

REGULAR VOTING MEETING

of the Spring Grove Area School District Board of School Directors

Monday, March 27, 2023, 7:00 PM

Spring Grove Area Middle School, 244 Old Hanover Road, Spring Grove, PA

VOTING MEETING AGENDA

- I. **Call To Order** RACHEL ROHRBAUGH
- 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:
 - March 13, 2023, to discuss personnel, real estate, and confidential student matters
- II. **Welcome Visitors: Formal and Informal requests to address the Board**
- Jerry Mascaro, Spring Grove Music Boosters
- III. **Board and Administration Response to Public Comment**
- IV. **Superintendent's Report** DR. GEORGE IOANNIDIS
- V. **Student Representative's Report** TRENTON LEGGETT
- VI. **Correspondence** RACHEL ROHRBAUGH
- VII. **Legislative Update** DR. GEORGE IOANNIDIS
- VIII. **York County School of Technology** DAVE TRETTEL
- IX. **York Adams Academy** KAREN BAUM
- X. **Special Committee Reports** *(as needed)*
- LIU#12 Building Authority – *Bill Stiles*
- XI. **Approval of Minutes:** *(motion and second needed, voice vote)*
- February 27, 2023 – Regular Voting Meeting
 - March 13, 2023 – Voting Meeting
 - March 13, 2023 – Directors' Study Forum



- XII. **Treasurer's Report** (*motion and second needed, roll call vote*) DOUG WHITE
- Month Ending February 28, 2023
- XIII. **Departmental Reports/Board Action Requests** (*motion and second needed, roll call vote*)
- **BUSINESS/FINANCE REPORTS**
 - Budget and Finance DOUG WHITE
 - Buildings and Grounds DOUG WHITE
 - Transportation MICHAEL RITZ
 - **MANAGEMENT REPORTS**
 - Policy KAREN BAUM
 - Personnel DOUG STEIN
 - **PROGRAM REPORTS**
 - Curriculum NICOLE WILSON
- XIV. **Adjournment** (*motion and second needed, voice vote*)

TREASURER'S REPORT FOR THE MONTH ENDING February 28, 2023

GENERAL FUND - CHECKING

<u>Balance 1/31/2023</u>		\$ 2,436,884.01		\$ 2,436,884.01
<u>Receipts</u>				
	Total Receipts (as per attached)	\$ 3,847,745.44		
	Transfer from PLGIT	\$ 5,000,000.00		
	Cleared Deposits (Including Prior Months)		\$ 8,843,591.66	\$ 8,843,591.66
<u>Expenditures</u>				
	Paid bills through end of month	\$ 6,920,352.51		
	Transfer to PLGIT			
	Voided Checks	\$ -		
		\$ 6,920,352.51		
	Cleared Expenses (Including Prior Months)		\$ 6,863,565.34	\$ 6,863,565.34
<u>Balance 2/28/2023</u>				
	ACNB (.60%)			\$ 4,416,910.33

GENERAL FUND - INVESTMENTS

<u>Balance 2/28/2023</u>				
	PLGIT Plus (4.47%)	\$ 5,061,391.13		
	PLGIT Term	\$ -		
		\$ 5,061,391.13		
	PSDLAF - Max (4.391%)	\$ 6,326,632.70		
	PSDLAF - Full Flex Pool (4.500%)	\$ 1,066,199.78		
	PSDLAF - Full Flex Pool (4.530%)	\$ 3,067,759.78		
	PSDLAF - Treasury Bill (3.781%)	\$ 4,907,966.53		
	PSDLAF - Treasury Bill (4.690%)	\$ 1,954,297.78		
	PSDLAF TOTAL	\$ 17,322,856.57		
	INVESTMENT TOTAL		\$ 22,384,247.70	\$ 22,384,247.70
	GENERAL FUND - TOTAL			\$ 26,801,158.03

NUTRITION SERVICES FUND

<u>Balance 1/31/2023</u>		\$ 1,338,186.51		\$ 1,338,186.51
<u>Receipts</u>				
	Total Receipts (as per attached)	\$ 409,393.44		
	Cleared Deposits (Including Prior Months)		\$ 412,382.41	\$ 412,382.41
<u>Expenditures</u>				
	Paid bills through end of month	\$ 412,839.92		
	Voided Checks	\$ -		
		\$ 412,839.92		
	Cleared Expenses (Including Prior Months)		\$ 146,352.03	\$ 146,352.03
<u>Balance 2/28/2023</u>				
	ACNB (.60%)			\$ 1,604,216.89
	NUTRITION SERVICES FUND TOTAL			\$ 1,604,216.89

CAPITAL RESERVE FUND

<u>Balance 1/31/2023</u>		\$ 1,134,864.84		\$ 1,134,864.84
<u>Receipts</u>				
	Transfer from General Fund	\$ -		
	Interest	\$ 480.36		
	Cleared Deposits (Including Prior Months)		\$ 480.36	\$ 480.36
<u>Expenditures</u>				
	Paid bills through end of month	\$ 170,755.00		
	Voided Checks	\$ -		
		\$ 170,755.00		
	Cleared Expenses (Including Prior Months)		\$ 170,755.00	\$ 170,755.00
<u>Balance 2/28/2023</u>				
	ACNB (.60%)			\$ 964,590.20
CAPITAL RESERVE INVESTMENTS				
	PSDLAF PSDMAX (4.391%)	\$ 563,632.28		\$ 563,632.28
	CAPITAL RESERVE TOTAL			\$ 1,528,222.48

Invoices presented for Board approval

				\$ 170,755.00
	A.G. Mauro Company		\$ 170,755.00	

STUDENT ACTIVITY FUNDS

<u>Balance 2/28/2023</u>				
	Elementaries	\$ 6,294.89		
	Intermediate School	\$ 8,639.93		
	Middle School	\$ 6,860.41		
	High School	\$ 118,920.50		
	STUDENT ACTIVITY FUNDS-TOTAL			\$ 140,715.73



BUDGET AND FINANCE BOARD ACTIONS REQUESTED:

- A. **ACCOUNTS PAYABLE LISTS** – Approval of the Accounts Payable lists as presented.

- B. **WAIVER OF REAL ESTATE TAXES REQUEST** – Approval to waive school real estate delinquent taxes due in the amount of \$15,532.06, for a unoccupied property located at 22 York Street in Jefferson Borough, parcel ID number 73-0000-02-0057.00-00000 scheduled for sheriff sale, until such time as the Borough may obtain the property and have the deed properly transferred and deeded to Jefferson Borough.

- C. **MANAGED PRINT/COPY SERVICES AGREEMENT WITH DOCEO** – Approval to enter into a five-year lease agreement with Doceo for print and copy hardware and managed print and copy services according to the attached contract, beginning July 1, 2023, at a cost not to exceed \$3,600.00 month.



BUILDINGS AND GROUNDS BOARD ACTIONS REQUESTED:

- A. **PAPERMAKER STADIUM SCOREBOARD** – Approval to contract with WatchFire for purchase and installation of a fully digital 16’ x 35’ 10 mm full digital scoreboard, with video software, play clocks, and High School Live Stream camera capability (among other features), at the High School Papermakers Stadium for the purchase price of \$308,202.00.

- B. **CRABTREE, ROHRBAUGH & ASSOCIATES AGREEMENT** – Approval to enter into contract with Crabtree, Rohrbaugh & Associates, Inc., for architectural services outlined in the attached agreement for continuation with designing and laying out options related to the proposed Maintenance Facility and secondary access roads at the High School and Spring Grove Elementary, at a fee not to exceed 5.75% of the total costs for each/all of the projects.

- C. **YMCA ADDENDUM TO AGREEMENT OF SALE** – Approval of the attached Addendum to the Agreement of Sale of the former educational building located at 1472 Roth’s Church Road, Spring Grove, to the Young Men’s Christian Association (YMCA) of York and York County, to amend the buyer’s name to YMCA of the Roses and further define the property and sale contingencies.



BUILDINGS AND GROUNDS / FOR INFORMATION ONLY:

A. MANDATED BUILDING FIRE DRILLS / FEBRUARY

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
New Salem Elementary	02/08/2023	1	53
Paradise Elementary	02/23/2023	1	12
Spring Grove Elementary	02/28/2023	2	22
Spring Grove Area Intermediate School	02/23/2023	2	04
Spring Grove Area Middle School	02/08/2023	2	23
Spring Grove Area High School	02/08/2023	4	27



SPRING GROVE AREA SCHOOL DISTRICT
Spring Grove, Pennsylvania

TO: Board of School Directors

FROM: Dr. George W. Ioannidis, Superintendent

PREPARED BY: Bill Stiles, Facilities Services Manager
Chris Enck, District Technology Coordinator
Jeff Laux, Student Athletic Coordinator

DATE: March 22, 2023

SUBJECT: Papermakers Stadium Scoreboard

This memorandum is an update to board members concerning the purchase of a new scoreboard at Papermakers Stadium. As presented at the March 13th Directors' Study Forum, the team received quotes from five vendors with options for one-to-one replacement, partial digital/partial static, full digital, and full digital with modified structure for consideration. At the conclusion of the presentation, Board consensus was to pursue a large format, full digital scoreboard. Demonstration and site evaluation requests went out to two qualified vendors: WatchFire and NEVCO.

The team visited Cumberland Valley High School to get a demonstration of the WatchFire Scoreboard. The Cumberland Valley tour and presentation went very well. They have been extremely happy with WatchFire and the support that Strickler Signs has given them. District Livestream Advisor, Steve Richards, accompanied the team on the visit, where he applied much of our existing equipment in the press box. The overall experience was favorable.

NEVCO did not respond to us with an example site. NEVCO was offered the option to do a virtual software demonstration. That experience did not go very well.

Additionally, Watchfire and Strickler Signs did not have an issue with the delivery and installation requirements we requested. NEVCO was very hesitant to commit to our schedule.

After consideration of the two vendors, it is the recommendation of the administrative team that the School Board consider approval to move forward with Watchfire/Strickler Signs and purchase a 16' x 35' 10mm full digital scoreboard, to include a Spring Grove or Papermakers Stadium header and a lighted panel that could be used for a field sponsor, at a total purchase price not to exceed \$308,202.00. The 10mm will look impressive in the stadium. This option has been included with board actions requested at the March 27th regular voting meeting.

The next suitable alternative for consideration would be WatchFire's 16mm product at \$278,680.10. The 16mm would look acceptable in the stadium. This option could take the place of the recommended action for consideration of approval during the March 27th meeting. Please note that the difference between the 10mm and 16mm products is the resolution (the lower number indicates a higher resolution that equates to a sharper image on the screen).

Please feel free to reach out to me with any questions or concerns prior to the March 27th voting meeting so that responses can be shared at the meeting prior to the vote. Moving forward, the team will continue to work with Stephanie Kennedy on advertising opportunities and field sponsors.



TRANSPORTATION BOARD ACTIONS REQUESTED:

A. **2022-2023 KRISE BUS/VAN DRIVER** – Approval of the following additional contracted Krise Bus Company Bus/Van Driver for the 2022-2023 school year in accordance with the pupil transportation state regulations as set forth in 22 Pa Code 23.4:

- 1) Kelsey Ruhlman
- 2) Ronald Zinn

POLICY BOARD ACTIONS REQUESTED:

- A. **FIRST READING** – Approval of a first reading for the following policy:
 - 1) Revisions to Policy 827: Conflict of Interest

- B. **SECOND READING** – Approval of a second reading for the following policy:
 - 2) Revisions to Policy 218: Student Discipline

- C. **DONATIONS** – Acceptance of the following donations/grants in accordance with Board Policy No. 702, Gifts, Grants and Donations:
 - 1) A monetary grant in the amount of \$950.00 from the York County Alliance for Learning (YCAL) in support of the Spring Grove Area High School’s Tech Club.
 - 2) A monetary donation in the amount of \$100.00 from Margaret Schlichter in support of the District’s Weekend Backpack Program.
 - 3) A monetary donation in the amount of \$100.00 from Carole Smith in support of the District’s Weekend Backpack Program.
 - 4) A monetary donation in the amount of \$100.00 from Mickey Quinn of Edward Jones in support of the Student Launch Initiative.
 - 5) A monetary donation in the amount of \$500.00 from Hanover Toyota to support the High School’s Fishing Club.
 - 6) A monetary donation in the amount of \$150.00 from the Spring Grove Lions Club in support of the High School’s Mountain Biking Club.



FOR INFORMATION ONLY:

BUILDINGS & GROUNDS BOARD COMMITTEE CHANGE – Doug White has been named Board Buildings & Grounds Committee Chairperson in place of Benjamin Ramsay.



Book	Policy Manual
Section	800 Operations
Title	Conflict of Interest
Code	827
Status	First Reading
Adopted	June 20, 2016

Purpose

This policy will affirm standards of conduct established to ensure that Board members and public employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Definitions

Confidential information will mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information. [\[1\]](#)

Conflict or Conflict of interest will mean use by a Board member or district employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, 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 Board member or district employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. [\[1\]](#)

De minimis economic impact will mean an economic consequence which has an insignificant effect. [\[1\]](#)

Financial interest will mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness. [\[1\]](#)

Honorarium will mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact. [\[1\]](#)

Immediate family will mean a parent, spouse, child, brother, or sister. [\[1\]](#)

Business partner will mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Public Employee will mean any individual employed by the district who is responsible for taking or recommending official action of a nonministerial nature with regard to: (1) contracting or procurement; (2) administering or monitoring grants or subsidies; (3) planning or zoning; (4) inspecting, licensing, regulating, or auditing any person; or (5) any other activity where the official action has an economic impact of greater than a de minimis nature on the interests of any person. The term shall not include individuals who are employed by the district in teaching as distinguished from administrative duties. As used in this policy, the word "employee" shall refer to this definition of "public employee."

Delegation of Responsibility

Each employee and Board member will be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and district employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

Guidelines

All Board members and employees will be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training will be provided to designated individuals.

Disclosure of Financial Interests

No Board member will be allowed to take the oath of office or enter or continue upon his/her duties, nor will s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.[2]

The district solicitor and designated district employees will file a statement of financial interests as required by law and regulations.[3][4]

Standards of Conduct

The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.[5]

No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[5]

The district will not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee will not have any supervisory or overall responsibility for the implementation or administration of the contract.[1]

When advertised formal bidding is not required or used, an open and public process will include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Board member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest will abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record as required by law.[1]

No public official or public employee will accept an honorarium.[1]

Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy.[5]

Improper Influence

No person will offer or give to a Board member, employee or nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[1]

No Board member, employee or nominee or candidate for the Board will solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, employee or nominee or candidate that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[1]

Organizational Conflicts

Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[5]

In the event of a potential organizational conflict, the potential conflict will be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this will not disqualify the related organization; however, the following measures will be applied:

1. The organizational relationship will be disclosed as part of any notices to potential contractors;

2. Any district employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;

3. A competitive bid, quote or other basis of valuation is considered; and

4. The Board has determined that contracting with the related organization is in the best interests of the program involved.
Reporting

Any perceived conflict of interest that is detected or suspected by any employee or third party will be reported to the Superintendent or designee. If the Superintendent or designee is the subject of the perceived conflict of interest, the employee or third party will report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party will be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party will report the incident to the Superintendent or designee, who will report the incident to the solicitor.

No reprisals or retaliation will occur as a result of good faith reports of conflicts of interest.

Investigation

Investigations based on reports of perceived violations of this policy will comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated will be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation will be reported to the federal awarding agency in accordance with that agency's policies and/or the Pennsylvania State Ethics Commission.

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district will take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff will document the corrective action taken and, when not prohibited by law, inform the complainant **in writing**.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions will be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.[6]

Legal

[1. 65 Pa. C.S.A. 1101 et seq](#)

2. Pol. 004

[3. 51 PA Code 15.2](#)

[4. 65 Pa. C.S.A. 1104](#)

[5. 2 CFR 200.318](#)

6. Pol. 317

Pol. 011

Pol. 319

Pol. 609

Pol. 702



Book	Policy Manual
Section	200 Pupils
Title	Student Discipline
Code	218
Status	Second Reading
Adopted	February 25, 1981
Last Revised	March 27, 2023
Prior Revised Dates	9/24/2007

Purpose

The Board recognizes that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the district.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board will adopt a Code of Student Conduct to govern student discipline and students will not be subject to disciplinary action because of race, color, national origin, sex, disability, religion, genetic information, or age.

Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, the Code of Student Conduct and district rules and regulations.[\[11\]](#)

Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.[\[12\]](#)

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy.[\[7\]](#)[\[12\]](#)

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[5\]](#)[\[7\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

On and Off-Campus Activities

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation ("on-campus"). This policy and the Code of Student Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:[\[3\]](#)

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;

4. The conduct involves the theft or vandalism of school property; or
5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

Delegation of Responsibility

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be included in student handbooks and on the district website.^[1]^[8]

The building principal shall have the authority to assign discipline to students, subject to Board policies, administrative regulations, the Code of Student Conduct and school rules, and to the student's due process right to notice, hearing, and appeal.^[7]^[12]^[17]^[18]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others, in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules.^[17]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.^[11]

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.^[19]^[20]^[21]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.^[16]^[19]^[20]^[22]^[23]^[24]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.^[16]^[19]^[25]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.^[16]^[20]^[26]^[27]^[28]^[29]

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.^[30]^[31]

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

[1. 22 PA Code 12.3](#)

[2. 22 PA Code 12.4](#)

[3. 24 P.S. 510](#)

4. Pol. 103

5. Pol. 103.1

[6. 22 PA Code 12.2](#)

7. Pol. 113.1

8. Pol. 235

9. Pol. 832

10. Pol. 146.1

[11. 22 PA Code 12.5](#)

12. Pol. 233

[13. 22 PA Code 10.23](#)

[14. 20 U.S.C. 1400 et seq](#)

15. Pol. 113.2

16. Pol. 805.1

[17. 24 P.S. 1317](#)

[18. 24 P.S. 1318](#)

[19. 22 PA Code 10.2](#)

[20. 24 P.S. 1303-A](#)

[21. 35 P.S. 780-102](#)

[22. 22 PA Code 10.21](#)

[23. 22 PA Code 10.22](#)

[24. 24 P.S. 1302.1-A](#)

[25. 22 PA Code 10.25](#)

26. Pol. 218.1

27. Pol. 218.2

28. Pol. 222

29. Pol. 227

[30. 24 P.S. 1302-E](#)

31. Pol. 236.1

[20 U.S.C. 7114](#)

[22 PA Code 12.1 et seq](#)

[22 PA Code 403.1](#)

[34 CFR Part 300](#)

Mahanoy Area School District v. B.L., 594 U.S. _____ (2021)

Pol. 122

Pol. 123

Pol. 805

2023 Committees of the Board of School Directors

<u>Business/Finance Committees:</u>	<u>Program/Management Committee</u>	
<u>Budget & Finance</u> Ben Ramsay Michael Ritz Rodney Shearer *Doug White	<u>(Program) Athletics/Music</u> Karen Baum Doug Stein *Dave Trettel Nicole Wilson	<u>Student Disciplinary Committee</u> Rachel Rohrbaugh Doug Stein* Dave Trettel Doug White Nicole Wilson
<u>Buildings & Grounds</u> Ben Ramsay Michael Ritz Rachel Rohrbaugh *Doug White	<u>(Program) Curriculum</u> Karen Baum Doug Stein Dave Trettel *Nicole Wilson	<u>Negotiating Committee</u> Ben Ramsay *Rachel Rohrbaugh Dave Trettel Nicole Wilson
<u>Cafeteria</u> *Ben Ramsay Michael Ritz Rodney Shearer Doug White	<u>(Management) Personnel</u> Karen Baum *Doug Stein Dave Trettel Nicole Wilson	<p><i>*Indicates chairperson for committee topic.</i></p> <p><i>Four Board members for each committee.</i></p> <p><i>Board President/Superintendent are ex-officio members of EACH committee.</i></p>
<u>Transportation</u> Ben Ramsay *Michael Ritz Rodney Shearer Doug White	<u>(Management) Policy</u> *Karen Baum Doug Stein Dave Trettel Nicole Wilson	
<u>York County School of Technology Operating Committee</u> <i>(3-year term: eff. 1/1/21 / exp. 12/31/23)</i> Dave Trettel – <i>Joint Board Member</i> Rodney Shearer – <i>Alternate</i>	<u>York County School of Technology Building Authority</u> <i>(5-year term: eff. 1/1/20 / exp. 12/31/24)</i> Doug White – <i>Joint Board Member</i> <i>(No Alternate Recognized)</i>	<u>York Adams Academy Joint Advisory Board of Directors</u> <i>(1-year term – renew JUNE of each year)</i> Karen Baum

 **Spring Grove Area School District**
2023 Committees of the Board of School Directors

<p><u>Lincoln Intermediate Unit #12 Board of Directors</u> <i>SGASD Representation shared with West York</i></p> <p><i>(D. White served partial 3-year term: eff. 7/1/21-8/31/22; remainder of term served by W. York through 6/30/24)</i></p>	<p><u>Lincoln Intermediate Unit #12 Building Authority</u> <i>(5-year term: eff. 1/1/22 / exp. 12/31/26)</i></p> <p>Bill Stiles – <i>Joint Board Member</i> <i>No Alternate</i></p>	
<p><u>School Safety & Security Committee</u> Dave Trettel Doug White</p>	<p><u>Citizen Advisory Committee</u> Karen Baum Dave Trettel</p>	<p><u>SGEA Liaison Committee</u> Karen Baum</p>
<p><u>District Health & Wellness Committee</u> Rachel Rohrbaugh Nicole Wilson</p>	<p><u>Comprehensive Plan Committee</u> Karen Baum Doug Stein</p>	<p><u>Legislative Committee / PSBA Liaison</u> Ben Ramsay Nicole Wilson – <i>Alternate</i></p>
<p><u>Career Education Council Committee</u> Doug White</p>	<p><u>District Athletic Hall of Fame Committee</u> Dave Trettel</p>	<p><u>Federal Programs Committee</u> Karen Baum Michael Ritz</p>
<p><u>Spring Grove Regional Parks & Recreation Ctr.</u> <i>(5-year term: eff. 1/1/19-12/31/23)</i> Betty Stein – <i>District Rep. / Board Member</i> Mark Czapp – <i>Alternate</i></p>		<p><u>York-Adams Earned Income Tax Bureau Earned Income Tax Committee / TCC</u> Jennifer Leppo – <i>Comm. Board Member</i> Mark Czapp – <i>Alternate</i></p>
<p><u>2022-2023 Student Representative to the Board:</u> Trenton Leggett, 22-23 <i>Student Council President</i></p>		

Board Approved: *December 5, 2022; Updated January 23, 2023; Updated March 27, 2023*

PERSONNEL BOARD ACTIONS REQUESTED:

- A. **REVISED JOB DESCRIPTIONS** – Approval of the following revised position descriptions:
- 1) High School Principal
 - 2) High School Assistant Principal
- B. **RESTRUCTURED JOB DESCRIPTION** – Approval of the following restructured position description:
- 1) Human Resources Generalist
- C. **LEVEL V MINIMUM SALARY MATRIX** – Approval of the updated attached Level V Compensation Matrix.
- D. **RESIGNATION** – Approval of the following resignation:
- 1) **Spring Grove Area High School Instructional Assistant – Special Education** – Heather Austin, effective March 31, 2023, to accept a position outside the district.
- E. **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 Math Instructor** – Samuel Biesecker, effective at the beginning of the 2023-2024 school year, pending verification of Pennsylvania certification. Compensation established at Step 1 on the Bachelor’s Schedule.

***Background Information** – Samuel attends York College of Pennsylvania where he anticipates completion of a Bachelor of Secondary Math Education in May 2023. Samuel is filling the position resulting from the retirement of Noel Conway.*
 - 2) **Spring Grove Area Middle School Math Instructor** – Lindsay Boritz, effective at the beginning of the 2023-2024 school year, pending verification of Pennsylvania certification. Compensation established at Step 1 on the Bachelor’s Schedule.

***Background Information** – Lindsay attends York College of Pennsylvania where she anticipates completion of a Bachelor of Secondary Math Education in May 2023. Lindsay is filling the position resulting from the retirement of Seth Strausbaugh.*
 - 3) **Paradise Elementary Administrative Assistant – Attendance** – Sarah Thompson, effective March 28, 2023. Compensation established at \$15.25 for 4.5 hours per day, 190 days per year.

***Background Information** – Sarah earned a Bachelor’s degree in Elementary Education and a Master’s degree in special education from Shippensburg University. Sarah taught preschool for 5 years and is filling the position resulting from the resignation of Leah Harrold.*
 - 4) **Paradise Elementary Instructional Assistant Special Education** – Daphne Conn, effective April 3, 2023. Compensation established at \$17.50 for 7 hours per day, 180 days per year.

***Background Information** – Daphne earned a Bachelor’s degree in psychology from Millersville University. Daphne has 12 years of experience as a teaching assistant in multiple districts. She is filling the position resulting from the resignation of Heather Townsend.*

F. **PROFESSIONAL SUBSTITUTE** – Approval of the following professional substitute for the 2022-2023 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) Samantha Jones

G. **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 2022-2023 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) Marwa Jaadaria-Abbes



PERSONNEL REPORT / FOR INFORMATION ONLY

I. 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>
Megan Fatland	Middle School	Special Education	08/18/2023	11/10/2023
Lindy Eisenhart	Intermediate School	Special Education	08/18/2023	11/10/2023



**Spring Grove Area School District
Spring Grove, Pennsylvania**

High School Principal Administration (Act 93)

PURPOSE

Serve as the educational leader within the school as well as manage and assume overall responsibility for the school building and staff. Maintain a safe and positive learning climate that provides opportunities for all students and teachers to be successful.

QUALIFICATIONS

TRAINING AND EXPERIENCE

Evidence of successful teaching experience with a minimum of five (5) years' experience, Master's Degree, and valid appropriate PA Administrative Certificate. Assistant principal or supervisory experience is required.

GENERAL

- Possess the ability to work cooperatively with others
- Maturity and the ability to deal effectively with the public, students and staff.
- Self-motivated with the ability to work independently within the limits of assigned responsibilities.
- Organizational skills are required to plan workload.
- Understands the importance of and can practice confidentiality.
- Ability to handle multiple tasks and function efficiently and effectively under pressure.
- Comfortable with following specific rules and regulations.
- Receipt of current, favorable clearances including: Pennsylvania State Criminal History (Act 34), Federal Criminal History (FBI – Fingerprinting - Act 114), Pennsylvania Child Abuse (Act 151), and Sexual Misconduct and Abuse Disclosures (Act 168).

REPORTABILITY

Reportable to the Assistant Superintendent

EVALUATION

Completed by the Assistant Superintendent.

COMPENSATION

As per current District Act 93 Agreement.

PERFORMANCE RESPONSIBILITIES

1. Provide a safe and orderly school environment for students and staff.
2. Oversee, supervise, and evaluate all personnel assigned to the school.
3. Oversee the planning and development of the high school programs and curriculum.
4. Support existing district policies and programs and develop new initiatives designed to promote opportunities and learning without limits for all students.

Approved by the Spring Grove Area School District Board of School Directors and revised on 6/14/1993 and 02/2007

<https://springgroveareascho->

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5. Assume responsibility for the assessment and reporting of student progress at the High School.
6. Collect, analyze, and report the data defining the school's successes, as well as areas in need of improvement.
7. Plan for, recruit, interview, and secure staff to implement all programs.
8. Support the planning and development of the co-curricular and extracurricular activities and attend various events.
9. Supervise the student activity fund at the High School.
10. Oversee professional development.
11. Arrange and facilitate faculty meetings, staff meetings, and plan any other special events necessary for the operation of the High School.
12. Administer the policies of the School Board and the directives of the Superintendent as they apply to the operation of the high school.
13. Oversee of all booster organizations and parent organizations.
14. Prepare a budget and manage the business operations of the high school.
15. Establish and operate a system of community relations and communications to maintain support for the school's programs and services. Attend activities, as appropriate.
16. Meet with internal and external customers of to understand the concerns and needs or to plan for the enhancement of programs, policies, and/or procedures.
17. Remain current on the latest developments and trends in curriculum and instruction.
18. Manage the planning and the creation of the master schedule.
19. Monitor the athletic programs for PIAA and YCIAA sports and activities.
20. Perform other administrative tasks such as conducting staff meetings, completing various district and state reports, recordkeeping, etc.
21. Assume responsibility for the physical facilities of the High School to ensure facilities are utilized to the utmost capacity.
22. Plan for and organize events for the recognition of student achievement at the High School, including graduation.
23. Attend and/or participate in various district committees and meetings, as requested.
24. Oversee inventory, supplies, and the management of resources.
25. Perform other duties as assigned by the Assistant Superintendent / Superintendent.

POSITION SPECIFICATIONS

Physical Demands Occasional driving to school district offices, classrooms, regional offices, community locations and PDE
 Frequent walking throughout buildings, including climbing up and down stairs
 Often sitting at desk for extended periods
 Standing for extended periods of time
 Moderate lifting from 15 to 30 pounds
 Some carrying – up to 30 pounds
 Manual dexterity to use office equipment
 Repetitive movement of fingers and hands for keyboarding

Sensory Abilities Visual acuity to read correspondences, computer screen
 Auditory acuity to be able to use telephones, participate in various meetings.
 Ability to speak clearly and distinctly

Approved by the Spring Grove Area School District Board of School Directors and revised on 6/14/1993 and 02/2007

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Principal SGASD.Docx

Page 2

Work Environment Generally, office or classroom setting year round

Temperament Ability to work as member of a team
Must be courteous and able to effectively communicate with students, staff, parents, vendors, and community
Must be cooperative congenial and service-oriented, and promote these qualities in the department
Ability to work in an environment with frequent interruptions

Cognitive Ability Ability to follow written and verbal directions
Ability to complete assigned tasks with minimal supervision
Ability to read, write and do complex computations
Ability to use correct grammar, sentence structure and spelling
Ability to compose clear, concise sentences and paragraphs
Ability to organize office or work environment to efficiently accomplish tasks
Ability to work independently, exercise appropriate initiative, and make work-related decisions
Ability to exercise good judgment in prioritizing tasks and work efficiently on those tasks
Ability to communicate effectively at all organizational levels

Note: All abilities above must be at a professional level, as expected from the required educational level of the job and the previous experience required.

Specific Skills Ability to operate office equipment
Ability to use computer technology efficiently and learn new technology implemented by the District
Must recognize and appropriately handle confidential information
Ability to manage a complex department with varied changing, service demand
Ability to use audio visual equipment for group meetings, presentations as needed
Ability to perform tasks as assigned

License Valid Driver's License

Comments Position holder must have a friendly, helpful, caring personality
Position holder has relatively unrestricted access to information for the Spring Grove School District and knowledge of management/operational and labor relations activities and must always exercise confidentiality

The position specification described here are the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Approved by the Spring Grove Area School District Board of School Directors and revised on 6/14/1993 and 02/2007

<https://springgroveareascho->

[My.Sharepoint.Com/Personal/Sterners_Sgasd_Org/Documents/BOARD/Correspondence_Boardmtg_Memorandums/2023/High_School](https://springgroveareascho-my.sharepoint.com/Personal/Sterners_Sgasd_Org/Documents/BOARD/Correspondence_Boardmtg_Memorandums/2023/High_School)

Principal SGASD.Docx



**Spring Grove Area School District
Spring Grove, Pennsylvania**

**High School Assistant Principal
Administration (Act 93)**

PURPOSE

Assist in the administration of the educational programs, activities, operations, and personnel of the High School.

QUALIFICATIONS

TRAINING AND EXPERIENCE

Evidence of successful teaching experience with a minimum of five (5) years' experience, Master's Degree, and valid appropriate PA Administrative Certificate.

GENERAL

- Possess the ability to work cooperatively with others.
- Ability to deal effectively with students and staff.
- Self-motivated with the ability to work independently within the limits of assigned responsibilities.
- Understands the importance of and can practice confidentiality.
- Comfortable with following specific rules and regulations as they apply to the discipline procedures of the building.
- Receipt of current, favorable clearances including: Pennsylvania State Criminal History (Act 34), Federal Criminal History (FBI – Fingerprinting - Act 114), Pennsylvania Child Abuse (Act 151), and Sexual Misconduct and Abuse Disclosures (Act 168).

REPORTABILITY

Reportable to the Building Principal.

EVALUATION

Completed by the Building Principal with input from Assistant Superintendent.

COMPENSATION

As per current District Act 93 Agreement.

PERFORMANCE RESPONSIBILITIES

1. Assist the Principal/Associate Principal in providing a safe and orderly school environment for students and staff.
2. Assist. with teacher observations, teacher assessments and in the development of improvement plans for at-risk teachers.
3. Assist with planning for, recruiting, interviewing, and securing staff to implement all programs.
4. Assist in developing curriculum and reviewing lesson plans to insure proper implementation of the curriculum.

5. Assist in the development and implementation of curriculum.
6. Collaborate with attendance officer to address concerns related to student attendance.
7. Collaborate with special education staff to identify supports for students with IEPs.
8. Develop and administer the student discipline process including restorative and corrective behavior supports.
9. Assist with the identification and recognition of student achievements at the High School.
10. Support the planning and development of assigned co-curricular and extracurricular activities and attend various events.
11. Assist in maintaining positive public relations with the community.
12. Remain current on the latest developments and trends in curriculum and instruction.
13. Assist in the scheduling process for the High School.
14. Monitor and meet the needs of substitutes for the instructional staff.
15. Perform the duties of the High School Principal/Associate Principal in their absence.
16. Organize assembly programs for the High School.
17. Assist with the testing program for students in grades 9 – 12
18. Assist in oversight of fundraisers.
19. Support online instructional design, development, and delivery with quality control measures for curriculum development and remote and in person teaching.
20. Coordinate online programs and plan strategically for online learning.
21. Perform other duties as assigned by the Principal / Associate Principal.

POSITION SPECIFICATIONS

Physical Demands	Occasional driving to school district offices, classrooms, regional offices, community locations, and PDE Frequent walking throughout various buildings, including climbing up and down stairs Often sitting at desk for extended periods Standing for limited periods of time Moderate lifting from 15 to 30 pounds Some carrying – up to 30 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondences, computer screen Auditory acuity to be able to use telephones, interview job candidates, conduct staff meetings Ability to speak clearly and distinctly
Work Environment	Generally, office/classroom setting year round
Temperament	Ability to work as a manager and member of a team Must be courteous and able to effectively communicate with students, staff, parents, vendors, and community Must be cooperative, congenial, and service-oriented, and promote these qualities in the department Ability to work in an environment with frequent interruptions
Cognitive Ability	Ability to follow written and verbal directions

Ability to complete assigned tasks with minimal supervision
Ability to read, write and do complex computations
Ability to use correct grammar, sentence structure, and spelling
Ability to compose clear, concise sentences and paragraphs
Ability to organize office or work environment to efficiently accomplish tasks
Ability to work independently, exercise appropriate initiative, and make work-related decisions
Ability to exercise good judgment in prioritizing tasks and work effectively on those tasks.
Ability to communicate effectively at all organizational levels

Note: All abilities above must be at a professional level, as expected from the required educational level of the job and the previous experience required.

Specific Skills Ability to operate office equipment
Ability to use computer technology efficiently and learn new technology implemented by the District
Must recognize and appropriately handle confidential information
Ability to manage a complex department with varied changing, service demand
Ability to use audio visual equipment for group meetings, presentations as needed
Ability to perform tasks as assigned

License Valid Driver's License

Comments Position holder must have a friendly, helpful, caring personality.
Position holder has relatively unrestricted access to information for the Spring Grove School District and knowledge of management/operational and labor relations activities and must always exercise confidentiality

The position specifications described here are those that must be met by an individual to successfully perform the essential functions of this contracted service. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.



**Spring Grove Area School District
Spring Grove, Pennsylvania**

**HUMAN RESOURCES GENERALIST
JOB DESCRIPTION
EXEMPT LEVEL V – EDUCATIONAL SERVICE CENTER
Full-Time, 260 days per year**

PURPOSE

Assist with human resource functions for the district including recruiting, hiring, and onboarding of staff and substitutes, substitute coordination, human resources compliance and record keeping, benefits administration, and employee relations' activities.

Coordinate substitute workforce including recruiting, orienting, and scheduling using human resources systems including applicant tracking, human resources information system, absence and timekeeping systems, and professional management learning system.

Assist and support the Human Resources Department in generalist duties associated with the responsibilities of the Human Resources functions within the district.

Assist in benefit administration including open enrollment, benefit education and communication, and leave administration, worker's compensation, and unemployment.

Provide backup support to the payroll coordinator and human resources director.

QUALIFICATIONS

TRAINING AND EXPERIENCE

Graduation from high school or equivalent required.

Bachelor's degree preferred

Human Resources certification preferred

At least 5 years direct human resources experience required

Experience with human resources information system required

Experience with human resources applicant tracking, absence management, and learning management preferred.

Must be proficient in using Microsoft Office Suite and Adobe.

Knowledge and experience in the operation of office equipment and general office practices.

GENERAL

Ability to work independently and with others.

Strict adherence to confidentiality requirements.

Ability to handle multiple tasks with accuracy and efficiency with frequent interruptions.

Receipt of current, favorable clearances including Pennsylvania State Criminal History (Act 34),

Federal Criminal History (FBI – Fingerprinting - Act 114), Pennsylvania Child Abuse (Act 151), and

Sexual Misconduct and Abuse Disclosures (Act 168).

Approved by the Spring Grove Area School District Board of School Directors June 16, 2015, May 16, 2016, June 14, 2021,

REPORTABILITY

Reports to the Director of Human Resources

EVALUATION

Completed by the Director of Human Resources

PERFORMANCE RESPONSIBILITIES

1. Source, recruit, and hire substitute teachers and support staff for absent staff daily throughout the school year and as needed during the summer.
2. Manage substitute onboarding including conducting substitute orientation as needed.
3. Communicate and coordinate with building administrators and administrative assistants to ensure maximum substitute coverage.
4. Manage and update substitute management system and assign substitutes as needed based on last minute schedule changes.
5. Review and analyze trends in substitute statistics to determine substitute scheduling based on absence trends
6. Communicate absences and fill rates to building representatives daily in preparation for the school day.
7. Ensure substitute coverage for leaves of absence process.
8. Ensure proper certification of substitutes and manage day to day substitute certification to ensure compliance per PDE recommendations.
9. Ensure positive customer relations and positive relationships with substitute staff including planning and hosting events and developing initiatives to recognize substitutes for special events/awards earned.
10. Manage annual PSERS approval process for retired substitutes.
11. Prepare list of substitutes for annual re-approval by the board of school directors.
12. Manage updating and distribution of support and professional substitute listings as needed.
13. Manage employee absence management system using absence management system.
14. Assist applicants with application and clearance process.
15. Assist in coordinating recruiting processes including posting of all job openings, sourcing of candidates, coordination and participation in job fairs, assessment of candidates, onboarding.
16. Conduct new hire orientation, including follow-up activities to ensure completion of all pre- and post-employment information and requirements, including clearances and certifications
17. Maintain adequate and accurate personnel records for all employees, including preparation of human resources files.
18. Manage human resources record keeping and compliance.
19. Process entry and exit information for all personnel.
20. Assist with benefit administration including enrollment, terminations, changes/updates, and answering/researching inquiries, and leave of absence administration.
21. Assist with compensation-related activities for professional staff, salary classifications, changes, and compliance with guidelines.
22. Maintain human resource information systems including position management, absence management, compliance management, and learning management databases.
23. Assist in preparation of the Personnel section of the Board Agenda.
24. Assist with the completion of required state reports involving personnel data.
25. Process payroll in the absence of the payroll accountant.

Approved by the Spring Grove Area School District Board of School Directors June 16, 2015, May 16, 2016, June 14, 2021,

26. Manage the time and attendance system in the absence of the payroll accountant.
27. Assist in coordination of employee wellness activities.
28. Assist in coordination of district accident prevention committee.
29. Participate in meetings / activities / events for the Director of Human Resources in the absence of the Director of Human Resources.
30. Perform other duties as assigned by the Director of Human Resources.

POSITION SPECIFICATIONS

Physical Demands	<p>Occasional driving to school district offices, classrooms, regional offices, and events</p> <p>Frequent walking throughout buildings including climbing up and down stairs</p> <p>Often sitting at desk for extended periods</p> <p>Standing for extended periods</p> <p>Moderate lifting from 15 to 30 pounds</p> <p>Some carrying – up to 30 pounds</p> <p>Manual dexterity to use office equipment</p> <p>Repetitive movement of fingers and hands for keyboarding</p>
Sensory Abilities	<p>Visual acuity to read correspondences, computer screen</p> <p>Auditory acuity to be able to use telephones, participate in various meetings</p> <p>Ability to speak clearly and distinctly</p>
Work Environment	<p>Generally, office/classroom/job fair setting year-round</p>
Temperament	<p>Ability to work as member of a team</p> <p>Must be courteous and able to effectively communicate with staff, vendors, and community</p> <p>Must be cooperative, congenial, and service-oriented and promote these qualities in the department</p> <p>Ability to work in an environment with frequent interruptions</p>
Cognitive Ability	<p>Ability to follow written and verbal directions</p> <p>Ability to complete assigned tasks with minimal supervision</p> <p>Ability to read, write and do complex computations</p> <p>Ability to use correct grammar, sentence structure and spelling</p> <p>Ability to compose clear, concise sentences and paragraphs</p> <p>Ability to organize office or work environment to efficiently accomplish tasks</p> <p>Ability to work independently, exercise appropriate initiative, and make work-related decisions</p> <p>Ability to exercise good judgment in prioritizing tasks and work efficiently on those tasks</p> <p>Ability to communicate effectively at all organizational levels</p>

Note: All abilities above must be at a professional level, as expected from the required educational level of the job and the previous experience required.

Specific Skills	<p>Ability to operate office equipment</p> <p>Ability to use technology efficiently and learn new technology implemented by the District</p> <p>Must recognize and appropriately handle confidential information</p> <p>Ability to work in a complex environment with varied changing, service demand</p> <p>Ability to use audio visual equipment for group meetings, presentations as needed</p> <p>Ability to perform tasks as assigned</p>
Comments	<p>Position holder must have a friendly, helpful, caring personality</p> <p>Position holder has relatively unrestricted access to information for the Spring Grove School District and knowledge of management/operational and labor relations activities and must always exercise confidentiality</p>

The position specification described here are the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

Level V (Salaried / Exempt)	Minimum Annual Salary Updated January 1, 2023 (4% increase)
Range I (Director of Human Resources)	\$ 84,287.55
Range II (Communications and Marketing Manager, Facilities Services Manager, Nutrition Services Manager, Transportation Coordinator)	\$ 68,155.78
Range II (Athletic Trainer - 220 days per year)	\$ 57,670.60
Range III (Accounting Services Manager / Network Manager/ <u>Human Resource Generalist</u>)	\$ 63,828.88
Range IV (Data Manager / Payroll Accountant)	\$ 59,337.82
Range V (Technology Support Specialist)	\$ 56,367.95

CURRICULUM BOARD ACTIONS REQUESTED:

- A. **DUAL ENROLLMENT AGREEMENT WITH EARLBECK** – Approval to enter into a cooperative dual enrollment agreement with Earlbeck Gases and Technologies to provide eligible high school students with the opportunity to participate in the Earlbeck welding program and be awarded post-secondary credit through Earlbeck’s Registrar’s Office as indicated in the attached.

- B. **PENN STATE HARRISBURG AFFILIATION AGREEMENT** – Approval to enter into agreement with Penn State Harrisburg and provide district facilities as a practicum and accept University student teachers / student interns.

- C. **MAJOR TRIP REQUESTS** –
 - 1) Approval for Abigail Kirkpatrick, High School Music Teacher, to accompany two high school students to the PMEA All-State Jazz and Vocal Jazz Festival at Pocono Mountain West High School, PA, April 19-21, 2023.

 - 2) Approval for Chris Mundy, High School Counselor and Assistant Director of Select Modern Band, to accompany one high school student to the NAFME All-Eastern Honors Ensemble Festival in Rochester, New York, April 13-16, 2023.

- D. **2023-2024 DENTAL HYGIENE PROGRAM, K-12** – Approval to continue to provide a comprehensive Dental Hygiene Program in the Spring Grove Area School District, for a maximum of 90 days during the 2023-2024 school year, with Dr. John P. Popernack, D.M.D., serving as the new dental consultant on a voluntary basis and Ms. Karla McCleary, who holds a Pennsylvania Teaching Certificate for Dental Hygiene, continuing as Dental Hygienist.

- E. **STUDENT SERVICES AGREEMENT** – Approval of the confidential student services agreement as documented and reviewed by the Board of School Directors during executive session on March 13, 2023, and as agreed upon by the Spring Grove Area School District and all parties affiliated with the student.

CURRICULUM / INFORMATION ITEM:

- A. The enclosed Proposal for Major Trip request is being presented for the board's review, with consideration of requesting approval tentative with April 10, 2023, voting items, due to time constraints.

**EARLBECK GASES &
TECHNOLOGIES**

Dual Enrollment Agreement

This agreement ("Agreement") is entered into on this ___ day of March, 2023 (the "Effective Date"), by and between Spring Grove Area School District ("School District") and Earlbeck Gases & Technologies ("Earlbeck").

Earlbeck and the School District do hereby agree to the following:

I. PURPOSE

This Agreement sets out the terms and conditions of the dual enrollment program offered by Earlbeck and School District in accordance with Article XVI-B of the Public School Code ("Dual Enrollment").

II. TERMS & TERMINATION

The term of this Agreement shall begin on the Effective Date and shall continue through June 30, 2027. Thereafter, this Agreement shall automatically renew for any number of additional one (1) year terms unless otherwise sooner terminated. The School District may terminate this Agreement, or any renewal thereafter, for any reason with prior written notice of at least thirty (30) calendar days before the end of the respective academic year. If School District elects to terminate this agreement, the discounted student rate no longer applies, and students will be responsible for paying for the full tuition rate.

III. PROGRAM DESCRIPTION AND COURSE OFFERINGS

Spring Grove Area High School will provide a dual enrollment opportunity for School District High School students who wish to participate in the Earlbeck welding program to earn a AWS D1.1, AWS D17.1, and/or AWS D9.1 certification(s). Dual Enrollment allows Students to take a Earlbeck course on-campus or online for postsecondary credit at a rate of 50% of the annual per credit hour tuition rate up to seven (7) credits per academic semester.

Earlbeck is offering to donate and assist with the installation of two welding bays within the Spring Grove Area High School by using a zero-dollar lease agreement to extend the lifetime of the partnership between Spring Grove Area High School and Earlbeck. Earlbeck can be consulted for directions on the installation of the equipment, The School District will be responsible for the costs of installation. Earlbeck may choose to increase the number of welding bays provided to the High School, if student enrollment in the program increases.

Earlbeck will assist with pursuing relationships for additional supplies. Earlbeck will provide a list of supplies to be donated to the school.

Earlbeck will provide training in welding theory and techniques for no more than two (2) teachers within the STEM department at the High School in a single calendar year.

IV. STUDENT ELIGIBILITY AND COMPLIANCE

Each student will select a dual enrollment option for their Spring Grove Area High School schedule and transcript. The High School will assist with student registration at Earlbeck by communicating a list of students who wish to enroll in the program. Earlbeck will oversee student registration and determine course cost prior to the start of each semester.

Demonstration of assessments and a minimum 90% attendance is required for satisfactory completion. Students who fail to meet attendance requirements will be offered make-up instruction at the convenience of Earlbeck. Where applicable, students will be offered the opportunity to take nationally recognized code certification tests. Test results will become part of the student's record.

In order to qualify for Dual Enrollment admission, a Student must meet all the following requirements:

1. The Student is a High School junior or senior.
2. The Student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by the School District.
3. The student has completed an online application for Earlbeck by the preferred deadlines of February 1 for the fall semester and October 1 for the spring semester and registered for course credit prior to the start of the semester.

V. STUDENT CREDIT AND GRADING

The School District will award credit for and recognize courses that are successfully completed under this Agreement, and Earlbeck will award postsecondary credit through Earlbeck's Registrar's Office pursuant to Earlbeck policy.

If the Student becomes a regularly enrolled student at Earlbeck following graduation from School District, Earlbeck shall recognize the Dual Enrollment credits as applying to the Student's degree requirements, as it would for any regularly-enrolled postsecondary student who took Earlbeck courses. The grade earned and recorded on the Student's Earlbeck transcript will follow the Earlbeck grading scale.

VI. FINANCIAL INFORMATION

The Student Financial Services Office at Earlbeck will bill the Student for the credit load associated with the Earlbeck course at 50% of the annual per credit hour tuition rate up to seven (7) credits per academic semester. Any credits taken beyond seven (7) per academic semester will be billed at the full tuition rate. Tuition rates are posted on the Earlbeck website for the current academic year. Additional mandatory college fees are billed at the regular rate, if applicable. Books are not billed by Earlbeck. Students are responsible for purchasing necessary textbooks per course. The cost of textbooks varies per course and range from \$50 to \$300+. Students are subject to tuition and withdrawal fees and refund policies as outlined in Earlbeck's Student Handbook.

VII. ENROLLMENT

Should a Student wish to become a fully matriculated undergraduate student at Earlbeck upon graduation from School District, the Student must follow Earlbeck's normal application process. Although successful completion of college-level courses is generally viewed as good indicator of success in college and a strong positive factor in Earlbeck's admission decision, nothing in this Agreement serves as a guarantee to future admission to Earlbeck.

VIII. REGISTRATION

Earlbeck will enroll the Student as they do other students at Earlbeck and the Student may meet with an Academic Advisor to select classes. Student must complete Earlbeck's Confidentiality Agreement and meet other enrollment requirements as may be necessary. Students can obtain a copy of their class schedule to submit to the School District representative verifying course registration.

IX. FINAL GRADE REPORT/TRANSCRIPT

Earlbeck's Registrar will forward unofficial transcripts to the School District High School's guidance office at the conclusion of each academic semester. The Student must submit a signed request to the Registrar's Office authorizing Earlbeck to send an unofficial transcript to the School District. The Student may request an official transcript from the Registrar's Office for a nominal fee.

Note: The School District is responsible for submitting a release of information request signed by the Student identifying any other information of the Student to be released to the School District.

X. STUDENT CONDUCT

While participating in Dual Enrollment, the Students must abide by Earlbeck's policies and procedures in addition to the Spring Grove Area High School Student Handbook . Earlbeck reserves the right to terminate any Student from Dual Enrollment who violates Earlbeck's policies and procedures.

XI. NON-DISCRIMINATION

Earlbeck and School District agree, in performing the obligations pursuant to this Agreement, to provide a safe academic and working environment free from discrimination and harassment. Discrimination, harassment and retaliation on the basis of protected status, including an individual's race, color, creed, ethnicity, ancestry, national origin, genetic information, sex, gender, sexual orientation, age, religion, marital status, veteran status, disability or physical ability, socioeconomic background, or other legally protected classification, are unlawful and strictly prohibited.

XII. INSURANCE

Earlbeck shall provide a copy of its insurance certificate to Spring Grove Area School District upon signing of this contract. Earlbeck agrees to properly supervise all students while attending class.

XIII. CLEARANCES

All Earlbeck employees in direct contact with District students will maintain current criminal background clearances as required by 24 P.S. § 1-111 and the Child Protective Services Law. Earlbeck will provide the District with copies of such clearances upon request.

XIV. NOTICES AND OBLIGATIONS

Any and all notices, amendments, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mail, postpaid, to the address or numbers set forth below.

Furthermore, each party shall designate a liaison that shall be primarily responsible for the planning and exchange of information under this Agreement. Both organizations agree to adhere to all published School District policies and Student Handbook.

Spring Grove Area School District
Mark Czapp
Director of Business Operations
100 East College Ave
Spring Grove PA 17362

Earlbeck Gases & Technologies
Andrew Hess CWI/CWE
Vice President of Engineering
95 Aberdeen Rd, York PA 17406

XV. STUDENT RECORDS

To the extent Earlbeck generates or maintains educational records related to the participating Students, Earlbeck agrees to comply with the Family Educational Rights and Privacy Act (FERPA), and its regulations promulgated thereafter, to the same extent as such laws and regulations apply to School District and shall limit access to only those employees or agents with a legitimate educational interest. For the purposes of this Agreement, pursuant to FERPA, School District hereby designates Earlbeck as a school official with a legitimate educational interest in the educational records of the participating Students to the extent that access to School District's records is required by Earlbeck to carry out Dual Enrollment, and Earlbeck agrees to comply with FERPA, including its obligation under re-disclosure regulations, at all times in connection with this Agreement.

XVI. INTELLECTUAL PROPERTY

Title to all Academic Content created by Earlbeck as part of Dual Enrollment and this Agreement shall reside with Earlbeck. Academic Content shall include (a) all of the intellectual property customarily considered by institutions of higher education as being academic materials, including, but not limited to, course outlines, syllabi, simulations, lectures, materials, reading lists, and similar materials and (b) all software in which the materials of (a) are embodied or in which they are delivered.

XVII. INDEMNIFICATION

When awarded by a Court of competent jurisdiction, each party shall indemnify, defend, and hold harmless the other party, its board members, officers, employees, agents, and representatives, from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and reasonable attorney's fees, arising out of or caused by the negligence of or failure to perform this Agreement by the indemnifying party and/or its partners, principals, agents, employees, and/or subcontractors. However, the parties may amicably negotiate and settle any dispute outside of commencing a formal legal action.

XVIII. GOVERNING LAW

This Agreement shall be governed, construed, and enforced in accordance with the laws of the Commonwealth of Pennsylvania. The parties agree to venue and jurisdiction in the York County Court of Common Pleas for the resolution of any disputes related to this Agreement.

XIX. ACCEPTANCE AND SIGNATURE

I hereby agree and consent to the terms in the Agreement and certify that I have the authority to sign on behalf of the contracting organization. This Agreement is executed as of the day and year first above written.

Signature

Signature

Dr. George W. Ioannidis, Ed. D.
Superintendent of Schools
Spring Grove Area School District
100 East College Avenue
Spring Grove, PA 17362

Andrew Hess, CWI/CWE
Vice President of Engineering
Earlbeck Gases & Technologies
95 Aberdeen Rd.
York PA 17406

AFFILIATION AGREEMENT
PENNSYLVANIA STATE UNIVERSITY HARRISBURG / STUDENT INTERNS

THIS AGREEMENT is made this date, 3/7/2023, by and between **PENNSYLVANIA STATE UNIVERSITY HARRISBURG**, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania, and the school district, **SPRING GROVE AREA SCHOOL DISTRICT** (hereinafter "School District"). The parties intend to be legally bound to the following terms:

DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- a. *Selection of Students.* The University shall be responsible for the selection of qualified students to participate in the practicum, student internships, or student teaching experience. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District.
- b. *Education of Students.* The University shall assume full responsibility for the classroom and classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading and graduation.
- c. *Submission of Candidates.* The University shall submit the names of the students to the School District or a designated representative at least two weeks prior to the practicum/internship/student teaching assignment.
- d. *Background Checks.* The University acknowledges that placement of each student at the School District may be contingent upon provision of background check information dated less than one year prior to the commencement of the clinical education placement. All students will obtain a minimum of the following three (3) criminal clearances as required by PA Clearance/Background Checks: PA Criminal History (Act 34); FBI (Act 114); and PA Child Abuse Clearance (Act 151).
- e. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising the student of their own responsibilities under this Agreement. The student shall be advised of their obligations to abide by the policies and procedures of the School District and should any student fail to abide by any policy and/or procedure, they may be expelled from the program.
- f. *Professional Liability Insurance.* Students shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the practicum/internship/student teaching assignment.

The School District understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, *et seq.*

DUTIES AND RESPONSIBILITIES OF SCHOOL DISTRICT

- a. *Establishment of Practicum, Internship, or Student Teaching.* The School District authorizes the use of its facilities as may be agreed upon by the School District and the University as a practicum, internship, or student teaching center. This experience is for students enrolled in the University's teacher education / certificated program, and this practicum, internship, student teaching is required and authorized by law.
- b. *Policies of School District.* The University will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. The School District will provide the University all the applicable information at least two weeks in advance of the student's participation.
- c. *Administration.* The School District will have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over the organization, and operation of its programs.
- d. *Removal of Noncompliant Student.* The School District shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the School District should immediately contact the responsible University Faculty Advisor.
- e. *Designation of Representative.* The School District shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University to discuss, plan and evaluate the experience on the student(s).
- f. *Supervision of Students.* The School District shall provide either a practicum site supervisor or a cooperating teacher who will supervise student activities during practicum visit or student teaching.
- g. *Reporting of Student Progress.* The School District shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District.
- h. *Student Records.* The School District shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties will mutually agree upon the number of students that shall be assigned to the School District for the practicum, internship, or student teaching experience.
- b. *Term and Termination of Agreement.* The term of this Agreement shall begin on the effective date and shall continue for a period of one (1) year. Thereafter, this Agreement shall automatically renew for any number of additional one (1) year terms unless otherwise sooner terminated, but in no event shall the total term of the contract exceed five (5) years. The University or the School District may terminate this Agreement for any reason with ninety (90) days' notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the School District terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.

- c. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 regarding sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- d. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- e. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- f. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.
- g. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for damage, injuries or death to persons, or damages to property, the parties do not waive any defense because of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement.
- h. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

Pennsylvania State University Harrisburg

Spring Grove Area School District

Danielle Bowers

Signature

Signature

Danielle Bowers

Printed Name / Position of Authorizing Agent
 On behalf of Pennsylvania State University Harrisburg
 777 West Harrisburg Pike
 Middletown, Pa 17057

George W. Ioannidis, Ed. D.
 Superintendent of Schools



Spring Grove Area School District
Proposal for Major Trip

AP #121
Attachment

TITLE OF TRIP: Moot Court Competition

DESTINATION: Princeton University, NJ

PROPOSED DATES: Friday, April 28, 2023, through Saturday, April 29, 2023

TRIP SUPERVISION:

Who will be in charge? Jason Baker, High School Social Studies Teacher

How many adults will be required to attend this trip to ensure safety and to act as chaperones? Jason Baker, High School Social Studies Teacher, and Justice White, Learning Support Teacher at Paradise Elementary School, will chaperone this trip.

BENEFITS OF PARTICIPATION/RELATIONSHIP TO THE CURRICULUM:

By competing in various tournaments, Moot Court participants acquire intellectual and practical skills leading to increased proficiency in reading, writing, and speaking. Participants develop personal, intellectual, and social responsibility and apply knowledge and skills in new settings and situations. Students gain increased confidence, poise, and oral skills.

Moot Court competitions also enhance student skills in analyzing and reasoning through critical analysis of problems. Competitions have students participate in courtroom procedures that require strategic thinking, questioning skills, and listening skills. Students engage in oral presentations and extemporaneous arguments. Finally, Moot Court participants prepare and organize trial material and gain exposure to a wide variety of law-related careers.

Who will be eligible to attend this trip?

Approximately 12 ninth through twelfth grade students, who participate on the Moot Court Team, are eligible for this trip.

PERFORMANCES/EXCHANGES/DETAILED ITINERARY:

Friday, April 28, 2023

8:00 a.m. – Depart from Spring Grove Area High School

11:00 a.m. – Compete at the Princeton Moot Court Invitational at Princeton University

8:30 p.m. – Depart from Princeton University to the Westin Princeton and practice for the Moot Court set for Saturday.

Saturday, April 29, 2023

8:30 a.m. – 5:00 p.m. – Compete in Moot Court

5:30 p.m. – Depart for Spring Grove (or earlier, depends on the championship rounds)

8:30 p.m. – Arrive at Spring Grove Area High School

HEALTH / SAFETY:

Students will have permission slips from the nurse for any health concerns that need to be addressed. 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.

(Over)

Cost to Student:

Students will pay for their food (two lunches and one dinner).

Cost to finance trip / Methods to assist students:

Funds were budgeted in the general fund for this academic competition.

Cost to the District:

Transportation:

\$475.00 - one district van and one rental

\$100.00 - fuel

\$70.00 - tolls

Accommodations Cost:

\$1200.00 – hotel accommodations

Total Cost: \$1845.00

Additional Comments: The Moot Court tournament is the premier invitationals in the Country. Only the top teams in the Country are invited to the tournament.