



# AGENDA – REGULAR VOTING MEETING

of the Spring Grove Area School District Board of School Directors

7:00 PM – Monday, October 25, 2021

Spring Grove Area Intermediate School / Gymnasium

1480 Roth’s Church Road, Spring Grove, PA 17362

**6:00 PM .....EXECUTIVE SESSION (Closed to public)  
for Student Discipline, Personnel, Real Estate and Negotiations**

**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 the last sunshine meeting:

**II. Superintendent’s Update**

**III. Welcome Visitors: 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.*

**IV. Board and Administration Response to Public Comment**

**V. Superintendent’s Report ..... DR. GEORGE W. IOANNIDIS**

**VI. Student Representative’s Report.....MISS PAIGE LITTLE**

**VII. Correspondence.....NO CORRESPONDENCE**

**VIII. Legislative Update..... DR. GEORGE W. IOANNIDIS**

**IX. York County School of Technology.....MR. DAVE TRETTEL**

**X. York Adams Academy..... MRS. KAREN BAUM**



XI. **Lincoln Intermediate Unit #12**.....MR. DOUG WHITE

XII. **Special Committee Reports** (*as needed*)

XIII. **Approval of Minutes:** (*motion and second needed, voice vote*)

- September 27, 2021 – Regular Voting Meeting
- October 11, 2021 – Voting Meeting
- October 11, 2021 – Directors’ Study Forum

XIV. **Treasurer’s Report** (*motion and second needed, roll call vote*)..... MR. BEN RAMSAY

- Month ending September 30, 2021

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

- **BUSINESS/FINANCE REPORTS**

- Budget and Finance..... MR. BEN RAMSAY
- Buildings and Grounds ..... ***For Information Only***

- **MANAGEMENT REPORTS**

- Policy ..... MRS. KAREN BAUM
- Personnel..... MR. DOUG STEIN

- **PROGRAM REPORTS**

- Curriculum .....MR. MAURICE GASKINS

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

XVII. **Executive Session** ..... (***Closed to public***)  
***for Personnel, Real Estate and Negotiations***

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**TREASURER'S REPORT FOR THE MONTH ENDING SEPT 30, 2021**

**GENERAL FUND - CHECKING**

Balance 08/31/2021 \$ 6,766,806.07 \$ **6,766,806.07**

Receipts

Total Receipts (as per attached) \$ 33,140,874.51  
Cleared Deposits (Including Prior Months) \$ 33,140,874.51 \$ **33,140,874.51**

Expenditures

Paid bills through end of month \$ 7,473,362.69  
Voided Checks \$ 6,797.24  
\$ 7,480,159.93  
Cleared Expenses (Including Prior Months) \$ 10,754,633.93 \$ **10,754,633.93**

Balance 9/30/2021

ACNB (.95%) \$ **29,153,046.65**

**GENERAL FUND - INVESTMENTS**

Balance 9/30/2021

PLGIT Plus (.02%) \$ 1,738.54  
PSDLAF - Max (.01%) \$ 6,068,232.97  
PSDLAF - Full Flex Pool (.02%) \$ 3,000,923.28  
PSDLAF TOTAL \$ 9,069,156.25  
INVESTMENT TOTAL \$ 9,070,894.79 \$ **9,070,894.79**

**GENERAL FUND - TOTAL \$ 38,223,941.44**

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**NUTRITION SERVICES FUND**

Balance 8/31/2021 \$ 501,386.27 \$ **501,386.27**

Receipts

Total Receipts (as per attached) \$ 75,927.03  
Cleared Deposits (Including Prior Months) \$ 75,927.03 \$ **75,927.03**

Expenditures

Paid bills through end of month \$ 82,636.31  
Voided Checks \$ -  
\$ 82,636.31  
Cleared Expenses (Including Prior Months) \$ 81,866.16 \$ **81,866.16**

Balance 9/30/2021

ACNB (.95%) \$ **495,447.14**

**NUTRITION SERVICES FUND TOTAL \$ 495,447.14**

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**CAPITAL RESERVE FUND**

Balance 8/31/2021 \$ 273,294.84 \$ **273,294.84**

Receipts

Total receipts \$ -  
Interest \$ 252.51  
Cleared Deposits (Including Prior Months) \$ 750,000.00 \$ **750,252.51**

Expenditures

Paid bills through end of month \$ 464,484.00  
Voided Checks \$ -  
\$ 464,484.00  
Cleared Expenses (Including Prior Months) \$ - \$ -

Balance 9/30/2021

ACNB (.95%)

\$ 1,023,547.35

**CAPITAL RESERVE INVESTMENTS**

PSDLAF PSDMAX (.010%)

\$ 552,150.11

\$ 552,150.11

**CAPITAL RESERVE TOTAL**

\$ 1,575,697.46

**Invoices presented for Board approval - Sept 2021**

\$ -

**STUDENT ACTIVITY FUNDS**

Balance 9/30/2021

Elementaries

\$ 4,244.11

Intermediate School

\$ 7,940.13

Middle School

\$ 2,975.05

High School

\$ 69,418.81

**STUDENT ACTIVITY FUNDS-TOTAL**

\$ 84,578.10

**BUDGET AND FINANCE BOARD ACTIONS REQUESTED:**

- A. **ACCOUNTS PAYABLE LIST** – Approval of the Accounts Payable lists, as presented.
  
- B. **DISPOSAL OF OBSOLETE TECHNOLOGY EQUIPMENT** – Approval to consider the technology equipment included on each of the two attached lists as obsolete and dispose of the items for purposes of recycling/reselling and/or donating to Spring Grove Area Regional Parks and Recreation Center, as indicated, in accordance with School Board Policy #706.1.



**FOR INFORMATION ONLY:**

**BUILDING FIRE DRILLS**

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
*New Salem Elementary	09/07/2021	-	-
*Paradise Elementary	09/22/2021	-	-
*Spring Grove Elementary	*08/31/2021	-	-
	09/27/2021	1	52
*Spring Grove Area Intermediate School	09/17/2021	2	04
*Spring Grove Area Middle School	09/08/2021	-	-
Spring Grove Area High School	09/30/2021	5	29

*\*Drill included lockdown/evaluation procedures, associated with Office of Safe Schools mandates to school districts, and conducted in collaboration with District School Resource Officers. There is no requirement for documenting duration of these specific drills, although, some buildings may include the time.*



**POLICY BOARD ACTIONS REQUESTED:**

- A. **STUDENT DISCIPLINE** – Approval of the recommendation by the Student Disciplinary Committee of the Board and the Superintendent to authorize and carry out the adjudication of a High School student as recommended during a Disciplinary Board Hearing held on October 13, 2021, and further ratify the adjudication to be documented by the hearing officer, Gareth D. Pahowka, Esq., Stock and Leader.
  
- B. **DONATIONS/GRANTS** – Acknowledgment and acceptance of the following donations/grants in accordance with Board Policy No. 702, Gifts, Grants and Donations:
  - 1) A monetary Marcellus Shale Legacy Fund reimbursable grant of up to \$29,000 from the York County Board of Commissioners toward completion of a Sand Volleyball Court construction project within the Spring Grove Area School District.
  
  - 2) A monetary grant of \$1,000 from Aviation Council of Pennsylvania toward support of our Aircraft Owners and Pilots Association (AOPA) classes/program.
  
  - 3) A donation of an Accent Student Model Trombone from Sharon McMaster to support the District’s Music Program.

**PERSONNEL BOARD ACTIONS REQUESTED:**

- A. **SUPPORT STAFF MINIMUM SALARY MATRIX** – Approval of the attached Support Staff Compensation Matrix.
- B. **LEVEL V MINIMUM SALARY MATRIX** – Approval of the attached Level V Compensation Matrix.
- C. **SUPPORT STAFF SALARY INCREASE** – Approval of a 4% hourly rate increase for all support staff effective January 1, 2022.
- D. **SUPPORT STAFF ROCKET PRIDE RECOGNITION** – Approval of an incentive bonus of \$1,100 for each current support staff member, with \$300 paid in December and \$800 paid at the conclusion of the 2021-2022 school year.
- E. **SUBSTITUTE INCENTIVE** – Approval of an incentive bonus of \$125 for every ten (10) days of work in the Spring Grove Area School District for day-to-day teacher substitutes, retroactive to the beginning of the 2021-2022 school year.
- F. **RESIGNATIONS** – Approval of the following resignations:
- 1) **Spring Grove Area School District Instructional Assistant – Special Education - Life Skills Support** – Ms. Lauren Reichenberg, effective October 20, 2021, for the purposes of relocation.
  - 2) **Spring Grove Area School District Elementary Instructor** – Mrs. Tisa Cernovsky, updated to be effective November 1, 2021, for relocation due to spouse's employment.
- G. **UNCOMPENSATED LEAVE REQUEST** – Approval of the following request for uncompensated leave:
- 1) **Spring Grove Area Elementary School Special Education Instructor** – Mrs. Jhett Markle, effective approximately December 3, 2021, through approximately January 2, 2022.
- H. **APPOINTMENT** – Approval of the following appointment, provisionally hired pending receipt of updated clearances and completed Act 168 disclosure forms from previous employers:
- 1) **Spring Grove Area School District Long-Term Substitute** – Ms. Kaylyn Godman, effective November 8, 2021. Compensation established at Step 1 of the Bachelor's Schedule.
- I. **STUDENT EMPLOYEES** – Approval of the following individuals pending receipt of clearances and completed Act 168 disclosure forms from previous employers. Compensation established at \$10.00 per hour:
- 1) Kathryn Brandt, Student Instructional Assistant
  - 2) Jacob McCoy, Student Instructional Assistant
  - 3) Madeline Ruhland, Student Instructional Assistant
  - 4) Ashley Snell, Student Instructional Assistant
  - 5) Hailey Wolfe, Student Instructional Assistant





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

- 1) Joshua Blymire

K. **CLASSIFIED SUBSTITUTES** – Approval of the following classified substitutes for the 2021-2022 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) Beth Altland
- 2) Mary Younger

## Support Staff Compensation Matrix

Range / Category	Job Family - INSTRUCTIONAL ASSISTANTS	Minimum Hourly Rate	Substitute Rate
1 (A)	Health Room Assistant Nurse - Licensed (BSN)	\$19.19	\$32.00
1 (B)	Health Room Assistant Nurse - Licensed (RN)	\$18.84	\$30.00
1 (C)	Health Room Assistant Nurse - Licensed (LPN)	\$16.77	\$22.00
2	Instructional Assistants - Special Education - Autistic Support / Emotional Support / Learning Support / Personal Care / Intensive Learning Support / Life Skills Support / Transition Support	\$12.23	\$12.23
3	Instructional Assistant - English Language Development, Library, Learning Commons, Integrated Arts Center, Kindergarten, Data Assistant	\$11.13	\$11.13
4	Copy Center Assistant / Cafeteria Assistant	\$10.70	\$10.70

Range / Category	Job Family - NUTRITION SERVICES		
1	Nutrition Services Coordinator	\$16.64	\$16.64
2	Head Cook - Nutrition Supervisor	\$15.89	\$15.89
3	Lead Cook	\$13.93	\$13.93
4	Nutrition Support	\$11.30	\$11.30

Range / Category	Job Family - FACILITIES SERVICES		
1	Maintenance Coordinator	\$23.23	\$23.23
2	Maintenance Technician	\$18.01	\$18.01
3	Head Custodian, Groundskeeper - Maintenance Support	\$15.61	\$15.61
4	Custodian & Facilities Support / District Delivery	\$12.88	\$12.88

Shift Differential (2<sup>nd</sup> shift \$0.20 / hr and 3<sup>rd</sup> shift \$0.30 / hr)

Range	Job Family - ADMINISTRATIVE ASSISTANTS		
1	Administrative Assistants - Superintendent Offices	\$21.10	\$21.10
2	Administrative Assistants - Central Offices / Business Office	\$17.74	\$17.74
3	Administrative Assistants - Building / Tech & Athletics / Spec. Ed & Counseling Offices / Community Relations / Substitute Coordinator	\$14.46	\$14.46
4	Administrative Assistant - Attendance / Career Center / High School	\$12.97	\$12.97

Range / Category	Job Family - TECHNOLOGY SERVICES		
1	Technology Support	\$17.72	\$17.72

Range / Category	Job Family - STUDENT EMPLOYEES		
Student	Student Employees (Student Custodian, Student Instructional Assistant, Student Nutrition Support, Student Technology Support)	\$10.25	

Range / Category	Job Family - OTHER SUPPORT		
1	AV Help	\$12.30	
Temporary	Temporary Maintenance Support	\$12.30	
Temporary	Temporary Technology Support	\$12.30	

effective: July 1, 2021

<p style="text-align: center;"><b>Level V (Salaried / Exempt)</b></p>	<p style="text-align: center;"><b>2021-2022 Minimum Annual Salary Updated January 1, 2022</b></p>
Range I (Director of Human Resources)	\$ 81,045.73
Range II (Communications and Marketing Manager, Facilities Services Manager, Nutrition Services Manager, Transportation Coordinator)	\$ 65,534.40
Range II (Athletic Trainer - 220 days per year)	\$ 55,452.50
Range III (Accounting Services Manager / Network Manager)	\$ 61,373.93
Range IV (Data Manager / Payroll Accountant)	\$ 57,055.60
Range V (Technology Support Specialist)	\$ 54,199.95



**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>
Cathy Drapiewski	Middle School	Science	12/03/2021	02/25/2022
Meghan Roy	Intermediate School	Reading	01/10/2022	04/01/2022

**CURRICULUM BOARD ACTIONS REQUESTED:**

- A. **TRIP REQUEST** – Approval for Brian Hastings, High School Science teacher, and one volunteer to accompany approximately 18 high school students to a rocket launch at the Central Sod Farm in Centerville, MD, on a weekend day in November 2021.
  
- B. **TRIP REQUEST** - Approval for Brian Hastings, High School Science teacher, and one volunteer to accompany approximately 18 high school students to a rocket launch at Maryland Delaware Rocketry Association (MDRA) at Higgs Farm in Price, MD, on a weekend day in December 2021.
  
- C. **TRIP REQUEST** – Approval for Brian Hastings, High School Science teacher, and one volunteer to accompany approximately 18 high school students to a rocket launch at Higgs Farm in Price, MD, on a weekend day in January 2022.