



# AGENDA

## VOTING MEETING / DIRECTORS' STUDY FORUM

of the Spring Grove Area School District Board of School Directors

Monday, February 8, 2021 @ 7:00 PM

Educational Service Center, 100 East College Avenue, Spring Grove, PA

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**A ZOOM WEBINAR LINK WILL BE PROVIDED FOR PARTICIPATION BY BOARD MEMBERS,  
ASSIGNED ADMINISTRATORS AND ALL INTERESTED ATTENDEES**

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### VOTING MEETING

**I. Call To Order ..... CINDY HUBER**

- Flag salute and moment of silence
- Roll call
- Documented or announced reasons for known absences
- Announcements regarding Executive Sessions held since last sunshine meeting:
  - ✓ January 25, 2021 for Personnel
- Superintendent Updates

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

*Members of the public who are school district residents, own property within the school district, or are current district employees will be recognized and invited to speak on any matter concerning the operation of the schools of our district. Generally, a maximum of five (5) minutes will be granted per individual and a maximum of thirty (30) minutes per meeting for this purpose. The Board's rules for hearing of members of the public can be altered on a temporary basis by the majority vote of the School Directors present. If the comments are in the form of a complaint, the procedure for handling complaints is to be followed.*

*The period of public comment is not designed to serve as an open dialogue, but rather to be an opportunity for district residents to express their opinions before the Board. The presiding officer may interrupt or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant. A limited response, for purposes of clarification only, may or may not be offered by either a board member or the school administration.*

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

**IV. Correspondence ..... CINDY HUBER**

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

**A. Personnel ..... DOUG STEIN**

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

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### DIRECTORS' STUDY FORUM MEETING

**I. Call To Order ..... CINDY HUBER**

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

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

**IV. Business / Finance Committee**

A. Budget & Finance ..... TODD STAUB

- 1) LERTA Requests – *G. Ioannidis, M. Czapp*
  - a. Predix Properties
  - b. NorthPointe Development
- 2) 2021-2022 Proposed General Fund Budget Update – *M. Czapp*
- 3) 2021-2022 Proposed LIU#12 Budget – *M. Czapp*
- 4) 2021-2022 Proposed YAA Budget – *M. Czapp*

B. Buildings & Grounds..... DOUG WHITE

- 1) Windy Hill Annual Report – *G. Ioannidis, T. Miller*
- 2) Roth’s Church Road Partnership Project, Study Update – *G. Ioannidis*
- 3) Feasibility Study for CBRS Installation at Paradise Elementary School – *G. Ioannidis, C. Enck*

**V. Management Committee**

A. Policy ..... KAREN BAUM

- 1) Policy No. 103 – Proposed Revisions, Discrimination / Title IX Sexual Harassment Affecting Students – *M. Grove, K. Brown*
- 2) Policy No. 218.3 – Proposed NEW Policy, Discipline of Student Convicted or Adjudicated of Sexual Assault – *M. Grove, K. Brown*
- 3) Policy No 233 – Proposed Revisions, Suspension and Expulsion – *M. Grove, K. Brown*
- 4) Policy No. 252 – Proposed Revisions, Dating Violence – *M. Grove, K. Brown*

B. Personnel ..... DOUG STEIN

- 1) Proposed Agreement, Compensation Analysis and Market Assessment – *A. Doll, M. Czapp*
- 2) Projected Personnel Actions for February 22, 2021, Regular Voting Meeting

**VI. Program Committee**

A. Curriculum..... BRENT HOSCHAR

- 1) Proposal for LSS Class (elementary) / Transition Class (secondary) – *K. Brown, R. Lehman, K. Henry*

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

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

**IX. Executive Session for Legal Purposes**

**PERSONNEL BOARD ACTIONS REQUESTED:**

- A. **JOB DESCRIPTION** – Approval of the attached job description:
- 1) Student Cook
- B. **RESIGNATIONS** – Approval of the following resignations:
- 1) **Paradise Elementary School Part-Time Kindergarten Aide** – Ms. Lisa Zapeda, effective January 22, 2021, for personal reasons.
  - 2) **Varsity Assistant Track and Field Coach** – Mr. Kirk Ruff, effective January 22, 2021, 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 Long Term Substitute** – Mrs. Erin Walker, effective January 19, 2021. Compensation established at Step 1 of the Bachelor’s Schedule.
  - 2) **Spring Grove Area High School Long Term Substitute** – Mr. Dakota Laughman, effective February 11, 2021. Compensation established at Step 1 of the Bachelor’s Schedule.
  - 3) **New Salem Elementary Building Secretary** – Mrs. Meagan Tawney, effective February 9, 2021. Compensation established at \$14.75 per hour for 8 hours per day, 260 days per year.
  - 4) **Spring Grove Intermediate School Part-Time Cook** – Mrs. Brenda Hinkle, effective February 9, 2021. Compensation established at \$10.89 per hour for 4 hours per day, 180 days per year.
  - 5) **Paradise Elementary Personal Care Assistant** – Ms. Jeannine Wentz, effective February 8, 2021. Compensation established at \$11.28 per hour for 7 hours per day, 180 days per year.
  - 6) **Spring Grove Area High School Personal Care Assistant** – Mr. Casey Brock, effective February 9, 2021. Compensation established at \$12.00 per hour for 7 hours per day, 180 days per year.
  - 7) **Spring Grove Area Middle School Personal Care Assistant** – Mr. Perry Capurro, effective February 24, 2021. Compensation established at \$12.00 per hour for 7 hours per day, 180 days per year.
- D. **SUMMER PRE-K INSTRUCTORS** – Approval of the following instructional staff to facilitate the 2020-2021 Summer Pre-K Program, contingent upon the program’s implementation. Compensation established at the 2020-2021 per diem rate:
- 1) Chanda Barley
  - 2) Madison Hallman
  - 3) Laura Blacker, Substitute
- E. **SUMMER PRE-K NURSE** – Approval of the following instructional nursing staff to facilitate the 2020-2021 Summer Pre-K Program, contingent upon the program’s implementation. Compensation established at the 2020-2021 per diem rate:
- 1) Wendi Bulgerelli, Substitute Nurse

- F. **SUMMER PRE-K SUPPORT STAFF** – Approval of the following support staff to assist students during the 2020-2021 Pre-K Program, contingent on the program’s implementation. Compensation established at the current hourly rate:
- 1) Sandra Bohnert, Aide
  - 2) Martha Good, Aide
  - 3) Diane Breeden, Substitute Aide
  - 4) Amanda Pittinger, Substitute Aide
  - 5) Michele Soroko, Health Care Assistant
- G. **PROFESSIONAL SUBSTITUTE** – Approval of the following professional substitute for the 2020-2021 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) Shelby Reed
- H. **CLASSIFIED SUBSTITUTE** – Approval of the following classified substitute for the 2020-2021 school year at the hourly rates indicated on the Support Staff/Substitute Salary Matrix, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers:
- 1) Timothy Rodgers



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

**STUDENT COOK  
JOB DESCRIPTION**

Job Family: Nutrition Services - Category  
Part-time

**PURPOSE**

To assist the Head Cook and Nutrition Staff in the prep, serving, and cleaning in the Spring Grove Area High School cafeteria and kitchen.

**QUALIFICATIONS**

**TRAINING AND EXPERIENCE**

Must successfully complete a minimum of two years education at the senior high level and be currently enrolled in the Spring Grove Area High School. Work hours and duties will comply with the regulations outlined by the Child Labor Law.

A strong motivation to perform the required tasks in an efficient fashion.

**GENERAL**

Must be self-motivated and possess the ability to work cooperatively with others. Must be mature and possess the ability to deal effectively with students and staff. Must be capable or working independently when required.

Understands the importance of and can practice confidentiality.

Ability to follow specific rules, regulations and directions.

Ability to lift up to fifty pounds.

Ability to walk and stand for extended period of times.

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, Head Cook, and Nutrition Services Manager.

**EVALUATION**

Completed by the Nutrition Services Manager

**COMPENSATION**

Hourly, at the rate of pay approved by the Board of School Directors

Part-time, up to 4.5 hours per school day

## PERFORMANCE RESPONSIBILITIES

The Student Cook will work with a full-time or part-time cook assigned to the Spring Grove Area High School in accomplishing the following tasks as directed:

1. Properly prepares food according to instructions given on recipes and by supervisor.
2. Serves food correctly according to government requirements for the School Lunch Program.
3. Cleans and sanitizes pans, pots, cooking equipment, tables, utensils, and any sink(s) as used (automatic dish machine as applies to your daily duties).
4. Reports faulty equipment to immediate supervisor.
5. Operates cafeteria equipment properly and safely.
6. Reports inventory shortages to immediate supervisor.
7. Performs any other duties as assigned.

## POSITION SPECIFICATIONS

Physical Demands	Constantly being on your feet with movement throughout the kitchen area Periods of standing in one place, during serving time Lifting/carrying up to 48 lbs. (average case weight of six #10 cans) Repetitive movement of fingers and hands in the preparation of food, cleaning of equipment or kitchen area and cashiering duties Exposed to high temperatures in cafeteria and heat generated from ovens or other equipment
Sensory Abilities	Visual acuity to read correspondences or instructions Ability to speak clearly and distinctly
Work Environment	Generally kitchen/cafeteria settings
Temperament	Ability to work as a member of a team Must be courteous and able to effectively communicate with staff, students, and co-workers Must be cooperative, congenial, service-oriented, and promote these qualities in the department Ability to work in an environment with frequent last minute changes
Cognitive Ability	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to work independently, exercise appropriate initiative Ability to communicate effectively at all organizational levels

Specific Skills                      Student must recognize and appropriately handle confidential information  
Student must maintain satisfactory academic standards  
Ability to perform tasks as assigned

Comments                              Position holder must have a friendly, helpful, caring personality

*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.*



**PERSONNEL REPORT / FOR INFORMATION ONLY**

**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>
Heather Friedah	SGE	3 <sup>rd</sup> Grade	01/26/2021	02/19/2021
Mikaela Huppman	Paradise	2 <sup>nd</sup> Grade	03/10/2021	06/01/2021