

# REGULAR VOTING MEETING

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

**Monday, January 23, 2023, 7:00 PM**

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

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## 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:
    - January 9, 2023 for personnel reasons
- II. **Welcome Visitors: Formal and Informal requests to address the Board**
- III. **Board and Administration Response to Public Comment**
- IV. **Superintendent's Report** DR. STEVE GUADAGNINO
- V. **Student Representative's Report** TRENTON LEGGETT
- VI. **Correspondence** RACHEL ROHRBAUGH
- VII. **Legislative Update** DR. STEVE GUADAGNINO
- 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)*
- December 5, 2022 – Reorganization/Voting Meeting
  - January 9, 2023 – Voting Meeting
  - January 9, 2023 – Directors' Study Forum
- XII. **Treasurer's Reports** *(motion and second needed, roll call vote)* DOUG WHITE
- Month Ending November 30, 2022
  - Month Ending December 31, 2022



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

• **BUSINESS/FINANCE REPORTS**

- Budget and Finance
- Buildings and Grounds
- Transportation

DOUG WHITE  
*For Information Only*  
MICHAEL RITZ

• **MANAGEMENT REPORTS**

- Policy
- Personnel

KAREN BAUM  
DOUG STEIN

• **PROGRAM REPORTS**

- Curriculum

NICOLE WILSON

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

**TREASURER'S REPORT FOR THE MONTH ENDING November 30, 2022**

**GENERAL FUND - CHECKING**

<u>Balance 10/31/2022</u>		\$ 14,748,268.27		\$ 14,748,268.27
<u>Receipts</u>				
	Total Receipts (as per attached)	\$ 4,312,155.17		
	Cleared Deposits (Including Prior Months)		\$ 4,312,211.31	\$ 4,312,211.31
<u>Expenditures</u>				
	Paid bills through end of month	\$ 4,591,141.02		
	Transfer to PLGIT	\$ 5,000,000.00		
	Voided Checks	\$ (187,073.38)		
		\$ 9,404,067.64		
	Cleared Expenses (Including Prior Months)		\$ 10,478,896.96	\$ 10,478,896.96
<u>Balance 11/30/2022</u>				
	ACNB (.60%)			\$ 8,581,582.62

**GENERAL FUND - INVESTMENTS**

<u>Balance 11/30/2022</u>				
	PLGIT Plus (3.62%)	\$ 3,894.93		
	PLGIT Term (4.56%)	\$ 5,000,000.00		
		\$ 5,003,894.93		
	PSDLAF - Max (3.445%)	\$ 2,258,924.70		
	PSDLAF - Full Flex Pool (3.730%)	\$ 3,035,992.33		
	PSDLAF - Full Flex Pool (3.750%)	\$ 3,038,158.34		
	PSDLAF - Cash MGMT Bill (3.419%)	\$ 4,946,253.33		
	PSDLAF - Treasury Bill (3.431%)	\$ 4,932,312.78		
	PSDLAF - Treasury Bill (3.781%)	\$ 4,907,966.53		
	PSDLAF TOTAL	\$ 23,119,608.01		
	<b>INVESTMENT TOTAL</b>		\$ 28,123,502.94	\$ 28,123,502.94
	<b>GENERAL FUND - TOTAL</b>			\$ 36,705,085.56

**NUTRITION SERVICES FUND**

<u>Balance 10/31/2022</u>		\$ 1,313,311.69		\$ 1,313,311.69
<u>Receipts</u>				
	Total Receipts (as per attached)	\$ 91,470.48		
	Cleared Deposits (Including Prior Months)		\$ 95,052.88	\$ 95,052.88
<u>Expenditures</u>				
	Paid bills through end of month	\$ 169,307.88		
	Voided Checks	\$ -		
		\$ 169,307.88		
	Cleared Expenses (Including Prior Months)		\$ 173,740.23	\$ 173,740.23
<u>Balance 11/30/2022</u>				
	ACNB (.60%)			\$ 1,234,624.34
	<b>NUTRITION SERVICES FUND TOTAL</b>			\$ 1,234,624.34

**CAPITAL RESERVE FUND**

<u>Balance 10/31/2022</u>		\$ 1,332,358.19		\$ 1,332,358.19
<u>Receipts</u>				
	Transfer from General Fund	\$ -		
	Interest	\$ 654.07		
	Cleared Deposits (Including Prior Months)		\$ 654.07	\$ 654.07
<u>Expenditures</u>				
	Paid bills through end of month	\$ 15,308.00		
	Voided Checks	\$ -		
		\$ 15,308.00		
	Cleared Expenses (Including Prior Months)		\$ 7,063.40	\$ 7,063.40
<u>Balance 11/30/2022</u>				
	ACNB (.60%)			\$ 1,325,948.86
<b>CAPITAL RESERVE INVESTMENTS</b>				
	PSDLAF PSDMAX (3.445%)	\$ 557,959.97		\$ 557,959.97
	<b>CAPITAL RESERVE TOTAL</b>			\$ 1,883,908.83

**Invoices presented for Board approval**

				\$ 15,308.00
	Hershocks Inc.	\$ 15,308.00		

**STUDENT ACTIVITY FUNDS**

<u>Balance 11/30/2022</u>				
	Elementaries	\$ 5,932.97		
	Intermediate School	\$ 8,988.81		
	Middle School	\$ 6,613.82		
	High School	\$ 99,634.97		
	<b>STUDENT ACTIVITY FUNDS-TOTAL</b>			\$ 121,170.57

**TREASURER'S REPORT FOR THE MONTH ENDING December 31, 2022**

**GENERAL FUND - CHECKING**

<u>Balance 11/30/2022</u>		\$ 14,748,268.27		\$ 8,581,582.62
<u>Receipts</u>				
	Total Receipts (as per attached)	\$ 5,177,773.25		
	Cleared Deposits (Including Prior Months)		\$ 5,177,773.25	\$ 5,177,773.25
<u>Expenditures</u>				
	Paid bills through end of month	\$ 9,005,775.97		
	Transfer to PLGIT	\$ -		
	Voided Checks	\$ (1,495.00)		
		\$ 9,004,280.97		
	Cleared Expenses (Including Prior Months)		\$ 9,007,154.73	\$ 9,007,154.73
<u>Balance 12/31/2022</u>				
	ACNB (.60%)			\$ 4,752,201.14

**GENERAL FUND - INVESTMENTS**

<u>Balance 12/31/2022</u>				
	PLGIT Plus (4.01%)	\$ 3,908.57		
	PLGIT Term (4.56%)	\$ 5,000,000.00		
		\$ 5,003,908.57		
	PSDLAF - Max (3.815%)	\$ 2,263,834.41		
	PSDLAF - Full Flex Pool (4.230%)	\$ 3,046,150.75		
	PSDLAF - Full Flex Pool (4.250%)	\$ 3,048,375.74		
	PSDLAF - Cash MGMT Bill (3.419%)	\$ 4,946,253.33		
	PSDLAF - Treasury Bill (3.431%)	\$ 4,932,312.78		
	PSDLAF - Treasury Bill (3.781%)	\$ 4,907,966.53		
	PSDLAF TOTAL	\$ 23,144,893.54		
	<b>INVESTMENT TOTAL</b>		\$ 28,148,802.11	\$ 28,148,802.11
	<b>GENERAL FUND - TOTAL</b>			\$ 32,901,003.25

**NUTRITION SERVICES FUND**

<u>Balance 11/30/2022</u>		\$ 1,234,624.34		\$ 1,234,624.34
<u>Receipts</u>				
	Total Receipts (as per attached)	\$ 532,431.82		
	Cleared Deposits (Including Prior Months)		\$ 533,195.67	\$ 533,195.67
<u>Expenditures</u>				
	Paid bills through end of month	\$ 121,214.35		
	Voided Checks	\$ -		
		\$ 121,214.35		
	Cleared Expenses (Including Prior Months)		\$ 122,222.65	\$ 122,222.65
<u>Balance 12/31/2022</u>				
	ACNB (.60%)			\$ 1,645,597.36
	<b>NUTRITION SERVICES FUND TOTAL</b>			\$ 1,645,597.36

**CAPITAL RESERVE FUND**

<u>Balance 11/30/2022</u>		\$ 1,325,948.86		\$ 1,325,948.86
<u>Receipts</u>				
	Transfer from General Fund	\$ -		
	Interest	\$ 669.56		
	Cleared Deposits (Including Prior Months)		\$ 669.56	\$ 669.56
<u>Expenditures</u>				
	Paid bills through end of month	\$ -		
	Voided Checks	\$ -		
		\$ -		
	Cleared Expenses (Including Prior Months)		\$ 15,308.00	\$ 15,308.00
<u>Balance 12/31/2022</u>				
	ACNB (.60%)			\$ 1,311,310.42
<b>CAPITAL RESERVE INVESTMENTS</b>				
	PSDLAF PSDMAX (3.815%)	\$ 559,767.84		\$ 559,767.84
	<b>CAPITAL RESERVE TOTAL</b>			\$ 1,871,078.26

Invoices presented for Board approval

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**STUDENT ACTIVITY FUNDS**

<u>Balance 12/31/2022</u>				
	Elementaries	\$ 6,219.89		
	Intermediate School	\$ 9,321.72		
	Middle School	\$ 6,501.92		
	High School	\$ 110,801.26		
	<b>STUDENT ACTIVITY FUNDS-TOTAL</b>			\$ 132,844.79



**BUDGET AND FINANCE BOARD ACTIONS REQUESTED:**

- A. **ACCOUNTS PAYABLE LISTS** – Approval of the Accounts Payable lists as presented, including items from November/December.
  
- B. **2023-2024 YORK COUNTY SCHOOL OF TECHNOLOGY BUDGET** – Adoption of the attached Resolution to approve the proposed 2023-2024 York County School of Technology General Operating Budget not to exceed \$35,113,000.00 and agree to pay the District’s prorated share of budgetary expenditures.
  
- C. **2023-2024 LINCOLN INTERMEDIATE UNIT #12 PROPOSED BUDGET** – Adoption of the Resolution to approve the proposed 2023-2024 Lincoln Intermediate Unit #12 General Operating Budget, with an increase of 1.62% compared to last year’s budget, and Spring Grove Area School District’s contribution being \$5,606.17, representing a slight decrease from 2022-2023 of \$268.
  
- D. **2022-2023 ADDITIONAL FUND-RAISING ORGANIZATION** – Approval to add Merakey, a not-for-profit 501c3 organization, to the 2022-2023 list of fund-raising organizations approved for students and/or staff to raise funds during the 2022-2023 school year, in accordance with Board Policy #229.

# York County School of Technology 2023/24 Budget Resolution

Indicating the approval of this School District of a Budget for the 2023/2024 fiscal year for the York County School of Technology; agreeing to pay this School District's prorated share of the budgetary expenditures and agreeing to levy the necessary taxes therefore;

WHEREAS, this School District is a member School District of the York County School of Technology heretofore established; and

WHEREAS, the appropriate Committee has prepared a proposed budget for the operation of said School for the fiscal year 2023/2024;

- 1) The budget for the York County School of Technology for the school year 2023/2024, as submitted to this Board, has been studied and is hereby approved in an amount not to exceed \$35,113,000.00 of which \$23,478,000.00 is from member district contributions.
- 2) This School District will provide in its budget for the 2023/2024 fiscal year, a sum sufficient to cover its share of the current expense items of the York County School of Technology budget, based on the number of its pupils enrolled in said School during the 2023/2024 school year.
- 3) At the time of the adoption by this School District of its budget for the 2023/2024 fiscal year, it will levy the necessary taxes which, together with estimated State appropriations, will be sufficient to balance the said budget, including expenditures for the York County School of Technology authorized by this resolution.

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## Certification

I, Secretary of the School Board for the \_\_\_\_\_ do hereby certify that this is a true and correct copy of a Resolution duly adopted at a meeting of the Board of Directors of said School District duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, and at which a quorum was present. I further certify that \_\_\_\_\_ votes were cast in favor of this resolution, and \_\_\_\_\_ votes were cast in opposition of this resolution.

***(Please list the name of each Board Member and record his/her vote.)***

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Secretary



**BUILDINGS AND GROUNDS / FOR INFORMATION ONLY:**

**MANDATED BUILDING FIRE DRILLS / NOVEMBER**

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
New Salem Elementary	11/04/2022	1	41
Paradise Elementary	11/29/2022	1	44
Spring Grove Elementary	11/29/2022	1	31
Spring Grove Area Intermediate School	11/22/2022	1	58
Spring Grove Area Middle School	11/04/2022	2	08
Spring Grove Area High School	11/21/2022	12	56

**MANDATED BUILDING FIRE DRILLS / DECEMBER**

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
New Salem Elementary	12/07/2022	1	27
Paradise Elementary	12/20/2022	1	25
Spring Grove Elementary	12/19/2022	2	03
Spring Grove Area Intermediate School	12/09/2022	1	38
Spring Grove Area Middle School	12/13/2022	2	05
Spring Grove Area High School	12/22/2022	3	26



**TRANSPORTATION BOARD ACTIONS REQUESTED:**

A. **2022-2023 KRISE BUS/VAN DRIVERS** – Approval of the following additional contracted Krise Bus Company Bus/Van Driver(s) for the 2022-2023 school year:

- 1) Stephen Ford
- 2) Ashley Genao
- 3) Francis Herman
- 4) Holly Turnbaugh



**POLICY BOARD ACTIONS REQUESTED:**

- A. **ANTI-DISCRIMINATION LANGUAGE UPDATE** – Acceptance of the following statement as the updated anti-discrimination statement for the school district, as outlined by the United States Department of Education and United States Equal Employment Opportunity Commission: “The Spring Grove Area School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, genetic information, or age in its programs and activities.”
- B. **BOARD POLICY UPDATE** – Approval for the Administration to modify and update the Board Policies listed below to be consistent with the newly adopted anti-discrimination statement. As long as the identified policies are solely modified and updated to be consistent with the new anti-discrimination statement, the Board exercises its powers under Board Policy 003 to suspend the requirement for a first and second reading before making the identified modified policies effective. Proposed policies to include anti-discrimination language are as follows:
- 1) #103 – Discrimination/Title IX Sexual Harassment Affecting Students
  - 2) #104 – Discrimination/Title IX Sexual Harassment Affecting Staff
  - 3) #140 – Charter Schools
  - 4) #202 – Eligibility of Nonresident Students
  - 5) #206 – Assignment Within District (*Disability has been removed from the anti-discrimination list due to low incidence classes being offered at designated educational buildings.*)
  - 6) #218 – Student Discipline
  - 7) #702.2 – Naming Rights
  - 8) #808 – Food Services
  - 9) #913.3 – Advertising in Schools
  - 10) #916 – School Volunteers
- C. **GRANTS/DONATIONS** – Acceptance of the following grants/donations in accordance with Board Policy No. 702:
- 1) A monetary grant from York County Community Foundation (YCCF) Memorial Health Fund in the amount of \$50,000 to support the District’s Rocket Wellness Center.
  - 2) A monetary grant from the CommunityAid Foundation in the amount of \$22,500 to support the District’s Weekend Backpack Program.
  - 3) Monetary donations to support the District’s Weekend Backpack Program from the following:
    - a. Margaret Schlichter in the amount of \$100.
    - b. Christine Eldridge in the amount of \$100.
  - 4) A monetary donation from St. Paul Evangelical Lutheran Church in Spring Grove in the amount of \$658 to support the Middle School WEB Program.



**FOR INFORMATION ONLY:**

**BUILDINGS & GROUNDS BOARD COMMITTEE CHANGE** – By his request, Rodney Shearer has been removed from the Board Buildings & Grounds Committee, and Rachel Rohrbaugh has been added in his place.

## 2023 Committees of the Board of School Directors

<b><u>Business/Finance Committees:</u></b>	<b><u>Program/Management Committee</u></b>	
<b><u>Budget &amp; Finance</u></b> Ben Ramsay Michael Ritz Rodney Shearer *Doug White	<b><u>(Program) Athletics/Music</u></b> Karen Baum Doug Stein *Dave Trettel Nicole Wilson	<b><u>Student Disciplinary Committee</u></b> Rachel Rohrbaugh Doug Stein* Dave Trettel Doug White Nicole Wilson
<b><u>Buildings &amp; Grounds</u></b> *Ben Ramsay Michael Ritz Rachel Rohrbaugh Doug White	<b><u>(Program) Curriculum</u></b> Karen Baum Doug Stein Dave Trettel *Nicole Wilson	<b><u>Negotiating Committee</u></b> Ben Ramsay *Rachel Rohrbaugh Dave Trettel Nicole Wilson
<b><u>Cafeteria</u></b> *Ben Ramsay Michael Ritz Rodney Shearer Doug White	<b><u>(Management) Personnel</u></b> 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>
<b><u>Transportation</u></b> Ben Ramsay *Michael Ritz Rodney Shearer Doug White	<b><u>(Management) Policy</u></b> *Karen Baum Doug Stein Dave Trettel Nicole Wilson	
<b><u>York County School of Technology Operating Committee</u></b> <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>	<b><u>York County School of Technology Building Authority</u></b> <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>	<b><u>York Adams Academy Joint Advisory Board of Directors</u></b> <i>(1-year term – renew JUNE of each year)</i>  Karen Baum

## 2023 Committees of the Board of School Directors

<p><b><u>Lincoln Intermediate Unit #12 Board of Directors</u></b>  <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><b><u>Lincoln Intermediate Unit #12 Building Authority</u></b>  <i>(5-year term: eff. 1/1/22 / exp. 12/31/26)</i></p> <p>Bill Stiles – Joint Board Member          No Alternate</p>	
<p><b><u>School Safety &amp; Security Committee</u></b>          Dave Trettel          Doug White</p>	<p><b><u>Citizen Advisory Committee</u></b>          Karen Baum          Dave Trettel</p>	<p><b><u>SGEA Liaison Committee</u></b>          Karen Baum</p>
<p><b><u>District Health &amp; Wellness Committee</u></b>          Rachel Rohrbaugh          Nicole Wilson</p>	<p><b><u>Comprehensive Plan Committee</u></b>          Karen Baum          Doug Stein</p>	<p><b><u>Legislative Committee / PSBA Liaison</u></b>          Ben Ramsay          Nicole Wilson – <i>Alternate</i></p>
<p><b><u>Career Education Council Committee</u></b>          Doug White</p>	<p><b><u>District Athletic Hall of Fame Committee</u></b>          Dave Trettel</p>	<p><b><u>Federal Programs Committee</u></b>          Karen Baum          Michael Ritz</p>
<p><b><u>Spring Grove Regional Parks &amp; Recreation Ctr.</u></b>  <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><b><u>York-Adams Earned Income Tax Bureau Earned Income Tax Committee / TCC</u></b>          Jennifer Leppo – <i>Comm. Board Member</i>          Mark Czapp – <i>Alternate</i></p>
<p style="text-align: center;"><b><u>2022-2023 Student Representative to the Board:</u></b>      Trenton Leggett, 22-23 Student Council President</p>		

Board Approved: **December 5, 2022**

**PERSONNEL BOARD ACTIONS REQUESTED:**

- A. **POSITION DESCRIPTION** – Approval of the attached position description for Associate Principal.
- B. **RETIREMENT RESIGNATIONS** – Approval of the following retirement resignations, with regret:
- 1) **Spring Grove Elementary School Full Time Custodian** – Larry Carter, effective February 24, 2023, for the purpose of retirement following 9 years of service with the school district.
  - 2) **Spring Grove Area School District Elementary Instructor** – Melinda Roy, effective the last day before the first day of the start of the 2023-2024 school year, for the purpose of retirement following 19 years of service to the school district.
  - 3) **Spring Grove Area Intermediate School Instructor** - Jane Ardner, effective the last day before the first day of the start of the 2023-2024 school year, for the purpose of retirement following 33 years of service to the school district.
  - 4) **Spring Grove Area Middle School Math Instructor** – Seth Strausbaugh, effective the last day before the first day of the start of 2023-2024 school year, for the purpose of retirement following 32 years of service to the school district.
- C. **UNCOMPENSATED LEAVE REQUEST** – Approval of the following request for uncompensated leave:
- 1) **Spring Grove Area High School Business and Cooperative Education Instructor** – Kaylyn Ford, effective approximately February 6, 2023, through approximately February 28, 2023.
- D. **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 High School Instructional Assistant Special Education (Learning Support)** – Jessica Hoffman, effective February 1, 2023. Compensation established at \$15.50 per hour for 7 hours per day, 180 days per year.  
  
**Background Information** – *Jessica earned an Associate Degree as a Medical Assistant and has 5 years of experience working in a neighboring district as a paraprofessional with students with an IEP. Jessica is filling the position resulting from the resignation of Cassandra Bechtel and subsequent transfer of Karrin Seaton.*
  - 2) **Paradise Elementary School Full-Time Custodian (2<sup>nd</sup> shift)** – Lauren Fishel, effective February 6, 2023. Compensation established at \$14.30 per hour, 8 hours per day, 260 days per year.  
  
**Background Information** *Lauren has experience as a machine operator and personal care assistant including cleaning and maintaining facilities. Lauren is filling the position resulting from the resignation of Jonathan Novic.*

- E. **CURRICULUM LEADER** – Approval of the following updated Curriculum Leader for the 2022-2023 school year, with the approved stipend as determined by Collective Bargaining Agreement between SGASD and the Spring Grove Education Association, and authorizing discretion to reduce, pro-rate, or cancel any appropriated payment as a result of delayed, shortened, or canceled programs due to COVID-19:

Appointment	Level	Area	Stipend
Timothy Guy	Grades 7 - 8	Math	\$ 559

- F. **EXTRACURRICULAR POSITIONS** – Approval of the following individuals, for the 2022-2023 school year, with compensation determined by the Extracurricular Minimum Stipend Matrix, and authorizing discretion to reduce, pro-rate, or cancel any appropriated payment as a result of delayed, shortened, or canceled events due to COVID-19:

Appointment	Position	2022-2023 Stipend
Abigail Kirkpatrick	Musical Choral Director	\$ 1,160
Zachary Ruth	Light & Sound Advisor	\$ 600

- G. **INTERSCHOLASTIC PERSONNEL** – Approval of the following individuals, pending receipt of updated clearances, for the 2022-2023 school year to work athletic events at the established event rate in the matrix:

- 1) Dalton Rohrbaugh
- 2) Michael Summers

- H. **ATHLETIC/MARKETING INTERNS** – Approval of the following individuals as unpaid athletic/marketing interns enrolled at York College of Pennsylvania Graham School of Business, effective January 23, 2023, through the 2022-2023 season/school year, pending receipt of required clearances.

- 1) Scott Miller
- 2) Dalton Rohrbaugh

- I. **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) Lauren Baker

- J. **GUEST SUBSTITUTES** – Approval of the following individuals holding a bachelor’s degree and completing the District’s Guest Teacher orientation program to substitute teach in all subject areas during the 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) Lauren Baker
- 2) Kimberly Smith



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

**ASSOCIATE PRINCIPAL  
ACT 93 – Administration**

**PURPOSE**

Assist the Principal in overseeing and managing curriculum, staff, students, activities, and administrative aspects of the school. Establish and maintain an orderly and safe school environment.

**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 Building Principal.

**EVALUATION**

Completed by the Building Principal with input from Assistant Superintendent and Assistant Principals.

**COMPENSATION**

As per current District Act 93 Agreement

**PERFORMANCE RESPONSIBILITIES**

1. Assist the 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 in developing curriculum and reviewing lesson plans to insure proper implementation of the curriculum.

4. Assist the Principal with the development of the master schedule.
5. Assist the Assistant Principals with the discipline process.
6. Assist with testing such as PSSA, Keystone, final exams, AP exams, etc.
7. Provide direct supervision to assigned staff.
8. Oversee all aspects of student attendance in conjunction with the attendance officer including letters, fines, tardy absences, and court hearings.
9. Assist the Principal with budget development and implementation as needed.
10. Assist in the selection of new employees for the school(s).
11. Oversee administrative supervision of departments, programs, special events and/or clubs as assigned.
12. Assist the Principal with oversight of the programs such as graduation including practice, set-up and the ceremony.
13. Assist with the planning of the in-service programs, faculty meetings, open houses, and orientation programs.
14. Represent the administration at school events and meetings, as assigned.
15. Remain current on the latest developments and trends in curriculum and instruction.
16. Attend and/or participate in various district committees and meetings, as assigned.
17. Assume the responsibilities of the Principal in his/her absence, as needed.
18. Perform other duties as assigned by the Principal, as needed.

#### **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. 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.
Work Environment	Generally, office or classroom setting.
Temperament	Ability to work as member of a team. Must be courteous and able to effectively communicate with students, staff, 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 classroom 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 technology efficiently and learn new technology implemented by the District.  
Must recognize and appropriately handle confidential information.  
Ability to perform tasks as assigned.  
Ability to work in a complex environment with varied changing, service demand.

License                    Valid Driver's License

Comments                Position holder must have a friendly, helpful, caring personality.  
Position holder has access to information for the Spring Grove School District and must exercise confidentiality at all times.

*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.*

**CURRICULUM BOARD ACTIONS REQUESTED:**

- A. **NEW HIGH SCHOOL COURSES:** Approval of the following additional new courses at the high school, beginning with the 2023-2024 school year:
  - 1) Introduction to Trades
  - 2) STEM Design and Fabrication
  - 3) Student Leadership and Mentorship
  
- B. **OVERNIGHT CONFERENCE** – Approval for AnJie Doll, Human Resources Director, and Jennifer Leppo, Accounting Manager, to attend the Pennsylvania Association of School Business Officials (PASBO) Annual Conference at Kalahari Resorts and Convention Center, Pocono Manor, PA, March 14-17, 2023.
  
- C. **KUTZTOWN UNIVERSITY AFFILIATION AGREEMENT** – Approval to enter into agreement with Kutztown University of Pennsylvania and provide district facilities as a practicum and accept Kutztown University student teachers / student interns.

**ADDENDUM TO CURRICULUM BOARD ACTIONS REQUESTED:**

- D. **TRIP REQUEST:** Approval for Abigail Kirkpatrick, High School Music Department Teacher, to accompany a high school student to Cumberland Valley High School, Mechanicsburg, PA, for the 2023 PMEA District 7 Orchestra Festival, January 26-28, 2023.

**AFFILIATION AGREEMENT**  
**KUTZTOWN UNIVERSITY / STUDENT INTERNS**

**THIS AGREEMENT** is made this date, \_\_\_\_\_, by and between **KUTZTOWN UNIVERSITY OF PENNSYLVANIA**, (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.

Kutztown University of Pennsylvania

Spring Grove Area School District

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name / Position of Authorizing Agent  
On behalf of Kutztown University of PA  
Old Main Building / PO Box #730  
Kutztown, PA 19530

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



**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. Steven Guadagnino, Assistant Superintendent  
**DATE:** January 20, 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 January 23<sup>rd</sup> voting meeting due to time constraints:

*2023 Pennsylvania Music Educators Association (PMEA) District 7 Orchestra Festival at Cumberland Valley High School, Mechanicsburg, PA, on January 26 - 28, 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 address at the meeting. Thank you.



# Proposal for Major Trip

**TITLE of TRIP:** 2023 PMEA District 7 Orchestra Festival

**DESTINATION:** Cumberland Valley High School (concert site)

**PROPOSED TRIP DATES:** Thursday, January 26, 2023 – Saturday, January 28, 2023

Lucas Buhrman will leave at 6:30 a.m. on January 26, 2023. He will be absent from school all day on January 26 and 27, 2023. Lucas will be housed at a hotel overnight with the other student participants. Lucas' parents will pick him up from the 2:00 p.m. concert on Saturday, January 28, 2023.

**TRIP SUPERVISION:**

**Who will be in charge?** Abigail Kirkpatrick will drive the student to the festival and be with him Thursday. The student will be under the supervision of the host director, Ms. Jennifer Schramm from Cumberland Valley High School, 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 Instructor, will chaperone this trip.

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

The PMEA District 7 Orchestra Festival features qualifying student performers from PMEA District 7. The student participating in the festival will have the opportunity to work with a professional ensemble director as well as experience what it is like to perform with an advanced orchestra.

**Who will be eligible to attend this trip?** Lucas Buhrman- Violin

**PERFORMANCES / EXCHANGES / DETAILED ITINERARY:**

Thursday, January 26, 2023

6:30 a.m. – Depart Spring Grove Area High School  
8:10 a.m. – Student rehearsal in PAC  
1:30 p.m. – Lunch in cafeteria  
2:30 p.m. – Rehearsal resumes  
5:30 p.m. – Dinner in Eagle Lobby  
6:30 p.m. – Rehearsal resumes  
8:00 p.m. – Depart for hotel  
11:00 p.m. – Room checks and lights out

Friday, January 27, 2023

7:00 a.m. – Breakfast  
8:45 a.m. – Depart for Cumberland Valley High School  
9:45 a.m. – Rehearsal  
12:30 p.m. – Lunch in Eagle Lobby  
1:30 p.m. – Rehearsal resumes  
6:00 p.m. – Dinner in Eagle Lobby  
7:00 p.m. – Games and ice cream  
8:30 p.m. – Depart for hotel  
11:00 p.m. – Room checks and lights out



Saturday, January 28, 2023

7:00 a.m. – Breakfast

8:15 a.m. – Depart for Cumberland Valley High School

9:15 a.m. – Rehearsal in PAC

12:30 p.m. – Banquet in Cafeteria

2:00 p.m. – Concert

3:15 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** (*if Agency is being used*): None

**COSTS:**

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

\$0.00

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

\$0.00

**\*\*District costs:**

\$145.00 Festival Fee per student

\$ 95.00 Housing Fee

\$ 43.23 Mileage Reimbursement (Mrs. Kirkpatrick will drive the student in her personal vehicle)

**\$283.23 TOTAL**

**Chaperones:**

\$0.00

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