



# AGENDA

## VOTING MEETING / DIRECTORS' STUDY FORUM

of the Spring Grove Area School District Board of School Directors

**Monday, September 13, 2021 – 6:00 PM**

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

### VOTING MEETING

- I. **Call To Order** .....MS. 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:
    - August 23, 2021 for Personnel Reasons
    - September 3, 2021 for Legal Reasons
  
- II. **Superintendent Update / 2021-2022**
  
- III. **Formal and Informal Requests to Address the Board Related to Voting Action Items**  
*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.*
  
- IV. **Possible Board and/or Administration Response to Public Comment**
  
- V. **Correspondence** .....MS. CINDY HUBER
  
- VI. **Action Voting Items (Motion and second needed, roll call vote)**
  - A. Policy ..... MRS. KAREN BAUM
  - B. Personnel ..... MR. DOUG STEIN
  
- VII. **Adjournment of Action Voting Meeting (Motion and second needed, voice vote)**

### DIRECTORS' STUDY FORUM MEETING

- I. **Call To Order** .....MS. CINDY HUBER
  
- II. **Formal and Informal Requests to Address the Board Related to DSF Meeting Items**
  
- III. **Possible Board and/or Administration Response to Public Comment**
  
- IV. **Program Committee**
  - A. Curriculum .....MR. MAURICE GASKINS

1) Leader in Me Program Presentation – S. Guadagnino, D. Dietrich

B. Athletics & Music .....

- 1) Informational Presentation – High School Varsity Bowling Program – *D. Dietrich, J. Baker, High School Students*

**V. Business and Finance Committee**

A. Budget and Finance.....MR. TODD STAUB

- 1) Nutrition Services – Status of Deliveries – *M. Freestone*
- 2) 2022-2023 Budgetary Timeline – *M. Czapp*

B. Buildings and Grounds .....MR. DOUG WHITE

- 1) Request to Proceed with Facilities Actions – *G. Ioannidis, M. Czapp, B. Stiles*

**VI. Management Committee**

A. Policy ..... MRS. KAREN BAUM

- 1) Comprehensive Plan Steering Committee / Subcommittees – *S. Guadagnino*
- 2) 2022 Proposed Board Meeting Schedule – *G. Ioannidis*
- 3) Election of PSBA Officers – *M. Czapp*

B. Personnel..... MR. DOUG STEIN

- 1) Proposed Voting Action Items / September 27<sup>th</sup> Regular Voting Meeting

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

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

**PERSONNEL BOARD ACTIONS REQUESTED:**

- A. **RETIREMENT RESIGNATIONS** – Approval of the following retirement resignations, with regret:
- 1) **Spring Grove Elementary School Principal** – Mr. Jon Weaver, effective April 1, 2022, for the purposes of retirement, following 30 years of service to the School District.
  - 2) **Paradise Elementary School Head Custodian** – Mr. Scott Leppo, effective February 2, 2022, for the purpose of retirement, following 5 years of service to the School District.
- B. **RESIGNATIONS** – Approval of the following resignations:
- 1) **Spring Grove Area School District Elementary Instructor** – Mrs. Tisa Cernovsky, effective November 11, 2021, for relocation due to spouse's employment.
  - 2) **Spring Grove Area School District Instructional Assistant – Emotional Support** – Ms. Tammie Harlacker, effective September 3, 2021, for personal reasons.
  - 3) **Spring Grove Area Middle School Cafeteria Assistant** – Ms. Rachel Myers, effective September 3, 2021, for personal reasons.
  - 4) **Varsity Head Cheerleading Coach (Competition, Football, and Wrestling)** – Ms. Jordan Myers, effective at the end of the fall season, to return to school.
- C. **APPOINTMENTS** – Approval of the following appointments, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers:
- 1) **Spring Grove Area Middle School Cafeteria Assistant** – Mrs. Deborah Wise, effective August 18, 2021. Compensation established at \$10.44 per hour for 2.5 hours per day / 180 days per year.  
  
***Background Information** – Mrs. Wise was a substitute for the district in 2019-2020 and has been a van driver for several transportation companies. Mrs. Wise is filling the position resulting from the resignation of Ms. Carrie Miller. This position was not filled in 2020-2021.*
  - 2) **Spring Grove Area Middle School Instructional Assistant Special Education** – Ms. Brittany McKee, effective September 1, 2021. Compensation established at \$12.25 per hour for 7 hours per day, 180 days per year.  
  
***Background Information** – Ms. McKee holds a Bachelor of Science degree in Natural Resources Planning and Interpretation and is a district parent. Ms. McKee has worked as a family readiness group leader and reservation coordinator. She is filling the position resulting from the retirement resignation of Mrs. Sandy Albright and the resignation of Ms. Debra Spears, combining the two part-time positions into one full-time position.*
  - 3) **Spring Grove Elementary School Instructional Assistant – Kindergarten** – Ms. Elizabeth Fishel, effective September 14, 2021. Compensation established at \$10.93 per hour for 5 hours per day, 180 days per year.  
  
***Background Information** – Ms. Fishel earned an Associate's degree as a Medical Assistant and has 3 years of experience in the medical field. Ms. Fishel is filling the position resulting from the resignation of Ms. Lacie Evans.*

- 4) **Spring Grove Elementary School Instructional Assistant – Special Education (Learning Support)** – Ms. Justine Bollinger, effective September 14, 2021. Compensation established at \$13.25 per hour for 4.5 hours per day, 180 days per year.

**Background Information** – Ms. Bollinger has 7 years of experience as a paraeducator in a neighboring district. Ms. Bollinger also has 3 years of experience in child-care. She is filling the position resulting from the transfer of Ms. Lauren Reichenberg to full-time.

- 5) **Paradise Elementary School Instructional Assistant – Special Education (Life Skills Support)** – Ms. Susan Good, effective September 28, 2021. Compensation established at \$14.50 per hour for 7 hours per day, 180 days per year.

**Background Information** – Ms. Good has 10 years of experience working with students in special education. Ms. Good worked with Spring Grove in a part-time capacity in 2014. She is filling a position resulting from the addition of the Life Skills Support program to the District.

- D. **STUDENT EMPLOYEES** – Approval of the following individuals pending receipt of clearances and completed Act 168 disclosure forms from previous employers, with compensation established at \$10.00 per hour:

- 1) Mark Anders, Custodial Support
- 2) Kaylee Moore, Custodial Support
- 3) Terry Murray, Nutrition Support

- E. **AUDIO/VISUAL SUPPORT PERSONNEL** – Approval of the following individual, pending receipt of updated clearances, for the 2021-2022 school year to work school events needing AV support, at the established rate of \$12.00 per hour:

- 1) Gracie Priest

- F. **INTERSCHOLASTIC PERSONNEL** – Approval of the following individuals, pending receipt of updated clearances, for the 2021 – 2022 school year to work athletic events at the established event rate in the matrix:

- 1) Murphy Altland
- 2) Gracie Priest

- G. **AQUATICS** – Approval of the following individual, pending receipt of updated clearances, to work aquatics events at the established hourly aquatics rate in the matrix and provide aquatic assistance during community swim activities:

- 1) Elizabeth Bell

- H. **PROFESSIONAL SUBSTITUTE** – Approval of the following professional substitute for the 2021-2022 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) Peggy Harling



I. **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 2021-2022 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 employer:

- 1) Robin Klocek
- 2) Stacey Reed



**PERSONNEL REPORT / FOR INFORMATION ONLY**

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

<i>EMPLOYEE NAME</i>	<i>BUILDING</i>	<i>DEPARTMENT</i>	<i>DATE LEAVE BEGINS (approximately)</i>	<i>DATE LEAVE ENDS (approximately)</i>
Brian Bentz	ESC	Maintenance	09/07/2021	09/19/2021
Nancy Neff	SGE	Special Education	09/09/2021	11/11/2021

**II. TEMPORARY PROFESSIONALS WHOSE WORK HAS BEEN CERTIFIED BY THE DISTRICT SUPERINTENDENT (*within the last 4 months of the third year of service*) AS BEING SATISFACTORY AND MEETING REQUIREMENTS TO BE EXTENDED A TENURE CONTRACT:**

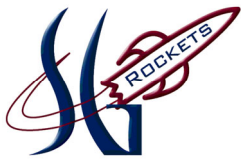
<i>EMPLOYEE NAME</i>	<i>BUILDING(S)</i>	<i>DEPARTMENT</i>
Kaylyn Ford	High School	Business

**SPRING GROVE AREA SCHOOL DISTRICT  
FY 2022-23 BUDGET TIMELINE**

DEADLINE / MEETING		ACTION
<b>SEPTEMBER</b>		
September 1	PDE publishes Act 1 Index	None.
September 13	Directors' Study Forum	Review Budget Timeline/Process. Review Act 1 Index implications.
September 27	Voting Meeting	Approve Budget Timeline/Process.
<b>OCTOBER</b>		
October 11	Directors' Study Forum	Review enrollment data.
October 1-31		Administration discusses program needs, staffing requirements, and resource allocations for next fiscal year.
<b>NOVEMBER</b>		
November 8	Directors' Study Forum	Review preliminary audit data from FY 2020-21.  Discuss Act 1 exceptions and the optional resolution to limit tax increase to the Index.
November 22		Staff submit completed staffing, supply, equipment, and service requests to Principal/Administrator.
November 22	Voting Meeting	Discuss options for exceptions to Act 1 Index.  Consider Board action to stay within the Index (and not apply for exceptions) – must be decided by January 27, 2022.
<b>DECEMBER</b>		
December 1-31		Finalize Preliminary Budget based on line item submissions.
December 6	Reorganization Meeting	Continue detailed Budget Discussions.  Final discussions on whether to adopt Index Resolution or vote on Preliminary Budget. If Resolution is not adopted, advertise the Proposed Preliminary Budget.
<b>JANUARY</b>		
January 7		Deadline to advertise Proposed Preliminary Budget if Act 1 Index Resolution is NOT adopted or planned to be adopted.

January 10	Directors' Study Forum	Continue detailed Budget Discussions.
DEADLINE / MEETING		ACTION
January 24	Voting Meeting	<b>Latest date to vote on Act 1 Index Resolution</b> ( <i>deadline of January 27, 2022</i> ).
<b>FEBRUARY</b>		
February 14	Directors' Study Forum	Review Preliminary General Fund Budget: Long Range Financial Plan New Programs Known factors  If Index Resolution is <b>not</b> adopted, <b>vote on Preliminary Proposed Budget.</b>
February 28	Voting Meeting	Continue Budget Discussions.
<b>MARCH</b>		
March 14	Directors' Study Forum	Continue detailed Budget Discussions – review state funding based on Governor's budget.  Review program and staffing requirements.  Review Nutrition Services Fund Budget.
<b>APRIL</b>		
April 11	Directors' Study Forum	Continue detailed Budget Discussions.  <b>Adopt Proposed Final Budget.</b>  Approve the advertisement of Final Budget and make it available for public inspection.
<b>MAY</b>		
May 9	Directors' Study Forum	Discuss Final Budget.
May 23	Voting Meeting	<b>Adopt Final General Fund Budget and Nutrition Services Budget.</b>
<b>JUNE</b>		
June 30		Submit budget documents to PDE.





**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  
Mr. Bill Stiles, Buildings and Grounds Manager

**DATE:** September 8, 2021

**SUBJECT:** Request to Proceed with Facilities Actions

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During the August 28<sup>th</sup> Annual Facilities Walkthrough, School Board members were given an overview of several proposed, large-scale facilities projects and potential real estate transactions that are expected to run in parallel over the next several months. As the administration discussed these potential projects and next steps, it was determined that formal acknowledgment is the necessary “next step” in order for the administration to move forward with vendors and participating organizations and to prepare necessary agreements and/or soliciting quotes to complete transactions.

The following represents a summary of the proposed actions slated for inclusion on the September 27<sup>th</sup> Regular Voting Meeting Board Agenda, with a request for board members’ favorable approval to proceed:

- Conduct an engineering study for potential installation of alternate access road between Spring Grove Area High School and Spring Grove Elementary
  - *This has been an ongoing concern (since 2015-2016) for the safety and security, and overall flow of traffic in and out of the high school/elementary buildings.*
- Conduct an engineering study for potential installation of an access road from the student parking lot at the Spring Grove Area High School
  - *This has also been a point of concern (since 2012-2013) for the safe and efficient flow of traffic in and out of the high school.*
- Continue discussions and develop a proposed agreement with Krise Transportation to install access road between Old Hanover Road and Rocket Drive
  - *Krise has purchased property to house its bus terminal on Old Hanover Road. Partnering with Krise to install an access road would allow for easier and safer bus routing onto the Campus.*
- Develop plans to construct a Maintenance Department Facility on Roth’s Church Road Campus
  - *Moving the maintenance main office/storage onto the campus allows for easy access to campus buildings and creates opportunities for expansion of technology center and usage of space.*
- Consider options and solicit quotes to upgrade/replace the Digital Signs on Roth’s Church Road Campus and the Papermakers Stadium

*(continued on next page)*

- Engage with consulting firms to develop proposed projects under Guaranteed Energy Savings Act (GESAs) requirements
  - *These projects may be tied into other facilities projects that generate additional utility cost savings opportunities.*
- Develop overall project master plan and associated contractual agreements for the continued development of the Roth's Church Road Community Partnership (RCRCP) Project
  - *This project may include the development of an employer healthcare clinic with the support of Everside Health.*
- Communicate with Spring Grove Borough officials about the disposition of the tentative sale of the vacant land and determine any interest in the acquisition of the Educational Service Center
  - *Alternatively, there is an interest of acquisition of the ESC by the Spring Grove Area Historical Preservation Society.*
- Communicate with Paradise Township officials to develop a more detailed plan for the proposed land acquisition and the development of an access road from our Elementary School site

Please contact Mark Czapp or me prior to the meeting with any questions related to this informational summary and future action item.



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

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**TO:** Board of School Directors

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

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

**DATE:** September 8, 2021

**SUBJECT:** Comprehensive Plan – Committee Representatives

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Members of the District's Comprehensive Plan Steering Committee met for the first time on Monday evening, August 30, 2021. While it may not be required to have the Board approve the Steering Committees required as part of the planning process, it is our intention to bring the following named committee representatives before the Board for acknowledgment at the September 27<sup>th</sup> Regular Voting Meeting as a matter of reference. Names of representatives are listed on the attached for each of the following committees:

- 1) Comprehensive Plan District Steering Committee
- 2) Special Education Steering Committee
- 3) Professional Education Steering Committee (*to be named*)
- 4) Induction Steering Committee
- 5) New Salem Elementary Steering Committee
- 6) Paradise Elementary Steering Committee
- 7) Spring Grove Elementary Steering Committee
- 8) Intermediate School Steering Committee
- 9) Middle School Steering Committee
- 10) High School Steering Committee

# 2022 PROPOSED Board Meeting Schedule

The Board of School Directors of the *Spring Grove Area School District* will meet on the following dates in the Educational Service Center, 100 East College Avenue, Spring Grove, PA beginning at 7:00 p.m., unless otherwise noted. The first meeting of the month (Directors' Study Forum) is typically a discussion meeting but may include critical voting items. The second meeting of the month is typically a regular voting meeting. July and December are months that include only one meeting, as noted.

<i>JANUARY</i>		<i>JULY</i>	
January 10, 2022	Directors' Study Forum / Voting Meeting	July 18, 2022 (Third Monday)	Regular Voting Meeting
January 24, 2022	Regular Voting Meeting		
<i>FEBRUARY</i>		<i>AUGUST</i>	
February 14, 2022	Directors' Study Forum / Voting Meeting	August 8, 2022	Directors' Study Forum / Voting Meeting
February 28, 2022	Regular Voting Meeting	August 22, 2022	Regular Voting Meeting
<i>MARCH</i>		<i>SEPTEMBER</i>	
March 14, 2022	Directors' Study Forum / Voting Meeting /	September 12, 2022	Directors' Study Forum / Voting Meeting
March 28, 2022	Regular Voting Meeting	September 26, 2022	Regular Voting Meeting
<i>APRIL</i>		<i>OCTOBER</i>	
April 11, 2022	Directors' Study Forum / Voting Meeting	October 10, 2022	Directors' Study Forum / Voting Meeting
April 25, 2022	Regular Voting Meeting <i>(New Salem Elementary)</i>	October 24, 2022	Regular Voting Meeting <i>(Paradise Elementary)</i>
<i>MAY</i>		<i>NOVEMBER</i>	
May 9, 2022	Directors' Study Forum / Voting Meeting	November 14, 2022	Directors' Study Forum / Voting Meeting
May 23, 2022	Regular Voting Meeting	November 28, 2022	Regular Voting Meeting
<i>JUNE</i>		<i>DECEMBER</i>	
June 13, 2022	Directors' Study Forum / Voting Meeting	December 5, 2022 (1 <sup>st</sup> Monday)	Reorganization / Voting Meeting
June 27, 2022	Regular Voting Meeting @ 7:00 PM / Directors' Study Forum following	Board Approved:	

Board Retreat to be scheduled June/July, 2022 – closed to public.

# PSBA Officer Elections

## Candidate Selection

PSBA members seeking election to office for the association were required to submit a nomination form no later than June 7, 2021, to be considered. All applications for nomination were reviewed by the 2021 Nominating Committee, and candidates who met eligibility requirements were interviewed on June 18th and 19th via Zoom. According to PSBA bylaws and Policy 303, the Nominating Committee may endorse slated candidates. Endorsed candidates are noted with an asterisk (\*).

## Voting Procedure

Each member entity will have one vote for each officer. This will require boards of the various school entities to come to a consensus on each candidate and cast their vote electronically during the open voting period (**Aug. 20 – Oct. 16, 2021**).

Voting will be accomplished through a secure third-party, web-based voting site that will require a password login. One person from each member entity will be authorized as the official person to register the vote on behalf of his or her entity. In the case of school districts, intermediate units, career, and technical centers, it will be the board secretary who will cast votes. In the case of community colleges, the president is designated as the authorized registrar.

**Special note:** Boards are strongly encouraged to add “discussion and voting on PSBA Officer candidates” to their agenda during one of their meetings in August, September, or October before the open voting period ends.

## Slate of Candidates

### **President-Elect**

Sabrina Backer, Franklin Area School District

David Schaap, Brentwood Borough School District

## **Vice President**

Allison Mathis\*, North Hills School District

## **East Zone Representative**

Edward Brown\*, Upper Darby School District

## **Section 7 Advisor**

Justin Warren\*, Central Dauphin School District

\*Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates. (PSBA Bylaws, Section 300 – Policy 303)

## **PSBA Insurance Trust Trustees**

Member entities also are asked to vote for open trustee positions on the PSBA Insurance Trust board. There are currently three seats open and three candidates. A member school entity can vote for up to three individuals. PSBA Insurance Trust provides complimentary travel/accident insurance to all school directors from member school entities while on official school board business. As such, all member entities are considered participants in PSBA Insurance Trust programs and are eligible to vote.

## **Trustee (term ends Dec. 31, 2024)**

*Choose up to three candidates for a 3-year term.*

- Richard Frerichs
- William LaCoff
- Nathan Mains

## **School Board Secretaries Forum**

*\*School Board Secretary vote only\**

## **Forum Steering Committee (term ends Dec. 31, 2023)**

*Choose up to three incumbents for a 2-year term*

- [Jennifer Davidson, Manheim Township School District](#)
- [Deana Lancenese, Palisades School District](#)
- [Bethanne Zeigler, Shikellamy School District](#)
- [Jaime Lynn Zimerofsky, Schuylkill Intermediate Unit 29](#)

## Resources

- [2022 Slate of Candidates](#)
- [Voter Instructions](#)
- [Policy 303](#)