

**SPRING-FORD AREA SCHOOL DISTRICT
WORK SESSION**

Monday, March 20, 2023 ∞ 7:30 p.m.

**High School Cafeteria
350 South Lewis Road, Royersford, PA 19468**

RCTV YouTube Address: <https://www.youtube.com/ramcountrytv>

MISSION STATEMENT

Spring-Ford Area School District cultivates academic excellence, embraces inclusivity, fosters wellness, and purposefully integrates technology and innovation.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

The Board will have an Executive Session prior to this meeting at 6:30 p.m. to discuss legal items.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

II. PRESENTATION

- A. Mr. Robert Rizzo**, Superintendent and **Mr. Robert Hunter**, Director of Facilities and Operations, to present Spring City Presentation with Other Site Impacts

III. ACTION ITEM

- A.** Administration recommends the purchase of 2,250 Chromebooks for the 2023-2024 school year as part of the Summer Refresh. The purchase from **SHI** will not exceed \$1,200,000.00 and will be paid from Technology Reserve and repaid from the Technology Operating Budget.

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report	Aditi Mangal/Arhan Kaul	
Extracurricular Activities	David Shafer	1st Tue. 6:30 p.m.
Policy	Wendy Earle	2nd Mon. 6:30 p.m
Curriculum/Technology	Dr. Margaret Wright	2nd Mon. 7:30 p.m.
Finance	Clinton L. Jackson	2nd Tue. 6:30 p.m.
Property	Clinton L. Jackson	2nd Tue. 7:30 p.m.
Asst. Superintendent's Report	Dr. Kelly Murray/Dr. Tina Giambattista	
Solicitor's Report	Mark Fitzgerald	

V. MINUTES

- A.** Administration recommends approval of the February 21, 2023 Work Session minutes. **(Attachment A1)**
- B.** Administration recommends approval of the February 27, 2023 Board Meeting minutes. **(Attachment A2)**

VI. PERSONNEL -

A. Resignations

1. **Matthew J. Cappelletti**; Online Tutoring. Effective: March 14, 2023.
2. **Rebekah J. Smith**; Special Education Teacher, Senior High. Effective: June 9, 2023.
3. **Jeanette M. Walker**; Online Tutoring. Effective: March 14, 2023.
4. **Nicole M. Zucal**; Summer R.A.M.S. Teacher. Effective: March 8, 2023.

B. Professional Employee

1. **Melissa C. Baitinger**; Elementary Teacher, 5/6th Grade Center, replacing Elizabeth C. Hunsicker, who had a change of assignment. Compensation has been set at M+30, Step 1, \$58,315.00, prorated with benefits per the Professional Agreement. Effective: March 20, 2023.
2. **Ashley S. Nastasi**; School Psychologist, 5/6th Grade Center, replacing Melanie J. Sisemore Adamo, who had a change of assignment. Compensation has been set at M+30, Step 10, \$82,166.00, prorated with benefits per the Professional Agreement. Effective: April 11, 2023.

C. Support Staff

1. **Raven R. Carey**; Custodian, Senior High School, replacing Jamie S. Schaffer, who resigned. Compensation has been set at \$17.22/hour plus benefits per the Custodial Benefit Summary. Effective: March 22, 2023.
2. **William G. Tims**; School Police Office, 8th Grade Center and 9th Grade Center, replacing Mark A. Wickersham who resigned. Compensation has been set at \$29.00/hour with benefits. Effective: August 22, 2023.

D. Administration recommends approval of the following professional staff member(s) for before and after school tutoring for the 2022-2023 school year to be paid from ARP ESSER/7% Set Aside:

1. **Tara L. Chester**
2. **Rachel A. DeBias**
3. **Christina M. Stadlin-Zuniga**

E. Administration recommends the approval of **Karen L. Henry**, Coordinator of Transportation, District Office, replacing Lora L. Sanderson who resigned for the purpose of retirement. Compensation has been set at \$105,000.00 prorated, with benefits per the Act 93 Agreement. Effective: May 8, 2023.

F. Administration recommends approval of the following Professional Staff, **Gary W. Rhodenbaugh Jr.**, as Coordinator for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary School. Compensation has been set at a stipend of \$9,000 plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

G. Administration recommends approval of the following Professional Staff as Special Education Teachers for the 2023 Extended School Year Program (ESY). The program will be held at the Evans Elementary School, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

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| 1. Ashley L. Brod | 3. Mackenzie L. Carroll |
| 2. Kathryn A. Calvert | 4. Hannah Z. Coath |

5. **April Collins**
6. **Hope K. Davis**
7. **Danielle A. DeFrancesco**
8. **Haley M. Didget**
9. **Wayne F. Downs**
10. **Jennifer L. Elliott**
11. **Brenda A. Haydt**
12. **Amy R. Heiman**
13. **Lindsay N. Hillegas**
14. **Deborah E. Malack**
15. **Barbara J. McGuigan**

16. **Kelsey E. Mitton**
17. **Amanda M. Myers**
18. **Ilyse J. Perloff**
19. **Alexa M. Rawa**
20. **Shana L. Savard**
21. **Rachael L. Saxon**
22. **Megan E. Smith**
23. **Mollie M. Smith-Wood**
24. **Molly A. Storti**
25. **Amanda M. Weckerly**
26. **Taylor N. Wilson**

- H. Administration recommends approval of the following Professional Staff as Special Education Teacher/Tutors for the 2023 Extended School Year Program (ESY) for a maximum of 30 hours. The position runs June 26, 2023 through August 18, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Ashley L. Brod**
2. **Kathryn A. Calvert**
3. **Kathryn L. Ellor**
4. **Maura F. Groff**

5. **Brenda A. Haydt**
6. **Jessica A. Mccleary**
7. **Allison L. Workman**

- I. Administration recommends approval of the following Professional Staff as Special Education Teacher/Wilson Tutors for the 2023 Extended School Year Program (ESY) for a maximum of 30 hours. The position runs June 26, 2023 through August 18, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Megan N. Yakupcin**

- J. Administration recommends approval of the following Professional Staff as Substitute Certified School Nurses for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Jennifer A. Kurian**

- K. Administration recommends approval of the following Professional Staff as Certified School Nurses for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Erin J. Lewandoski**
2. **Melissa L. Wasko**

- L. Administration recommends approval of the following Professional Staff as Full Time Equivalent Speech Therapists for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation

has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Alainna D. Rehrer**
2. **Johannah M. Timbario**

- M.** Administration recommends approval of the following Professional Staff as a **Counselor** for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Kara C. McQuaid**

- N.** Administration recommends approval of the following Support Staff as **Instructional Assistants** for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:45 AM to 1:15 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023.. Compensation for new employees will be set at \$16.36/hour non-degree rate or \$17.36/hour degree rate. Current hourly employees will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

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| 1. Mary Abraham | 23. Janine M. Justice |
| 2. Nora K. Albertson | 24. Naomi L. Keen |
| 3. Kelly R. Barber | 25. Colleen Kriebel |
| 4. Nancy T. Birtch | 26. Kathleen M. Kwiej |
| 5. Jennifer Bonetz | 27. Jeanna M. Laire |
| 6. Lauren M. Boylan | 28. Jennifer M. LeBlanc |
| 7. Alisha M. Brueninger | 29. Colleen A. Lewis |
| 8. Ronda I. Brisbois | 30. Jordyn Mayes |
| 9. Kimberly A. Brown | 31. Patricia A. McCormick |
| 10. Cassandra L. Castrianni | 32. Laura B. McQuaid |
| 11. Mark F. Cecconi | 33. Sherri K. Molishus |
| 12. Dylan B. Clark | 34. Emily M. Moore |
| 13. Angie L. Cressman | 35. Joseph M. Morgan |
| 14. Olivia P. Delmoro | 36. Patrice M. Mullen |
| 15. Debra A. DeMitis | 37. Brianna C. Noris |
| 16. Carol L. DiFrancesco | 38. Teanna L. Sibilly |
| 17. Shannon L. Dusko | 39. Natalie A. Stark |
| 18. Elizabeth M. Emmitt | 40. Alyssa D. Touey |
| 19. Angeline T. Fusco | 41. Wendy H. Trump |
| 20. Joan C. Gerretz | 42. Emily A. Walker |
| 21. Rachel M. Gertenitch | 43. Patricia A. Young |
| 22. Kyra L. Heiler | |

- O.** Administration recommends approval of the following Professional Staff as **Special Education Teacher Substitutes** for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

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| 1. Kathryn L. Ellor | 2. Maura F. Groff |
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3. **Rachel E. Gwinn**
4. **Susan Ibach**

5. **Megan N. Yakupcin**

- P.** Administration recommends approval of the following Professional Staff as **Behavior Specialist Substitutes** for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Elise-Marie A. Lannutti**

- Q.** Administration recommends approval of the following Support Staff as **Instructional Assistant Substitutes** for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:45 AM to 1:15 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation will be set at the employees' current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Cindy L. Butler**
2. **Shannon E. Dauphin**
3. **Carrie A. Duarte**
4. **Hope R. Embree**
5. **Laura Gilmore**

6. **Tari Lawson**
7. **Linda M. Oltman**
8. **Jayne W. Oyler**
9. **Alicia M. Spatzer**

- R.** Administration recommends approval of the Transition Coordinator position and the attached Transition Coordinator job description. (**Attachment A3**)
- S.** Administration recommends approval of the attached extra-curricular contracts for the 2022-2023 school year. (**Attachment A4**)
- T.** Administration recommends approval of the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding a Chamber Strings - Grade 7 Extracurricular position.
- U.** Administration recommends approval of the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding a VEX Club Coordinator and VEX Club Assistant Coordinator Extracurricular positions.

VII. FINANCE

- A.** Administration recommends approval for next month's payroll, taxes, all benefits, transportation contracts, IU contracts, Vo-Tech payments, debt service payments, utility bills, maintenance agreements, copier leases, equipment maintenance, Federal grants, insurance, and discounted invoices.

B. Payments:

1. General Fund Checks
Check No. 216192 - 216338 \$ 491,569.13
2. Food Service Check
Check No. 2525 \$ 20.75

3. Capital Reserve Checks
Check No. 2111 - 2112 \$ 131,256.00
4. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH No. 222301626 - 222301918 \$ 4,755,603.76
5. Wires
Wire No. 202200167 - 202200187 \$ 6,263,911.68
6. Procurement Payments
Transaction No. 220000162 - 220000179 \$ 9,782.31

C. The following monthly Board reports are submitted for your approval:

1. Skyward Reports
 - Check Report (All funds)
 - ACH Report (All funds)
 - Wires Report (All funds)
 - Procurement Report (All funds)

D. Administration recommends approval of the following **independent contracts**.

1. **Forgotten Friend, Inc.** to provide "*Reptile Explorers*" for students at Royersford Elementary with a cost not to exceed \$950.00. Funding will be paid from the Royersford Elementary Budget.
2. **GrowNow Therapy Services Inc.** at Media, PA to provide "*Executive Function Training*" to all teachers and assistants at Royersford Elementary School with a cost not to exceed \$500.00. Funding will be paid from the Royersford Elementary Budget.
3. **Chester County Intermediate Unit (CCIU)** to provide School Year Services for a student who receives special education services per their IEP. The total cost of the contract is not to exceed \$65,020.91. The contract will be funded from the Special Education Budget.
4. **Fairwold Academy** to provide related services for one (1) student who receives special education services as per their IEP. The total cost is not to exceed \$15,460.00. The funding will be paid from the Special Education Budget.

E. Administration recommends approval of the **2023-2024 Montgomery County Intermediate Unit's Member Services Budget** in the amount of \$1,561,980.00. This amount represents a 2.86% increase from the 2022-2023 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2022-2023 \$120,376.00 which is a \$3,023.00 increase from last year's amount.

F. Administration recommends the approval for educational services for students who receive special educational services from **Lakeside Educational Network** for the Extended School Year 2022 program. The total cost shall not exceed \$9,762.00. The contract will be paid from the Special Education Budget.

G. Administration recommends approval of a **confidential settlement agreement 2023-02** with the parent of a special education student in an amount not to exceed \$165,560.44. Funding will be paid from the Special Education Budget.

- H. Administration recommends approval of a **confidential settlement agreement 2023-03** with the parent of a special education student in an amount not to exceed \$152,000.00. Funding will be paid from the Special Education Budget.

VIII. PROPERTY

- A. Administration recommends approval to expend funds from the School Mental Health & Safety & Security Grant (PCCD). Part 1 scope of work replaces classroom doors with large glass openings at the 8th Grade Center, Limerick Elementary, and Royersford Elementary. Part 2 scope of work includes installing Nightlock door security devices on 917 classroom doors district wide. Part 3 is to purchase 10 handheld radios with batteries. The total amount shall not exceed \$220,000.00.
- B. Administration recommends approval for the purchase of teacher desks and chairs for the 8th & 9th Grade Centers. Lunchroom tables for Brooke Elementary, Oaks Elementary and Royersford Elementary. All furniture will be purchased using bid protected vendors. Funding will come from the Capital Reserve and is not to exceed \$282,000.00.
- C. Administration acknowledges the acceptance of the donation in the amount of \$9,000.00 from the Brooke Elementary Home and School Association to purchase a Gaga Ball Pit for the playground.
- D. Administration recommends approval of a professional service agreement with ICS consulting to be the program managers for the proposed renovation/addition to Spring City Elementary. This approval would be specific to phase 1, schematic design only. The not to exceed cost for phase 1 of the project is \$341,000.00 and will be paid out of the Capital Reserve. This agreement is subject to review by the solicitor's office.

IX. PROGRAMMING AND CURRICULUM

- A. Administration recommends the approval of *Get Ready 9-12* (2021, Vista Higher Learning) to be used in Grades 9-12 English Language Development courses. This purchase includes 30 student materials for *Get Ready 9-12* and 2 teacher kits for each level. The cost is not to exceed \$5,200.00 and will be paid from Title III funds.
- B. Administration recommends the approval of VEX V5 Principles of Engineering Custom Upgrade Kit to be used in Project Lead the Way Principles of Engineering. This purchase includes 12 VEX VE Principles of Engineering kits. The cost is not to exceed \$16,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- C. Administration recommends the approval of durables and consumables for Principles of Engineering to be used in Project Lead the Way Principles of Engineering. This purchase includes items for implementing the updated curriculum. The cost is not to exceed \$2,500.00 and is a budgeted item that will be paid from Curriculum Reserve.
- D. Administration recommends the approval of pi-top-complete electronics and sensor motion superkit with case to be used in Project Lead the Way Digital Electronics. This purchase includes 5 kits The cost is not to exceed \$3,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- E. Administration recommends the approval of *Sociology: A Brief Introduction 14th edition* (2023, McGraw Hill) to be used in Psychology and Sociology. This purchase includes 175 print and digital student text bundles (6 years), 50 student digital licenses (6 years), 5 print and digital teacher editions (6 years), and professional development. The cost is not to exceed \$42,000.00 and is a budgeted item that will be paid from Curriculum Reserve.

- F. Administration recommends the approval of *StudySync* (2021, McGraw-Hill) to be used in grade 6 English Language Arts. This purchase includes 675 digital student licenses, 675 student workbooks, and 30 teacher editions (6 years). The cost is not to exceed \$115,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- G. Administration recommends the approval of *Hoot (Hiaasen, Carl)* to be used as part of the Grade 6 English Language Arts curriculum. This purchase includes 675 texts from Barnes and Noble. The cost is not to exceed \$8,100.00 and is a budgeted item that will be paid from Curriculum Reserve.
- H. Administration recommends the approval of *Walk Two Moons (Creech, Sharon)* to be used as part of the Grade 6 English Language Arts curriculum. This purchase includes 675 texts from Barnes and Noble. The cost is not to exceed \$8,500.00 and is a budgeted item that will be paid from Curriculum Reserve.
- I. Administration recommends the approval of Amplify Core Knowledge Language Arts (2022, Amplify Education, Inc.) to be used in grades Kindergarten through grade 5 in English Language Arts. This purchase includes digital materials and print materials for students and teachers (7 years) and professional development for teachers and administrators (1 year). The cost is not to exceed \$1,430,000.00 and is a budgeted item that will be paid from Curriculum Reserve.

X. CONFERENCES AND WORKSHOPS

- A. **Joseph Mayo**, Information Systems Administrator, **Tracy L. Bogucki**, Administrative Assistant, **Courtney L. Mullen**, Junior Accountant, **Mary R. Newett**, Senior Accountant, **Jose Mojica**, Administrative Assistant, and **Bernadette Crenshaw**, Staff Accountant to attend “Keystone State Skyward User Group Conference 2023” April 19-20, 2023 in Harrisburg, PA. The total cost of the conference is \$2,660.00 (registration, transportation, meals, hotel). Substitute coverage is not needed.
- B. **Allison Ramil**, Math Teacher, to attend “AP Calculus BC” June 26-30, 2023 virtually with Augsburg University APSI . The total cost of the conference is \$735.00 (registration). Substitute coverage is not needed.
- C. **Emily McGranahan**, Music Teacher, to attend “NAfME Eastern Division Conference” in Rochester, NY April 13-16, 2023. The total cost of the conference is \$1,695.00 (registration, hotel, meals). Substitute coverage is required for 2 days. This motion is replacing a previously approved motion for Seth Jones, who will no longer be attending.
- D. School Board Members **Erica Hermans** and **Gabrielle Deardorff**, to attend “MCIU Legislative Breakfast”, in King of Prussia, PA April 28, 2023. The total cost of the conference is \$50.00 (registration).

XI. OTHER BUSINESS

- A. The following policies are submitted for **First Read**:
 1. **Policy #004 - Membership (Attachment A5)**
 2. **Policy #005 - Organization (Attachment A6)**
 3. **Policy #005.1 - Board Committee Agenda and Minutes (A7)**
 4. **Policy #209.1 - Food Allergy Management (Attachment A8)**
 5. **Policy #222 - Tobacco and Vaping Products (Attachment A9)**
 6. **Policy #227 - Controlled Substances/Paraphernalia (Attachment A10)**
 7. **Policy #803 - School Calendar (Attachment A11)**

8. **Policy #904** - Public Attendance at School Events (**Attachment A12**)

B. The following policies are submitted for **Approval**:

1. **Policy #006** - Meetings (**Attachment A13**)
2. **Policy #006.1** - Attendance at Meetings via Electronic Communication (**Attachment A14**)
3. **Policy #246** - School Wellness (**Attachment A15**)

C. Administration recommends the following **high school spring sport teams** for overnight travel during the 2022-2023 school year. There will be no cost to the district for lodging and meals as this will be paid from the respective team's Booster Club Account.

- High School Boys Lacrosse: Crystal Springs, New Jersey Depart on March 23, 2023 – Return on March 26, 2023. Meals and lodging provided by the Boys Lacrosse Booster Club Account. The team will use district transportation. Substitutes coverage is needed for 2 staff members for 2 days each.
- High School Girls Lacrosse: Ocean City, New Jersey Depart on May 5, 2023 – Return on May 7, 2023. Meals and lodging provided by the Girls Lacrosse Booster Club Account. The team will use district transportation. Substitute coverage is needed for 3 staff members for 1 day each.

D. Board approval is needed of _____ for a seat on the **Montgomery County Intermediate Unit Board of Directors** for the term beginning on July 1, 2023 and ending on June 30, 2026.

XII. BOARD COMMENT

XIII. PUBLIC TO BE HEARD

XIV. ADJOURNMENT

On February 21, 2023, The Spring-Ford Area School District Work Session was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Karen Weingarten and Dr. Margaret D. Wright
Region II: Clinton L. Jackson and Colleen Zasowski
Region III: Abby Deardorff, Erica Hermans, and Dr. Jennifer Motzer
Presiding Officer: Eric Hermans
Superintendent: Robert W. Rizzo
Assistant Superintendents: Dr. Kelly M. Murray and Dr. Tina L. Giambattista
Chief Financial Officer: Jim Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Aditi Mangal and Arhan Kaul
Virtual: David R. Shafer
Absent: Wendy Earle

CALL TO ORDER

Mrs. Hermans called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Ms. Crew noted attendance in person: Mr. Jackson, Mrs. Weingarten, President Hermans, Vice-President Wright, Abby Deardorff, Dr. Motzer and Mrs. Zasowski; Virtual/Zoom: Mr. Shafer; and absent: Mrs. Earle.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

None

II. PRESENTATION

Dr. Colyer recognized the Finalists and congratulated each of them for advancing to this level. Each student received a certificate from the National Merit Scholarship.

Mr. Rizzo stated that the district is required to review the Health & Safety Plan every 6 months and is not recommending any changes.

- A. Dr. Elaine Ruppert**, 12th Grade House Principal, to recognize the following students on being named as "Finalists" in the 2023 National Merit Scholarship Program.

Vania Mokonchu
Arnav S. Pallem

Samyan S. Nakkella
Sunidhi H. Srinivas

B. Health & Safety Plan

III. BOARD AND COMMITTEE REPORTS

(Attachment A1)

Student Rep. Report

Aditi Mangal/Arhan Kaul

Student Rep Mangal noted past events around the district. Student Rep Kaul noted upcoming events. Mrs. Hermans noted that the Spring Musical will have a preview next week at the Board Meeting.

Policy

Wendy Earle

2nd Mon. 6:30 p.m

Mr. Rizzo provided an update and noted that several policies were reviewed, some are going back to the committee and some on the agenda for first reading and approval. The minutes will be posted on the district website. Mrs. Zasowski noted there were several revisions made to the policy about the meetings and attendance which also included the changes made during the Board professional development.

Curriculum/Technology

Dr. Margaret Wright

2nd Mon. 7:30 p.m.

Dr. Wright stated there are 2 action items on the agenda for technology. As for Curriculum, some of the items discussed were the advanced placement scores were provided, summer programs and summer prek, and tutoring program. Several items are on the agenda for approval on next week's agenda. Mr. Shafer asked a few questions about the rooster platform, length of contract. Mr. Catalano responded and provided additional information. There was further discussion with the Board, the minutes will be posted on the district website.

Finance

Clinton L. Jackson

2nd Tue. 6:30 p.m.

Mr. Jackson provided a brief summary of the meeting, reviewed the financial reports and budget status. The minutes of this meeting will be posted on the district website.

Property

Clinton L. Jackson

2nd Tue. 7:30 p.m.

Mr. Jackson stated there were 4 items discussed. One of the items appears on the agenda for approval. The PCCD Grant was awarded, a police officer interviews are taking place to name a few topics discussed. The minutes of this meeting will be posted on the district website.

WMCTC

Earle/Weingarten/Zasowski 1st Mon. 7:00 p.m.

Mrs. Zasowski reported that the Western Center is celebrating CTC month. Some safety concerns and flooring management was discussed. There was a tour that included the equipment and electrical, a general tour after the meeting. Mr. Levensgood is actively working on a 10 year plan. Next year the Western Center will be hosting the Skills USA Competition. Mr. Jackson requested a copy of the presentation.

Asst. Superintendent's Report Dr. Kelly Murray/Dr. Tina Giambattista

Dr. Giambattista reported Laura McNeil was chosen as the School Nurse Excellence Award for the Southeast Region for 2023.

Dr. Murray reported on the summer programs that will be held this year.

Solicitor's Report

Mark Fitzgerald

Provided an update on the commonwealth ruling. For the first time a PA Pellet court has declared an Education of Fundamental Right.

IV. MINUTES

No questions or comments

A. Administration recommends approval of the January 17, 2023 Work Session minutes. (Attachment A1)

B. Administration recommends approval of the January 23, 2023 Board Meeting minutes. (Attachment A2)

V. PERSONNEL

Mrs. Zasowski asked about ESY Coordinator and the Special Olympics Coordinator items. Mrs. Leiss noted that the ESY Coordinator is not new. The Special Olympics is new, and the Special Olympics is being held at Spring-Ford. Dr. Giambattista noted that the ESY Coordinator is changing the position to a stipend from per diem. The hope is for Spring-Ford to continue to hold the Special Olympics. For the 7th grade temporary principal, she noted this is temporary and her concern of all these positions. For this year, the Special Olympics Coordinator position would be to compensate for this year then for next year, it would be a budgeted item for a stipend position. Mr. Shafer noted the Extracurricular Committee minutes have not been presented to the Board or Public yet. He will report next week and can clear up any questions or comments.

A. Resignations

1. **Cheryl L. Colmary**; Instructional Assistant, 9th Grade Center. Effective: February 3, 2023.
2. **Cheryl A. Goodwin**; Instructional Assistant, 8th Grade Center, for the purpose of retirement. Effective: June 9, 2023.
3. **Mallory R. Greene**; Assistant Softball Coach - HS. Effective: February 15, 2023.
4. **Michelle A. Mack**; Instructional Assistant, 9th Grade Center. Effective: February 10, 2023.
5. **Brian P. Malloy**; Systems Technician, 7th Grade Center. Effective: February 8, 2023.
6. **Carol L. Mays**; Secretary, Upper Providence Elementary, for the purpose of retirement. Effective: July 6, 2023.
7. **Jamie S. Schaffer**; Custodian, Senior High School. Effective: February 13, 2023.

B. Leave of Absence

1. **Sheila Egleston**; Mathematics Teacher, 8th Grade Center, for a Sabbatical Leave per Board Policy. Effective: January 25, 2023 through June 9, 2023.
2. **Shannon L. Osborne**; Instructional Assistant, Limerick Elementary School for an extension of an unpaid leave of absence per Board Policy. Effective: April 3, 2023 through April 10, 2023.
3. **Joseph D. Stimmler**; Maintenance, Maintenance & Operations for an extension of an unpaid leave of absence per Board Policy. Effective: February 2, 2023 through March 16, 2023.

C. Support Staff

1. **Nicole B. Burke**; Instructional Assistant, Senior High School, replacing Alexander M. Kraft, who resigned. Compensation has been set at \$17.36/hour plus benefits per the Instructional Assistants' Benefit Summary. Effective: February 15, 2023.
2. **Megan J. Campbell**; Instructional Assistant, Evans Elementary, replacing Cameron L. Hellauer, who resigned. Compensation has been set at \$16.36/hour plus benefits per the Instructional Assistants' Benefit Summary. Effective: February 27, 2023.

D. Temporary Professional Employee

1. **Kiara F. Collins-Winter**; Special Education Teacher, Brooke Elementary School and Spring City Elementary School, replacing Alyssa Stufflett who had a change of assignment to Royersford Elementary. Compensation has been set at B, Step 1, \$51,000.00, prorated, with benefits per the Professional Agreement. Effective: February 13, 2023.

E. Professional Employee

1. **Rebecca Puglia**; Elementary Teacher, Evans Elementary, replacing Melissa Hartnett who resigned. Compensation has been set at M, Step 3, \$54,500.00, prorated, with benefits per the Professional Agreement. Effective: No later than April 7, 2023.

F. Substitutes

- | | | |
|---------------------------------|----------------------|--------------|
| 1. Theresa L. Klaus | Substitute Secretary | \$14.52/hour |
| 2. Sowmya Krishnamoorthy | Substitute Secretary | \$14.52/hour |

- G.** Administration recommends the following Professional Staff as Teachers for the 2023 Summer R.A.M.S Program. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

1. **Gina M. Romanelli**
2. **Amelia M. Smith**
3. **Alyssa K. Stufflet**
4. **Laura A. Wise**

- H.** Administration recommends the following Registered Nurse as a Substitute Nurse for the 2023 Summer R.A.M.S. Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

1. **Jennifer A. Kurian**

- I.** Administration recommends approval of the following professional staff member(s) for before and after school tutoring for the 2022-2023 school year to be paid from ARP ESSER/7% Set Aside.

1. **Jacqueline E. Pizzico**
2. **Amelia M. Smith**

- J.** Administration recommends approval of professional staff **Gabrielle G. Procaro** to teach summer course advancement (Honors Algebra 2, Honors Geometry, and Honors Pre-Calculus) and **Amanda M. Myers** to monitor the platform through Spring-Ford Cyber Learning at a cost not to exceed \$5,000.00. The program will be self-funded via student tuition.

- K.** Administration recommends approval of the following Music Teacher for the 2023 Summer Instrumental Program. Compensation will be set at \$30.00 per hour and will be funded through student tuitions collected for the lessons. There will be no cost to the district.

1. **Sarah Becker-Fralich**
2. **Michael Hoinowski**
3. **Karen Schodle**
4. **Brett Slifer**

- L.** Administration recommends the approval of the following professional staff members for online tutoring as part of the Learning Loss Plan. Funding will be paid from the ARP ESSER/7% Set Aside and will not exceed \$15,000.00.

1. **Mary Blank**
2. **Christopher Cameron**
3. **Matthew Cappelletti**
4. **Maura Groff**

- M. Administration recommends approval of the attached extra-curricular contracts for the 2022-2023 school year. **(Attachment A3)**
- N. Administration recommends approval of the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding a stipend Extended School Year Coordinator.
- O. Administration recommends approval of the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding twelve (12) clubs.
- P. Administration recommends approval of the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of renaming four (4) extra-curricular positions.
- Q. Administration recommends approval of the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding a Special Olympics Coordinator.
- R. Administration recommends approval of the attached job description for the Special Olympics Coordinator. **(Attachment A4)**
- S. Motion to approve the Memorandum of Agreement and appointment of **David Krakower** to the position of 7th grade principal for the remainder of the 2022-2023 school year and the full 2023-2024 school year. Mr. Krakower shall be compensated at his current salary plus an additional \$1,000.00 per month.

Dr. Wright had a question about item G, Mrs. Zasowski said there are 3 pedestals being ordered of which 1 will be paid by EITC funds. These are not working properly and need to be replaced and asked if there were competitive bids. Mrs. Zasowski asked about items H and I. I was added on for a student that wasn't budgeted for.

- (Attachment A1)

Wire No. 202200138 - 202200166 \$ 7,562,629.63

5. Procurement Payments

Transaction No.220000143 - 220000161 \$ 5,793.84

C. The following monthly Board reports are submitted for your approval:

1. Skyward Reports
 - Check Report (All funds)
 - ACH Report (All funds)
 - Wires Report (All funds)
 - Procurement Report (All funds)

D. Administration recommends approval of the following **independent contracts**.

1. **Daniel Jude Miller, Binghamton, NY** to provide “Author for a Day Assembly” for students at Spring City Elementary for Grades K-4 with a cost not to exceed \$300.00. Funding will be paid from the Spring City Elementary Budget.
2. **The Lifeworks School** to provide school year services for 1 student as per the IEP. The total cost for all services is not to exceed \$30,690.00. The funding will be paid from the Special Education Budget.
3. **Delaware County Intermediate Unit (DCIU)** to provide school year services for 1 student as per the IEP. The total cost of the contract will not exceed \$38,279.83 and will be funded from the Special Education Budget.
4. **Procure Therapy** to provide Registered Behavior Technician services for students per the IEP for the 2022-2023 school year. The total cost of the contract will not exceed \$119,676.60 and will be funded from the Special Education Budget.

E. Administration recommends approval of an independent contract with **Behavior Interventions** to provide school year services for one student. This contract was previously approved in June, however, stated extended school year as the services rather than school year. The total cost approved in June was \$80,660.00 and will be paid from the Special Education Budget.

F. Administration recommends approval to extend an independent contract with **Behavior Interventions** to provide additional services for one student. The cost for the services is not to exceed \$46,715.00 which will be funded through the Special Education Budget.

G. Administration recommends approval to purchase two replacement TV Studio pedestals through **B&H Photo Video**. The amount will not exceed \$23,000.00. Funding will be paid from the Capital Reserve.

H. Administration recommends approval of an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide 1:1 speech support per a student's IEP. The total cost will not exceed \$6,000.00. Funding will come from the Special Education Budget.

I. Administration recommends approval of an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide RBT support per a student's IEP. The total cost will not exceed \$33,508.80. Funding will come from the Special Education Budget.

VII. PROPERTY

No questions or comments

- A. Administration recommends entering into a 3-year service agreement with **Schindler Elevator Corporation** for the High School elevator located in the fitness center. This agreement covers parts and labor for repairs, preventative maintenance, and safety testing for the length of the agreement. This agreement is effective from February 15, 2023, through February 15, 2026. Funding will be paid from the Maintenance Budget and shall not exceed a 3-year total of \$13,500.00.

VIII. PROGRAMMING AND CURRICULUM

Dr. Murray provided a summary of Brainfuse. This product will offer opportunities for homework help and online tutoring. Mr. Jackson asked how we determine if the homework help hours is sufficient, what is the cost if we go over and if there is a return if we don't go over. Dr. Murray said it is a pay as you go and the amount is not to exceed and will be monitored monthly. The dashboard will give a real-time monitoring of hours and will provide feedback and effectiveness. More discussion with the Board with other districts using it, learning loss and monitoring progress and hours. This program is designed to help with learning loss.

- A. Administration recommends the approval of *Brainfuse* for the purposes of tutoring services. The cost will not exceed \$275,000.00 and will be paid from the ARP-ESSER and ARP-ESSER 7% set aside as part of the required Learning Loss Plan.
- B. Administration recommends the approval of *Senders Level 4* (2023, Vista Higher Learning) to be used in Spanish 4. This purchase includes 140 print and digital student text bundles (6 years), 110 student digital licenses (6 years), and 4 print and digital teacher editions (6 years). The cost is not to exceed \$52,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- C. Administration recommends the approval of *Flango digital Spanish readers* (Teacher's Discovery) to be used in Spanish 4. This purchase includes 3 digital teacher licenses to support up to 540 students. The annual cost is not to exceed \$500.00 and is a budgeted item that will be paid from the Curriculum Budget.
- D. Administration recommends the approval of *Flango digital German readers* (Teacher's Discovery) to be used in German 4. This purchase includes 1 digital teacher license to support up to 180 students. The annual cost is not to exceed \$200.00 and is a budgeted item that will be paid from the Curriculum Budget.
- E. Administration recommends the approval of *Frau Holle und Andere Marchen*, German readers, (Teacher's Discovery) to be used in German 4. This purchase includes 15 paperback books. The cost is not to exceed \$300.00 and is a budgeted item that will be paid from Curriculum Reserve.
- F. Administration recommends the approval of *Der Unfall*, German readers, (Teacher's Discovery) to be used in German 4. This purchase includes 15 paperback books. The cost is not to exceed \$200.00 and is a budgeted item that will be paid from Curriculum reserve.
- G. Administration recommends the approval of *German Dialogues for Beginners: 150 Authentic Dialogues* (Eich, Philipp, 2020). This purchase includes 15 paperback books. The cost is not to exceed \$200.00 and is a budgeted item that will be paid from Curriculum Reserve.
- H. Administration recommends the approval of *German Grammar Drills, Premium 4th Edition* (Swick, Ed, McGraw Hill, 2022). This purchase includes 15 texts. The cost is not to exceed \$275.00 and is a budgeted item that will be paid from Curriculum Reserve.

- I. Administration recommends the approval of *U.S. History American Stories Beginnings to 1877, National Geographic Learning 1st edition* (2018, Cengage Learning) to be used in 8th grade Social Studies. This purchase includes 175 print and digital student text bundles (6 years), 475 student digital licenses (6 years), and 7 print and digital teacher editions (6 years). The cost is not to exceed \$75,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- J. Administration recommends the approval of *United States Government and Civics* (2024, McGraw Hill) to be used in United States Government. This purchase includes 140 print and digital student text bundles (7 years), 235 student digital licenses (7 years), and 6 print and digital teacher editions (7 years). The cost is not to exceed \$45,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- K. Administration recommends the approval of *World History Voyages of Exploration*, National Geographic Learning 1st edition (2021, Cengage Learning) to be used in Ancient World History. This purchase includes 70 print and digital student text bundles (6 years), 30 student digital licenses (6 years), and 3 print and digital teacher editions (6 years). The cost is not to exceed \$15,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- L. Administration recommends the approval of Brooke's Books-Intro to Accounting (Digital simulations, Crunched, Inc.) to be used in Accounting. This purchase includes 30 digital simulations (1 year) and 30 worktexts. The cost is not to exceed \$775.00 and will be paid through a grant from J&L accounting.
- M. Administration recommends the purchase of Meraki Cloud License renewal. The cost will not exceed \$86,000.00. This purchase is eligible for the E-Rate program with a 40% refund. This will be paid from Technology Reserve and repaid from the Technology Operating Budget.
- N. Administration recommends the purchase of Classlink – One Roster. This five-year agreement will not exceed \$66,000.00. Year one cost will not exceed \$16,500.00. This will be paid from the Technology Operating Budget.

IX. CONFERENCES AND WORKSHOPS

No questions or comments.

- A. **Bridget Mullins**, CSN, and **Jennifer Kurian**, CSN, to attend "PASNAP Annual Education Conference: Moving Forward in Hershey, PA March 31, 2023 - April 2, 2023. The total cost of the conference is \$1,735.00 (registration, transportation, and hotel). Substitute coverage is not needed.
- B. **Andrea Weber**, School Psychologist, and **Jennifer Benson**, School Psychologist, to attend "2023 PDE Conference: Educational Practices that Work" in Hershey, PA on March 1-2, 2023. The total cost of the conference is \$375.00 (transportation, meals). Substitute coverage is not needed.
- C. **Yvonne O'Dea**, Choir Director, and **Emily McGranahan**, Orchestra Director, to attend "PMEA All-State Conference" in Pocono Manor, PA April 19-21, 2023. The total cost of the conference is \$2,295.00 (registration, transportation, hotel, and meals). Substitute coverage is needed.
- D. **Mary Davidheiser**, Controller, **Catherine Gardy**, Director of Curriculum, Instruction and Educational Technology, and **Sue Choi**, Principal, to attend "2023 PAFPC Annual Conference-Fast Forward presented by PAFPC" in Pocono Manor, PA on April 16-19, 2023. The total cost of the conference is \$3,685.00 and will be paid from Title I Funding. (registration, transportation, and hotel). Substitute coverage is not needed.

- E. Robert W. Rizzo**, Superintendent, to attend the “*2023 MCIU Superintendent Conference*” in Lahaska, PA March 23-24, 2023. The total cost of the conference is \$380.00. (registration, transportation, and meals). Substitute coverage is not needed.
- F. Daniel Miscavage**, Athletic Director, to attend “*PSADA Leadership Conference*” in Hershey, PA on March 21-24, 2023. The total cost of the conference is \$1,555.00. (registration, transportation, hotel, and meals). Substitute coverage is not needed.
- G. Jessica Kemp**, Child Accounting, and **Tracy Bogucki**, Administrative Assistant, to attend “*A/CAPA Spring Virtual Conference 2023*” April 12-13, 2023. The total cost of the conference is \$220.00 (registration). Substitute coverage is not needed.

X. OTHER BUSINESS

No questions or comments

- A.** Motion to affirm the review of the Health and Safety Plan in which no changes are being made. (**Attachment A5**)
- B.** The following policies are submitted for **Approval**:
 - 1. **Policy #001** - Local Board Procedures (**Attachment A6**)
 - 2. **Policy #249** - Bullying and Cyberbullying (**Attachment A7**)
- C.** The following policies are submitted for **First Read**:
 - 1. **Policy #006** - Meetings (**Attachment A8**)
 - 2. **Policy #006.1** - Attendance at Meetings via Electronic Communication (**Attachment A9**)
 - 3. **Policy #246** - School Wellness (**Attachment A10**)

XI. BOARD COMMENT

Mrs. Deardorff wanted to recognize Chief Boyer and his staff. February 15th was School Resource Officer Day.

XII. PUBLIC TO BE HEARD

None

XIII. ADJOURNMENT

The Board unanimously adjourned the meeting at 9:03 p.m. with a motion from Mr. Jackson, seconded by Mrs. Zasowski.

Respectfully submitted,

Erin G. Crew
Assistant. Board Secretary

On February 27, 2023, The Spring-Ford Area School District Board Meeting was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Karen Weingarten and Dr. Margaret D. Wright
Region II: Clinton L. Jackson and Colleen Zasowski
Region III: Abby Deardorff, Erica Hermans, and Dr. Jennifer Motzer
Presiding Officer: Eric Hermans
Superintendent: Robert W. Rizzo
Assistant Superintendents: Dr. Kelly M. Murray and Dr. Tina L. Giambattista
Chief Financial Officer: Jim Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Aditi Mangal and Arhan Kaul
Virtual: David R. Shafer
Absent: Wendy Earle

CALL TO ORDER

Mrs. Hermans called the meeting to order at 7:30 p.m.

Mrs. Bickert noted Mrs. Deardorff, Mrs. Hermans, Mr. Jackson, Dr. Motzer, Mrs. Weingarten, Dr. Wright and Mrs. Zasowski are present, Mr. Shafer is on Zoom and Mrs. Earle is absent.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Mrs. Hermans stated that there was an Executive Session held prior to this meeting at 6:30 p.m. to discuss personnel matters.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Jessica Reinholds, Spring City - Full Day Kindergarten

Michael Lebieczinski - Reach information from previous Board and Committee meetings.

Mary Jo McNamara, Limerick - Full Day Kindergarten

II. PRESENTATION

The cast of Hello Dolly performed a number and invited everyone to come out and see the show this weekend.

Mr. Rizzo started the Full Day Kindergarten presentation by saying this is a comprehensive presentation including the educational and impact on facilities. The administrators were polled and all are in favor. If the Board decides to do this it will take a few years to have the facilities ready. No studies that they found showed negative effects. The Kindergarten day would go from 2 hr 20 min to 6 hr 40 minutes. Some other items of consideration, increase in academics, early childhood practices, structured play, and cost. Potential impacts on technology would include student devices, additional smart panel and teacher laptops. Dr. Giambattista spoke about the Special Education

impact and Early Intervention. Mrs. Leiss spoke about the personnel impact with increasing staff. Mr. Hunter spoke about the facility's impact and noted 3 years for future growth which include 14 additional classrooms will be needed. Mr. Fink talked about transportation with a savings of no mid-day run but would need 6-7 new buses. Mr. Rizzo asked the Board how they would like to proceed. Mrs. Hermans said that there is no action being taken this evening and this is informational and asked the Board to do its due diligence. Mrs. Deardorff asked a few questions and said that Spring-Ford needs to move towards Full Day Kindergarten. Mrs. Zasowski asked if the community input would be gathered. Dr. Wright said this brings more questions after hearing this presentation and feels a town hall meeting would be beneficial to hear from our parents. Dr. Motzer's dissertation was focused on full day kindergarten and special education. The Board continued to have discussion but ended the presentation by thanking the Administration for putting this together and noted that the Full Day Kindergarten decision will impact the Spring City and other facilities decisions.

A. Alexander Cifelli, Teacher and Spring Musical Director, to provide a glimpse of the Spring-Ford Area High School's Spring Musical *Hello Dolly*.

B. Full Day Kindergarten Presentation

III. BOARD AND COMMITTEE REPORTS

Community Relations

Colleen Zasowski

1st Tue. 6:30 p.m.

Mrs. Zasowski reported that there were 13 items submitted for the excellence in communication contest with the results to come. Continuing changes noted as a result in the CCIU Audit. Several items are listed on the agenda for approval.

Extracurricular Activities

David Shafer

1st Tue. 7:30 p.m.

Mr. Shafer reported that the committee had a presentation on robotics. Additional Clubs, an ESY Coordinator, and Special Olympics coordinator was requested and the MOU action items appear on this agenda for approval. There was a request for a financial report for extracurricular activities.

Legislative Committee

Abby Deardorff

3rd Wed. 7:30 p.m.

Mrs. Deardorff reported the MCIU had a guest speaker from PSBA to which they spoke about funding. March 7th is when the Governor will present his budget.

MCIU

Dr. Margaret Wright

4th Wed. 7:00 p.m.

Dr. Wright stated there was a presentation on legislation . MOU approved with the MCIU ESchool Year rates. Monday, May 15th is the MCIU EF Golf Classic.

PSBA Liaison

Abby Deardorff

Advocacy day is virtual this year in April. Sectional meetings are coming up, one on safety & security.

American Legion

David Shafer

Mr. Shafer reports business as usual, nothing of action.

Superintendent's Report

Robert Rizzo

Mr. Rizzo, 1st act 80 day approval with PDE. Teacher job fair coming March 1st. Mr. Rizzo noted the retirees and thanked them for their service and congratulated the athletes that are moving up in the championships that include the Boys and Girls Basketball.

Solicitor's Report

Mark Fitzgerald

Discussion last week on the Class Link item and the 5 year agreement. Language was added to give us an out after 30 days notice.

IV. MINUTES

Motion by Mrs. Deardorff to approve Minutes A-B, seconded by Mrs. Weingarten.
Motion carries 8-0.

A. Administration recommends approval of the January 17, 2023 Work Session minutes.
(Attachment A1)

B. Administration recommends approval of the January 23, 2023 Board Meeting minutes.
(Attachment A2)

V. PERSONNEL

Motion by Mrs. Deardorff to approve Personnel A-M (Not D2), O, P, S, and T, seconded by Mrs. Weingarten.
Motion carries 8-0.

Motion by Dr. Motzer to approve Personnel D2, seconded by Mrs. Weingarten.
Mr. Jackson asked about the students, Mrs. Leiss said there would be a substitute in place.
Motion carries 7-1. (Mr. Jackson was the dissenting vote)

Motion by Mrs. Deardorff to approve Personnel N, seconded by Mrs. Weingarten.
Motion carries 8-0.

Motion by Mrs. Deardorff to approve Personnel Q, seconded by Mrs. Weingarten.
Motion carries 8-0.

Motion by Mrs. Deardorff to approve Personnel R, seconded by Mrs. Weingarten.
Motion carries 8-0.

A. Resignations

1. **Cheryl L. Colmary**; Instructional Assistant, 9th Grade Center. Effective: February 3, 2023.
2. **Cheryl A. Goodwin**; Instructional Assistant, 8th Grade Center, for the purpose of retirement. Effective: June 9, 2023.
3. **Mallory R. Greene**; Assistant Softball Coach - HS. Effective: February 15, 2023.
4. **Michelle A. Mack**; Instructional Assistant, 9th Grade Center. Effective: February 10, 2023.
5. **Brian P. Malloy**; Systems Technician, 7th Grade Center. Effective: February 8, 2023.
6. **Carol L. Mays**; Secretary, Upper Providence Elementary, for the purpose of retirement. Effective: July 6, 2023.
7. **Jamie S. Schaffer**; Custodian, Senior High School. Effective: February 13, 2023.

New Resignations

8. **Rachelle A. Klapper**; Registered Nurse, Senior High School. Effective: March 6, 2023.

B. Leave of Absence

1. **Sheila Egleston**; Mathematics Teacher, 8th Grade Center, for a Sabbatical Leave per Board Policy. Effective: January 25, 2023 through June 9, 2023.

2. **Shannon L. Osborne**; Instructional Assistant, Limerick Elementary School for an extension of an unpaid leave of absence per Board Policy. Effective: April 3, 2023 through April 10, 2023.
3. **Joseph D. Stimmler**; Maintenance, Maintenance & Operations for an extension of an unpaid leave of absence per Board Policy. Effective: February 2, 2023 through March 16, 2023.

C. Support Staff

1. **Nicole B. Burke**; Instructional Assistant, Senior High School, replacing Alexander M. Kraft, who resigned. Compensation has been set at \$17.36/hour plus benefits per the Instructional Assistants' Benefit Summary. Effective: February 15, 2023.
2. **Megan J. Campbell**; Instructional Assistant, Evans Elementary, replacing Cameron L. Hellauer, who resigned. Compensation has been set at \$16.36/hour plus benefits per the Instructional Assistants' Benefit Summary. Effective: February 27, 2023.

New Support Staff

3. **Lisa A. Wait**; Instructional Assistant, Upper Providence Elementary, replacing Ashley Lambert, who resigned. Compensation has been set at \$17.36/hour plus benefits per the Instructional Assistants' Benefit Summary. Effective: March 13, 2023.

D. Temporary Professional Employee

1. **Kiara F. Collins-Winter**; Special Education Teacher, Brooke Elementary School and Spring City Elementary School, replacing Alyssa Stufflet who had a change of assignment. Compensation has been set at B, Step 1, \$51,000.00, prorated, with benefits per the Professional Agreement. Effective: February 13, 2023.

New Temporary Professional Staff

2. **Carly R. Zaremski**; Special Education Teacher, 7th Grade Center, replacing Jaclyn A. Clingman who had a change of assignment. Compensation has been set at M, Step 5, \$56,500.00, prorated, with benefits per the Professional Agreement. Effective: No later than May 1, 2023.

E. Professional Employee

1. **Rebecca Puglia**; Elementary Teacher, Evans Elementary, replacing Melissa Hartnett who resigned. Compensation has been set at M, Step 3, \$54,500.00, prorated, with benefits per the Professional Agreement. Effective: No later than May 1, 2023.

F. Substitutes

- | | | |
|---------------------------------|----------------------|--------------|
| 1. Theresa L. Klaus | Substitute Secretary | \$14.52/hour |
| 2. Sowmya Krishnamoorthy | Substitute Secretary | \$14.52/hour |

- G. The Board approved the following Professional Staff as Teachers for the 2023 Summer R.A.M.S Program. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

1. **Gina M. Romanelli**
2. **Amelia M. Smith**
3. **Alyssa K. Stufflet**
4. **Laura A. Wise**

- H. The Board approved the following Registered Nurse as a Substitute Nurse for the 2023 Summer R.A.M.S. Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

1. **Jennifer A. Kurian**

- I. The Board approved the following professional staff member(s) for before and after school tutoring for the 2022-2023 school year to be paid from ARP ESSER/7% Set Aside.

1. **Jacqueline E. Pizzico**

2. **Amelia M. Smith**

New

3. **Jenna P. Conroy**

4. **Christa J. Ellsesser**

5. **Jennifer D. McGlade**

6. **James R. Moreland**

7. **Georgeiann C. Sklenarik**

8. **Megan E. Smith**

9. **Christine N. Wike**

- J. The Board approved professional staff **Gabrielle G. Procaro** to teach summer course advancement (Honors Algebra 2, Honors Geometry, and Honors Pre-Calculus) and **Amanda M. Myers** to monitor the platform through Spring-Ford Cyber Learning at a cost not to exceed \$5,000.00. The program will be self-funded via student tuition.

- K. The Board approved the following Music Teacher for the 2023 Summer Instrumental Program. Compensation will be set at \$30.00 per hour and will be funded through student tuitions collected for the lessons. There will be no cost to the district.

1. **Sarah L. Becker-Fralich**

2. **Michael Hoinowski**

3. **Karen L. Schodle**

4. **Brett M. Slifer**

- L. The Board approved the following professional staff members for online tutoring as part of the Learning Loss Plan. Funding will be paid from the ARP ESSER/7% Set Aside and will not exceed \$15,000.00.

1. **Mary K. Blank**

2. **Dr. Christopher D. Cameron**

3. **Matthew J. Cappelletti**

4. **Maura F. Groff**

5. **Rachelle Hafer**

6. **Jennifer D. McGlade**

7. **Jeanette M. Walker**

- M. The Board approved the attached extra-curricular contracts for the 2022-2023 school year.
*Designates new addition since last week (Attachment A3)

- N. The Board approved the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding a stipend Extended School Year Coordinator.

- O. The Board approved the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding twelve (12) clubs.
- P. The Board approved the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of renaming four (4) extra-curricular positions.
- Q. The Board approved the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding a Special Olympics Coordinator.
- R. The Board approved the attached job description for the Special Olympics Coordinator.
(Attachment A4)
- S. The Board approved the Memorandum of Agreement and appointment of **David J. Krakower** to the position of 7th grade temporary building principal for the remainder of the 2022-2023 school year and the full 2023-2024 school year. Mr. Krakower shall be compensated at his current salary plus an additional \$1,000.00 per month.

New Personnel

- T.** The Board approved the following Program Coordinator for the 2023 Summer Instrumental Program. Compensation will be set at \$30.00 per hour and will be funded through student tuitions collected for the lessons. There will be no cost to the district.

1. Brett M. Slifer

VI. FINANCE

Motion by Mrs. Deardorff to approve Finance A-I, seconded by Mrs. Weingarten.
Motion carries 8-0.

- A.** The Board approved for next month's payroll, taxes, all benefits, transportation contracts, IU contracts, Vo-Tech payments, debt service payments, utility bills, maintenance agreements, copier leases, equipment maintenance, Federal grants, insurance, and discounted invoices.

B. Payments:

- | | | | |
|----|--|----|--------------|
| 1. | <u>General Fund Checks</u> | | |
| | Check No. 215960 - 216191 | \$ | 487,373.94 |
| 2. | <u>Food Service Checks</u> | | |
| | Check No. 2514 - 2524 | \$ | 444.76 |
| 3. | <u>General Fund, Food Service, Capital Reserve & Projects ACHs</u> | | |
| | ACH No. 222301334 - 222301625 | \$ | 8,183,015.89 |
| 4. | <u>Wires</u> | | |
| | Wire No. 202200138 - 202200166 | \$ | 7,562,629.63 |
| 5. | <u>Procurement Payments</u> | | |
| | Transaction No.220000143 - 220000161 | \$ | 5.793.84 |

- C. The following monthly Board reports were approved by the Board:**

(Attachment A2)

1. Skyward Reports
 - Check Report (All funds)
 - ACH Report (All funds)
 - Wires Report (All funds)
 - Procurement Report (All funds)

D. The Board approved the following independent contracts.

1. **Daniel Jude Miller, Binghamton, NY** to provide “Author for a Day Assembly” for students at Spring City Elementary for Grades K-4 with a cost not to exceed \$300.00. Funding will be paid from the Spring City Elementary Budget.
2. **The Lifeworks School** to provide school year services for 1 student as per the IEP. The total cost for all services is not to exceed \$30,690.00. The funding will be paid from the Special Education Budget.
3. **Delaware County Intermediate Unit (DCIU)** to provide school year services for 1 student as per the IEP. The total cost of the contract will not exceed \$38,279.83 and will be funded from the Special Education Budget.
4. **Procare Therapy** to provide Registered Behavior Technician services for students per the IEP for the 2022-2023 school year. The total cost of the contract will not exceed \$119,676.60 and will be funded from the Special Education Budget.

E. The Board approved an independent contract with **Behavior Interventions** to provide school year services for one student. This contract was previously approved in June, however, stated extended school year as the services rather than school year. The total cost approved in June was \$80,660.00 and will be paid from the Special Education Budget.

F. The Board approved to extend an independent contract with **Behavior Interventions** to provide additional services for one student. The cost for the services is not to exceed \$46,715.00 which will be funded through the Special Education Budget.

G. The Board approved to purchase two replacement TV Studio pedestals through **B&H Photo Video**. The amount will not exceed \$23,000.00. Funding will be paid from the Capital Reserve.

H. The Board approved an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**, Conshohocken PA which was board approved in June 2020. This addendum is necessary due to additional costs to provide 1:1 speech support per a student’s IEP. The total cost will not exceed \$6,000.00. Funding will come from the Special Education Budget.

I. The Board approved an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**, Conshohocken PA which was board approved in June 2020. This addendum is necessary due to additional costs to provide RBT support per a student’s IEP. The total cost will not exceed \$33,508.80. Funding will come from the Special Education Budget.

VII. PROPERTY

Motion by Mrs. Deardorff to approve Property A, seconded by Mrs. Weingarten.
Motion carries 8-0.

- A.** The Board approved entering into a 3-year service agreement with **Schindler Elevator Corporation** for the High School elevator located in the fitness center. This agreement

covers parts and labor for repairs, preventative maintenance, and safety testing for the length of the agreement. This agreement is effective from February 15, 2023, through February 15, 2026. Funding will be paid from the Maintenance Budget and shall not exceed a 3-year total of \$13,500.00.

VIII. PROGRAMMING AND CURRICULUM

Motion by Mrs. Deardorff to approve Programming and Curriculum A-M, seconded by Mr. Jackson. Motion carries 8-0.

Motion by Dr. Wright to approve Programming and Curriculum N, seconded by Mrs. Deardorff. It was noted that legal is reviewing and finalizing the language of the contract. Motion carries 7-1. (Mr. Shafer was the dissenting vote)

- A. The Board approved *Brainfuse* for the purposes of tutoring services. The cost will not exceed \$275,000.00 and will be paid from the ARP-ESSER and ARP-ESSER 7% Set Aside as part of the required Learning Loss Plan.
- B. The Board approved *Senders Level 4* (2023, Vista Higher Learning) to be used in Spanish 4. This purchase includes 140 print and digital student text bundles (6 years), 110 student digital licenses (6 years), and 4 print and digital teacher editions (6 years). The cost is not to exceed \$52,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- C. The Board approved *Flango digital Spanish readers* (Teacher's Discovery) to be used in Spanish 4. This purchase includes 3 digital teacher licenses to support up to 540 students. The annual cost is not to exceed \$500.00 and is a budgeted item that will be paid from the Curriculum Budget.
- D. The Board approved *Flango digital German readers* (Teacher's Discovery) to be used in German 4. This purchase includes 1 digital teacher license to support up to 180 students. The annual cost is not to exceed \$200.00 and is a budgeted item that will be paid from the Curriculum Budget.
- E. The Board approved *Frau Holle und Andere Marchen*, German readers, (Teacher's Discovery) to be used in German 4. This purchase includes 15 paperback books. The cost is not to exceed \$300.00 and is a budgeted item that will be paid from Curriculum Reserve.
- F. The Board approved *Der Unfall*, German readers, (Teacher's Discovery) to be used in German 4. This purchase includes 15 paperback books. The cost is not to exceed \$200.00 and is a budgeted item that will be paid from Curriculum Reserve.
- G. The Board approved *German Dialogues for Beginners: 150 Authentic Dialogues* (Eich, Philipp, 2020). This purchase includes 15 paperback books. The cost is not to exceed \$200.00 and is a budgeted item that will be paid from Curriculum Reserve.
- H. The Board approved *German Grammar Drills, Premium 4th Edition* (Swick, Ed, McGraw Hill, 2022). This purchase includes 15 texts. The cost is not to exceed \$275.00 and is a budgeted item that will be paid from Curriculum Reserve.
- I. The Board approved *U.S. History American Stories Beginnings to 1877, National Geographic Learning 1st edition* (2018, Cengage Learning) to be used in 8th grade Social Studies. This purchase includes 175 print and digital student text bundles (6 years), 475 student digital licenses (6 years), and 7 print and digital teacher editions (6 years). The cost is not to exceed \$75,000.00 and is a budgeted item that will be paid from Curriculum Reserve.

- J. The Board approved *United States Government and Civics* (2024, McGraw Hill) to be used in United States Government. This purchase includes 140 print and digital student text bundles (7 years), 235 student digital licenses (7 years), and 6 print and digital teacher editions (7 years). The cost is not to exceed \$45,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- K. The Board approved *World History Voyages of Exploration*, National Geographic Learning 1st edition (2021, Cengage Learning) to be used in Ancient World History. This purchase includes 70 print and digital student text bundles (6 years), 30 student digital licenses (6 years), and 3 print and digital teacher editions (6 years). The cost is not to exceed \$15,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- L. The Board approved Brooke's Books-Intro to Accounting (Digital simulations, Crunched, Inc.) to be used in Accounting. This purchase includes 30 digital simulations (1 year) and 30 worktexts. The cost is not to exceed \$775.00 and will be paid through a grant from J&L accounting.
- M. The Board approved the purchase of Meraki Cloud License renewal. The cost will not exceed \$86,000.00. This purchase is eligible for the E-Rate program with a 40% refund. This will be paid from Technology Reserve and repaid from the Technology Operating Budget.
- N. The Board approved the purchase of Classlink – One Roster. This five-year agreement will not exceed \$66,000.00. Year one cost will not exceed \$16,500.00. This will be paid from the Technology Operating Budget.

IX. CONFERENCES AND WORKSHOPS

Motion by Mr. Jackson to approve Conferences and Workshops items A, B, D-G, seconded by Mrs. Zasowski.

Motion carries 8-0.

Motion by Mrs. Deardorff to approve Conferences and Workshops item C, seconded by Mrs. Weingarten.

Motion by Mrs. Weingarten to amend Conferences and Workshops item C to increase the amount by \$400, seconded by Mrs. Deardorff. New Motion: Yvonne O'Dea, Choir Director, and Emily McGranahan, Orchestra Director, to attend "*PMEA All-State Conference*" in Pocono Manor, PA April 19-21, 2023. The total cost of the conference is \$2,695.00 (registration, transportation, hotel, and meals). Substitute coverage is needed.

Dr. Murray stated that this additional funds is needed to cover another night for the hotel.

No public comment

Motion carries 8-0

Motion carries 8-0 approving the amended motion for item C.

- A. **Bridget Mullins**, CSN, and **Jennifer Kurian**, CSN, to attend "PASNAP Annual Education Conference: Moving Forward in Hershey, PA March 31, 2023 - April 2, 2023. The total cost of the conference is \$1,735.00 (registration, transportation, and hotel). Substitute coverage is not needed.
- B. **Andrea Weber**, School Psychologist, and **Jennifer Benson**, School Psychologist, to attend "*2023 PDE Conference: Educational Practices that Work*" in Hershey, PA on March 1-2,

2023. The total cost of the conference is \$375.00 (transportation, meals). Substitute coverage is not needed.

- C. **Yvonne O'Dea**, Choir Director, and **Emily McGranahan**, Orchestra Director, to attend "*PMEA All-State Conference*" in Pocono Manor, PA April 19-21, 2023. The total cost of the conference is ~~\$2,295.00~~ \$2,695.00 (registration, transportation, hotel, and meals). Substitute coverage is needed.
- D. **Mary Davidheiser**, Controller, **Catherine Gardy**, Director of Curriculum, Instruction and Educational Technology, and **Sue Choi**, Principal, to attend "*2023 PAFPC Annual Conference-Fast Forward presented by PAFPC*" in Pocono Manor, PA on April 16-19, 2023. The total cost of the conference is \$3,685.00 and will be paid from Title I Funding. (registration, transportation, and hotel). Substitute coverage is not needed.
- E. **Robert W. Rizzo**, Superintendent, to attend the "*2023 MCIU Superintendent Conference*" in Lahaska, PA March 23-24, 2023. The total cost of the conference is \$380.00. (registration, transportation, and meals). Substitute coverage is not needed.
- F. **Daniel Miscavage**, Athletic Director, to attend "*PSADA Leadership Conference*" in Hershey, PA on March 21-24, 2023. The total cost of the conference is \$1,555.00. (registration, transportation, hotel, and meals). Substitute coverage is not needed.
- G. **Jessica Kemp**, Child Accounting, and **Tracy Bogucki**, Administrative Assistant, to attend "*A/CAPA Spring Virtual Conference 2023*" April 12-13, 2023. The total cost of the conference is \$220.00 (registration). Substitute coverage is not needed.

X. OTHER BUSINESS

Motion by Dr. Wright to approve Other Business A-B, seconded by Mrs. Zasowski.

Motion carries 8-0.

- A. The affirmed the review of the Health and Safety Plan in which no changes are being made. **(Attachment A5)**
- B. The following policies were Board approved:
 - 1. **Policy #001** - Local Board Procedures **(Attachment A6)**
 - 2. **Policy #249** - Bullying and Cyberbullying **(Attachment A7)**
- C. The following policies are submitted for **First Read**:
 - 1. **Policy #006** - Meetings **(Attachment A8)**
 - 2. **Policy #006.1** - Attendance at Meetings via Electronic Communication **(Attachment A9)**
 - 3. **Policy #246** - School Wellness **(Attachment A10)**

XI. BOARD COMMENT

Dr. Wright congratulated Mr. Krakower.

Mrs. Deardorff loves the idea of a Town Hall meeting for a Full Day Kindergarten discussion.

Mr. Shafer would like to do Full Day Kindergarten with no financial impact.

XII. PUBLIC TO BE HEARD

Michael Lebieczinski, Limerick - Full Day Kindergarten

Mary Jo McNamara, Limerick - Full Day Kindergarten

Theresa Westwood, Royersford - Full Day Kindergarten

Steven Wagner, Upper Providence - Full Day Kindergarten

XIII. ADJOURNMENT

The Board unanimously adjourned the meeting at 9:46 p.m. with a motion from Mrs. Weingarten, seconded by Mrs. Deardorff

Respectfully submitted,

Laurie J. Bickert
Board Secretary

SPRING-FORD AREA SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Transition Coordinator

Reports To: Supervisors of Special Education Grades 7-9 and Grades 10-12

Department: Special Education & Student Services

Summary: This position aims to plan and organize school programs and activities for Special Education students age 14 and older to facilitate the transition to the world of work and postsecondary education/training opportunities.

Essential Duties and Responsibilities:

1. Follows all laws, Board Policies, regulations, rules and procedures, and complies with the instructions and/or directives from their supervisor(s).
2. Works primarily independently in assigned settings.
3. Assists teachers with the development of transition goals and activities for the IEP and the classroom/LTE laboratory.
4. Works with variety of outside agencies. Establish a sound rapport with key individuals in each.
5. Meets with parents to facilitate IEP transition goals and activities.
6. Maintain liaison with CTE (Career and Technical Education) administration and teaching staff to monitor progress and handle issues.
7. Effects transportation arrangements to a variety of workplace settings and post-secondary institutions.
8. Reviews job coach assignments and implement them.
9. Maintains accurate records of student progress.
10. Displays a fundamental understanding of special education and its transition component.
11. Performs other duties and related tasks as assigned by the Supervisors of Special Education Grades 7-9 and Grades 10-12.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Director of Human Resources of any and all reasonable accommodation that will be required.

POSITION SPECIFICATIONS – Transition Coordinator

Work Year:	Per SFEA Contract language
Physical Demands:	Ability to sit and/or stand, as desired Ability to bend, stoop, climb, reach and grasp Lifting - up to 50 pounds Frequent carrying - up to 15 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding Ability to travel independently to various locations Must be able to travel between school district buildings and other job-related locations, as necessary.
Sensory Abilities:	Visual capacity to read computer screen and correspondence, to complete forms, a visually supervise students Hearing Ability to speak clearly and distinctly
Work Environment:	Inside - school environment
Cognitive Ability:	Ability to follow-through to complete assigned tasks Ability to make decisions independently Ability to recognize and safeguard confidential material Ability to have excellent control under stressful circumstances, i.e., irate parent and/or student
Specific Skills:	Demonstrated knowledge of teaching methodologies, evidenced-based practices and curriculum for students needing replacement and/or alternative instruction Demonstrated knowledge of co-teaching, modifications/adaptations, and service delivery in the general education environment Demonstrated knowledge of applied behavior analysis, positive behavior support plans, and lesson design for students with significant needs Knowledge of assistive technology for students with significant needs Ability to establish and maintain effective relationships with administrators, teachers, and parents Strong oral and written communication skills
License/Clearance(s):	Must possess a valid and active Pennsylvania instructional and/or educational specialist certification. Act 34 - Criminal History Clearance Act 151 - Child Abuse History Clearance Act 114 - FBI clearance

	Contract Title	Season	Last	First	Stipend
1	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Bellaire	Amy B.	\$50/game
2	Co-Ed Fitness Intramural # 1 - Brooke	Spring	Bieber	Joelle L.	\$402.00
3	Co-Ed Fitness Intramural # 2 - Brooke	Spring	Bieber	Joelle L.	\$402.00
4	Volunteer Assistant Track Coach -Boys' & Girls'- HS	Spring	Callan	Bryn A.	Volunteer
5	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Cartright	Bruce	\$50/game
6	Asst. Track Coach (7/8th Grade)	Spring	Clinard	Noah C.	\$2,772.00
7	5/6 Club #4 Board Games	Fall	Cooper	Cynthia A.	\$402.00
8	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Daw	Ellen C.	\$50/game
9	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Fialkowski	Madison A.	\$50/game
10	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Fisher	Gabrielle M.	\$50/game
11	Asst. Track Coach-Girls' & Boys'-HS	Spring	Gilmore	Laura	\$3,991.00
12	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Heimer	Kimberly L.	\$50/game
13	Asst. Track Coach (7/8th Grade)	Spring	Karalius	Victoria L.	\$2,772.00
14	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Matthews	Mark J.	\$50/game
15	Asst. Softball Coach-HS	Spring	Moffett	Allie M.	\$3,991.00
16	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Mullen	Patrice M.	\$50/game
17	5/6 Club #13 Photography	Spring	O'Drain	Mari J.	\$402.00
18	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Parker	Christina M.	\$50/game
19	HS Club #25 SNAP Coordinator	Year	Parker	Christina M.	\$402.00
20	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Tangradi	Claudia A.	\$50/game
21	Softball Coach - 8th Grade	Spring	Templeton	Mark E.	\$3,201.66
22	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Weiss	Paula L.	\$50/game
23	Event Workers (Announcers, Clock Operators, Ticket Takers)	Spring	Wiltzie	Sharon	\$50/game

(Attachment A4)

Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
Code	004
Status	Draft (PSBA 08/19)
Adopted	March 25, 1991
Last Revised	November 26, 2001

Number

The Board shall consist of nine (9) members.[1]

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[2]

Qualifications

Each school director shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.[3]
2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[4]
3. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.[5][6]
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[7]
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[8][9][10][11]
 - a. Before taking the oath of office or entering upon duties.
 - b. Annually by May 1 while serving on the Board.
 - c. By May 1 of the year after leaving the Board.

Election

Election of members of the Board shall be in accordance with law.[13]

Vacancies

A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.
[14][15][16][17][18][19]

If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.[14]

When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of **Montgomery** County.[15][16]

Temporary Vacancy – Active Military Service –

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.[14][19][20]

Term

In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December. The term of office of each school director shall be four (4) years, expiring on the first Monday of December of the fourth year of service.[1][14]

The term of office for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies.[14]

Removal

Whenever a school director is no longer a resident of **The Spring-Ford Area** School District or the region they represent, eligibility to serve on the Board shall cease.[14][21]

If a school director shall neglect or refuse to attend two (2) successive regular meetings of the Board virtually or in person, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting they shall neglect or refuse to act in an official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.[18][22]

If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of the school director's term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[18][22]

Orientation

The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, each new school director shall, no later than the first regular meeting, be provided access to the following items during the school director's term on the Board:

1. The Board Policy Manual and referenced administrative regulations.
2. The current budget statement, audit report and related fiscal materials.
3. District information on comprehensive planning, curriculum, assessments, facilities planning and district programs.
4. The Board's adopted Principles for Governance and Leadership.[23]

Each new school director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

Inservice Educational Opportunities and Required Training Programs

The Board places a high priority on the importance of a planned and continuing program of education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership by providing both inservice educational opportunities and required school director training by an approved provider.

The Board shall make every effort to keep the school community informed about the Board's continuing inservice education and training and the anticipated short and long-term benefits to the district and its schools.[24]

Inservice Education -

The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist school directors to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Board shall annually budget funds to support its planned program of inservice education and training.

The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions.[25]
 - a. The Superintendent shall inform school directors, in a timely manner, of upcoming conferences, workshops and conventions.

- b. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the district.
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications addressing school directors' concerns.
4. Maintenance of current resources and reference materials accessible to school directors.

Required Training Program: Newly Elected or Appointed School Directors -[26]

Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:

1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.
2. Personnel.
3. Fiscal management.
4. Operations.
5. Governance.
6. Ethics and open meetings, to include accountability requirements.

Required Training Program: Re-elected or Re-appointed School Directors -[26]

Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:

1. Information on relevant changes to federal and state public school law and regulations.
2. Fiscal management.
3. Trauma-informed approaches.
4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.

Expenses [7]

Funds for school director education and training shall be budgeted on an annual basis.

Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.

When attendance has been authorized by the Board, school directors, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for actual and necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for attendance at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized

and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[27]

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred.[27]

No school director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual school directors.[7]

Student Representation

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

Code of Ethics

As a member of my local Board of Education, representing all the citizens of my school district, I recognize:

1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
2. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are or what their background may be.
3. That the future welfare of this community, of this state, and of the nation depends in the largest measure upon the quality of education we provide in the public schools to fit the needs of every learner.
4. That my fellow Board members and I must take the initiative in helping all the people of this community to have all the facts, all the time, about their schools, to the end that they will readily provide the finest possible school program, school staff, and school facilities.
5. That legally, the authority of the Board is derived from the General Assembly which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
6. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools in the United States of America are kept free and strong.

In view of the foregoing considerations, it shall be my endeavor:

1. To devote time, thought, and study to the duties and responsibilities of a School Board member so that I may render effective and creditable service.
2. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points at issue.
3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter to abide by and uphold the final majority decision of the Board.
4. To remember at all times that as an individual I have no legal authority outside the meetings of the Board, and to conduct my relationships with the school staff, the local citizenry, and all media of communication on the basis of this fact.
5. To resist every temptation and outside pressure to use my position as a School Board member to benefit either myself or any other individual or agency apart from the total interest of the school district.
6. To recognize that it is as important for the Board to understand and evaluate the educational program of the schools as it is to plan for the business of school operation.
7. To bear in mind under all circumstances that the primary function of the Board is to establish the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be left to the employed Superintendent of Schools and the professional and non-professional staff.
8. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current school operation and proposed future developments.
9. To support my State and National School Board Associations.
10. Finally, to strive step by step toward ideal conditions for most effective School Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our respective democracy.

Legal

1. 24 P.S. 303
2. 24 P.S. 1081
3. 24 P.S. 322
4. 24 P.S. 323
5. 24 P.S. 324
6. 65 Pa. C.S.A. 1101 et seq
7. 24 P.S. 321
8. 51 PA Code 15.2
9. 51 PA Code 15.3
10. 65 Pa. C.S.A. 1102
11. 65 Pa. C.S.A. 1104
12. 65 Pa. C.S.A. 1105
13. 24 P.S. 301 et seq
14. 24 P.S. 315
15. 24 P.S. 316
16. 24 P.S. 317
17. 24 P.S. 318
18. 24 P.S. 319

19. 65 Pa. C.S.A. 701 et seq
20. 24 P.S. 407
21. 65 P.S. 91
22. Pol. 006
23. Pol. 011
24. Pol. 901
25. 24 P.S. 516
26. 24 P.S. 328
27. 24 P.S. 516.1
24 P.S. 519
Pol. 331

Book	Policy Manual
Section	000 Local Board Procedures
Title	Organization
Code	005
Status	Draft
Adopted	March 25, 1991
Last Revised	April 25, 2016

Organization Meeting

The Board members shall meet and organize annually during the first week in December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.[\[1\]\[4\]\[22\]\[23\]](#)

Order

The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.[\[1\]\[2\]](#)

The temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.[\[3\]\[1\]](#)

Officers

Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.

1. The school directors shall annually, during the first week in December, elect from their members a President and Vice-President who shall serve for one (1) year.[\[4\]](#)
2. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth.[\[4\]](#)

The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.[\[5\]\[6\]\[9\]](#)

3. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election.[\[4\]](#)

The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.[\[7\]](#)[\[8\]](#)[\[9\]](#)

Vacancies in any office shall be filled by Board action, and such appointed officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.[\[10\]](#)[\[4\]](#)

Officers of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the officer charged shall have been given due notice of the reasons and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.[\[11\]](#)

Appointments

The Board shall appoint:

1. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy or an elected tax collector refuses to qualify.[\[12\]](#)[\[13\]](#)
2. School physician(s).[\[14\]](#)
3. School dentist(s).[\[14\]](#)
4. Solicitor.[\[10\]](#)[\[15\]](#)
5. Assistant Secretary.[\[16\]](#)
6. Independent auditor.[\[17\]](#)
7. Delegates to a state convention or association of school directors.[\[18\]](#)
8. Assistants, clerks and employees as the Board deems necessary.[\[15\]](#)[\[19\]](#)

Appointees of the Board may be removed from office for incompetency, intemperance, neglect of duty, violation of the school laws of the Commonwealth, or other improper conduct, provided that the appointee charged has been given due notice of the reasons and an opportunity for a hearing. Removal shall be approved by the affirmative vote of a majority of the full number of school directors.[\[11\]](#)

Resolutions

The Board may at the organization meeting, but shall prior to July 1 next following, designate a:

1. Depository(s) for school funds.[\[20\]](#)
2. Newspaper(s) of general circulation as defined in law.[\[21\]](#)
3. Normal day, place and time for regular meetings.[\[22\]](#)
4. Normal day, place and time for open committee meetings.

Committees

Committees of Board members shall conduct studies, make recommendations on matters and subjects discussed as charged by the Board, act in an advisory capacity, but shall not take action on behalf of the Board.

Committees shall consist of no more than four (4) members. In the absence of a quorum (2 members), the chair may designate an alternate. The committee shall not meet unless a quorum is present.

Members shall be appointed by the President. Any action or recommendation by a committee shall still require formal action and approval by the School Board as a whole.

A member may request or refuse appointment to a committee.

Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

The President may appoint as soon as possible after the organization meeting the members of the Board to the designated committees of the Board, where they shall serve a term of one (1) year.

The President shall appoint the Chairperson of each committee. The Chairperson shall report for the committee and prepare minutes for open committee meetings. The Chairperson shall recommend to the Board motions from the committee.

The standing committees of the Board are:

1. Ad Hoc (will be comprised of the senior member from each of the three (3) regions to meet on an as-needed basis). The term **Senior** means the total number of years of service on the Spring-Ford Area Board of School Directors.
2. Personnel.
3. Community Relations.
4. Curriculum/Technology.
5. Finance.

6. Extracurricular. (Programs and activities outside the regular program of courses during the school day, including the arts, athletics, clubs and other activities.)
7. Policy.
8. Property.
9. Superintendent Evaluation.

Specific duties may be assigned to the Ad Hoc Committee based upon the vote of the majority of the School Board as a whole.

Legal

1. 24 P.S. 402
2. 24 P.S. 426
3. 24 P.S. 321
4. 24 P.S. 404
5. 24 P.S. 436
6. 24 P.S. 438
7. 24 P.S. 431
8. 24 P.S. 432
9. Pol. 811
10. 24 P.S. 324
11. Pol. 006
12. 24 P.S. 508
13. 24 P.S. 683
14. 24 P.S. 1410
15. 24 P.S. 406
16. 24 P.S. 434
17. 24 P.S. 2401
18. 24 P.S. 516
19. 24 P.S. 1089
20. 24 P.S. 621
21. 24 P.S. 106
22. 24 P.S. 421
23. 24 P.S. 401

Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Committee Agenda and Minutes
Code	005.1
Status	Draft
Adopted	February 25, 2002
Last Revised	August 22, 2022

Board committees shall comply with all applicable requirements of state law. The Board Chairperson is responsible for the orderly progress of the meeting and may take steps necessary to advance the agenda, in accordance with Board policy and procedure and applicable law.[\[1\]](#)

Agenda

All Board committees shall use the following format for preparation of the committee agenda:

1. Call to Order by Chairperson.
2. Public to be Heard on Agenda Items Only.
3. Acceptance of Minutes of the Previous Meeting(s).
4. Items to be Discussed:
 - a. Old Business.
 - b. New Business.
5. Items Recommended for Discussion at the Next Board Meeting.
6. Preparation for Next Meeting's Agenda. Proposals for the Next Committee Agenda.
7. Board Comment
8. Public to be heard on topics related to business of committee holding the meeting.
9. Adjournment.

Next meeting is (date).

Minutes

The minutes of each committee meeting shall follow the agenda for the meeting. Minutes shall be prepared by the Committee Chairperson immediately following the

meeting and given to the Superintendent. Each agenda item shall note the action taken. The minutes shall comply with applicable law.

Legal

1. 65 Pa. C.S.A. 701 et seq

Pol. 005

Pol. 006

Book	Policy Manual
Section	200 Pupils
Title	Food Allergy Management
Code	209.1
Status	Draft
Adopted	
Last Revised	

Purpose

The Board is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in District schools in order to:

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate in all school programs and activities, including classroom parties and field trips.

The focus of food allergy management shall be on prevention, education, awareness, communication and emergency response.

Authority

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and the guidelines established jointly by the PA Department of Education and PA Department of Health on managing severe or life-threatening food allergies in the schools.[\[1\]](#)

Definitions

Food allergy - an abnormal, adverse reaction to a food that is triggered by the body's immune system.

Medical Plans of Care - written documents individualized for a particular student with a severe or life-threatening food allergy to address the student's needs throughout the school day, may include:

1. **Emergency Care Plan (ECP)** - an emergency plan of care based on the student's medical needs. The plan will be available to all school personnel who have responsibilities for the student which specifically describes how to recognize a food allergy emergency and what to do when signs or symptoms of these conditions are observed.
2. **Individualized Health Plan (IHP)** - a medical plan of care developed by the school nurse that provides written directions for the individual student's healthcare needs.

3. **Related Services Component in Individualized Education Program (IEP)** - that part of an IEP for a student receiving special education and related services which includes reference to development and implementation of an IHP and ECP for students with a documented severe or life-threatening food allergy as well as identifying the medical accommodations, educational aids and services to address the student's needs.[2]
4. **Section 504 Service Agreement** - a medical plan of care which references accommodations, educational aids and services a student with a documented severe or life-threatening food allergy requires in order to have equal access to educational programs, nonacademic services and extracurricular activities as students without food allergies.[3]

Guidelines

Appropriate medical plans will be developed for students with diagnosed severe food allergies. Plans shall be developed by the school nurse and may include collaboration with the student's healthcare provider, the student's persons in parental relations, District or school nutrition staff, the student, and any other appropriate persons.

A complete set of a student's current medical plans of care related to food allergies shall be maintained by the school nurse. Medical plans (IHPs/ECPs) may include both preventative measures to help avoid accidental exposure to allergens and emergency care in the event of an exposure.[4][5]

Accommodating Students With Disabling Special Dietary Needs

Students with food allergies may be identified, evaluated and determined to be disabled, in which case the District shall make appropriate accommodations, substitutions or modifications in accordance with the student's medical needs.[3][2]

The District must provide reasonable accommodations, substitutions or modifications for students with disabling dietary needs. The student's physician shall provide documentation regarding the student's dietary needs.

Students who fall under this provision must obtain and provide a written medical statement signed by a licensed physician. The medical statement must identify:[6]

1. The student's special dietary disability.
2. An explanation of why the disability restricts the student's diet.
3. The major life activity(ies) affected by the disability.
4. The food(s) to be omitted from the student's diet.
5. The food or choice of foods that must be provided as the substitute.

Confidentiality

The District may share information of students with food allergies, to those staff members with legitimate educational interest in the information. District staff shall maintain the confidentiality of student records as required by law, regulations and Board policy.[7][8][9]

Delegation of Responsibility

The Superintendent or designee, in coordination with the school nurse, school nutrition services staff, and other pertinent staff, shall develop administrative regulations to implement this policy or adopt as administrative regulations the suggested guidelines developed by the Pennsylvania Departments of Education and Health and National School Boards Association (NSBA) guidance on managing severe or life-threatening food allergies in District schools, including all classrooms and instructional areas, school cafeterias, outdoor activity areas, on school buses, during field trips, and during school activities held before the school day and after the school day. The District shall provide training to those staff members who are responsible for a child with a food allergy.
[10][11][12][13][16]

Administrative regulations should address the following components:

1. Identification of students with food allergies and provision of school health services.[14]
2. Development and implementation of individual health plans.
3. Medication protocols, including methods of storage, access and administration.[4][5]
4. Storage areas and access of emergency epinephrine shall be determined by the school nurse.
5. Development of a comprehensive and coordinated approach to creating a healthy school environment.[11]
6. Communication and confidentiality.[7][8][9]
7. Emergency response.[15]
8. Professional development and training for school personnel.
9. Awareness education for students.
10. Awareness education and resources for parents/guardians.
11. Monitoring and evaluation.

The Superintendent or designee shall annually notify students, persons in parental relations, staff and the public about the District's food allergy management policy by publishing such in the student planner and on the District's website.

Legal

1. 24 P.S. 1422.3
2. Pol. 113
3. Pol. 103.1
4. Pol. 210
5. Pol. 210.1
6. 7 CFR 15b.40
7. Pol. 113.4
8. Pol. 209
9. Pol. 216
10. Pol. 121
11. Pol. 246
12. Pol. 808
13. Pol. 810

14. Pol. 146
15. Pol. 805
24 P.S. 1422.1
22 PA Code 12.41
20 U.S.C. 1232g
20 U.S.C. 1400 et seq
29 U.S.C. 794
42 U.S.C. 12101 et seq
7 CFR Part 15
28 CFR Part 35
34 CFR Part 99
34 CFR Part 104
34 CFR Part 300
Pol. 103
Safe at Schools and Ready to Learn: A Comprehensive Policy Guide for Protecting
Students with Life-Threatening Food Allergies – National School Boards Association
Pennsylvania Guidelines for Management of Food Allergies in Schools:
Recommendations and Resource Guide for School Personnel – Pennsylvania
Departments of Education and Health
16. 24 P.S. 1414.2

Book	Policy Manual
Section	200 Pupils
Title	Tobacco and Vaping Products
Code	222
Status	Draft (PSBA 2/20)
Adopted	March 25, 1991
Last Revised	August 24, 2015

Purpose

The Board recognizes that tobacco and vaping products, including electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including electronic cigarettes.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[\[1\]](#)[\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, a vaping pen or device, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[\[1\]](#)[\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[\[3\]](#)
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit*

possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.[4]

Authority

The Board prohibits possession, use, purchase or sale of tobacco products, including other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[\[1\]\[2\]\[5\]](#)

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.[\[3\]](#)

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.[\[4\]](#)

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall notify students, persons in parental relations and staff about the Board's tobacco products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.[\[2\]](#)

Reporting

Parental Report –

The Superintendent or designee shall notify the person in parental relation of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco product immediately, as soon as practicable. The Superintendent or designee shall inform the person in parental relation whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the person in parental relation.[\[6\]\[7\]\[8\]](#)

Office for Safe Schools Report -

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco products by students to the Office for Safe Schools on the required form.[8][9]

Law Enforcement Incident Report –

The Superintendent or designee may report incidents of possession, use or sale of tobacco products by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school or local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[1][2][6][8][9][10][11]

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.[2]

Tampering with devices installed to detect use of tobacco products shall be deemed a violation of this policy and subject to disciplinary action.[12]

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][13][14][15][16][17]

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Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. Pol. 210
4. Pol. 227
5. 20 U.S.C. 7973
6. 22 PA Code 10.2
7. 22 PA Code 10.25
8. Pol. 805.1
9. 24 P.S. 1303-A
10. 22 PA Code 10.22
11. 24 P.S. 1302.1-A
12. Pol. 218
13. 20 U.S.C. 1400 et seq
14. 22 PA Code 10.23
15. Pol. 103.1

16. Pol. 113.1
17. Pol. 113.2
24 P.S. 510
20 U.S.C. 7114
20 U.S.C. 7118
20 U.S.C. 7971 et seq
34 CFR Part 300
Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts

Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances/Paraphernalia
Code	227
Status	Draft (PSBA 3/22)
Adopted	March 25, 1991
Last Revised	August 24, 2015

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, **controlled substances** shall include all:[\[1\]](#)[\[2\]](#)

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia, including, but not limited to, specifically designed/marketed THC vape chargers.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[\[3\]](#)[\[4\]](#)

For purposes of this policy, “**under the influence**” shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drugs** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property **or during nonschool hours/school events to the same extent as provided in Board policy on student discipline including virtual/cyber environments.**[\[14\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[\[15\]](#)[\[16\]](#)[\[17\]](#)
2. Disseminate to students, persons in parental relations and staff the Board policy and administrative regulations governing student use of controlled substances.
3. {x} Provide education concerning the dangers of abusing controlled substances.
4. { } Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

Guidelines

Violations of this policy shall result in disciplinary action up to and including expulsion and referral for prosecution.[\[14\]](#)[\[18\]](#)[\[19\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[13\]](#)[\[15\]](#)[\[16\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)

The Superintendent or designee shall notify the person in parental relation of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, or as soon as practicable. The Superintendent or designee shall inform the person in parental relation whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the person in parental relation.[\[13\]](#)[\[20\]](#)[\[23\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][16]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

{x} No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and person in parental relation.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[24]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[18][25]

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

Legal

1. 35 P.S. 780-102
2. 21 U.S.C. 812
3. Pol. 210
4. Pol. 210.1
5. 24 P.S. 510
6. 24 P.S. 511
7. 22 PA Code 12.3
8. 20 U.S.C. 1400 et seq
9. 22 PA Code 10.23
10. Pol. 103.1
11. Pol. 113.1
12. Pol. 113.2
13. Pol. 805.1
14. Pol. 218
15. 24 P.S. 1302.1-A
16. 24 P.S. 1303-A
17. 42 Pa. C.S.A. 8337

18. Pol. 233
19. Pol. 236
20. 22 PA Code 10.2
21. 22 PA Code 10.21
22. 22 PA Code 10.22
23. 22 PA Code 10.25
24. 35 P.S. 807.1
25. 35 P.S. 807.2
22 PA Code 403.1
35 P.S. 780-101 et seq
35 P.S. 807.1 et seq
20 U.S.C. 7114
20 U.S.C. 7118
21 U.S.C. 801 et seq
34 CFR Part 300
Pol. 122
Pol. 805

Book	Policy Manual
Section	800 Operations
Title	School Calendar
Code	803
Status	Draft (PSBA 08/20)
Adopted	March 25, 1991
Last Revised	November 23, 2009

Purpose

The Board recognizes that preparation of an annual school calendar is necessary for the efficient operation of the district.

Authority

The Board shall determine annually the days and the hours when the schools will be in session for instructional purposes, in accordance with state law and regulations. This may include, as appropriate, activities qualifying as instructional days under the direction of certified school employees for fulfilling the minimum required days of instruction under law and regulations.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

The school calendar shall normally consist of a minimum of 180 student days.[\[1\]\[8\]\[9\]](#)

The Board reserves the right to alter the school calendar when it is in the best interests of the district.

When an emergency arises, which the Board could not anticipate or foresee, and such emergency results in the district being unable to provide for the in-person attendance of all students during the established length of school days, number of days per week or hours of classes, the Board may establish temporary provisions during the period of emergency. During an open regular or special Board meeting, the Board shall take action to identify the emergency and establish the temporary provisions. Such action shall be recorded in the Board minutes for the open meeting and certified with the Secretary of Education in the form prescribed by the PA Department of Education for review or approval. The Board shall enact the temporary provisions in response to the emergency, which may remain in effect for a period of no more than four (4) years.[\[10\]](#)^[11]

Temporary provisions established in accordance with law may include but are not limited to:[\[10\]](#)

1. Keeping schools in session such days and number of days per week as the Board deems necessary, which shall include maintaining the requirement for a minimum of 180 student days.
2. Reducing the length of time of daily instruction for courses and classes.
3. Implementing remote and other alternative methods of delivering instruction under the direction of certified school employees.[\[7\]](#)

Delegation of Responsibility

The Superintendent shall annually prepare a school calendar for Board consideration. The Western Montgomery County Career and Technology Center aligns their school calendar with the majority of the sending schools.

The Superintendent or designee shall document alterations to the school calendar and any temporary provisions established in response to a designated emergency in accordance with law, regulations, guidance from the PA Department of Education or Board policy.[12]

Legal

1. 24 P.S. 1501
2. 24 P.S. 1501.9
3. 24 P.S. 1502
4. 24 P.S. 1503
5. 24 P.S. 1504
6. 24 P.S. 1506
7. 22 PA Code 11.2
8. 22 PA Code 4.4
9. 22 PA Code 11.1
10. 24 P.S. 520.1
11. Pol. 006
12. Pol. 805

Book	Policy Manual
Section	900 Community
Title	Public Attendance at School Events
Code	904
Status	Draft (PSBA 02/20)
Adopted	March 25, 1991
Last Revised	February 4, 2004

ATTACHMENT

Purpose

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events. This policy establishes conditions, restrictions and procedures to regulate public attendance and conduct at school and school-sponsored activities.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including the product marketed as Juul and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with law, shall be defined to include the following:[\[1\]](#)[\[2\]](#)

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, a vape pen, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:[\[1\]](#)[\[2\]](#)

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law*

requires the district to maintain a drug-free environment, at which marijuana of any kind is prohibited.[\[3\]](#)[\[4\]](#)

Authority

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption.

The Board prohibits gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons on school premises.[\[5\]](#)[\[6\]](#)

Tobacco and Vaping Products

The Board prohibits use of tobacco products by any persons at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; or on property owned, leased or controlled by the school district.[\[2\]](#)[\[7\]](#)

This policy does not prohibit possession of tobacco products by members of the public of legal age at school or school-sponsored activities.

The Board deems it to be a violation of this policy for an individual in attendance at school or a school-sponsored activity to furnish a tobacco product to a minor.[\[1\]](#)

Delegation of Responsibility

A schedule of fees for attendance at school events shall be prepared by the Superintendent or designee and adopted by the Board.

The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.[\[8\]](#)

Reports

Office for Safe Schools Report –

The Superintendent shall annually, by July 31, report all incidents of prohibited possession, use or sale of tobacco products by any person on school property to the Office for Safe Schools on the required form.[\[9\]](#)[\[10\]](#)

Law Enforcement Incident Report –

In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies, the Superintendent or designee may report to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, the use or sale of tobacco products by any person in a school building; on a school bus or other vehicles that are owned, leased or controlled by the school district; or on any property owned leased or controlled by the school district.[\[1\]](#)[\[2\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

Guidelines

Free Admittance

Senior citizens who are district residents and are ___60___ years of age or older shall be admitted without charge to all musical, theater, and regular season home athletic events.

District personnel and/or immediate family will be admitted to all regular season home games at no charge.

Free passes to school events will be available to each Board member and a guest.

Service Animals

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.[\[14\]](#)[\[15\]](#)[\[16\]](#)

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Legal

1. 18 Pa. C.S.A. 6305
2. 18 Pa. C.S.A. 6306.1
3. 20 U.S.C. 7118
4. Pol. 351
5. 24 P.S. 511
6. 24 P.S. 775
7. 20 U.S.C. 7973
8. 24 P.S. 510.2
9. 24 P.S. 1303-A
10. Pol. 805.1
11. 22 PA Code 10.2
12. 22 PA Code 10.22
13. 24 P.S. 1302.1-A
14. 28 CFR 35.136
15. 43 P.S. 953
16. Pol. 718
- 20 U.S.C. 7971 et seq
- 28 CFR Part 35

Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006
Status	Draft
Adopted	March 25, 1991
Last Revised	January 28, 2019

Parliamentary Authority

All Board meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including small group rules shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.[\[1\]\[2\]](#)

Quorum

A quorum shall be five (5) Board members present at a meeting (monthly Work Session and/or Action Meeting). No business shall be transacted at a meeting without a quorum, but the Board members at such a meeting may adjourn to another time. Board members participating in a meeting through electronic communications in accordance with Board policy is present at the meeting for the purposes of reaching a quorum.[\[24 P.S. 4-422\]\[3\]](#)

In the case of an emergency or other personal conflict, each Board member can attend remotely utilizing electronic communications. The Board member **must** notify the Board President at least twenty-four (24) hours, or as soon as practicable, in advance of the Board meeting to request attendance at the meeting through electronic communications, specifying the technology that will be used. A Board member attending a meeting remotely using electronic communications maintains normal Board member rights and privileges (speaking, voting, etc.) even though they are not physically present at the meeting location.

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes. The act of any person so designated shall be legal and binding.[\[4\]\[5\]\[6\]\[7\]](#)

Notice

Notice of all open Board meetings, including committee meetings and discussion sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board. The Board, at its discretion, may

also give notice through other sources such as email notifications, websites, and phone calls.[\[8\]](#)[\[9\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.[\[8\]](#)[\[9\]](#)
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[\[8\]](#)[\[9\]](#)
3. Notice of all rescheduled meetings shall be given by notification on the school district website, television station and the district social media network and posting of notice at the District Office at least twenty-four (24) hours prior to the time of the meeting.[\[8\]](#)[\[9\]](#)
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.[\[8\]](#)
5. Notice of all open meetings shall be advertised once in one (1) daily newspaper circulating in Montgomery and Chester Counties. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

Notice of all regular and special Board meetings shall be given by the Board Secretary to Board members not later than two (2) days prior to the time of the meeting.[\[10\]](#)

Notice of executive sessions, if not previously announced, shall be provided, in writing, to Board members at least twenty-four (24) hours prior to the executive session.[\[9\]](#)[\[10\]](#)

Regular Meetings

Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.[\[2\]](#)[\[11\]](#)

1. Agenda
 - a. It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business anticipated to come before the Board, which shall include all recommendations from standing committees at each regular meeting.
 - b. The agenda shall be provided to each school director at least two (2) days before the meeting.
 - c. The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may

take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[9]

- i. On the district's website.
 - ii. At the location of the meeting.
 - iii. At the district's administrative office.
 - d. The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[9]
2. Order of Business - The order of business for regular meetings shall be as follows, unless altered by the President at the Board meeting:
- a. Call to Order and Roll Call.
 - b. Pledge of Allegiance.
 - c. Announcements.
 - d. Public to be Heard on Agenda Items Only.
 - e. Presentation.
 - f. Board Committee Reports.
 - g. Superintendent/Assistant Superintendent Report.
 - h. Solicitor's Report.
 - i. Approval of the Minutes.
 - j. Personnel.
 - k. Finance.
 - l. Property.
 - m. Programming and Curriculum.
 - n. Conference/Workshop Recommendations.
 - o. Other Business.
 - p. Information Items.
 - q. Board Comment.
 - r. Public to be Heard.
 - s. Adjournment.

Special Meetings

Special meetings shall be public and may be called for special or general purposes.[2][5][10]

The President may call a special meeting at any time and shall call a special meeting upon presentation of written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.[5]

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting

The order of business for special meetings shall be as follows unless altered by the President or a majority of those present and voting:

1. Call to Order.
2. Roll Call.
3. Public to be heard on agenda items only.

4. Announcement.
5. Reading of Notice of Meeting.
6. Transaction of Business for Which Meeting was Called and/or Other Business Properly Brought Before the Meeting.
7. Public to be heard on agenda items only.
8. Adjournment.

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[\[11\]](#)

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[\[8\]](#)[\[11\]](#)

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[\[11\]](#)

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[\[11\]](#)[\[12\]](#)

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.[\[11\]](#)

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:[\[9\]](#)[\[11\]](#)[\[13\]](#)

1. Conference sessions.
2. Executive sessions.

Hearing Of Citizens

At each open Board meeting, prior to official action, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy. [\[2\]](#)[\[12\]](#)

Voting

All motions shall require for adoption a majority vote of those Board members present and voting, including those attending through electronic communications, except as provided by statute or Board procedures. All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.[\[16\]](#)[\[17\]](#)
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.[\[16\]](#)[\[17\]](#)
2. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:
 - a. Transfer of budgeted funds.[\[13\]](#)[\[14\]](#)
 - b. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.[\[14\]](#)
 - c. Incur a temporary debt or borrow money upon an obligation.[\[15\]](#)
 - d. Incur a temporary debt to meet an emergency or catastrophe.[\[14\]](#)
 - e. Elect to a teaching position a person who has served as a Board member and who has resigned.[\[16\]](#)
 - f. Convey land or buildings to the municipality co-terminus with the school district.[\[17\]](#)
 - g. d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.
 - h. Adopt or change textbooks without the recommendation of the Superintendent.[\[18\]](#)
 - i. Dismiss, after a hearing, a tenured professional employee.[\[19\]](#)
 - j. [Borrowing in anticipation of current revenue.\[24 P.S. 640\]](#)
3. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
 - a. Fixing the length of school term.[\[20\]](#)
 - b. Adopting textbooks recommended by the Superintendent.[\[20\]](#)[\[21\]](#)

- c. Appointing the district Superintendent and the Assistant Superintendent(s).[\[20\]](#)[\[22\]](#)[\[23\]](#)
- d. Appointing teachers and principals.[\[20\]](#)
- e. Adopting the annual budget.[\[20\]](#)[\[24\]](#)
- f. Appointing tax collectors and other appointees.[\[20\]](#)[\[25\]](#)[\[26\]](#)
- g. Levying and assessing taxes.[\[20\]](#)[\[27\]](#)
- h. Purchasing, selling, or condemning land.[\[20\]](#)
- i. Locating new buildings or changing the location of old ones.[\[20\]](#)
- j. Adopting planned instruction.[\[20\]](#)[\[28\]](#)
- k. Establishing additional schools or departments.[\[20\]](#)
- l. Designating depositories for school funds.[\[20\]](#)[\[29\]](#)
- m. Expending district funds.
- n. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).[\[20\]](#)[\[30\]](#)
- o. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.[\[20\]](#)
- p. Combining or reorganizing into a larger school district.[\[31\]](#)
- q. Entering into contracts with and making appropriations to the Intermediate Unit for the district's proportionate share of the cost of services provided or to be provided by the Intermediate Unit.[\[20\]](#)
- r. Dismissing, after a hearing, a nontenured employee.[\[20\]](#)[\[32\]](#)[\[33\]](#)
- s. Adoption of a corporate seal for the district.[\[34\]](#)
- t. Determining the location and amount of any real estate required by the school district for school purposes.[\[35\]](#)
- u. Vacating and abandoning property to which the Board has title.[\[36\]](#)
- v. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.[\[37\]](#)
- w. Removing a school director.[\[38\]](#)
- x. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[\[38\]](#)
- y. Removing an officer of the Board.[\[25\]](#)
- z. Removing an appointee of the Board.[\[25\]](#)
- aa. Adopting, amending or repealing Board policy.[\[39\]](#)

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. A conflict of interest under the State Ethics Act.[\[65 Pa. C.S.A. 1102\]](#)[\[65 Pa. CSA 1103\]](#)

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary

benefit of the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.

De minimis economic impact – an economic consequence that has an insignificant effect.

Immediate family – parent, spouse, child, brother, or sister

Business with which associated - any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest

2. A relative is recommended for appointment to or dismissal from a teaching position.[24 P.S. 1111][24 P.S. 1129]

Relative - father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[65 Pa. C.S.A. 1103]

Minutes

The Board shall cause to be made and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:[40][41]

1. The date, place, and time of the meeting.
2. The names of Board members present.
3. The presiding officer.
4. The substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[42]
7. The names of all citizens who appeared officially and the subject of their testimony.
8. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.[65 Pa. C.S.A. 709][65 Pa. C.S.A. 712.1]

The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.[1]

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[\[43\]](#)

Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting.[\[1\]](#)[\[44\]](#)[\[45\]](#)

The Board reserves the right to have verbatim minutes when the Board deems necessary.

Recess/Adjournment

The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.[\[8\]](#)[\[9\]](#)[\[46\]](#)

Executive Session

The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.[\[47\]](#)[\[48\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would:[\[24 P.S. 425\]](#)
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at a public meeting.

Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.[\[2\]](#)[\[46\]](#)

Committee Meetings

Committee meetings may be called at any time by the Committee Chairperson, with proper public notice, or when requested to do so by two (2) members of the committee.[\[8\]](#)[\[9\]](#)[\[46\]](#)

A majority of the total membership of a committee shall constitute a quorum. If a quorum is not reached, the chairperson may designate a member of the Board in attendance to serve on the committee for that particular meeting.

Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.[\[2\]](#)

A majority of the committee or the Chairperson may invite school district employees, consultants or other persons who may have special knowledge of the area under investigation.

Board members who are not committee members but who attend committee meetings may not make committee recommendations to the Board but may participate in the discussion.

Legal

1. 24 P.S. 407
2. 65 Pa. C.S.A. 701 et seq
3. 24 P.S. 422
4. 24 P.S. 405
5. 24 P.S. 426
6. 24 P.S. 427
7. 24 P.S. 428
8. 65 Pa. C.S.A. 703
9. 65 Pa. C.S.A. 709
10. 24 P.S. 423
11. 24 P.S. 421
12. Pol. 903
13. 24 P.S. 609
14. 24 P.S. 687
15. 24 P.S. 634
16. 24 P.S. 324
17. 24 P.S. 707
18. 24 P.S. 803
19. 24 P.S. 1129
20. 24 P.S. 508
21. Pol. 108
22. 24 P.S. 1071
23. 24 P.S. 1076
24. Pol. 604
25. Pol. 005
26. Pol. 606
27. Pol. 605
28. Pol. 107
29. 24 P.S. 621
30. Pol. 610

31. 24 P.S. 224
32. 24 P.S. 1080
33. 24 P.S. 514
34. 24 P.S. 212
35. 24 P.S. 702
36. 24 P.S. 708
37. 24 P.S. 1503
38. Pol. 004
39. Pol. 003
40. 24 P.S. 518
41. 65 Pa. C.S.A. 706
42. 65 Pa. C.S.A. 705
43. 24 P.S. 433
44. Pol. 800
45. Pol. 801
46. Pol. 006
47. 65 Pa. C.S.A. 707
48. 65 Pa. C.S.A. 708
24 P.S. 408
24 P.S. 671
24 P.S. 1075
24 P.S. 1077
24 P.S. 1111
Pol. 612

Book	Policy Manual
Section	000 Local Board Procedures
Title	Attendance at Meetings Via Electronic Communications
Code	006.1
Status	Draft from PSBA
Adopted	
Last Revised	

Authority

The Board recognizes that factors such as illness, travel, schedule conflicts, weather conditions and other emergency situations can make impossible the physical presence of a school director or other necessary participants at a Board meeting and that electronic communications can enable a school director or other necessary participants to participate in a meeting electronically from a remote location.

A school director shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances. The Board President may permit other necessary participants to participate in meetings via electronic communications as the Board President deems appropriate.[\[1\]](#)

The Board authorizes the administration to provide the equipment and facilities required to implement this policy.

Guidelines

A school director who attends a meeting through electronic communications shall be considered present only if the school director can hear everything said at the meeting and all those attending the meeting can hear everything said by that school director and other participants addressing the Board. If the Board President determines either condition is not occurring, the Board President shall terminate the school director's attendance through electronic communications.

A Board member attending a meeting through electronic communications in accordance with this policy is present at the meeting for the purposes of reaching a quorum.[\[24 P.S. 4-422\]](#).

To attend a Board meeting through electronic communications, a school director shall comply with the following:

1. Submit such a request to the Board President at least 24 hours prior to the meeting, or as soon as practicable.
2. Ensure that the remote location is quiet and free from background noise and interruptions.
3. Participate in the entire Board meeting.

The Board shall be authorized to conduct meetings primarily or entirely via electronic communications as follows:

1. In the event that the county, state or federal public health authorities, the Governor, or any similar authority with appropriate jurisdiction declares an emergency condition that prevents or discourages public gatherings due to a public health or safety concern;
2. Adverse weather conditions make travel inadvisable;
3. Conducting a Board meeting primarily or entirely through electronic communications would enable a quorum of Board members and other necessary participants to fully participate in the conduct of official Board business; or
4. Other extenuating circumstances justify conducting a Board meeting primarily or entirely through electronic communications.

If conditions so warrant, the Board President shall determine whether a meeting should be conducted primarily or entirely via electronic communications and shall provide notice to Board members and the public twenty-four (24) hours before a scheduled meeting of the Board or as soon as practicable, including how the public may participate in the open meeting through electronic communications.

The Board authorizes the administration to utilize available technical resources to permit the public to attend and submit public comment during open meetings via electronic communications, in accordance with law and Board procedures and policy.^[3]^[4]

Meetings held primarily or entirely via electronic communications shall be conducted in a manner that assures compliance with the public access and public comment requirements of the Sunshine Act. All rules normally applicable to in-person meetings of the Board shall be observed in meetings held primarily or entirely via electronic means to the extent practicable and appropriate to the nature and features of the technology used.^[3]^[4]

The requirement for school directors to submit a request to participate in meetings through electronic communications shall be waived during such emergency conditions.

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Legal

1. 24 P.S. 407
 2. Pol. 805
 3. 65 Pa. C.S.A. 701 et seq
 4. Pol. 903
- Pol. 006

Book	Policy Manual
Section	200 Students
Title	School Wellness
Code	246
Status	Draft
Adopted	June 19, 2006
Last Revised	June 28, 2018

Purpose

The Spring-Ford Area School District recognizes that school wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes school wellness, proper nutrition education and promotion, health education, and regular physical education as part of the total learning experience. To promote a healthy school environment and student achievement, Spring-Ford Area School District students will learn about and participate in positive dietary and lifestyle practices.

Authority

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:[1]

1. A district-wide comprehensive nutrition program that meets federal and state requirements.
2. Access at reasonable cost to foods and beverages that exceed established nutritional guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about lifelong wellness, nutrition, and physical activity that meet State Board of Education curriculum regulations and academic standards.

The School Board authorizes administration to develop administrative regulations to implement this policy.

Delegation of Responsibility

The Superintendent or designee shall be responsible for the implementation and oversight of this policy and to ensure each of the district's schools, programs, and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.[2]

Each building principal or designee shall report annually to the Superintendent or designee regarding compliance in his/her school.

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

The Superintendent or designee shall annually report to the Board, if requested, on the district's compliance with law and policies related to school wellness. The report may include:

1. Assessment of school environment regarding school wellness issues.
2. Evaluation of food services program.
3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. Listing of activities and programs conducted to promote wellness, nutrition and physical activity, including curriculum and physical education programs.
5. Recommendations for policy and/or program revisions.
6. Suggestions for improvement in specific areas.
7. Feedback received from district staff, students, parents/guardians, community members and Wellness Committee.
8. Report on district-wide BMI results.

An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Business Office.[1]

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[3]

The Wellness Committee shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.

The district shall annually inform and update the public, including parents/guardians, students and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, posted notices and/or efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[4][5]

Guidelines

WELLNESS COMMITTEE

The district shall establish a Wellness Committee comprised of, but not limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, school health professional, physical education teacher, student, person in parental relation, and a member of the public. It shall be the goal that the committee membership will include representatives from each school building and reflect the diversity of the community.

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee may review and consider evidence-based strategies and techniques in establishing goals and making recommendations for nutrition education and promotion, physical activity and other school based activities that promote school wellness as a part of the policy development and revision process.

NUTRITIONAL EDUCATION

Nutrition education will be provided within the sequential, comprehensive health education program in meeting the State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[7][8][9]

PHYSICAL ACTIVITY

District schools shall contribute to the effort and strive to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity most days of the week as recommended by the Centers for Disease Control and Prevention Opportunities. That time will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

PHYSICAL EDUCATION

A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

Physical education shall be taught by certified health and physical education teachers.

NUTRITION GUIDELINES FOR ALL FOOD/BEVERAGES AT SCHOOL

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

COMPETITIVE FOODS/BEVERAGES

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.

MARKETING/CONTRACTING

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.[3][11]

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.[12]

Legal

1. 42 U.S.C. 1751 et seq
2. Pol. 808
3. 7 CFR 210.31
4. 42 U.S.C. 1758b
5. 7 CFR 210.10
6. 7 CFR 210.15
7. 24 P.S. 1513
8. Pol. 102
9. Pol. 105
10. Pol. 229
11. 7 CFR 210.11
12. 24 P.S. 504.1
- 24 P.S. 1337.1
- 24 P.S. 1422
- 24 P.S. 1422.1
- 24 P.S. 1512.1