



# AGENDA

## VOTING MEETING / DIRECTORS' STUDY FORUM

of the Spring Grove Area School District Board of School Directors

Monday, March 13, 2023, Start Time 7:00 PM

Spring Grove Area Middle School, LGI Room #242, 244 Old Hanover Road, Spring Grove, PA

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### VOTING MEETING

**I. Call To Order** RACHEL ROHRBAUGH

- A. Flag salute and moment of silence
- B. Roll call
- C. Documented or announced reasons for known absences
- D. Announcements regarding Executive Sessions held since last sunshine meeting:
  - February 27, 2023 for personnel and real estate purposes

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

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

**IV. Correspondence** RACHEL ROHRBAUGH

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

- A. Personnel DOUG STEIN
- B. Curriculum NICOLE WILSON

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

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### DIRECTORS' STUDY FORUM MEETING

**I. Call To Order** RACHEL ROHRBAUGH

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

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

**IV. Business and Finance Committee**

- A. Budget and Finance DOUG WHITE

- 1) Jefferson Borough Waiver of Real Estate Tax Request – *M. Czapp*
- 2) RFP – Print/Copy Services – *M. Czapp*
- 3) Proposed 2023-2024 General Fund Budget Presentation – *M. Czapp*
- 4) Current Financial Status Presentation – *M. Czapp, C. Gibbons (CPF)*

**Business and Finance Committee, Continued**

B. Buildings and Grounds

BEN RAMSAY

- 1) High School Stadium Scoreboard Presentation – *B. Stiles*
- 2) Continued Discussion re. Architectural Services – *M. Czapp, B. Stiles*
- 3) YMCA Addendum to Agreement – *G. Ioannidis, M. Czapp*

**V. Management Committee**

A. Policy

KAREN BAUM

- 1) Proposed Change to Policy #827: Conflict of Interest – *S. Guadagnino*

B. Personnel

DOUG STEIN

- 1) Updated Job Description – High School Principal – *G. Ioannidis*
- 2) Updated Job Description – High School Assistant Principal – *G. Ioannidis*
- 3) Job Description – Human Resources Generalist – *A. Doll*
- 4) Proposed Voting Action Items / March 27, 2023, Regular Voting Meeting

**VI. Program Committee**

A. Curriculum

NICOLE WILSON

- 1) Proposed Dual Enrollment Agreement with Earlbeck – *S. Guadagnino, B. Stiles*
- 2) Proposed Affiliation Agreement with Penn State Harrisburg – *S. Guadagnino*
- 3) Major Trip Requests – *S. Guadagnino*
  - a. National All-Eastern Honors Ensemble – Rochester, NY – April 13-16, 2023
  - b. PMEA All-State Jazz and Vocal Jazz Festival – Pocono Mountains, PA – April 19-21, 2023
- 4) Continuation of 2023-2024 District Dental Program – *M. Ludwig*
- 5) Proposed Agreement for Student Services – *M. Ludwig*

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

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

**IX. Executive Session for a Student Matter, Personnel, and Real Estate**

**PERSONNEL BOARD ACTIONS REQUESTED:**

A. **RETIREMENT RESIGNATION** – Approval of the following retirement resignation, with regret:

- 1) **Spring Grove Area School District Administrative Assistant – Human Resources** – Theresa Rohrbaugh, effective January 3, 2024, for the purposes of retirement following 24.5 years of service with the school district.

B. **RESIGNATIONS** – Approval of the following resignations:

- 1) **Spring Grove Area Middle School Instructional Assistant – Special Education and Cafeteria Support** – Regina Riddle, effective March 1, 2023, for personal reasons.
- 2) **Spring Grove Elementary School Instructional Assistant – Special Education** – Elizabeth Swiger, effective March 8, 2023, to accept a position in another district.
- 3) **Paradise Elementary School Instructional Assistant – Special Education** – Heather Townsend, effective March 17, 2023, to accept another position outside the district.

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

- 1) **Spring Grove Area Middle School Instructional Assistant Special Education (Emotional Support)** – Lauren Wantz, effective March 14, 2023. Compensation established at \$17.50 per hour for 7 hours per day, 180 days per year.

**Background Information** – *Lauren earned a Bachelor of Child and Family Studies from Albright College and has worked as a counselor, a behavioral health technician, and a therapeutic staff support for children. Lauren has nearly 16 years of experience and is filling the position resulting from the resignation of Ms. Lanette Crouse.*

- 2) **Spring Grove Elementary School Full Time Custodian (2<sup>nd</sup> shift)** – Elizabeth Zumbrum, effective March 14, 2023. Compensation established at \$15.30 per hour, 8 hours per day, 260 days per year.

**Background Information** – *Elizabeth has 7 years of customer service experience and has been working as a bus driver for the district for the last year. Elizabeth is a graduate of the Spring Grove Area School District and is filling the position resulting from the retirement of Larry Carter.*

D. **ATHLETICS** – Approval of the following coach for the 2022-2023 Spring Season, with compensation determined by the Coaches’ Salary Matrix, and authorizing discretion to reduce, pro-rate, or cancel any appropriated payment because of a delayed, shortened, or canceled season due to COVID-19:

Job Title	Coach Name	Stipend
Softball - Varsity Assistant Coach	Zachary Stiles	\$2,909.00

E. **ACT 86 DAY-TO-DAY STUDENT SUBSTITUTES** – Approval of the following Act 86 substitutes for a maximum of 20 days for the 2022-2023 school year at a rate of \$110.00 per day, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers:

- 1) Kinsler Laughman
- 2) Alexis Meeks
- 3) Mallory Tome



F. **CLASSIFIED SUBSTITUTE** – Approval of the following classified substitute for the 2022-2023 school year at the hourly rates indicated on the Support Staff Compensation (Minimum Salary) Matrix, provisionally hired pending receipt of updated clearances, and completed Act 168 disclosure forms from previous employers:

- 1) Stacy White

**CURRICULUM BOARD ACTIONS REQUESTED:**

**A. MAJOR TRIP REQUEST**

- 1) Approval for Sherry Stambaugh, Middle School Gifted teacher, Katherine Tackett, Elementary Music teacher, and 16 volunteers to accompany 35 middle school and intermediate school students to Odyssey of the Mind 2023 Pennsylvania State Finals at Lock Haven University, March 31-April 1, 2023.



**SPRING GROVE AREA SCHOOL DISTRICT**  
Spring Grove, Pennsylvania

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**TO:** Board of School Directors

**FROM:** Dr. George W. Ioannidis, Superintendent

**PREPARED BY:** Dr. Steve Guadagnino, Assistant Superintendent

**DATE:** March 8, 2023

**SUBJECT:** Proposal for Major Trip / Request Expedited

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The enclosed Proposal for Major Trip request is being presented for the board's consideration of approval at the March 13<sup>th</sup> Directors' Study Forum due to time constraints:

*Odyssey of the Mind 2023 Pennsylvania State Finals* at Lock Haven University,  
March 31 – April 1, 2023.

Please see information included with your packet. If you have any questions, please contact Dr. Guadagnino or me prior to the meeting so any concerns may be addressed at the meeting. Thank you.



Spring Grove Area School District  
**Proposal for Major Trip**

AP #121  
Attachment

**TITLE of TRIP:** Odyssey of the Mind 2023 Pennsylvania State Finals

**DESTINATION:** Lock Haven University (Staying at the Quality Inn in Mill Hill, 8 miles from campus)

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

Leaving Friday after school on March 31. The competition is April 1. We will return home that night.

**TRIP SUPERVISION:**

**Who will be in charge?** Sherry Stambaugh

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

Two teachers, one aide: Sherry Stambaugh, Katherine Tackett (will drive separately and meet us there), and Lindsey Fascetta

**Volunteers** (district approved) / **Coaches:** Denise Borg, Alissa Barshinger, Katie Richards, Nicole Marsh, Debbie Allison, Kris Gorham, Laura Gutshall, Mandy Bales, Jeff Hoke

**Judges (as stipulated in Odyssey of the Mind Requirements):** Patti Mitchell, Tori Wagner, Crystal O'Quinn, Michelle Wentz, Dottie Barshinger, Mary-Jo Herr, Tamara Champagne, Stacy Ferencz, Bus Driver

**BENEFITS of PARTICIPATION / RELATIONSHIP TO THE CURRICULUM:**

Odyssey of the Mind is a STEAM based activity, where teams innovate, create, and explore science, history, and the arts.

**Who will be eligible to attend this trip?** 35 students qualified for states

**PERFORMANCES / EXCHANGES / DETAILED ITINERARY:**

Students will leave SGAMS after school on Friday March 31. We will go out to dinner enroute to the hotel and then check in at the hotel. The next morning, Saturday April 1, we go to Lock Haven University to compete in the State Competition. After the competition and the awards ceremony, we will return to SGAMS on Saturday night.

**Friday, March 31, 2023**

2:00 Pick up team members at SGI and go to SGAMS

2:30 Depart from SGAMS

5:30 Dinner enroute to hotel

7:00 Arrive Quality Inn in Mill Hall, PA

**Saturday April 1, 2023**

6:00 AM Breakfast at hotel

7:00 AM Depart from Quality Inn

7:30 AM Arrive at Lockhaven University

8:00 AM-4:00 PM Compete/Perform

4:00-5:00 PM Awards ceremony

5:15 PM Depart Lockhaven University

9:00 PM Arrive SGAMS

**HEALTH / SAFETY:**

**What plan will be in place to address health and safety issues?** The school nurse will be sending a detailed list of any allergies or health concerns, as well as the school first aid kit. If a student becomes ill, all necessary steps will be taken to address his/her needs.

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

**COSTS:**

**Cost to Student:**

**\$0**

**Cost to finance trip / Methods to assist students:**

**\$4021** - Hotel

**\$2886** - Food (35 students, three staff members, one bus driver)

**\$ 312** - Transportation (Approximately 7 hours driving time x \$44.60)

**\$7219** - **Total**

**\*\*Cost to District: No substitutes required as we are leaving after school.**

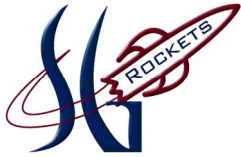
\*\*Mrs. Stambaugh applied for and was awarded the Ed Fund Grant for \$10,000 and has fundraised over \$7000 for Odyssey of the Mind; there are also funds budgeted for academic competitions at the Middle School.

**Chaperones:**

**\$0**

*\*\* Provide details on Travel Agency incentives, cash discounts, rewards, free travel vouchers and how will these be allocated for this trip*





**SPRING GROVE AREA SCHOOL DISTRICT**  
Spring Grove, Pennsylvania

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**TO:** Board of School Directors

**FROM:** Dr. George W. Ioannidis, Superintendent

**PREPARED BY:** Mr. Mark A. Czapp, Director of Business Operations

**DATE:** March 13, 2023

**SUBJECT:** Waiver for Taxes – Jefferson Borough

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There is a residential property located in Jefferson Borough that is regularly in delinquent status for all local property taxes. The Borough is attempting to take the property off the tax rolls and facilitate its return to a taxable property.

To accomplish their goal, Jefferson Borough is requesting a waiver of school taxes for parcel number 73-000-02-0057.00-00000 located at 22 York Street. The Borough is attempting to obtain the property through a sheriff sale in April 2023 due to the large number of judgments and liens on the property, as well as the poor physical condition of the property.

The district is recommending the Board's consideration of this waiver, conditioned upon the property being properly transferred and deeded to Jefferson Borough.

Following review at the March 13<sup>th</sup> DSF, the Board will be asked to consider approval of the waiver at the March 27<sup>th</sup> Regular Voting Meeting.

If you have any questions concerning this request, please contact Mark Czapp or me prior to the March 13<sup>th</sup> meeting so that any concerns may be addressed at the meeting.



**SPRING GROVE AREA SCHOOL DISTRICT**  
**Spring Grove, Pennsylvania**

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**MEMO TO:** Board of School Directors

**FROM:** Dr. George W. Ioannidis, Superintendent

**PREPARED BY:** Mr. Mark Czapp, Business Manager  
Mr. Christopher Enck, District Technology Coordinator

**DATE:** March 8, 2023

**SUBJECT:** Managed Print Services RFP Selection

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In December 2022, the District issued an RFP for our printing and copying needs. In that RFP was a reduction of 23 printer and copier assets from what we currently have, leaving the total count at 49 units. The goal was to refresh the printers and copiers in the district and find a partner to help us become more efficient and cost effective with our print documentation processes.

We received responses from two companies, Quality and Doceo. After a thorough evaluation of both proposals, Doceo has been selected as the company to best meet the District's needs. Additionally, their monthly lease price was quoted less than the one from Quality. Their print costs were comparable.

Over a five-year term, the monthly lease price for the print and copy hardware will not exceed \$3,600 per month, with a per click rate on the copiers of \$.0034 for monochrome impressions, and \$.029 for color impressions. Printers will have a per click rate of \$.009 for monochrome impressions and \$.068 for color impressions. All service, parts, software, and even staples, are included in this pricing model.

The cost of this service has been included in the budget for 2023-2024, with an implementation date of July 1, 2023. A copy of the lease agreement and the contract is included with this memorandum. Following review at the March 13<sup>th</sup> DSF, the Board will be asked to consider approval at the March 27<sup>th</sup> Regular Voting Meeting.

If you have any questions, please contact Mark Czapp, Chris Enck, or me prior to the DSF meeting so any concerns may be addressed at the meeting. Thank you.

## RFP PROCESS FOR ARCHITECTURAL SERVICES

DATE(S)	ACTIVITY	COMMENT
March 1 – March 10	Develop RFP document  Develop evaluation criteria	
March 17	Issue RFP / Extend invitations to potentially interested firms	
March 27	Meeting with firms interested in submitting proposals	Attendance is encouraged but not mandatory
March 29	Potential on-site walkthrough	Interested parties may conduct their own, unaccompanied walk-through with prior approval from Buildings & Grounds personnel
April 5	Responses to the RFP are due to the ESC (exact time TBD), via electronic transmission (preferred) or physical delivery	Proposals may not be opened at that time; their receipt will be acknowledged
April 10 – April 14	Evaluate responses to the RFP, develop initial recommendation(s)  Determine if further information is needed	Review results at the DSF Meeting
April 17 – April 21	Hold Committee meeting to review proposals and consider the recommendation(s) of administration  Finalize the recommendation to be submitted to the Board	
April 24	Scheduled Voting Meeting – consider approving the recommendation of the Committee	
May 8	Scheduled DSF Meeting to consider the recommendation if more time is needed	

ADDENDUM TO AGREEMENT OF SALE

EFFECTIVE DATE: [\_\_\_\_\_]

PROPERTY: 1472 Roth's Church Road, Jackson Township, York County, PA (Portion of Parcel 33000GF0064000000)

SELLER: Spring Grove Area School District

BUYER: YMCA of the Roses, formerly known as Young Men's Christian Association of York and York County d/b/a YMCA of York County

DATE OF AGREEMENT: May 9, 2022

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This Addendum is attached to and made a part of the Agreement for the Sale of Commercial Real Estate between Buyer and Seller, which is dated May 9, 2022 but effective as of the date hereof (the "**Agreement**"). The Buyer and Seller, intended to be legally bound, agree that the following terms shall be a part of and incorporated into the Agreement:

Buyer and Seller hereby amend the May 9, 2022 Agreement of Sale to change the Buyer Entity name from "Young Men's Christian Association of York and York County d/b/a YMCA of York County" to "YMCA of the Roses."

Section 2) of the Agreement shall be deleted in its entirety and replaced with the following:

*"2) PROPERTY: Seller hereby agrees to sell and convey to Buyer a to-be-created condominium unit or units consisting of the building that housed the former Spring Grove Middle School, located at 1472 Roth's Church Road, Spring Grove, in Jackson Township, York County, Pennsylvania 17362, EXCEPTING THEREFROM the Seller Unit described herein which shall be retained by Seller. The Property DOES NOT include the land on which the building is situate. The parties, by creation of the condominium unit, shall obtain a separate tax parcel number for the Property to be conveyed pursuant to this Agreement. Notwithstanding the foregoing, the parties acknowledge and agree that the parties may decide to pursue a planned community or other structure substantially similar to a condominium, and in such case all references to such condominium herein will be interpreted to mean such planned community or other similar ownership structure."*

Section 4)c) shall be deleted in its entirety and replaced with the following:

*"4) SALE CONTINGENCIES...*

*c) The sale to the Buyer shall be subject to the Buyer and Seller creating a condominium pursuant to the Pennsylvania Uniform Condominium Act (the "**Condominium**"). The Condominium shall be comprised of two (2) Units, as follows: (1) a portion of the building to be used by the Seller for administrative, maintenance/mechanical and/or technology services, consisting of 16,000 square*

*feet, more or less (the “**Seller Unit**”), to be retained by Seller, and (2) the remainder of the Building (the “**Buyer Unit**”), to be conveyed to Buyer. Buyer and Seller shall mutually agree to the terms of the Declaration of such Condominium (“**Declaration**”), which shall provide for at least the following:*

*i) The Declaration shall provide for Buyer and Seller to equitably apportion expenses for all Common Elements of the Condominium, reasonably crediting Seller for services it provides, such as regular building and facilities maintenance and routine repairs, pest control and other building and facilities services. For purposes of the Declaration, the term “regular building and facilities maintenance and routine repairs” shall mean those activities that are regularly provided by the Sellers’ facilities staff on a daily basis and repairs that may be made by such staff in 1 hour or less or those repairs that exceed \$100.00 to complete.*

*ii) The Declaration will provide that the Condominium Association shall be responsible for maintenance and repair of structural elements (walls, roof, etc.) and the major building systems (HVAC, plumbing, and electrical). Seller will be responsible to maintain and repair all interior areas of the Seller Unit and Buyer shall be responsible for all interior areas of the Buyer Unit.*

*iii) The Declaration shall provide for Seller’s use of the gym that is located within the Buyer Unit upon at least 48 hours’ notice, provided that the gym is not otherwise scheduled for use or needed for Buyer’s activities in Buyer’s reasonable discretion. Seller shall use its best efforts to make use of its own athletic facilities and/or gym(s) before requiring use of the Buyer’s gym. The Declaration shall provide for the cooperative scheduling of this facility, provided that the Buyer shall have first priority to use the facility for scheduled events.*

*The cost of creating the Condominium shall be shared equally by Buyer and Seller.”*

In addition to the Sale Contingencies listed in Section 4 of the Agreement (as amended by this addendum), the Buyer’s obligation to purchase the Property is expressly contingent on:

- (i) Seller actually obtaining a separate tax parcel number for the Property to be conveyed pursuant to this Agreement;
- (ii) Buyer obtaining any needed zoning approvals required for its project;
- (iii) Buyer and Seller negotiating a mutually satisfactory easement (the “**Easement**”) (1) to access the Property across the lands of the Seller, (2) for parking on the lands of the Seller, and (3) for use of the Seller’s recreational facilities. Such Easement shall

be in written, recordable form to provide Buyer with unlimited access to the Property, containing, at a minimum the following provisions:

- a. Seller shall grant to the Buyer an easement for the use by Buyer, and Buyer's tenant, subtenants, staff, business invitees and visitors, of parking areas adjacent to their respective Units.
  - b. The Easement shall include provision for traffic flows during the school day and scheduled school events.
  - c. The Easement shall also grant access to Buyer, Buyer's tenants, subtenants, staff, business invitees and visitors of the various motor vehicle access drives and pedestrian walkways located on Seller's property.
  - d. The Easement shall provide for Buyer and Seller to equitably apportion expenses for maintenance of these areas by Seller, such as snow plowing/removal, and maintenance and repair of access drives, parking areas, and sidewalks.
  - e. The Easement shall provide for Buyer's use of the Seller's grounds and athletic facilities upon at least 48 hours' notice. The Easement shall provide for the cooperative scheduling of those facilities, provided that the Buyer shall have first priority to use the facilities for scheduled events.
- (iv) Buyer obtaining a RACP (Redevelopment Assistance Capital Program) Grant in an amount of not less than \$4,200,000;
  - (v) Buyer obtaining an approved land development plan and building permit for construction of the intended improvements, if required by Jackson Township;
  - (vi) Seller and Buyer obtaining a Voluntary Agreement between Buyer, as an institution of purely public charity, the Seller and all local taxing authorities, as political subdivisions, to ensure that the Property be considered wholly tax-exempt on and after the Closing; and
  - (vii) Buyer's Board of Directors approving the closing on the purchase of the Property.

Notwithstanding anything to the contrary in the Agreement, Settlement is to be made within thirty (30) days of the satisfaction of all contingencies set forth in the Agreement and this Addendum, or at such other time as mutually agreed upon by the parties. If the contingencies set forth in this Agreement and the Addendum have not been satisfied by June 30, 2023, either party will have the right to terminate this Agreement.

Notwithstanding anything to the contrary in the Agreement, written acceptance of the parties must be obtained by March 31, 2023 or this Agreement automatically becomes null and void.

All other terms and conditions of the said agreement shall remain unchanged and in full force and effect.

[Signature page to follow]

IN WITNESS WHEREOF, the parties hereto have executed this Addendum as of the Effective Date set forth above.

BUYER:

**YMCA OF THE ROSES**

By: \_\_\_\_\_  
Larry Richardson, President/CEO

Attest: \_\_\_\_\_  
Justin Tomevi, Secretary

Date: \_\_\_\_\_, 202\_\_

SELLER:

**SPRING GROVE AREA SCHOOL DISTRICT**

By: \_\_\_\_\_  
Rachel Rohrbaugh  
President – Board of School of Directors

Attest: \_\_\_\_\_  
Mark Czapp, Secretary

Date: \_\_\_\_\_, 202\_\_



Book	Policy Manual
Section	800 Operations
Title	Copy of Conflict of Interest
Code	827
Status	DRAFT - Under Construction
Adopted	June 20, 2016
Last Reviewed	January 28, 2019

### **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](#)

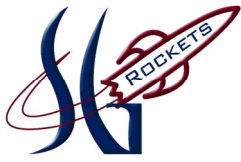
6. Pol. 317

Pol. 011

Pol. 319

Pol. 609

Pol. 702



**SPRING GROVE AREA SCHOOL DISTRICT**  
Spring Grove, Pennsylvania

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**TO:** Board of School Directors

**FROM:** Dr. George W. Ioannidis, Superintendent

**PREPARED BY:** Dr. Steve Guadagnino, Assistant Superintendent  
Bill Stiles, Facilities Manager  
Christian Ehrhart, High School Assistant Principal

**DATE:** March 8, 2023

**SUBJECT:** Proposed Dual Enrollment Agreement with Earlbeck

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**BACKGROUND**

At the January 9, 2023, Directors' Study Forum (DSF), Dr. Guadagnino and High School Administrators shared a presentation highlighting several opportunities that will be available to students beginning in the 2023-2024 school year. Dr. Guadagnino reported at that time that the district was presented with an offer to enter into an agreement with Earlbeck Gases and Technologies to provide high school students with the opportunity to enroll in a Certificated Welding Program. He indicated that a draft agreement would be presented for the Board's consideration during an upcoming meeting. The proposed agreement is attached for your review during the March 13<sup>th</sup> DSF.

**RATIONALE**

Welding is being integrated into many of our high school STEM courses. Consequently, the specifics of how many students would be impacted by offering the Dual Enrollment Program could range tremendously from class-to-class and year-to-year. Essentially, through the agreement, the high school would introduce students to welding by offering the Earlbeck course(s), under the agreement, on-site or online, to receive high school credit for a STEM-related class after successful completion, as well as postsecondary credit. If a student discovers they have a passion for welding, through the district's partnership with Earlbeck, the high school student who has secured the appropriate high school/Earlbeck academic credits may, following graduation, enroll with Earlbeck to be properly trained, attain a professional certification, and be connected to the appropriate job.

**PROJECTED COST**

Based upon the agreement proposal, we do not anticipate any change in the number of teachers required to teach the skills in-house, since the approach is to *integrate* rather than *segregate* on individual skill. At the point a student presents an interest in going to school at Earlbeck, the student would be responsible to make those arrangements with Earlbeck and attend sessions that do not conflict with their high school schedule.

As stated in the agreement, Earlbeck will donate and assist with the installation of two welding bays at the high school. Costs to the district, estimated at \$26,000, include the initial installation of the bays and any future upgrades, in addition to raw material costs. The installation details and projected costs have been reviewed by Bill Stiles, Facilities Manager, and discussed with Engineering Specialists from Earlbeck. These costs are currently included in the high school STEM budget for 2023-2024. Additionally, Earlbeck will provide a list of supplies to be donated and has agreed to assist with pursuing relationships with vendors to purchase needed supplies at potentially discounted rates.

High School Administrators will attend the March 13<sup>th</sup> DSF to share a brief overview of the proposed agreement. Following review, the Board will be asked to consider approval at the March 27, 2023, regular voting meeting to provide the appropriate time needed for Mr. Stiles to begin the steps for installation of the welding bays in early summer. If there are any questions related to the proposed agreement, please contact me prior to the meeting.



Spring Grove Area School District  
**Proposal for Major Trip**

AP #121  
Attachment

**TITLE of TRIP:** National Association for Music Education All-Eastern Honors Ensemble Festival

**DESTINATION:** Rochester, New York

**PROPOSED TRIP DATES** (*specify student instructional days missed*):  
Thursday, April 13 – Sunday, April 16, 2023 (Student will miss 2 instructional days.)

**TRIP SUPERVISION:**

**Who will be in charge?** Chris Mundy, High School Counselor and Assistant Director of Select Modern Band

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

Mr. Mundy will be accompanying student, Jorge Caraballo, throughout the trip, including all transportation (via car). Upon arrival, Jorge will be chaperoned throughout the event by security organized by National Association for Music Education (NAfME). At all times, there will be access to a nurse and other necessary personnel in order to ensure a safe stay.

**BENEFITS of PARTICIPATION / RELATIONSHIP TO THE CURRICULUM:**

Jorge Caraballo, a junior at Spring Grove Area High School, has been accepted into the 2023 NAfME All-Eastern Honors Ensemble Modern Band as a vocalist/guitarist. Acceptance into this ensemble was based on his video audition sent electronically and judged by NAfME. This is a major opportunity for Spring Grove to make a national presence in music education.

Jorge will have the opportunity to work with the best high school musicians from the east coast of the United States. This will be a wonderful opportunity for Jorge to understand how advanced music and musical ensembles operate. The ensemble will be under the direction of Dr. Bryan Powell, from Montclair State University.

While in Rochester, Mr. Mundy and will have the opportunity to attend the 2023 All Eastern Music Education Conference, which runs concurrently with the All-Eastern ensemble rehearsals and sessions. (Teachers rotate chaperone responsibilities so others can attend the conference). Mr. Mundy will be attending workshops, conferences, and seminars that relate directly to the Modern Band program at Spring Grove. This is a tremendous opportunity for Mr. Mundy to work with world-renowned pedagogues to bring inspiring and research-based material back to Spring Grove to share with music colleagues. All Music National Standards will be emphasized throughout the conference, and through Jorge's experiences.

**Who will be eligible to attend this trip?**

Jorge Caraballo is eligible to attend. No one else qualified.

**PERFORMANCES / EXCHANGES / DETAILED ITINERARY:**

(\*\*Tentative Schedule – Subject to Change\*\*)

**THURSDAY, APRIL 13, 2023**

- 7:00 a.m. – Depart from Spring Grove Area High School
- 1:00 – 3:00 p.m. – Registration and check-in
- 3:00 – 5:45 p.m. – PM Rehearsal
- 5:00 – 5:45 p.m. – Director Orientation
- 5:45 – 6:15 p.m. – Break
- 6:30 – 9:00 p.m. – Welcome Dinner
- 9:30 p.m. – Room checks

FRIDAY, APRIL 14, 2023

7:45 – 8:30 a.m. – Breakfast  
8:30 a.m. – 12:30 p.m. – Rehearsal  
12:30 – 1:15 p.m. – Lunch  
1:30 – 3:30 p.m. – Rehearsal  
3:30 – 4:00 p.m. – Break  
4:15 – 5:15 p.m. – Rehearsal  
5:15 – 5:45 p.m. – Break  
6:00 – 6:45 p.m. – Dinner  
7:00 – 9:00 p.m. – Game Night  
9:00 – 10:15 p.m. – Ice Cream Social  
10:30 p.m. – Room checks

SATURDAY, APRIL 15, 2023

7:45 – 8:30 a.m. – Breakfast  
8:45 – 11:30 a.m. – Rehearsal/Sound Checks  
11:45 a.m. – 12:30 p.m. – Lunch  
12:45 – 1:30 p.m. – Keynote Speaker  
1:45 – 4:00 p.m. – Rehearsal/Sound Checks  
4:00 – 4:30 p.m. – Break  
4:45 – 5:30 p.m. – Dinner  
5:30 – 6:00 p.m. – Change for concerts  
6:30 – 10:00 p.m. – Modern Band, Guitar Ensemble, Mixed Choir, and Jazz Band Concerts  
10:00 – 10:30 p.m. – Medal Ceremony  
10:45 p.m. – Room checks

SUNDAY, APRIL 16, 2023

8:00 – 8:45 a.m. – Breakfast  
9:30 – 10:45 a.m. – Symphony Orchestra and Concert Band Concerts  
12:00 p.m. – Students Dismissed  
6:00 p.m. – Arrive back in Spring Grove

**HEALTH / SAFETY:**

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

Mr. Mundy will be traveling with a school first aid bag specifically designed for Jorge Caraballo. Once in Rochester, medical aid will be available at all times. If Jorge becomes ill, all necessary steps will be taken to ensure that appropriate attention is given to him to address his needs. Chaperones will constantly be monitoring all meals, transportation, rehearsals, and hotel hallways throughout the night.

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

N/A

**COSTS:**

**Cost to Student:**

\$0

**Cost to District:**

**Transportation:**

\$ 370.00 – Mr. Mundy will drive in a personal vehicle to and from Rochester, N.Y.

**Student Registration:**

\$ 150.00 – Jorge Conference Registration

\$ 545.00 – Jorge Housing Registration (3 nights)

**Teacher Registration:**

\$ 335.00 – Mr. Mundy

\$ 508.50 – DoubleTree by Hilton (\$169.50/night @ 3 nights)

**Meals:**

\$ 39.00 – Breakfast (Friday, Saturday, Sunday)

\$ 56.00 – Lunch (Thursday, Friday, Saturday, Sunday)

\$ 92.00 – Dinner (Thursday, Friday, Saturday, Sunday)

**\$2095.50 – Total****Chaperone:**

Mr. Mundy would miss two instructional days. No substitute is required for these days due to Mr. Mundy's primary role as a School Counselor.

<b>Overall Costs</b>			
Jorge Caraballo			Mr. Mundy
\$695.00	Registration, housing, meals, events		\$370.00 Possible mileage reimbursement
			\$335.00 Conference Registration
			\$508.50 Hotel Cost
			\$187.00 Meals
<b>\$695.00</b>	<b>Total</b>		<b>\$1,400.50 Total</b>



## ***Proposal for Major Trip***

**TITLE of TRIP:** PMEA All-State Jazz and Vocal Jazz Festival

**DESTINATION:** Kalahari Resorts (lodging) and Pocono Mountain West High School (rehearsals and concert)

**PROPOSED TRIP DATES:** Wednesday, April 19 - Friday, April 21, 2023

Lucas Buhrman and Leland Klinedinst will leave at 12:30 p.m. on Wednesday, April 19th. They will be absent from school all day on Thursday, April 20<sup>th</sup> and Friday, April 21<sup>st</sup>. The students' parents will pick them up from the 7:30 p.m. concert on Friday, April 21<sup>st</sup>.

**TRIP SUPERVISION:**

**Who will be in charge?**

Abigail Kirkpatrick, High School Music Teacher, will drive the students to the festival and be with them until they are transported to their rehearsal location on Wednesday evening. The students will be under the supervision of the All-State Vocal Jazz host director, Jeff Mark, as is the case in every PMEA music festival.

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

Abigail Kirkpatrick, High School Music Teacher, will chaperone this trip.

**BENEFITS of PARTICIPATION / RELATIONSHIP TO THE CURRICULUM:**

The PMEA All-State Festival features qualifying student performers from all regions in Pennsylvania. The students participating in the festival will have the opportunity to work with a vocal jazz specialist ensemble director, Charlie Masters, as well as experience what it is like to perform with a high-level student vocal jazz choir.

**Who will be eligible to attend this trip?**

Only students who successfully auditioned for the festival through the All-State Vocal Jazz online auditions are allowed to participate. We were fortunate enough to have two successful auditions:

Lucas Buhrman- Bass  
Leland Klinedinst - Bass

**PERFORMANCES / EXCHANGES / DETAILED ITINERARY:**

Wednesday, April 19, 2023

12:30 p.m. – Depart from high school  
3:30 p.m. – 4:15 p.m. – Hotel Check-in at Kalahari Resorts  
4:45 p.m. – Depart for Pocono Mountain West High School  
5:00 p.m. – Jazz and Vocal Jazz Meeting  
5:30 p.m. – Rehearsal  
6:30 p.m. – Snack/Light Dinner  
6:45 p.m. – Rehearsal  
8:30 p.m. – Board busses for hotel

Thursday, April 20, 2023

7:00 a.m. – Breakfast at hotel

9:15 a.m. – Depart hotel for Pocono Mountain West High School

10:00 a.m. – Rehearsal

12:20 p.m. – Lunch

1:20 p.m. – Rehearsal

4:15 p.m. – Dinner

5:15 p.m. – Bus departs for Kalahari

5:30 p.m. – Water park time at Kalahari

7:45 p.m. – PMEA 90<sup>th</sup> Anniversary Awards/US Army Band and Chorus Concert

Friday, April 21, 2023

7:00 a.m. – Breakfast at hotel

8:00 a.m. – Student opportunity to visit Exhibit Hall

10:00 a.m. – Depart hotel for Pocono Mountain West High School

10:30 a.m. – Rehearsal

12:20 p.m. – Lunch

1:20 p.m. – Rehearsal

5:30 p.m. – Dinner

7:30 p.m. – PMEA All-State Jazz and Vocal Jazz concert

9:00 p.m. – Depart for home

**HEALTH / SAFETY:**

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

PMEA has a nurse on site for any health issues that may arise. The students will be chaperoned by local music directors (teachers) during their stay in hotel rooms. This is set-up and supervised by PMEA. All chaperones have proper state and federal clearances.

In addition, PMEA collects medical and insurance information on every festival participant in the event a medical emergency arises.

**TRAVEL AGENCY CONTACT:** N/A

**COSTS:**

**\*\*Cost to student:**

\$0.00

**\*\*Cost to finance trip / Methods to assist students:**

\$0.00

**\*\*District costs:**

\$ 798.00 – Festival and Housing Fee (\$399/student)

\$ 209.60 – Transportation (Mrs. Kirkpatrick will drive the students in her personal vehicle)

**\$1007.60 - TOTAL**

**Chaperones:** The district will be responsible for the cost of a full-day substitute teacher for Mrs. Kirkpatrick on Thursday, April 20<sup>th</sup> and Friday, April 21<sup>st</sup>, as she is required to attend the director's meetings and auditions on that date in order for her students to be eligible to participate in the festival.

*\*\* Provide details on Travel Agency incentives, cash discounts, rewards, free travel vouchers and how will these be allocated for this trip*





**SPRING GROVE AREA SCHOOL DISTRICT**  
Spring Grove, Pennsylvania

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**TO:** Board of School Directors

**FROM:** Dr. George W. Ioannidis, Superintendent

**PREPARED BY:** Dr. Michelle Ludwig, Director of Pupil Services

**DATE:** March 8, 2023

**SUBJECT:** 2023-2024 Dental Hygiene Program, K-12

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As part of the annual review process of the District's Dental Hygiene Program, the following information is presented for Board members' review and consideration, with recommendation for approval anticipated for inclusion with the March 27, 2023, Regular Voting Meeting action items. The anticipated action language will read as follows:

***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., as the dental consultant on a voluntary basis and Ms. Karla McCleary, who holds a Pennsylvania Teaching Certificate for Dental Hygiene, continuing as Dental Hygienist.*

If you have any questions regarding the program and/or this proposed request, please contact Dr. Michelle Ludwig or me prior to the March 13<sup>th</sup> DSF.