junior High School baseball field from Monday, August 12, 2013 through Friday, August 16, 2013 for fall baseball.

X. Other Business

- A. Approval of 2013-14 Red Lion Bus Company List of Approved Drivers
(Roll Call Vote)

It is recommended the 2013-14 Red Lion Bus Company list of approved drivers be approved for the 2013-14 school year. (See attached.)

- B. Approval of 2013-14 School Express List of Approved Drivers
(Roll Call Vote)

It is recommended the 2013-14 School Express list of approved drivers be approved for the 2013-14 school year. (See attached.)

- C. Approval of 2013-14 Red Lion Bus Company Equipment (Roll Call Vote)

It is recommended that the Red Lion Bus Company equipment be approved for the 2013-14 school year. (See attached.)

- D. Approval of 2013-14 School Express Equipment

It is recommended that the School Express equipment be approved for the 2013-14 school year. (See attached.)

- E. Approval of Revised Policies (Roll Call Vote)

It is recommended the following revised policies be approved:

1. Policy #001, Name and Classification
2. Policy #002, Authority and Powers
3. Policy #003, Functions
4. Policy #004.1, Student Representative
5. Policy #007, Policy Manual Access
6. Policy #808, Food Services
7. Policy #808.1, Student Meal Charge Accounts
8. Policy #903, Public Participation

- F. Salary Adjustment (Roll Call Vote)

It is recommended the salary for TIMOTHY SMITH, assistant elementary principal at Larry J. Macaluso Elementary School, be adjusted effective September 2, 2013.

- G. Action on Student Discipline (Roll Call Vote)

Ratify

It is recommended the July 31, 2013 student discipline action regarding an 11th grade student at Red Lion Area Senior High School be approved.

- H. Approval of 2013-14 Faculty Handbook (Roll Call Vote)

It is recommended the 2013-14 Faculty Handbook be approved. (See attached.)

I. Approval of Driver Education Fee (Roll Call Vote)

It is recommended the Driver's Education fee (driving portion only) be increased from \$250.00 to \$300.00. An additional \$50.00 fee will be charged for the in-class instruction when scheduled outside of the regular school day.

J. Approval of Graduation Requirements (Roll Call Vote)

It is recommended the graduation requirements be approved effective for the class of 2014. (See attached.)

XI. Finance

A. Treasurer's Report (Roll Call Vote)

B. Budget Transfers (Roll Call Vote)

There are none.

C. School Depositories Report (Roll Call Vote)

D. Cash Receipts (No Action Required)

E. Expenditures (Roll Call Vote)

1. Cafeteria
2. General

F. Allied Finance Report (Roll Call Vote)

1. Junior High School
2. Senior High School

G. Adult Education Report (Roll Call Vote)

XII. Future Agenda Items

- A. District Update
- B. Construction Projects and Summer Maintenance Update
- C. Project PRIDE
- D. Habitat for Humanity Project

XIII. Other Materials Attached

- A. Reports of Conference Attendance
- B. Dawn's Early Light (Board Members Only)
- C. Personnel Materials (Board Members Only)

XIV. Announcements

- A. **THURSDAY, SEPTEMBER 5, 2013** – Next Regular Meeting, Education Center, 7:30 p.m.