



AGENDA – REGULAR VOTING MEETING

of the Spring Grove Area School District Board of School Directors

7:00 PM – Monday, November 23, 2020

MEETING HELD VIRTUALLY VIA ZOOM

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

I. 7:00 PM - Call to Order Regular Voting MeetingMS. 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:
 - November 9, 2020 for Real Estate and Personnel Purposes
 - November 16, 2020 for Personnel Purposes

II. 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.

III. Board and Administration Response to Public Comment

IV. Superintendent's Report DR. GEORGE W. IOANNIDIS

V. Student Representative's Report.....MISS PAIGE LITTLE

VI. Correspondence.....MS. CINDY HUBER

VII. Legislative Update.....MR. TODD STAUB

VIII. York County School of Technology.....MR. DAVE TRETTEL

IX. York Adams Academy..... MRS. KAREN BAUM

X. Special Committee Reports (as needed)

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

- October 26, 2020 – Regular Voting Meeting
- November 9, 2020 – Voting Meeting
- November 9, 2020 – Directors' Study Forum



XII. **Treasurer's Report:** *(motion and second needed, roll call vote)*

- October 31, 2020

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

- **BUSINESS/FINANCE REPORTS**

- Budget and Finance..... Mr. Todd Staub
- Buildings and Grounds ***For Information Only***

- **MANAGEMENT REPORTS**

- Policy Mrs. Karen Baum
- Personnel..... Mr. Doug Stein

- **PROGRAM REPORTS**

- Curriculum Mr. Brent Hoschar

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

TREASURER'S REPORT FOR THE MONTH ENDING October 31, 2020

GENERAL FUND - CHECKING

<u>Balance 10/31/2020</u>		33,094,684.30	\$33,094,684.30
<u>Receipts</u>			
	Total Receipts (as per attached)	5,028,858.22	\$5,028,858.22
<u>Expenditures</u>			
	Paid bills/Payroll through September 30, 2020	7,382,620.06	\$7,382,620.06
	Voided Checks		\$0.00
<u>Balance 10/31/2020</u>			
	ACNB (.95%)	<u>\$30,740,922.46</u>	\$30,740,922.46

GENERAL FUND - INVESTMENTS

<u>Balance 10/31/2020</u>			
	PLGIT Plus (.02%)	1,535.19	
	PSDLAF - Max (.10%)	3,337,321.57	
	PSDLAF - CIT Bank (0.15%) 1/25/21	245,000.00	
	PSDLAF - CrossFirst Bank (0.60%) 3/08/21	245,000.00	
	PSDLAF - The First Bancorp (0.16%) 4/26/21	245,000.00	
	PSDLAF - Malvern Federal Savings Bank (0.40%) 6/10/21	245,000.00	
	PSDLAF - Vast Bank USSC (0.21%) 7/28/21	245,000.00	
	PSDLAF - Full Flex Pool (.09%) 8/27/2020	3,000,000.00	
	PSDLAF - Full Flex Pool (.02%) 8/27/2020	1,500,000.00	
			\$9,063,856.76
	GENERAL FUND - TOTAL		\$39,804,779.22

NUTRITION SERVICES FUND

<u>Balance 09/30/2020</u>		457,088.04	\$457,088.04
<u>Receipts</u>			
	Total Receipts (as per attached)	12,005.32	\$12,005.32
<u>Expenditures</u>			
	Paid bills through September 30, 2020	83,254.63	\$83,254.63
	Voided Checks		\$0.00
<u>Balance 10/31/2020</u>			
	ACNB (.95%)	<u>\$385,838.73</u>	\$385,838.73
	NUTRITION SERVICES FUND TOTAL		\$385,838.73

CAPITAL RESERVE FUND

<u>Balance 09/30/2020</u>		608,719.07	\$608,719.07
<u>Receipts</u>			
	Interest	236.13	
	Deposit		\$236.13
<u>Expenditures</u>			
	Paid bills through September 30, 2020	<u>396,072.14</u>	\$396,072.14
<u>Balance 10/31/2020</u>			
	ACNB (.95%)	<u>212,883.06</u>	\$212,883.06

CAPITAL RESERVE INVESTMENTS

	PSDLAF PSDMAX (.010%)		\$1,002,080.68
			\$1,002,080.68
	CAPITAL RESERVE TOTAL		\$1,214,963.74

Invoices presented for Board approval - November 2020

			\$17,915.00
	Lobar Associates	\$10,500.00	
	Lobar Associates	\$7,415.00	

STUDENT ACTIVITY FUNDS

<u>Balance 10/31/2020</u>			
	Elementaries	5,363.50	
	Intermediate School	7,150.56	
	Middle School	2,947.82	
	High School	92,014.73	
	STUDENT ACTIVITY FUNDS-TOTAL		\$107,476.61

**BUDGET AND FINANCE BOARD ACTIONS REQUESTED:**

- A. **ACCOUNTS PAYABLE LISTS** – Approval of the Accounts Payable lists as presented.
- B. **REFINANCING OF GENERAL OBLIGATION BONDS/NOTES AND RELATED TRANSACTIONS** – Approval of the attached Resolution authorizing the incurrence of non-electoral debt by the issuance of General Obligation Notes, Series of 2020, in an aggregate principal amount not to exceed \$19,390,000, for the purpose of: (1) currently refunding the Spring Grove Area School District General Obligation Bonds, Series AA of 2012; (2) currently refunding the Spring Grove Area School District General Obligation Note, Series A of 2017; (3) currently refunding the Spring Grove Area School District General Obligation Note, Series of 2014; (4) currently refunding the Spring Grove Area School District General Obligation Note, Series of 2017; and (5) paying all costs and expenses of issuance of the 2020 Notes and General Obligation Notes, Series AAA of 2020, in a principal amount not to exceed \$21,705,000 for the purpose of: (1) advance refunding the Spring Grove Area School District General Obligation Bonds, Series A of 2015; and (2) paying all costs and expenses of issuance of the 2020 AAA Notes.
- C. **ACCELERATED BUDGET OPT OUT RESOLUTION** – Adoption of the attached Resolution certifying that the 2021-2022 fiscal year budget will be funded based on maintaining the current tax rates or increasing tax rates by an amount less than or equal to the Act 1 Index application to the School District of 3.7%, and that the School Board will comply with the rules set forth in School Code §687 for adoption of the school district proposed and final budgets for the 2021-2022 fiscal year.
- D. **2019-2020 FINAL BUDGETARY TRANSFERS** – Approval of the attached final budgetary transfers to close the 2019-2020 fiscal year.
- E. **REMOVAL/REPURPOSING OF HIGH SCHOOL IAC TEXTBOOKS** – Approval to declare fiction and non-fiction books listed on the 451-page inventory sheet as out of date and remove from the High School Integrated Arts Center for purposes of recycling, reselling and/or donating, in accordance with School Board Policy #706.1.

SPRING GROVE AREA SCHOOL DISTRICT

Accelerated Budget Opt Out Resolution Certifying Tax Rate Within Inflation Index **(and No Need to Comply with Act 1 Accelerated Budget Procedures)** **2021-2022 School Year**

Background. Act 1 §311(a), 53 P.S. §6926.311(a), requires an accelerated budget adoption timeline and procedure unless a school district, no later than 110 days before the primary election, adopts a resolution containing the certifications incorporated in this resolution. The deadline this year is January 28, 2021. After adoption of a resolution containing such certifications, §311(d) authorizes a school district to comply with pre-Act 1 budget adoption rules as set forth in School Code §687, 24 P.S. §6-687. The School Board has reviewed the school district preliminary budget or has other information sufficient to make a determination that the budget for the next fiscal year can be funded based on maintaining current tax rates or increasing taxes by an amount less than or equal to the Act 1 index. In lieu of the Act 1 budget adoption timeline and procedure, the School Board wishes to make the required certifications and comply with pre-Act 1 budget adoption rules.

RESOLVED, that the Board of School Directors of the Spring Grove Area School District, makes the following unconditional certifications:

1. The school district's various tax levies and other revenue sources will be sufficient to balance the school district final budget for the next fiscal year (2021-22) based on maintaining current tax rates or increasing tax rates by an amount less than or equal to the Act 1 index applicable to the school district as calculated by the Pennsylvania Department of Education. This conclusion is based on the school district preliminary budget or other information available to the School Board.
2. The applicable index for the next fiscal year is 3.7%, and the School Board will not for the next fiscal year increase the rate of its real estate tax, or any other tax for the support of public education, by an amount that exceeds the applicable index.
3. The School Board has to date, and in the future, will comply with the rules set forth in School Code §687 for adoption of the school district proposed and final budgets for the next fiscal year.
4. The School Board understands that the school district will not be eligible to use Act 1 referendum exceptions for the next fiscal year.

ADOPTED by the School Board November 23, 2020.

_____, Secretary

**FOR INFORMATION ONLY:****BUILDING FIRE DRILLS**

<i>SCHOOL BUILDING</i>	<i>DATE OF DRILL</i>	<i>MINUTES</i>	<i>SECONDS</i>
New Salem Elementary	10/08/2020	1	41
Paradise Elementary			
Spring Grove Elementary	10/23/2020	1	39
Spring Grove Area Intermediate School	10/08/2020	1	45
Spring Grove Area Middle School	10/15/2020	2	40
Spring Grove Area High School	10/22/2020	4	38



POLICY BOARD ACTIONS REQUESTED:

A. **SECOND READING** – Approval of a second and final reading for the following policies:

- 1) Policy No. 203: PUPILS, Immunizations and Communicable Diseases
- 2) Policy No. 209: PUPILS, Health Examinations/Screenings
- 3) Policy No. 309.1: EMPLOYEES, Telework
- 4) Policy No. 314: EMPLOYEES, Physical Examination
- 5) Policy No. 332: EMPLOYEES, Working Periods
- 6) Policy No. 334: EMPLOYEES, Sick Leave
- 7) Policy No. 340: EMPLOYEES, Responsibility for Student Welfare
- 8) Policy No. 705: PROPERTY, Facilities and Workplace Safety

B. **YORK COUNTY SCHOOL OF TECHNOLOGY JOINT OPERATING COMMITTEE MEMBER and ALTERNATE** – Approval for Dave Trettel to continue as representative and Cindy Huber to continue as alternate on the York County School of Technology Joint Operating Committee, for a three-year term commencing on January 1, 2021 and ending on December 31, 2024.

C. **DONATIONS** – Acceptance of the following donation/grant in accordance with Board Policy No. 702, Gifts, Grants and Donations:

- 1) A monetary donation in the amount of \$180.00 from Stephen and Nichole Bischof to support the District's Weekend Backpack Program.
- 2) A monetary educational scholarship in the amount of \$2,500.00 from the Aviation Council of Pennsylvania awarded to the High School Science Department in support of the AOPA Program.



Book	Policy Manual
Section	200 Pupils
Title	Immunizations and Communicable Diseases
Code	203
Status	Second Reading
Adopted	December 3, 1997
Last Revised	November 23, 2020
Prior Revised Dates	2/20/2013

Authority

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that guidance and orders from state and local health officials, established Board policy and administrative regulations be followed by students, parents/guardians and district staff.[\[1\]](#)
[\[2\]](#)

Definitions

Certificate of Immunization - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[\[3\]](#)

Medical Certificate - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.[\[3\]](#)

Guidelines

Immunization

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.[\[1\]](#)[\[2\]](#)[\[4\]](#)

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[\[5\]](#)

A student shall be exempt from immunization requirements whose parent/guardian objects in writing to such immunization on religious grounds or whose physician certifies that the student's physical condition contraindicates immunization.[\[1\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons, provisionally admitted by the Superintendent or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health.[\[1\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.[\[5\]](#)[\[8\]](#)[\[9\]](#)

Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.[\[5\]](#)[\[10\]](#)

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the School Nurse.[\[1\]](#)

The Superintendent or designee shall:

1. Ensure that parents/guardians are informed prior to a student's admission to school, or a grade requiring additional immunizations, of the requirements for immunization, the requisite proof of immunization, exemption available for religious or medical reasons, and means by which such exemptions may be claimed.[\[1\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[12\]](#)
2. Designate school personnel to review student medical certificates in accordance with law and regulations to ensure compliance with full immunization requirements.[\[3\]](#)[\[5\]](#)
3. Annually review state standards for immunization and direct the responsible district personnel accordingly.
4. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data electronically to the PA Department of Health by December 31 of each year. If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the PA Department of Health by December 15.[\[13\]](#)

Communicable Diseases

The Board directs that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Parents/Guardians shall be notified of this policy at the beginning of the school year, and that during the school year it may be necessary for a student to be excluded from school due to communicable disease. Parents/Guardians of a student needing to be excluded shall be notified and required to come to school or have a designated emergency contact come to school to transport the student home or to an appropriate place of care. Students may return to school when the criteria for readmission following a communicable disease, as set forth in law, regulations or guidance from state or local health officials, have been met.[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board directs school staff to request emergency contact information from parents/guardians of students at the beginning of each school year and request that it be updated as necessary during the

school year.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the PA Department of Health. [\[18\]](#)[\[19\]](#)[\[20\]](#)

The Superintendent or designee shall direct that health guidelines and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations. [\[21\]](#)

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases, in accordance with Board policy. [\[21\]](#)[\[22\]](#)[\[23\]](#)

Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires. [\[17\]](#)[\[24\]](#)

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian. The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy. [\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)

Legal

1. [24 P.S. 1303a](#)
2. [28 PA Code 23.81 et seq](#)
3. [28 PA Code 23.82](#)
4. [22 PA Code 11.20](#)
5. [28 PA Code 23.85](#)
6. [28 PA Code 23.83](#)
7. [28 PA Code 23.84](#)
8. [Pol. 200](#)
9. [Pol. 251](#)
10. [Pol. 255](#)
11. [28 PA Code 27.77](#)
12. [Pol. 201](#)
13. [28 PA Code 23.86](#)
14. [28 PA Code 27.71](#)
15. [28 PA Code 27.72](#)
16. [Pol. 204](#)
17. [Pol. 209](#)
18. [28 PA Code 27.2](#)
19. [28 PA Code 27.1](#)
20. [28 PA Code 27.23](#)
21. [22 PA Code 4.29](#)
22. [22 PA Code 4.4](#)
23. [Pol. 105.1](#)
24. [24 P.S. 1402](#)
25. [24 P.S. 1409](#)
26. [20 U.S.C. 1232g](#)
27. [34 CFR Part 99](#)
28. [Pol. 113.4](#)
29. [Pol. 216](#)
30. [Pol. 805](#)
- [Pol. 105.2](#)



Book	Policy Manual
Section	200 Pupils
Title	Health Examinations/Screenings
Code	209
Status	Second Reading
Adopted	January 14, 1981
Last Revised	November 23, 2020
Prior Revised Dates	3/17/2008

Authority

In compliance with applicable law and regulations, the Board shall require that District students submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety and physical education courses meets the student's individual needs and that the learning potential of each student is not lessened by a remediable physical disability.[\[1\]](#)
[\[2\]](#)[\[3\]](#)[\[4\]](#)

Guidelines

Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.[\[2\]](#)[\[4\]](#)[\[5\]](#)

Each student in first, third and seventh grade shall receive an oral health evaluation relative to their classroom lesson by the school dental hygienist.[\[3\]](#)[\[4\]](#)[\[5\]](#)

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The District shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.[\[5\]](#)

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the Advisory Health Board. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.[\[2\]](#)[\[4\]](#)[\[6\]](#)

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parents/guardians may attend. The notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.[\[7\]](#)[\[8\]](#)[\[9\]](#)

A student who presents a statement signed by the parent/guardian that a health examination is contrary to the student's or parent's/guardian's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the student if the student is not examined for those conditions.[\[10\]](#)[\[11\]](#)

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall report to the school whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special health examination for the student.[\[2\]](#)[\[4\]](#)[\[12\]](#)

In the event that the parent/guardian objects to or refuses to obtain a regular or special health or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the PA Department of Health or other appropriate authorities.

Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.[\[13\]](#)[\[14\]](#)

Health Monitoring

The Board directs District staff to monitor student health in accordance with applicable Board policy.[\[15\]](#)

Health Records

The District shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.[\[2\]](#)

All health records shall be confidential and subject to Board policy.[\[18\]](#)[\[19\]](#)[\[20\]](#)

The District may disclose information from health records to appropriate parties at the request of a parent or guardian, or in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[\[15\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)

Designated District staff shall request from the transferring school the health records of students transferring into District schools. Staff shall respond to such requests for the health records of students transferring from District schools to other schools.[\[18\]](#)

The District shall destroy student health records only after the student has not been enrolled in District schools for at least two (2) years.[\[18\]](#)[\[24\]](#)

Delegation of Responsibility

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health concerns or disability and to promptly report such conditions to the school nurse or designated staff.[\[2\]](#)

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[\[12\]](#)

Legal

1. [24 P.S. 1401](#)
2. [24 P.S. 1402](#)
3. [24 P.S. 1403](#)
4. [22 PA Code 12.41](#)
5. [24 P.S. 1407](#)
6. [28 PA Code 23.1 et seq](#)
7. [24 P.S. 1405](#)
8. [28 PA Code 23.2](#)
9. [20 U.S.C. 1232h](#)
10. [24 P.S. 1419](#)
11. [28 PA Code 23.45](#)
12. [24 P.S. 1406](#)
13. [23 Pa. C.S.A. 6311](#)
14. [Pol. 806](#)
15. [Pol. 203](#)
16. [Pol. 103](#)
17. [Pol. 103.1](#)
18. [24 P.S. 1409](#)
19. [Pol. 113.4](#)
20. [Pol. 216](#)
21. [20 U.S.C. 1232g](#)
22. [34 CFR Part 99](#)
23. [Pol. 805](#)
24. [Pol. 800](#)
- [24 P.S. 1401-1419](#)
- [23 Pa. C.S.A. 6301 et seq](#)



Book	Policy Manual
Section	300 Employees
Title	Telework
Code	309.1
Status	Second Reading
Last Reviewed	November 23, 2020

Purpose

The Board recognizes that in certain limited circumstances it may be necessary to allow or require district employees to work remotely in order to maintain continuity of district educational programs and operations.[1]

The Board adopts the following policy to establish district rules for employees who telework from a remote work location.

Definitions

Remote work location – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.

Telework/Teleworking – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.

Teleworking employee – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any computer and telecommunications equipment necessary for the completion of tasks.

Delegation of Responsibility

The Board directs the Superintendent or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.

Guidelines

Employees may be required to acknowledge teleworking provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Board’s discretion or as specified in this policy.

Such agreement may include, but is not limited to, the following considerations:

1. Acknowledgement that the employee’s compensation, benefits, work hours, and performance expectations shall not change while teleworking.

2. The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work.
3. A teleworking employee's performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment permitted to be brought to the remote work location will be stolen or damaged.[2][3][4]
5. The employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment.
6. The employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.[5]
7. The employee does not have a right to telework and the teleworking arrangement may be terminated by the Board or district administration at any time.
8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location

General Conditions

Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.

An employee may not telework as a replacement for leave.[6][7][8][9]

Attendance at the employee's regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days.

Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee's immediate supervisor, in accordance with law and Board policy.[10][11]

All teleworking employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.

Emergency Conditions

In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees to be permitted to telework in accordance with established procedures or as otherwise directed.[1]

For district employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[6][7][8][9]

Legal

1. Pol. 805
 2. Pol. 113.4
 3. Pol. 216
 4. Pol. 324
 5. Pol. 708
 6. Pol. 334
 7. Pol. 335
 8. Pol. 336
 9. Pol. 339
 10. Pol. 330
 11. Pol. 332
- Pol. 815
- Pol. 824



Book	Policy Manual
Section	300 Employees
Title	Physical Examination
Code	314
Status	Second Reading
Adopted	January 28, 2019
Last Reviewed	November 23, 2020

Purpose

In order to certify the fitness of administrative, professional and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, the Board shall require physical examinations of all district employees prior to beginning employment.

Definition

A physical examination, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.

Authority

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law and as the Board may require, the expense for which shall be paid by the District.[\[1\]](#)[\[2\]](#)[\[3\]](#)

The Board requires that all employees undergo a tuberculosis examination provided by the district upon initial employment, in accordance with regulations of the PA Department of Health.[\[1\]](#)[\[4\]](#)

The Board may require an employee to undergo a physical examination at the Board's request.[\[1\]](#)

An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.[\[5\]](#)[\[6\]](#)

Guidelines

Communicable Diseases

Employees exhibiting symptoms that indicate health concerns may be referred to the school nurse or designated staff for further assessment, and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infections conditions. Employees may return to school facilities when the

criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Delegation of Responsibility

The results of all required physical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.

Medical records and other health information of an employee shall be maintained confidentially and kept in a file separate from the employee's personnel file.[\[3\]](#)[\[12\]](#)

Legal

1. [24 P.S. 1418](#)

2. [28 PA Code 23.43](#)

3. [42 U.S.C. 12112](#)

4. [28 PA Code 23.44](#)

5. [24 P.S. 1419](#)

6. [28 PA Code 23.45](#)

7. [Pol. 104](#)

8. [28 PA Code 27.71](#)

9. [28 PA Code 27.72](#)

10. [Pol. 334](#)

11. [Pol. 335](#)

12. [42 U.S.C. 2000ff et seq](#)

[24 P.S. 1416](#)

[42 U.S.C. 12101 et seq](#)

[U.S. Equal Employment Opportunity Commission – Guidance on COVID-19, ADA, Rehabilitation Act and Other Equal Employment Opportunity Laws](#)

[U.S. Equal Employment Opportunity Commission – Questions and Answers on Religious Discrimination in the Workplace](#)



Book	Policy Manual
Section	300 Employees
Title	Working Periods
Code	332
Status	Second Reading
Adopted	January 28, 2019
Last Reviewed	November 23, 2020

Authority

Work schedules required for administrative, professional and support employees shall be clearly specified to ensure regular attendance by employees and consistent operation of the district.

The Board has the authority and responsibility to determine the hours and days during which district programs and services shall be available to students and the community, consistent with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, and Board resolutions.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board has the authority to make modifications to the school calendar and the school schedule as necessary to meet the instructional and health and safety needs of students and staff. Modifications to staff working periods shall be addressed in accordance with the administrative compensation plan, individual contracts, applicable collective bargaining agreements, Board resolutions or other emergency preparedness and response plans.[\[4\]](#)[\[5\]](#)[\[6\]](#)

Delegation of Responsibility

The Superintendent or designee may develop administrative regulations to ensure district employees are informed of and adhere to their assigned work schedules.

Professional personnel shall have a duty-free lunch period of not less than thirty (30) minutes.[\[2\]](#)

Staff may be assigned extra or alternative duties, distributed equitably when possible, at the discretion of the building principal and/or immediate supervisor.

All professional staff members are expected to attend each faculty meeting unless specifically excused by the responsible administrator.

Legal

1. [24 P.S. 510](#)
2. [24 P.S. 1504](#)
3. Pol. 804
4. Pol. 803
5. [24 P.S. 520.1](#)
6. Pol. 805
- Pol. 318



Book	Policy Manual
Section	300 Employees
Title	Sick Leave
Code	334
Status	Second Reading
Adopted	January 28, 2019
Last Reviewed	November 23, 2020

Authority

Board policy for certificated administrative and professional employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with law, administrative compensation plan, individual contract, collective bargaining agreement, or Board resolution. Unused leave shall be cumulative.[\[1\]](#)

Board policy for non-certificated administrative and support employees shall ensure that eligible employees receive paid sick leave days annually, in accordance with the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution. Unused leave shall be cumulative.

The Board reserves the right to require any employee claiming paid or unpaid sick leave to submit sufficient proof, including documentation from a licensed physician, certified registered nurse practitioner or a licensed physician assistant, of the employee's illness, disability or need to quarantine.[\[1\]](#)[\[2\]](#)

Misuse of sick leave shall be considered a serious infraction subject to disciplinary action.[\[3\]](#)

The Board shall consider the written request of any eligible employee for an extension of sick leave, with or without pay, when the employee's own accumulated sick leave or other paid or unpaid leave has been exhausted, pursuant to law or collective bargaining agreement provisions where applicable.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Superintendent shall report to the Board the names of employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified.

Guidelines

Whatever the claims of disability, no day of absence shall be considered a sick leave day if the employee has engaged in or prepared for other gainful employment, or has engaged in any activity that would raise doubts regarding the validity of the sick leave request.

Records

The district's personnel records shall show the attendance of each employee; and the days absent shall be recorded, with the reason for such absence noted. [\[1\]](#)[\[2\]](#)

A record shall be made of the unused sick leave days accumulated by each district employee, which shall be reported to the employee. [\[1\]](#)[\[2\]](#)

The Board shall pay a specified amount for each unused sick leave day, up to a designated number of days, upon the retirement or death of an employee, as provided in the administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.

Legal

1. [24 P.S. 1154](#)

2. [24 P.S. 510](#)

3. [Pol. 317](#)



Book	Policy Manual
Section	300 Employees
Title	Responsibility for Student Welfare
Code	340
Status	Second Reading
Adopted	January 28, 2019
Last Reviewed	November 23, 2020

Authority

The Board adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and support employees.[1]

District employees are responsible for the safety of students in their charge within school buildings and on district property.

Each employee is responsible for supervision, control and protection of students, commensurate with assigned duties and directives.

Each employee is responsible to ensure that students are supervised by a teacher or other staff member at all times while engaged in district activities.

An employee should not voluntarily assume responsibility for duties the employee cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.

Teachers and designated staff shall provide proper instruction in and enforcement of safety rules and procedures and assigned curriculum.[2][3]

Each employee has the responsibility to report immediately to the building principal or designated staff an accident, safety hazard, unsafe or dangerous condition, or to immediately address observed violations of district safety rules.[2]

Employees may not send students on any personal errands.

Employees may not transport students in a personal vehicle, except when specifically authorized by the building principal or designee.

Employees shall not require a student to perform services that may be detrimental to the student's health.

Delegation of Responsibility

Building principals shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

Building principals shall annually develop and implement a plan of supervision for the following:

1. Student arrivals and departures, including buses.
2. Halls, restrooms and playgrounds.
3. Cafeteria.
4. Before and after school.
5. Field trips.
6. School activities.

Legal

1. [24 P.S. 510](#)

2. Pol. 705

3. Pol. 805



Book	Policy Manual
Section	700 Property
Title	Facilities and Workplace Safety
Code	705
Status	Second Reading
Adopted	April 22, 1981
Last Reviewed	November 23, 2020
Prior Revised Dates	12/01/2008, 2/24/2020

Purpose

The Board recognizes that district facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.

Authority

The Board directs the district to provide facilities and equipment for the safe conduct of the educational programs and operations of the schools, in accordance with guidance issued by state and local officials, and other Board-approved health and/or safety plans.

The Board requires that all students, staff and visitors, including parents, volunteers, contractors, and partners, adhere to state and local health and safety orders, Board policy, administrative regulations and Board-approved plans requiring face coverings or other protective devices where needed for safety purposes. Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to district buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.[1][2][3][4][5][6]

Delegation of Responsibility

The Superintendent or designee shall periodically review and evaluate district health and safety rules and health and safety plans, as necessary.[7]

Administrators shall ensure that all staff and students are informed of health and safety rules at the beginning of the school year and whenever conditions and requirements change. Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.[7]

Guidelines

Certified Workplace Safety Committee

A workplace safety committee shall be established to promote the district's goals concerning safe schools. [\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

The workplace safety committee shall be composed of a minimum of four (4) members, including two (2) district administrators and two (2) employee representatives.

If the number of members on the workplace safety committee exceeds four (4), the committee shall be composed of an equal number of administrators and employees unless otherwise agreed upon by both groups. The district administrators shall not constitute a majority of the workplace safety committee.

It shall be the responsibility of the workplace safety committee to:

1. Evaluate the current safety program.
2. Establish procedures for conducting and documenting the findings of periodic inspections to locate and identify safety and health hazards.
3. Make recommendations to correct hazards.
4. Review, in a timely manner, incident and accident report and investigation forms.
5. Conduct follow-up evaluations on the effectiveness of new health and safety equipment or safety procedures.

A quorum of the workplace safety committee members shall meet at least once a month.

The workplace safety committee shall develop and maintain operating procedures, membership lists, committee meeting agendas, attendance lists and minutes of each meeting.

All decisions of the committee shall be made by majority vote of members present.

The Superintendent or designee shall ensure that a qualified trainer provides all committee members with adequate, annual training in safety committee structure and operation, hazard detection and inspection, and accident and illness prevention and investigation.

The Superintendent or designee shall maintain written records of workplace safety committee training.

Legal

1. Pol. 103.1
2. Pol. 113
3. Pol. 113.1
4. Pol. 218
5. Pol. 317
6. Pol. 907
7. Pol. 805
8. [24 P.S. 223](#)
9. [34 PA Code 129.1001 et seq](#)
10. [72 P.S. 1722-J](#)
11. [77 P.S. 1038.2](#)
- [24 P.S. 510](#)
- [24 P.S. 1517](#)
- [24 P.S. 1518](#)

PERSONNEL BOARD ACTIONS REQUESTED:

- A. **RESIGNATIONS** – Approval of the following resignations:
- 1) **Spring Grove Elementary Part Time Kindergarten Aide** – Ms. Jennifer Herbst, effective November 6, 2020, for personal reasons.
 - 2) **Varsity Head Softball Coach** – Mr. Mark Hull, effective September 7, 2020 for retirement and personal reasons.
 - 3) **Varsity Assistant Diving/Swimming Coach** – Mr. Owen Jacoby, effective September 15, 2020, for personal reasons.
 - 4) **Junior High Assistant Track Coach** – Ms. Kris Holland, effective November 9, 2020, for personal reasons.
- B. **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 Middle School Part-Time Cook** – Mrs. Karen Magalski, effective November 23, 2020. Compensation established at \$10.89 per hour for 3.5 hours per day, 180 days per year.
- C. **INTERSCHOLASTIC PERSONNEL** – Approval of the following individuals, pending receipt of updated clearances, for the 2020-2021 school year to work athletic events at the established event rate in the matrix:
- 1) Jason Baker
 - 2) Victoria Costello
 - 3) Michael Fleming
 - 4) Suzi Gault
 - 5) Keelie Tullis
- D. **ACT 86 DAY-TO-DAY STUDENT SUBSTITUTES** – Approval of the following Act 86 substitutes for a maximum of 20 days for the 2020-2021 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) Emily Davidson
 - 2) Rita Naugle
 - 3) Lauren Snell
- E. **CLASSIFIED SUBSTITUTES** – Approval of the following classified substitutes 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) Emily Davidson
 - 2) Jamie Fisher
 - 3) Amanda Makibbin
 - 4) Bernadette Mummert
 - 5) Rita Naugle
 - 6) Sierra Shaffer
 - 7) Lauren Snell



- F. **ATHLETICS** – Approval of the following coaches for the 2020-2021 Winter Season, with compensation determined by the Coaches' Salary Matrix, and authorizing discretion to reduce, pro-rate, or cancel any appropriated payment as a result of a delayed, shortened, or canceled seasons due to COVID-19:

Sport	Varsity / Junior High	Head / Assistant	Coach Name	Years	Stipend
Boys Basketball	Varsity	Head	Ryan Eisenhart	2	\$ 4,750.00
Boys Basketball	Varsity	Assistant	Kirby Orewiler	1	\$ 3,325.00
Boys Basketball	Junior High	Head	Jeffrey Zinn	1	\$ 3,088.00
Boys Basketball	Junior High	Assistant	Mark DeCarlo	1	\$ 2,850.00
Cheerleading (Basketball)	Varsity	Head	Kelsey Sersen	1	\$ 1,741.00
Cheerleading (Wrestling)	Varsity	Head	Jordan Myers	3	\$ 1,841.00
Cheerleading	Junior High	Head	Vacant		\$ 1,132.00
Cheerleading (Wrestling)	Junior High	Assistant	Candace Mekins	1	\$ 1,045.00
Girls Basketball	Varsity	Head	Troy Sowers	2	\$ 5,500.00
Girls Basketball	Varsity	Assistant	Eric Sowers	2	\$ 3,325.00
Girls Basketball	Junior High	Head	Brian Campbell	2	\$ 3,088.00
Girls Basketball	Junior High	Assistant	Shaun Garrison	2	\$ 2,850.00
Swimming	Varsity	Head	Derrick Henning	11	\$ 4,306.00
Swimming	Varsity	Assistant	Kaylyn Godman	1	\$ 2,770.00
Swimming	Varsity	Assistant	VACANT		\$ 2,770.00
Wrestling	Varsity	Head	Tyke Conover	5	\$ 5,150.00
Wrestling	Varsity	Assistant	Thomas Harbert	1	\$ 2,176.00
Wrestling	Varsity	Assistant	Dakota Laughman	1	\$ 2,176.00
Wrestling	Varsity	Assistant	Terry Conover	8	\$ 2,251.00
Wrestling	Varsity	Assistant	Anthony Miller	24	\$ 2,376.00
Wrestling	Junior High	Head	Joshua Ross	16	\$ 4,181.00
Wrestling	Junior High	Assistant	Seth Strausbaugh	5	\$ 3,108.00

**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 (approximately)</i>	<i>DATE LEAVE ENDS (approximately)</i>
Lindsay Chronister	SGE	1 st Grade	01/19/2021	04/12/2021



CURRICULUM BOARD ACTIONS REQUESTED:

- A. **NEW HIGH SCHOOL COURSES** – Approval of the following new courses beginning with the 2021-2022 school year.
- 1) College in the High School Algebra
 - 2) College in the High School Business 101
 - 3) Modern Band Level 2
 - 4) Exploring Aviation and Aerospace
 - 5) Aircraft Systems and Performance
 - 6) Applied Trades Mathematics
 - 7) Introduction to Small Engine Repair
 - 8) Pre-Apprenticeship Class/Commercial & Industrial Trades
- B. **REVISION OF HIGH SCHOOL COURSE NAME** – Approval to change the current high school course name from “Independent Athletic Performance Training” to “Independent Study Athletic Performance Training.”