



VOTING MEETING / DIRECTORS' STUDY FORUM

of the Spring Grove Area School District Board of School Directors

Monday, March 14, 2022, 7:00 PM

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

VOTING MEETING

- I. Call To Order** MRS. 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:
 - 1) February 28, 2022, for Negotiations and Personnel
- II. Formal and Informal Requests to Address the Board**
- III. Possible Board and/or Administration Response to Public Comment**
- IV. Correspondence** MRS. RACHEL ROHRBAUGH
- V. Action Voting Items** (*Motion and second needed, roll call vote*)
- A. Personnel MR. 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** MRS. RACHEL ROHRBAUGH
- II. Formal and Informal Requests to Address the Board**
- III. Possible Board and/or Administration Response to Public Comment**
- IV. Business and Finance Committee**
- A. Buildings and Grounds MR. RODNEY SHEARER
 - 1) Presentation – Proposed Wellness Clinic – *G. Ioannidis, S. Sutley*
 - a) Agreement with Everside Health
 - 2) Further Updates – Proposed Facilities Action – *G. Ioannidis*
 - a) Agreement with YMCA
 - b) RCRCPC Community Forum – March 21 @ Windy Hill
 - 3) Access Control / Security System Recommendation – *C. Enck*

V. Program Committee

A. Curriculum

MRS. NICOLE WILSON

- 1) Presentation, Middle School Life Skills Support Program – *J. Intrieri, R. Lehman*
- 2) 2022-2023 Continuation of Dental Hygiene Program – *K. Brown*
- 3) Acceptance of 2022-2023 Foreign Exchange Student – *G. Ioannidis*
- 4) Proposed Citizen’s Advisory Committee – *G. Ioannidis*
- 5) Major Trip Proposals – *S. Guadagnino*
 - a. April 20, 2022 – High School Theatre Festival
 - b. May 26, 2022 – Senior Class Trip
- 6) Presentation, Revised Building Start Times – *S. Guadagnino*
- 7) Presentation, Middle School Master Schedule – *S. Guadagnino, J. Intrieri*
- 8) Presentation, High School Course Offerings – *D. Dietrich*

VI. Business and Finance Committee, Continued

B. Budget and Finance

MR. DOUG WHITE

- 1) Presentation, Continuation 2022-2023 Proposed General Fund Budget – *M. Czapp*

VII. Management Committee

A. Personnel

MR. DOUG STEIN

- 1) Proposed Voting Action Items / March 28, 2022, Regular Voting Meeting

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

- A. Diversity Festival – April 13, 2022
- B. YCAL Board Directors’ Dinner – April 28, 2022
- C. Scholarship Fund Dinner / Awards Ceremony – May 17, 2022

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

X. Executive Session for Personnel (*Closed to public*)

PERSONNEL BOARD ACTIONS REQUESTED:

A. **RETIREMENT RESIGNATIONS** – Approval of the following retirement resignations, with regret:

- 1) **Spring Grove Area Middle School Family and Consumer Science Instructor** – Mrs. Donna Lyn Greco, effective the last day before the first day of the start of the 2022-2023 school year, for the purposes of retirement following 18 years of service to the School District, and waiving the January 15th notification requirement.
- 2) **Spring Grove Area High School Head Cook – Nutrition Supervisor** – Mrs. Robin Gobrecht, effective August 1, 2022, for the purposes of retirement following 20 years of service to the School District.

B. **RESIGNATIONS** – Approval of the following resignations:

- 1) **Spring Grove Area Middle School Custodian – PT (2nd Shift)** – Ms. Amy Strouth, effective February 18, 2022, for personal reasons.
- 2) **Girls Varsity Head Basketball Coach** – Mr. Troy Sowers, effective March 1, 2022, for personal reasons.

C. **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 Director of Pupil Services** – Dr. Michelle Ludwig, effective July 1, 2022, with compensation established at an annual rate of \$130,000.00.

***Background Information** – Dr. Ludwig earned a Bachelor of Elementary and Special Education degree from California University of Pennsylvania, a Master of Education in Special Education from Shippensburg University, and a Doctorate in Educational Leadership from Immaculata University. Dr. Ludwig has 12 years of leadership experience in Special Education and related areas, 8 years of which she spent at Spring Grove, and the additional 4 years with the LIU and a neighboring school district.*

D. **ATHLETICS** – Approval of the following additional coaches for the 2021-2022 Spring Season, with compensation determined by the Coaches’ Salary Matrix, and authorizing discretion to reduce, pro-rate, or cancel any appropriated payment because of a delayed, shortened, or canceled seasons due to COVID-19:

Job Title	Coach Name	Stipend
Boys Tennis – Varsity Head Co-Coach	Michaela Landis	\$ 2,250.00
Boys Tennis – Varsity Head Co-Coach	Nicole Harlacher	\$ 825.00
Softball - Varsity Assistant Coach	Larry Colbert	\$ 2,909.00
Softball - Varsity Head Coach	To be determined	\$ 4,154.00

E. **SUMMER PRE-K INSTRUCTORS** – Approval of the following instructional staff to facilitate the 2021-2022 Summer Pre-K Program, contingent upon the program’s implementation, with compensation established at the 2021-2022 per diem rate:

- 1) Chanda Barley
- 2) Wanda Peterson

F. **SUMMER PRE-K SUPPORT STAFF** – Approval of the following support staff to assist students during the 2021-2022 Summer Pre-K Program, contingent upon the program’s implementation, with compensation established at the current hourly rate:

- 1) Sandra Bohnert, Instructional Assistant
- 2) Lindsey Dugan, Instructional Assistant
- 3) Michele Soroko, Health Room Assistant Nurse - Licensed

G. **ACT 86 DAY-TO-DAY STUDENT SUBSTITUTE** – Approval of the following Act 86 substitute for a maximum of 20 days for the 2021-2022 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) Megan Holder



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>
Sandy Kraft	High School	Math	04/06/2022	05/27/2022
Rena Greene	Elementary	Art	01/27/2022	Intermittent



SPRING GROVE AREA SCHOOL DISTRICT
Spring Grove, Pennsylvania

MEMO TO: Board of School Directors

FROM: Dr. George W. Ioannidis, Superintendent

PREPARED BY: Mr. Christopher E. Enck, District Technology Coordinator

DATE: March 9, 2022

SUBJECT: Access Control/Intrusion Detection System Recommendation

In February, we shared the initial Request for Proposal (RFP) bid tabulation for our access control system upgrade. The current system has been in place for more than 15 years and can no longer meet our needs from both a security and reliability perspective. Since February, a thorough review of the responses has taken place, wherein follow-up interviews with the vendors were conducted. Additional information was requested from each vendor, including a review of a 5-Year “Total Cost of Ownership” estimate that included any annual escalation clauses in the maintenance and/or central station monitoring costs.

Upon conclusion of this review, the administration is recommending the project be awarded to LowV, for an initial first year cost of \$305,975 and a 5-year total of \$385,495. In addition to LowV being the low bidder, they also scored the highest on their RFP proposal, out of the four responses received.

With anticipated Board approval on March 28th, this project will be paid using a combination of funds from this budget year and next year’s budget. Assuming the project starts on time in April, it will be in place to use during the 2022-2023 school year.



SPRING GROVE AREA SCHOOL DISTRICT
Spring Grove, Pennsylvania

TO: Board of School Directors

FROM: Dr. George W. Ioannidis, Superintendent

PREPARED BY: Ms. Karyn Brown, Director of Pupil Services

DATE: March 9, 2022

SUBJECT: 2022-2023 Dental Hygiene Program, K-12

As part of the annual review process of the District's Dental Hygiene Program, the following information is presented for Board members' review and consideration, with recommendation for approval anticipated for inclusion with March 28, 2022, Regular Voting Meeting action items. The anticipated action language will read as follows:

***DENTAL HYGIENE PROGRAM, K-12:** Approval to continue to provide a comprehensive Dental Hygiene Program in the Spring Grove Area School District, for a maximum of 90 days during the 2022-2023 school year, with Dr. John P. Popernack, D.M.D., as the dental consultant on a voluntary basis and Ms. Karla McCleary, who holds a Pennsylvania Teaching Certificate for Dental Hygiene, continuing as Dental Hygienist.*

If you have any questions regarding the program and/or this proposed request, please contact Karyn Brown or me prior to the March 14th DSF.



SPRING GROVE AREA SCHOOL DISTRICT
Spring Grove, Pennsylvania

MEMO TO: Board of School Directors

FROM: Dr. George W. Ioannidis, Superintendent

DATE: March 9, 2022

SUBJECT: Anticipated Foreign Exchange Student, 2022-2023

I have received the appropriate documentation and building principal's recommendation to support a request for Anton Wichmann, of Muenster, Germany, to attend the Spring Grove Area High School as a Foreign Exchange Student for the 2022-2023 school year.

Anton Wichmann will turn 16 years of age prior to the close of the 2022-2023 school year, a requirement per our Administrative Regulation. The appropriate J-1 Visa will be secured prior to the student's start at the high school, and the appropriate immunization and health records are on file.

Mr. and Mrs. Tim and Ann Seitz-Brown have provided authorization verifying living accommodations while Anton is staying in the Spring Grove Area School District. Mrs. Seitz-Brown has also indicated acknowledgment and acceptance of responsibility for Anton's wellbeing at all times during his stay.

A request for the board's consideration of approving Anton Wichmann as an exchange student for the 2022-2023 school year will be included with March 28, 2022, regular voting meeting action items.

Feel free to contact me should you have any questions.



SPRING GROVE AREA SCHOOL DISTRICT
Spring Grove, Pennsylvania

TO: Board of School Directors

FROM: Dr. George W. Ioannidis, Superintendent

DATE: March 9, 2022

SUBJECT: 2022-2023 Proposed Citizens Advisory Committee

Board members have asked administration to consider the matter of a student dress code. As shared previously with the Board, in the past, we have used a Citizens' Advisory Committee (CAC) to investigate such matters that affect our students, staff, and the community. I am recommending the use of the CAC process (under Board Policy 905) to address the issue of student dress and involve the many stakeholders that would be affected.

So that approved stakeholders can dedicate sufficient time and appropriate a measured approach that will best serve the district, board members are asked to consider and convene a CAC and begin the process for the 2022-2023 school year, ending with a final report and any recommendation to the School Board in May 2023.

In advance of any action by the Board, the attached is a draft timeline related to the prospective CAC. The timeline includes typical steps and is based upon the recommended full year. If you wish to expedite the process, tentative dates would obviously change. The process would begin with approval from the School Board for the CAC, followed by a later action by board members to approve selected committee members.

If you have questions related to a potential CAC, feel free to reach out to me prior to the March 14th meeting so your concerns may be addressed at the meeting.

Citizens' Advisory Committee / TOPIC – Dress Code
“Tentative” Planner
2022-2023

DATE	SUBJECT / PROPOSED ACTION
	Present CAC to School Board
	Board Approves CAC Topic
	Solicit recommendations for CAC membership
August	Send letter and application to recommended members
September DSF	Board approves members / Send letter to approved members w/ first organization meeting
Early October	Organizational Meeting / DRAFT Agenda / expectations / goals & objectives / share timeline / consider any subcommittees??
November 2022 – April 2023	Full Committee Meetings / Subcommittee Meetings / Administrative Meeting??
	CONFIRM TIMELINE FOR HANDBOOK
April – May 2023	Final Meetings
By May’s End 2023	<i><u>Finalize preparations for Proposal/Prepare Recommendation(s) for Board of School Directors</u></i>
June 2023 (Directors’ Study Forum)	Presentation by CAC Committee Chair, Co-Chairs (and/or Designee) to Board of School Directors <ul style="list-style-type: none"> • Proposed Policy Revisions • Proposed Student/Parent Handbook w/ Changes
June 2023 (Regular Voting Meeting)	Vote by Board of School Directors on Recommendation(s) <ul style="list-style-type: none"> • Amended Policy Language (first reading) • Student/Parent Handbook w/ Changes
July 2023 (Regular Voting Meeting)	Vote by Board of School Directors on Recommendation of Amended Policy Language (second reading)



Spring Grove Area School District

CITIZENS' ADVISORY COMMITTEE TOPIC 2022-2023

STUDY TOPIC:

**EXPLORE AND CONSIDER BEST PRACTICES FOR DRESS CODE FOR STUDENTS OF
SPRING GROVE AREA SCHOOL DISTRICT**

OBJECTIVES:

- A.
- B.
- C.
- D.

Board Approved:



Spring Grove Area School District
Proposal for Major Trip

TITLE of TRIP: Bucks County Playhouse High School Theatre Festival

DESTINATION: Bucks County Playhouse, New Hope, PA

PROPOSED TRIP DATES: Wednesday, April 20, 2022 (1 instructional day missed)

TRIP SUPERVISION:

Who will be in charge? Claire Shubert, High School Family and Consumer Science / Drama Teacher

How many adults will be required to attend this trip to ensure safety and to act as chaperones?

Claire Shubert, Drama Troupe Advisor, will chaperone this trip. Other chaperones include Whitney Stover, parent of Drama Troupe student and Lisa Bortner, grandmother of Drama Troupe student.

BENEFITS of PARTICIPATION / RELATIONSHIP TO THE CURRICULUM:

This trip provides an opportunity for young artists from throughout the region to come together to showcase their work, receive feedback and training from professional actors, directors, and writers, network with other thespians and directors, and celebrate the performing arts.

Who will be eligible to attend this trip?

Approximately 30 Drama Troupe and Drama Class members will be eligible to attend this trip.

PERFORMANCES / EXCHANGES / DETAILED ITINERARY:

Students will attend three workshops in the morning. They will also have the opportunity to see other plays performed and hear those critiques.

5:45 a.m. – Depart from Spring Grove Area High School

8:30 a.m. – Arrive at Bucks County Playhouse

9:00 a.m. – Welcome and Introductions

9:30 a.m. – Workshops with professional theatre artists

12:00 noon – Lunch

1:00 p.m. – Perform a one-act play; watch other performances followed by adjudicators' critiques and awards

5:30 p.m. – Depart from Bucks County Playhouse with a stop for dinner

9:00 p.m. – Return to Spring Grove Area High School

What plan will be in place to address health and safety issues?

Field trip permission slips indicate student health concerns. The school nurse will provide Mrs. Shubert with necessary medical information. Emergency contact numbers will be provided to Mrs. Shubert. If a student becomes ill, all necessary steps will be taken to ensure that appropriate attention is given to the student to address his/her needs.

All CDC and District guidelines in the health and safety plan will be followed including wearing face coverings, social distancing, hand washing, hand sanitizer available, health screening before leaving (if needed), etc.

TRAVEL AGENCY CONTACT (if Agency is being used):

Bailey Coach
1708 PA-116,
Spring Grove, PA 17362
717-718-0490

COSTS:

Cost to student:

\$0

Cost to finance trip / Methods to assist students:

\$1830.00 (Approximate cost for the bus)

\$ 750.00 (Approximate cost for registration)

\$2580.00 TOTAL (Funding for transportation through sale of various fundraising activities throughout the year.)

Cost to District:

Chaperone:

Mrs. Shubert will require a substitute for Wednesday, April 20, 2022.



Spring Grove Area School District
Proposal for Major Trip

AP #121
Attachment

TITLE of TRIP: Senior Class Trip

DESTINATION: Knoebels Amusement Park, Elysburg, PA

PROPOSED TRIP DATES: Thursday, May 26, 2022

TRIP SUPERVISION:

Who will be in charge? Sarah Caplan, High School Communication Arts Teacher, and one Administrator

How many adults will be required to attend this trip to ensure safety and to act as chaperones?

Approximately one teacher for every fifteen students and nurse (if needed) will chaperone this trip.

BENEFITS of PARTICIPATION / RELATIONSHIP TO THE CURRICULUM:

This is the traditional senior class trip.

Who will be eligible to attend this trip?

Any senior eligible for graduation will be eligible to go on this trip.

PERFORMANCES / EXCHANGES / DETAILED ITINERARY:

All times are tentative – To be determined by park schedule when published

8:00 a.m. – Depart from Spring Grove Area High School

10:00 a.m. – Arrive at Knoebels Amusement Park

4:00 p.m. – Dinner as a group

6:00 p.m. – Depart Knoebels Amusement Park

8:00 p.m. – Arrive at Spring Grove Area High School

HEALTH / SAFETY:

What plan will be in place to address health and safety issues?

The school nurse will provide chaperones with necessary medical information and will attend as a chaperone if needed. Emergency contact numbers will be provided to all chaperones. On-site first aid will be available. If a student becomes ill, all necessary steps will be taken to ensure that appropriate attention is given to the student to address his/her needs.

All CDC and District guidelines in the health and safety plan will be followed including wearing face coverings, social distancing, hand washing, hand sanitizer available, health screening before leaving (if needed), etc.

TRAVEL AGENCY CONTACT (if Agency is being used):

Daisy James, Youth Sales
Knoebels Amusement Park
PO Box 317 Knoebels Blvd
Elysburg, PA 17824
djames@knoebels.com
1-800-487-4386, ext. 220

Ashley Bailey, General Manager
Bailey Coach
1708 Route 116
Spring Grove, PA 17362
ashley@baileycoach.com
717-718-0490, ext. 124

COSTS:

Transportation:

\$TBA (2 – 55 passenger coaches) plus driver gratuity and parking
This may be amended depending on response from students

Cost to student:

TBD - Not to exceed \$75 per student

Cost to finance trip / Methods to assist students:

TBD /Class of 2022 Treasury (profits from fundraising)

Cost to District:

Chaperones:

Substitutes will be needed as per the ratio of approximately one teacher for every fifteen students.
Approximately 100 students attend the senior trip



SPRING GROVE AREA SCHOOL DISTRICT

Spring Grove, Pennsylvania

TO: Board of School Directors
FROM: Dr. George W. Ioannidis, Superintendent
PREPARED BY: Dr. Steve Guadagnino, Assistant Superintendent
DATE: March 9, 2022
SUBJECT: Revised Time Schedules for 2022-2023

The purpose of this memo is to review proposed changes to the school times for students and teachers for next year. With the Board’s approval of the 2022-2023 School Calendar during the February 28th voting meeting, the focus has now shifted to making minor adjustments to the instructional times at each educational building to better meet the needs of the students as well as the teachers and working within the parameters of our transportation department.

The chart below shows a comparison of current time schedules (2021-2022) to the proposed revised time schedules (2022-2023):

	Current 2021-2022		Proposed 2022-2023	
	Students	Teachers	Students	Teachers
SGE	8:10-3:00	8:05-3:35	8:35-3:15	7:55-3:25
NSE	8:00-3:10	7:55-3:25	8:35-3:15	7:55-3:25
PES	8:00-3:10	7:55-3:25	8:35-3:15	7:55-3:25
SGI	8:10-2:55	7:30-3:00	8:25-3:05	7:45-3:15
MS	7:00-1:45	7:00-2:30	7:20-2:05	7:20-2:50
HS	7:00-1:45	7:00-2:30	7:20-2:05	7:20-2:50

The benefits of making these time adjustments are summarized below:

- All three elementary buildings (K-4) will now be on the same schedule.
- All teachers (K-6) will have common planning time before the students arrive each day.
- Provides for teacher collaboration time (K-6) during the student day, which could be used for the following, as examples:
 - Professional development (Individualized or in PLCs)
 - Small group instruction/co-teaching opportunities
 - Meetings (IEP, SAP, 504, child study, parent/teacher meetings)
 - Duties (ISS, cafeteria, recess)
 - Coverages when the building is short of substitutes
- Keeps SGI students on the K-4 transportation schedule
- Moves back the MS & HS start time
- Allows for collaboration time after the student day for teachers in grades 7-12 to continue, currently being used for things such as:
 - Professional development (Individualized or in PLCs)
 - Book study
 - Team/Department meetings
 - SAP/IST/MTSS meetings

Following the consensus of the School Board, communications will be shared with all students and parents as preparations begin for the 2022-2023 school year. If you have any questions related to the proposed changes, please contact Dr. Guadagnino or me in advance of the March 14th DSF meeting so that an appropriate response can be shared during the meeting.