

On March 21, 2022 The Spring-Ford Area School District Work Session was called to order at 7:36 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Karen Weingarten

Region II: Clinton L. Jackson, David R. Shafer, and Colleen Zasowski

Region III: Abby Deardorff, Erica Hermans and Diane Sullivan

Presiding Officer: Erica Hermans

Superintendent: Robert W. Rizzo

Assistant Superintendents: Kelly M. Murray and Tina Giambattista

Chief Financial Officer: James D. Fink

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Allison McVey and Aditi Mangal

Virtual: Wendy Earle and Dr. Margaret D. Wright

CALL TO ORDER

Mrs. Hermans called the meeting to order at 7:36 p.m.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Mrs. Hermans noted there was an Executive Session held prior to the meeting.

Mrs. Bickert noted that all Board members were in attendance with Mrs. Earle and Dr. Wright attending virtually via Zoom.

1. The Board will hold an Executive Session prior to the meeting at 6:30 p.m.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

None

II. PRESENTATION

Mr. Moyer gave a brief history of how the Robotics club came to be. So far, there have been 2 after school clubs. Mr. Laurie presented the work the students have done during the club time. A video was shared of students showing their work. The goal is to provide a fun after school activity that teaches many skills such as coding, team building, problem solving. They would like to continue with this club and start with 4th grade across the district then expand further from there. The pilot went really well with 56 students that participated. Parents found that it was well received. A few challenges with coding with the learning delay and the size of each cohort but Mr. Laurie thought a district wide event would be great. He feels it's worth considering to extend to other grades. Mr. Shafer said the next step would be for the committee to discuss.

Dr. Robin Moyer, Brooke Elementary School Principal, and Mr. Zach Laurie, Ram QUEST Teacher and Robotics Club Advisor, to present an update on the *Brooke Elementary School Robotics Club* Pilot Program.

Shelby Kqira, Vice President of the Booster Club, provided information about the “This is Ram Country Project”. It was noted that these Rams can be purchased from PTO’s, community members and business. They are about 34 inches tall, 49 inches long. The Western Montgomery Career and Technical Center will apply a clear coat by the automotive service center and this will be a multi year project. Ms. Kqira thanked Ms. Crew in promoting the project and Mr. Hunter for helping with the logistics. There is an art submission process for approval so there aren’t any political or inappropriate designs on the rams. Each Ram costs \$1,800.00 and that includes the ram statue, a plaque and clear coat. So far, 2 have been sold and 4 of the home and schools organizations have expressed interest. Many of the Board members and the solicitor stated that they would donate towards a ram statue and was able to come up with enough to purchase one ram.

A. Spring-Ford Area High School Booster Club, to present on the new “*This Is Ram Country*” Project.

III. ACTION ITEM

Motion by Mrs Earl to approve Action item A, seconded by Dr. Wright.

Mr. Catalano noted this is for the 10th & 11th grade center and replaces 10 year old equipment. Roughly 2.5 million dollars is repaid each year back to the capital reserve from Technology. Motion carries 9-0.

- A.** Administration recommends the purchase of networking equipment, wiring and installation via the E-rate program. The quotes were received through the E-rate bid process. Total cost will not exceed \$370,000.00. This purchase is eligible for a 40% refund. This will be self-financed from the capital reserve fund and then repaid from the Technology Budget.

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report

Allison McVey/Aditi Mangal

Allison noted several events around the district that included Black History Month and Sports accomplishments were acknowledged.

Aditi noted some other recent events which included Read Across America, the Spring musical Mama Mia, and noted that Spring Sports begins March 22nd and the Jr. Prom was postponed to April 8th.

Extracurricular

David Shafer

1st Tue. 6:30 p.m.

No report

Policy

Wendy Earle

2nd Mon. 6:30 p.m

Mrs. Earle noted that several policies were reviewed. Many of the policies that are being rescinded and retired are being incorporated into new policies and not being dismissed. The minutes will be presented and accepted at the next meeting then posted on the website.

Curriculum/Technology

Dr. Margaret Wright

2nd Mon. 7:30 p.m.

Dr. Wright noted some of the items discussed was ERate, a time clock refresh as well as the student and staff refresh as per the 12 year equipment cycle. Also, she stated that there are action items for curriculum on the agenda as discussed at committee. The minutes will be presented and accepted at the next meeting then posted on the website.

Finance

Clinton L. Jackson

2nd Tue. 6:30 p.m.

Mr. Jackson noted that some of the items discussed were the budget books, Frontline software is one the agenda and this software adds into the forecast 5. The importance of this is for forecasting and budgeting. This will come with support staff and tools are very robust and Mr. Fink feels this is

the best course of action for the district. The minutes will be presented and accepted at the next meeting then posted on the website.

Property

Clinton L. Jackson

2nd Tue. 7:30 p.m.

Mr. Jackson noted there was a Spring City Strategic planning meeting. Some of the topics discussed during committee included annual increases with landscaping, public bids for trash removal, and the High School bus stop. The minutes will be presented and accepted at the next meeting then posted on the website.

MCIU

Dr. Margaret Wright

4th Wed. 7:00 p.m.

Dr. Wright reported that the Montgomery workforce received a grant. The MCIU Board approved an MOU with Headstart and transportation budgets were approved.

WMCTC

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

Mrs. Zasowski reported that there was an Executive Session held to discuss personnel. An update was provided for the ESSER fund. Mr. Smith discussed recycle rides which is a program that will provide a car for someone in need. 318 applications were received to attend WMCTC for next school year.

Superintendent's Report

Robert Rizzo

5/6/7 hosting district wide Rams Rally for those donations for Ukraine. Mr. Rizzo also noted that Spring-Ford takes bullying and harassment very seriously and follows the Board policy.

Solicitor's Report

Mark Fitzgerald

A lot of the federal litigations on masking have been dismissed. Mrs. Deardorff asked if thrown out because of no longer being applicable to which Mr. Fitzgerald stated it was due to changes from the CDC.

V. MINUTES

No questions or comments for Minutes A-B.

A. Administration recommends approval of the February 22, 2022, Work Session minutes.
(Attachment A1)

B. Administration recommends approval of the February 28, 2022, Board Meeting minutes.
(Attachment A2)

VI. PERSONNEL

No questions or comments for Personnel A-T.

A. Resignations

1. **Nicholas DelRomano**; School Police Officer, 5/6th Grade Center.
Effective: March 21, 2022.
2. **Peter A. Kowalczyk**; Custodian, Senior High School for the purpose of retirement.
Effective: July 15, 2022.
3. **Laraine L. Livergood**; Food Service Full-Time (6 hours/day), 5/6th Grade Center.
Effective: March 14, 2022.
4. **Johanna McLaughlin**; Food Service Part-Time (3 hours/day), Senior High School.
Effective: March 30, 2022.
5. **Dominick T. Morello**; Custodian, Senior High School for the purpose of retirement.
Effective: September 2, 2022.
6. **Michael J. Siggins**; Principal, 8th Grade Center for the purpose of retirement.
Effective: April 29, 2022.

B. Leave of Absences

1. **Katelyn M. Loveland**; Special Education Teacher, 5/6th Grade Center for an extension of child-rearing leave of absence per the Professional Agreement. Effective: November 29, 2021, through the 2021-2022 school year.

C. Temporary Professional Employees

1. **Leah R. Miller**; Special Education Teacher, Oaks Elementary School replacing Ashley A. Monzione who resigned. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: May 2, 2022.

D. Support Staff

1. **Jasmine A. Davis**; Instructional Assistant, Royersford Elementary School replacing Shea E. McDonald who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: April 5, 2022.
2. **Charles G. Agudio**; Maintenance III, Maintenance and Operations replacing Brian Bogdon who resigned. Compensation has been set at \$30.00/hour with benefits per the Maintenance Benefit Summary. Effective: April 4, 2022.

E. Change of Status

1. **Brandon M. Evans**; Custodian, Senior High School to Head Custodian, 8th Grade Center replacing Joseph M. Doherty who retired. Compensation has been set at \$17.22/hour plus \$1.75/hour head custodian stipend with benefits per the Custodial Benefit Summary. Effective: May 2, 2022.

- F. Administration recommends approval of the following Professional Staff for before and after school tutoring for the 2021-2022 school year. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), ARP ESSER 7% as previously approved.

1. **Vicki L. Ellis**, Royersford Elementary School
2. **Alice B. Hollingsworth**, Royersford Elementary School
3. **Patricia A. Musselman**, Oaks Elementary School
4. **Stephanie Rittenhouse**, Oaks Elementary School
5. **Katelyn M. Walsh**, Royersford Elementary School

- G. Administration recommends approval of the following Professional Staff as Special Education Teachers for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. 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. Gabrielle V. Adelsberger | 13. Amy R. Heiman |
| 2. Candace M. Berkheiser | 14. Lindsay N. Hillegas |
| 3. Ashley L. Brod | 15. Kathy A. Lebedynsky-Pencak |
| 4. Krista M. Brooke | 16. Jacquelyn M. Lippincott |
| 5. Kathryn A. Calvert | 17. Deborah E. Malack |
| 6. Mackenzie L. Carroll | 18. Barbara J. McGuigan |

7. **Hannah Z. Coath**
8. **April Collins**
9. **Danielle A. DeFrancesco**
10. **Karen M. DeLange**
11. **Grace L. Donovan**
12. **Jennifer L. Elliott**

19. **Natalie G. Pietrowski**
20. **Rachael L. Saxon**
21. **Amelia M. Smith**
22. **Mollie A. Smith-Wood**
23. **Molly A. Storti**
24. **Megan N. Yakupcin**

H. Administration recommends approval of the following Professional Staff as Special Education Teacher Tutors for the 2022 Extended School Year Program (ESY) for a minimum of 30 hours. The position runs June 27, 2022 through August 19, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Krista M. Brooke**
2. **Kathryn A. Calvert**
3. **Hope K. Davis**
4. **Danielle A. DeFrancesco**

5. **Maura F. Groff**
6. **Kyla Kaczerski**
7. **Allison L. Workman**

I. Administration recommends approval of the following Professional Staff as Special Education Teacher Wilson Tutors for the 2022 Extended School Year Program (ESY) for a minimum of 30 hours. The position runs June 27, 2022 through August 19, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Molly A. Storti**

J. Administration recommends approval of the following Professional Staff as Certified School Nurses for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. 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**

K. Administration recommends approval of the following Professional Staff as a Behavior Specialist for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Lauren N. Murray**

L. Administration recommends approval of the following Professional Staff as Full Time Equivalent Speech Therapists for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Alyson N. Barlok**
2. **Joan E. Kenney (part-time 0.5)**
3. **Katherine Macel (part-time 0.5)**
4. **Johannah M. Timbario (part-time 0.5)**

- M.** Administration recommends approval of the following Support Staff as Instructional Assistants for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:45 AM to 2:15 PM; June 23, 2022 through July 28, 2022. 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 | 25. Amanda C. Hegedus |
| 2. Nancy T. Birtch | 26. Kyra L. Heiler |
| 3. Jennifer Bonetz | 27. Cameron L. Hellauer |
| 4. Lauren M. Boylan | 28. Janine M. Justice |
| 5. Ronda I. Brisbois | 29. Naomi L. Keen |
| 6. Cindy L. Butler | 30. David G. Kinch |
| 7. Bruce Cartwright | 31. Colleen Kriebel |
| 8. Rachel L. Christman | 32. Juliet M. Krouse |
| 9. Aniqua G. Coleman | 33. Kathleen M. Kwiej |
| 10. Cheryl L. Colmary | 34. Jeanna M. Laire |
| 11. Janet T. Copenhaver | 35. Jennifer M. LeBlanc |
| 12. Angie L. Cressman | 36. Patricia A. McCormick |
| 13. Jasmine A. Davis | 37. Courtney A. McGill |
| 14. Debra A. DeMitis | 38. Laura B. McQuaid |
| 15. Olivia P. Delmoro | 39. Sherri K. Molishus |
| 16. Kylie A. DeVitis | 40. Patrice M. Mullen |
| 17. Paula T. Donatelli | 41. Linda M. Oltman |
| 18. Vanessa G. Donatelli | 42. Teanna L. Sibilly |
| 19. Shannon L. Dusko | 43. Natalie A. Stark |
| 20. Lorella M. Edwards | 44. Charlene D. Strange |
| 21. Gabrielle M. Fisher | 45. Alyssa D. Touey |
| 22. Christa M. Fitch | 46. Emily A. Walker |
| 23. Laura Gilmore | 47. Amanda M. Weckerly |
| 24. Brittany L. Harrington | 48. Patricia A. Young |

- N.** Administration recommends approval of the following Professional Staff as Special Education Teacher Substitutes for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. 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. Kimberly L. Acosta | 11. James R. Laky |
| 2. Jennifer A. Bowyer | 12. Jaclyn A. McDermott |
| 3. Alyssa K. Brooks | 13. Jennifer L. Ott |
| 4. Laura E. Camp | 14. Angela E. Rowe |
| 5. Kathryn L. Ellor | 15. Jessica R. Santori |
| 6. Chelsea K. Flynn | 16. Melissa A. Shimukonas |
| 7. Maura F. Groff | 17. Erin M. Siuchta |
| 8. Jeanette T. Hellauer | 18. Sara L. Wanamaker |
| 9. Susan Ibach | 19. Allison L. Workman |
| 10. Kyla Kaczerski | |

- O.** Administration recommends approval of the following Professional Staff as Behavior Specialist Substitutes for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. 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**
 2. **Melissa C. Yonchuk**
- P.** Administration recommends approval of the following Support Staff as Instructional Assistant Substitutes for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:45 AM to 2:15 PM; June 23, 2022 through July 28, 2022. Compensation will be set at the employees' current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
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| 1. Benita A. Boccella | 8. Charity A. Hurlock |
| 2. Shannon E. Dauphin | 9. Meghan K. Huzzard |
| 3. Deirdre L. Davidson | 10. Tari Lawson |
| 4. Carrie A. Duarte | 11. Michelle A. Mack |
| 5. Debra H. Ellis | 12. Joanna B. Melcher |
| 6. Angeline T. Fusco | 13. Rose Mariale van Hulst Barros |
| 7. Kathya Holohan | |
- Q.** Administration recommends approval of the following Professional Staff as a School Counselor for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Kara C. McQuaid**
- R.** Administration recommends the following Professional Staff as Covid Compensatory Services (CCS) Tutors. Tutoring will occur March 1, 2022 through June 9, 2022. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will come from the Governor's Emergency Education Relief Fund (GEER).
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| 1. Kelly L. Cassel | 4. Jeanette T. Hellauer |
| 2. Karen E. Davis | 5. Katherine A. Munich-Verespy |
| 3. Kathryn L. Ellor | 6. Angela E. Rose |
- S.** Administration recommends the following Professional Staff as Teachers for the 2022 Summer R.A.M.S. Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ESSER Grant.
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| 1. Erik B. Ammon | 23. Kaityln A. Morrison |
| 2. Celeste B. Baumgardner | 24. Marilyn T. Nepps |
| 3. Kris R. Bautsch | 25. Jennifer L. Ott |
| 4. Mary K. Burkholder | 26. Nicole R. Peart |
| 5. Christopher D. Cameron | 27. Kiera M. Phillips |
| 6. Laura E. Camp | 28. Jacqueline E. Pizzico |
| 7. Tina M. Carfagno | 29. Jeannine Plitnick |
| 8. Stephanie M. Cooper | 30. Allie M. Pribula |

9. **Nicole P. Dooley**
 10. **Kathryn L. Ellor**
 11. **Christa J. Ellsesser**
 12. **Maureen E. Faulkner**
 13. **Chelsea K. Flynn**
 14. **Katherine G. Hayburn**
 15. **Susanne M. Hunsberger**
 16. **Zoe D. Jacobs**
 17. **Kristen J. Jones**
 18. **Christina Khoury**
 19. **Alexandra L. Kish**
 20. **Patricia M. Konschak**
 21. **Jennifer D. McGlade**
 22. **Lisa M. Michener**

31. **Cheryl A. Rabinowitz**
 32. **Shawn Riordan**
 33. **Gina M. Romanelli**
 34. **Kristen M. Saylor**
 35. **Georgeiann C. Sklenarik**
 36. **Ashlee E. Stenman**
 37. **Maria A. Talone**
 38. **Shayne M. Tobin**
 39. **Jacqueline M. Trianosky**
 40. **Kaylee J. Wallis**
 41. **Katelyn M. Welsh**
 42. **Lynne M. Webb**
 43. **Andrea M. Weber**
 44. **Rachel M. Weigel**
 45. **Amanda L. Zatko**

- S.** Administration recommends the following Registered Nurses for the 2022 Summer R.A.M.S. Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ESSER Grant.

1. **Tara L. Santangelo**
 2. **Sharon Wiltsie**

- T.** Administration recommends approval of the attached extra-curricular contracts for the 2021-22 school year. **(Attachment A3)**

VII. FINANCE

Mrs. Zasowski asked about the cost difference between item D22 and D23. It was noted that one is for ESY and the other for the school year.

Mrs. Zasowski noted that item D16 had been talked about at the Community Relations Committee meeting.

Mr. Rizzo noted that D10 should say funding from Spring City Home & School Association, not Royersford Elementary Home & School.

- 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. 214338 - 214528 \$ 409,066.33

2. Food Service Checks

Check No. 2365 - 2376 \$ 2,199.34

3. General Fund, Food Service, Capital Reserve & Projects ACHs

ACH No. 212201848 - 212202145 \$ 6,991,245.58

4. Wires

Wire No. 202122053 - 202122075 \$ 6,143,831.00

5. Procurement Payments

Transaction No. 210000166 - 210000195 \$ 66,316.33

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. Administration recommends approval for an independent contract with **The Vanguard School** for food services to one student receiving ESY programming during the 2020-2021 ESY programming. The total cost of the contract cost is not to exceed \$132. The contract will be funded from the Special Education Budget.

2. 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)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide the following services:

*Speech and language services during an 11 week staff leave of absence - \$27,105.00

*BCBA in the K-6 Autistic Support Programs for the 21-22 school year - \$90,618.60

*1:1 behavior support at the 10-12GC - \$32,091.40.

The total cost of all services will not exceed \$149,815. Funding will come from the Special Education Budget.

3. 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)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide CCS OT/PT services for 6 students per the IEP. The total cost will not exceed \$2,704.68. Funding will come from the Governor's Emergency Education Relief Fund (GEER).
4. Administration recommends approval of an independent contract with **QBS Safety Care** to provide Safety Care Train the Trainer Training for SFASD teachers and behavior specialists to meet the needs of our students with behavior and crisis plans in their IEPs. The total cost is not to exceed \$8,500.00. Funding will be paid from the Special Education Budget.
5. Administration recommends approval of **Central/Med Central through Big Teams** to provide registration and athletic training for HIPAA and FERPA compliant online system for injury management for an annual cost not to exceed \$2,700.00. The contract will be paid from the Athletic Budget.
6. Administration recommends approval of an independent contract with **Pacific Science Center**, Seattle, WA to provide "Planetary Geology" Virtually, for 4th Grade

Students at Royersford Elementary. This is a free program and there will be no cost to the district.

7. Administration recommends the approval of an independent contract with **Pacific Science Center** in Seattle, WA to provide the "Planetary Geology" virtually for all 4th Grade Students at Royersford Elementary. There is no cost for this program.
8. Administration recommends approval of an independent contract with **Mike and Roberta Straka** in Bushkill, PA to provide "The Habitat Show Past and Present" for 2nd Grade Students at Royersford Elementary. The cost shall not exceed \$525.00 and will be paid from the Royersford Elementary PTO.
9. Administration recommends approval of an independent contract with **Mike and Roberta Straka** in Bushkill, PA to provide "The Albertosaurus Mystery Show" for 3rd Grade Students at Brooke Elementary. The cost shall not exceed \$525.00 and will be paid from the Brooke Elementary Home and School Association.
10. Administration recommends approval of an independent contract with **Mike Straka** in Bushkill, PA to provide "*The Dinosaur Dig Assembly*" for 2nd Grade Students at Spring City Elementary. The cost shall not exceed \$450.00 and will be paid from the Royersford Elementary PTO.
11. Administration recommends approval of **Perkiomen Watershed Conservancy**, Schwenksville PA to provide "*Animal Adaptation*" for 2nd Grade Students at Limerick Elementary School. The cost shall not exceed \$370.00 and will be paid by the Limerick Home and School League.
12. Administration recommends approval of the **Young Audiences New Jersey & Eastern Pennsylvania** in Princeton, NJ to provide "Super Heroes, Science on an adventure" for 4th grade students. The cost shall not exceed \$475.00 and will be paid by the Limerick Home and School League.
13. Administration recommends approval of **Dialed Action Agency** in Lincoln Park, NJ to provide "*BMX Bike Shows*". The cost shall not exceed \$2,650.00 and will be paid by the 5/6 and 7/8 Home & School Associations.
14. Administration recommends approval of **Full Effect Productions** in Cliffwood, NJ to provide "*The World of Turtles Assembly*" for Grades K-4. The cost shall not exceed \$1,800.00 and will be paid by the Upper Providence Elementary Budget.
15. Administration recommends approval of **Jessica Liddell (Bella Mosaic Art)** in Narberth, Pa to provide Glass Mosaic Mural Project for Mrs. Bowman's Third Grade Class. The cost shall not exceed \$4,800.00 and will be paid by EITC Grant Funds.
16. Administration recommends approval for an independent contract with **The Chester County Intermediate Unit (CCIU)** to provide a Communications Audit. The CCIU will conduct a communication audit in order to provide a comprehensive assessment of current communication efforts and the effectiveness of the overall program; create a snapshot of current perceptions about Spring-Ford schools and the district; and, provide baseline research to evaluate progress and develop a framework for an updated communication plan. The total cost of the contract will not exceed \$4,500.00. The contract will be funded from the Communications Budget.
17. Administration recommended the provision of educational services for 1 high school student who will be receiving special education services from the **MCIU Anderson School** for the 2021-2022 school year as per the IEP. The total contract cost shall not

exceed twenty-seven thousand dollars (\$27,000.00). The contract will be paid from funds budgeted in the Special Education Budget.

18. Administration recommends approval for independent contracts with **The Chester County Intermediate Unit (CCIU)** to provide School Year Services for high school students who receive special education services per their IEP. The total cost of the contract is not to exceed \$82,590.17. The contract will be funded from the Special Education Budget.
 19. Administration recommends approval to renew the district's software licensing agreement with **Frontline Education** for the human resources software suite (Recruit & Hire, Absence Management, Time & Attendance, and Frontline Central applications). The 5 year renewal shall begin on 7/1/2022 and terminate on 6/30/2027. License fees are payable annually in amounts of \$64,769.69, \$67,522.41, \$70,392.12, \$73,383.80, and \$76,502.60 respectively. Funding will be from the Human Resources Budget.
 20. Administration recommends approval of a software licensing agreement with **Frontline Education** for the following applications: Comparative Analytics; Budget Management Analytics; and Financial Planning Analytics. The 5 year agreement will begin on 4/1/2022 and end on 6/30/2027. License fees are payable annually in amounts of \$9,554.01 (prorated fee including implementation), \$27,892.50, \$29,077.94, \$30,313.73, \$31,602.08, and \$32,945.18 respectively. Funding will be from the Business Office Budget.
 21. Administration recommends the approval of an independent contract with **The Lincoln Center** to provide educational services for one special education student for the 2021-2022 school year. The total cost of the contract is not to exceed \$29,250.00. The funding will be paid from the Special Education Budget.
 22. Administration recommends an independent contract with **High School to Work Transition Services, Inc.** to provide a Spring-Ford Transitional Employment Program (S.T.E.P) for students with special needs which are included as part of the students' IEPs for Extended School Year (ESY) 2021. Payment for the Spring-Ford Transitional Employment Program (S.T.E.P) and individual transitional employment for ESY 2021 will not exceed \$2,601.00. The contract will be paid from the Special Education Budget.
 23. Administration recommends an independent contract with **High School to Work Transition Services, Inc.** to provide a Spring-Ford Transitional Employment Program (S.T.E.P) for students with special needs which are included as part of the students' IEPs for the 2021-2022 school year. Payment for the Spring-Ford Transitional Employment Program (S.T.E.P) and individual transitional employment will not exceed \$91,980.00 (Ninety-one thousand nine hundred and eighty dollars). The contract will be paid from the Special Education Budget.
- E. Administration recommends approval of **Resolution 2022-02** for the provision of property tax and rent rebates to certain senior citizens, widows, widowers, and disabled persons with fixed and limited incomes; establishing uniform standards and qualifications for eligibility to receive a rebate; and providing penalties for fraudulent claims. **(Attachment A4)**

VIII. PROPERTY

No comments or questions for Property A-D.

- A. Administration recommends approval to amend the terms of the grass cutting service agreement with Charlestown Landscaping to reflect a 12.5% annual increase in 2022 and 12.5% increase in 2023. Also included in this amendment is a fuel surcharge that reads as follows. *“The proposed 2-year increase is subject to the price of fuel not to exceed \$5 a gallon. Any monthly average above \$5 per gallon not exceeding \$6 would constitute a fuel surcharge of 3% per cut. If the monthly average exceeds \$6 a gallon this would constitute a maximum surcharge of 5% per cut. Gasoline prices will be based on an agreed fuel dispensing location in Royersford PA.”* Funding will come from the Maintenance Budget and will not exceed \$78,000.00 annually including fuel surcharges if applicable.
- B. Administration recommends approval for the Phase 2 paving project at the 9th Grade Center with S.J. Thomas through KPN Contract #2021JOCC-50. Funding will come from the Capital Reserve and shall not exceed \$122,076.74.
- C. Administration recommends approval to award to the lowest responsible bidder, Waste Management for district-wide trash disposal and recycling for a 1st year total amount of \$73,973.00 with two renewal options at 8% increases for each year. Funding will come from the 2022-2023 Maintenance Budget.
- D. Administration recommends approval to award to the lowest responsible bidder, Republic Services for the 30 yard open top roll-off dumpster for a 1st year cost of \$350 per haul and \$85.00 per ton and \$0 rental fee with two renewal options at 3% increases for each year. Funding will come from the 2022-2023 Maintenance Budget.

IX. PROGRAMMING AND CURRICULUM

Mr. Shafer noted that all items are budgeted.

Mrs. Zasowski asked about getting the long term budget presentation for the Board. Mr. Fink will get that out to the Board in the Board Memo this Friday.

Mr. Jackson stated there are so many items. Dr. Murray stated these are part of the refresh process.

- A. Administration recommends the approval of *No Red Ink Premium* to be used in Grade 7 English. The purchase includes site licenses for the 7th grade center for 7 years, and includes self-guided and virtual professional development for teachers. The cost is not to exceed \$50,000.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- B. Administration recommends the approval of *Grammar in Practice: Sentences and Paragraphs: Student Edition* (Perfection Learning) to be used in Grade 7 English. The purchase includes 200 student edition books. The cost is not to exceed \$2,500.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget
- C. Administration recommends the approval of *The Crossover (Alexander, Kwame)* to be used as part of the Grade 7 Target Reading curriculum. This purchase includes 30 texts from Perfection Learning. The cost is not to exceed \$350.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- D. Administration recommends the approval of *StudySync* (2021, McGraw-Hill) to be used in Grade 7 Reading and Grade 8 English. For grade 7, this purchase includes 650 digital student licenses, 650 student workbooks, and 18 teacher editions (7 years). For grade 8, this purchase includes 650 digital student licenses, 650 student workbooks, and 10 teacher editions (7 years). The cost is not to exceed \$212,000.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum reserve.

- E. Administration recommends the approval of *Ghost (Reynolds, Jason)* to be used as part of the Grade 7 Reading curriculum. This purchase includes 650 texts from Perfection Learning. The cost is not to exceed \$6,500.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- F. Administration recommends the approval of *Percy Jackson and the Olympians-The Lightning Thief (Riordan, Rick)* to be used as part of the Grade 7 Reading curriculum. This purchase includes 650 texts from Perfection Learning. The cost is not to exceed \$6,300.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- G. Administration recommends the approval of *The Giver (Lowry, Lois)* to be used as part of the Grade 7 Reading curriculum. This purchase includes 650 texts from Perfection Learning. The cost is not to exceed \$6,800.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- H. Administration recommends the approval of *Out of My Mind (Draper, Sharon)* to be used as part of the Grade 7 Reading curriculum. This purchase includes 650 texts from Perfection Learning. The cost is not to exceed \$7,200.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- I. Administration recommends the approval of *Lord of the Flies (Golding, William)* to be used as part of the Grade 8 English curriculum. This purchase includes 650 texts from Perfection Learning. The cost is not to exceed \$9,800.00 and is a Budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- J. Administration recommends the approval of *Scholastic Action* to be used as part of the Grade 8 Reading Major curriculum. The cost is \$1,600.00 annually and is a budgeted item that will be paid from the 2021- 2022 Curriculum Budget.
- K. Administration recommends the approval of *Refugee (Gratz, Alan)* to be used as part of the Grade 8 Reading major curriculum. This purchase includes 50 texts from Perfection Learning. The cost is not to exceed \$600.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- L. Administration recommends the approval of *Restart (Korman, Gordon)* to be used as part of the Grade 8 Reading major curriculum. This purchase includes 50 texts from Perfection Learning. The cost is not to exceed \$600.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- M. Administration recommends the approval of *Girl with Seven Names (Lee, Hyeonseo)* to be used as part of the Grade 9 English curriculum. This purchase includes 675 texts from Perfection Learning. The cost is not to exceed \$7,000.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- N. Administration recommends the approval of *Things Fall Apart (Achebe, Chinua)* to be used as part of the Grade 10 English World Literature curriculum. This purchase includes 160 texts from Perfection Learning. The cost is not to exceed \$1,500.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- O. Administration recommends the approval of *A Thousand Splendid Suns (Hosseini, Khaled)* to be used as part of the Grade 10 English World Literature curriculum. This purchase includes 130 texts from Perfection Learning. The cost is not to exceed \$1,500.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.

- P. Administration recommends the approval of *Tao Te Ching* (Tzu, Lao & Ong, Yi-Ping) to be used as part of the Grade 10 English World Literature curriculum. This purchase includes 40 texts from Perfection Learning. The cost is not to exceed \$225.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- Q. Administration recommends the approval of *American Voices (2020, Perfection Learning)* to be used as part of the Grade 11 English American Literature curriculum. This purchase includes 650 print anthologies and 11 teacher print and digital resources for 7 years. The cost is not to exceed \$28,000.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- R. Administration recommends the approval of *Into the Wild* (Krakauer, Jon) to be used as part of the Grade 11 English American Literature curriculum. This purchase includes 650 texts from Perfection Learning. The cost is not to exceed \$6,300.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- S. Administration recommends the approval of *The Crucible* (Miller, Arthur) to be used as part of the Grade 11 English American Literature curriculum. This purchase includes 180 texts from Perfection Learning. The cost is not to exceed \$1,700.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- T. Administration recommends the approval of *The Scarlet Letter* (Hansberry, Lorraine) to be used as part of the Grade 11 English American Literature curriculum. This purchase includes 130 texts from Perfection Learning. The cost is not to exceed \$675.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- U. Administration recommends the approval of *A Raisin in the Sun* (Hawthorne, Nathaniel) to be used as part of the Grade 11 English American Literature curriculum. This purchase includes 150 texts from Perfection Learning. The cost is not to exceed \$775.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- V. Administration recommends the approval of *Advanced Placement English Language and Composition: Student Edition Softcover (2020, Perfection Learning)* to be used as part of the Advanced Placement English Language and Composition. This purchase includes 180 print worktexts for 7 years and 3 teacher print and digital resources for 7 years. The cost is not to exceed \$28,000.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- W. Administration recommends the approval of *Essentials of Technical Communication, 5th edition* (Oxford University Press, 2020) to be used in Technical Writing. This purchase includes 35 textbooks from Barnes & Noble. The cost is not to exceed \$2,200.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- X. Administration recommends the approval of *Theatre, Brief 13th edition (2023, McGraw-Hill)* to be used in Acting Theories and Acting Mechanics. This purchase includes 25 student texts. The cost is not to exceed \$1,200.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- Y. Administration recommends the approval of *The Associated Press Stylebook, 55th edition (2020)* to be used in Journalism. This purchase includes 20 paperback texts from Barnes & Noble. The cost is not to exceed \$350.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- Z. Administration recommends the approval of *Converging Media, 6th edition* (Oxford

University Press, 2018) to be used in Media Exploration. This purchase includes 25 textbooks from Barnes & Noble. The cost is not to exceed \$3,200.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.

- AA.** Administration recommends the approval of *Gotham Writers' Workshop: Writing Fiction* (Bloomsbury, 2003) to be used in Fiction Writing. This purchase includes 6 handbooks from Barnes & Noble. The cost is not to exceed \$80.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- BB.** Administration recommends the approval of *World Cultures and Geography* (2017, Cengage Learning) to be used in Grade 7 Social Studies. This purchase includes 210 print student texts, 650 digital student licenses (6 years), and 8 teacher editions. The cost is not to exceed \$75,000.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- CC.** Administration recommends the approval of *Western Civilization Since 1300 Enhanced AP Edition* (2020, Cengage Learning) to be used in AP European History. This purchase includes 35 print student texts, 50 student digital licenses (6 years), 50 supplemental worktexts, and teacher resources via MindTap platform. The cost is not to exceed \$9,000.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- DD.** Administration recommends the approval of *Thinking About Psychology* (2019, Bedford, Freeman & Worth High School Publishers) to be used in Psychology/Sociology. This purchase includes 150 print student texts, 220 student digital licenses (6 years) and 7 teacher editions. The cost is not to exceed \$30,000.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum budget.
- EE.** Administration recommends the approval of *Sociology & You* (2014, McGraw-Hill) to be used in Psychology & Sociology. This purchase includes 215 digital student edition texts (1 year renewal) and 15 digital teacher edition texts. The cost is not to exceed \$4,500.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- FF.** Administration recommends the approval of *Illustrated Series Microsoft Office 365 & Office 2019 Introductory 1st Edition* (2020, Cengage Learning) to be used in Introduction to Microsoft. This purchase includes 50 student textbooks and 2 teacher resources. The cost is not to exceed \$6,400.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- GG.** Administration recommends the approval of *Shelly Cashman Series Microsoft Office 365 & Office 2019 Introductory* (2020, Cengage Learning) to be used in Microsoft I. This purchase includes 50 student textbooks and 1 teacher resource. The cost is not to exceed \$7,400.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- HH.** Administration recommends the approval of *Shelly Cashman Series Microsoft Office 365 & Office 2019 Intermediate* (2020, Cengage Learning) to be used in Microsoft II. This purchase includes 50 student textbooks and 1 teacher resource. The cost is not to exceed \$8,300.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- II.** Administration recommends the approval of *Shelly Cashman Series Microsoft Office 365 & Office 2019 Advanced* (2020, Cengage Learning) to be used in Microsoft II. This purchase includes 15 student textbooks and 1 teacher resource. The cost is not to exceed \$2,400.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- JJ.** Administration recommends the approval of *Financial and Managerial Accounting 16th*

edition (2023, Cengage Learning, Warren, Jones, Taylor) to be used in Accounting. This purchase includes 35 student textbooks. The cost is not to exceed \$7,500.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.

KK. Administration recommends the approval of *Set for Life* (2019 Trench, Scott) to be used in Personal Finance. This purchase includes 45 paperback texts from Barnes and Noble. The

cost is not to exceed \$600.00 and is a Budgeted item that will be paid from the 2021-2022 Curriculum budget.

LL. Administration recommends the approval of *Mosaik 2018 Level 3* (2018, Vista Higher Learning) to be used in German 3. This purchase includes 32 print and digital student texts (6 years) and 1 teacher edition. Additionally, administration recommends the approval of *Senderos Level 3* (2018, Vista Higher Learning) to be used in Spanish 3. This purchase includes 160 print student texts, 400 student digital licenses (6 years) and 5 teacher editions. The cost is not to exceed \$70,000.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.

MM. Administration recommends the approval of theme boxes and reading comprehension kits (Lakeshore) to be used in Grades K-4 English Language Development courses. This purchase includes two set 1 and two set 2 theme boxes, one finding evidence reading comprehension kit, and one high interest reading intervention kit. The cost is not to exceed \$2,500.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.

NN. Administration recommends the approval of Heggerty Phonemic Awareness (2020) to be used in Grades K-2 English Language Development courses. This purchase includes two Kindergarten print resources and two primary print resources. The cost is not to exceed \$375.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.

OO. Administration recommends the approval of *Get Ready Sail and Get Ready Soar* (2021, Vista Higher Learning) to be used in Grades K-6 English Language Development courses. This purchase includes 35 student materials for Get Ready Sail and 25 student materials for Get Ready Soar and 2 teacher kits for each level. The cost is not to exceed \$9,750.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.

PP. Administration recommends the approval of *Inside Fundamentals folk tales, complex text library sets, and theme books A & B* (2009 & 2014, Cengage Learning) to be used in Grades 5-8 English Language Development courses. This purchase includes 6 print student readers from each collection. The cost is not to exceed \$7,700.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.

QQ. Administration recommends the approval of *Inside Fundamentals practice books level 1 & level 2* (2014, Cengage Learning) to be used in Grades 5-8 English Language Development courses. This purchase includes 30 print worktexts for each level. The cost is not to exceed \$1,100.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.

RR. Administration recommends the approval of *ESL/Edge* (2014, Cengage) be used in ELD in grades 9-12. This purchase includes student digital texts (6 years) and student work texts for the fundamentals level, level A, level B, and level C. The cost is not to exceed \$3,500.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.

SS. Administration recommends the renewal of *CPM Educational Program, Algebra Connections* student ebook. This purchase includes 110 student ebooks for Algebra I. The cost is not to exceed \$2,200.00 and will be paid from the 2021-2022 Curriculum Budget.

- TT.** Administration recommends the approval of the English Language Tutoring Plan. This plan offers small group tutoring for English Learners (ELs) over the summer. The total cost shall not exceed \$20,000.00 and will be paid from Title III grant allocations.
- UU.** Administration recommends the purchase of Technology equipment as part of the summer refresh. The quotes were received through government contracts such as PEPPM, Omnia, Sourcewell, etc. The total cost shall not exceed \$1,200,000.00 and will be self-financed from the Capital Reserve Fund and then repaid from the Technology Budget.
- VV.** Administration recommends the purchase of 47 time clocks from Touchpoint. Total cost will not exceed \$140,000.00. This will be self-financed from the capital reserve fund and then repaid from the Technology Budget.

X. CONFERENCES AND WORKSHOPS

Mr. Jackson asked about items A and B. Dr. Murray noted this is a required course for Project Lead The Way. Dr. Murray will look at the dates as she doesn't believe they run at the same time.

Mr. Jackson asked about multiple people attending 1 conference and having them share the information. Mr. Rizzo said their jobs are different and will be attending different sessions geared towards their positions.

- A. Gabrielle Procaro** to attend the "*PLTW Civil Engineering and Architecture Core Training*" virtually June 20 - July 1, 2022. The total cost of the conference is \$2,400.00. and is a budgeted item (registration). No substitute is needed. This is a required course for Project Lead The Way.
- B. Gabrielle Procaro** to attend the "*PLTW Digital Electronics Core Training*" virtually June 20 - July 1, 2022. The total cost of the conference is \$2,400.00 and is a budgeted item (registration). No substitute is needed. This is a required course for Project Lead The Way.
- C. Emily McGranahan and Yvonne O'Dea** to attend "PMEA All State Conference" at Kalahari Resort and Conference Center, Pocono Summit, PA April 6-9, 2022. The total cost of the conference is \$2,631.60 (Registration, transportation, meals, hotel, and substitute).
- D. Gina Pastino** to attend "*VB-MAPP Verbal Behavior Milestones assessment and Placement Program Web Based Training*" virtually. The total cost of the training is \$149.00 (Registration). No substitute is needed.
- E. Bernadette J. Crenshaw, Mary R. Newett, and Judith M. Nuskey** to attend "*2022 Skyward User Group Conference*" in Hershey, PA April 19th and 20th, 2022. The total cost of the training is \$1,249.00 (Registration, transportation). No substitute is needed.
- F. Jessica M. Kemp and Tracy L. Bogucki** to attend "*A/CAPA Spring Conference*" virtually April 6th and 7th, 2022. The total cost is \$200.00 (Registration). No substitute is needed.

XI. OTHER BUSINESS

It was noted that item A is State level competition and Board policy shows that the district funds those competitions.

Dr. Wright expressed an interest in remaining on the MCIU Board of Directors (item B).

- A.** Administration recommends approval of the overnight trip of five (5) students to compete in the PMEA All-State ensembles in Pocono Manor, PA from Wednesday, April 6, 2022, through Saturday, April 9, 2022. The group will be transported and staying in Kalahari Resort, Pocono Manor Pa. Students will miss three (3) days of school Wednesday, Thursday, and Friday, April 6th through April 8th, 2022, and will be responsible for any missed work. The total cost

for the students is \$2,418.21 or \$483.64 per student which includes registration, hotel, and transportation and is to be paid by the district.

B. Administration recommends the approval of _____ for a seat on the Montgomery County Intermediate Unit Board of Directors for the term beginning on July 1, 2022 and ending on June 30, 2023.

C. The following policies are being brought forward to be **rescinded and retired**:

1. Policy #410 – Abolishing a Position (**Attachment A5**)
2. Policy #411 – Suspensions and Furloughs (**Attachment A6**)
3. Policy #412 – Evaluation of Professional and Temporary Employees (**Attachment A7**)
4. Policy #413 – Evaluation of Temporary Professional Employees (**Attachment A8**)
5. Policy #414 – Physical Examination (**Attachment A9**)
6. Policy #415 – Disqualification by Reason of Health (**Attachment A10**)
7. Policy #416 – Non Tenured Staff Members (**Attachment A11**)
8. Policy #417 – Disciplinary Procedures (**Attachment A12**)
9. Policy #418 – Penalties for Tardiness (**Attachment A13**)
10. Policy #419 – Outside Activities (**Attachment A14**)
11. Policy #419.1 – Conflict of Interest (**Attachment A15**)
12. Policy #420 – Freedom of Speech in Non Instructional Settings (**Attachment A16**)
13. Policy #511 – Suspensions or Layoffs (**Attachment A17**)
14. Policy #512 – Evaluation of Classified Employees (**Attachment A18**)
15. Policy #514 – Physical Examination (**Attachment A18**)
16. Policy #515 – Disqualification by Reason of Health (**Attachment A19**)
17. Policy #517 – Disciplinary Procedures (**Attachment A20**)
18. Policy #518 – Penalties for Tardiness and Attendance (**Attachment A21**)
19. Policy #519 – Outside Activities (**Attachment A22**)
20. Policy #519.1 – Conflict of Interest (**Attachment A23**)

D. The following policies are submitted for **first reading**:

1. Policy #320 - Freedom of Speech in Nonschool Settings (**Attachment A24**)
2. Policy #320 - Political Activities (**Attachment A25**)
3. Policy #322 - Gifts (**Attachment A26**)
4. Policy #325 - Dress and Grooming (**Attachment A27**)
5. Policy #815 - Acceptable Use of the Electronic Communications Systems (**Attachment A28**)

XII. BOARD COMMENT

Mr. Shafer asked about the barriers at the Board meeting. Dr. Wright spoke about the barriers and decided to keep them and Mr. Jackson said this was a decision not made by the Board.

XIII. PUBLIC TO BE HEARD

Megan Nice, Limerick Township - Robotics program

Steve Fry, Royersford - EDI

Kim Anderson, Upper Providence Township - Grass cutting and increase, the barrier isn't a good look, and substitute teachers pay structure should address this to get more substitutes available.

Mrs. Deardorff asked about the sub shortage and if something new is going on. Mrs. Leiss advised the Board of a recent Job Fair and the turnout at the event.

The Board had discussion on the barrier that is in front of the Board.

XIV. ADJOURNMENT

Mr. Shafer motioned for the meeting to adjourn, seconded by Mrs. Weingarten. Motion carries 9-0 and the meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Laurie J. Bickert
Board Secretary

On February 22, 2022 The Spring-Ford Area School District Board Meeting was called to order at 7:34 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, David R. Shafer, and Colleen Zasowski
Region III: Abby Deardorff, Erica Hermans, and Diane Sullivan
Presiding Officer: Dr. Margaret D. Wright
Superintendent: Robert W. Rizzo
Assistant Superintendents: Kelly M. Murray and Tina Giambattista
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Allison McVey and Aditi Mangal
Virtual: Wendy Earle

CALL TO ORDER

Dr. Wright called the meeting to order at 7:34 p.m.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Dr. Wright welcomed everyone to the meeting and reminded everyone that our Health and Safety Plan states that masks must be worn. Those in the audience if they planned to stay, they need a mask and if they didn't have one, a mask would be provided.

Motion by Dr. Wright for a 10 minute recess, seconded by Mrs. Deardorff.

Motion carries 8-0. (Mrs. Zasowski arrived during the recess)

After the recess ended, Dr. Wright called the meeting back to order at 7:47 p.m. and asked the audience to wear a mask so that they can go about the business of the Board. After non-compliance of the Boards Health & Safety plan with many audience members not wearing a masks, there was a motion to adjourn the meeting by Mrs. Hermans, seconded by Mrs. Deardorff. Motion carries 6-3. (Mr. Jackson, Mr. Shafer, and Mrs. Zasowski were the dissenting votes)

The meeting was adjourned at 7:51 p.m. with no presentations, discussion or business taking place.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

II. ACTION ITEM

- A.** Administration recommends the approval of *Proximity Learning for French II & III* for the purpose of instruction. The cost is not to exceed \$25,000.00 and will be paid from the Curriculum Reserve.

III. PRESENTATION

- A. Dr. Theresa Weidenbaugh, 9th Grade Principal, and Mr. Robert Swier, 9th Grade Teacher and DECA Advisor, to present on the 2021-2022 DECA Program.

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report	Allison McVey/Aditi Mangal	
Policy	Wendy Earle	2 nd Mon. 6:30 p.m
Curriculum/Technology	Dr. Margaret Wright	2 nd Mon. 7:30 p.m.
Finance	Clinton L. Jackson	2 nd Tue. 6:30 p.m.
Property	Clinton L. Jackson	2 nd Tue. 7:30 p.m.
WMCTC	Earle/Weingarten/Zasowski	1 st Mon. 7:00 p.m.
Superintendent's Report	Robert Rizzo	
Solicitor's Report	Mark Fitzgerald	

V. DISCUSSION

- A. Reviewing current Covid-19 numbers and guidance surrounding masking requirements

VI. MINUTES

- A. Administration recommends approval of the January 10, 2022, Special Meeting minutes. (**Attachment A1**)
- B. Administration recommends approval of the January 18, 2022, Work Session minutes. (**Attachment A2**)
- C. Administration recommends approval of January 24, 2022, Board Meeting minutes. (**Attachment A3**)

VII. PERSONNEL

A. Resignations

1. **Lauren E. Dietrich**; Elementary Teacher, 5/6th Grade Center. Effective: April 13, 2022.
2. **Joseph M. Doherty**; Head Custodian, 8th Grade Center for the purpose of retirement. Effective: April 29, 2022.
3. **Sheila Egleston**; Detention Duty- Grade 8. Effective: January 21, 2022.
4. **Shea McDonald**; Instructional Assistant, Royersford Elementary School. Effective: February 11, 2022.
5. **Ashley A. Monziona**; Special Education Teacher, Oaks Elementary School. Effective: January 25, 2022.
6. **Lyndi R. Paladino**; Co-Ed Fitness Intramural #6- Grades 5-6- Basketball. Effective: February 1, 2022.
7. **Linda B. Rega**; Food Service Manager, Evans Elementary School for the purpose of retirement. Effective: June 13, 2022.
8. **Shannon M. Tolas**; Special Education Teacher, Evans Elementary School. Effective: January 26, 2022
9. **Michael J. Miedlar**; Asst. Track Coach-Girls' & Boys'-HS (1/2 Contract). Effective: February 17, 2022.

B. Temporary Professional Employee

1. **Nicole M. Zucal**; Special Education Teacher, Senior High School replacing Indira Pothukuchi who resigned. Compensation has been set at B, Step 2,

\$51,650.00, prorated with benefits per the Professional Agreement. Effective: May 2, 2022.

C. Support Staff

1. **Kelly R. Barber**; Instructional Assistant, Limerick Elementary School replacing Madison E. Eckhart who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: January 31, 2022.
2. **Bradley T. Siegfried**; Custodian, 7th Grade Center replacing Kevin K. Bearde who had a change of status. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective: February 28, 2022.

C. Change of Status

1. **Kevin K. Bearde**; Custodian, 7th Grade Center to Head Custodian, Spring City Elementary School replacing Georgia Piccarreta who had a change of assignment. Compensation has been set at \$19.56 plus \$1.25/hour head custodian stipend per the Custodian Benefit Summary. Effective: January 31, 2022.
2. **Susanne M. Hunsberger**; Instructional Assistant, Senior High School to Special Education Teacher, Senior High School replacing Aimee M. Oblak who had a change of status. Compensation has been set at B, Step 1, \$50,750.00 prorated, with benefits per the Professional Agreement. Effective: January 26, 2022.

- D. Administration recommends approval for **Gary W. Rhodenbaugh Jr.** to be hired as 2022 Extended School Year Coordinator. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 210 hours. Funding will be from the Special Education funds. Effective: March 1, 2022.

- E. Administration recommends approval of the following professional staff members for before and after school tutoring for the 2021-2022 school year:

1. **Alice V. Alba**, Limerick Elementary School
2. **Erik B. Ammon**, Brooke Elementary School
3. **Kathryn A. Beer**, Limerick Elementary School
4. **Mary K. Blank**, 8th Grade Center
5. **Janine Briggs**, 9th Grade Center
6. **Gabrielle R. Drummer**, 9th Grade Center
7. **Susan S. Hammond**, Senior High School
8. **Christine M. Higgins**, Upper Providence Elementary School
9. **Kristen M. Jones**, Upper Providence Elementary School
10. **Christina Khoury**, Brooke Elementary School
11. **Heather M. Kronstain**, 8th Grade Center
12. **Jean Marie Lare**, Upper Providence Elementary School
13. **Rachel Lawrence**, 9th Grade Center
14. **James A. Mercer Jr.**, 8th Grade Center
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17. **Georgeiann C. Sklenarik**, Limerick Elementary School
18. **Kristen M. Saylor**, Upper Providence Elementary School
19. **Brandon D. Ruppel**, 8th Grade Center
20. **Kimberly A. Themens**, Spring City Elementary School
21. **Kristin K. Williams**, Limerick Elementary School

- F. Administration recommends approval of the attached extra-curricular contracts for the 2021-22 school year. **(Attachment A4)**
- G. Administration recommends the approval of the following Professional Staff as SFCL teachers for the remainder of the 2021-2022 school year. Compensation has been set according to the MOA matrix (FICA & Retirement) and funded through the general fund budget.

1. **Desiree L. Keppler**
2. **Jamie J. Scheck**

VIII. 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. 214174 - 214337 \$ 462,673.45
2. Food Service Checks
Check No. 2360 - 2364 \$ 1,443.52
3. Capital Reserve Checks
Check No. 2110 \$ 20,418.75
4. Scholarship Checks
Check No. 298 - 299 \$ 450.00
5. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH No. 212201631 - 212201847 \$ 3,566,549.82
6. Wires
Wire No. 202122039 - 202122052 \$ 6,819,024.26
7. Procurement Payments
Transaction No. 210000131 - 210000165 \$ 6,976.57

- 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. Administration recommends approval of an independent contract with **Royale Management Group, LLC**, Dana Point, CA to provide "Go Green Live BMX Show" Four (4), 40 minute programs" 1 each for Spring City Elementary, Limerick Elementary, Royersford Elementary and Evans Elementary. The total cost is not to exceed \$5,588.00 and will be paid from Royersford

Elementary PTO, Evans Elementary Budget, Spring City Elementary Budget and Limerick Elementary Home & School.

2. Administration recommends approval for an independent contract with **Royale Management Group LLC**, Dana Point, CA to provide two (2) “*Big Air BMX Show*” at Upper Providence Elementary. The total cost is not to exceed \$1,894.00. The contract will be funded from the Upper Providence Home & School Organization.
3. Administration recommends approval of an independent contract with **Eric Belcher**, Philadelphia, PA to provide four (4), 40 minute “Juggling Assemblies” at Upper Providence Elementary School. The total cost is not to exceed \$2,800.00 and will be paid from the Upper Providence Home & School Organization.
4. 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)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide 1:1 behavior support for 3 students per IEP. The total cost will not exceed \$101,466.83. Funding will come from the Special Education Budget.
5. 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)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide additional psychology services at the 10-12 GC. The total cost will not exceed \$39,815.60. Funding will come from the Special Education Budget.
6. 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)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved June 2020. This addendum is necessary due to additional costs needed to provide speech services during Extended School Year 2021. The total cost will not exceed \$6,986.00. Funding will come from the Special Education Budget.
7. Administration recommends to have **Dr. Claudia Chernow**, conduct an Independent Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$2,600.00. The contract will be paid from the Special Education Budget.
8. Administration recommends to have **Dr. Rosemarie Manfredi-Neurodevelopmental Assessment & Consulting, LLC**, conduct an Independent Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$4,000.00. The contract will be paid from the Special Education Budget.
9. Administration recommends to have **Kim McGinley - Speech Language Pathologist**, conduct an Independent Evaluation for one student. The cost for the evaluation is not to exceed \$1,500.00. The contract will be paid from the Special Education Budget.
10. Administration recommends to have **Lauriello Counseling, LLC**, conduct an Independent Evaluation for one student. The cost for the evaluation is not to exceed \$3,000.00. The contract will be paid from the Special Education Budget.

11. Administration recommends to have **Melissa Brown - Neurodiversity Consultants LLC**, conduct an Independent Occupational Therapy Evaluation for one student. The cost for the evaluation is not to exceed \$1,800.00. The contract will be paid from the Special Education Budget.
 12. Administration recommends approval of an independent contract with provider **Zimzum Consulting LLC** for 2021-2022 school year. The cost for the services will not exceed \$25,000.00 and will be paid from the Special Education Budget.
 13. Administration recommends approval of an independent contractor with **Benmor Enterprises** for "*The Habitat Show Past and Present*" at Royersford Elementary for 2nd Grade Students. The cost will not exceed \$525.00 and will be funded by the Royersford Elementary School PTO.
 14. Administration recommends approval of an independent contractor with **Mike and Robert Straka** for "*The Albertosaurus Mystery Show*" at Royersford Elementary School for 3rd Grade. The cost will not exceed \$400.00 and will be funded by Royersford Elementary School PTO.
 15. Administration recommends the provision of educational services for 1 high school student who will be receiving special education services from the **MCIU Anderson School** for the 2021-2022 school year as per the IEP. The total contract cost shall not exceed \$27,000.00. The contract will be paid from funds budgeted in the 2021-2022 Special Education Budget.
 16. Administration recommends the provision of educational services for 1 middle school student who will be receiving special education services from the **LifeWorks School** for the 2021-2022 school year as per the IEP. The total contract cost shall not exceed \$22,960.00. The contract will be paid from funds budgeted in the 2021-2022 Special Education Budget.
 17. Administration recommends the provision of educational services from **Lakeside Youth Service d/b/a Lakeside Educational Network** for one In-School Counselor for the 2021-2022 school year. The total contract cost shall not exceed \$39,900.00. The contract will be paid from the Special Education Budget.
 18. Administration recommends approval of services of the **Montgomery County Intermediate Unit (MCIU)** to complete up to two psychoeducational evaluations per month at the rate of \$125.00 per hour from February 2022 through June 2022. The district will be billed for the actual number of hours for each evaluation and will not exceed \$30,000.00. Funding will be paid from the Special Education Budget.
- E. Administration recommends approval of the 2022-2023 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2021-2022 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2022-2023 \$117,075.00 which is a \$259.00 decrease from last year's amount.
 - F. Administration recommends Board approval to accept PlanCon K reimbursement documents from the Pennsylvania Department of Education regarding the refinancing of bonds through the issuance of the General Obligation Note, Series of 2021 approved March 8, 2021 on Resolution #2021-02. The approval allows the district to file for and receive state reimbursements of a portion of the debt service payments throughout the life of the Notes projected to total approximately \$495,000.00.
 - G. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 100 Cider Mill Road in Upper Providence

Township and further identified as tax parcel No. 61-00-02635-00-4 setting (i) the assessment of the property at \$28,257,510 for tax year 2021 (School District tax year 2021-22) and (ii) the assessment of the property at \$26,932,000 for tax year 2022 (School District tax year 2022-23) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.

IX. PROPERTY

- A. Administration recommends approval for nonstructural masonry repairs at Oaks Elementary by Weatherproofing Technologies through contract #KPN-A-202012-04. Funding will be paid from the Capital Reserve and shall not exceed \$308,000.00.
- B. Administration recommends approval for the chiller replacement at Brooke Elementary by Johnson Controls, Inc. through COSTARS contract #008-145. Funding will be paid from the Capital Reserve and shall not exceed \$134,574.00.
- C. Administration recommends approval for the installation of and inclusive playground at Upper Providence Elementary by Recreation Resources through COSTARS contract #14-74. Funding will be paid from Capital Reserve and shall not exceed \$122,266.00.
- D. Administration recommends approval for the auditorium carpet replacement at the High School by About ALL Floors through COSTARS contract #008-344. Funding will be paid from the Capital Reserve and shall not exceed \$54,525.00.

X. PROGRAMMING AND CURRICULUM

- A. Administration recommends approval of the 24 p.s.520.1 Emergency Resolution #2022-1. **(Attachment A5)**
- B. Administration recommends the approval of *Sixth Grade Parent Guide for Your Child's Success* (School Specialty) to be used with sixth grade Title I reading and math students for the purpose of the required Title I Parent and Family Engagement. The cost is not to exceed \$700.00 and will be paid from the 2021-2022 Title I Funding.
- C. Administration recommends the approval of *Family Engagement Math and Reading Packs* (Lakeshore) to be used with Kindergarten through fifth grade Title I reading and math students for the purpose of the required Title I Parent and Family Engagement. The cost is not to exceed \$5,900.00 and will be paid from the 2021-2022 Title I Funding.
- D. Administration recommends the approval of *How Children Develop Sixth Edition* (2020, Bedford, Freeman & Worth High School Publishers) to be used in the Child Development course with the University of Pittsburgh partnership. This purchase includes 30 print and digital student texts (6 years). The cost is not to exceed \$7,200.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- E. Administration recommends the purchase of TrustED Apps from IMS Global. The one-year agreement will not exceed \$3,500.00. This will be purchased from the Technology operating budget.
- F. Administration recommends the purchase of 700 Lenovo Chromebooks, ADP and Google license from SHI for 5th grade students as part of our 2022-23 Summer Refresh to support the Modernized Learning initiative. Total cost will not exceed \$366,000.00. The quote is on the PEPPM contract, so it is bid protected. This will be funded out of capital reserve and then repaid from the Technology Operating budget.

XI. CONFERENCES AND WORKSHOPS

- A. Lisa Knaub, Instructional Support Teacher**, to attend *“So You Have a Student with an Executive Functioning Disorder...Now What” Virtually On Demand*. The total cost of the conference is \$79.00. (registration) No substitute coverage is needed.
- B. Seth Jones, Band Director** to attend “PMEA All State Conference” at Kalahari Resort and Conference Center, Pocono Summit, PA April 6-9, 2022. The total cost of the conference is \$1,926.23. (Registration, transportation, hotel, meals, and substitute)
- C. Kelly Murray, Assistant Superintendent**, to attend *“PDE Data Summit”* in Hershey, PA March 21-23, 2022. The total cost of the conference is \$728.00. (Registration, transportation) No substitute coverage is needed.
- D. Robert W. Rizzo, Superintendent** to attend “MCIU Superintendents Spring Conference” March 31, 2022 and April 1, 2022 in Bethlehem, PA. The total cost of the conference is \$350.00. (Hotel and transportation) No substitute coverage is needed.
- E. Mary Davidheiser, Controller, Catherine Gardy, Director of Curriculum and Educational Technology, and Sue Choi, Principal/Federal Programs Title I Coordinator**, to attend *“2022 PAFPC Annual Conference”* in Champion, PA April 3 - 6, 2022. The total cost of the conference is \$4,293.00 and will be paid from Title Funding. (Registration, Transportation, Meals, Hotel) No substitute coverage is needed.
- F. Stacey C. Huntington, Certified School Nurse**, to attend *“PASNAP 2022”* virtually March 25-27, 2022. The total cost of the conference is \$115.00. (Registration) Substitute coverage is not needed.
- G. Stacey C. Huntington, Certified School Nurse**, to attend *“Advanced training in collaborative & Proactive Solutions: Moving from power and control to collaboration and problem solving (Including autism, anxiety, attention deficits, behavioral issues & more)”* virtually April 28 and 29, 2022. The total cost of the conference is \$749.00. (Registration, and substitute)
- H. Jaclyn McDermott, Full-Time Autistic Support (Aevidum Club Advisor)**, to attend *“Spark Aevidum Conference”* at Kutztown University on March 16, 2022. The total cost of the conference is \$342.00. (Registration, Substitute)
- I. Veronica Arriaga-Orts, Spanish Teacher**, to attend *“Spanish Language and Culture-APSI”* at the Montgomery County Intermediate Unit on August 1 - 4, 2022. The total cost of the conference is \$1,393.00. (Registration, transportation, and meals) No substitute coverage is needed.
- J. Michael McDaniel, Athletic Director**, to attend *“PA State Athletic Directors Association”* in Hershey PA March 15 - 18, 2022. The total cost of the conference is \$1,500.00. (Registration, transportation, hotel, and meals)

XII. OTHER BUSINESS

- A.** Administration recommends approval of 2022-2023 school calendar _____.
(Attachment A6)
- B.** Administration recommends approval for the Spring-Ford Area School District Graduation Commencement to be set for the evening of Wednesday, June 8, 2022 at 7:00 PM in Coach McNelly Stadium. In the event of bad weather, Thursday June 9th and Friday June 10th will serve as rain dates.

C. Administration recommends approval for admission of **L.M.J.**, a foreign exchange student, for the 2022-23 school year. Maria is sponsored by International Student Exchange (ISE).

D. The following policies are being brought forward to be rescinded and retired:

1. Policy #302 - Employment of Superintendent/Assistant
Superintendent/Administrative Employees Section (**Attachment A7**)
2. Policy #304 - Anti-Nepotism (**Attachment A8**)
3. Policy #311 - Suspensions and Furloughs (**Attachment A9**)
4. Policy #312 - Evaluation of Superintendent (**Attachment A10**)
5. Policy #313 - Evaluation of Employees (**Attachment A11**)
6. Policy #314 - Physical Examination (**Attachment A12**)
7. Policy #317 - Disciplinary Procedures (**Attachment A13**)
8. Policy #317.1 - Educator Misconduct (**Attachment A14**)
9. Policy #319 - Outside Activities (**Attachment A15**)
10. Policy #320 - Freedom of Speech in Nonschool Setting (**Attachment A16**)
11. Policy #401 - Creating a Position (**Attachment A17**)
12. Policy #404 - Employment of Professional Employees (**Attachment A18**)
13. Policy #406 - Employment of Summer School Staff (**Attachment A19**)
14. Policy #407 - Student Teachers (**Attachment A20**)
15. Policy #408 - Employment Contract (**Attachment A21**)
16. Policy #408.1 - Exit Interview (**Attachment A22**)
17. Policy #409 - Assignment and Transfer (**Attachment A23**)
18. Policy #501 - Creating a Position (**Attachment A24**)
19. Policy #504 - Employment of Classified Employees (**Attachment A25**)
20. Policy #505 - Employment of Substitute and Short-Term Employees
(**Attachment A26**)
21. Policy #508 - Employment Contracts (**Attachment A27**)
22. Policy #508.1 - Exit Interviews (**Attachment A28**)
23. Policy #509 - Assignment and Transfer (**Attachment A29**)

E. The following policies are submitted for approval:

1. Policy #311 - Reduction of Staff (**Attachment A30**)
2. Policy #312 - Performance Assessment of Superintendent (**Attachment A31**)
3. Policy #313 - Evaluation of Employees (**Attachment A32**)
4. Policy #314 - Physical Examinations (**Attachment A33**)
5. Policy #314.1 - HIV Infection (**Attachment A34**)
6. Policy #317 - Conduct/Disciplinary Procedures (**Attachment A35**)
7. Policy #317.1 - Educator Misconduct (**Attachment A36**)
8. Policy #318 - Attendance and Tardiness (**Attachment A37**)

9. Policy #319 - Outside Activities (**Attachment A38**)

10. Policy #320 - Freedom of Speech in Nonschool Settings (**Attachment A39**)

XIII. INFORMATIONAL

- A. Administration acknowledges the acceptance of the donation of \$28,767.00 from the Evans Elementary Home and School Association to be used towards the purchase of playground equipment.

XIV. BOARD COMMENT

XV. PUBLIC TO BE HEARD

XVI. ADJOURNMENT

Respectfully submitted,

Laurie J. Bickert
School Board Secretary

On February 28, 2022 The Spring-Ford Area School District Board Meeting was called to order at 7:36 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, David R. Shafer, and Colleen Zasowski
Region III: Abby Deardorff, Erica Hermans, and Diane C. Sullivan
Presiding Officer: Dr. Margaret D. Wright
Superintendent: Robert W. Rizzo
Assistant Superintendents: Kelly M. Murray and Tina Giambattista
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps, Virtual.: Allison McVey and Aditi Mangal
Virtual: Wendy Earle

CALL TO ORDER

Dr. Wright called the meeting to order at 7:36 p.m.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Dr. Wright announced an Executive Session was held prior to the meeting this evening to discuss personnel.

The board held a meeting with the townships and boroughs to discuss the current status of

Mrs. Bickert noted that all Board members were in attendance with Mrs. Earle on Zoom, as well as Student Reps Allison and Aditi.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Diana Kirsh, Royersford - Mental Health repercussions with masking

Michael Libiedzinski, Limerick Twp - Long lasting damage from masks

Rachel Kerchner, Upper Providence Twp - Masking, never about safety but about the Boards agenda

Michael Diez, Schwenksville - Student - Masks

Susan Helm, Schwenksville - Health & Safety Plan, requesting masks optional

Chris Richford, Schwenksville - Asking to drop the mask mandate permanently

Student - Masking, doesn't want to wear them

Student - Masking, communication

Toni Patrick, Oaks - Health & Safety Plan

Theresa Westwood, Royersford - In support of the Health and Safety plan

Ryan Nyce, Schwenksville - Masking and healing the damage they have done

Lauren Day, Phoenixville - Requesting a plan in place if numbers go high again

Julie Tye, Collegeville - Masking, CDC guidelines and masking

Tony Folino, Upper Providence Twp - Masking

Allison O'Brien, Upper Providence Twp - Hopes plan in place if cases rise.

Carolyn Olivares, Limerick - Encourages parents to file a claim against the Board and the civil rights breached

Danielle Folino, Mt Clare - Masking, Boards job is to educate children

Gary Wheaton, Collegeville - Requests masking optional

Ellen Townsend, no address given - Masking optional

II. ACTION ITEMS

Action item A - not needed since the majority of Board members are in attendance.

Action item B - Motion by Mrs. Zasowski, seconded by Mr. Shaefe.

Mrs. Hermans asked about the CDC and federal guidelines. Mr. Fitzgerald stated that the Federal is outside our purview.

Motion carries 9-0.

- A.** The Board approved to amend Policy 006 to allow for Board Members to fully participate in person or on Zoom for this meeting. This amendment shall be effective for this meeting only.
- B.** The Board authorized an amendment to the District's 2021-2022 Health and Safety Plan effective March 4, 2022 at the conclusion of the school day and recommends that students and staff, Kindergarten through 12th grade, wear appropriate face coverings while indoors during school activities. This amendment herein does not otherwise change mask requirements on buses as the result of the mandated order of the CDC. Further, nothing herein shall limit the administration's requirement to adhere to mandatory mitigation strategies that may be required in the future by the Montgomery County Department of Health or other applicable agencies with oversight over the district.

III. BOARD AND COMMITTEE REPORTS

Extracurricular

Dave Shafer

1st Tue. 6:30 p.m.

Mr. Shafer reported on the high school activities, 3 new activities were established, the Mama Mia musical production with 150 students with no cuts, all inclusive. He also noted that DECA started with 40 students and has grown to about 100.

Policy

Wendy Earle

2nd Mon. 6:30 p.m

Mrs. Earle reported that they spent a great deal on Policy 128 EDI. It was sent back to the internal subcommittee because of the volume of comments. She also noted that several policies sent to the solicitor for legal review.

Curriculum/Technology

Dr. Margaret Wright

2nd Mon. 7:30 p.m.

Dr. Wright reported that Technology security updates were provided. The Summer Refresh process was reviewed and curriculum reported on incoming Kindergarten screening, the Summer

Rams program and 311 Cyber Learning programming. Also, a Child Development course at the high school is being added.

Finance

Clinton L. Jackson

2nd Tue. 6:30 p.m.

Mr. Jackson stated that the 21-22 Executive reports were provided. The committee discussed earned income taxes, the current and 22-23 Budget update was provided. He noted that the budget will be discussed in great detail in March and April and final vote to approve the 22-23 will likely be in May.

Property

Clinton L. Jackson

2nd Tue. 7:30 p.m.

Mr. Jackson provided an update that included public discussion on the district to test water. New Business included Chiller replacement at Brooke Elementary, Oaks structure repairs and Upper Providence inclusive playground.

Personnel Committee

Colleen Zasowski

Mrs. Zasowski reported that the committee did meet and discussed the benefit summary. They listened to the groups on needs. Executive session tonight with the requests for the 4 groups was reviewed.

WMCTC

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

Dr. Zasowski reported that the new director and principal are proposing building renovations. The JOC discussed new hires. Mrs. Grimm brought to the Board a presentation from Limerick township which she will bring that back to the Spring-Ford Board.

Legislative Committee

Abby Deardorff

3rd Wed. 7:30 p.m.

Mrs. Deardorff stated most of the discussion was on charter funding. PA Revenue, 22-23 Budget. A lot of schools have adopted the PSBA charter school funding resolution. MCIU is willing to speak with the Board if they wish.

MCIU

Dr. Margaret Wright

4th Wed. 7:00 p.m.

Dr. Wright stated that she will be reporting an update at the next meeting.

PSBA Liaison

David Shafer

Mr. Shafer stated that he will be reporting an update at the next meeting.

American Legion

Diane Sullivan

Mrs. Sullivan reported that not many were in attendance. Some of the items discussed included they are proposing RAM status throughout the district, the American Legion is interested in one of the statues and the Baseball league is having difficulty recruiting children to play.

Mrs. Deardorff asked about working with facilities for the schools having cement pads for the Rams. Ms. Crew reported that the Community Relations has been working with Mr. Hunter and will be discussing in March.

Superintendent's Report

Robert Rizzo

Mr. Rizzo gave an update on the Athletic teams and their accomplishments, congratulated the retirees and provided an update on the school calendar. Also, 520.1 resolution is on the agenda for approval should the students need to move to virtual due to Covid. Mr. Fitzgerald gave some background on this and noted that this is not an indication that the district plans to move to virtual. The last item Mr. Rizzo shared Covid stats in the community. Contract tracing and quarantine is a requirement and is waiting for clarification from Montco Office of Public Health. We have 2000 N95 masks for those students that choose to continue to wear masks. Mr. Rizzo asked the Board for guidance on if he should put together a plan should there be an outbreak at school, doesn't feel there is any urgency. CDC still has low, medium and high and masking doesn't appear. Mr. Fitzgerald

discussed the Health and Safety Plan and its use and anticipates that PDE will require one for next school year.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald no report. He did note that those speaking during public comment can state just the Township or town of residence. If there is a policy, send it back and have it modified.

IV. MINUTES

Motion by Mr. Jackson to approve Minutes items A-C, seconded by Mrs. Weingarten.
Motion carries 9-0.

- A.** The Board approved the January 10, 2022, Special Meeting minutes. **(Attachment A1)**
- B.** The Board approved the January 18, 2022, Work Session minutes. **(Attachment A2)**
- C.** The Board approved the January 24, 2022, Board Meeting minutes. **(Attachment A3)**

V. PERSONNEL

Motion by Mrs. Hermands to approve Personnel items A-I, seconded by Mrs. Earle.
Motion carries 9-0.

A. Resignations

- 1. **Lauren E. Dietrich**; Elementary Teacher, 5/6th Grade Center.
Effective: April 13, 2022.
- 2. **Joseph M. Doherty**; Head Custodian, 8th Grade Center for the purpose of retirement. Effective: April 29, 2022.
- 3. **Sheila Egleston**; Detention Duty- Grade 8. Effective: January 21, 2022.
- 4. **Shea McDonald**; Instructional Assistant, Royersford Elementary School.
Effective: February 11, 2022.
- 5. **Ashley A. Monziona**; Special Education Teacher, Oaks Elementary School.
Effective: January 25, 2022.
- 6. **Lyndi R. Paladino**; Co-Ed Fitness Intramural #6- Grades 5-6- Basketball.
Effective: February 1, 2022.
- 7. **Linda B. Rega**; Food Service Manager, Evans Elementary School for the purpose of retirement. Effective: June 13, 2022.
- 8. **Shannon M. Tolas**; Special Education Teacher, Evans Elementary School.
Effective: January 26, 2022
- 9. **Michael J. Miedlar**; Asst. Track Coach-Girls' & Boys'-HS (1/2 Contract).
Effective: February 17, 2022.

NEW Resignations

- 10. **Rachel S. Perry**; Instructional Assistant, 8th Grade Center.
Effective: March 4, 2022.
- 11. **Samantha T. Rowles**; Special Education Teacher, Senior High School.
Effective: April 22, 2022.

B. Temporary Professional Employee

- 1. **Nicole M. Zucal**; Special Education Teacher, Senior High School replacing Indira Pothukuchi who resigned. Compensation has been set at B, Step 2,

\$51,650.00, prorated with benefits per the Professional Agreement. Effective: May 2, 2022.

C. Support Staff

1. **Kelly R. Barber**; Instructional Assistant, Limerick Elementary School replacing Madison E. Eckhart who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: January 31, 2022.
2. **Bradley T. Siegfried**; Custodian, 7th Grade Center replacing Kevin K. Bearde who had a change of status. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective: February 28, 2022.

NEW Support Staff

3. **Alan R. Horning Jr.**; Custodian, Royersford Elementary School replacing Ronald Moser who retired. Compensation has been set at \$17.22/hour with benefits per the Custodial Benefit Summary. Effective: March 2, 2022.
4. **Lorraine O'Donnell**; Level III Secretary, Senior High School replacing Tacy J. Valenteen who had a change of assignment. Compensation has been set at \$16.52/hour with benefits per the Secretarial Benefit Summary. Effective: April 1, 2022.

C. Change of Status

1. **Kevin K. Bearde**; Custodian, 7th Grade Center to Head Custodian, Spring City Elementary School replacing Georgia Piccarreta who had a change of assignment. Compensation has been set at \$19.56 plus \$1.25/hour head custodian stipend per the Custodian Benefit Summary. Effective: January 31, 2022.
 2. **Susanne M. Hunsberger**; Instructional Assistant, Senior High School to Special Education Teacher, Senior High School replacing Aimee M. Oblak who had a change of status. Compensation has been set at B, Step 1, \$50,750.00 prorated, with benefits per the Professional Agreement. Effective: January 26, 2022.
- D.** The Board approved **Gary W. Rhodenbaugh Jr.** to be hired as 2022 Extended School Year Coordinator. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 210 hours. Funding will be from the Special Education funds. Effective: March 1, 2022.
- E.** The Board approved the following professional staff members for before and after school tutoring for the 2021-2022 school year. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).
1. **Alice V. Alba**, Limerick Elementary School
 2. **Erik B. Ammon**, Brooke Elementary School
 3. **Kathryn A. Beer**, Limerick Elementary School
 4. **Mary K. Blank**, 8th Grade Center
 5. **Janine Briggs**, 9th Grade Center
 6. **Gabrielle R. Drummer**, 9th Grade Center
 7. **Susan S. Hammond**, Senior High School
 8. **Christine M. Higgins**, Upper Providence Elementary School
 9. **Kristen M. Jones**, Upper Providence Elementary School
 10. **Christina Khoury**, Brooke Elementary School
 11. **Heather M. Kronstain**, 8th Grade Center

12. **Jean Marie Lare**, Upper Providence Elementary School
13. **Rachel Lawrence**, 9th Grade Center
14. **James A. Mercer Jr.**, 8th Grade Center
15. **Jacqueline E. Pizzico**, Spring City Elementary School
16. **Shawn Riordan**, Limerick Elementary School
17. **Georgeiann C. Sklenarik**, Limerick Elementary School
18. **Kristen M. Saylor**, Upper Providence Elementary School
19. **Brandon D. Ruppel**, 8th Grade Center
20. **Kimberly A. Themens**, Spring City Elementary School
21. **Kristin K. Williams**, Limerick Elementary School

NEW Before and After School Tutors

22. **Adria Angstadt**, Evans Elementary School
23. **Laura E. Camp**, Evans Elementary School
24. **Jenna P. Conroy**, Evans Elementary School
25. **Kevin M. Lewis**, Evans Elementary School
26. **Judith B. Rocco**, Senior High School
27. **Rachel M. Weigel**, Senior High School

- F.** The Board approved the attached extra-curricular contracts for the 2021-22 school year. *Designates new additions since the work session. **(Attachment A4)**
- G.** The Board approved the following Professional Staff as SFCL teachers for the remainder of the 2021-2022 school year. Compensation has been set according to the MOA matrix (FICA & Retirement) and funded through the general fund budget.

1. **Desiree L. Keppler**
2. **Jamie J. Scheck**

NEW Personnel

H. Leave of Absences

1. **Marylu Onorato**; Elementary Teacher, Spring City Elementary School for an unpaid leave of absence per Board Policy. Effective: April 18, 2022 for approximately 4 weeks.
 2. **Katie F. Johns**; Instructional Assistant, Senior High School for an unpaid leave of absence per Board Policy. Effective: April 7, 2022 for approximately 4 weeks.
- I.** The Board approved the following professional staff members for the creation of professional development courses. There will be 13 professional development courses, which will be allocated up to 20 hours for development. Funding will be from Title IIa and shall not exceed \$14,112.00.

1. **Jaclyn McDermott**
2. **Sarah Pinard**
3. **Susan Miscavage**
4. **Lauren Keifer**
5. **Amy Culp**
6. **Megan McGee**
7. **Tara Chester**
8. **Sandra Cerniglia**
9. **Wendy Taylor**
10. **Khoa Pham**

Motion by Mr. Jackson to approve Finance items A-G, seconded by Mrs. Weingarten.
Motion carries 9-0

- B. Payments:**

- ## 1. General Fund Checks

Check No. 214174 - 214337 \$ 462,673.45

- ## 2. Food Service Checks

Check No. 2360 - 2364	\$	1,443.52
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- ### 3. Capital Reserve Checks

Check No. 2110	\$ 20,418.75
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- #### 4. Scholarship Checks

Check No. 298 - 299	\$	450.00
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- #### 5. General Fund, Food Service, Capital Reserve & Projects ACHs

ACH No. 212201631 - 212201847 \$ 3,566,549.82

- ## 6. Wires

Wire No. 202122039 - 202122052 \$ 6,819,024.26

- ## 7. Procurement Payments

Transaction No. 210000131 - 210000165 \$ 6,976.57

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

- ## 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. The Board approved an independent contract with **Royale Management Group, LLC**, Dana Point, CA to provide “Go Green Live BMX Show” Four (4), 40 minute programs” 1 each for Spring City Elementary, Limerick Elementary, Royersford Elementary and Evans Elementary. The total cost is not to exceed \$5,588.00 and will be paid from Royersford Elementary PTO, Evans Elementary Budget, Spring City Elementary Budget and Limerick Elementary Home & School.

2. The Board approved an independent contract with **Royale Management Group LLC**, Dana Point, CA to provide two (2) “*Big Air BMX Show*” at Upper Providence Elementary. The total cost is not to exceed \$1,894.00. The contract will be funded from the Upper Providence Home & School Organization.
3. The Board approved an independent contract with **Eric Belcher**, Philadelphia, PA to provide four (4), 40 minute “Juggling Assemblies” at Upper Providence Elementary School. The total cost is not to exceed \$2,800.00 and will be paid from the Upper Providence Home & School Organization.
4. 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)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide 1:1 behavior support for 3 students per IEP. The total cost will not exceed \$101,466.83. Funding will come from the Special Education Budget.
5. 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)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide additional psychology services at the 10-12 GC. The total cost will not exceed \$39, 815.60. Funding will come from the Special Education Budget.
6. 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)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved June 2020. This addendum is necessary due to additional costs needed to provide speech services during Extended School Year 2021. The total cost will not exceed \$6,986.00. Funding will come from the Special Education Budget.
7. The Board approved to have **Dr. Claudia Chernow**, conduct an Independent Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$2,600.00. The contract will be paid from the Special Education Budget.
8. The Board approved to have **Dr. Rosemarie Manfredi-Neurodevelopmental Assessment & Consulting, LLC**, conduct an Independent Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$4,000.00. The contract will be paid from the Special Education Budget.
9. The Board approved to have **Kim McGinley - Speech Language Pathologist**, conduct an Independent Evaluation for one student. The cost for the evaluation is not to exceed \$1,500.00. The contract will be paid from the Special Education Budget.
10. The Board approved to have **Lauriello Counseling, LLC**, conduct an Independent Evaluation for one student. The cost for the evaluation is not to exceed \$3,000.00. The contract will be paid from the Special Education Budget.
11. The Board approved to have **Melissa Brown - Neurodiversity Consultants LLC**, conduct an Independent Occupational Therapy Evaluation for one student. The

cost for the evaluation is not to exceed \$1,800.00. The contract will be paid from the Special Education Budget.

12. The Board approved an independent contract with provider **Zimzum Consulting LLC** for 2021-2022 school year. The cost for the services will not exceed \$25,000.00 and will be paid from the Special Education Budget.
 13. The Board approved an independent contractor with **Benmor Enterprises** for "*The Habitat Show Past and Present*" at Royersford Elementary for 2nd Grade Students. The cost will not exceed \$525.00 and will be funded by the Royersford Elementary School PTO.
 14. The Board approved an independent contractor with **Mike and Robert Straka** for "*The Albertosaurus Mystery Show*" at Royersford Elementary School for 3rd Grade. The cost will not exceed \$400.00 and will be funded by Royersford Elementary School PTO.
 15. The Board approved the provision of educational services for 1 high school student who will be receiving special education services from the **MCIU Anderson School** for the 2021-2022 school year as per the IEP. The total contract cost shall not exceed \$27,000.00. The contract will be paid from funds budgeted in the 2021-2022 Special Education Budget.
 16. The Board approved the provision of educational services for 1 middle school student who will be receiving special education services from the **LifeWorks School** for the 2021-2022 school year as per the IEP. The total contract cost shall not exceed \$22,960.00. The contract will be paid from funds budgeted in the 2021-2022 Special Education Budget.
 17. The Board approved the provision of educational services from **Lakeside Youth Service d/b/a Lakeside Educational Network** for one In-School Counselor for the 2021-2022 school year. The total contract cost shall not exceed \$39,900.00. The contract will be paid from the Special Education Budget.
 18. The Board approved the services of the **Montgomery County Intermediate Unit (MCIU)** ~~to complete up to two psychoeducational evaluations per month at the rate of \$125.00 per hour~~ to provide School Psychologist Services to assist school district with psychological evaluations and reevaluations, gifted evaluations, IEP team participation, and teacher consultation at a rate of \$90.00 per hour from February 2022 through June 2022. The district will be billed for the actual number of hours for each evaluation and will not exceed \$30,000.00. Funding will be paid from the Special Education Budget.
- E. The Board approved the 2022-2023 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2021-2022 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2022-2023 \$117,075.00 which is a \$259.00 decrease from last year's amount.
 - F. The Board approved to accept PlanCon K reimbursement documents from the Pennsylvania Department of Education regarding the refinancing of bonds through the issuance of the General Obligation Note, Series of 2021 approved March 8, 2021 on Resolution #2021-02. The approval allows the district to file for and receive state reimbursements of a portion of the debt service payments throughout the life of the Notes projected to total approximately \$495,000.00.
 - G. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 100 Cider Mill Road in Upper Providence

Township and further identified as tax parcel No. 61-00-02635-00-4 setting (i) the assessment of the property at \$28,257,510 for tax year 2021 (School District tax year 2021-22) and (ii) the assessment of the property at \$26,932,000 for tax year 2022 (School District tax year 2022-23) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.

VII. PROPERTY

Motion by Mr. Shafer to approve Property item B-C, seconded by Mr. Jackson.
Motion carries 9-0.

Motion by Mr. Shafer to approve Property A, seconded by Mrs. Deardorff.
Mrs. Herman asked about future talks about repairs at Oaks. Mr. Jackson said it's a report that is part of the long term plan. If it isn't there, they need to report any items to the committee for review.
Motion carries 9-0.

Motion by Mr. Jackson to approve Property item D, seconded by Mrs. Weingarten.
Motion carries 9-0.

- A.** The Board approved for nonstructural masonry repairs at Oaks Elementary by Weatherproofing Technologies through contract #KPN-A-202012-04. Funding will be paid from the Capital Reserve and shall not exceed \$308,000.00.
- B.** The Board approved for the chiller replacement at Brooke Elementary by Johnson Controls, Inc. through COSTARS contract #008-145. Funding will be paid from the Capital Reserve and shall not exceed \$134,574.00.
- C.** The Board approved for the installation of and inclusive playground at Upper Providence Elementary by Recreation Resources through COSTARS contract #14-74. Funding will be paid from Capital Reserve and shall not exceed \$122,266.00.
- D.** The Board approved for the auditorium carpet replacement at the High School by About ALL Floors through COSTARS contract #008-344. Funding will be paid from the Capital Reserve and shall not exceed \$54,525.00.

VIII. PROGRAMMING AND CURRICULUM

Motion by Mr. Shafer to approve Programming and Curriculum items A, C, D, and E, seconded by Mrs. Weingarten.
Motion carries 9-0.

Motion by Mr. Shafer to approve Programming and Curriculum item B, seconded by Mr. Jackson.
Motion carries 9-0.

Motion by Mrs. Weingarten to approve Programming and Curriculum items F, seconded by Mrs. Hermans.
Motion carries 9-0.

Motion by Mr. Jackson to approve Programming and Curriculum item G, seconded by Mr. Jackson.
Motion carries 9-0.

- A.** The Board approved the 24 p.s.520.1 Emergency Resolution #2022-1. (**Attachment A5**)

- B. The Board approved *Proximity Learning for French II & III* for the purpose of instruction. The cost is not to exceed \$25,000.00 and will be paid from the Curriculum Reserve.
- C. The Board approved *Sixth Grade Parent Guide for Your Child's Success* (School Specialty) to be used with sixth grade Title I reading and math students for the purpose of the required Title I Parent and Family Engagement. The cost is not to exceed \$700.00 and will be paid from the 2021-2022 Title I Funding.
- D. The Board approved *Family Engagement Math and Reading Packs* (Lakeshore) to be used with Kindergarten through fifth grade Title I reading and math students for the purpose of the required Title I Parent and Family Engagement. The cost is not to exceed \$5,900.00 and will be paid from the 2021-2022 Title I Funding.
- E. The Board approved *How Children Develop Sixth Edition* (2020, Bedford, Freeman & Worth High School Publishers) to be used in the Child Development course with the University of Pittsburgh partnership. This purchase includes 30 print and digital student texts (6 years). The cost is not to exceed \$7,200.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- F. The Board approved the purchase of TrustED Apps from IMS Global. The one-year agreement will not exceed \$3,500.00. This will be purchased from the Technology Operating Budget.
- G. The Board approved the purchase of 700 Lenovo Chromebooks, ADP and Google license from SHI for 5th grade students as part of our 2022-23 Summer Refresh to support the Modernized Learning initiative. Total cost will not exceed \$366,000.00. The quote is on the PEPPM contract, so it is bid protected. This will be funded out of capital reserve and then repaid from the Technology Operating Budget.

IX. CONFERENCES AND WORKSHOPS

Motion by Mrs. Deardorff to approve Conferences and workshops items A-J, seconded by Mrs. Zasowski.
Motion carries 9-0.

- A. **Lisa Knaub, Instructional Support Teacher**, to attend "*So You Have a Student with an Executive Functioning Disorder...Now What*" *Virtually On Demand*. The total cost of the conference is \$79.00. (registration) No substitute coverage is needed.
- B. **Seth Jones, Band Director** to attend "PMEA All State Conference" at Kalahari Resort and Conference Center, Pocono Summit, PA April 6-9, 2022. The total cost of the conference is \$1,926.23. (Registration, transportation, hotel, meals, and substitute)
- C. **Kelly Murray, Assistant Superintendent**, to attend "*PDE Data Summit*" in Hershey, PA March 21-23, 2022. The total cost of the conference is \$728.00. (Registration, transportation) No substitute coverage is needed.
- D. **Robert W. Rizzo, Superintendent** to attend "MCIU Superintendents Spring Conference" March 31, 2022 and April 1, 2022 in Bethlehem, PA. The total cost of the conference is \$350.00. (Hotel and transportation) No substitute coverage is needed.
- E. **Mary Davidheiser, Controller, Catherine Gardy, Director of Curriculum and Educational Technology, and Sue Choi, Principal/Federal Programs Title I**

Coordinator, to attend “2022 PAFPC Annual Conference” in Champion, PA April 3 - 6, 2022. The total cost of the conference is \$4,293.00 and will be paid from Title Funding. (Registration, Transportation, Meals, Hotel) No substitute coverage is needed.

F. Stacey C. Huntington, Certified School Nurse, to attend “PASNAP 2022” virtually March 25-27, 2022. The total cost of the conference is \$115.00. (Registration) Substitute coverage is not needed.

G. Stacey C. Huntington, Certified School Nurse, to attend “Advanced training in collaborative & Proactive Solutions: Moving from power and control to collaboration and problem solving (Including autism, anxiety, attention deficits, behavioral issues & more)” virtually April 28 and 29, 2022. The total cost of the conference is \$749.00. (Registration, and substitute)

H. Jaclyn McDermott, Full-Time Autistic Support (Aavidum Club Advisor), to attend “Spark Aavidum Conference” at Kutztown University on March 16, 2022. The total cost of the conference is \$342.00. (Registration, Substitute)

I. Veronica Arriaga-Orts, Spanish Teacher, to attend “Spanish Language and Culture-APSI” at the Montgomery County Intermediate Unit on August 1 - 4, 2022. The total cost of the conference is \$1,393.00. (Registration, transportation, and meals) No substitute coverage is needed.

J. Michael McDaniel, Athletic Director, to attend “PA State Athletic Directors Association” in Hershey PA March 15 - 18, 2022. The total cost of the conference is \$1,500.00. (Registration, transportation, hotel, and meals)

X. OTHER BUSINESS

Motion to approve Other Business item C, D1-D21, D23, and E, seconded by Mrs. Weingarten.
Motion carries 9-0.

Motion by Mrs. Earle to approve Other Business Item A, the 2022-23 School Calendar 9b version, seconded by Mr. Shafer.
Motion carries 9-0.

Motion by Mr. shafer to approve Other Business item B, seconded by Mrs. Hermans.
Motion carries 9-0.

Motion by Mrs. Zasowski to approve Other Business item D22, seconded by Mrs. Deardorff.
Motion carries 9-0.

A. The Board approved the 2022-2023 school calendar 9B. **(Attachment A6)**

B. The Board approved the Spring-Ford Area School District Graduation Commencement to be set for the evening of Wednesday, June 8, 2022 at 7:00 PM in Coach McNelly Stadium. In the event of bad weather, Thursday June 9th and Friday June 10th will serve as rain dates.

C. The Board approved for admission of **L.M.J.**, a foreign exchange student, for the 2022-23 school year. L.M.J. is sponsored by International Student Exchange (ISE).

D. The following policies were Board approved to be rescinded and retired:

1. Policy #302 - Employment of Superintendent/Assistant Superintendent/Administrative Employees Section **(Attachment A7)**

2. Policy #304 - Anti-Nepotism (**Attachment A8**)
3. Policy #311 - Suspensions and Furloughs (**Attachment A9**)
4. Policy #312 - Evaluation of Superintendent (**Attachment A10**)
5. Policy #313 - Evaluation of Employees (**Attachment A11**)
6. Policy #314 - Physical Examination (**Attachment A12**)
7. Policy #317 - Disciplinary Procedures (**Attachment A13**)
8. Policy #317.1 - Educator Misconduct (**Attachment A14**)
9. Policy #319 - Outside Activities (**Attachment A15**)
10. Policy #320 - Freedom of Speech in Non School Setting (**Attachment A16**)
11. Policy #401 - Creating a Position (**Attachment A17**)
12. Policy #404 - Employment of Professional Employees (**Attachment A18**)
13. Policy #406 - Employment of Summer School Staff (**Attachment A19**)
14. Policy #407 - Student Teachers (**Attachment A20**)
15. Policy #408 - Employment Contract (**Attachment A21**)
16. Policy #408.1 - Exit Interview (**Attachment A22**)
17. Policy #409 - Assignment and Transfer (**Attachment A23**)
18. Policy #501 - Creating a Position (**Attachment A24**)
19. Policy #504 - Employment of Classified Employees (**Attachment A25**)
20. Policy #505 - Employment of Substitute and Short-Term Employees (**Attachment A26**)
21. Policy #508 - Employment Contracts (**Attachment A27**)
22. Policy #508.1 - Exit Interviews (**Attachment A28**)
23. Policy #509 - Assignment and Transfer (**Attachment A29**)

E. The following policies were Board approved:

1. Policy #311 - Reduction of Staff (**Attachment A30**)
2. Policy #312 - Performance Assessment of Superintendent (**Attachment A31**)
3. Policy #313 - Evaluation of Employees (**Attachment A32**)
4. Policy #314 - Physical Examinations (**Attachment A33**)
5. Policy #314.1 - HIV Infection (**Attachment A34**)
6. Policy #317 - Conduct/Disciplinary Procedures (**Attachment A35**)
7. Policy #317.1 - Educator Misconduct (**Attachment A36**)
8. Policy #318 - Attendance and Tardiness (**Attachment A37**)
9. Policy #319 - Outside Activities (**Attachment A38**)
10. Policy #320 - Freedom of Speech in Nonschool Settings (**Attachment A39**)

XI. INFORMATIONAL

- A. Administration acknowledges the acceptance of the donation of \$28,767.00 from the Evans Elementary Home and School Association to be used towards the purchase of playground equipment.

XII. BOARD COMMENT

Mrs. Zasowski asked about the Superintendent Evaluation. Mr. Shafer stated that he does intend to , goals need to be posted. July or August it needs to be done for the following school year.

Mrs. Hermans noted that the new Board members toured the buildings and met the staff and thanked all involved. Also commented on the School District Police Department and that she is impressed with his roll and the departments.

Mr. Jackson noted that there use to be a Board Classroom day and asked for it to be reinstated.

Mrs. Hermans stated that the community asked about the creation of the agenda. The President and the Superintendent collaboratively build the agenda. Cabinet adds items, and it's reviewed by President,

XIII. PUBLIC TO BE HEARD

Tony Folino, Mount Clare - Masks removed after the vote.

Lyndsie Olenoski, Oaks - Masking

Rudy Goved, Royersford - Racism and experience of his daughter

Maryjo McNamara, Limerick Township - rebrand masking around building

Rachel Kerchner, Upper Providence - Masking recommended, metrics

Michael Lebiedzinski, Limerick - Act 91 concerns about lowering standards

XIV. ADJOURNMENT

Motion to adjourn by Mrs. Zasowski, seconded by Mr. Jackson.

Motion carries 9-0.

The meeting was adjourned at 10:55 p.m

Respectfully submitted,

Laurie J. Bickert
School Board Secretary

	Contract Title	Season	Last	First	Stipend
1	JV "B" Lacrosse Coach-Boys'	Spring	Brown	Daniel	\$3,186.00
2	Asst. Track Coach-Girls' & Boys'-HS	Spring	DiMino	Joseph N.	\$3,991.00
3	Co-Ed Fitness Intramural # 14 - Grade 7 (Wiffle Ball)	Spring	Fickert	Ian G.	\$402.00
4	Co-Ed Fitness Intramural # 11 - Grade 8 (Fitness Training)	Spring	Harrison, Jr.	Richard L.	\$402.00
5	Co-Ed Fitness Intramural # 2 - Oaks (Walking Club)	Spring	Henzie	Lauren M.	\$402.00
6	Volunteer Assistant Girls Lacrosse Coach-HS	Spring	Hughes	Lauren	Volunteer
7	Asst. Baseball Coach-HS	Spring	Mansfield	Robert T.	\$3,991.00



SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

ADMINISTRATION

Robert W. Rizzo
Superintendent

Dr. Kelly Murray
Dr. Tina Giambatista
Assistant Superintendents

BOARD OF DIRECTORS

Dr. Margaret D. Wright
Board President

Erica Hermans
Board Vice President

Wendy Earle
Region I

Karen Weingarten
Region I

Clinton L. Jackson
Region II

Gabrielle Deardorff
Region III

David R. Shafer
Region II

Diane C. Sullivan
Region III

Colleen Zasowski
Region II

RESOLUTION 2022-02 MONTGOMERY COUNTY AND CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF SPRING-FORD AREA SCHOOL DISTRICT, MONTGOMERY COUNTY AND CHESTER COUNTY, PENNSYLVANIA, PROVIDING PROPERTY TAX AND RENT REBATES TO CERTAIN SENIOR CITIZENS, WIDOWS, WIDOWERS, AND DISABLED PERSONS WITH FIXED AND LIMITED INCOMES; ESTABLISHING UNIFORM STANDARDS AND QUALIFICATIONS FOR ELIGIBILITY TO RECEIVE A REBATE; AND PROVIDING PENALTIES FOR FRAUDULENT CLAIMS.

WHEREAS, the Board of School Directors ("Board") of the Spring-Ford Area School District, Montgomery County, Pennsylvania ("School District") considers it to be a matter of sound public policy to make special provisions for property tax and rent rebates to a class of senior citizens, widows, widowers and disabled persons in order to assist in relieving their economic burden; and

WHEREAS, pursuant to this Resolution, the Board is demonstrating a willingness to assist the above individuals.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. **Definitions.** The following words and phrases, when used in this Resolution, shall have the meanings ascribed to them in this Section 1, except where the context clearly indicates or requires a different meaning.

(a) "Act" means Chapter 13 (Senior Citizens Property Tax and Rent Rebate Assistance) of the Taxpayer Relief Act, Act 1 of Special Session 2006, 53 P.S. §69261301, et seq.

(b) "Claimant" means a person who files a claim for property tax rebate or rent rebate in lieu of property taxes under the Act and, during the 2021 calendar year, (i) was at least sixty-five (65) years of age, or whose spouse (if a member of the household) was at least sixty-five (65) years of age, (ii) was a widow or widower and was at least fifty (50) years of age, or (iii) was a permanently disabled person eighteen (18) years of age or older. For the purposes of this Resolution, the term "widow" or "widower" shall mean the surviving wife or surviving husband, as the case may be, of a deceased individual and who has not remarried, and the term "permanently disabled person" shall mean a person who is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to continue indefinitely.

(c) "Claim Form" means the form attached hereto as Exhibit A and the additional information required to be filed with the Assistant to the Superintendent for Business Administration of the School District as set forth on such form.

(d) "Rebate Percentage Factor" shall be the percentage set forth in Exhibit B next to the Claimant's Total Income.

(e) "Total Income" shall mean all income of a Claimant and Claimant's spouse from whatever source derived, including, but not limited to:

(i) Salaries, wages, bonuses, commissions, income from self-employment, alimony, support money, cash public assistance and relief;

(ii) Total benefits from any pensions, annuities, and individual retirement account distributions;

(iii) 50% of railroad retirement benefits;

(iv) 50% of all benefits received under the Social Security Act (49 Stat. 620, 42 U.S.C. § 301 et seq.), except Medicare benefits;

(v) All benefits received under State unemployment insurance laws;

(vi) All interest received from the Federal or any state government, or any instrumentality or political subdivision thereof;

(vii) Realized capital gains and rentals;

(viii) Workers' compensation;

(ix) The gross amount of loss of time insurance benefits, life insurance benefits and proceeds, except the first \$5,000 of the total of death benefit payments; and

(x) Gifts of cash or property, other than transfers by gift between members of a household, in excess of a total value of \$300.

Notwithstanding the foregoing, the term does not include surplus food or other relief in kind supplied by a governmental agency, property tax or rent rebate, inflation dividend, federal veterans' disability payments or state veterans' benefits. The above-referenced terms shall be interpreted in a manner consistent with the Pennsylvania Property Tax or Rent Rebate Program established and operated pursuant to the Act.

(f) "Property Tax Paid" shall mean all taxes on a homestead, exclusive of municipal assessments, delinquent charges and interest, paid during the 2021 calendar year by Claimant as set forth on Line 14 of Form PA-1000 2021 prepared and filed by the Claimant with the Pennsylvania Department of Revenue.

(g) "Rent Paid" means the gross amount actually paid in cash or its equivalent to a landlord in connection with the occupancy of a homestead by Claimant and set forth on Line 16 of Form PA-1000 2021 prepared and filed by the Claimant with the Pennsylvania Department of Revenue.

(h) "School District Fiscal Year" means July 1st to the following June 30th.

(i) "Resolution" means this Resolution.

2. Property Tax or Rent Rebate.

(a) Subject to the other provisions of this Resolution, each Claimant shall be eligible for a property tax rebate from the School District equal to the Claimant's Property Tax Paid times the applicable Rebate Percentage Factor.

(b) Subject to the other provisions of this Resolution, each Claimant shall be eligible for a rent rebate from the School District equal to the Claimant's Rent Paid times the applicable Rebate Percentage Factor.

3. Filing. To claim and receive the property tax or rent rebate provided for under Section 2 from the School District, the Claimant must file a claim for the rebate with the Assistant to the Superintendent-Business Administration of the School on or before the last day of the 2022/2023 School District Fiscal Year. Only one Claimant from a School District homestead shall be entitled to a rebate from the School District for the 2020 calendar year. If two or more persons are able to meet the qualifications for a Claimant, the rebate shall be paid to the Claimant(s) who received the property tax or rent rebate under the Act.

4. Claim Form.

(a) When filing for a property tax or rent rebate from the School District, Claimant shall timely file with the Assistant to the Superintendent-Business Administration of the School a Claim Form (and all required additional information which shall include evidence of the rebate amount received from the Commonwealth of Pennsylvania). Appropriate evidence of the rebate amount received from the Commonwealth of Pennsylvania shall include a copy of the rebate check received from the Pennsylvania Department of Revenue or a copy of the Claimant's bank statement reflecting the deposit of the rebate amount.

(b) The following is an example to illustrate the requirements of Sections 2 through 4. The example is for illustration purposes only.

Example: Claimant files for a property tax or rent rebate under the Act with the Pennsylvania Department of Revenue by filing Form PA-1000 2021 (Property Tax or Rent Rebate Claim) in connection with property taxes paid in 2021. On July 15, 2022, Claimant receives a property tax or rent rebate from the Commonwealth of Pennsylvania in connection with such filing. Claimant may now file for a property tax or rent rebate with the School District by submitting a Claim Form to the School District (with a copy of the Form PA-1000 2021 (Property Tax or Rent Rebate Claim) filed with the Pennsylvania Department of Revenue and evidence of the rebate amount received) on or before June 30, 2023.

5. Incorrect Claim. Whenever the Assistant to the Superintendent-Business Administration of the School finds a claim to have been incorrectly determined, Assistant to the Superintendent-Business Administration of the School shall re-determine the correct amount of the claim and notify the Claimant of the reason for the redetermination and the amount of the corrected claim.

6. Fraudulent Claim; Conveyance to Obtain Benefits.

(a) In any case in which a claim is excessive and was filed with fraudulent intent, the claim shall be disallowed in full and a penalty of twenty-five percent (25%) of the amount claimed shall be

imposed. The penalty and the amount of the disallowed claim, if the claim has been paid, shall bear interest at the rate of one-half (½) of one (1%) percent per month from the date of the claim until repaid. The Claimant and any person who assisted in the preparation of filing of a fraudulent claim shall be subject to criminal prosecution in accordance with applicable provisions and penalties as provided in the Pennsylvania Crimes Code.

(b) A claim shall be disallowed if the Claimant received title to the homestead primarily for the purpose of receiving a property tax rebate.

7. Petition for Redetermination. Any Claimant whose claim for a property tax or rent rebate is either denied, corrected or otherwise adversely affected by the Assistant to the Superintendent-Business Administration of the School, may file with the Board a petition for redetermination within ninety (90) days after the date of mailing or written notice by the Assistant to the Superintendent-Business Administration of the School of such action. Such petition shall set forth the grounds upon which the Claimant alleges that such action of the Assistant to the Superintendent-Business Administration of the School is erroneous or unlawful, in whole or in part, and shall be accompanied by an affidavit of affirmation that the facts contained therein are true and correct. The Board shall hold such hearings as may be necessary for the purpose of redetermination and each Claimant who has duly filed such petition for redetermination shall be notified by the Board of the time when, and the place where, such hearing in his or her case will be held. The determination of the Board after such hearings and any required further review shall be final.

8. Severability. The provisions of this Resolution are severable; if any word, phrase, clause, sentence, section or provision of this Resolution is for any reason held to be unconstitutional or illegal or invalid, the decision of any Court shall not affect or impair any of the remaining provisions of this Resolution. It is hereby declared to be the intent of the Board of the School District that this Resolution would have been adopted had such unconstitutional or illegal or invalid word, phrase, clause, sentence, section or provision thereof not been included herein. Further, the provisions of this Resolution shall be considered wholly separate and apart from any enactment of real property taxes by the School District and the extent to which any word, phrase, clause, sentence, section or provision of this Resolution is for any reason held to be unconstitutional, illegal, or invalid, shall not otherwise affect or impair the enactment and imposition of real property taxes by the School District.

9. Effective Date. This Resolution shall be effective solely for real property taxes and rents paid during the calendar year 2021.

RESOLVED by the Board this 28th day of March 2022.

SPRING-FORD AREA SCHOOL DISTRICT

Attest: _____

Laurie Bickert, Board Secretary

By: _____

Dr. Margaret D. Wright, Board President

(SEAL)

EXHIBIT A**SPRING-FORD AREA SCHOOL DISTRICT****PROPERTY TAX/RENT REBATE****Tax Rebate Year – 2022/2023****FILING INSTRUCTIONS**

WHERE TO FILE: 857 South Lewis Road, Royersford, PA 19468

WHEN TO FILE: After July 1, 2022 but before June 30, 2023

PLEASE PRINT LEGIBLY OR TYPE**PART A – Personal Information**

Name of Claimant:

Address of Claimant:

Property Parcel Number (Found on Tax Bill for Property Owners):

Birth date of Claimant:

Social Security Number of Claimant:

PART B – Form PA-1000 2021 (Property Tax or Rent Rebate Claim)Insert amount from **Line 13** on Form PA-1000 2021 (Total Income)

\$

*NOTE: Inserted amount may not exceed \$35,000 for owners or \$15,000 for renters***PART C(1) – Calculation of Property Tax Rebate from School District**(a) Insert total property taxes paid from **Line 14** on Form PA-1000 2021

\$

(b) Insert amount from **Line 15** on Form PA-1000 2021 (Property Tax Rebate)

\$

(c) Subtract line (b) from line (a)

\$

(d) Insert Percentage Rebate Factor (see Rebate Percentage Table)

50%

(e) Multiple line (a) by line (d)

\$

(f) Property Tax Rebate from the School District (insert the lesser of line (c) and line (e))

PART C(2) – Calculation of Rent Rebate from School District (for renters only)	
(a) Insert total rent paid from Line 16 on Form PA-1000 2021	\$
(b) Multiply line (a) by 20 percent (0.20)	\$
(c) Insert amount from Line 18 on Form PA-1000 2021 (Rent Rebate)	\$
(d) Subtract line (c) from line (b)	\$
(e) Insert Percentage Rebate Factor (see Rebate Percentage Table)	50%
(f) Multiply line (b) by line (e)	\$
(g) Rent Tax Rebate from the School District (insert the lesser of line (d) and line "f")	\$

PART D – Required Information
(a) Copy of Form PA-1000 2021 (Property Tax or Rent Rebate Claim) filed with the PA Dept. of Revenue
(b) Evidence of receipt of amount set forth in Part C(1), Line (b) for property owners
(c) Evidence of receipt of amount set forth in Part C(2), Line (c) for renters

I declare that this form is true, correct and complete, that the documents required and attached hereto are true and correct copies of those documents, and that to the best of my knowledge and belief this is the only claim filed by members of my household.

Claimant's Signature

Signature of Preparer (if other than Claimant)

_____/_____/_____
Date

Telephone Number

Rebate Percentage Factor Table

Total Income	Rebate Percentage Factor
0 to \$8,000	50%
\$8,001 to \$15,000	50%
\$15,001 to \$18,000 (Homeowners Only)	50%
\$18,001 to \$35,000 (Homeowners Only)	50%

EXHIBIT B

Property Tax Rebate Percentage Factor Table

Total Income	Rebate Percentage Factor
0 to \$8,000	50%
\$8,001 to \$15,000	50%
\$15,001 to \$18,000	50%
\$18,001 to \$35,000	50%

Rent Rebate Percentage Factor Table

Total Income	Rebate Percentage Factor
0 to \$8,000	50%
\$8,001 to \$15,000	50%

Book	Policy Manual
Section	400 Professional Employees
Title	Abolishing A Position
Code	410
Status	Active
Adopted	March 25, 1991

Purpose

It is the responsibility of the Board to provide the professional staff necessary for the implementation of the educational programs of the district and for the proper operation of the schools and to do so efficiently and economically.[1]

The Board recognizes its responsibility to maintain professional staff positions consistent with the needs of the district.[2]

Authority

In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to:

- the effect upon the educational program and shall ascertain that elimination of a program is approved by the Department of Education;[2]
- the impact upon the costs of operating; and
- the impact of utilization of technology and advanced techniques.

Guidelines

The abolishment of positions affecting professional employees can be brought about because of:

- decline in student enrollment;
- changes in the methods of organization for instruction;
- utilization of technology;
- changes in the physical facilities of the district; and
- consolidation of schools or programs.

Delegation of Responsibility

The Superintendent shall recommend to the Board annually the number of professional positions needed the district to function efficiently. The Superintendent should also be responsible for recommending the abolishment of unnecessary positions.

Reduction in staff as a result of the abolishment of positions shall be in accordance with law and the procedures set forth in Board Policy 411.

Legal

1. 24 P.S. 1106

2. 24 P.S. 1124

Book	Policy Manual
Section	400 Professional Employees
Section	Suspensions and Furloughs
Code	411
Status	Active
Adopted	March 25, 1991
Last Revised	April 23, 2019

Purpose

Maintenance of professional staff appropriate to effectively carry on the educational program of the district is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff will be accomplished.[1]

Authority

In the exercise of its authority to reduce staff through suspensions (furloughs) and eliminations of positions, the Board shall give primary consideration to the staffing needs of the district, the effect upon the educational program and the financial stability of the district, and shall ensure compliance with law, regulations, collective bargaining agreements, individual contracts and Board resolutions.[1][2][3]

() Board shall not prevent any professional employee from engaging in another occupation during the period of suspension.

Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended.

Delegation of Responsibility

The Superintendent shall be responsible for the continuous review of the efficiency and effectiveness of district organization and staffing, and shall present recommendations for reduction in staff for Board consideration when such actions are deemed to be in the best interest of the district.[1][2]

The Superintendent shall consult with the district solicitor as necessary to ensure that reduction in staff is implemented in accordance with applicable laws.

Guidelines

Employees Other Than Professional Employees and Temporary Professional Employees

The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the school district.

Temporary Professional Employees

() The employment status of a temporary professional employee may be non-renewed when the employee's position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist.

Professional Employees

The necessary number of professional employees may be suspended for the following reasons:[1]

1. Substantial decrease in student enrollment in the district.
2. Curtailment or alteration of the educational program as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Pennsylvania Department of Education. Such curtailment or alteration must be recommended by the Superintendent, agreed to by the Board, and approved by the Pennsylvania Department of Education. If not prevented by a provision of the collective bargaining agreement or employee contract, such a suspension may be effectuated without approval of the Pennsylvania Department of Education provided that, where an educational program is altered or curtailed, the district shall notify the Pennsylvania Department of Education of such action.
3. When new school districts are established as the result of reorganization of school district and such reorganization makes it unnecessary to retain the full staff of professional employees.
4. Economic reasons that require a reduction in professional employees; however, the district is prohibited from using an employee's compensation in the suspension determination. A Superintendent knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in his/her permanent employee record.

Economic Suspension Requirements -

The Board may suspend professional employees for economic reasons if all of the following apply:[1]

1. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting.
2. No later than sixty (60) days prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year; setting forth:
 - a. The economic conditions necessitating the proposed suspension and how the economic conditions will be alleviated by the proposed suspensions, including:
 - i. The total cost savings expected from the proposed suspensions.
 - ii. A description of other cost-saving actions taken by the Board, if any.
 - iii. The projected district expenditures for the following fiscal year with and without the proposed suspensions.
 - iv. The projected total district revenues for the following fiscal year.
 - b. The number and percentage of employees to be suspended who are:
 - i. Professional employees assigned to provide instruction directly to students.
 - ii. Administrative staff.
 - iii. Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.

The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on students' achievement.

Professional Employees Assigned to Provide Instruction Directly to Students -

Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Board only if the Board also suspends at least an equal percentage of administrative staff, except when the following apply:[1]

1. The Secretary of Education determines that the district's operations are already sufficiently streamlined or that the suspension of administrative staff would cause harm to the school stability and student programs.
2. The Secretary of Education submits the determination to the State Board of Education.
3. The State Board of Education approves the determination by a majority of its members.

The Board may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or another staff member with the primary responsibility of managing the district's business operation.[1]

Order of Suspensions

Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions.[4][5][6]

Performance Evaluation Rating -

Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations:[2][4][5][6]

1. Consecutive unsatisfactory ratings.
2. One (1) unsatisfactory rating and one (1) satisfactory rating.
3. Consecutive satisfactory ratings which are either consecutive ratings of proficient, or a combination of one (1) proficient or distinguished rating and one (1) needs improvement rating.
4. Consecutive satisfactory ratings which are consecutive distinguished, or a combination of one (1) rating of proficient and one (1) rating of distinguished.

Seniority -

When the number of professional employees within each certification area receiving the same performance rating is greater than the number of suspensions, professional employees with the least seniority within each certification area shall be suspended before employees with greater seniority having the same performance rating.[2]

Seniority shall continue to accrue during a suspension and all approved leaves of absence.[2]

When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation.[2]

Reinstatement

Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the district, in the inverse order by which they were suspended and on the basis of their seniority within the district.[2]

No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certified to fill such vacancy.[2]

Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.[2]

To be considered available, suspended professional employees shall annually report in writing to the Board their current address and intent to accept the same or similar position when offered.[2]

A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.[2]

Local Agency Law Hearings

The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law, and professional employees subject to such a decision shall have the right to a Local Agency Law hearing before the Board, if a hearing is requested within ten (10) days after being notified of a suspension.[2][7]

A decision to non-renew the employment of a temporary professional employee whose position has been eliminated or who is being non-renewed for reasons which professional employees may be suspended, shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be entitled to a Local Agency Law hearing, if a hearing is requested within ten (10) days after being notified of the decision to non-renew.[7]

Legal

1. 24 P.S. 1124
2. 24 P.S. 1125.1
3. 24 P.S. 524
4. 24 P.S. 1123
5. Pol. 412
6. Pol. 413
7. 2 Pa. C.S.A. 551 et seq

Book	Policy Manual
Section	400 Professional Employees
Title	Evaluation Of Professional And Temporary Employees
Code	412
Status	Active
Adopted	March 25, 1991

Purpose

Evaluation is a single aspect of the overall process of supervision which has as its primary goal providing assistance to professional personnel in improving the quality of learning opportunities afforded within the context of the curriculum. Supervision is, therefore, not something "done to", but something "done for" teachers. Evaluation as an aspect of supervision is a meaningless activity unless it benefits both teacher and learners. The results derived from an effective evaluation process should be growth in teacher confidence and ability and improved educational opportunities for learners.

Evaluation, a constructive activity, can be conducted by the teacher as self-evaluation, or by administrative personnel, department chairperson, supervisors and coordinators of instruction, or by peers, or by students. Use of various evaluation instruments is part of the supervisory process. However, only those evaluations by properly certificated personnel shall be included, considered and maintained as a basis for administrative ratings.

Guidelines

Evaluation Requirements

Evaluation is and should be a continuing process. It consists of a series of acts, interactions and judgments which cannot operate within the constraints of frequency, place or time. However, minimal requirements are desirable to establish the responsibility for evaluation and to assure that all personnel are afforded an opportunity for professional development. The minimal requirements for evaluation shall be:

Professional Employees

One or more evaluations per year, administered by any of the personnel authorized to rate based on at least one classroom observation and direct knowledge of the evaluator concerning the manner in which the employee discharges his/her responsibilities in relation to institutional needs, shall be required.

Each evaluation shall be documented by partial or full completion of an anecdotal record, a copy of which shall be furnished to the employee and the Superintendent. The complete and/or partial evaluation instrument shall serve in addition to any other information available to the evaluator to substantiate the annual rating for professional employees or the semi-annual rating for temporary professional employees.

A copy of the annual or semi-annual rating setting forth the numerical rating approved by the Superintendent shall be furnished to the employee. The original of all such ratings shall be available for inspection at the mutual convenience of the employee and the employer.

Temporary Professional Personnel

Four or more evaluations per year, administered by personnel authorized to rate and direct knowledge of the evaluator of the manner in which the employee discharges his/her responsibilities in relation to institutional needs, shall be required.

The frequency of evaluation by those who are authorized to rate shall vary above the minimum set forth herein in relation to the needs of individual teacher goals for professional development, the data required for decisions, and the supervisory goals established by the principal or the Superintendent.

Improvement of Instruction

The effective use of evaluation as a tool for the improvement of instruction requires communication between the evaluator and those they seek to assist in attaining a higher level of performance. Oral and written communication to identify areas of performance which can be improved, resolve differences of opinion, give direction, or mutually agree on a plan for effecting positive change in teacher performance are essential elements of the supervisory process. The nature of such communication, although subject to the discretion of the evaluator and the evaluatee, shall be as follows:

Temporary Professional Personnel

At the time of a classroom observation, or shortly thereafter, the employee shall be furnished with a copy of the anecdotal record or the evaluation form used during observation(s). A post-evaluation conference shall be scheduled by the evaluator within five (5) school days following the classroom observation(s). The conference shall be devoted to a review of those items on which the evaluator expressed judgments; to discussion for the purpose of discerning performance characteristics which are not readily observable, and to efforts to eliminate differences of opinion; to joint decision-making in relation to priorities and plans for improvement, and suggestions and direction from the evaluator. The evaluator shall note the joint decisions reached, suggestions for improvement, or directions for improvement given during the conference.

The employee shall be required to sign the evaluation instrument for the purpose of indicating that an opportunity to review the evaluation form and to discuss it with the evaluator was provided. The employee's signature shall not be construed as signifying agreement with the criteria, the judgment of the evaluator, any written comments or subsequent memorandum, or the nature of any discussion which ensued during such conference. If the employee refuses to sign in the space provided, such refusal shall be recorded and dated. The employee shall be notified in writing of this notation within ten (10) days.

A conference, identical in purpose and procedure as outlined above, shall be scheduled and conducted in relation to the semi-annual rating of temporary professional employees. A copy of each such rating shall be furnished to the employee by the Superintendent within ten (10) days of the review/approval which the Superintendent shall perform.

Professional Employees

A post-evaluation conference may not be necessary or useful if the employee exhibits superior instructional skills. When this occurs, the evaluator shall furnish the employee with a copy of the evaluation instrument, containing any written comments or suggestions, and request that the employee sign the copy within five (5) days if s/he does not desire a post-evaluation conference. If the employee signifies his/her desire for a post-evaluation conference, it shall be conducted in the same manner and for the same purposes as those described for temporary professional employees.

The procedures for evaluating professional employees, other than those noted as exceptions in the preceding paragraph, shall be identical to those applicable to temporary professional personnel.

Authorized evaluators shall forward to each employee not noted in the subsequent paragraph as an exception a copy of each annual rating, with a request that the employee sign the evaluator's copy within five (5) days if a conference is not desired. The signature of the employee shall connote receipt

and review of the document, but not approval of the rating. If the employee does not sign this copy, the evaluator shall schedule a conference within a reasonable time.

Conferences shall be conducted with each employee who is rated Unsatisfactory in any of the categories on the rating scale or based on a total numeric rating. In addition, conferences shall be conducted with each employee who has an overall rating that is Minimally Satisfactory. No Unsatisfactory rating shall be valid unless approved by the Superintendent.

Evaluations by peers, department chairpersons, etc., who are not authorized to rate professional personnel, are to be viewed as supervisory acts designed to improve teaching and learning and are devoid of any legal significance. Evaluation instruments completed by such individuals shall not be considered in preparing a rating, nor shall they be included in the employee's personnel file. These evaluations should be mutually reviewed, discussed, and used as a basis for setting goals for improvement. Procedures for their utilization should be only as formal as required to assure effective communication between the parties. Documentation of such review or retention of the evaluation instrument is neither recommended nor warranted since the purpose of such effort is constructive and not legal.

Numerical Rating

Each of the performance categories shall be rated on a point scale in which the numeral 14 shall designate a satisfactory level of performance. Ratings of less than 20 in any category shall be based on anecdotal records.

A total score of Unsatisfactory in any category may be indicative of a deficiency of such significance as to warrant a total rating of Unsatisfactory, even though performance in other categories is rated Satisfactory and the sum of the points assigned to all criteria on the rating scale may be categorized as Satisfactory.

Appeals

Ratings administered by authorized evaluators to rate temporary professional or professional employees shall be subject to review and/or appeal on written request by the employee within five (5) working days of a conference. Such review shall consist of a conference between the evaluator and the employee for the purpose of engaging in such discussion as either party deems useful to clarify expectations, assure understanding, or agree to a modification of the rating.

If the employee is dissatisfied at the conclusion of the conference with the evaluator, a written request for an appeal hearing may be submitted to the Superintendent within five (5) working days following the date of the conference. Such written request shall identify those elements of performance which the employee feels were incorrectly evaluated. The Superintendent or a designee may request either or both parties to submit written statements in relation to the items in question. After all written materials have been reviewed by the Superintendent or a designee, s/he shall conduct an appeal conference for the purpose of obtaining further information or clarification as a basis for a decision on the appeal. The Superintendent's decision shall be communicated in writing to both participants in the appeal conference.

Retention of Records

Annual and semi-annual ratings, complete or partial evaluation instruments and memoranda relating to evaluation shall be permanently retained in an employee's personnel folder. Ratings, evaluation instruments and memorandum relating to the evaluation of the employee which are in his/her personnel file shall be available for inspection by the employee at the mutual convenience of the employee and the employer.

Anecdotal records not communicated in writing to either an employee or an immediate superior of the evaluator shall be retained for a period of three (3) years by evaluators. Since anecdotal records

constitute substantiating data and detail for the official evaluation forms and ratings in the personnel file and do not serve to alter or supplant such official documents, they are considered confidential information which serve to furnish a basis for explaining an evaluator's decision when memory may not suffice. This informal documentation is not available for inspection by the employee, but may be, and generally is reviewed orally during a conference in regard to an evaluation or rating.

Severability

If any provision of the evaluation process is held contrary to existing law or official regulations of state government drafted pursuant to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Book	Policy Manual
Section	400 Professional Employees
	Evaluation Of Temporary Professional Employees
Code	413
Status	Active
Adopted	November 24, 1997

Purpose

There shall be a plan for the evaluation of temporary professional employees that recognizes their special needs and the special requirements of law for such employees.

Authority

The Board directs that the evaluation plan for temporary professional employees shall utilize the State approved Temporary Professional Employee Rating Form (PDE 5501) and shall be consistent with the evaluation plan for professional employees (Policy 412) wherever possible.[1][2][3]

Guidelines

The Superintendent shall develop procedures for the evaluation of temporary professional staff members. These procedures shall apply to temporary professional employees initially employed by the Spring-Ford Area School District on or after June 30, 1996. For temporary professional employees initially employed by the school district prior to June 30, 1996, whose work has been certified by the district Superintendent to the secretary of the school district, during the last four (4) months of the second year of such service, as being satisfactory shall thereafter be considered to be a "professional employee".

This procedure shall include the following:

1. Notification to the employee as to the progress at least twice each year during the first three (3) years of employment.
2. The observation of each such employee in the performance of assigned duties by an appropriate supervisor at least four (4) times annually.
3. A written anecdotal evaluation record of both the employee's performance during observation and the employee's total performance as an employee of the district.
4. The evaluation judgement of a qualified supervisor five (5) months prior to the end of the initial three (3) years of employment.
5. A timely conference between the employee and the evaluating supervisor during which the employee's weaknesses and strengths are discussed.
6. Notice by the Superintendent to the Board during the last four (4) months before the end of the initial three (3) years of employment as to the award of tenure for each temporary professional employee.

Delegation of Responsibility

Administrators responsible for supervising temporary professional employees shall make every effort to assist such staff members in the improvement of deficiencies disclosed by observation and evaluation, and may conduct additional observations and evaluations of employees who are marginally competent.

The Superintendent shall certify as to the evaluations of all temporary professional employees during the last four (4) months of the initial three (3) years of employment as required by law.[1]

Legal

1. 24 P.S. 1108
2. 24 P.S. 1123
3. Pol. 412

Book	Policy Manual
Section	400 Professional Employees
Title	Physical Examination
Code	414
Status	Active
Adopted	March 25, 1991

Purpose

In order to certify the fitness of employees to discharge efficiently the duties which they will be performing and to protect the health of students from the transmission of communicable diseases, physical examinations of all professional employees will be required prior to employment.[2]

Definition

For purposes of this policy, a "physical examination" shall mean a general examination conducted by a licensed physician.

Guidelines

All candidates for employment, prior to being placed on the rolls of the district, shall undergo a medical examination, as required by law.[1][2]

The Board requires that all employees undergo a tuberculosis examination upon initial employment in accordance with the regulations of the Advisory Health Board which shall be provided by the district.[1][2]

The Board will accept an affidavit in lieu of an examination where circumstances warrant such action.[3]

The results of all required medical examinations shall be made known to the Superintendent on a confidential basis, discussed with the employee, and made a part of the employee's record. In the event of an unsatisfactory report, the Superintendent shall follow Board policy relating to "Disqualification by Reason of Health."[4]

Legal	1. 28 PA Code 23.43
	2. 24 P.S. 1418
	3. 28 PA Code 23.44
	4. Pol. 415

Book	Policy Manual
Section	400 Professional Employees
Title	Disqualification By Reason Of Health
Code	415
Status	Active
Adopted	March 25, 1991

Purpose

Consistent with law with respect to equal opportunity and nondiscrimination, it is the policy of the Board to ensure that the professional employees of the district shall be physically and mentally fit to perform their assigned duties.

Authority

A professional employee may be placed on sick leave or retired for physical or mental disability to perform assigned duties.

Guidelines

In the case of a teacher or other professional employee who, in the opinion of the Superintendent, is unable to perform assigned duties by reason of physical or mental condition, the following procedure shall be followed:

1. The Superintendent shall present to the Board reasons for questioning the condition of the employee.
2. Should the Board determine that the reasons given constitute sufficient cause to order the employee to be examined, said employee shall be given written notice of the need for such examination and an opportunity to appear before the Board, or a committee of the Board, or a hearing officer designated by the Board, within ten (10) days to explain why such an order will not be followed.
3. Should a hearing ensue, the hearing shall be conducted in accordance with Sections 1127 and 1128 of the School Code if dismissal is indicated or the following rules if a dismissal is not indicated:

The hearing will be privately held.

Staff members may present witnesses on their behalf.

Witnesses will be called individually and excused after making their statement.

Staff members may be represented by counsel or an individual of the employee's own choice.

4. Should the Board, following a hearing, order an examination, said examination may be conducted by a physician(s) selected by the employee from a list provided by the Board.[1]
5. The examination shall be conducted within 10 days following the hearing.

6. If as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on mandatory sick leave for such period as may be indicated and with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Board is furnished.
7. Should an employee refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider such refusal as cause for dismissal.

Legal

1. 24 P.S. 1418

Book	Policy Manual
Section	400 Professional Employees
Title	Nontenured Staff Members
Code	416
Status	Active
Adopted	March 25, 1991

Purpose

It is the policy of the Board that certain staff members be employed with the recognition that the function to be performed does not fall under the control of the tenure law.

Authority

The Board may elect to have certain functions performed by professional employees despite the fact that such functions are not controlled by certification and tenure law. When this occurs, such actions shall be deemed to be discretionary actions by the Board without intent to have such functions considered as professional employee actions governed by tenure. Such functions may include:

- extracurricular and other extra pay duty;
- homebound instructors engaged on an hourly basis;
- noncertificated aides;
- recreation, evening, summer and adult school instructors; and
- any position in which provision for tenure is not made by law.[1]

Legal 1. 24 P.S. 1101

Book	Policy Manual
Section	400 Professional Employees
Disc	Disciplinary Procedures
Code	417
Status	Active
Adopted	March 25, 1991
Last Revised	January 27, 2016

Purpose

Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.

[1][2]

Authority

There shall be established procedures whereby professional employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.

Delegation of Responsibility

The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension, or dismissal. Based upon Act 24 of 2011 (Act 24), all school employees are required to report to the Superintendent or designee within seventy-two (72) hours any arrest or conviction of an offense listed on PDE-6004 form. Failure to report any arrest or conviction in the time frame will result in disciplinary action against the employee, up to and including termination. In addition, the Superintendent or designee must report to the Department of Education: any educator who has been provided notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause or notice of a determination not to reemploy for cause. The report shall be filed within fifteen (15) days after notice is provided by a school entity.[3]

In addition, all employees are required to update Act 34, Act 151 and Act 114 clearances every five (5) years. If an employee's clearances lapse, the employee will no longer be eligible to work for the school district and will face suspension without pay or possible termination of employment.

In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.[4]

When charges are filed against a professional employee pursuant to the School Code, the Board after hearing the case in accordance with the procedures established in the School Code, may vote to discharge any such employee or authorize a lesser punishment short of discharge such as a suspension without pay or lesser degrees of punishment.[5][6]

A vote to discharge shall be by a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken.

Legal

1. 24 P.S. 510
2. 24 P.S. 514
3. 24 P.S. 1151
4. 2 Pa. C.S.A. 551 et seq
5. 24 P.S. 1122
6. 24 P.S. 1127
- 24 P.S. 111
- 24 P.S. 1121
- 24 P.S. 1126
- 24 P.S. 1128
- 24 P.S. 1129
- 24 P.S. 1130
- 22 PA Code 235.1 et seq
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq
- Pol. 451

Book	Policy Manual
Section	400 Professional Employees
Title	Penalties For Tardiness
Code	418
Status	Active
Adopted	March 25, 1991

Purpose

School programs cannot commence and pupils cannot be taught at prescribed times without the punctual and reliable attendance of the teaching staff. Therefore, a prerequisite for efficient performance of a teacher's professional duties is the punctual commencement and proper completion of regularly assigned duties and such extracurricular duties as may be assigned.

Authority

Timely attendance by district employees is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and district staff as to how tardiness and attendance are to be treated.

Delegation of Responsibility

It shall be the responsibility of the Superintendent to assess penalties when a professional employee fails to meet attendance requirements.

Book	Policy Manual
Section	400 Professional Employees
Title	Outside Activities
Code	419
Status	Active
Adopted	March 25, 1991

Purpose

The Board recognizes that members of the staff must enjoy private lives and may associate with others outside of school for political, economic, religious, cultural or personal reasons. The Board and its supervisory staff, however, have a responsibility to evaluate staff members in terms of their faithfulness to, and effectiveness in discharging school duties and responsibilities. Therefore, when nonschool activities threaten a staff member's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activities upon a professional employee's responsibilities to the students and to the district's programs.

Delegation of Responsibility

The Board directs the Superintendent to promulgate guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.

Guidelines

The following guidelines are provided for the information and direction of staff members:

Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees in the performance of district activities in fulfillment of the terms of their employment, reside with and may be claimed by the district.

Do not use school property or school time to solicit or accept customers for private enterprises.

The Board does not endorse, support nor assume liability for any staff member from this school district who conducts nonschool outside activities in which students and employees of this district may participate.

Do not campaign on school property in behalf of any candidate for local, State or national office.

Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

Book	Policy Manual
Section	400 Professional Employees
Title	Conflict Of Interest
Code	419.1
Status	Active
Adopted	June 19, 2006

Purpose

The Board recognizes that in order to maintain the public trust, it must ensure that employees of the Spring-Ford Area School District avoid conflicts of interest and the appearance of conflicts of interest, and that employees who are public employees comply with the Ethics Standards and Financial Disclosure Act, 65 Pa. C.S.A. section 1101 et seq.[1]

Authority

The Board is responsible for established policies which enable it to maintain the public trust and engage in sound business practices.

Scope

Compliance with Board policy and the Ethics Standards and Financial Disclosure Act shall be conditions of continued employment by and contractual relations with the district.

This policy applies to (1) vendors of the Spring-Ford Area School District and (2) Spring-Ford Area School District employees who (a) have the ability to engage in a conflict of interest and/or (b) are public employees within the meaning of the Ethics Standards and Financial Disclosure Act.

Definitions

The definitions of the Ethics, Standards and Financial Disclosure Act, 65 Pa. C.S.A. section 1102 are hereby adopted as if set forth at length. This shall be the definitions that shall apply to this policy.

Guidelines

Prohibited Activities

Employees shall not engage in conduct that constitutes a conflict of interest which shall be the use by a public official or public employee of the authority of his/her office or employment or any confidential information received through his/her holding public office or employment for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having de minimis economic impact which affects to the same degree a class consisting of the general public or subclass consisting of an industry, common occupation or other group which includes the public official or public employee, a member of his/her immediate family or business with which s/he or a member of his/her immediate family is associated.

Delegation of Responsibility

The Superintendent of Schools shall be responsible for implementation of this policy and shall make decisional purpose of this policy and for the school district policy as to who shall be required to file a

Statement of Financial Interest. The criteria should be those as set forth as defining a public employee which in part is a person employed by the district who is responsible for taking or recommending official action of a non-ministerial nature with regard to (1) contracting or procurement, (2) administering or monitoring grants or subsidies, (3) planning or zoning, (4) inspecting, licensing, regulating or auditing any person or (5) any other activity where the official has an economic impact of greater than a de minimis nature on the interest of any persons. If a determination is made by the district Superintendent that such a form must be filed, notwithstanding that the Superintendent's standard may be higher than otherwise required by law, failure to do so may result in disciplinary action including the termination of employment regardless of whether the employee engaged in the activity through ignorance, negligence or deliberate disregard.[2]

Also as a matter of policy, the district in future hirings or transfers will avoid immediate family members working in same department wherein one (1) of the two (2) individuals are acting in a position of trust.

Legal

1. 65 Pa. C.S.A. 1101 et seq

2. Pol. 417

Book	Policy Manual
Section	400 Professional Employees
Title	Freedom Of Speech In Noninstructional Settings
Code	420
Status	Active
Adopted	March 25, 1991

Purpose

The Board acknowledges the right of its professional employees as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.

Guidelines

The following guidelines are adopted by the Board to help clarify and therefore avoid situations in which the employee's expression could conflict with the district's interests. In situations in which the teacher is not engaged in the performance of professional duties, s/he should:

state clearly that his/her expression represents personal views and not in any way indicates that his/her expression is in any way the view of the school district;

not direct his/her expression toward any individual(s) with whom s/he would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships;

refrain from expressions that would interfere with the maintenance of discipline by school officials;

refrain from making public expressions which s/he knows to be false or made without regard for truth or accuracy; and

not make threats against co-workers, supervisors or district officials.

Violations of these guidelines may result in disciplinary action, including dismissal.

Book	Policy Manual
Section	500 Classified Employees
Title	Suspensions or Layoffs
Code	511
Status	Active
Adopted	March 25, 1991
Last Revised	April 23, 2019

Purpose

Maintenance of classified staff appropriate to effectively operate the educational program of the district is a Board responsibility. The purpose of this policy is to establish the manner in which the necessary reductions of that staff will be accomplished.[1]

Authority

Consistent with law, the Board has the authority and responsibility to determine how suspensions and layoffs will be made.

Guidelines

Abolishment of classified positions may be brought about by many facts, such as: decline in student enrollment, utilization of new techniques and technology, changes in the physical facilities of the district, and/or changes in the economic and tax base of the district.

Delegation of Responsibility

The Superintendent shall provide administrative procedures that provide for determination of furlough based on performance evaluations; provide for a system of recall if a furlough list is to be maintained, specifying the manner in which such recalls will be made and the period for which furloughed personnel will be retained on the furlough list.

Legal	1. 24 P.S. 406
	2 Pa. C.S.A. 551 et seq

Book	Policy Manual
Section	500 Classified Employees
Title	Evaluation Of Classified Employees
Code	512
Status	Active
Adopted	March 25, 1991

Purpose

There shall be a plan for regular evaluation of all classified personnel employed by the district.

Authority

The goals of the evaluation plan for classified personnel are:

to identify, improve, and reinforce the skills, attitudes and abilities which enable an employee to be effective; and

to identify and improve upon weaknesses which prevent an employee from effectively carrying out assigned duties.

Guidelines

The evaluation plan shall group classified employees into position classes based upon similarities of duties, responsibilities, and qualifications; the evaluation process shall be similar for all classes of employees.

Delegation of Responsibility

The Superintendent shall prepare procedures for the conduct of employee evaluations which shall include setting of specific job objectives by the Superintendent and the employee's supervisor or department head.

Book	Policy Manual
Section	500 Classified Employees
Title	Physical Examination
Code	514
Status	Active
Adopted	March 25, 1991

Purpose

In order to certify the fitness of employees to discharge efficiently the duties which they will be performing and to protect the health of students from the transmission of communicable diseases, physical examinations of all classified employees will be required prior to employment.[3]

Definition

For purposes of this policy, a "physical examination" shall mean a general examination by a licensed physician.

Guidelines

All candidates for employment, prior to being placed on the rolls of the district, shall undergo a medical examination, as required by law.[3][1]

The Board requires that all employees undergo a tuberculosis examination upon initial employment in accordance with the regulations of the Advisory Health Board which shall be provided by the district.[3][1]

The Board will accept an affidavit in lieu of an examination where circumstances warrant such action.[2]

The results of all required medical examinations shall be made known to the Superintendent on a confidential basis, discussed with the employee, and made a part of the employee's record. In the event of an unsatisfactory report, the Superintendent shall follow Board policy relating to "Disqualification by Reason of Health." [4]

Legal	1. 28 PA Code 23.43
	2. 28 PA Code 23.44
	3. 24 P.S. 1418
	4. Pol. 515

Book	Policy Manual
Section	500 Classified Employees
	Disqualification By Reason Of Health
Code	515
Status	Active
Adopted	March 25, 1991

Purpose

Consistent with law with respect to equal opportunity and nondiscrimination, it is the policy of the Board to ensure that the programs of the district are supported by classified employees who are physically and mentally fit to perform the duties assigned to them.

Authority

A classified employee may be placed on sick leave or retired for physical or mental disability to perform assigned duties.

Guidelines

When a classified employee, in the opinion of the Superintendent, is unfit to work in this district by reason of physical or mental condition the following procedure shall be followed:

1. The Superintendent shall present to the Board reasons for questioning the condition of the employee.
2. Should the Board determine that the reasons given constitute sufficient cause to order the employee to be examined, said employee shall be given written notice of the need for such examination and an opportunity to appear before the Board, a committee of the Board, or a hearing officer designated by the Board.
3. The Board may offer a hearing which, if accepted by the employee, shall be conducted in accordance with the following rules:

The hearing will be privately held.

Employees may present witnesses on their behalf.

Employees may be represented by counsel or an individual of their own choice.

Witnesses need not present testimony under oath and will not be subject to cross-examination, but may be questioned by the person presiding.

Witnesses will be called individually and excused after making their statement.

4. Should the Board, following a hearing, order an examination, said examination may be conducted by a physician(s) selected by the employee from a list provided by the Board.
5. The examination shall be conducted within ten (10) days following the hearing.

6. If as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on mandatory sick leave for such period as may be indicated and with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Board, is furnished.
7. Should an employee refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider such refusal as cause for dismissal.

Book	Policy Manual
Section	500 Classified Employees
Title	Disciplinary Procedures
Code	517
Status	Active
Adopted	March 25, 1991
Last Revised	January 27, 2016

Purpose

Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.[1][2]

Authority

There shall be established procedures whereby classified employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.

Delegation of Responsibility

The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including, where appropriate, verbal warning, written warning, suspension, or dismissal. Based upon Act 24 of 2011 (Act 24), all school employees are required to report to the Superintendent or designee within seventy-two (72) hours any arrest or conviction of an offense listed on PDE-6004 form. Failure to report any arrest or conviction in the time frame will result in disciplinary action against the employee, up to and including termination.[3]

In addition, all employees are required to update Act 34, Act 151 and Act 114 clearances every five (5) years. If an employee's clearances lapse, the employee will no longer be eligible to work for the school district and will face suspension without pay or possible termination of employment.

In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.[4]

Legal

1. 24 P.S. 510
2. 24 P.S. 514
3. 24 P.S. 1151
4. 2 Pa. C.S.A. 551 et seq
- 24 P.S. 111
- 24 P.S. 1121
- 24 P.S. 1126
- 24 P.S. 1128
- 24 P.S. 1129
- 24 P.S. 1130
- 22 PA Code 235.1 et seq
- 2 Pa. C.S.A. 551 et seq
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq
- Pol. 551

Book	Policy Manual
Section	500 Classified Employees
	Penalties For Tardiness And Attendance
Code	518
Status	Active
Adopted	March 25, 1991
Last Revised	June 20, 2005

Purpose

School programs cannot commence and pupils cannot be taught at prescribed times without the punctual and reliable attendance of all educational staff. Therefore, a prerequisite for efficient performance of an employee's duties is the punctual commencement and proper completion of regularly assigned duties.

Authority

Timely attendance by district employees is a matter of primary concern to the Board. These guidelines express that concern through direction to the Superintendent and district staff as to how tardiness and attendance are to be treated.

Delegation of Responsibility

It shall be the responsibility of the Superintendent to assess penalties when a classified employee fails to meet attendance requirements.

Definitions

Absence shall mean not being present at work as scheduled. Absence includes both approved and unauthorized absences. Approved absences generally are previously scheduled absences for personal, professional and/or medical reasons or unanticipated absences due to illness or other emergency situations for which accrued paid leave is used. Unauthorized absences generally are those absences not previously scheduled and not subsequently supported by evidence demonstrating the necessity for the absence of this policy.

Tardy shall mean not reporting to the work site in a timely manner at the beginning of the scheduled workday, activities or at the end of a meal period. Tardy also includes failure to remain at the work site for the full scheduled period of time without prior administrative approval.

Guidelines

Penalties For Tardiness And Absenteeism

It is the employee's obligation to notify their supervisor or designee of any anticipated tardiness or absence as far as possible in advance of the scheduled workday. In the event of an unforeseen circumstance that would cause an employee to be absent or tardy, the employee shall advise the building administrator as soon as possible and report the absence on the substitute calling system to ensure an opportunity for coverage.

When tardiness or an unauthorized absence occurs, the employee shall provide the building principal or designee with an explanation, and the explanation shall be filed with the Human Resource Office.

No employee shall leave the work site before the end of the scheduled workday unless authorized to do so by the building principal or designee.

Disciplinary Procedures For Tardiness And Unauthorized Absences

As there are policies which allow for serious medical issues or leave for approvable purposes, as well as an allocation of leave each year for all district employees, unapproved absences shall be deemed as a serious offense. Unauthorized absences and tardiness will be recorded on a cumulative basis during each school year. Excessive tardiness or unauthorized absences, whether it is reported or not, shall be cause for disciplinary action. Disciplinary action will be taken based on the total number of occurrences each school year. While the district will generally pursue progressive discipline against an employee for violations of this policy, it reserves the right to immediately pursue more severe disciplinary sanctions if warranted by the particular circumstance of a situation.

Discipline for unapproved absences will be administered as follows:

1. One (1) Unapproved Absence – Written Warning.
2. Two (2) Unapproved Absences – Suspension.
3. Three (3) Unapproved Absences – Dismissal from employment.

Whether tardiness or unauthorized absence is with good cause shall be determined by the Superintendent or designee.

A cumulative record of all tardiness and unauthorized absences will be retained in the employee's personnel file.

Book	Policy Manual
Section	500 Classified Employees
Title	Outside Activities
Code	519
Status	Active
Adopted	March 25, 1991

Purpose

The Board recognizes that employees must enjoy private lives and may associate with others outside of school for political, economic, religious or cultural or personal reasons. The Board and its supervisory staff, however, have a responsibility to evaluate employees in terms of their faithfulness to, and effectiveness in discharging school duties and responsibilities. Therefore, when nonschool activities threaten an employee's effectiveness within the school system, the Board reserves the right to evaluate the impact of such upon the employee's responsibilities to the district.

Delegation of Responsibility

The Board directs the Superintendent to promulgate guidelines so that classified employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district.

Guidelines

The following guidelines are provided for the guidance of classified employees:

Do not use school property or school time to solicit or accept customers for private enterprises.

Do not use job time for outside activities when there is no valid reason to be excused from assigned duties.

Do not engage in political activities during assigned hours of employment.

Refrain from expressions regarding district policies or procedures that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials.

Book	Policy Manual
Section	500 Classified Employees
	Conflict Of Interest
Code	519.1
Status	Active
Adopted	June 19, 2006

Purpose

The Board recognizes that in order to maintain the public trust, it must ensure that employees of the Spring-Ford Area School District avoid conflicts of interest and the appearance of conflicts of interest, and that employees who are public employees comply with the Ethics Standards and Financial Disclosure Act, 65 Pa. C.S.A. section 1101 et seq.[1]

Authority

The Board is responsible for established policies which enable it to maintain the public trust and engage in sound business practices.

Scope

Compliance with Board policy and the Ethics Standards and Financial Disclosure Act shall be conditions of continued employment by and contractual relations with the district.

This policy applies to (1) vendors of the Spring-Ford Area School District and (2) Spring-Ford Area School District employees who (a) have the ability to engage in a conflict of interest and/or (b) are public employees within the meaning of the Ethics Standards and Financial Disclosure Act.

Definitions

The definitions of the Ethics, Standards and Financial Disclosure Act, 65 Pa. C.S.A. section 1102 are hereby adopted as if set forth at length. This shall be the definitions that shall apply to this policy.

Guidelines**Prohibited Activities**

Employees shall not engage in conduct that constitutes a conflict of interest which shall be the use by a public official or public employee of the authority of his/her office or employment or any confidential information received through his/her holding public office or employment for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having de minimis economic impact which affects to the same degree a class consisting of the general public or subclass consisting of an industry, common occupation or other group which includes the public official or public employee, a member of his/her immediate family or business with which s/he or a member of his/her immediate family is associated.

Delegation of Responsibility

The Superintendent of Schools shall be responsible for implementation of this policy and shall make decisional purpose of this policy and for the school district policy as to who shall be required to file a

Statement of Financial Interest. The criteria should be those as set forth as defining a public employee which in part is a person employed by the district who is responsible for taking or recommending official action of a non-ministerial nature with regard to (1) contracting or procurement, (2) administering or monitoring grants or subsidies, (3) planning or zoning, (4) inspecting, licensing, regulating or auditing any person or (5) any other activity where the official has an economic impact of greater than a de minimis nature on the interest of any persons. If a determination is made by the district Superintendent that such a form must be filed, notwithstanding that the Superintendent's standard may be higher than otherwise required by law, failure to do so may result in disciplinary action including the termination of employment regardless of whether the employee engaged in the activity through ignorance, negligence or deliberate disregard.[2]

Also as a matter of policy, the district in future hirings or transfers will avoid immediate family members working in same department wherein one (1) of the two (2) individuals are acting in a position of trust.

Legal

1. 65 Pa. C.S.A. 1101 et seq

2. Pol. 517

Book	Policy Manual
Section	300 Employees
Title	Freedom of Speech in Nonschool Settings
Code	320
Status	DRAFT

Adopted

Purpose

The Board acknowledges the right of employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school district and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.

The Board adopts this policy to clarify situations in which an employee's expression could conflict with the district's interests.[1]

In situations in which a district employee is not engaged in the performance of assigned duties, they shall:

1. State clearly that their expression represents personal views and not necessarily those of the district.
2. Refrain from comments that would interfere with the maintenance of student discipline.
3. Refrain from making public statements about the district known to be false or made without regard for truth or accuracy.
4. Refrain from making threats against co-workers, supervisors, or district officials.

Violations of this policy may result in appropriate disciplinary action.

Legal

1. 24 P.S. 510

Pol. 317

Book	Policy Manual
Section	300 Employees
Title	Political Activities
Code	321
Status	DRAFT

Adopted

Purpose

The Board recognizes and encourages the right of employees, as citizens, to engage in political activity. However, district time, resources, property, or equipment, paid for by taxpayers, may not be used for political purposes by district employees.

Employees shall not engage in political activities during assigned work hours on property under the jurisdiction of the Board.[1]

Collection of and/or solicitation for campaign funds or campaign workers by employees is prohibited on school property during assigned working hours.

The following situations are exempt from the provisions of this policy:

1. Discussion and study of politics and political issues when applicable to the curriculum and appropriate to classroom studies.
2. Conduct of student elections and connected campaigning.
3. Conduct of employee representative elections.

Violations of this policy may constitute cause for appropriate disciplinary action, in accordance with applicable law.

Legal

1. 24 P.S. 510

Pol. 317

Book	Policy Manual
Section	300 Employees
Title	Gifts
Code	322
Status	DRAFT

Adopted

Purpose

The Board considers the acceptance of gifts by employees an undesirable practice.

It is the policy of the Board that that District employees may only accept gifts of a consumable nature or nominal value from students or parents/guardians District employees may not accept gifts from vendors or contractors of the District. District employees may not accept gifts where preferential treatment or favors may be expected in return.[\[1\]\[65 Pa. C.S.A. 1101, et seq.\]](#)

Delegation of Responsibility

The Superintendent or designee may approve acts of generosity to individual district employees in unusual situations but shall report such instances to the Board on a timely basis.

Legal

1. 24 P.S. 510

Book	Policy Manual
Section	300 Employees
Title	Dress and Grooming
Code	325
Status	DRAFT

Adopted

Purpose

Administrative, professional and support employees set an example in dress and grooming for students and the school community. Employees' dress should reflect their professional status and encourage respect for authority in order to have a positive influence on the district's programs and operations.

The Board has the authority to specify reasonable dress and grooming requirements, within law, for all district employees to prevent an adverse impact on the educational programs and district operations.[\[1\]](#)

When assigned to district duties, employees shall be physically clean, neat, and well-groomed; dressed in a manner consistent with assigned job responsibilities; and dressed and groomed in a manner that does not cause a safety or health hazard.

Delegation of Responsibility

If an employee feels that an exception to this policy would enable them to carry out assigned duties more effectively, a request should be made to the immediate supervisor.

Legal
1. 24 P.S. 510

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of the Electronic Communications System
Code	815
Status	Active
Adopted	January 26, 1998
Last Revised	June 24, 2019

Purpose

The Spring-Ford Area School District (school district) provides employees, students, and guests (users) access to technology resources including, but not limited to, electronic communications systems, computers, computer networks, networked devices, hardware, software, Internet access, mobile devices, peripherals, copiers, and cameras.

The Board of School Directors supports the use of the district's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the district, and to carry out the legitimate business and operation of the district.

The use of the district's technology resources is for appropriate school--related educational and operational purposes and for the performance of job duties consistent with the educational mission of the district. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the district's technology resources.

All employees and students are responsible for the appropriate and lawful use of the district's technology resources. This policy is intended to ensure that all users continue to have access to the district's technology resources and that such resources are utilized in an appropriate manner and for legitimate purposes.

The school district intends to strictly protect its district technology resources against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these school district assets and in lessening the risks that can destroy these important and critical assets. Consequently, users are required to fully comply with this policy, and to immediately report any violations or suspicious activities to the Director of Technology and/or designee through their supervisor or teacher. Conduct otherwise will result in actions further described below in Consequences for Inappropriate, Unauthorized and Illegal Use, found in the last section of this policy, and provided in relevant school district policies.

Definitions

Child Pornography - under federal law, any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[1]

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct.
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct.
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under Pennsylvania law, **child pornography** includes any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[2]

District Technology Resources - includes any school district-owned, leased or licensed or user-owned personal hardware, software, or other technology used on school district premises or at school district events, or connected to the school district network, containing school district programs or school district or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. District technology resources include, but are not limited to, school district and users': desktop, notebook, tablet, PC or laptop computers, printers, facsimile machine, cables, modems, and other peripherals; specialized electronic equipment used for students' special educational purposes; global positioning system (GPS) equipment; cell phones, with or without Internet access and/or recording and/or camera/video and other capabilities; mobile phones or wireless devices; two-way radios/telephones; laser pointers and attachments; and any other such technology developed.

Electronic Communications Systems - any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire, radio, electromagnetic, photo optical or photoelectronic facilities for the transmission of wired, wireless, or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to, the Internet, intranet, electronic mail services, global

positioning systems, personal digital assistants, facsimile machines, cell phones with or without Internet access and/or electronic mail and/or recording devices, cameras/video, and other capabilities.

Educational purpose - includes use of the district technology resources for classroom activities, professional or career development, and to support the school district's curriculum, policy and mission statement.

Harmful to Minors - under federal law, any picture, image, graphic image file or other visual depictions that:[3][4]

1. Taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex or excretion.
2. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals.
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value as to minors.

Under Pennsylvania law, the term includes any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[5]

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors.
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors.
3. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors.

Minor - for purposes of compliance with the Children's Internet Protection Act (CIPA), an individual who has not yet attained the age of seventeen (17). For other purposes, **minor** shall mean the age of minority as defined in the relevant law.[3]

Obscene - under federal law, analysis of the material meets the following elements:[3][4][6]

1. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene.
3. Whether the work taken as a whole lacks serious literary, artistic, political, educational or scientific value.

Under Pennsylvania law, analysis of the material meets the following elements:[5]

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene.

3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

Sexual Act and Sexual Contact - as defined at 18 U.S.C. §2246(2) and at 18 U.S.C. §2246(3), and 18 Pa. C.S.A. §5903.[5][7]

Technology Protection Measure(s) - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.[3]

User -- means anyone who utilizes or attempts to utilize district technology resources while on or off district property. The term includes, but is not limited to, students, staff, persons in parental relations, and any visitors to the district that may use district technology.[1]

Authority

The Board establishes that access to the school district's technology resources through school resources is a privilege, not a right, which may be revoked at any time. The district's technology resources are the property of the district. The district provides these resources for educational and operational purposes as stated herein and are not provided as a public access service or to provide a public forum.

The Superintendent or designee is ultimately responsible for overseeing the district's technology resources. The Superintendent will designate the Director of Technology who will serve as the coordinator and supervisor of the district's technology resources and networks, and who will work with other regional and state organizations as necessary to educate users, approve activities, provide leadership for proper training for all users in the use of the district's technology resources and the requirements of this policy, and who will establish a system to ensure that users who access district technology resources have agreed to abide by the terms of this policy.

The Superintendent or designee is directed to implement Internet safety measures to effectively address the following, both through general policy and through the use of filtering technology:[3][4]

1. Access by minors to inappropriate or harmful content.
2. Safety and security of minors when using electronic mail, chat rooms, and social networking.
3. Prevention of unauthorized access of district technology resources.
4. Prevention of unauthorized disclosure and dissemination of minors' personal information.

Delegation of Responsibility

The Director of Technology and/or designee will serve as the coordinator to oversee the school district's technology resources and will work with other regional or state organizations as necessary, to educate users, approve activities, provide leadership for proper training for all users in the use of the district technology resources and the requirements of this policy, establish a system to ensure adequate supervision of the

district technology resources, maintain executed user agreements, and interpret and enforce this policy.

The Superintendent or designee shall ensure students are educated on network etiquette and other appropriate online behavior.

Guidelines

District Provided Resources

District technology resources may be assigned or allocated to an individual user for his or her use (e.g. individual e-mail accounts, laptop computers, etc.). Despite being allocated to a particular user, the technology resources remain the property of the district and may be revoked, suspended, or inspected at any time to ensure compliance with this and other district policies. Users do not have an expectation of privacy in any district provided technology resource or any of its contents.[8]

Monitoring -

District technology resources shall be continuously monitored to ensure compliance with this and other district policies including monitoring of users' online activities. The Director of Technology and/or designee shall ensure that regular monitoring is completed pursuant to this section.

However, in the event of a device being lost or stolen, the Director of Technology and/or designee, may implement procedures to locate that lost or stolen district technology resource through tracking software. Tracking software will not be utilized to track the whereabouts or movements of individuals. In addition, the district will not remotely activate cameras and/or microphones.

Security -

System security is protected through the use of passwords and encryption. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

School District Limitation of Liability

The district will educate staff and students on best practices and will assist in the event of a data loss or service interruption, but ultimately the district is not responsible, and will not be held responsible, for any loss of data and or documents, any delays, nondelivered and or missed deliveries of electronic communications, or services interrupted. Staff and students may use the district's technology resources at their own

risk.

Prohibitions

The use of the school district's technology resources for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. The school district reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the district technology resources.

General Prohibitions –

1. Use of technology resources to violate the law, facilitate illegal activity, or to encourage others to do so.
2. Use of technology resources to violate any other district policy.
3. Use of technology resources to engage in any intentional act which might threaten the health, safety, or welfare of any person or persons.
4. Use of technology resources to cause or threaten to cause harm to others or damage to their property.
5. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
6. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, profane, or that advocate illegal drug use.
7. Use of technology resources to create, access, or to distribute obscene, profane, lewd, vulgar, pornographic, harassing, or terroristic materials, firearms, or drug paraphernalia.
8. Use of technology resources to attempt to interfere with or disrupt district technology systems, networks, services, or equipment including, but not limited to, the propagation of computer "viruses" and "worms", Trojan Horse and trapdoor program codes.
9. Altering or attempting to alter other users' or system files, system security software, system or component settings, or the systems themselves, without authorization.
10. The attempted physical harm or attempted destruction of district technology resources.
11. Use of technology resources in a manner that jeopardizes the security of the district's technology resources, or in a manner that attempts to circumvent any system security measures.
12. Without permission or authorization of the user or the district, use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the district.
13. Use that conceals or attempts to conceal a user's identity, including the use of anonymizers, or the impersonation of another user.
14. Unauthorized access, unauthorized interference, unauthorized possession, or unauthorized distribution of confidential or private information. An example includes a user accessing another student's grades and or schedule.
15. Using technology resources to send any district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the district's business or educational interests.

16. Use of technology resources to commit plagiarism.
17. Installing, loading, purchasing, or running software programs, applications, or utilities on school district technology resources that are not explicitly authorized by the district technology staff.
18. Installing unauthorized computer hardware, peripheral devices, network hardware, or system hardware onto technology resources without express authorization from a member of the district's technology staff.
19. Copying district software without express authorization from a member of the district's technology staff.
20. Political lobbying, as defined by the Pennsylvania Lobbying Registration, as amended, and the Pennsylvania Election Code, as amended. District employees and students may use the system to communicate with their elected representatives and to express their opinion on political issues.
21. Use of district technology resources to tether or otherwise connect to a non-district owned device to access an unfiltered and/or unmonitored Internet connection.
22. The use of proxies or other means to bypass Internet content filters and monitoring.
23. The use of technology resources to gamble.
24. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
25. The use of encryption software that has not been previously approved by the district.
26. Sending unsolicited mass- email messages, also known as spam.
27. Scanning the district's technology resources for security vulnerabilities.

Access and Security Prohibitions –

Users must immediately notify the Director of Technology and/or designee if they have identified a possible security problem. The following activities related to access to the school district's technology resources and information are prohibited:

1. Misrepresentation (including forgery) of the identity of a sender or source of communication.
2. Acquiring or attempting to acquire passwords of another user. Users will be held responsible for any misuse of their username or passwords, resulting from sharing their password, leaving passwords unprotected or devices left unattended and accessible, whether intentional or through negligence.
3. Using or attempting to use computer accounts of others; these actions are illegal, even with consent, or if only for the purpose of "browsing".
4. Altering a communication originally received from another person or computer with the intent to deceive.
5. Using school district resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, or being involved in a terroristic threat against any person or property.
6. Disabling or circumventing any school district security, program or device, for example, but not limited to, anti-spyware, anti-spam software, and virus protection software or procedures.
7. Transmitting electronic communications anonymously or under an alias unless

authorized by the school district.

Operational Prohibitions –

The following operational activities and behaviors are prohibited:

1. Interference with or disruption of the district's technology resources, network accounts, services or equipment of others, including, but not limited to, the propagation of computer worms and viruses, Trojan Horse and trapdoor program code, distasteful jokes, and the inappropriate sending of broadcast messages to large numbers of individuals or hosts. The user may not hack or crack the network or others' computers, whether by parasite ware or spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the district's technology resources, or any component of the network, or strip or harvest information, or completely take over a person's computer, or to "look around".
2. Altering or attempting to alter files, system security software or the systems without authorization.
3. Unauthorized scanning of the district technology resources for security vulnerabilities.
4. Attempting to alter any school district computing or networking components (including, but not limited to, file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.
5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by other means.
6. Connecting unauthorized hardware and devices to the district technology resources.
7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but not limited to, downloading music files.
8. Intentionally damaging or destroying the integrity of the school district's electronic information.
9. Intentionally destroying the school district's computer hardware or software.
10. Intentionally disrupting the use of the district's technology resources.
11. Damaging the school district's technology resources or networking equipment through the users' negligence or deliberate act.
12. Failing to comply with requests from appropriate teachers or school district administrators to discontinue activities that threaten the operation or integrity of the district's technology resources.

Content Guidelines

Information electronically published on the school district's technology resources shall be subject to the following guidelines:

1. Published documents including, but not limited to, audio and video clips or conferences, may not include a student's phone number, street address, or box number, name (other than first name) or the names of other family members without consent from a person in parental relations.

2. Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without consent from a person in parental relations.
3. Documents, web pages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.
4. Documents, web pages and electronic communications must conform to all school district policies and guidelines, including the copyright policy.[9]
5. Documents to be published on the Internet must be edited and approved according to school district procedures before publication.

Due Process

The school district will cooperate with the school district's Internet Service Provider (ISP) rules, local, state, or federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the school district's technology resources.

If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights.

The school district may terminate the account privileges by providing notice to the user.

Search and Seizure

User violations of the district's Acceptable Use Policy, the Student Disciplinary Code, district policy or the law may be discovered by routine maintenance and monitoring of the district system, or any method stated in this policy, or pursuant to any legal means. Users' violations of this policy, any other school district policy, or the law may be discovered by routine maintenance and monitoring of the school district system or any method stated in this policy, or pursuant to any legal means.

District employees should be aware that their personal files may be discoverable and could be discoverable in the event of any form of litigation. Everything that district employees place in their personal files should be written as if a third party would review it. The school district reserves the right to monitor, track, log and access any electronic communications, including, but not limited to, Internet access and emails at any time, for any reason. Users should not have the expectation of privacy in their use of the school district's CIS systems, and other school district technology, even if they misuse the CIS system for personal reasons. Further, the school district reserves the right, but not the obligation, to legally access any personal technology device of students and employees brought onto the school district's property or at school district events, or connected to the school district network, containing school district programs or school district or student data (including images, files, and other information) to ensure compliance with this policy and other school district policies, to protect the school district's resources, or to obtain information/data that the school district reasonably believes involves criminal activity.

The district reserves the right to monitor any electronic communications, including but not limited to Internet access and e-mails. Students and employees should not have

the expectation of privacy in electronic communications, even when used for personal reasons. Everything that users place in their personal files should be written as if a third party will review it.

Copyright Infringement and Plagiarism

Federal laws, cases and guidelines pertaining to copyright will govern the use of material accessed through the school district resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct users to respect copyrights, request permission when appropriate, and comply with license agreements. Employees will respect and comply as well.[9][10]

Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The school district does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.

Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, deep-linking and framing into the content of others' websites.

Further, the illegal installation of copyrighted software or files for use on the district's computers is expressly prohibited. This includes all forms of licensed software – shrink-wrap, clickwrap and electronic software downloaded from the Internet.

School district guidelines on plagiarism will govern use of material accessed through the school district's technology resources. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.[11]

Selection of Material

School district policies on the selection of materials will govern use of the school district's technology resources.

When using the Internet for class activities, teachers will select material that is appropriate for students and that is relevant to the course objectives. Teachers will preview the materials and websites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the website. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Conduct otherwise will result in actions further described in Consequences For Inappropriate, Unauthorized And Illegal Use of this policy and provided in relevant school district policies.

Safety and Privacy

To the extent legally required, users of the school district's technology resources will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately send or take them to the Director of Technology and/or designee.

Unless part of job function or with authorization by the district, the user may not disclose, use or disseminate personal information of other students or employees including, but not limited to, student's grades, Social Security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, and educational records. Personal contact information includes home address, telephone numbers, school address, and work address.

Consequences for Inappropriate, Unauthorized and Illegal Use

General rules for behavior, ethics, and communications apply when using the district's technology resources and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use of the district's technology resources, may result in loss of access and a variety of other disciplinary actions, including, but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis.

This policy incorporates all other relevant district policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policies, curriculum policies, terroristic threat policy and harassment policies.

The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.[12]

Violations as described in this policy may be reported to the school district, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The school district will cooperate to the extent legally required with authorities in all such investigations.

Vandalism will result in cancellation of access to the school district's technology resources and is subject to discipline.

Legal

1. 18 U.S.C. 2256
2. 18 Pa. C.S.A. 6312
3. 47 U.S.C. 254
4. 20 U.S.C. 7131
5. 18 Pa. C.S.A. 5903

6. 18 U.S.C. 1460
7. 18 U.S.C. 2246
8. Pol. 815.1
9. Pol. 814
10. 17 U.S.C. 101 et seq
11. Pol. 243
12. 24 P.S. 4604
24 P.S. 1303.1-A
24 P.S. 1317.1
24 P.S. 4601 et seq
47 CFR 54.520
Pol. 103
Pol. 104
Pol. 218
Pol. 218.2
Pol. 220
Pol. 233
Pol. 237
Pol. 249
Pol. 317
Pol. 417
Pol. 517