



# AGENDA

## VOTING MEETING / DIRECTORS' STUDY FORUM

of the Spring Grove Area School District Board of School Directors

Monday, January 9, 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: N/A
- 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. Buildings and Grounds, *FYI ONLY*
  - B. Personnel DOUG STEIN
  - C. 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. **Program Committee**
  - A. Athletics and Music DAVE TRETTEL
    - 1) L. Zeigler, Coach of the Year Recognition – *J. Laux*
    - 2) 2022-2023 Fall Sports Program Summary – *J. Laux*

**Program Committee, Continued**

**B. Curriculum**

NICOLE WILSON

- 1) Gaming Collaboration Presentation – *S. Guadagnino, T. Smith, A. Rhodes*
- 2) Ninth Grade Academy Presentation – *S. Guadagnino, High School Administration*
- 3) Student Achievement Data Presentation – *S. Guadagnino*
- 4) Kutztown University of PA Affiliation Agreement Opportunity – *S. Guadagnino*
- 5) High School STEM Certificated Program Opportunity – *S. Guadagnino*
- 6) Overnight Conference Request – *M. Czapp, A. Doll*

**V. Business and Finance Committee**

**A. Budget and Finance**

DOUG WHITE

- 1) York County School of Technology 2023-2024 Proposed Budget – *M. Czapp*
- 2) Lincoln Intermediate Unit #12 2023-2024 Proposed Budget – *M. Czapp*
- 3) 2023-2024 Proposed Budget Memorandum – *M. Czapp*
- 4) Update to 2022-2023 Approved List of Fundraising Organizations – *S. Kennedy*
- 5) Spring Grove Area Education Fund Annual Report – *FYI ONLY*

**B. Buildings and Grounds**

RODNEY SHEARER

- 1) Update to Proposed Agreement with Paradise Township – *M. Czapp*
- 2) Proposed Agreement with Crabtree, Rohrbaugh & Associates – *M. Czapp, B. Stiles*

**VI. Management Committee**

**A. Policy**

KAREN BAUM

- 1) Proposed Anti-Discrimination Language Update to Policies – *G. Ioannidis*

**B. Personnel**

MR. DOUG STEIN

- 1) Proposed Voting Action Items / January 23, 2023, Regular Voting Meeting
- 2) Position Description – Associate High School Principal – *G. Ioannidis, A. Doll*

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

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

**IX. Executive Session for Personnel**



**BUILDINGS AND GROUNDS INFORMATION ONLY:**

- A. **BUILDINGS AND GROUNDS COMMITTEE MEETING MINUTES, DECEMBER 5, 2022** – See attached.



**MINUTES**  
**SPRING GROVE AREA SCHOOL DISTRICT**  
**BOARD OF SCHOOL DIRECTORS**  
**BUILDINGS AND GROUNDS COMMITTEE MEETING**

**DATE/TIME of MEETING:** December 5, 2022

**LOCATION of MEETING:** Spring Grove Area Educational Services Center  
100 East College Avenue, Spring Grove, PA 17362

**ATTENDANCE:** **The following School Directors were in attendance:**  
Rodney Shearer (Committee Chair), Doug White

**The following Spring Grove Area School District personnel were in attendance:**

Dr. George W. Ioannidis, Superintendent  
Dr. Steve Guadagnino, Assistant Superintendent  
Mr. Mark Czapp, Director of Business Operations/Board Secretary  
Mr. Bill Stiles, Buildings & Grounds Manager  
Mrs. Suzanne Sterner, Board Recording Secretary

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A Buildings and Grounds Committee meeting of the Spring Grove Area School District was held on Monday, December 5, 2022. Mark Czapp called the meeting to order at 6:00 PM.

**Purpose of Meeting**

During a presentation to the Board of School Directors on November 14, 2022, board members reviewed and discussed options regarding the location of the facility headquarters and placement of Spring Grove Elementary and High School access roads. Consensus of board members was that placement of a new maintenance facility should be on the campus. Further information was requested for consideration and placement of access roads, and the Buildings and Grounds Board Committee would meet prior to the January 9, 2023, Directors' Study Forum to consider a proposed agreement with Crabtree, Rohrbaugh & Associates (CRA), with more details.

Czapp presented a draft contract with CRA for review and requested Shearer and White indicate agreement to move forward with presenting to all board members for discussion at the January 9<sup>th</sup> meeting. Following consideration of approval at the January 23<sup>rd</sup> Regular Voting Meeting, the district will meet with CRA engineers, and representatives from TRG and K & W, to finalize details and prepare concept drawings before putting the projects out for bid. Shearer asked to be part of those conversations.

Other than the CRA contract, no other approval is necessary by the School Board at present. The next steps following anticipated approval include updating the projected cost and payment for the projects. The Board will consider approval of the 2022 year-end audit later this evening, reflecting account balances. Czapp will invite Chris Gibbons, Concord Public Finance, to the February 13<sup>th</sup> DSF meeting to talk about the district's current schedule for debt payment, with elimination of debt scheduled by June 2029.

Czapp and Stiles are looking at these potential projects to start as early as summer 2023. Working backwards, all proposed projects following the bid/RFP process will require board approval. If consensus of the Board is to place the maintenance facility at the location of the hockey field, relocating the field will need to be decided, with the District having two potential donors to support the project.

White questioned where the road from the high school is going to exit on Rocket Drive and proposed consideration for additional handicapped parking spaces. Stiles confirmed that additional paving would be needed. Conversations have included a sidewalk; options would need to be revisited if/when asking CRA to include as an alternate in the bid specs.

Shearer stated that he does not concur with CRA's projected costs for the roads. Czapp confirmed that these are high level estimates and the approval by the Board would not include the projects specifically, but rather, CRA's proposed architectural work to provide the details associated with the projects. Everything done by CRA thus far has been absent a charge.

**Spring Grove Area School District  
Buildings and Grounds Board Committee Meeting  
December 5, 2022**

**Paradise Land Project Update**

- *Proposed Paradise Township contract*

Paradise Township requested a land swap for approximately 22 acres in exchange for putting in a secondary access road at the elementary building. Czapp presented a quote from H & H Contractors of approximately \$175,000 for creating a bus road at Paradise Elementary, as a frame of reference. The estimate did not include lighting, gates, curbing, or any stormwater management actions. Shearer suggested moving the curve down approximately 880 feet.

Czapp stated that the 22-acre piece of property was appraised at \$118,000 in September 2019. He suggested getting an updated appraisal for comparing costs against H & H's estimate. Shearer asked for the original cost of the property. Czapp will look for the information and contact the appraiser for an updated assessment.

White questioned placing lights at the entrance only, using our existing electric lines, and questioned the possibility of using solar lighting in place of electric.

**Future Planning / Next Steps**

Considering the proposed access road at SGE, at present, it turns right from Rocket Drive and proceeds past the SGE playground. Czapp noted in response to Stein's stated concern that students would not be on the playground at the time buses are arriving and/or departing.

Ioannidis acknowledged Shearer's experience with working projects for H & H and White's longevity and history as a board member as valuable to the district for dealing with building projects.

Czapp confirmed that the January 9, 2023, DSF Agenda will include the CRA proposal with more details to prepare for putting out for bid. The February 13, 2023, DSF Agenda will include a presentation from Concord Public Finance to discuss debt and payment options.

**RESPECTFULLY SUBMITTED BY:**

*Suzanne E. Sterner*

Suzanne E. Sterner  
Board Recording Secretary

**PERSONNEL BOARD ACTIONS REQUESTED:**

- A. **REORGANIZATION OF HIGH SCHOOL ADMINISTRATION** – Approval of the reorganization plan for the High School Administration, including review and consideration of a High School Associate Principal position.
- B. **RESIGNATIONS** – Approval of the following resignations:
- 1) **Spring Grove Area School District Elementary Instructor** – Darla Eyster, effective February 3, 2023, due to relocation.
  - 2) **Spring Grove Area High School Instructional Assistant – Special Education Personal Care** – Cassandra Bechtel, effective December 22, 2022, to accept a position with a local educational institution.
  - 3) **Varsity Head Golf Coach** – Tori Ross, effective November 30, 2022, for personal reasons.
  - 4) **Varsity Assistant Track Coach** – Micah Leonard, effective November 30, 2022, to accept another position.
  - 5) **Junior High Field Hockey Head Coach** – Rachael Zepp, effective November 30, 2022, for personal reasons.
  - 6) **Junior High Field Hockey Assistant Coach** – Morgan Miller, effective December 4, 2022, for personal reasons.
  - 7) **Boys Volleyball Varsity Assistant Coach** – Elizabeth Zeigler, effective December 6, 2022, for personal reasons.
- 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 High School Social Studies Instructor** – Micala Mattis, effective February 21, 2023, or earlier if released by the current employer. Compensation established at Step 10 of the Master + 30 Schedule.  
  
***Background Information** – Micala earned a Bachelor of History degree from West Chester University and a Master of 21<sup>st</sup> Century Teaching and Learning from Wilkes University. Micala has 10 years of experience teaching High School Social Studies in a neighboring district. She is filling the position resulting from the resignation of Cameron Tinner.*
  - 2) **Spring Grove Area Middle School Math Instructor** – Brittany Austin, effective January 23, 2023. Compensation established at Step 10 of the Master Schedule.  
  
***Background Information** – Brittany earned a Bachelor of Secondary Education in Mathematics with a teaching certification from Saint Joseph's College and a Master of Arts in Liberal Studies from Stony Brook University. Brittany has 10 years of experience teaching High School Mathematics in New York and recently obtained a Pennsylvania Teaching Certificate. She is filling the position resulting from the resignation of Amy Thompson.*
  - 3) **Spring Grove Area School District Long Term Substitute – Elementary** – Kendra Klunk, effective December 12, 2022, through the end of the 2023-2023 school year. Compensation established at Step 1 of the Bachelor Schedule.

**Background Information** – Kendra earned a Bachelor of Psychology degree from Wesley College and a Bachelor of Early Childhood Education from York College of Pennsylvania. Kendra was a student teacher at Spring Grove Elementary in the fall and is filling the position resulting from the leave of absence and resignation of Darla Eyster.

- 4) **Spring Grove Elementary School Instructional Assistant – Library** – Molly Diehl, effective January 10, 2023. Compensation established at \$14.00 per hour for 6 hours per day, 180 days per year.

**Background Information** – Molly earned a Bachelor of Science degree in Elementary Education from Pennsylvania State University and has 12 years of experience as a PreK Counts Education Manager and 3 years of experience as a literacy interventionist. Molly is filling the position resulting from the resignation of Jane Thoman.

- 5) **Spring Grove Area High School Nutrition Support (PT)** – Susan Parr, effective January 10, 2023. Compensation established at \$12.15 per hour for 4 hours per day, 180 days per year.

**Background Information** – Susan has over 15 years of experience in food services and has been substituting since the beginning of the 2022-2023 school year. Susan is filling the position resulting from the resignation of Kathy Jackson in Spring of 2021.

- D. **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
Kiannah Klocek	Indoor Colorguard Instructor	\$ 1,077
Tyler Crushong	Indoor Colorguard Instructor	\$ 1,077

- E. **PROFESSIONAL SUBSTITUTES** – Approval of the following professional substitutes 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) Emily Adams
- 2) Brittany Austin

- F. **GUEST SUBSTITUTE** – Approval of the following individual holding a bachelor’s degree and completing the District’s Guest Teacher orientation program to substitute teach in all subject areas during the 2022-2023 school year at a rate of \$110.00 per day and \$125.00 per day beginning on the 21st day cumulative, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers:

- 1) Emily Adams

- G. **ACT 86 DAY-TO-DAY STUDENT SUBSTITUTE** – Approval of the following Act 86 substitute 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) Ryan Miller



H. **CLASSIFIED SUBSTITUTES** – Approval of the following classified substitutes 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) Kent Hoffmaster
- 2) Diane Lacalamita





**PERSONNEL REPORT / FOR INFORMATION ONLY**

**I. FAMILY MEDICAL LEAVE ACT (FMLA) LEAVES GRANTED:**

<i>EMPLOYEE NAME</i>	<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>DATE LEAVE BEGINS</i> <i>(approximately)</i>	<i>DATE LEAVE ENDS</i> <i>(approximately)</i>
Darla Eyster	SGE	Kindergarten	12/12/2022	02/03/2023
Victoria Costella	HS	Nurse	12/20/2022	02/01/2023
Elizabeth Harner	MS	Math	01/04/2023	02/10/2023
George Ioannidis	ESC	Superintendent	01/13/2023	01/30/2023

**CURRICULUM BOARD ACTIONS REQUESTED:**

- A. **TRIP REQUEST** – Approval for Abigail Kirkpatrick, High School Music Department Teacher, to accompany two high school students to Solanco High School, Quarryville, PA, for the 2023 PMEA District 7 Chorus Festival, January 13-14, 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. Steven Guadagnino, Assistant Superintendent

**DATE:** January 5, 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 9<sup>th</sup> Directors' Study Forum meeting due to time constraints:

*2023 Pennsylvania Music Educators Association (PMEA) District 7 Chorus Festival at Solanco High School, Quarryville, PA, on January 13 - 14, 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.



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

AP #121  
Attachment

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

**DESTINATION:** Solanco High School (concert site)

**PROPOSED TRIP DATES:** Friday, January 13 – Saturday, January 14, 2023

Ashlyn Tyson and Lucas Buhrman will leave at 6:30 a.m. on Friday, January 13th. They will be absent from school all day on Friday, January 13th. The students' parents will pick them up from the 5:00 p.m. concert on Saturday, January 14th.

**TRIP SUPERVISION:**

**Who will be in charge?** Abigail Kirkpatrick, High School Music Teacher

**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 drive the students to the festival and be with them all day Friday. The students will be under the supervision of the host director Erin Biles and under the supervision of all chaperoning teachers as is the case in every PMEA music festival.

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

The PMEA District 7 Chorus Festival features qualifying student performers from PMEA District 7. The students participating in the festival will have the opportunity to work with Dr. Robert Bigley, the Director of Choral Studies at Lancaster Bible College, and experience what it is like to perform with an advanced student choir.

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

Only students who have successfully auditioned for the festival at the District 7 Chorus Auditions are allowed to participate. We were fortunate enough to have two successful auditions:

Ashlyn Tyson - Soprano II  
Lucas Buhrman - Bass II

**PERFORMANCES / EXCHANGES / DETAILED ITINERARY:**

See attached

**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): N/A

**COSTS:**

**Cost to student:**

\$0.00

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

\$0.00

**District costs:**

\$310.00 – Festival Fee (\$155/participant)

\$ 66.25 – Fuel Reimbursement for Mrs. Kirkpatrick

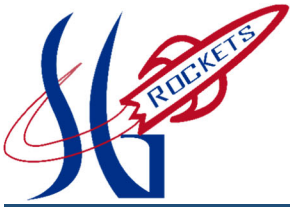
**\$376.25 - TOTAL**

**Transportation:** Mrs. Kirkpatrick will drive the two students in her personal vehicle.

**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

Athletic Department  
1490 Roth's Church Road  
Spring Grove, PA 17362

www.sgasd.org  
(717) 225-4731 ext. 7501  
Fax: (717) 225-9328

**TO: Dr. George W. Ioannidis, Superintendent of Schools  
Spring Grove Area Board of School Directors**

**FROM: Jeff J. Laux, Student Athletic Coordinator**

**RE: 2022 Fall Sports Summary**

**DATE: January 5, 2023**

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## **Cross Country: Overall Boys' Record 6-13, Overall Girls' Record 13-7 (7 boys' and 6 girls' team members)**

Individual honors:

Five individuals qualified for the PIAA District III Championship Race:

- Andrew Spangler, Zach Spangler, Ella Bahn, Ellie Hoffman, and Charlie Kurtz
- Ella Bahn finished 13<sup>th</sup> and qualified for the PIAA State Meet

Ella Bahn finished 51<sup>st</sup> out of 222 runners in the PIAA State Crosse Country Championship.

Ella was also named a YAIAA All-Star

## **Field Hockey: Overall Varsity Record 9-7-2 (30 team members)**

Individual honors:

- YAIAA All-Stars
  - o First Team: Gabrielle Etter and Kendall Smith
  - o Honorable Mention: Ava Baker, Caliana Schmidt
- Gabrielle Etter was named YAIAA Co-Player of the Year
- Coach Baer was named YAIAA Division I Coach of the Year

Team notes:

Field hockey finished with a division record of 5-4-1, which was 4<sup>th</sup> in Division 1. They qualified for PIAA District III playoffs for the first time in over a decade, finishing 16<sup>th</sup> in the Power Rankings. The girls traveled to take on the 1 seed and eventual PIAA State Runner-Up, Palmyra. They fought valiantly but ended up falling by a score of 4-0. The Field Hockey team also hosted the YAIAA Senior All-Star game.

## **Football: Overall Varsity Record 5-5 (54 team members)**

Individual honors:

- YAIAA All-Stars:
  - o First Team: Michael Hershey and Andrew Osmun
  - o Second Team: Nizeah Mummert
  - o Honorable Mention: Lane Hersh and David Czapp
- Andrew Osmun was named YAIAA Division 1 Defensive Player of the Year

Team Notes:

The team finished 2-4 in the Division and 16<sup>th</sup> in the PIAA Power Rankings.

### **Golf: Overall Varsity Record 3-39 (11 team members)**

Individual honors:

- Cam Gracey qualified and finished 17<sup>th</sup> in the YAIAA Tournament. He played 2 playoff holes before he took home the final spot to qualify for the PIAA District III Tournament.
- Cam missed the cut on Day 1 of the PIAA District III Tournament by 1 stroke shooting +8 that day.

### **Boys' Soccer: Overall Record 5-12-1 (33 team members)**

Individual honors:

- YAIAA All-Stars:
  - o First Team: Adam Gross
  - o Second Team: Ethan Fuhrman and Camden Sterner

Team notes:

The team finished 4-7-1 in the Division and 24<sup>th</sup> in the Power Rankings.

### **Girls' Soccer: Overall Record 3-15 (28 team members, 1 manager)**

Individual honors:

- YAIAA All-Stars:
  - o Second Team: Ainsley Schwab

Team notes:

The team finished 3-9 in the Division and 21<sup>st</sup> in the Power Rankings. The girls also received the "5 Angels" Sportsmanship Award as voted on by the YAIAA referees!

### **Girls' Tennis: Overall Record 1-13 (12 team members)**

Individual honors:

- Emily Sentz qualified for the YAIAA Singles Tournament
- Allison Hostetler and Emily Sentz qualified for the YAIAA Doubles Tournament
- YAIAA All-Stars:
  - o Honorable Mention Singles: Emily Sentz
  - o Honorable Mention Doubles: Emily Sentz & Allison Hostetler

### **Girls' Volleyball: Overall Record 15-7 (22 team members, 1 manager)**

Individual honors:

- YAIAA All-Stars:
  - o DIVISION 1 PLAYER OF THE YEAR: McKenzie Boyer
  - o Second Team: Mylie Ormond, Alayna Zeigler
- PIAA District III All-District Team
  - o Second Team: Mylie Ormond
  - o Third Team: McKenzie Boyer
- Coach Zeigler was named the 2021 NFHS Girls Volleyball Coach of the Year

Team notes:

The girls' volleyball team finished 8-4 in the Division which was good for 3<sup>rd</sup>. They qualified for the YAIAA tournament and beat West York in the opening round before falling to Dallastown in the semi-finals. They finished 7<sup>th</sup> in the Power Rankings and hosted Lampeter-Strasburg in the opening round of Districts, winning 3-1. They then traveled to eventual district champion Twin Valle for the quarterfinals and lost 3-0. They also received the YAIAA Division 1 Sportsmanship Award!



**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, Director of Business Operations  
Mrs. AnJie Doll, Director of Human Resources

**DATE:** January 5, 2023

**SUBJECT:** PASBO 2023 Annual Conference / Overnight Request

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Details of the request below for an overnight conference will be presented for discussion at the January 9<sup>th</sup> Directors' Study Forum meeting. This request is being made on behalf of AnJie Doll, HR Director, and Jennifer Leppo, Accounting Manager:

Conference Title: Pennsylvania Association of School Business Officials (PASBO)  
68<sup>th</sup> Annual Conference

Conference Location: Kalahari Resorts and Conventions – Poconos  
250 Kalahari Blvd., Pocono Manor, PA 18349

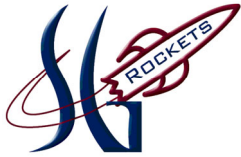
Conference Dates: March 14-17, 2023

The 2023 annual conference is scheduled to include keynote presentations, informative sessions to update attendees on solutions to school business challenges, and time to network with and learn from colleagues and peers. Mrs. Doll has been asked to present during the conference and share her expertise in employee education and trends in benefits and healthcare given the current challenges in staffing organizations.

Costs associated with this overnight request include conference registration (\$349/p.p.), hotel accommodations (not to exceed \$453/p.p.), and mileage to/from Pocono Manor, for an **estimated** total of \$1,883.00, included with 2022-2023 departmental budgets. Any expense for meals purchased by attendees not included during the conference event will be eligible for reimbursement at the maximum allowable rate.

Following review at the January 9<sup>th</sup> DSF, board members will consider approval at the January 23<sup>rd</sup> regular voting meeting. If you have any concerns regarding this overnight request, feel free to contact Mr. Czapp or me prior to the meeting.





**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:** January 5, 2023

**SUBJECT:** 2023-24 Budget Update

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Since our last presentation to the board on November 14<sup>th</sup>, the following work on the 2023-24 budget has been completed:

- Board members accepted the 2021-22 Yearend Audit
- All building site budgets have been entered into the District FIS software
- Salaries and benefits have been updated, including professional staff updates per CBA
  - *The current Collective Bargaining Agreement will expire at the close 2023-2024*
- Financial status of the current 2022-2023 fiscal year continues to be reviewed, including consideration of the impact to the 2023-2024 proposed budget

Next steps in the budget development include a presentation at the February 13<sup>th</sup> DSF meeting when board members will be given a preview of the preliminary budget.

If you have any questions, please contact Mark Czapp or me prior to the January 9<sup>th</sup> DSF meeting so any concerns may be addressed during the meeting.



**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:** Stephanie Kennedy, Community Relations Coordinator

**DATE:** January 5, 2023

**SUBJECT:** Additional Fundraising Organization for 2022-2023

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In accordance with Policy No. 229, a list of organizations from outside the schools is annually presented to the School Board for approval so students may collect money via fundraisers during the school year. Board members approved the 2022-2023 list of organizations at the August 22, 2022, regular voting meeting.

Students and volunteers taking part in the 2023 Spring Musical would like to add the following organization to the approved list to conduct a fundraiser during the promotional period and performances of this year's production, *Annie*:

- Merakey – a 501c3 not-for-profit developmental, behavioral health, and education provider offering a variety of services to individuals and communities across the country. Merakey has been helping people for more than 50 years. The fundraiser would include the collection of such tangible items as toiletries, pillows, blankets, clothing, etc., specifically to support children and families that are currently part of the foster care system.

An updated list of organizations, including the addition of Merakey, will be presented for consideration of approval with January 23, 2023, regular voting meeting action items. Feel free to contact me prior to the January 9<sup>th</sup> Directors' Study Forum if you have any questions.



**SPRING GROVE AREA  
EDUCATIONAL FUND**

# Annual Report

## 2021-22

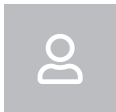
Spring Grove Area Educational Fund, Inc.

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➔ **Enhancing opportunities for Spring Grove students.**

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# About SGAEF



## 2022 SGAEF Board of Directors

Pat Ball, Vice President

Daniel Bohn

Mark Czapp\*

Alex Guinn, Treasurer

Lizabeth Haxx

Dr. George W. Ioannidis\*

Stephanie Kennedy, Exec. Director

Jaime McMaster, President

Katie McMyne

Rachel Rohrbaugh

Amanda Sterner

Dan Waltersdorff

Justice White, Secretary

*\*denotes ex officio member*



## About Us

The Ed Fund is an independent public charity dedicated to encouraging community-wide participation and philanthropy in order to enhance and expand educational opportunities for all students in the Spring Grove Area School District and ensure long-range financial flexibility for schools within the District.

### → Our Mission

Enhancing opportunities for Spring Grove students.

### → Our Vision

Create partnerships to elevate students to achieve beyond their dreams.

### → Grantmaking

Funded approximately \$32,000 in grants.

#### 2021-2022 Funded Grants:

- Paradise Elementary School Sensory Path
- Spring Grove Elementary School Library Redesign
- Spring Grove Area Intermediate School Makerspace
- Spring Grove Area High School Renaissance Student Leadership
- District-wide Diversity Festival
- Spring Grove Elementary School Books in Hand



## FY 2020-2021 Financial Statement

The assets and liabilities\*, including the trust funds of the SGAEF, are stated as of the end of the fiscal year immediately preceding the date of the report.

→ The SGAEF has the following assets as of June 30, 2022:

Cash on Hand	\$171,616.28
Restricted Fund (YCCF)	\$766,540.76
Pledges Receivable	\$2,375.63
<hr/>	
Total Assets	\$940,532.67

\*Note: There are liabilities as the SGAEF operates on a cash basis, therefore no long term debt or liabilities are recognized.

## FY 2021-2022 Budget

REVENUE	PROPOSED	End of FY June 30, 2022
Interest	\$50.00	\$0.00
Gifts, Donations		
United Way	\$1,000.00	\$1,839.55
Dress Down Days	\$400.00	\$449.75
Miscellaneous	\$100.00	\$1,045.74
Grants		
General	\$1,000.00	\$4,510.00
Specific	\$1,000.00	\$10,000.00
"Sales"		
Bricks	\$250.00	\$100.00
Seats	\$250.00	\$50.00
Pledge Payments	\$600.00	\$3,375.00
Projects		
Veterans Memorial Garden	\$500.00	\$2,219.50
Rockets 'N' Revs	\$3,000.00	\$6,617.00
Fundraising Events	\$2,500.00	\$4,170.00
YCCF Distribution	\$20,000.00	\$27,274.00
Other	\$0.00	\$90.85
<b>Revenue Total</b>	<b>\$30,650</b>	<b>\$61,741.39</b>

EXPENSES	PROPOSED	End of FY June 30, 2021
Administrative		
General	\$600.00	\$770.00
Banking	\$50.00	\$0.00
Supplies	\$800.00	\$342.24
Equipment	\$300.00	\$375.00
Repairs	\$500.00	\$0.00
Fees	\$700.00	\$0.00
Grants Awarded	\$20,000.00	\$33,755.44
Graduation	\$0.00	\$0.00
"Sales"		
Bricks	\$100.00	\$0.00
Seats	\$100.00	\$0.00
Projects		
Veterans Memorial Garden	\$500.00	\$0.00
Rockets 'N' Revs	\$2,000.00	\$2,143.50
Fundraising Events	\$2,500.00	\$1,102.97
Student Opportunity Fund	\$500.00	\$717.00
Proceeds to Fundraisers	\$2,000.00	\$0.00
General	\$0.00	\$0.00
Other	\$0.00	\$154.50
<b>Expenses Total</b>	<b>\$30,650.00</b>	<b>\$39,360.65</b>



## → SGAEF Supports the District-Wide Diversity Festival

The Ed Fund is proud to have awarded grant funding in support of the annual SGASD District-wide Diversity Festival. The Festival showcases and celebrates the diversity represented in our community. Everyone is welcome to attend the Festival to learn from each other and their differences, to experience an inclusive and welcoming environment, and to help break down barriers in our society.

SGAEF appreciates the opportunity to join the district's efforts to share and create cultural awareness to develop an understanding, respect, and value for all members of our community.

**Spring Grove Area Educational Fund, Inc.**

100 East College Avenue  
Spring Grove, PA 17362

P : 717.225.4731

[sgaef.org](http://sgaef.org)



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

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**TO: Board of School Directors**

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

**DATE: January 5, 2023**

**SUBJECT: Updated Discrimination Language of Board Policies**

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Members of the Board Policy Committee conducted a series of meetings in October and November 2022 to review and discuss anti-discrimination language for consideration with Spring Grove Area School District Board Policies. As the result of those meetings, and through the assistance of Stock and Leader, board members are asked to review the following proposed policy action items for consideration of approval during the January 23, 2023, regular voting meeting. The proposed actions are recommended for maintaining compliance with the United States Department of Education and United States Equal Employment Opportunity Commission:

**Anti-discrimination Language Update**

- A. 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.”

**Board Policy Update**

- B. 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

Following review and discussion at the January 9<sup>th</sup> Directors’ Study Forum, the Board will be asked to consider approval of the proposed actions at the January 23<sup>rd</sup> Regular Voting Meeting. If you have any questions, please feel free to contact me prior to the January 9<sup>th</sup> meeting so I may address those concerns at the meeting and maintain our anticipated timeline for approval on January 23<sup>rd</sup>.



**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.*