

On October 17, 2022 The Spring-Ford Area School District Work Session was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

CALL TO ORDER

Dr. Wright called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Dr. Wright announced

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Steven Fry, Royersford - Trauma Informed Policy

Diana Hursh, Royersford - GESA Project

Mary Jo McNamara, Limerick - Zoom use for Committee Meetings

II. ACTION

Motion by Mrs. Deardorff to approve Action item A, seconded by Dr. Motzer.

Board discussion on past practice and how Board meetings are determined. Historically, if the district is closed then the meeting is rescheduled to the next day. If staff is working then the meeting is held.
Motion fails, 0-8.

- A. Approval is needed to reschedule the Board Meeting scheduled for Monday, October 24, 2022 to Tuesday, October 25, 2022 7:30 p.m.

III. PRESENTATIONS

Dr. Rupert recognized various National Merit Scholarship Awards as well as students excelling in College Board Assessments and Schoolwork. Dr. Rupert spoke about each award and students were presented with certificates in honor of their achievement.

- A. **Dr. Elaine Ruppert**, 12th Grade House Principal, to recognize the following 4 students on being proclaimed semifinalists in the 2023 National Merit Scholarship Program.

Vania Mokonchu
Arnav S. Pallem

Samyan S. Nakkella
Sunidhi H. Srinivas

- B. Dr. Elaine Ruppert**, 12th Grade House Principal, to recognize the following 10 students on being named “Commended Students” in the 2023 National Merit Scholarship Program.

Sahil D. Desai
Andrew J. Eross
Ashley N. Gutshall
Tyler J. Holland
Aditi Mangal

Maheedhar R. Rajula
Nathaniel J. Roache
Akshaya Shyamsundar Rekha
Santosh Sureshkumar
Albany T. Viet

- C. Dr. Elaine Ruppert**, 12th Grade House Principal, to recognize the following 5 students on being named “Excelling in College Board Assessments and Schoolwork”.

Brooke McPike - National Hispanic Recognition Award
Jamie Silva - National African American Recognition Award
Natalie Wamaita - National African American Recognition Award
Sofia Nanji - National African American Recognition Award
Vania Mokonchu - National African American Recognition Award

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report

Aditi Mangal/Arhan Kaul

Student Rep Aditi. Mangal provided a recap of events that occurred at the High School this past month as well as touched on events coming up around the district.
 Student Rep Arhan Kaul talked about Spirit Week and the events around it.

Policy

Wendy Earle

2nd Mon. 6:30 p.m

Mrs. Earle spoke about the policies reviewed and discussed during the meeting.

Curriculum/Technology

Dr. Margaret Wright

2nd Mon. 7:30 p.m.

Dr. Wright spoke about Pick Up Patrol which is an item on the agenda to be voted on next week. Other items discussed and the minutes to this meeting will be available on the district website.

Finance

Clinton L. Jackson

2nd Tue. 6:30 p.m

Mrs. Earle noted that this meeting was rescheduled to October 13th.
 Mr. Jackson will provide a report at the next meeting.

Property

Clinton L. Jackson

2nd Tue. 7:30 p.m.

Mrs. Earle noted that this meeting was rescheduled to October 13th.
 Mr. Jackson will provide a report at the next meeting. Several members discussed the items on the agenda for approval next week.

WMCTC

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

Mrs. Zasowski noted there was a presentation about a training center that will be funded by Hunter Diesel Technology. Also, there was a discussion on enrollment and how seats for each sending school is determined and that the teacher association 5-year agreement was approved.

American Legion

Dr. Jennifer Motzer

Dr. Motzer learned quite a bit about this being her first meeting. There was discussion about some repairs that are needed for safety.

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

Dr. Murray congratulates all those receiving acknowledgements earlier in the evening. There will be a support staff job fair coming up and also Community Connections were touched upon.
 Dr. Giambattista noted that the first special education resource fair was a success and well attended and received many positive comments from vendors and parents. She also noted a

relaxed performance for the fall play with special adjustments and it is inclusive and judgment free.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald touched on the Resolution on the agenda that pertains to late payment of school taxes.

V. MINUTES

No questions or comments A-B.

- A.** Administration recommends approval of the September 19, 2022 Work Session minutes. **(Attachment A1)**
- B.** Administration recommends approval of the September 26, 2022, Board Meeting minutes. **(Attachment A2)**

VI. PERSONNEL

No questions or comments A-F.

A. Leave of Absence

- 1. **Ashley H. Pettinelli**; Elementary Teacher, Oaks Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through June 9, 2023.
- 2. **Megan L. Smith**; Speech Therapist, Royersford Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 25, 2023.

B. Temporary Professional Employee

- 1. **Julia T. Teter**; Special Education Teacher, Royersford Elementary School replacing Emily E. Marzewski who resigned. Compensation has been set at B, Step 1, \$51,000.00 prorated with benefits per the Professional Agreement. Effective: October 6, 2022.

C. Support Staff

- 1. **MariaRose Henderson**; Instructional Assistant, Senior High School. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: October 25, 2022.
- 2. **Karen L. Mazzie**; Instructional Assistant, Senior High School replacing Aniqua G. Coleman who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: October 25, 2022.
- 3. **Kim-Van G. Pham**; Instructional Assistant, 5/6th Grade Center replacing LeAnn E. Miles who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: October 19, 2022.

D. Tenure

The individuals listed below have completed three (3) years of satisfactory service as temporary professional employees and are, therefore, entitled to tenure status:

- 1. **Joseph J. Robison**

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

1. **Mary K. Blank, 8th Grade Center**
2. **Sheila Egleston, 8th Grade Center**

- F. Administration recommends approval of the attached extra-curricular contracts for the 2022-2023 school year. **(Attachment A3)**

VII. FINANCE

Mrs. Zasowski asked if item D6 was in line, Dr. Giambattista stated that there was a slight increase of students denied at the Western Center.

Mr. Shafer spoke of item H7, there was a representative from Stifel providing rationale for the amount. There was Board discussion on the Bond, the District rating and outstanding debt.

- 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. 215335 - 215467 \$ 596,938.41
2. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH No. 222300544 - 222300730 \$ 3,506,711.34
3. Wires
Wire No. 202200047 - 202200071 \$ 8,599,258.03
4. Procurement Payments
Transaction No. 220000012 - 220000039 \$ 18,658.47

- 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. **Academic Entertainment, Inc. Pullman WA.** to provide "*ToBe Fit Show*" at Spring City Elementary School with a cost not to exceed \$1,195.00. Funding will be paid from the Spring City Elementary Budget.
2. **Eric Geoffrey Belcher, Philadelphia PA.** to provide "*Give and Take Jugglers Little Circus*" at Spring City Elementary School with a cost not to exceed \$950.00. Funding will be paid from the Spring City Elementary Budget.
3. **The Magic of Joe Romano, Alexandria, VA.** to provide "The Magic in You along with Snowman Trick" at Upper Providence Elementary with a cost not to exceed \$1,395.00. Funding will be paid from the Upper Providence Elementary Budget.

4. **Robert Rivest, Springfield, MA.** to provide "*Robert Rivest's Mindfulness*" at Spring City Elementary and Evans Elementary school. The total cost for Spring City Elementary for 1 assembly shall not exceed \$600.00 and will come from the Spring City Elementary Budget and the total cost for Evans Elementary for 2 assembly programs shall not exceed \$1,200.00 and will come from the Evans Elementary School Budget.
 5. **Michael Straka, Bushkill, PA.** to provide "*Dinosaur Dig Assembly*" Spring City Elementary. The total cost is not to exceed \$550.00 and will be paid from the Spring City Elementary School Budget.
 6. **Chester County Intermediate Unit (CCIU)** to provide School Year Services for students who receive special education services per their IEP. The total cost of the contract is not to exceed \$1,202,500.00. The contract will be funded from the Special Education Budget.
 7. **PAAL Preparing Adolescents & Adults for Life** to provide 12 months of services (ESY and School Year) for one student as per the IEP. The total cost for all services is not to exceed \$107,301.25. The funding will be paid from the Special Education Budget.
 8. **Overbrook School for the Blind (APS)** to provide Extended School Year services for one student who receives special education services as per the IEP. Overbrook will provide nineteen (19) days of ESY programming for the 2021-22 School Year at a total cost not to exceed \$5,700.00. The contract will be funded from the Special Education Budget.
- E. Motion to approve **Resolution 2022-59** of the Board of School Directors consistent with the requirements of Act 57 of 2022 which amends the Local Tax Collection Law. By approving this resolution, the administration of the District is authorized to notify the tax collectors of the School District of the changes to the law. The changes to the law shall be effective in the first tax year after October 11, 2022. (**Attachment A4**)
 - F. Administration recommends approval of the purchase of the **Practical Assessment Exploration System Lab (PAES)** to support the transition goals of special education students in the district. The cost will not exceed \$36,531.00. Funding will come from the IDEA-ARP grant.
 - G. Administration recommends the approval of additional funds for educational services for students who receive special educational services from **Lakeside Educational Network** for the 2021-2022 school year. The total cost shall not exceed \$23,675.20. The contract will be paid from the Special Education Budget.
 - H. Administration recommends approval of **Resolution 2022-60** authorizing the issuance of General Obligation Bonds in the amount of up to twenty-nine million eight hundred and forty-five thousand dollars (\$29,845,000) for purposes of the planning, designing, constructing, and equipping the proposed GESA project and other capital project as presented; providing for the date, maximum interest, maximum maturity dates and place of payment in respect to the Bonds; setting forth the parameters for acceptance of a proposal and authorizing acceptance of a proposal for the purchase of the Bonds; and authorizing and directing the preparation, certification and filing of the proceedings with the Department of Community and Economic Development.
 - I. Administration recommends approval to accept a Bond Purchase Agreement offered by **Stifel Public Finance, Inc.** in conjunction with Resolution 2022-60, and authorize other necessary action as stipulated.

VIII. PROPERTY

No questions or comments on A-C.

- A. Administration recommends approval of a Guaranteed Energy Savings Act (GESA) energy performance contract with **Johnson Controls, Inc.** for renovations which include interior lighting LED upgrades at 10 schools, HVAC upgrades at Royersford and Limerick Elementary, window replacement at Limerick Elementary, and building automation control upgrades at 10 Schools. The total amount for this project shall not exceed \$17,000,000.00 and will be funded from the issuance of general obligation bond Series of 2022.
- B. Administration recommends approval of professional services performed by **ICS Consulting Inc.** for the 5-6-7 GC heat pump replacement project. The total cost shall not exceed \$86,450.00 and will be funded from the issuance of general obligation bond Series of 2022.
- C. Administration recommends approval to auction out of service equipment which is identified on the attached list through a contract with **Geyer Auction Companies**. The contracted commission amount of 20% will be paid through gross proceeds of the sale. **(Attachment A5)**

IX. PROGRAMMING AND CURRICULUM

Dr. Murray spoke about the MOU.

Dr. Coyer spoke about the Thom Stecher and Associates item for Unity Day and Dr. Giambattista touched on the professional development for the Nurses.

- A. Administration recommends the approval of **Thom Stecher and Associates** for Unity Day at the High School. The cost will not exceed \$2,500 and will be paid for from the Pottstown Health and Wellness Grant.
- B. Administration recommends the approval of **Bodymetrix** for a nutrition education assembly entitled "Let's Eat a Rainbow" for each elementary school during the 22/23 school year. The cost will be \$500 per school, not to exceed \$3,500.00, and will be paid for by the Pottstown Health and Wellness Grant.
- C. Administration recommends the purchase of **Pickup-Patrol** dismissal software from Pickup Patrol LLC. for Oaks Elementary school for the remainder of the 2022-2023 school year. Cost will not exceed \$800.00 and will be paid out of the Oaks Elementary Building Budget.
- D. Administration recommends approval of a **Memo of Understanding** between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding an English Language Development Department Chair at a cost of \$4,194.00.
- E. Administration recommends the approval of **Thom Stecher and Associates** for Professional Development for school nurses. The cost will not exceed \$500.00 and will be paid for by ESSER 7% Set Aside.

X. CONFERENCES AND WORKSHOPS

No questions or comments A-E.

- A. **Christina Moyer**, Art Teacher and **Heather Gardan**, Art Teacher to attend "2022 C.A.R.E, 83rd Annual Kutztown University Art Education Conference." in Kutztown, PA on November 18, 2022. The total cost of the conference is \$619.50 (Registration and transportation). Substitute coverage is required.
- B. **Ashley Baisch**, 7th and 8th grade Strings Teacher, to attend "PMEA District 11 16th Annual Professional Staff Development" at Council Rock High School on November 8, 2022. The total cost of the conference is \$35.00 (Registration). Substitute coverage is not needed.

- C. **Susan Miscavage**, Social Studies Teacher, to attend “*National Council for Social Studies Annual Conference*” in Philadelphia, PA December 1-3, 2022. The total cost of the conference is \$1,220.88 (Registration, transportation, and meals). Substitute coverage is needed for 2 days.
- D. **Jaclyn Gospodarek, Jennifer Kurian, Erin Lewandowski, Bridget Mullins, Laura McNeil Murphy, Shelley Robbins, Carly Smith, Trisha Smith, Melissa Wasko, and Jill Yeager**, all Certified School Nurses to attend “*Southeastern PA School Nurse Orientation*” in West Chester, PA November 8, 2022. The total cost of the conference is \$626.00 (Registration and transportation). Substitute coverage is not needed.
- E. **Robert Catalano**, Technology Director to attend “*How to Balance the Evolving Role of the District Technology Leader*” in State College, PA on November 9-10, 2022. The total cost of the conference is \$409.75 (Transportation, hotel, and meals). Substitute coverage is not needed.

XI. OTHER BUSINESS

Mrs. Earle noted the first group of policies listed below are for first reading.

There was Board discussion about the use of Zoom for Committee meetings. The majority decided to remove Other Business item A from the Board Meeting agenda scheduled for next week.

- A. Board approval is needed to discontinue the use of Zoom for Committee meetings starting November 1, 2022.
- B. Administration recommends approval of the overnight trip of twenty (20) students and four (4) adult/chaperones to compete in the **WGI World Color Guard Championships** in Dayton, OH from April 12, 2023, through April 16, 2023. Students will miss three (3) days of school and will be responsible for any missed work. The cost to the district is \$1,155.00 for nurse sub coverage for 3 days. The following policy is submitted for first reading:
- C. Administration recommends the approval of the High School Baseball team to attend the **KSA Baseball Tournament** in Orlando, Florida on March 11, 2023 to March 16, 2023. The total cost to the district will be \$1,536.00 for 4 days of substitute coverage for 2 coaches.
 - 1. **Policy #204 - Attendance (Attachment A6)**
 - 2. **Policy #815.2 - District Social Media (Attachment A7)**
 - 3. **Policy #827 - Conflict of Interest (Attachment A8)**
 - 4. **Policy #907 - Classroom Visitation (Attachment A9)**
- D. The following policies are submitted for **approval**:
 - 1. **Policy #101 - Philosophy of Education (Attachment A10)**
 - 2. **Policy #102 - Academic Criteria (Attachment A11)**
 - 3. **Policy #105 - Curriculum Development (Attachment A12)**
 - 4. **Policy #123 - Interscholastic Athletics (Attachment A13)**
 - 5. **Policy #146.1 - Trauma-Informed Approach (Attachment A14)**

XII. BOARD COMMENT

Mrs. Zasowski spoke about the Homecoming parade.

XIII. PUBLIC TO BE HEARD

Mary Jo McNamara, Limerick - Emotional Learning, Presentations

Steve Frye, Royersford - Zoom, SEL

Toni Patricks - Zoom, Presentations accessibility

Carmena Taylor, The Movement for Black and Brown Lives of Montgomery County

Dr. Wright noted that Ms. Taylor requested to speak at the meeting and was approved.

XIV. ADJOURNMENT

The Board unanimously adjourned the meeting at 9:20 p.m. with a motion from Mrs. Earle, seconded by Mr. Shafer.

Respectfully submitted,

Laurie J. Bickert
Board Secretary

On September 19, 2022 The Spring-Ford Area School District Work Session was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

CALL TO ORDER

Dr. Wright called the meeting to order at 7:30 p.m.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Mrs. Bickert noted that Mrs. Weingarten was virtual and all other Board members were in person.

Dr. Wright noted the Personnel committee met to discuss the Instructional Assistant Pipeline.

1. The Personnel Committee met on September 9, 2022 to discuss the Instruction Assistant Pipeline.

I. PRESENTATIONS

A. Elizabeth Leiss and Sydney Wiesner, Human Resources Department Update

Mrs. Leiss introduced the HR Staff: Sue Saylor, Brittany Eisnehouer and Sydney Wiesner then presented a general overview of the responsibilities of each position as well as the number of employees, volunteers, temporary employees, contractors, and volunteers. Also presented was the summer volume of staffing changes.

Dr. Tina Giambattista and Elizabeth Leiss, Instructional Assistant Pipeline Proposal.

Mrs. Leiss said there are individuals in the Instructional Assistant position that are interested in getting into a program for certification. Dr. Giambattista noted 27 are very interested in getting their certification from the survey that went out in the spring. The proposal they are asking the Board for consideration at \$6,000 per year for their special education certification. Dr. Wright thanked the Personnel Committee and noted that the ask on the agenda for next week is \$6,000 per year per instructional assistant. The benefit to this program is they will be able to get their student teaching while in a special education classroom while maintaining their benefits and salary. They will have a commitment of 3 years with an agreement. Mrs. Hermans asked if there is any interview process for these 10 candidates. Dr. Giambattista said no, they do need to pay everything upfront and must be a grade of a B or better.

II. DISCUSSION**A. Revision to Health & Safety Plan - Language Regarding Outbreak Management**

Mr. Rizzo reported that he does not have any new information from last month and definition of outbreak has not been defined since August 2021. We are not collecting Covid cases within the school. There was Board discussion on if a change to the Health & Safety plan is desired and several members stated they didn't want to be backed into a corner with having this added. Superintendent Rizzo suggested that the plan is still required to revisit the plan and it can be revised then if the board chooses and the Board agrees to leave the plan as is.

III. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

None

IV. ACTION ITEM

Dr. Wright noted that the Administration is in the process of hiring a candidate, and this would allow them to have a person start tomorrow until that hired person can start and administration feels this is in the best interest of the students.

Mrs. Earle made a motion for Action Item A, seconded by Dr. Motzer.

There was some Board discussion on the responsibilities of this position, Mr. Rizzo stated that this is a seasoned principal. It was also noted that this contract would be able to be canceled should the person being hired for the position be able to start before 60 days.

Motion carries 9-0.

- A.** Administration recommends the approval of an Explorations contract providing the Spring-Ford Area School District with an appropriately certified House Principal from September 20, 2022 through December 2, 2022 for a staff vacancy. Services will be provided at a per diem rate of \$495.00.

V. BOARD AND COMMITTEE REPORTS**Student Rep. Report**

Aditi Mangal/Arhan Kaul

Student Reps Arhan Kaul stated that emails have been sent out with important updates and information and Aditi Mangal noted some of the events that have taken place such as the open houses, Fall play tryouts and clubs and sports are underway.

Policy

Wendy Earle

2nd Mon. 6:30 p.m

Mrs. Earle gave a brief overview of the policies discussed and several policies are on the agenda for first read. The minutes for this meeting will be available on the district website.

Curriculum/Technology

Dr. Margaret Wright

2nd Mon. 7:30 p.m.

Dr. Wright stated the Committee discussed a program that would allow parents to submit pick up notes as well as the Technology department is looking to hire temporary employees as they are having difficulty hiring staff and the TLS contract that will be on for approval next week at the Board meeting. The minutes of this meeting will be available on the District website. The Board discussed the TLS contract and if other vendors were considered.

Finance

Clinton L. Jackson

2nd Tue. 6:30 p.m.

Mr. Jackson stated he will report out next week.

Property

Clinton L. Jackson

2nd Tue. 7:30 p.m.

Mr. Jackson stated he will report out next week.

WMCTC

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

Mrs. Zasowski said this meeting was held via zoom. The WMCTC is close to a teacher contract.

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

Dr. Giambattista noted the college and career fair will be held next week. The first SEPAC meeting is later this week and all special education parents are encouraged to attend.

Dr. Murray noted the sports have started and has created a nice buzz around the district. She also noted the Limerick to Limerick international trip is on the agenda for approval and includes an overnight trip to New York as well as the trip to Ireland. Two other overnight trips are on for approval.

Solicitor's Report**Mark Fitzgerald**

Mr. Fitzgerald was absent, Alicia Luke from Fox Rothschild was in attendance and did not have a report.

VI. MINUTES

No questions or comments.

A. Administration recommends approval of the August 15, 2022 Work Session minutes.
(Attachment A1)

B. Administration recommends approval of the August 22, 2022, Board Meeting minutes.
(Attachment A2)

VII. PERSONNEL

No questions or comments.

A. Resignations

1. **Julia A. Avans;** Volleyball Coach- Girls' (8th Grade). Effective: August 18, 2022.
2. **Denise M. Bedard;** Instructional Assistant, Evans Elementary School. Effective: August 30, 2022.
3. **Melinda J. Borgnis; Asst.** Swimming Coach- HS. Effective: September 7, 2022.
4. **Trudy Durante;** Part-Time Food Service (5 hours/day), 8th Grade Center for the purpose of retirement. Effective: August 23, 2022.
5. **Mary Jo Evans;** Administrative Assistant, 8th Grade Center for the purpose of retirement. Effective: January 2, 2023.
6. **Kimberly A. Green;** HS Club #17 Library Club/Reading Olympics, Senior High School. Effective: August 25, 2022.
7. **Allyson B. Hansell;** Part-Time Food Service (4 hours/day), 5/6th Grade Center. Effective: August 24, 2022.
8. **Zoe D. Jacobs;** Yearbook- Grade 8 (1/2 Contract). Effective: September 13, 2022.
9. **Zoe D. Jacobs;** 8th Grade Club #9- History Club. Effective: September 13, 2022.
10. **Tonya M. MacCoy;** Instructional Assistant, Upper Providence Elementary School. Effective: August 22, 2022.
11. **LeAnn E. Miles;** Instructional Assistant, 5/6th Grade Center. Effective: August 22, 2022.
12. **Joseph A. Miscavage;** Athletic/Activity Business Liaison-7-12. Effective: August 31, 2022.
13. **Dennis D. Park;** Support Technician, 9th Grade Center. Effective: September 23, 2022.

B. Leave of Absence

1. **Elyse F. Ohms;** Learning Support Teacher, 5/6th Grade Center for a leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 25, 2023.
2. **Corinna M. Vieira;** Instructional Support Teacher, Spring City Elementary School for a leave of absence per the Professional Agreement. Effective: October 24, 2022 through March 30, 2023.

C. Professional Employees

1. **Alyssa C. Dougherty**; Elementary Teacher, Evans Elementary School replacing Rebecca R. Novia who had a change of assignment. Compensation has been set at M, Step 2, \$53,500.00, prorated, with benefits per the Professional Agreement. Effective: October 26, 2022.
2. **Christina M. Stadlin**; English Language Development Teacher, Elementary Schools. Compensation has been set at M, Step 5, \$56,500.00, prorated, with benefits per the Professional Agreement. Effective: November 28, 2022.

D. Temporary Professional Employee

1. **Ivy R. Clinard**; Part-Time (0.5) RAM Quest Teacher, Spring City Elementary School replacing Kimberly A. Themens who had a change of status. Compensation has been set at B, Step 1, \$25,500.00, prorated, with benefits per the Professional Agreement. Effective: August 30, 2022.
2. **Sienna Coleman**; English Teacher, 9th Grade Center replacing Kaylee J. Wallis who had a change of assignment. Compensation has been set at B, Step 1, \$51,000.00, prorated, with benefits per the Professional Agreement. Effective: August 24, 2022.

E. Support Staff

1. **Sean M. Coyle**; Administrative Assistant, District Office replacing Elizabeth E. Rio who resigned. Compensation has been set at \$19.23/hour with benefits per the Secretary Benefit Summary. Effective September 26, 2022.
2. **Kathleen S. DiPietro**; Instructional Assistant, Limerick Elementary School replacing Vanessa G. Donatelli who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 25, 2022.
3. **Lauren Drakeley**; Instructional Assistant, Evans Elementary School replacing Denise M. Bedard who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: September 28, 2022.
4. **Ashley M. Lambert**; Instructional Assistant, Upper Providence Elementary School replacing Tonya M. MacCoy who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: September 21, 2022.
5. **Amy E. Remp**; Instructional Assistant, Upper Providence Elementary School replacing Lisa Ward who had a change of assignment. Compensation has been set at \$16.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: September 27, 2022.

F. Change of Status

1. **Johannah M. Timbario**; Part-Time (0.6) Speech Therapist to Full-Time Speech Therapist at the 5/6th Grade Center. Compensation has been set at M, Step 9, \$67,146.00, prorated with benefits per the Professional Agreement. Effective: September 12, 2022.

G. Administration recommends approval of **Gavin Lawler**, Senior High House Principal, replacing Douglas K. Reigner who retired. Compensation will be set at \$122,000.00, prorated based upon start date, with benefits per the Act 93 Administrators Plan. Effective: To be determined.

H. Administration recommends an increase in the amount of tuition reimbursement from \$2,500.00 per school year to \$6,000.00 per school year for Instructional Assistants enrolled in the Point Park ABCTE Program for Special Education certification.

- I. Administration recommends approval of the following professional staff member(s) for before and after school tutoring for the 2022-2023 school year:
 - 1. **Susan Hammond**, Senior High 9-12
 - 2. **Tara O'Toole**, Senior High 9-12
- J. Administration recommends approval of the following Professional Staff as SFCL teachers for the 2022-2023 school year. Compensation has been set according to the Memorandum of Agreement matrix (FICA & Retirement). Funding will be from the ESSER grant.
 - 1. **Krista M. Brooke**
 - 2. **Holli Burghardt**
 - 3. **Maria Carroll**
 - 4. **Megan M. Stauffer**
- K. Administration recommends approval of the attached extra-curricular contracts for the 2022-2023 school year. **(Attachment A3)**
- L. Administration recommends approval of the attached job description for Department Head - English Language Development. **(Attachment A4)**

VIII. FINANCE

No questions or comments however Dr. Wright noted that item D3 is for Spring City and the Board Meeting will have that correction next week.

- 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. | <u>General Fund Checks</u> | | |
| | Check No. 215137 - 215334 | \$ | 464,303.17 |
| 2. | <u>Food Service Checks</u> | | |
| | Check No. 2473 - 2476 | \$ | 620.58 |
| 3. | <u>Scholarship Checks</u> | | |
| | Check No. 378 | \$ | 400.00 |
| 4. | <u>General Fund, Food Service, Capital Reserve & Projects ACHs</u> | | |
| | ACH No. 222300272 - 222300543 | \$ | 7,256,971.30 |
| 5. | <u>Wires</u> | | |
| | Wire No. 202200022 - 202200046 | \$ | 3,677,650.88 |
| 6. | <u>Procurement Payments</u> | | |
| | Transaction No.220000001 - 220000011 | \$ | 6,894.58 |

- 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)

(Attachment A1)

D. Administration recommends approval of the following independent contracts.

1. **Prismatic Magic, Fort Worth Tx.** to provide four (4) "*Laser Safari Programs*" at Upper Providence Elementary School with a cost not to exceed \$1,449.00. Funding will be paid from the Upper Providence Elementary Budget.
2. **Academic Entertainment, Everett, Wa.** to provide "Wacky Science Show" at Upper Providence Elementary school with a cost not to exceed \$1,795.00. Funding will be paid from the Upper Providence Elementary Budget.
3. **Prismatic Magic, Fort Worth Tx.** to provide one (1) "*Laser Safari Programs*" at Upper Providence Elementary School with a cost not to exceed \$699.00. Funding will be paid from the Spring City Elementary Budget.
4. **Royale Management Group, LLC. (Go Green Live BMX Show), Dana Point, Ca.** to provide a "*BMX outdoor assembly*" at Spring City Elementary with a cost not to exceed \$1,897.00. Funding will be paid from the Spring City Elementary Budget.
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- H. Provisional of educational services from Lakeside Educational Network to provide services through the Lakeside Mobile Support Program for one special education student. The total contract cost shall not exceed \$35,000.00. The contract will be paid from the Special Education Budget.
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IX. PROPERTY

Mr. Hunter provided the rationale for items A & B. Mrs. Zasowski requested the district explore other options instead of scrapping the old vehicles to offset some of the cost.

- A. Administration recommends the revision to the October 2021 board approval to purchase 2 cargo vans through the COSTARs purchasing agreement for a cost not to exceed \$62,256.00. The revised amount for both vehicles is \$87,600.00 and funding will come from the capital reserve.
- B. Administration recommends approval to purchase 1 cargo van through the COSTARs purchasing agreement for a cost not to exceed \$43,800.00. This purchase has been budgeted in FY22/23 equipment replacement plan and funding will come from the capital reserve.
- C. The Administration recommends the following additions to phase one of the camera plan: 2 additional entrance vetting systems; 2 cameras in subsequent identified areas, and a video decoder for video display systems. The costs shall not exceed \$33,000.00 and will be funded from the capital reserve, which will be reimbursed from the Safety and Security operating budget over 5 years.

X. PROGRAMMING AND CURRICULUM

No questions or comments.

- A. Administration recommends the approval of the Teaching Learning Succeeding (TLS) Differentiated Instruction Strategy Toolkit with Teaching Learning Succeeding, LLC to support teacher and administrator professional development. The annual renewal will not exceed \$450.00 and will be paid from the Curriculum Budget.
- B. Administration recommends an agreement with EBS, Inc. of Media, PA for Information Technology Consultants. These consultants will be used for the remainder of the 2022-2023 school year. The total cost shall not exceed \$100,000.00. This will be financed from the Technology Budget 2022-2023 Operating Budget.

XI. CONFERENCES AND WORKSHOPS

Mr. Shafer plans to report the information learned at the conference to the other Board members.

- A. **David Shafer, School Board Member**, to attend "*PSBA School Leadership Conference*" in Pocono, PA October 31st and November 1, 2022. The total cost of the conference is \$403.00. (Registration only) Mr. Shafer is covering all other costs and substitute coverage is not needed.
- B. **Jacob R. Marushak, Technology Education Teacher**, to attend "*PLTW Intro to Engineering*" virtually. The total cost of the conference is \$2,400.00. (Registration only). Substitute coverage is not needed.
- C. **Dr. Tina Giambattista, Assistant Superintendent of Special Education and Student Services** and **Dr. Kelly Murray, Assistant Superintendent of Teaching, Learning, and Innovation**, to attend "*PASA Summit for Assistant Superintendents*" in Harrisburg, PA on

October 14, 2022. The total cost of the conference is \$420.00 (Registration, transportation). Substitute coverage is not needed.

- D. **Nina Federman, School Psychologist** to attend "PA Model Threat Assessment Training" virtually with the MCIU on November 8, 2022. The total cost of the conference is \$250.00 (Registration). Substitute coverage is not needed.
- E. **Yvonne O'Dea, Music/Choir** to attend "National Association for Music Educators National Conference" in National Harbor, MD November 2-5, 2022. The total cost of the conference is \$2,258.00 (Registration, transportation, hotel and meals) 3 days of substitute coverage needed.
- F. **Tracy Bogucki, Child Accounting, Jessica Kemp, Child Accounting** to attend "**A/CAPA Fall Conference 2022**" in Hershey, PA on October 26-28, 2022. The total cost of the conference is \$1,730.00 (Registration, hotel, and transportation). Substitute coverage is not needed.

XII. OTHER BUSINESS

Board discussion on the PSBA Election items, members requested that these be placed under the information section of the Board meeting agenda next week and going forward. Dr. Wright thinks it should be looked at each year and then decided where it should be placed on the agenda.

- A. Administration recommends the approval of the **2022-23 student-funded exchange program** with the Coláiste Chiaráin High School in Limerick, Ireland. This exchange would provide a 2-week opportunity between students at Spring-Ford High School and students at Coláiste Chiaráin High School. Spring-Ford families will host fourteen (14) students from Ireland (November 17, 2022 to December 1, 2022) and, in turn, fourteen (14) Spring-Ford students will travel to Ireland March 10, 2023 through March 25, 2023. Chaperones for the trip are Veronica Orts and Stacey Bogus. The total cost to the district is \$4,224.00 to cover the costs of substitutes for two (2) teachers for eleven (11) days each.
Approval is also needed for the overnight trip for 14 students to travel to New York City as part of the Limerick Exchange Program. The trip will take place from November 19, 2022 - November 21, 2022.
The cost per student to participate in the Limerick Exchange Program is \$3,500.00.
- B. Administration recommends approval of the overnight trip of forty (40) students and ten (10) adult/chaperones to compete in the **WGI World Championship in Dayton, OH** from Wednesday, April 19, 2023, through Saturday, April 22, 2023. Students will miss three (3) days of school, and will be responsible for any missed work. The total cost for each student and chaperone is \$650.00 and includes registration, hotel, meals, and transportation. Students have the opportunity to fundraise through SFMA. The total cost to the district is \$1,155 which covers subs for 1 nurse for 3 days.
- C. Administration recommends approval of the overnight trip for one (1) student and one (1) chaperone to participate in the **All National Honor Ensemble in Forest Heights, MD** from Thursday, November 3, 2022 through Sunday November 6, 2022. The student will miss (2) days of school and will be responsible for any missed work. The total cost for the student is \$995.00 and includes registration, meals and lodging. The cost of the trip will be paid for by the student/family.
- D. A Board majority vote is needed to select a candidate for the office of **PSBA Present-Elect** (One Year Term). There is only one candidate running for this office: Michael Gossert, Cumberland Valley School District.
- E. A Board majority vote is needed to select a candidate for the office of **PSBA Vice President** (One Year Term). There is only one candidate running for this office: Allison Mathis, North Hills School District.

- F.** A Board majority vote is needed to select a candidate for the **PSBA Section E4 Advisor** (Two Year Term). There is only one candidate running for this office: Amy Goldman, Radnor Township School District.
- G.** A Board majority vote is needed to select two candidates for the **PSBA Trustee** (Three Year Term). There are only two candidates running for this office: Kathy K. Swope and Roberta M. Marcus.
- H.** The following policies are submitted for **first reading**:
 - 1. **Policy #101** - Philosophy of Education (**Attachment A5**)
 - 2. **Policy #102** - Academic Criteria (**Attachment A6**)
 - 3. **Policy #105** - Curriculum Development (**Attachment A7**)
 - 4. **Policy #123** - Interscholastic Athletics (**Attachment A8**)
 - 5. **Policy #146.1** - Trauma-Informed Approach (**Attachment A9**)

XIII. BOARD COMMENT

Mrs. Deardorff ordered a RAM on behalf of the Board and Mr. Fitzgerald.

Mrs. Deardorff asked the board if they support having a Full Day Kindergarten presentation that would provide what would be required to make this happen. Several members discussed a previous presentation several years ago and noted that it would mean a significant cost to the district with many factors such as property, staffing etc. There are at least 5 members that feel this is worth looking into and would like the presentation to also include the educational value of full day Kindergarten and information on how many students that attend outside the district. One member noted that many districts in the county currently have this. Mr. Rizzo stated that the Administration will gather information and present that to the Board in January.

Mrs. Zasowski is reminding the Board about the Homecoming Wagon coming up in October.

Mrs. Hermans reminded the community that tomorrow is Bee Kind Ella Day with RAK and wear Blue.

Dr. Wright stated that she would like to discontinue the use of Zoom for Board and Committee meetings. The Live feed that RCTV provides through YouTube would continue for Board meetings. Any individual's wishing to make public comments are invited to attend in person or can email. This would not include the Board Members. After Board discussion, 5 members were in favor of discontinuing this practice, Zoom will no longer be available for the Public beginning with the October meetings.

XIV. PUBLIC TO BE HEARD

MaryJoe McNamara, Limerick - Zoom, Staffing, Special Education IA, Curriculum/Technology Summar Rams Data, Paw Patrol, Conference, Football Stands, Help Desk

Diana Kirsh, Royersford - The App for the notes to teachers, the Principal Per Diem, Van purchases, Health and Safety Plan

Toni Patrick, Oaks - Tours for the Community in the School, Full Day Kindergarten, Vans,

Danielle Folino, Upper Providence Township - Full Day Kindergarten, Covid Reporting

XV. ADJOURNMENT

The Board unanimously adjourned the meeting at 9:35 p.m. with a motion from Mrs. Deardorff seconded by Mrs. Earle.

Respectfully submitted,

Laurie J. Bickert
Board Secretary

On September 26, 2022 The Spring-Ford Area School District Board Meeting was called to order at 7:39 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 Shafer, and Colleen Zasowski
Region III: Erica Hermans, and Dr. Jennifer Motzer
Presiding Officer: Dr. Margaret D. Wright
Superintendent: Robert W. Rizzo
Assistant Superintendents: Kelly M. Murray and Tina L. Giambattista
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Aditi Mangal and Arhan Kaul
Virtual: Mrs. Deardorff and Mrs. Earle

CALL TO ORDER

Dr. Wright called the meeting to order at 7:39 p.m.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

1. Executive Session at 7:00 p.m. to discuss Superintendents' Goals
2. Motion by Mrs. Zasowski to amend the agenda to add item C to Programming & Curriculum.
Administration recommends approval for admission of Student #2022-13, a foreign exchange student, for the 2022-23 school year. Student #2022-13 is sponsored by Youth for Understanding Intercultural Exchange Programs, Mrs. Weingarten seconded the motion to amend.
Motion carries 9-0.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY.

Toni Patrick, Oaks - Zoom meetings

Steve Frye, Royersford - EDI

Mrs. Bickert noted the Roll: Mrs. Deardorff and Mrs. Earle are on Zoom. Mrs. Hermans, Mr. Jackson, Dr. Motzer, Mr Shafer, Mrs. Weingarten, Dr. Wright, Mrs. Zasowski are all in person.

II. PRESENTATIONS

- A. Robert Rizzo, Superintendent, Elizabeth Leiss, Director of Human Resources, Phillip Leddy, 6th Grade Principal, and Mark Moyer, Oaks Elementary School Principal** to present an EDI Update (Mr. Moyer-Virtual on Zoom)

Mrs. Lease discussed the Goals for 21-22. Mr. Rizzo reviewed data points and the story behind the data for the dropout rate, AP participation and Keystone Exams to name a few. Mr. Moyer and Mr. Leddy reported on the structure to move the work forward which includes creating a district Core Team in each building with staff and administrators as well as parents. An October Core team meeting is scheduled then building teams will meet monthly after that.

There was Board discussion that included the structure going forward, the budget, and the committee will use experts where needed. Going forward, professional development will be both voluntary and mandatory. Also an update from Mrs. Leiss on stay interviews as well as updates going forward.

B. Robert Hunter, Director of Planning, Operations, and Facilities to present the 10-year plan

Mr. Hunter's presentation included funding options, steps involved in the process, and the 10-year draft budget. He noted that equipment replacement is the most important part of the plan and the scope of work was reviewed. The 10 year plan has 4 parts but does not reflect all the needs of the district. There was Board discussion around the costs and guaranteed savings with utilities.

III. BOARD AND COMMITTEE REPORTS

Community Relations

Colleen Zasowski

1st Tue. 6:30 p.m.

Mrs. Zasowski reported that the bulk of the meeting was discussion on the Chester County Intermediate Unit Audit. The presentation was posted to the website.

Finance

Clinton L. Jackson

2nd Tue. 6:30 p.m.

Mr. Jackson reported the committee discussed the financial reports and the free breakfast program.

Property

Clinton L. Jackson

2nd Tue. 7:30 p.m.

Mr. Jackson reported that a few of the items discussed included the tennis courts, football practice fields and 199 Bechtel Road

Legislative Committee

Abby Deardorff

3rd Wed. 7:30 p.m.

No meeting this month, however Mrs. Deardorff received an update on several bills that were approved and moved to the senate.

MCIU

Dr. Margaret Wright

4th Wed. 7:00 p.m.

No report

PSBA Liaison

David Shafer

No report

American Legion

Dr. Jennifer Motzer

No report

Superintendent's Report

Robert Rizzo

Mr. Rizzo reported the District received the Green Ribbon award and the resource fair coming soon.

Solicitor's Report

Mark Fitzgerald

No Report

IV. MINUTES

Motion by Mrs. Weingarten to approve Minutes A-B, seconded by Dr. Motzer.
Motion carries 9-0.

**A. Administration recommends approval of the August 15, 2022 Work Session minutes.
(Attachment A1)**

**B. Administration recommends approval of the August 22, 2022, Board Meeting minutes.
(Attachment A2)**

V. PERSONNEL

Motion by Mr. Shafer to approve Personnel A-F and I-L, seconded by Mrs. Weingarten.
Motion carries 9-0.

Motion by Mrs. Hermans to approve Personnel G, seconded by Mrs. Weingarten.
The Board asked about his start date, Mr. Rizzo said he could be held.
Motion carries 8-1. (Mr. Jackson was the dissenting vote)

Motion by Dr. Motzer to approve Personnel H, seconded by Mrs. Weingarten.
Motion carries 9-0.

A. Resignations

1. **Julia A. Avans**; Volleyball Coach- Girls' (8th Grade). Effective: August 18, 2022.
2. **Denise M. Bedard**; Instructional Assistant, Evans Elementary School. Effective: August 30, 2022.
3. **Melinda J. Borgnis**; Asst. Swimming Coach- HS. Effective: September 7, 2022.
4. **Trudy Durante**; Part-Time Food Service (5 hours/day), 8th Grade Center for the purpose of retirement. Effective: August 23, 2022.
5. **Mary Jo Evans**; Administrative Assistant, 8th Grade Center for the purpose of retirement. Effective: January 2, 2023.
6. **Kimberly A. Green**; HS Club #17 Library Club/Reading Olympics, Senior High School. Effective: August 25, 2022.
7. **Allyson B. Hansell**; Part-Time Food Service (4 hours/day), 5/6th Grade Center. Effective: August 24, 2022.
8. **Zoe D. Jacobs**; Yearbook- Grade 8 (1/2 Contract). Effective: September 13, 2022.
9. **Zoe D. Jacobs**; 8th Grade Club #9- History Club. Effective: September 13, 2022.
10. **Tonya M. MacCoy**; Instructional Assistant, Upper Providence Elementary School. Effective: August 22, 2022.
11. **LeAnn E. Miles**; Instructional Assistant, 5/6th Grade Center. Effective: August 22, 2022.
12. **Joseph A. Miscavage**; Athletic/Activity Business Liaison-7-12. Effective: August 31, 2022.
13. **Dennis D. Park**; Support Technician, 9th Grade Center. Effective: September 23, 2022.

NEW Resignations

14. **Charles G. Agudio**; Maintenance III, Maintenance and Operations. Effective: September 30, 2022.
15. **Ava M. Gonteski**; Administrative Assistant, 9th Grade Center. Effective: October 14, 2022.
16. **John T. Hughes**; Softball Coach-HS. Effective: August 25, 2022.

B. Leave of Absence

1. **Elyse F. Ohms**; Learning Support Teacher, 5/6th Grade Center for a leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 25, 2023.
2. **Corinna M. Vieira**; Instructional Support Teacher, Spring City Elementary School for a leave of absence per the Professional Agreement. Effective: October 24, 2022 through March 30, 2023.

C. Professional Employees

1. **Alyssa C. Dougherty**; Elementary Teacher, Evans Elementary School replacing Rebecca R. Novia who had a change of assignment. Compensation has been set at M, Step 2, \$53,500.00, prorated, with benefits per the Professional Agreement. Effective: October 26, 2022.

2. **Christina M. Stadlin**; English Language Development Teacher, Elementary Schools. Compensation has been set at M, Step 5, \$56,500.00, prorated, with benefits per the Professional Agreement. Effective: November 28, 2022.

NEW Professional Employee

3. **Danielle L. Pellegrini**; School Counselor, Upper Providence Elementary School and Evans Elementary School replacing Steven M. Mest who had a change of assignment. Compensation has been set at M, Step 3, \$54,500.00, prorated with benefits per the Professional Agreement. Effective: November 28, 2022.

D. Temporary Professional Employee

1. **Ivy R. Clinard**; Part-Time (0.5) RAM Quest Teacher, Spring City Elementary School replacing Kimberly A. Themens who had a change of status. Compensation has been set at B, Step 1, \$25,500.00, prorated, with benefits per the Professional Agreement. Effective: August 30, 2022.
2. **Sienna Coleman**; English Teacher, 9th Grade Center replacing Kaylee J. Wallis who had a change of assignment. Compensation has been set at B, Step 1, \$51,000.00, prorated, with benefits per the Professional Agreement. Effective: August 24, 2022.

NEW Temporary Professional Employee

3. **Cameron L. Greco**; Special Education Teacher, Senior High School replacing Chelsea K. Flynn who resigned. Compensation has been set at B, Step 1, \$51,000.00, prorated with benefits per the Professional Agreement. Effective: September 27, 2022.
4. **Megan E. O'Hara**; Special Education Teacher, Limerick Elementary School replacing Jamie D. Nguyen who resigned. Compensation has been set at B, Step 1, \$51,000.00, prorated, with benefits per the Professional Agreement. Effective: September 27, 2022.

E. Support Staff

1. **Sean M. Coyle**; Administrative Assistant, District Office replacing Elizabeth E. Rio who resigned. Compensation has been set at \$19.23/hour with benefits per the Secretary Benefit Summary. Effective September 26, 2022.
2. **Kathleen S. DiPietro**; Instructional Assistant, Limerick Elementary School replacing Vanessa G. Donatelli who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 25, 2022.
3. **Lauren Drakeley**; Instructional Assistant, Evans Elementary School replacing Denise M. Bedard who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: September 28, 2022.
4. **Ashley M. Lambert**; Instructional Assistant, Upper Providence Elementary School replacing Tonya M. MacCoy who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: September 21, 2022.
5. **Amy E. Remp**; Instructional Assistant, Upper Providence Elementary School replacing Lisa Ward who had a change of assignment. Compensation has been set at \$16.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: September 27, 2022.

F. Change of Status

1. **Johannah M. Timbario**; Part-Time (0.6) Speech Therapist to Full-Time Speech Therapist at the 5/6th Grade Center. Compensation has been set at M, Step 9,

- ## VI. FINANCE

Motion by Dr. Motzer to approve Finance J, seconded by Mrs. Weingarten.
Motion carries 9-0.

Motion by Mrs. Hermans to approve Finance K (the amended motion), seconded by Dr. Motzer, Motion carries 8-1. (Mrs. Weingarten was the dissenting vote)

- B. Payments:**

- (Attachment A2)

4. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH No. 222300272 - 222300543 \$ 7,256,971.30
5. Wires
Wire No. 202200022 - 202200046 \$ 3,677,650.88
6. Procurement Payments
Transaction No. 220000001 - 220000011 \$ 6,894.58

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- F. Administration recommends approval to extend an independent contract with Behavior Interventions to provide additional Extended School Year (ESY) services for one student. The cost for the evaluation is not to exceed \$80,660.00 and will be funded from the Special Education Budget.
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NEW Finance

Motion by Mrs. Weingarten to amend New Finance item K, to read Administration recommends approval for MOVIA RAI (Robot-Assisted Instruction) Systems to be used in special education classrooms who serve students with autism and other developmental disabilities. The total cost is not to exceed \$48,306.00 and will be paid from GEER and ESSR grant funds, seconded by Mrs. Hermans. Motion carries 9-0.

- J. Administration recommends approval to commission the **Chester County Intermediate Unit** to perform duties, as required by PA School Code Section 1327.1, as a Hearing Examiner for home school programming. Funding will be paid from the Assistant Superintendent Budget and will not exceed \$150 per hour.
- K. Administration recommends approval for MOVIA RAI (Robot-Assisted Instruction) Systems to be used in special education classrooms who serve students with autism and other developmental disabilities. The total cost is not to exceed \$48,306.00 and will be paid from GEER and ESSR grant funds.

VII. PROPERTY

Motion by Mr. Jackson to approve Property A, seconded by Mr. Shafer. Motion carries 9-0.

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

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

- A. Administration recommends the revision to the October 2021 board approval to purchase 2 cargo vans through the COSTARs purchasing agreement for a cost not to exceed \$62,256.00. The revised amount for both vehicles is \$87,600.00 and funding will come from the capital reserve.
- B. Administration recommends approval to purchase 1 cargo van through the COSTARs purchasing agreement for a cost not to exceed \$43,800.00. This purchase has been budgeted in FY22/23 equipment replacement plan and funding will come from the capital reserve.
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VIII. PROGRAMMING AND CURRICULUM

Motion by Mrs. Weingarten to approve Property A-C, seconded by Mrs. Hermans.
Motion carries 9-0.

- A. Administration recommends the approval of the Teaching Learning Succeeding (TLS) Differentiated Instruction Strategy Toolkit with Teaching Learning Succeeding, LLC to support teacher and administrator professional development. The annual renewal will not exceed \$450.00 and will be paid from the Curriculum Budget.
- B. Administration recommends an agreement with EBS, Inc. of Media, PA for Information Technology Consultants. These consultants will be used for the remainder of the 2022-2023 school year. The total cost shall not exceed \$100,000.00. This will be financed from the Technology Budget 2022-2023 Operating Budget.
- C. Administration recommends approval for admission of Student #2022-13, a foreign exchange student, for the 2022-23 school year. Student #2022-13 is sponsored by Youth for Understanding Intercultural Exchange Programs.

IX. CONFERENCES AND WORKSHOPS

Motion by Dr. Motzer to approve Conferences and Workshops B-F, seconded by Mrs. Weingarten.
Motion carries 9-0.

Motion by Mrs. Weingarten to approve Conferences and Workshops A, seconded by Dr. Motzer.
Motion carries 8-0-1. (Mr. Shafer abstained from the vote)

- A. **David Shafer, School Board Member**, to attend "*PSBA School Leadership Conference*" in Pocono, PA October 31st and November 1, 2022. The total cost of the conference is \$403.00. (Registration only) Mr. Shafer is covering all other costs and substitute coverage is not needed.
- B. **Jacob R. Marushak, Technology Education Teacher**, to attend "*PLTW Intro to Engineering*" virtually. The total cost of the conference is \$2,400.00. (Registration only). Substitute coverage is not needed.
- C. **Dr. Tina Giambattista, Assistant Superintendent of Special Education and Student Services** and **Dr. Kelly Murray, Assistant Superintendent of Teaching, Learning, and Innovation**, to attend "*PASA Summit for Assistant Superintendents*" in Harrisburg, PA on October 14, 2022. The total cost of the conference is \$420.00 (Registration, transportation). Substitute coverage is not needed.
- D. **Nina Federman, School Psychologist** to attend "PA Model Threat Assessment Training" virtually with the MCIU on November 8, 2022. The total cost of the conference is \$250.00 (Registration). Substitute coverage is not needed.

- E. **Yvonne O'Dea, Music/Choir** to attend "National Association for Music Educators National Conference" in National Harbor, MD November 2-5, 2022. The total cost of the conference is \$2,258.00 (Registration, transportation, hotel and meals) 3 days of substitute coverage needed.
- F. **Tracy Bogucki, Child Accounting, Jessica Kemp, Child Accounting** to attend "**A/CAPA Fall Conference 2022**" in Hershey, PA on October 26-28, 2022. The total cost of the conference is \$1,730.00 (Registration, hotel, and transportation). Substitute coverage is not needed.

X. OTHER BUSINESS

Motion by Mrs. Weingarten to approve Property A-C, seconded by Mrs. Hermans.
Motion carries 9-0.

- A. Administration recommends the approval of the **2022-23 student-funded exchange program** with the Coláiste Chiaráin High School in Limerick, Ireland. This exchange would provide a 2-week opportunity between students at Spring-Ford High School and students at Coláiste Chiaráin High School. Spring-Ford families will host fourteen (14) students from Ireland (November 17, 2022 to December 1, 2022) and, in turn, fourteen (14) Spring-Ford students will travel to Ireland March 10, 2023 through March 25, 2023. Chaperones for the trip are Veronica Orts and Stacey Bogus. The total cost to the district is \$4,224.00 to cover the costs of substitutes for two (2) teachers for eleven (11) days each.
Approval is also needed for the overnight trip for 14 students to travel to New York City as part of the Limerick Exchange Program. The trip will take place from November 19, 2022 - November 21, 2022.
The cost per student to participate in the Limerick Exchange Program is \$3,500.00.
- B. Administration recommends approval of the overnight trip of forty (40) students and ten (10) adult/chaperones to compete in the **WGI World Championship in Dayton, OH** from Wednesday, April 19, 2023, through Saturday, April 22, 2023. Students will miss three (3) days of school, and will be responsible for any missed work. The total cost for each student and chaperone is \$650.00 and includes registration, hotel, meals, and transportation. Students have the opportunity to fundraise through SFMA. The total cost to the district is \$1,155 which covers subs for 1 nurse for 3 days.
- C. Administration recommends approval of the overnight trip for one (1) student and one (1) chaperone to participate in the **All National Honor Ensemble in Forest Heights, MD** from Thursday, November 3, 2022 through Sunday November 6, 2022. The student will miss (2) days of school and will be responsible for any missed work. The total cost for the student is \$995.00 and includes registration, meals and lodging. The cost of the trip will be paid for by the student/family.
- D. The following policies are submitted for **first reading**:
 - 1. **Policy #101** - Philosophy of Education (**Attachment A5**)
 - 2. **Policy #102** - Academic Criteria (**Attachment A6**)
 - 3. **Policy #105** - Curriculum Development (**Attachment A7**)
 - 4. **Policy #123** - Interscholastic Athletics (**Attachment A8**)
 - 5. **Policy #146.1** - Trauma-Informed Approach (**Attachment A9**)

XI. INFORMATIONAL ITEMS

The Board did not vote on any items in the Informational Items section.

- A. A Board majority vote is needed to select a candidate for the office of **PSBA Present-Elect** (One Year Term). There is only one candidate running for this office: Michael Gossert, Cumberland Valley School District.

- B.** A Board majority vote is needed to select a candidate for the office of **PSBA Vice President** (One Year Term). There is only one candidate running for this office: Allison Mathis, North Hills School District.
- C.** A Board majority vote is needed to select a candidate for the **PSBA Section E4 Advisor** (Two Year Term). There is only one candidate running for this office: Amy Goldman, Radnor Township School District.
- D.** A Board majority vote is needed to select two candidates for the **PSBA Trustee** (Three Year Term). There are only two candidates running for this office: Kathy K. Swope and Roberta M. Marcus.

XII. BOARD COMMENT

Mr. Jackson discussed public comment at Committee Meetings. Mrs. Earle noted her committee has had comments not pertaining to the committee.

The Board discussed using Zoom for Committee meetings. Two members received emails. The Board was polled and decided they will no longer be using Zoom for Committee but this can be looked at again in the future.

Mrs. Deardorff wanted to discuss the Board meeting schedule, specifically holding meetings on holidays when school is off in both September and October. With 5 members wishing to discuss, Mr. Rizzo stated this will be added to the Work Session agenda in October.

XIII. PUBLIC TO BE HEARD

Diana Kirsch, Royersford - EDI
Toni Patrick, Oaks - ESSER Funds, EDI, Zoom
Katherine Morris, Royersford - Zoom, EDI
Pat Marrony, Limerick - EDI
Mary Jo McNamara, Limerick - Communication
Steve Frye, Royersford - EDI, Remote Participation
Theresa Westwood, Royersford - Zoom, EDI

XIV. ADJOURNMENT

The Board unanimously adjourned the meeting at 11:01 p.m. with a motion from Mr. Jackson seconded by Mrs. Weingarten

Respectfully submitted,

Laurie J. Bickert
Board Secretary

	Contract Title	Season	Last	First	Stipend
1	Volunteer Assistant Wrestling Coach -HS	Winter	Algeo	Bryan	Volunteer
2	Co-Ed Fitness Intramural # 14 - Grade 5-6 - Running	Spring	Ames	Megan M.	\$402.00
3	Co-Ed Fitness Intramural # 20 - Grade 5-6 - Running	Spring	Ames	Megan M.	\$402.00
4	Marching Band Mallet Percussion-HS	Fall	Baggerly	Benjamin D.	\$2,215.00
5	Costumer/Make-Up Designer HS (Both)	Year	Burke	Hannah S.	\$800.00
6	Reading Olympics – 5/6	Year	Craig	Jessica M.	\$402.00
7	HS Club #29 - Robotics/Tech Club	Year	Iannelli	Jeramie J.	\$402.00
8	Reading Olympics – 5/6	Year	Kirby	Yvonne N.	\$402.00
9	5/6 Club #11 - Photography Club	Spring	Kraeer	Brian J.	\$402.00
10	Indoor Winter Percussion Director - HS	Winter	Lalli	Michael A.	\$3,197.00
11	Marching Band Percussion-HS (1/2 Contract)	Fall	Lalli	Michael A.	\$2,749.00
12	Indoor Percussion Asst. Director - HS (1/2 Contract)	Winter	Lukens	Alyssa R.	\$1,107.50
13	Basketball Coach-Girls'-HS	Winter	McDaniel	Michael P.	\$8,482.20
14	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	McDaniel	Michael P.	\$50/game
15	Indoor Percussion Asst. Director - HS (1/2 Contract)	Winter	Sapp	Michelle	\$1,107.50
16	Asst. Cross Country-Boys'-Grade 7/8	Fall	Satterthwaite	David	\$2,772.00
17	Co-Ed Fitness Intramural # 9 - Grade 5-6 - Kickball	Year	Schulz	Shonna C.	\$402.00
18	Yearbook- Grade 7 (1/2 Contract)	Year	Skarbek	Amy M.	\$735.50
19	HS Club #20 - Pep Club Advisor - HS	Year	Talley	Tara M.	\$402.00
20	Reading Olympics – 5/6	Year	Wilson	Taylor N.	\$402.00



RESOLUTION 2022-59

**RESOLUTION OF THE SPRING-FORD AREA SCHOOL DISTRICT BOARD OF
SCHOOL DIRECTORS INVOLVING ACT 57 OF 2022**

WHEREAS, consistent with Act 57 of 2022 the Board of School Directors of the Spring-Ford Area School District is required to resolve by ordinance or resolution requiring a tax collector to waive additional charges for real estate taxes beginning in the first tax year after the effective date of the law; and

WHEREAS, by approving this resolution the Board of School Directors is in compliance with the requirements of the law and shall provide a copy of the approved resolution to the tax collectors of the School District

NOW, be it resolved:

1. The Board of School Directors of the Spring-Ford Area School District hereby directs the Tax Collector(s) of Real Estate Taxes to waive additional charges for real estate taxes beginning in the first tax year after the effective date of Act 57, so long as the taxpayer does all of the following:
 - a. Provides a waiver request of additional charges to the tax collector in possession of the claim within twelve months of a qualifying event;
 - b. Attests that a notice was not received;
 - c. Provides the tax collector in possession of the claim with one of the following:
 - (i) a copy of the deed showing the date of real property transfer; or
 - (ii) a copy of the title following the acquisition of a mobile or manufactured home subject to taxation as real estate showing the date of issuance or a copy of an executed lease agreement between the owner of a mobile or manufactured home and the owner of a parcel of land on which the mobile or manufactured home will be situated showing the date the lease commences; and
 - d. Pays the face value amount of the tax notice for the real estate tax with the waiver request.
2. The Department of Community and Economic Development shall develop and make available to each taxing district a form by which a taxpayer may request a waiver of additional charges under this section, which shall include a space for attestation by the taxpayer.
3. A taxpayer granted a waiver and paying real estate tax as provided in this Resolution shall not be subject to an action at law or in equity for an additional charge, and any claim existing or lien filed for an additional charge shall be deemed satisfied.

4. A tax collector that accepts a waiver and payment in good faith in accordance with this subsection shall not be personally liable for any amount due or arising from the real estate tax that is the subject in the waiver.
5. Consistent with this Resolution and Act 57, the following definitions shall apply:
 - a. The term “additional charge” shall mean any interest, fee, penalty or charge accruing to and in excess of the face amount of the real estate tax as provided in the real estate tax notice.
 - b. The term “qualifying event” shall mean:
 - (i) For purposes of real property, the date of transfer of ownership.
 - (ii) For purposes of manufactured or mobile homes, the date of transfer of ownership or the date a lease agreement commences for the original location or relocation of a mobile or manufactured home on a parcel of land not owned by the owner of the mobile or manufactured home. The term does not include the renewal of a lease for the same location.
 - (iii) The term “tax collector” shall mean a tax collector as defined in section 2, a delinquent tax collector as provided in section 26.1, the tax claim bureau or an alternative collector of taxes as provided in the act of July 7, 1947 (P.L. 1368, No. 542), known as the “Real Estate Tax Sale Law,” an employee, agent or assignee authorized to collect the tax, a purchaser of claim for the tax or any other person authorized by law or contract to secure collection of, or take any action at law or in equity against, the person or property of the taxpayer for the real estate tax or amounts, liens or claims derived from the real estate tax.
6. Effective beginning with the July 1, 2023 tax year.

Laurie J. Bickert, Secretary
Board of School Directors

Dr. Margaret Wright, President
Board of School Directors

SFASD Board Members

Mrs. Abby Deardorff | Mrs. Wendy Earle | Mrs. Erica Hermans, Vice President
Mr. Clinton L. Jackson | Dr. Jennifer Motzer | Mr. David R. Shafer
Dr. Margaret D. Wright, President | Mrs. Karen Weingarten | Mrs. Colleen Zasowski

Vehicle not in service	1GCHG39R911128797	Van	Chevy	9 PASSENGER	2001
Vehicle not in service	1GCHG35R1X1022424	Van	Chevy	Express	1999
Vehicle not in service	1GCHG35R9X1024132	Van	Chevy	Express	1999
Vehicle not in service	1GCHG39R6X1147011	Van	Chevy	Express	1999
Vehicle not in service	1GCHG29R2X1132706	Van	Chevy	Express	1999
Vehicle not in service	1GCFG25W21161648	Van	Chevy	Express	1999
Vehicle not in service	1GCHG39RX11128503	Van	Chevy	9 PASSENGER	1999
Vehicle not in service	1FDWF37P96EA66681	Dump Truck	Ford	F350	2006
Equipment not in service	*TC16001030313*	Mower	John Deere	1600 Turbo	Prior to 2000
Equipment not in service	670143477	Mower	Jacobson	Tri-King 1900I	2000
Salvage		Trailer	36'ft enclosed trailer unknown owner		
Salvage		Chiller	Slavage from 8th grade replacment in 2016		

Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Draft
Adopted	March 25, 1991
Last Revised	March 22, 2021

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board hereby authorizes the Superintendent or designee to identify and appoint appropriate school officials to act as Attendance Officers for the District.

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[8\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[8\]](#)

Person in parental relation shall mean a:[\[8\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[8]

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[2]

The Board shall issue notice to those persons in parental relations who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[11]

The notice shall:[11]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[11]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[11]

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[11]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[8]

The following individuals shall be invited to the SAIC:[8]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[11]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[11]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[11]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[12]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program;
or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[12]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[12]

1. Refer the student to a school-based or community-based attendance improvement program; or

2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[12]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[12]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[13]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[13]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[14][15][16][17]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[14][15][17]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[11]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency, and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[1][18]

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building and/or house principals, Attendance Officer, and/or Home and School Visitor shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[19\]](#)[\[20\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

Legal

1. 22 PA Code 11.41
2. 24 P.S. 1327
3. 24 P.S. 1329
4. 24 P.S. 1330
5. 22 PA Code 11.23
6. 22 PA Code 11.25
7. 22 PA Code 12.1
8. 24 P.S. 1326
9. 22 PA Code 11.13
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 1333
12. 24 P.S. 1333.1
13. 24 P.S. 1333.2
14. Pol. 103.1
15. Pol. 113
16. Pol. 113.3
17. Pol. 114
18. 24 P.S. 510.2
19. 24 P.S. 1332
20. 24 P.S. 1339
- 24 P.S. 1327.1
- 24 P.S. 1333.3
- 24 P.S. 1546
- 22 PA Code 11.21
- 22 PA Code 11.22
- 22 PA Code 11.24
- 22 PA Code 11.26
- 22 PA Code 11.28

22 PA Code 11.31
22 PA Code 11.31a
22 PA Code 11.32
22 PA Code 11.34
22 PA Code 11.5
22 PA Code 11.8
Pol. 115
Pol. 116
Pol. 117
Pol. 118
Pol. 137
Pol. 251

Book	Policy Manual
Section	800 Operations
Title	District Social Media
Code	815.2
Status	Draft (PNN Vol II 2021)
Adopted	
Last Revised	

Purpose

The purpose of this policy is to establish the process and standards for approval and operation of district-owned social media accounts, and to identify the differences between personally owned social media accounts and those maintained by the district.

Definitions

Directory Information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended. As the policy notes, the district can share this information on its social media accounts unless parents have opted out. [30]

Social media - a category of Internet-based resources that integrate user-generated content and user participation to share information, ideas, personal messages and other content, including photos and videos. Social media includes **social networks**, which are online platforms where users can create profiles, share information and personal messages, and connect with others.

District-owned social media account - a social media account, regardless of platform, that is approved by the Board and operated by a designated district employee(s), and is designed to further the educational mission of the district by providing information to the school community and general public.

Personal social media account - a social media account, regardless of platform, that is attributed to and operated by an employee, individual school director or student for personal use and is not approved by the Board as an official communications channel of the district.

Personally Identifiable Information includes, but is not limited to:

1. The student's name;
2. The name of the student's parent or other family members;
3. The address of the student or student's family;
4. A personal identifier, such as the student's social security number, student number, or biometric record;
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;

6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or
7. Information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates. [31]

Designated public forum - created when a district-owned social media account is intentionally opened for use by the public as a place for expressive activity where members of the public may communicate, post or comment on information, subject to viewpoint neutral rules designated by the Board. In terms of social media, this would include the ability of public users to comment on or reply to social media posts, pictures, or videos.

Authority

The Board shall approve all official social media accounts created and/or maintained as district-owned accounts, including social media accounts for individual schools within the district [\[1\]](#).

All district-owned social media accounts shall display the official name and logo and/or seal of the district and/or the individual district school.

The Board establishes that district-owned social media accounts may operate as a **designated public forum**, where the public may comment and interact with information posted by the district, subject to the Board's established rules.

The Board approves the following rules for public interaction with district-owned social media accounts and directs staff to post this information on the district website and all social media accounts:

The district encourages community members to respond to posts and share comments that are constructive and courteous toward the school community. Statements and opinions expressed by visitors to the account do not reflect the opinions of the district. Questions regarding information should be directed to the building principal or to the Superintendent's office for district-wide information. The district shall review comments and may remove comments which:

1. Are profane, vulgar, harmful to minors or obscene, in accordance with Board policy.[2]
2. Contain threats.
3. Promote, suggest or encourage illegal activity or incite violence.
4. Promote or endorse commercial products, services or businesses.[3]
5. Contain confidential information.
6. Contain false or libelous statements.
7. Contain hate speech directed at a protected class of individuals, in accordance with Board policy on discrimination and harassment.[4][5]
8. Are spamming in nature (same comment posted repeatedly).

Delegation of Responsibility

The Board designates the Superintendent or designee, the Director of Communications, Marketing, and Media, and/or Manager of Communications Media to oversee all district-owned social media accounts and serve as the primary contact person for district-owned social media accounts.

The Superintendent or designee shall notify students and staff about this policy through employee and student handbooks, posting on the district website and by other appropriate methods.

All district staff assigned to monitor and maintain district-owned social media accounts shall receive training on:

1. Regularly reviewing district-owned social media accounts, in coordination with the district's chief communications representative, to update, remove and/or correct information.[6]
2. Complying with confidentiality provisions of student and staff information, in accordance with applicable law, regulations and Board policy and administrative regulations.[7][8]
3. Monitoring content for confidentiality and intellectual property violations, documenting potential violations, and notifying appropriate district staff to consider further action.[7][8][9]
4. Monitoring content for web accessibility standards and responding to public requests for accommodations.[2][4][5]
5. Monitoring public comments and responding, where appropriate, with clarification or redirection to additional information.
6. Monitoring public comments according to the Board's established rules, documenting potential violations, and notifying appropriate district staff to consider further action. Staff shall be provided training to assess comments in a viewpoint neutral manner, based on the Board's approved rules, regardless of the specific subject matter of comments.

The Board authorizes designated district staff maintaining district-owned social media accounts to remove individual posts or comments by public users that violate the established social media rules of this policy. The Board directs that review and consideration of posts or comments shall not discriminate on the basis of content or viewpoint, and staff must always be able to articulate the reason for removing a specific post, in accordance with Board policy. Staff may consult with the Superintendent or designee and the school solicitor in determining appropriate actions. Posts and comments may not be removed solely because they are critical of the district or district leadership, because they promote an unpopular opinion, or because of their viewpoint if the post or comment otherwise complies with the established social media rules.

Designated district staff may not block users from accessing or commenting on district-owned social media accounts unless the outside account is identified as a security or system threat or spam account. Staff may consult with the Superintendent or designee and the school solicitor in determining appropriate actions.

Guidelines

Posting of Personally Identifiable Information

The Board authorizes posting of student images in photos or videos depicting the educational process or school-related events on district-owned social media accounts, unless the students' persons in parental relations have opted out of sharing directory information under the Family Educational Rights and Privacy Act and Board policy.[7][8][10][11]

The Board prohibits posting of staff images in photos or videos when a staff member has submitted a request to the Superintendent or designee that their image not be posted publicly online.

The Board directs district staff to post images and information to social media accounts in a manner that protects the safety and security of students and staff, such as posting images without extensive identification when possible.

Accessibility

The Board directs district staff who maintain district-owned social media accounts to post content that is accessible to individuals with disabilities, to the greatest extent possible based on the limitations of the platform. This shall include, but is not limited to:[4][5][12][13][14][15]

1. Including alternate text descriptions or captions for images.
2. Including captions for video content.
3. Avoiding text that is posted as an image.
4. Creating links and attachments in formats that are accessible to screen readers and other assistive technology.
5. Formatting text so that it is accessible to screen readers and other assistive technology.

All district-owned social media accounts shall contain clear contact information that may be used by members of the public to request accommodations or assistance.

Intellectual Property Rights

The illegal use of copyrighted, branded or trademarked materials or trade secrets is prohibited on district-owned social media accounts. All content shall be subject to copyright fair use guidelines and applicable laws, regulations and Board policy and administrative regulations.[9]

Connecting with Other Social Media Accounts

District-owned social media accounts shall not be connected to social media accounts of individual students through linking or tagging.

District-owned social media accounts may be connected through linking or tagging to social media accounts of parent-teacher organizations, district-related booster

organizations or similar school-related groups when the content or information has been reviewed and approved by the district's chief communications representative.

Personal Social Media Accounts

The district shall not authorize, endorse or participate in posting on private social media accounts of individual school directors or school employees.

School directors and employees are strongly encouraged to use privacy settings on social media accounts and to clearly identify that it is their personal social media account and that it does not officially represent the Board or district.

In accordance with Board policy establishing professional boundaries, school employees should only communicate with students through district-provided communication devices or platforms.

The district respects employees' freedom of expression. The district does not actively monitor personal social media accounts of current school employees; however, the district reserves the right to address employees' job-related speech or employee speech posted on social media that has the potential to affect the district's operations. Speech that takes place off-site and on an employee's own time, including posting on personal social media accounts, may be addressed if the district establishes that the employee's expression infringed on the interests of the district in promoting the efficient and effective functioning and educational purpose of the district. If employee speech or expression would violate law or Board policy in a traditional forum, it is also prohibited in an online forum. When an employee speaks as a citizen on a matter of public concern, the district shall consult with the school solicitor in determining the appropriate course of action, in accordance with applicable law, regulations and Board policy.[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)

Student use of personal social media accounts shall be addressed in accordance with applicable Board policies and administrative regulations related to student conduct, expression and students' individual rights and responsibilities. In accordance with Board policy, the district shall provide education on network etiquette and appropriate online behavior for students, including interaction with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.[\[2\]](#)[\[4\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)

Consequences

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with applicable law, regulations and Board policy and administrative regulations.[\[16\]](#)[\[21\]](#)[\[29\]](#)

Legal

1. 24 P.S. 510
2. Pol. 815
3. Pol. 913
4. Pol. 103
5. Pol. 104

6. Pol. 911
7. Pol. 113.4
8. Pol. 216
9. Pol. 814
10. 20 U.S.C. 1232g
11. 34 CFR Part 99
12. 42 U.S.C. 12101 et seq
13. 29 U.S.C. 794
14. 28 CFR 35.160
15. Pol. 103.1
16. Pol. 824
17. 24 P.S. 1122
18. 24 P.S. 2070.1a et seq
19. 22 PA Code 235.1 et seq
20. U.S. Const. Amend. I
21. Pol. 317
22. Pol. 320
23. 24 P.S. 1303.1-A
24. 47 U.S.C. 254
25. Pol. 218
26. Pol. 220
27. Pol. 235
28. Pol. 249
29. Pol. 317.1
30. 20 U.S.C. 1232g
31. 34 CFR 99.3

Knight First Amendment Inst. at Columbia Univ. v. Trump, 928 F.3d 226 (2d Cir. 2019)
Davison v. Randall, 912 F.3d 666 (4th Cir. 2019)
Garcetti v. Ceballos, 547 U.S. 410 (2006)
Mike Campbell v. Cheri Toalson Reish, 986 F.3d 822 (8th Cir. 2021)
Pickering v. Board of Education, 391 U.S. 563 (1968)
Connick v. Myers, 461 U.S. 138 (1983)
Rankin v. McPherson, 483 U.S. 378 (1988)
Pol. 801

Book	Policy Manual
Section	800 Operations
Title	Conflict of Interest
Code	827
Status	Draft
Adopted	June 27, 2016
Last Revised	

Purpose

This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Definitions

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[1]

Conflict or **Conflict of interest** shall mean use by a Board member or district employee of the authority of their office or employment, or any confidential information received through them holding public office or employment, for the private pecuniary benefit of them, a member of their immediate family or a business with which they or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or district employee, a member of their immediate family or a business with which they or a member of their immediate family is associated.[1]

De minimis economic impact shall mean an economic consequence which has an insignificant effect.[1]

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[1]

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[1]

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[1]

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Delegation of Responsibility

Each employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and district employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

Guidelines

All Board members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

Disclosure of Financial Interests

No Board member shall be allowed to take the oath of office or enter or continue upon their duties, nor shall they receive compensation from public funds, unless they have filed a statement of financial interests as required by law.[2]

The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.[3][4]

Standards of Conduct

The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.[5]

No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if they have a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of their immediate family, their business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[5]

The district shall not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or their spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[1]

When advertised formal bidding is not required or used, an "open and public process" noted in the above paragraph shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Board member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of their interest as a public record.[1]

No Board member, and no non-teacher school district employee who is authorized to take official action with greater than de minimis economic impact on another person, shall accept an honorarium.[1]

Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy.[5][6][7]

Improper Influence

No person shall offer or give to a Board member, employee or nominee or candidate for the Board, or a member of their immediate family or a business with which they are associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[1]

No Board member, employee or nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, employee or nominee or candidate that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[1]

Organizational Conflicts

Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[5]

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If

such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any district employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

Reporting

The Superintendent or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred with respect to a particular federal grant or group of federal grants, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

Disciplinary Actions

If an investigation results in a finding that the facts underlying the perceived or suspected conflict of interest occurred and constituted a violation of this policy, the district shall take prompt corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.[8][9][10]

Legal

1. 65 Pa. C.S.A. 1101 et seq
 2. Pol. 004
 3. 51 PA Code 15.2
 4. 65 Pa. C.S.A. 1104
 5. 2 CFR 200.318
 6. Pol. 322
 7. Pol. 422
 8. Pol. 317
 9. Pol. 417
 10. Pol. 517
- Pol. 011
Pol. 319
Pol. 419
Pol. 519
Pol. 609
Pol. 702

Book	Policy Manual
Section	900 Community
Title	Classroom Visitation
Code	907
Status	Draft
Adopted	
Last Revised	April 27, 2009

Authority

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by person in parental relation, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.[1]

Delegation of Responsibility

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and classrooms as well as to ensure confidentiality.

Guidelines

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as

- sign in and sign out,
- receive a pass,
- receive a badge,
- receive instructions,
- be provided with a guide, and/or
- be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.[2]

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked.[3]

All staff members shall be responsible for requiring a visitor demonstrate that the visitor has a visitor's pass.

No visitor may confer with a student in school without the approval of the building principal.

Should an emergency require that a student be called to the school office to meet a visitor, the building principal or designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

Classroom Visitations

Persons in parental relations may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.[1][4]

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Persons in parental relations shall be limited to 45 minutes per semester per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent or designee may authorize additional or longer classroom visits by a person in parental relation.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[5][6]

Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.

Wear official military uniforms while on district property.

Legal

1. 24 P.S. 510
2. Pol. 705
3. Pol. 709
4. 22 PA Code 14.108
5. 24 P.S. 2402 (Military Uniform)
6. Pol. 250

Book	Policy Manual
Section	100 Programs
Title	Philosophy of Education
Code	101
Status	Draft
Last Revised	November 23, 2009

Authority

A democratic society is founded on the worth of each individual and the value of their unique contribution to that society. The Board is committed to providing a system of education that will offer equal educational opportunities in accordance with a student's interests, abilities and needs, consistent with available resources.[1]

The Board, as the agent responsible for the education of the students of the Spring-Ford Area School District directs the development of a planned program of learning which meets the needs of the students in the district.

The Board recognizes its responsibility to provide a broad educational program consistent with the mental and physical potential of every child in our school community.[2]

The purpose of education in the schools of this district is to facilitate the development of the potential of each student to the fullest. Education is the guidance of the student through the learning processes to the end that they become personally effective in a dynamic society.[2]

District Mission Statement

Spring-Ford Area School District cultivates academic excellence, embraces inclusivity, fosters wellness and purposefully integrates technology and innovation.[3]

District Vision Statement

Spring-Ford Area School District is committed to empowering students to follow individual and diverse educational pathways, preparing them for success in local and global communities.

Legal

1. 22 PA Code 4.1
2. 22 PA Code 4.11
3. 22 PA Code 4.13

22 PA Code 4.4

Book	Policy Manual
Section	100 Programs
Title	Academic Criteria
Code	102
Status	Draft
Last Revised	January 24, 2011

Purpose

The Board recognizes the importance of developing, assessing and expanding academic criteria to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic criteria in accordance with, and may expand upon, those standards adopted by the State Board of Education.[\[1\]](#)[\[2\]](#)

Definition

Academic Criteria - shall be defined as what a student should know and be able to do at a specified grade level. For purposes of Board policy, the term academic criteria shall be deemed to encompass Pennsylvania Core Standards, state academic standards and local academic standards.[\[3\]](#)

Authority

The Board shall approve academic criteria for district students to attain, in the following content areas:[\[2\]](#)

1. English Language Arts
2. Mathematics
3. Science and Technology - to include history, geography, civics and government, and economics
4. Environment and Ecology
5. Social Studies (history, geography, civics and government, economics) - to include reading in history and social studies, and writing for history and social studies
6. Arts and Humanities
7. Career Education and Work
8. Health, Safety and Physical Education
9. Family and Consumer Science
10. World Languages

Guidelines

The district's curriculum shall be designed to provide students with the planned instruction needed to attain established academic criteria.[\[2\]](#)[\[4\]](#)[\[5\]](#)

| The district shall assess individual student attainment of established academic criteria
| and provide assistance for students having difficulty attaining academic
| criteria.[\[2\]](#)[\[6\]](#)[\[7\]](#)

| Students with disabilities may attain academic criteria by completion of their
Individualized Education Programs in accordance with law, regulations and Board
policy.[\[2\]](#)[\[8\]](#)

Legal

1. 22 PA Code 4.11
2. 22 PA Code 4.12
3. 22 PA Code 4.3
4. Pol. 105
5. Pol. 107
6. Pol. 127
7. Pol. 213
8. Pol. 113
- 22 PA Code 4.4

Book	Policy Manual
Section	100 Programs
Title	Curriculum Development
Code	105
Status	Draft
Last Revised	April 24, 2000

Purpose

The Board recognizes its responsibility for the development, assessment and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, developed and modified on a continuing basis and in accordance with a plan for curriculum improvement.[\[1\]](#)

Definition

For purposes of this policy, **curriculum** shall be defined as a series of planned instruction in each subject that is coordinated, articulated and implemented in a manner designed to result in all students achieving Board-established academic criteria at the proficient level. The Board-established academic criteria shall, at a minimum, meet state regulatory requirements for academic standards.

[\[2\]](#)[\[3\]](#)[\[4\]](#)

Authority

The Board shall be responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic criteria established by the Board. Attaining the academic criteria requires students to demonstrate the acquisition and application of knowledge.[\[1\]](#)[\[3\]](#)[\[4\]](#)

In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and strategies for assisting those students having difficulty attaining the academic standards.[\[1\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Guidelines

The district's curriculum shall provide the following:

1. Continuous learning through effective collaboration among the schools of this district.
2. Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational

- program.[9]
3. Guidance and counseling services for all students to assist in career and academic planning.[10]
 4. A continuum of educational programs and services for all students with disabilities, pursuant to law and regulation.[11]
 5. **Language Instruction Educational Program** for **English Learner** students, pursuant to law, regulation **and Board policy**.[\[12\]](#)[\[13\]](#)
 6. Compensatory education programs for students, pursuant to law and regulation.
 7. Equal educational opportunity for all students, pursuant to law and regulation.[\[14\]](#)[\[15\]](#)
 8. Career awareness and vocational education, pursuant to law and regulation.[\[16\]](#)
 9. Educational opportunities for identified gifted students, pursuant to law and regulation.[\[17\]](#)
 10. Regular and continuous instruction in required safety procedures.[\[18\]](#)

Delegation of Responsibility

As the educational leader of the district, the Superintendent or designee shall be responsible to the Board for the district's curriculum. They shall establish procedures for curriculum development, evaluation and modification, which ensure the utilization of available resources, and effective participation of administrators and teaching staff members [\[1\]](#).

A listing of all curriculum materials shall be made available for the information of persons in parental relations, students, staff and Board members.[\[1\]](#)[\[19\]](#)

With prior Board approval, the Superintendent or designee may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program. The Superintendent or designee shall report periodically to the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs.

The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.

The Board directs the Superintendent to pursue, actively, state and federal aid in support of research activities.

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Legal

1. 22 PA Code 4.4
2. 22 PA Code 4.3
3. 22 PA Code 4.12
4. Pol. 102
5. 24 P.S. 1511
6. 24 P.S. 1512
7. Pol. 107
8. Pol. 127
9. Pol. 109
10. Pol. 112

11. Pol. 113
12. 22 PA Code 4.26
13. Pol. 138
14. Pol. 103
15. Pol. 103.1
16. Pol. 115
17. Pol. 114
18. Pol. 805
19. Pol. 105.1
22 PA Code 4.21
22 PA Code 4.22
22 PA Code 4.23
22 PA Code 4.25
22 PA Code 4.27
22 PA Code 4.29
22 PA Code 4.82
Pol. 100
Pol. 106
Pol. 116

Book	Policy Manual
Section	100 Programs
Title	Interscholastic Athletics
Code	123
Status	Draft
Last Revised	November 26, 2001

Purpose

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

The program fosters the growth of school loyalty within the student body as a whole and stimulates community interest.

The game activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

Definition

For purposes of this policy, the program of interscholastic athletics shall include all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

Authority

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.[1][2][3][4][5]

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.[6]

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.[6]

The Board further adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association and shall review such standards

annually to ascertain that they continue to be in conformity with the objectives of this district.

The Board directs that no student may participate in interscholastic athletics who has not:[6]

1. Met the requirements for academic eligibility.
2. Complied with the requirements of the Athletic Handbook.
3. Complied with the requirements of the Code of Conduct for Interscholastic Athletics and Board policies and administrative regulations related to student discipline.
4. Attended school regularly.[7]
5. Been in attendance on the day of the athletic event or practice for the hours required.
6. Returned all school athletic equipment previously used.
7. Adhered to applicable discipline standards.[8]

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[8]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities, in accordance with law.
3. Student conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.[Mahanoy Area School District v. B.L., 594 U.S. ____ (2021)].
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and their person in parental relation shall sign and return the acknowledgement of receipt and review of the following:[9][10][11][12]

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

The Superintendent shall inform the Board of changes in that schedule as they occur.

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the school district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment.

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.[\[13\]](#)[\[14\]](#)

Guidelines

Interscholastic Athletic Opportunities Disclosure Form

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for secondary school students for the preceding school year.[\[15\]](#)

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.[\[15\]](#)

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.[\[15\]](#)

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Legal

1. 22 PA Code 4.27
2. 24 P.S. 1601-C et seq
3. 34 CFR 106.41
4. Pol. 103
5. Pol. 103.1
6. 24 P.S. 511

7. Pol. 204
8. Pol. 218
9. 24 P.S. 5323
10. 24 P.S. 1425
11. Pol. 123.1
12. Pol. 123.2
13. 22 PA Code 12.1
14. 22 PA Code 12.4
15. 24 P.S. 1603-C
24 P.S. 5321 et seq

Book	Policy Manual
Section	100 Programs
Title	Trauma-Informed Approach
Code	146.1
Status	Draft (PNN Vol III 2020)
Adopted	
Last Revised	

Purpose

The Board recognizes the impact that trauma may have on the educational environment of the schools, individual student achievement, and the school community as a whole. The Board desires to address the effects of trauma in order to meet the academic, behavioral and professional needs of students and staff. The purpose of this policy is to direct district staff to develop and implement a plan for trauma-informed approaches to education throughout the district.

Definitions

Evidence-Based - evidence-based refers to any concept or strategy that is derived from or informed by objective evidence - most commonly, educational research or metrics of school, teacher, and student performance. [\[38\]](#)

Trauma - for purposes of this policy, includes effects of an event, series of events or set of circumstances that is experienced by an individual as physically or emotionally harmful or threatening. This addresses experiences that have lasting adverse effects on the individual's functioning in cognitive functioning, mental, physical, social, emotional, or spiritual well-being. [\[1\]](#)

Trauma-informed approach - Includes a school-wide approach to education and/or a classroom-based approach that recognizes the signs and symptoms of trauma and responds by integrating knowledge about trauma from professional learning, procedures and practices to minimize the recurrence of trauma. [\[1\]](#)

Secondary trauma - the impact of working with students experiencing trauma on a regular basis, which may cause traumatic responses and/or burnout to the individual providing support and care.

Authority

The Board directs district staff to develop and implement a trauma-informed approach plan that uses evidence-based practices and reflects the needs and resources of the district and school community. [\[2\]](#)

The Board shall review current district resources, programs, procedures, and Board policies through a trauma-informed lens, and make necessary revisions or determinations to facilitate implementation of the district's trauma-informed approach plan.

This shall include, but not be limited to:

1. Student attendance policy that focus on reasons for absence and school attendance improvement.[3]
2. Student disciplinary policies and the Code of Student Conduct that incorporates restorative practices.[4][5][6][7]
3. Planned instruction that embeds social and emotional learning.[8][9]
4. School wellness policy, instruction and practices that promote healthy behaviors.[20]
5. Policies that promote student safety and security, and build positive relationships with law enforcement agencies.[21][22][23][24][25]
6. Culturally responsive practices that focus on valuing and integrating the cultures of all students and staff to ensure a supportive school climate and community.[28]

Delegation of Responsibility

The Board designates the Assistant Superintendent of Special Education and Student Services to oversee the implementation of the district's trauma-informed approach plan and serve as a member of the district's Student Assistance Program team.[2][13][15][16][21][29]

The Board directs the Assistant Superintendent of Special Education and Student Services to research and apply for available funding opportunities for implementation of the district's trauma-informed approach plan aligned with the provisions of law.[2]

Guidelines

Training

In accordance with applicable laws and Board policy, the district's trauma-informed approach plan shall include provisions for evidence-based training and professional development, based on assigned roles and responsibilities, including but not limited to:[2]

Required training on best practices related to trauma-informed approach for:

- Newly elected/appointed or re-elected/appointed school directors, certified administrative and professional employees as part of the professional education plan, and all district staff and contracted service personnel [16][33]
- All school security personnel employed or contracted by the district, as well as invitation to training for local law enforcement agencies with which the district maintains a Memorandum of Understanding.[22][23]
- Opportunities for volunteers, persons in parental relations and other community members to obtain resources and/or training.[18][19][34]

Screening

The Board directs district staff to identify and implement evidence-based screening tools for students and the school community. Screening tools may include those identifying the prevalence of Adverse Childhood Experiences, social-emotional needs, and school climate indicators. Screening shall be conducted by qualified district staff or community agencies contracted by the district.[13][15][35]

The trauma-informed approach plan shall require that screening results are reviewed by appropriate district staff or other contracted providers. Referrals for individual services are made when indicated by individual or universal screening. Identification and referrals for special education and related services evaluations shall comply with applicable state and federal laws and regulations, and Board policy.[11][12][36][37]

Services

The district's trauma-informed approach plan shall include provisions for identification of student needs, a referral system for individual assessments and coordination of services among the student and student's family, the school, and community-based organizations.[2][10][11][12][13][14][15][29][36]

Parental notification and consent may be required prior to referral for or implementation of student services.[13][14][15]

The district shall develop partnerships with community-based services and organizations, public health entities, nonprofit youth service providers and other community groups to implement the trauma-informed approach plan.

The Board shall, where appropriate, review and approve a Memorandum of Understanding or other agreement with each partnering organization for the provision of services.

Education

The district's trauma-informed approach plan shall integrate age-appropriate instruction for students related to trauma-informed topics and social-emotional learning as part of the district's approved curriculum. Instructional topics may include, but not be limited to [8][25]

- resilience;
- self-awareness, self-management, responsible decision-making, relationship skills and social awareness;
- safe and healthy choices and behaviors;
- coping strategies;
- seeking help for self or others.

Staff Wellness and Support

The district shall monitor and address the impact of trauma on school employees as part of the trauma-informed approach plan. The plan shall include training and resources to identify the warning signs of trauma and provide confidential support and services to promote staff wellness, including but not limited to

- Employee Assistance Program;
- work environment that provides space for separation and self-regulation; and
- training on development of self-care plans and peer support.

Data Collection and Plan Review

The district shall review and revise the trauma-informed approach plan as needed as part of the district's K-12 student services plan based on data that may include, but not be limited to:

- Aggregate data from evidence-based screening tools administered.
- Anecdotal information from staff and students related to trauma and secondary trauma impact in the school environment.
- Feedback from persons in parental relations and the community on the district's implementation of trauma-informed approach to education.
- Results of surveys on school environment.
- Aggregate data on student absences, Student Assistance Program referrals, health services, student removal discipline and graduation rates.
- Aggregate data on Employee Assistance Program use and staff feedback on training related to trauma-informed approach.
- Office for Safe Schools reports.
- Safe2Say Something aggregate data.
- PBIS inventories and surveys.

Legal

1. 24 P.S. 102
2. 24 P.S. 1311-B
3. Pol. 204
4. Pol. 113.1
5. Pol. 113.2
6. Pol. 218
7. Pol. 233
8. Pol. 105
9. Pol. 107
10. Pol. 112
11. Pol. 113
12. Pol. 114
13. Pol. 146
14. Pol. 209

15. Pol. 236
16. Pol. 333
17. Pol. 824
18. Pol. 917
19. Pol. 918
20. Pol. 246
21. Pol. 805
22. Pol. 805.1
23. Pol. 805.2
24. Pol. 806
25. Pol. 819
26. Pol. 602
27. Pol. 701
28. Pol. 832
29. Pol. 100
30. 24 P.S. 328
31. Pol. 004
32. 24 P.S. 1205.7
33. Pol. 818
34. Pol. 916
35. Pol. 235.1
36. Pol. 103.1
37. Pol. 113.3

38. [The Glossary of Education Reform](#)

PA Commission on Crime and Delinquency, School Safety and Security Committee - Model Trauma-Informed Approach Plan