

**SPRING-FORD AREA SCHOOL DISTRICT  
BOARD MEETING**

**Monday, February 27, 2023 ∞ 7:30 P.M.**

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

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

**MISSION STATEMENT**

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

There will be an Executive Session held prior to this meeting at 6:30 P.M. to discuss personnel matters.

**I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**

**II. PRESENTATION**

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

**B. Full Day Kindergarten Presentation**

**III. BOARD AND COMMITTEE REPORTS**

Community Relations  
Extracurricular Activities  
Legislative Committee  
MCIU  
PSBA Liaison  
American Legion  
Superintendent's Report  
Solicitor's Report

Colleen Zasowski  
David Shafer  
Abby Deardorff  
Dr. Margaret Wright  
Abby Deardorff  
David Shafer  
Robert Rizzo  
Mark Fitzgerald

1<sup>st</sup> Tue. 6:30 p.m.  
1<sup>st</sup> Tue. 7:30 p.m.  
3<sup>rd</sup> Wed. 7:30 p.m.  
4<sup>th</sup> Wed. 7:00 p.m.

**IV. MINUTES**

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

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

**V. PERSONNEL**

**A. Resignations**

1. **Cheryl L. Colmary**; Instructional Assistant, 9<sup>th</sup> Grade Center. Effective: February 3, 2023.

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

#### **New Resignations**

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

#### **B. Leave of Absence**

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

#### **C. Support Staff**

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

#### **New Support Staff**

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

#### **D. Temporary Professional Employee**

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

#### **New Temporary Professional Staff**

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

**E. Professional Employee**

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

**F. Substitutes**

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

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

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

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

1. **Jennifer A. Kurian**

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

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

**New**

3. **Jenna P. Conroy**
4. **Christa J. Ellsesser**
5. **Jennifer D. McGlade**
6. **James R. Moreland**
7. **Georgeiann C. Sklenarik**
8. **Megan E. Smith**
9. **Christine N. Wike**

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

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

1. **Sarah L. Becker-Fralich**
2. **Michael Hoinowski**
3. **Karen L. Schodle**

4. **Brett M. Slifer**

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

1. **Mary K. Blank**
2. **Dr. Christopher D. Cameron**
3. **Matthew J. Cappelletti**
4. **Maura F. Groff**
5. **Rachelle Hafer**
6. **Jennifer D. McGlade**
7. **Jeanette M. Walker**

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

**New Personnel**

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

1. **Brett M. Slifer**

**VI. FINANCE**

- 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. 215960 - 216191 \$ 487,373.94
2. Food Service Checks  
Check No. 2514 - 2524 \$ 444.76
3. General Fund, Food Service, Capital Reserve & Projects ACHs  
ACH No. 222301334 - 222301625 \$ 8,183,015.89
4. Wires  
Wire No. 202200138 - 202200166 \$ 7,562,629.63
5. Procurement Payments  
Transaction No. 220000143 - 220000161 \$ 5,793.84

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

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

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

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

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

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

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

- H. Administration recommends approval of an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**, Conshohocken PA which was board approved in June 2020. This addendum is necessary due to additional costs to provide 1:1 speech support per a student's IEP. The total cost will not exceed \$6,000.00. Funding will come from the Special Education Budget.
- I. Administration recommends approval of an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**, Conshohocken PA which was board approved in June 2020. This addendum is necessary due to additional costs to provide RBT support per a student's IEP. The total cost will not exceed \$33,508.80. Funding will come from the Special Education Budget.

## VII. PROPERTY

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

## VIII. PROGRAMMING AND CURRICULUM

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

- H. Administration recommends the approval of *German Grammar Drills, Premium 4th Edition* (Swick, Ed, McGraw Hill, 2022). This purchase includes 15 texts. The cost is not to exceed \$275.00 and is a budgeted item that will be paid from Curriculum Reserve.
- I. Administration recommends the approval of *U.S. History American Stories Beginnings to 1877, National Geographic Learning 1st edition* (2018, Cengage Learning) to be used in 8th grade Social Studies. This purchase includes 175 print and digital student text bundles (6 years), 475 student digital licenses (6 years), and 7 print and digital teacher editions (6 years). The cost is not to exceed \$75,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- J. Administration recommends the approval of *United States Government and Civics* (2024, McGraw Hill) to be used in United States Government. This purchase includes 140 print and digital student text bundles (7 years), 235 student digital licenses (7 years), and 6 print and digital teacher editions (7 years). The cost is not to exceed \$45,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- K. Administration recommends the approval of *World History Voyages of Exploration*, National Geographic Learning 1st edition (2021, Cengage Learning) to be used in Ancient World History. This purchase includes 70 print and digital student text bundles (6 years), 30 student digital licenses (6 years), and 3 print and digital teacher editions (6 years). The cost is not to exceed \$15,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- L. Administration recommends the approval of Brooke's Books-Intro to Accounting (Digital simulations, Crunched, Inc.) to be used in Accounting. This purchase includes 30 digital simulations (1 year) and 30 worktexts. The cost is not to exceed \$775.00 and will be paid through a grant from J&L accounting.
- M. Administration recommends the purchase of Meraki Cloud License renewal. The cost will not exceed \$86,000.00. This purchase is eligible for the E-Rate program with a 40% refund. This will be paid from Technology Reserve and repaid from the Technology Operating Budget.
- N. Administration recommends the purchase of Classlink – One Roster. This five-year agreement will not exceed \$66,000.00. Year one cost will not exceed \$16,500.00. This will be paid from the Technology Operating Budget.

## IX. CONFERENCES AND WORKSHOPS

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

total cost of the conference is \$3,685.00 and will be paid from Title I Funding. (registration, transportation, and hotel). Substitute coverage is not needed.

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

#### **X. OTHER BUSINESS**

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

#### **XI. BOARD COMMENT**

#### **XII. PUBLIC TO BE HEARD**

#### **XIII. ADJOURNMENT**



On January 17, 2023, The Spring-Ford Area School District Work Session was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

#### **CALL TO ORDER**

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

Mrs. Bickert noted that Mr. Shafer is absent and all other members are present.

#### **PLEDGE OF ALLEGIANCE**

#### **ANNOUNCEMENTS**

None

#### **I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**

None

#### **II. DISCUSSION**

Mr. Rizzo stated that there is a need for support in this building. Fifth and sixth grades follow an Elementary schedule. 7th grade transitions and has a different start time. When the 5/6/7 opened, it was a 2 principal building. It is his recommendation that they put in a temporary principal and they would work together. There would be an interview and internal transfer into a TOSA position and that would be backfilled with a long term sub. His recommendation is for the remainder of this school year and for the 23-24 school year. Dr. Wright noted that she taught in the building when there was a 7th grade principal and she supports this, it's in the best interest of the students. Mr. Jackson asked about the rationale for the stipend. Mr. Rizzo said it was based on the last 2 stipend positions. Mr. Jackson asked about the temporary position for 2 years and Mr. Rizzo said after 2 years they feel they will know if it is a position they want to fill. Mr. Jackson asked if it would be internal with a reconfiguration of 5/6/7 and Mr. Rizzo said he'd like to promote within but can't say definitively. Mr. Fitzgerald said the next step would be a motion with a name if possible or a MOU. For the Teacher On Special Assignment (TOSA) there would need to be a name and expectations so 2 motions. Mr. Rizzo stated that there would be one person per motion. Mrs. Zasowski asked about Board involvement, this is a temporary building principal and if the Board would like to be involved Mr. Rizzo would make that happen.

**A. 7th Grade Temporary Building Principal****III. BOARD AND COMMITTEE REPORTS****Student Rep. Report****Aditi Mangal/Arhan Kaul**

Student Representative Kaul reported on some of the past events which included the Irish Exchange students visiting and many concerts. This week he reminds everyone to look out for skyward announcements, he noted that the Midterms starts this week and the great kindness challenge is throughout the district.

**Policy****Wendy Earle****2<sup>nd</sup> Wed. 6:30 p.m**

Mrs. Earle reported the membership policy was sent to the solicitor then sent back to committee. Several policies were sent to the solicitor for review. There were several they didn't get to and will be on the next agenda. The MCIU provided input to the Board Membership Policy.

**Curriculum/Technology****Dr. Margaret Wright****2<sup>nd</sup> Wed. 7:30 p.m.**

Dr. Wright reported on the January meeting which included Mr. Catalano sharing the December phishing report. Staff is starting to recognize these emails and is reporting them. Dr. Edwards and Colyer selection guide and that will be posted on the website. Dr. Murray provided an update on the learning loss and the survey. Tutoring was a top priority of the survey.

**Finance****Clinton L. Jackson****2<sup>nd</sup> Tue. 6:30 p.m.**

Mr. Jackson noted items discussed were the monthly report, Budget for 23-24 and the timeline,

**Property****Clinton L. Jackson****2<sup>nd</sup> Tue. 7:30 p.m.**

Mr. Jackson reported that there was discussion on the 9th grade flooring which will be done in a few weeks. Spring City planning update which was a recap of Saturdays public discussion. 23-24 capital review was discussed. There are 11 action items that came out of this meeting.

**WMCTC****Earle/Weingarten/Zasowski 2<sup>nd</sup> Mon. 7:00 p.m.**

Mrs. Zasowski reported they had a reorg meeting in which everything stayed the same. There were 4 students, all spring-ford, who participated in the SkillsUSA Conference. The Western Center will be hosting this conference for the next 2 years. The budget was lightly approached with some items they are looking at such as another welding instructor, asst. Principal, and items for improvements in preparation for the Skills USA Competition. Also noted was the community meal that is this week.

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

Dr. Murray provided a brief comprehensive planning process. Professional Development upcoming in February was reviewed and the new . Saturday will be on the Class H Room teachers and students go head to head. SNAP Boutique will be opening soon.

Dr. Giambattista reported that the nurses were trained on a medical emergency response team and each building has a team formed. Drills will be performed and all staff will be trained in the near future. School Psychologists have been reviewing training for students at risk. Future Planning Center will be meeting with Juniors. Early intervention update, there are 73 students transitioning into Kindergarten, last year that number was in the 50s.

**Solicitor's Report****Mark Fitzgerald**

Mr. Fitzgerald reported there some property contracts that are on the agenda for approval and if there are any questions the Board should reach out to their

**IV. MINUTES**

No questions or comments

- A. Administration recommends approval of the November 28, 2022 Work Session minutes. **(Attachment A1)**
- B. Administration recommends approval of the December 5, 2022 Reorganization meeting minutes. **(Attachment A2)**

## V. PERSONNEL

Mrs. Hermans recognized Mr. Hunter's retirement.

### A. Resignations

1. **Celeste D. Baumgardner**; Elementary Teacher, Royersford Elementary School. Effective: February 24, 2023.
2. **Shawn R. Corropelese**; Asst Softball Coach - HSI. Effective: December 6, 2022.
3. **Melissa A. Hartnett**; Elementary Teacher, Evans Elementary School for the purpose of retirement. Effective: February 3, 2023.
4. **Robert D. Hunter**; Maintenance Director of Planning, Operations and Facilities, for the purpose of retirement. Effective: November 10, 2023.
5. **Lucinda J. Iezzi**; Health & Physical Education Teacher, Senior High School, for the purpose of retirement. Effective: June 9, 2023.
6. **Alexander M. Kraft**; Instructional Assistant, Senior High School. Effective: January 25, 2023.
7. **Ashley M. Lambert**; Instructional Assistant, Upper Providence Elementary School. Effective: January 6, 2023.
8. **Nina M. Lee**; Special Education Teacher, Spring City Elementary, for the purpose of retirement. Effective: June 9, 2023.
9. **Jaclyn A. McDermott**; Assistant Track Coach, 7th/8th Grade. Effective: November 29, 2022.
10. **Patrice M. Mullen**; Instructional Assistant, 8th Grade Center for the purpose of retirement. Effective: August 4, 2023.
11. **Patricia A. Musselman**; Special Education Teacher, Oaks Elementary, for the purpose of retirement. Effective June 9, 2023.
12. **Alison L. Reichwein**; Technology Education Teacher, Senior High School, for the purpose of retirement. Effective: July 1, 2023.
13. **Maria E. Skrzat**; Reading Specialist, 8th Grade Center, for the purpose of retirement. Effective: June 9, 2023.
14. **Corinna M. Vieira**; Instructional Support Teacher, Spring City Elementary. Effective: January 9, 2023.

### B. Leave of Absence

1. **Brianna M. Hine**; Special Education Teacher, Royersford Elementary, for an unpaid leave of absence per Board Policy. Effective: January 10, 2023 until February 7, 2023.
2. **Meagan M. Snyder**; Elementary Teacher, 5th/6th Grade Intermediate Center, for an unpaid leave of absence per Board Policy. Effective: February 24, 2023 through April 21, 2023 (estimated date).
3. **Joseph D. Stimmler**; Maintenance, Maintenance & Operations for an extension of an unpaid leave of absence per Board Policy. Effective: January 10, 2023 through February 1, 2023.
4. **Christine M. Wheeler**; Food Service Employee, Senior High School, for an unpaid leave of absence per Board Policy. Effective: January 12, 2023 through January 27, 2023.

### C. Support Staff

1. **Rachel M. Gertenitch**; Instructional Assistant, Upper Providence Elementary School, replacing Deborah J. Mohr-Kehe who retired. Compensation has been set at \$16.36/hour plus benefits per the Instructional Assistants' Benefit Summary. Effective: January 9, 2023.
2. **Kristin L. Schmidt**; Secretary, Senior High School, replacing Sharon D. Ritson who had a change of status. Compensation has been set at \$16.52/hour plus benefits per the Secretarial Benefit Summary. Effective: January 9, 2023.
3. **Tammi L. Virkler**; Administrative Assistant, Spring City Elementary School, replacing Kathy K. Dwyer who had a change of assignment. Compensation has been set at \$19.23/hour plus benefits per the Secretarial Benefit Summary. Effective: January 3, 2023.

#### D. Change of Status

1. **Alexa M. Rawa**; PT (.50) Special Education Teacher at Upper Providence Elementary School to FT Special Education Teacher at Upper Providence Elementary School. Compensation has been set at B Step 1, \$51,000, prorated, with benefits per the Professional Agreement. Effective January 24, 2023.

#### E. Tenure

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

1. **Jennifer C. Lipp**

- F. 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. **Sharon A. Abrams**, Brooke Elementary
2. **Erik B. Ammon**, Brooke Elementary
3. **Nancy A. Daly**, Brooke Elementary
4. **Dr. Marilyn T. Nepps**, Brooke Elementary

- G. Administration recommends approval of the 2023 Kindergarten -12<sup>th</sup> Grade Extended School Year Program (ESY) and the positions identified below to be held at Evans Elementary. The program will be held July 5 - August 3, 2023, Monday-Thursday. Instructional Assistants will work 8:45 a.m. - 1:15 p.m., all others will work 8:30 a.m. - 1:30 p.m.

1. Forty (40) Special Education Teachers at a rate of \$40.00/hour.
2. Sixty (60) Instructional Assistants. Rates will vary between \$16.36-\$23.22/hour depending on experience and educational degree.
3. Four (4) Full Time Equivalent Speech Therapists at a rate of \$40.00/hour.
4. One (1) Behavior Specialist at a rate of \$40.00/hour.
5. One (1) Counselor at a rate of \$40.00/hour.
6. Two (2) Certified School Nurses at a rate of \$40.00/hour.
7. Twelve (12) Special Education Teachers-Tutors at a rate of \$40.00/hour. Position runs June 26, 2023 - August 18, 2023.
8. Five (5) Special Education Teachers with WILSON experience for individual students as per the students' IEP at a rate of \$40.00/hour. Position runs June 26, 2023 - August 18, 2023.

- H. Administration recommends approval of **Erin E. Hughes** and **Sarah M. Toback** to be hired as Summer 2023 R.A.M.S Coordinators. Compensation has been set at \$40.00/hour plus benefits

- (FICA & Retirement), not to exceed 140 hours per Summer R.A.M.S Coordinator. Funding will be from the ESSER/ARP ESSER/7% Set Aside. Effective: May 1, 2023.
- I. Administration recommends approval of **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).
  - J. Administration recommends approval of **Joan D. Flack** as an Instructional Assistant for the Pre-K Summer Readiness Program. Compensation will be set at the Instructional Assistant's current hourly rate plus benefits (FICA & Retirement).
  - K. Administration recommends the following School Police Officers for the Summer R.A.M.S. Program. The Summer R.A.M.S. Program will be located at Brooke Elementary School and the 9th Grade Center. Compensation will be the officer's hourly rate, shall not exceed \$6,000.00, and will be paid, as previously budgeted, from the ESSER/ARP ESSER/7% Set Aside.
    1. **Timothy Brennan**
    2. **Jason Corroplese**
    3. **David Engleston**
    4. **Bob Greenwood**
    5. **Terry Heydt**
    6. **Gwen Phillips**
    7. **Mark Wickersham**
  - L. Administration recommends the following Registered Nurses as Substitute Nurses for the 2023 Summer R.A.M.S. Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ESSER/ARP ESSER/7% Set Aside.
    1. **Tara L. Santangelo**
    2. **Sharon Wiltsie**
  - M. Administration recommends the following Professional Staff as Teachers for the 2023 Summer R.A.M.S Program. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be paid from the ESSER/ARP ESSER/7% Set Aside.
 

<ol style="list-style-type: none"> <li>1. <b>Mary K. Burkholder</b></li> <li>2. <b>Laura E. Camp</b></li> <li>3. <b>Sienna K. Coleman</b></li> <li>4. <b>Alyssa C. Dougherty</b></li> <li>5. <b>Sheila Egleston</b></li> <li>6. <b>Kathryn L. Ellor</b></li> <li>7. <b>Christa J. Ellsesser</b></li> <li>8. <b>Maureen E. Faulkner</b></li> <li>9. <b>Lauren E. Flanagan</b></li> <li>10. <b>Zoe D. Jacobs</b></li> <li>11. <b>Marisa L. Natale</b></li> <li>12. <b>Jacqueline E. Pizzico</b></li> </ol>	<ol style="list-style-type: none"> <li>13. <b>Jeannine Plitnick</b></li> <li>14. <b>Shawn Riordan</b></li> <li>15. <b>Sarah D. Rizzuto</b></li> <li>16. <b>Georgeiann C. Sklenarik</b></li> <li>17. <b>Maria A. Talone</b></li> <li>18. <b>Jacqueline M. Trianosky</b></li> <li>19. <b>Katelyn M. Vaccaro</b></li> <li>20. <b>Lynne M. Webb</b></li> <li>21. <b>Rachel M. Weigel</b></li> <li>22. <b>Nicole M. Zucal</b></li> </ol>
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  - N. Administration recommends approval of the attached extra-curricular contracts for the 2022-2023 school year. **(Attachment A3)**
  - O. Administration recommends approval of the attached job description for Associate Head Coach. **(Attachment A4)**
  - P. Administration recommends approval of the attached job description for Assistant Coach.

**(Attachment A5)**

- Q.** Administration recommends approval of the attached job description for Head Coach.  
**(Attachment A6)**

**VI. FINANCE**

Mrs. Zasowski highlighted the Preliminary General Budget is on for approval. Mr. Fink noted the timeline for approving the budget with approval being on the May Board meeting agenda. The budget can change between now and approval.

- 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. 215709 - 215959 \$ 677,191.26
2. Food Service Checks  
Check No. 2482 - 2513 \$ 1,205.75
3. General Fund, Food Service, Capital Reserve & Projects ACHs  
ACH No. 222300996 - 222301333 \$ 7,370,038.59
4. Wires  
Wire No. 202200096 - 202200137 \$12,003,262.57
5. Procurement Payments  
Transaction No. 220000069 - 220000142 \$ 19,763.94

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

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

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

1. **Daniel Jude Miller, Binghamton, NY** to provide "Author Day" at Royersford Elementary School with a cost not to exceed \$600.00. Funding will be paid from the Royersford Elementary Budget.
2. **The Chester County Intermediate Unit (CCIU)** to provide Psychology services for the 2022-2023 school year. The total cost of the contract is not to exceed \$4,086.50. The contract will be funded from the Special Education Budget.
3. **Personal Health Care** to provide Nursing Services during Extended School Year (ESY) for one student as per their IEP. The total cost of the contract for the one student not to exceed \$1,243.00. This service will be funded through the Special Education Budget.

4. **Dr. Mary Lazar** to conduct a comprehensive neuropsychological evaluation for one student. The cost for the evaluation is not to exceed \$5,500.00. Funding will be paid from the Special Education Budget.
  5. **Procure Therapy** to provide Paraprofessional and Registered Behavior Technician services for students per the IEP for the 2022-2023 school year. The total cost of the contract will not exceed \$123,656.40 and will be funded from the Special Education Budget.
  6. **Dr. Claudia Chernow**, conduct a Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$2,500.00. The contract will be paid from the Special Education Budget.
  7. **Pediatric Therapeutic Services Inc. (PTS)**, To provide one full-time school social worker and two full-time board-certified behavior analysts for the 2022-2023 school year. This contract was previously approved in September of 2021 for a total of \$314,523.00 and will be paid through ESSER Grant funding as previously allocated.
  8. **Buxmont Academy** to provide Educational services for one special education student for the 2022-2023 school year. The total cost of the contract is not to exceed \$21,309.20. The funding will be paid from the Special Education Budget.
  9. **The Timothy School** to provide 1:1 services for 1 student per the IEP. The total cost for services is not to exceed \$4,500.00. The funding will be paid from the Special Education Budget.
  10. **Emily Perlis** to conduct an Independent Educational Evaluation for one student. The cost for the evaluation is not to exceed \$4,200.00. The contract will be paid from the Special Education Budget.
- E. Administration recommends approval of a **confidential settlement agreement 2023-01** with the parent of a special education student in an amount not to exceed \$25,000.00. Funding will be paid from the Special Education Budget.
- F. Administration recommends the approval of additional funds for Educational Services for students who receive special educational services from **Lakeside Educational Network** for the 2022-2023 school year. The total cost shall not exceed \$22,712.50. The contract will be paid from the Special Education Budget.
- G. Administration recommends approval of the **Preliminary General Fund Budget** for the 2023-2024 school year in the amount of \$191,526,802.00.
- H. Administration recommends approval to file with the Department of Education the 2023-2024 referendum exceptions estimated at \$2,000,000.00 for Special Education Expenditures and Retirement Contributions. These estimated referendum exceptions represent approximately 1.63% and could be used for allowable millage over the Act 1 State Index cap amount of 4.10%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.

## VII. PROPERTY

Mrs. Hermans wanted to give a shout out to the Home and School organizations for their donations and thanks them.

- A. Administration recommends approval for the Phase 2 Camera upgrade project at the FLEX, RES and SCE with Integrated Security Systems through COSTARS contract # 040-058. Camera installation, decoders, licensing, replacement, data storage and maintenance service

agreement. Total cost will not exceed \$447,591.01. Funding will come from the Capital Reserve and then repaid from the School Safety Operating Budget.

- B.** Administration recommends approval for the continued Service and Maintenance Agreement which expires in June of 2023. This agreement is provided by Integrated Security Systems through COSTARS contract #040-058.
- C.** Administration recommends approval for phase 3 of 4 flat roof replacement at the 9GC by Weatherproof Technologies through Contract #KPN-A-202012-04. Funding will be paid from Bond Proceeds and shall not exceed \$978,000.00.
- D.** Administration recommends approval for metal roof restoration coating at Oaks Elementary by Weatherproof Technologies through Contract #KPN-A-202012-04. Funding will be paid from Bond Proceeds and shall not exceed \$866,000.00.
- E.** Administration recommends approval for the replacement of 237 heat pumps including controls and recommissioning of 6 ERU units at the 567 Grade Center by Southland Industries (Burns Mechanical) through COSTARS Contract #008-E22-858. Funding will be paid from Bond Proceeds and shall not exceed \$4,936,000.00.
- F.** Administration recommends approval for the expenditure of a district-controlled contingency budget specific to the 5th/6th/7th Grade Center heat pump replacement project. Funding will be paid from bond proceeds and shall not exceed \$350,000.00. This contingency is not in addition to the original amount budgeted for this project.
- G.** Administration recommends approval for the replacement of the emergency generator at Brooke Elementary by S.J. Thomas Company, Inc. through KPN Contract #2021JOCC-47. Funding will be paid from the Capital Reserve and shall not exceed \$85,000.00.
- H.** Administration recommends approval for the replacement of the fire alarm system at Upper Providence Elementary by Berkshire Systems Group, Inc. through COSTARS Contract #014-E22-249. Funding will be paid from the Capital Reserve and shall not exceed \$145,000.00.
- I.** Administration recommends approval for playground equipment improvements at Royersford Elementary by Recreation Resources through COSTARS Contract #014-E22-249. Funding will be paid from the Capital Reserve and shall not exceed \$144,000.00.
- J.** Administration recommends approval for playground equipment improvements at Oaks Elementary by Recreation Resources through COSTARS Contract #14-74. Funding will be paid from the Capital Reserve and shall not exceed \$126,000.00.
- K.** Administration acknowledges the acceptance of the donation in the amount of \$25,000.00 from the Oaks Elementary Home and School Association to replace the existing school sign with an electronic sign. The installation will be contingent upon approval and permitting with Upper Providence Township.
- L.** Administration acknowledges the acceptance of the donation in the amount of \$6,500.00 from the Evans Elementary Home and School Association to purchase a Gaga Ball Pit for the playground.
- M.** Administration recommends approval of the PennDOT acquisition and acceptance of the PennDOT offer of \$1,800.00 for a .029-acre right of way and a .008-acre temporary construction easement for construction on Black Rock Road adjacent to the Oaks Elementary property for the purpose of expanding the bridge. PennDOT also requires an



application for payment of estimated just compensation be filed and may require additional documentation to be executed on behalf of the School District in connection with the foregoing PennDOT acquisition. It is hereby approved that the School District's Superintendent, Board President and/or Chief Financial Officer are hereby authorized on behalf of the School District in connection with the PennDOT's acquisition to execute the application for payment of estimated just compensation and additional documentation required by PennDOT, subject to solicitor and administration review, and to do all acts and things required in order to effectuate the aforementioned conveyance to PennDOT.

### VIII. PROGRAMMING AND CURRICULUM

No questions or comments

- A. Administration recommends the approval of *Think Java: How to Think Like a Computer Scientist 2nd edition* (Downey, Allen; O'Reilly Media Incorporated, 2020) to be used in AP Computer Science. This purchase includes 30 paperback texts. The cost is not to exceed \$1,100.00 and is a budgeted item that will be paid from the Curriculum Budget.

### IX. CONFERENCES AND WORKSHOPS

Mr. Jackson is happy to see the Facilities getting exposure to conferences and workshops.

- A. **Edward W. Yergey**, Grounds and **Craig Ruoss**, Grounds to attend "*Penn State Extension Turf and Ornamentals School*" in Grantville, PA January 30, 2023. The total cost of the conference is \$425.00 (registration and transportation). Substitute coverage is not required.
- B. **Edward M. Koneski**, Grounds Foreman, to attend "*2023 Eastern PA Golf, Lawn, Landscape and Sports Turf Conference*" in East Earl, PA February 2, 2023. The total cost of the conference is \$145.00 (registration and transportation). Substitute coverage is not required.
- C. **Edward M. Koneski**, Grounds Foreman, to attend "*26th Annual KAFMO Athletic Field Conference*" in East Earle, PA February 17, 2023. The total cost of the conference is \$110.00 (registration and transportation). Substitute coverage is not required.
- D. **Seth Jones, 10-12 GC Director of Bands**, to attend "*NAfME Eastern Division Conference*" in Rochester, NY April 13-16, 2023. The total cost of the conference is \$1,695.00 (registration, hotel, meals). Substitute coverage is required for 2 days.
- E. **Kenneth Rhoads**, HVAC and **Shawn Ryan**, Maintenance Supervisor, to attend "Metasys System Extended Architecture for building Operations Course #388" in New Freedom, PA March 6th to March 8th, 2023. The total cost of the conference is \$1,460.00. (transportation, hotel, and meals). Substitute coverage is not required.
- F. **Riane Casper**, Athletic Trainer, to attend "*Mind Matters Concussion Conference: New Frontiers*" in Philadelphia, PA March 15, 2023. The total cost of the conference is \$375.00 (registration and transportation). Substitute coverage is required.

### X. OTHER BUSINESS

Mrs. Herman's has received questions about the emergency day. Mr. Rizzo reported that the calendar was updated from last week's meeting and the emergency day was removed from spring break and has a set graduation date.

- A. Administration recommends approval for the Spring-Ford Area School District Graduation Commencement to be set for the evening of Wednesday, June 7, 2023 at 7 p.m. in Coach McNelly Stadium. In the event of bad weather, Thursday, June 8, 2023 will serve as a rain date.
- B. Administration recommends approval of the 2023-2024 school calendar. **(Attachment A7)**

- C. Motion to approve and adhere to the guidelines of the Pennsylvania School Boards Association Principles for Governance and Leadership. **(Attachment A8)**
- D. Administration recommends approval of the overnight trip request from Yvonne O'Dea, 10-12 Grade Center Music Teacher, to accompany 7 students for the **Region Choir Competition** in West Chester, PA from February 16<sup>th</sup> to February 18<sup>th</sup>, 2023. Students will travel by district transportation. The cost of the trip is estimated to be \$190.00 per student for (registration, lodging, and meals). Students will miss 2 days of school and will be responsible for any missed work. The total cost to the district is for 1 day of substitute coverage for Ms. O'Dea and district transportation and will be paid from the High School Budget.
- E. Administration recommends approval of the overnight trip request for Robert Swier, Business Education Teacher, Cheryl Murgia, English Teacher, Amy Short Biology Teacher, and Erin Marcellus Cyber Teacher to accompany students qualifying for the **DECA State Competition** in Hershey, PA from February 22<sup>nd</sup> through February 24<sup>th</sup>, 2023. Students will travel via chartered transportation. The cost of the trip is \$450.00 per student for registration, lodging and meals and will be paid by the student attending. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for 3 days of substitute coverage for Mr. Swier, Ms. Murgia, Ms. Short and Ms. Marcellus as well as \$6,000.00 for transportation and will be paid from the High School Budget.
- F. Administration recommends approval of the overnight trip request from Yvonne O'Dea, 10-12 Grade Center Music Teacher, to accompany 7 students for the **District Choir Festival** in Holland, PA from January 12<sup>th</sup> to January 14<sup>th</sup>, 2023. Students will travel by district transportation. The total cost of the trip is \$1,330.00 for registration, lodging, and meals. Students will miss 2 days of school and will be responsible for any missed work. All expenses will be paid from the High School Budget and will include 2 days of substitute coverage for Ms. O'Dea and district transportation.
- G. Administration recommends approval of the overnight trip request from Seth Jones, 10-12 Grade Center Band Director, to accompany 2 students to **NAfME Eastern Division Honor Band and Chorus Competition** in Rochester, NY from April 13<sup>th</sup> to April 16<sup>th</sup>, 2023. Students will travel by district transportation. The cost of the trip is \$500.00 per student and will be paid by each student attending.
- H. Administration recommends the following **high school winter sport teams** for overnight travel during the 2022-2023 school year.
- High School Boys Lacrosse – Trip to play 2 PIAA scrimmages  
Crystal Springs Resort Depart March 22, 2023 - Return March 26, 2023  
Meals and lodging provided by the Boys Lacrosse Team Booster Club Account  
The team will use district transportation  
Cost to district – 2 substitutes for 2 days for Kevin Donnelly and Kevin Czapor (\$768.00)
- High School Girls Lacrosse - Trip to play a non-league contest.  
Game vs Ocean City HS - Depart May 5, 2023 - Return May 7, 2023  
Meals and lodging provided by the Girls Lacrosse Team Booster Club Account  
The team will use district transportation  
Cost to district – 3 substitutes for 1 day (May 5, 2023) for Kristi Holstein, Rose Ward, Meghan Mozi (\$576.00)
- I. The following policies are submitted for **Approval**:
1. **Policy #204 - Attendance (Attachment A9)**
  2. **Policy #218 - Student Discipline (Attachment A10)**

J. The following policies are submitted for **First Read**:

1. **Policy #001** - Local Board Procedures (**Attachment A11**)
2. **Policy #249** - Bullying and Cyberbullying (**Attachment A12**)

**XI. INFORMATIONAL**

Mrs. Hermans noted the rate change, no action needed on this.

- A. Effective January 1, 2023, the **IRS mileage rate** will be 65.5 cents per mile which is an increase of 3 cents from the second half of 2022 (62.5 cents).

**XII. BOARD COMMENT**

Mr. Jackson recognized the passing of Clair Cresi, a former Board member who served on Finance and Property committees and attended many meetings. She gave a lot to the district during the 4 years served and will be missed by all.

Mrs. Hermans was made aware by Mr. Fink that there are some folks that are asking for a waiver of school taxes. Mr. Fink can confirm if they have moved in and if they received their bill with Act 57. Mr. Fitzgerald stated that this is for new homeowners who were unable to pay during the discounted period. The law changed about a year ago. This goes into effect July 1st. Mrs. Hermans asked if the Board had any appetite to look at this. Mrs. Deardorff asked how often this happens since they pay this at closing. Mr. Fink said the county has had a delay in getting these out and it may affect some new owners closing at the end of the school year. Mrs. Earle asked about taking these on a case by case. Mr. Fink has about \$2500 in fees across the 5 or 6 requests that fall into the new homeowner. Mrs. Zasowski said school taxes are settled at closing. Mr. Fitzgerald said after July, we shouldn't get these requests since the tax collectors will be doing this. If the Board is looking at this, he suggests holding off and to see the DCED regulations. These will be on hold.

Mrs. Hermans discussed Board and Committee meetings start times and asked if the other members have a desire to change the committee meetings to start earlier. Dr. Wright would like to see Board meetings start at 7:30. After some Board discussion, it was decided to leave the times as they are with Committee meetings being 6:30 and 7:30. Mr. Jackson said that staff doesn't need to be there aside from an administrator and keep them under an hour. Dr. Wright commented that if starting Board meetings earlier, the students and administrators would be able to get home earlier.

Mr. Rizzo discussed trimming down the Board Work Session and Board meeting agenda to items that truly need to be approved.

**XIII. PUBLIC TO BE HEARD**

None

**XIV. ADJOURNMENT**

The Board unanimously adjourned the meeting at 9:02 p.m. with a motion from Mr. Jackson, seconded by Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On January 23, 2023, The Spring-Ford Area School District Board Meeting was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle, Karen Weingarten, and Dr. Margaret D. Wright

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

Region III: Abby Deardorff, Erica Hermans, and Dr. Jennifer Motzer

Presiding Officer: Eric Hermans

Superintendent: Robert W. Rizzo

Assistant Superintendents: Dr. Kelly M. Murray and Dr. Tina L. Giambattista

Chief Financial Officer: Jim Fink

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Aditi Mangal (Zoom) and Arhan Kaul (absent)

Zoom: Clinton L. Jackson

## **CALL TO ORDER**

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

## **PLEDGE OF ALLEGIANCE**

## **ANNOUNCEMENTS**

Mrs. Bickert noted that all Board members were in attendance with Mr. Jackson on Zoom.

Mrs. Hermans announced that the Administration held a dessert social for Board appreciation month, the Board thanked the Administrators.

### **I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**

None

### **II. BOARD AND COMMITTEE REPORTS**

#### **Legislative Committee**

**Abby Deardorff**

**3<sup>rd</sup> Wed. 7:30 p.m.**

Mrs. Deardorff welcomed a new state representative who was from the Souderton School Board. There is a gridlock in the PA House and is hoping the stalemate resolves quickly.

#### **MCIU**

No report

**Dr. Margaret Wright**

**4<sup>th</sup> Wed. 7:00 p.m.**

#### **PSBA Liaison**

No report

**Abby Deardorff**

#### **American Legion**

No report

**David Shafer**

#### **Superintendent's Report**

**Robert Rizzo**

Mr. Rizzo provided a followup on the location of Spring City Elementary. The building is not part of the district, however the students are. Mr. Rizzo also congratulated the 9 retirees and noted the years of service, and with January being Board appreciation month, he wanted the community to know that

they are key parts of this team and on average, volunteer 10 hours per month and they focus on many items such as policy. He asks the community and everyone to thank them.

### **Solicitor's Report**

**Mark Fitzgerald**

Mr. Fitzgerald followed up on the Act 57 discussion from last week and if the district can start that earlier. One concern has specific language that says an untimely bill is not an excuse to pay a bill and therefore is reluctant to begin on that earlier.

### **III. MINUTES**

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

**A.** The Board approved the November 28, 2022 Work Session minutes. **(Attachment A1)**

**B.** The Board approved the December 5, 2022 Reorganization meeting minutes. **(Attachment A2)**

### **IV. PERSONNEL**

Motion to approve Personnel A-Q by Dr. Wright, seconded by Mrs. Earle.  
Motion carries 9-0.

#### **A. Resignations**

1. **Celeste D. Baumgardner**; Elementary Teacher, Royersford Elementary School. Effective: February 24, 2023.
2. **Shawn R. Corropolese**; Asst Softball Coach - Senior High School. Effective: December 6, 2022.
3. **Melissa A. Hartnett**; Elementary Teacher, Evans Elementary School. Effective: February 3, 2023.
4. **Robert D. Hunter**; Maintenance Director of Planning, Operations and Facilities, for the purpose of retirement. Effective: November 10, 2023.
5. **Lucinda J. Iezzi**; Health & Physical Education Teacher, Senior High School, for the purpose of retirement. Effective: June 9, 2023.
6. **Alexander M. Kraft**; Instructional Assistant, Senior High School. Effective: January 25, 2023.
7. **Ashley M. Lambert**; Instructional Assistant, Upper Providence Elementary School. Effective: January 6, 2023.
8. **Nina M. Lee**; Special Education Teacher, Spring City Elementary, for the purpose of retirement. Effective: June 9, 2023.
9. **Jaclyn A. McDermott**; Assistant Track Coach, 7th/8th Grade. Effective: November 29, 2022.
10. **Patrice M. Mullen**; Instructional Assistant, 8th Grade Center for the purpose of retirement. Effective: August 4, 2023.
11. **Patricia A. Musselman**; Special Education Teacher, Oaks Elementary, for the purpose of retirement. Effective June 9, 2023.
12. **Alison L. Reichwein**; Technology Education Teacher, Senior High School, for the purpose of retirement. Effective: July 1, 2023.
13. **Maria E. Skrzat**; Reading Specialist, 8th Grade Center, for the purpose of retirement. Effective: June 9, 2023.
14. **Corinna M. Vieira**; Instructional Support Teacher, Spring City Elementary. Effective: January 9, 2023.

#### **New Resignations**

15. **Catarina L. Folkes**; Instructional Assistant, Senior High School. Effective: February 3, 2023

16. **Dawn L. Peiffer**; Food Service Employee, Oaks Elementary, for the purpose of retirement. Effective: June 9, 2023.
17. **Linda K. Valloor**; English Teacher, Senior High School, for the purpose of retirement. Effective: June 9, 2023.
18. **Mark A. Wickersham**; Police Officer, 8th Grade Center. Effective: January 27, 2023.

#### **B. Leave of Absence**

1. **Brianna M. Hine**; Special Education Teacher, Royersford Elementary, for an unpaid leave of absence per Board Policy. Effective: January 10, 2023 until February 7, 2023.
2. **Meagan M. Snyder**; Elementary Teacher, 5th/6th Grade Intermediate Center, for an unpaid leave of absence per Board Policy. Effective: February 24, 2023 through April 21, 2023 (estimated date).
3. **Joseph D. Stimmler**; Maintenance, Maintenance & Operations for an extension of an unpaid leave of absence per Board Policy. Effective: January 10, 2023 through February 1, 2023.
4. **Christine M. Wheeler**; Food Service Employee, Senior High School, for an unpaid leave of absence per Board Policy. Effective: January 12, 2023 through January 27, 2023.

#### **C. Support Staff**

1. **Rachel M. Gertenitch**; Instructional Assistant, Upper Providence Elementary School, replacing Deborah J. Mohr-Kehs who retired. Compensation has been set at \$16.36/hour plus benefits per the Instructional Assistants' Benefit Summary. Effective: January 9, 2023.
2. **Kristin L. Schmidt**; Secretary, Senior High School, replacing Sharon D. Ritson who had a change of status. Compensation has been set at \$16.52/hour plus benefits per the Secretarial Benefit Summary. Effective: January 9, 2023.
3. **Tammi L. Virkler**; Administrative Assistant, Spring City Elementary School, replacing Kathy K. Dwyer who had a change of assignment. Compensation has been set at \$19.23/hour plus benefits per the Secretarial Benefit Summary. Effective: January 3, 2023.

#### **D. Change of Status**

1. **Alexa M. Rawa**; PT (.50) Special Education Teacher at Upper Providence Elementary School to FT Special Education Teacher at Upper Providence Elementary School. Compensation has been set at B Step 1, \$51,000, prorated, with benefits per the Professional Agreement. Effective January 24, 2023.

#### **E. Tenure**

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

1. **Jennifer C. Lipp**

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

1. **Sharon A. Abrams**, Brooke Elementary
2. **Erik B. Ammon**, Brooke Elementary
3. **Nancy A. Daly**, Brooke Elementary
4. **Dr. Marilyn T. Nepps**, Brooke Elementary

**New:**

5. **Kimberly L. Acosta**, Upper Providence Elementary School
  6. **Karen E. Davis**, Upper Providence Elementary School
  7. **Kathryn L. Ellor**, Upper Providence Elementary School
  8. **Maura F. Groff**, Upper Providence Elementary School
  9. **Erin E. Hughes**, Upper Providence Elementary School
  10. **Susan Ibach**, Upper Providence Elementary School
  11. **Kristen J. Jones**, Upper Providence Elementary School
  12. **Jessica A. Mecleary**, Upper Providence Elementary School
  13. **Daniel P. Mountz**, Upper Providence Elementary School
  14. **Matthew A. Nice**, Upper Providence Elementary School
  15. **Kiera M. Phillips**, Upper Providence Elementary School
  16. **Taylor N. Wilson**, Upper Providence Elementary School
- G.** The Board approved the 2023 Kindergarten -12<sup>th</sup> Grade Extended School Year Program (ESY) and the positions identified below to be held at Evans Elementary. The program will be held July 5 - August 3, 2023, Monday-Thursday. Instructional Assistants will work 8:45 a.m. - 1:15 p.m., all others will work 8:30 a.m. - 1:30 p.m. There will also be a teacher classroom set-up day on June 29, 2023 and they will work 12:30 p.m. - 4:00 p.m.
1. Forty (40) Special Education Teachers at a rate of \$40.00/hour.
  2. Sixty (60) Instructional Assistants. Rates will vary between \$16.36-\$23.22/hour depending on experience and educational degree.
  3. Four (4) Full Time Equivalent Speech Therapists at a rate of \$40.00/hour.
  4. One (1) Behavior Specialist at a rate of \$40.00/hour.
  5. One (1) Counselor at a rate of \$40.00/hour.
  6. Two (2) Certified School Nurses at a rate of \$40.00/hour.
  7. Twelve (12) Special Education Teachers-Tutors at a rate of \$40.00/hour. Position runs June 26, 2023 - August 18, 2023.
  8. Five (5) Special Education Teachers with WILSON experience for individual students as per the students' IEP at a rate of \$40.00/hour. Position runs June 26, 2023 - August 18, 2023.
- H.** The Board approved **Erin E. Hughes** and **Sarah M. Toback** to be hired as Summer 2023 R.A.M.S Coordinators. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 140 hours per Summer R.A.M.S Coordinator. Funding will be from the ESSER/ARP ESSER/7% Set Aside. Effective: May 1, 2023.
- I.** The Board approved **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).
- J.** The Board approved **Joan D. Flack** as an Instructional Assistant for the Pre-K Summer Readiness Program. Compensation will be set at the Instructional Assistant's current hourly rate plus benefits (FICA & Retirement).
- K.** The Board approved School Police Officers for the Summer R.A.M.S. Program. The Summer R.A.M.S. Program will be located at Brooke Elementary School and the 9th Grade Center. Compensation will be the officer's hourly rate, shall not exceed \$6,000.00, and will be paid, as previously budgeted, from the ESSER/ARP ESSER/7% Set Aside.
1. **Timothy Brennan**
  2. **Jason Corropelese**
  3. **David Egleston**
  4. **Bob Greenwood**

- ## V. FINANCE

**A.** The Board approved 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.

1.	<u>General Fund Checks</u>	
	Check No. 215709 - 215959	\$ 677,191.26
2.	<u>Food Service Checks</u>	
	Check No. 2482 - 2513	\$ 1,205.75
3.	<u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u>	
	ACH No. 222300996 - 222301333	\$ 7,370,038.59
4.	Wires	



Wire No. 202200096 - 202200137 \$12,003,262.57

5. Procurement Payments

Transaction No. 220000069 - 220000142 \$ 19,763.94

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. The Board approved the following **independent contracts**.

1. **Daniel Jude Miller, Binghamton, NY** to provide "Author Day" at Royersford Elementary School with a cost not to exceed \$600.00. Funding will be paid from the Royersford Elementary Budget.
2. **The Chester County Intermediate Unit (CCIU)** to provide Psychology services for the 2022-2023 school year. The total cost of the contract is not to exceed \$4,086.50. The contract will be funded from the Special Education Budget.
3. **Personal Health Care** to provide Nursing Services during Extended School Year (ESY) for one student as per their IEP. The total cost of the contract for the one student not to exceed \$1,243.00. This service will be funded through the Special Education Budget.
4. **Dr. Mary Lazar** to conduct a comprehensive neuropsychological evaluation for one student. The cost for the evaluation is not to exceed \$5,500.00. Funding will be paid from the Special Education Budget.
5. **Procare Therapy** to provide Paraprofessional and Registered Behavior Technician services for students per the IEP for the 2022-2023 school year. The total cost of the contract will not exceed \$123,656.40 and will be funded from the Special Education Budget.
6. **Dr. Claudia Chernow**, conduct a Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$2,500.00. The contract will be paid from the Special Education Budget.
7. **Pediatric Therapeutic Services Inc. (PTS)**, To provide one full-time school social worker and two full-time board-certified behavior analysts for the 2022-2023 school year. This contract was previously approved in September of 2021 for a total of \$314,523.00 and will be paid through ESSER Grant funding as previously allocated.
8. **Buxmont Academy** to provide Educational services for one special education student for the 2022-2023 school year. The total cost of the contract is not to exceed \$21,309.20. The funding will be paid from the Special Education Budget.
9. **The Timothy School** to provide 1:1 services for 1 student per the IEP. The total cost for services is not to exceed \$4,500.00. The funding will be paid from the Special Education Budget.

10. **Emily Perlis** to conduct an Independent Educational Evaluation for one student. The cost for the evaluation is not to exceed \$4,200.00. The contract will be paid from the Special Education Budget.
- E. The Board approved a **confidential settlement agreement 2023-01** with the parent of a special education student in an amount not to exceed \$25,000.00. Funding will be paid from the Special Education Budget.
- F. The Board approved additional funds for Educational Services for students who receive special educational services from **Lakeside Educational Network** for the 2022-2023 school year. The total cost shall not exceed \$22,712.50. The contract will be paid from the Special Education Budget.
- G. The Board approved the **Preliminary General Fund Budget** for the 2023-2024 school year in the amount of \$191,526,802.00.
- H. The Board approved to file with the Department of Education the 2023-2024 referendum exceptions estimated at \$2,000,000.00 for Special Education Expenditures and Retirement Contributions. These estimated referendum exceptions represent approximately 1.63% and could be used for allowable millage over the Act 1 State Index cap amount of 4.10%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.

## VI. PROPERTY

Motion to approve Property A-M by Mrs. Deardorff, seconded by Dr. Wright.  
Motion carries 9-0.

- A. The Board approved the Phase 2 Camera upgrade project at the FLEX, RES and SCE with Integrated Security Systems through COSTARS contract # 040-058. Camera installation, decoders, licensing, replacement, data storage and maintenance service agreement. Total cost will not exceed \$447,591.01. Funding will come from the Capital Reserve and then repaid from the School Safety Operating Budget.
- B. The Board approved the continued Service and Maintenance Agreement which expires in June of 2023. This agreement is provided by Integrated Security Systems through COSTARS contract #040-058.
- C. The Board approved phase 3 of 4 flat roof replacement at the 9th Grade Center by Weatherproof Technologies through Contract #KPN-A-202012-04. Funding will be paid from Bond Proceeds and shall not exceed \$978,000.00.
- D. The Board approved for metal roof restoration coating at Oaks Elementary by Weatherproof Technologies through Contract #KPN-A-202012-04. Funding will be paid from Bond Proceeds and shall not exceed \$866,000.00.
- E. The Board approved the replacement of 243 heat pumps including controls and recommissioning of 6 ERU units at the 567 Grade Center by Southland Industries (Burns Mechanical) through COSTARS Contract #008-E22-858. Funding will be paid from Bond Proceeds and shall not exceed \$4,936,000.00. Subject to final solicitor review and approval.
- F. The Board approved the expenditure of a district-controlled contingency budget specific to the 5th/6th/7th Grade Center heat pump replacement project. Funding will be paid from bond proceeds and shall not exceed \$350,000.00. This contingency is not in addition to the original amount budgeted for this project.

- G. The Board approved the replacement of the emergency generator at Brooke Elementary by S.J. Thomas Company, Inc. through KPN Contract #2021JOCC-47. Funding will be paid from the Capital Reserve and shall not exceed \$85,000.00.
- H. The Board approved the replacement of the fire alarm system at Upper Providence Elementary by Berkshire Systems Group, Inc. through COSTARS Contract #040-E22-129. Funding will be paid from the Capital Reserve and shall not exceed \$244,000.00. Subject to final solicitor review and approval.
- I. The Board approved the playground equipment improvements at Royersford Elementary by Recreation Resources through COSTARS Contract #014-E22-249. Funding will be paid from the Capital Reserve and shall not exceed \$144,000.00.
- J. The Board approved the playground equipment improvements at Oaks Elementary by Recreation Resources through COSTARS Contract #014-E22-249. Funding will be paid from the Capital Reserve and shall not exceed \$126,000.00.
- K. The Board accepted the donation in the amount of \$25,000.00 from the Oaks Elementary Home and School Association to replace the existing school sign with an electronic sign. The installation will be contingent upon approval and permitting with Upper Providence Township.
- L. The Board accepted the donation in the amount of \$6,500.00 from the Evans Elementary Home and School Association to purchase a Gaga Ball Pit for the playground.
- M. The Board approved the PennDOT acquisition and acceptance of the PennDOT offer of \$1,800.00 for a .029-acre right of way and a .008-acre temporary construction easement for construction on Black Rock Road adjacent to the Oaks Elementary property for the purpose of expanding the bridge. PennDOT also requires an application for payment of estimated just compensation be filed and may require additional documentation to be executed on behalf of the School District in connection with the foregoing PennDOT acquisition. It is hereby approved that the School District's Superintendent, Board President and/or Chief Financial Officer are hereby authorized on behalf of the School District in connection with the PennDOT's acquisition to execute the application for payment of estimated just compensation and additional documentation required by PennDOT, subject to solicitor and administration review, and to do all acts and things required in order to effectuate the aforementioned conveyance to PennDOT.

## VII. PROGRAMMING AND CURRICULUM

Motion by Mrs. Earle to approve Programming and Curriculum A, seconded by Mrs. Zasowski. Motion carries 9-0.

- A. The Board approved *Think Java: How to Think Like a Computer Scientist 2nd edition* (Downey, Allen; O'Reilly Media Incorporated, 2020) to be used in AP Computer Science. This purchase includes 30 paperback texts. The cost is not to exceed \$1,100.00 and is a budgeted item that will be paid from the Curriculum Budget.

## VIII. CONFERENCES AND WORKSHOPS

Motion to approve Conferences and Workshops A-F, seconded by Dr. Wright. Motion carries 9-0.

- A. **Edward W. Yergey**, Grounds and **Craig Ruoss**, Grounds to attend "*Penn State Extension Turf and Ornamentals School*" in Grantville, PA January 30, 2023. The total cost of the conference is \$425.00 (registration and transportation). Substitute coverage is not required.

- B. **Edward M. Koneski**, Grounds Foreman, to attend “*2023 Eastern PA Golf, Lawn, Landscape and Sports Turf Conference*” in East Earl, PA February 2, 2023. The total cost of the conference is \$145.00 (registration and transportation). Substitute coverage is not required.
- C. **Edward M. Koneski**, Grounds Foreman, to attend “*26th Annual KAFMO Athletic Field Conference*” in East Earle, PA February 17, 2023. The total cost of the conference is \$110.00 (registration and transportation). Substitute coverage is not required.
- D. **Seth Jones, 10-12 GC Director of Bands**, to attend “*NAfME Eastern Division Conference*” in Rochester, NY April 13-16, 2023. The total cost of the conference is \$1,695.00 (registration, hotel, meals). Substitute coverage is required for 2 days.
- E. **Kenneth Rhoads**, HVAC and **Shawn Ryan**, Maintenance Supervisor, to attend “Metasys System Extended Architecture for building Operations Course #388” in New Freedom, PA March 6th to March 8th, 2023. The total cost of the conference is \$1,460.00. (transportation, hotel, and meals). Substitute coverage is not required.
- F. **Riane Casper**, Athletic Trainer, to attend “*Mind Matters Concussion Conference: New Frontiers*” in Philadelphia, PA March 15, 2023. The total cost of the conference is \$375.00 (registration and transportation). Substitute coverage is required.

## IX. OTHER BUSINESS

Motion to approve Other Business A, C - I and K by Mrs. Zasowski, seconded by Mrs. Weingarten.  
Motion carries 9-0.

Motion to approve Other Business B by Mrs. Weingarten, Seconded by Mrs. Earle.  
Motion carries 9-0.

- A. The Board approved the Spring-Ford Area School District Graduation Commencement to be set for the evening of Wednesday, June 7, 2023 at 7 p.m. in Coach McNelly Stadium. In the event of bad weather, Thursday, June 8, 2023 will serve as a rain date.
- B. The Board approved the 2023-2024 school calendar. **(Attachment A7)**
- C. The Board approved the guidelines of the Pennsylvania School Boards Association Principles for Governance and Leadership. **(Attachment A8)**
- D. The Board approved the overnight trip request from Yvonne O'Dea, 10-12 Grade Center Music Teacher, to accompany 7 students for the **Region Choir Competition** in West Chester, PA from February 16<sup>th</sup> to February 18<sup>th</sup>, 2023. Students will travel by district transportation. The cost of the trip is estimated to be \$190.00 per student for (registration, lodging, and meals). Students will miss 2 days of school and will be responsible for any missed work. The total cost to the district is for 1 day of substitute coverage for Ms. O'Dea and district transportation and will be paid from the High School Budget.
- E. The Board approved the overnight trip request for Robert Swier, Business Education Teacher, Cheryl Murgia, English Teacher, Amy Short Biology Teacher, and Erin Marcellus Cyber Teacher to accompany students qualifying for the **DECA State Competition** in Hershey, PA from February 22<sup>nd</sup> through February 24<sup>th</sup>, 2023. Students will travel via chartered transportation. The cost of the trip is \$450.00 per student for registration, lodging and meals and will be paid by the student attending. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for 3 days of substitute coverage for Mr. Swier, Ms. Murgia, Ms. Short and Ms. Marcellus as well as \$6,000.00 for transportation and will be paid from the High School Budget.

- F. The Board approved the overnight trip request from Yvonne O'Dea, 10-12 Grade Center Music Teacher, to accompany 7 students for the **District Choir Festival** in Holland, PA from January 12<sup>th</sup> to January 14<sup>th</sup>, 2023. Students will travel by district transportation. The total cost of the trip is \$1,330.00 for registration, lodging, and meals. Students will miss 2 days of school and will be responsible for any missed work. All expenses will be paid from the High School Budget and will include 2 days of substitute coverage for Ms. O'Dea and district transportation.
- G. The Board approved the overnight trip request from Seth Jones, 10-12 Grade Center Band Director, to accompany 2 students to **NAfME Eastern Division Honor Band and Chorus Competition** in Rochester, NY from April 13<sup>th</sup> to April 16<sup>th</sup>, 2023. Students will travel by district transportation. The cost of the trip is \$500.00 per student and will be paid by each student attending.
- H. The Board approved the following **high school winter sport teams** for overnight travel during the 2022-2023 school year.

High School Boys Lacrosse – Trip to play 2 PIAA scrimmages  
 Crystal Springs Resort Depart March 22, 2023 - Return March 26, 2023  
 Meals and lodging provided by the Boys Lacrosse Team Booster Club Account  
 The team will use district transportation  
 Cost to district – 2 substitutes for 2 days for Kevin Donnelly and Kevin Czapora (\$768.00)

High School Girls Lacrosse - Trip to play a non-league contest.  
 Game vs Ocean City HS - Depart May 5, 2023 - Return May 7, 2023  
 Meals and lodging provided by the Girls Lacrosse Team Booster Club Account  
 The team will use district transportation  
 Cost to district – 3 substitutes for 1 day (May 5, 2023) for Kristi Holstein, Rose Ward, Meghan Mozi (\$576.00)

- I. The following policies were approved by the Board:
1. **Policy #204 - Attendance (Attachment A9)**
  2. **Policy #218 - Student Discipline (Attachment A10)**
- J. The following policies are submitted for **First Read**:
1. **Policy #001 - Name and Classification (Attachment A11)**
  2. **Policy #249 - Bullying and Cyberbullying (Attachment A12)**

#### **New Other Business**

- K. The Board approved the **Memo of Understanding** between the Spring Valley YMCA and the Spring-Ford Area School District for the purpose of Evans Elementary CBI Field Trip February 10, 2023.

#### **X. INFORMATIONAL**

- A. Effective January 1, 2023, the **IRS mileage rate** will be 65.5 cents per mile which is an increase of 3 cents from the second half of 2022 (62.5 cents).

#### **XI. BOARD COMMENT**

Mrs. Deardorff congratulated Student Rep Aditi Mangal for being selected as a delegate with the US Senate Youth program.

Mrs. Weingarten wished Mr. Jackson a Happy Birthday.

**XII. PUBLIC TO BE HEARD**

None

**XIII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 7:55 p.m. with a motion from Mrs. Zasowski, seconded by Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	Asst Lacrosse Coach - Boys - HS	Spring	Baker	Charles	\$ 4,609.61
2	Asst. Softball Coach - HS	Spring	Civitello	Katie	\$ 3,991.00
3	Co-Ed Fitness Intramural #3 - Royersford	Spring	Clauss	Kathryn	\$ 402.00
4	Volunteer Assistant Baseball Coach	Spring	Eshbach	Bryer M	Volunteer
5	Volunteer Assistant Softball Coach	Spring	Faust	Rebecca	Volunteer
6	Asst Volleyball Coach Boys - HS	Spring	Flanagan	Lauren	\$ 4,391.00
7	Volunteer Assistant Baseball Coach	Spring	Hayes	Jonathan	Volunteer
8	Robotics Club - Upper Providence Elementary	Winter	Kehls	Mark	\$ 402.00
9	Co-ed Fitness Intramural #20 - Grade 7 Basketball	Winter	Morgan	Mark	\$ 402.00
10	Asst Volleyball Coach Boys - HS	Spring	Polzella	Marie	\$ 4,391.00
11	Co-Ed Fitness Intramural #2 - Spring City	Spring	Smith	Amelia	\$ 402.00
*12	SEL Ambassador Conference	Fall	Toback	Sarah	\$ 804.00
13	Volunteer Assistant Lacrosse Coach - Girls'- HS	Spring	Ward	Kamille	Volunteer
14	Robotics Club - Upper Providence Elementary	Winter	Wichner	Christi	\$ 402.00

**(Attachment A3)**

# **SPRING-FORD AREA SCHOOL DISTRICT JOB DESCRIPTION**

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**Position Title: Special Olympics Coordinator**

**Essential Duties and Responsibilities:**

All duties and responsibilities would occur outside of an employee's scheduled workday. The Special Olympics Coordinator responsibilities would include:

- Communicating with all schools regarding sign-ups for Special Olympics.
- Sending out registration documents to all school districts for Special Olympics.
- Keeping track of medical forms for all athletes and notifying school districts as to who needs medical forms.
- Coordinating volunteers for the day of the event.
- Training volunteers prior to the event.
- Coordinating security needs with school safety team for the day of the event.
- Coordinating with the Facilities Dept. for any event needs.
- Coordinating with Nursing staff to ensure a school nurse is available for the day of the event.
- Secure staff to work the day of the event.
- Organize and set up events for the Special Olympics
- Working closely with Supervisors of Special Education and the Assistant Superintendent in all aspects of coordinating Special Olympics.



# Spring-Ford Area School District

## 2022-2023 Health and Safety Plan



### Health and Safety Plan Summary: **SPRING-FORD AREA SCHOOL DISTRICT**

Initial Effective Date: **JUNE 21, 2021**

Date of Last Review: **FEBRUARY 27, 2023**

Date of Last Revision: **AUGUST 22, 2022**

#### Summary

Spring-Ford Area School District (SFASD) is planning to open for in-person instruction, 5-days per week, for all students in kindergarten through 12th grade for the 2022-2023 school year.

- SFASD will monitor county and municipality data.
- SFASD will continue to consider guidance and implement mandates provided by:
  - The Center for Disease Control and Prevention (CDC)
  - The Pennsylvania Department of Health (PaDoH)
  - The Pennsylvania Department of Education (PDE)
  - The Montgomery Office of Public Health (MCOPH)
- If schools are required\* to be closed fully, SFASD will operate on a synchronous and virtual basis.
  - Staff will report to their assigned building for instruction
  - Students with special needs will adhere to a modified in-person model where feasible to best facilitate a Free and Appropriate Public Education (FAPE)
  - Athletics and extracurricular activities will follow PaDoH/PDE/MCOPH/PIAA/PAC requirements. Guidelines will be considered.

- To the extent significant changes are required to this plan, the administration will seek board authorization to enact such changes

\* A requirement to modify our instructional model is defined as a mandate from PDE/PaDoH/MCOPH.

### **Health and Safety Plan**

In accordance with the PA Department of Education guidance, the district's Health and Safety Plan must be approved by each school entity's governing body. This plan will be approved on August 22, 2022 by the Spring-Ford Area School District School Board and posted on the district website, located at <https://www.spring-ford.net/about-spring-ford/reopening-plan>. Throughout the implementation period, the Health and Safety Team will review the plan and make updates as needed (every 6 months minimally). Updates will be reviewed with the Board of School Directors and posted to the district website with a date to reflect the most current updates.

### **Health and Safety Planning Team**

Various aspects of the 2022-2023 reopening plan were discussed and vetted through multiple stakeholders. The Health and Safety Planning Team served in various capacities as SFASD planned to bring our students back to school. Additionally, parent/community feedback is gathered through surveys and public meetings. There has been an established avenue for sharing feedback from parents and community members, students and staff.

<b>Team Member</b>	<b>Stakeholder Group</b>
Courtney Amersbach	Educator: Virtual/Cyber Learning Focus Group Co-Chair
Brianna Angelucci	District Administration: Supervisor of Curriculum
David Boyer	District Administration: Coordinator of Safety, Security, and Emergency Preparedness
Robert Catalano	District Administration: Director of Technology
Erin Crew	District Administration: Director of Communications, Marketing, and Media
Karen DeLange	Educator: SFEA Vice President
James Fink	District Administration: Chief Financial Officer

Catherine Gardy	District Administration: Director of Curriculum, Instruction, and Educational Technology, Data Collection/Analysis Subcommittee Co-Chair
Tina Giambattista	District Administration: Assistant Superintendent of Special Education and Student Services
Jaclyn Gospodarek	Nurse: COVID Liaison
Robert Hunter	District Administration: Director of Operations
Christina Khoury	Educator: Virtual/Cyber Learning Focus Group Co-Chair
Zachary Laurie	Educator: SFEA 2nd Vice President
Elizabeth Leiss	District Administration: Director of Human Resources/Pandemic Liaison
Erin Lewandoski	Nurse: COVID Liaison
Michael McDaniel	District Administration: Athletic Director (Retiring 8/1/2022)
Laura McNeil-Murphy	Nurse: Department Chair
Dan Miscavage	District Administration: Athletic Director (As of 8/1/2022)
Robin Moyer	Building Administration: Elementary Principal
Kelly Murray	District Administration: Assistant Superintendent of Teaching, Learning, and Innovation
Marilyn Nepps	Educator: Data Collection/Analysis Subcommittee Co-Chair
Aimee Oblak	Supervisor of Special Education: Special Education Subcommittee Co-Chair
Jennifer Rinehimer	District Administration: Supervisor of Curriculum; SFCL Principal
Jaclyn Ritter	Educator: SFEA President
Robert Rizzo	District Administration: Superintendent/Pandemic Liaison
Gina Romanelli	Educator: 21st Century Learning Subcommittee Co-Chair
Shawn Ryan	District Administration: Supervisor of Operations
Mollie Smith	Educator: Special Education Subcommittee Co-Chair
Trisha Smith	Nurse: Department Chair

**#1 - How will the Local Education Agency (LEA), to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?**

- SFASD will continually review the most recent guidance, recommendations, and mandates from the CDC, PDE, PaDoH, and MCOPH.
- SFASD Health and Planning Safety Team will regularly review the current plan and update to be in alignment to the extent feasible. Each update will be presented and approved by the SFASD Board of School Directors.
- SFASD will continue to foster communication and collaboration between Montgomery County Intermediate Unit and our district partners.

**#2 - How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?**

- SFASD has developed a robust continuity of instruction plan through the collaborative efforts of many administrators and educators within the district. The CoE plan can be accessed [HERE](#).
  - Spring-Ford Area School District is planning for a full return to in-person learning for the 2022-2023 school year. Should a mandated closure occur, SFASD will seamlessly transition to fully virtual and synchronous activities.

**#3 - How will the LEA maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC?**

- SFASD will discuss and consider following recommended practices as per the PDE/PaDoH/MCOPH/CDC guidance to the extent they are feasible.

## Universal and correct wearing of masks

Item	Low/Medium/High
<p><b>Staff, Students, and Visitors:</b> Guidelines on the use of face coverings (masks or face shields)*</p> <p><i>*<a href="#">Click here</a> for the CDC's page on mask guidance.</i></p>	<ul style="list-style-type: none"> <li>• <b>K-12:</b> Masks are optional.</li> <li>• Alternative face coverings may be provided upon request.</li> <li>• Masking may be required as part of a “test to stay” or “mask to stay” protocol.</li> <li>• Masking may be required as part of a return from isolation protocol.</li> </ul>

## Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding)

Item	Low/Medium	High
Protocols for distancing student desks/ seating and other social distancing practices classroom/learning space occupancy that allows for separation among students and staff throughout the day to the maximum extent feasible.	<ul style="list-style-type: none"> <li>• All spaces within the district will resume with normal spacing and floor plans.</li> </ul>	<ul style="list-style-type: none"> <li>• A minimum of 3' of physical distancing may be established in all learning environments to the extent feasible.</li> <li>• Special consideration for musical performing ensembles, classroom spaces, and instrumental/choral music instruction may be implemented.</li> </ul>
Procedures for restricting the use of cafeterias.	<ul style="list-style-type: none"> <li>• An automated process (RFP) will be used for student payment in the lunch line to minimize touching of the check-out keypad. If this system is not available, students will be required to sanitize their hands after they use the keypad.</li> <li>• Cleaning carts will be available in all spaces used for serving/eating lunch to facilitate wiping down of surfaces in between lunch services.</li> </ul>	<ul style="list-style-type: none"> <li>• Cafeteria seating will maximize spacing to the extent feasible.</li> <li>• Student seating may be staggered to avoid sitting directly across from one another.</li> </ul>
Methods of limiting the	<ul style="list-style-type: none"> <li>• No restrictions will be in place when in</li> </ul>	<ul style="list-style-type: none"> <li>• Students will practice safe social distancing, to the</li> </ul>

number of individuals in classrooms and other learning spaces, and interactions between groups of students	Low/Medium.	extent feasible, when moving throughout the buildings.
Procedures to limit the sharing of materials among students	<ul style="list-style-type: none"> <li>No restrictions will be in place when in Low/Medium</li> </ul>	<ul style="list-style-type: none"> <li>Student material sharing will be limited to the extent feasible.</li> </ul>
Protocols for adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> <li>No restrictions will be in place when in Low/Medium</li> </ul>	<ul style="list-style-type: none"> <li>No restrictions will be in place when in High unless transportation safety protocols are mandated by PDE/PaDoH/MCOPH/CDC.</li> <li>Strategies may include students being seated one to a seat, loading the bus from back to front, and unloading from front to back to the extent feasible.</li> </ul>

<b>Handwashing and respiratory etiquette</b>	
Item	Low/Medium/High
Hygiene practices for students and staff which include the manner and frequency of hand-washing.	<ul style="list-style-type: none"> <li>Stay home when sick.</li> <li>Hands should be washed regularly. Handwashing should include the use of regular soap and water for a minimum of 20 seconds. If soap is not immediately available, use hand sanitizer with 60% alcohol content or greater.</li> <li>Avoid touching your eyes, nose, and mouth with unwashed hands.</li> </ul>
Hygiene practices for students and staff which include respiratory etiquette	<p>Students and staff will be encouraged to:</p> <ul style="list-style-type: none"> <li>Cover your mouth and nose when coughing or sneezing.</li> <li>Use tissues and throw them away.</li> <li>Wash your hands or use a hand sanitizer every time you touch your mouth or nose.</li> </ul> <p>SFASD will:</p> <ul style="list-style-type: none"> <li>Provide tissues and no-touch receptacles for their disposal.</li> <li>Provide resources for performing hand hygiene in or near waiting areas.</li> <li>Provide space and encourage symptomatic patients to sit as far away from others as possible.</li> </ul>

### **Cleaning and maintaining healthy facilities, including improving ventilation**

Item	Low/Medium/High
Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces and any other areas used by students (i.e. restrooms, hallways, and transportation.	<ul style="list-style-type: none"><li>• SFASD will utilize EPA approved disinfectants against COVID-19.</li><li>• All classrooms will be cleaned, sanitized &amp; disinfected at least 1x/day 5 days per week per CDC Guidance.</li><li>• All bathrooms and locker rooms will be cleaned, sanitized &amp; disinfected at least 1x/day 5 days per week per CDC Guidance.</li><li>• Hand sanitizing stations will be installed in every classroom, building primary entrances and office areas.</li><li>• Scheduled filter and equipment preventative maintenance according to manufacturer's instructions.</li><li>• Inspection and maintenance on exhaust systems in kitchens and bathrooms.</li><li>• All HVAC equipment and building automations systems operate as designed.</li><li>• To the extent feasible, SFASD will implement recommended CDC strategies.</li></ul>

### **Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments**

Item	Low/Medium/High
Contact Tracing	<ul style="list-style-type: none"><li>• Contact tracing may occur in alignment with MCOPH guidelines providing Spring-Ford is mandated to comply.</li></ul>
Isolation	<ul style="list-style-type: none"><li>• Confirmed positive cases will be isolated as per MCOPH Health Code and CDC guidance.</li><li>• A modified isolation may be utilized requiring masking upon return to school for a defined period of time.</li></ul>
Quarantine	<ul style="list-style-type: none"><li>• Close contacts may be quarantined as per MCOPH Health Code and CDC guidance.</li><li>• A modified quarantine may be utilized.</li><li>• "Test to stay" and "testing out of quarantine" protocols may be employed to minimize students' time out of the building.</li></ul>

	<ul style="list-style-type: none"> <li>• “Mask to stay” may be employed to eliminate students’ time out of the building.</li> </ul>
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### **Diagnostic and screening testing**

Item	Low/Medium/High
Staff self monitoring	<ul style="list-style-type: none"> <li>• Staff should continue to self-monitor and remain home if not feeling well.</li> </ul>
Staff testing	<ul style="list-style-type: none"> <li>• SFASD may continue optional testing for interested staff members.</li> </ul>
Testing to stay	<ul style="list-style-type: none"> <li>• SFASD may implement a test to stay protocol <ul style="list-style-type: none"> <li>◦ Should identified close contacts be required to quarantine, a test to stay program could provide an opportunity for students to be monitored and avoid quarantine providing they are asymptomatic.</li> </ul> </li> </ul>
Masking to stay	<ul style="list-style-type: none"> <li>• SFASD may implement a mask to stay protocol <ul style="list-style-type: none"> <li>◦ Should identified close contacts be required to quarantine, a mask to stay program could provide an opportunity for students to be monitored and avoid quarantine providing they are asymptomatic.</li> </ul> </li> </ul>
Testing out of quarantine	<ul style="list-style-type: none"> <li>• SFASD may implement a testing out of quarantine protocol to encourage staff and students to return to school in an expedient manner, minimizing disruptions.</li> </ul>

### **Efforts to provide vaccinations to school communities**

Item	Low/Medium/High
Vaccination information	<ul style="list-style-type: none"> <li>• SFASD will continue to provide information on vaccination sites and availability through multiple means of communication as needed.</li> </ul>
Vaccination School Site	<ul style="list-style-type: none"> <li>• Should a need arise, SFASD may coordinate with local pharmacists to provide a strategic pop-up vaccination site.</li> </ul>

### **Appropriate accommodations for students with disabilities with respect to health and safety policies**



Item	Low/Medium/High
In-person instruction	<ul style="list-style-type: none"> <li>• Normal attendance</li> <li>• If a modified model is mandated, students with IEPs may have the opportunity to continue in-person learning based on determined need.</li> </ul>
Accommodations	<ul style="list-style-type: none"> <li>• Regardless of instructional model or transmission rate, students with disabilities will be provided accommodations as needed to ensure access to a FAPE.</li> </ul>

Coordination with state and local health officials	
Item	Low/Medium/High
MCOPH	SFASD will continue to work alongside MCOPH and receive updates in conjunction with MCIU superintendent meetings.
PDE/PaDoH/CDC	SFASD will continue to review guidance and make updates to best practices as needed.
Montgomery County Network	SFASD will continue to foster communication and collaboration between Montgomery County Intermediate Unit and our district partners.

Book	Policy Manual
Section	000 Local Board Procedures
Title	Name and Classification
Code	001
Status	Draft
Adopted	March 25, 1991
Last Revised	November 23, 2009

## **Name**

The Board of School Directors shall be known officially as the Board of School Directors of Spring-Ford Area School District, hereinafter sometimes referred to as the "Board".[1]

## **Composition**

The School District of Spring-Ford Area is comprised of all lands that lie within the municipal boundaries of Limerick Township, Royersford Borough, Upper Providence Township and Spring City Borough.[2]

## **Purpose**

The School District of Spring-Ford Area is organized for the purpose of providing a program of public education to serve the needs of the Commonwealth.[3][4][5][9]

## **Intermediate Unit**

The School District of Spring-Ford Area is assigned to Intermediate Unit No. 23.[6][7]

## **Classification**

The School District of Spring-Ford Area is classified as a school district of the second class.[8]

## **Address**

The official address of the Board of School Directors of the School District of Spring-Ford Area School District shall be 857 South Lewis Road, Royersford, PA 19468.

## **Legal**

1. 24 P.S. 201
2. 24 P.S. 203
3. 24 P.S. 501
4. 24 P.S. 502
5. 24 P.S. 503
6. 24 P.S. 951
7. 24 P.S. 952
8. 24 P.S. 202
9. PA Const. Art. III Sec. 14

Book	Policy Manual
Section	200 Students
Title	Bullying and Cyberbullying
Code	249
Status	Draft
Adopted	May 27, 2008
Last Revised	April 23, 2018

## **Purpose**

The Spring-Ford Area School District is committed to providing all students and employees with a safe and civil educational environment, free from harassment or bullying. Spring-Ford Area School District recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.

## **Authority**

All forms of bullying and cyberbullying by school district students are prohibited.

Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Students shall be encouraged to report bullying or cyberbullying complaints to school district employees and their parents/guardians. Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy. Parents/Guardians are encouraged to report suspected bullying to a building administrator.

## **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

## **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

## **Definitions**

**Bullying** is an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and

4. That has the effect of doing any of the following
  - a. Substantially interfering with a students' education;
  - b. Creating a threatening environment; or
  - c. Substantially disrupting the orderly operation of the school [6]

Additionally, it shall mean a pattern of repeated intentional harmful behavior by a person or a group of persons that involves an imbalance of power (physical or social) toward a less powerful person or persons. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, exclude or humiliate the other person(s). Researchers have identified three (3) forms of bullying:

1. Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. Verbal – includes taunting, malicious teasing, name-calling, and making threats.
3. Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

**Cyberbullying** shall mean all forms of verbal and psychological bullying that occur using technology or on the Internet through email, instant messaging, text messages, online gaming, social media (ex. Twitter, Facebook) or personal profile websites. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can include the creation of false or misrepresentative webpages, website postings and/or social media accounts by students or staff members about other students or staff members. All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

**School setting** shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

### **Delegation of Responsibility**

Each staff member shall be responsible to make their best efforts to maintain an educational environment free of bullying and cyberbullying.

Each student shall be responsible to respect the rights of his/her fellow students and all school district employees, School Board members and the community at large and to ensure an atmosphere free from all forms of bullying and cyberbullying.

All employees who receive a complaint alleging bullying or cyberbullying shall forward the complaint to an administrator, school counselor, or other qualified professional for the purposes of investigating to determine if bullying or cyberbullying is indicated. If the employee suspects that bullying or cyberbullying has occurred, a referral must be submitted to a building administrator. Employees who witness acts of bullying shall

respond appropriately to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

A building administrator or his/her designee will inform parents/guardians as appropriate.

### **Guidelines**

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Students who are found to have bullied others may receive counseling, a parental conference, detention, suspension, expulsion, loss of school privileges, and/or exclusion from school-sponsored activities.[2][5]

Depending upon the severity of a particular situation, a building administrator may also take appropriate steps to further ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; and reporting incidents to law enforcement, if appropriate.

### **Education**

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Legal**

1. 24 P.S. 1303.1-A
2. Pol. 218
3. Pol. 220
4. Pol. 248
5. Pol. 233
6. 1303.1-A
- 24 P.S. 1302-A
- 22 PA Code 12.3

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

## **Parliamentary Authority**

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

## **Quorum**

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

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

## **Presiding Officer**

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

## **Notice**

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

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

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

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

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

### **Regular Meetings**

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

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

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

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

### **Special Meetings**

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

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

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

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

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



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

#### Additions to the Agenda

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

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

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

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

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

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

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

1. Conference sessions.
2. Executive sessions.

## **Hearing Of Citizens**

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

## **Voting**

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

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

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

### **Abstention from Voting**

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

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

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

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

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

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

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

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

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

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

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

### **Minutes**

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

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

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

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

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

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

### **Recess/Adjournment**

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

### **Executive Session**

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

The Board may discuss the following matters in executive session:

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

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

### **Work Sessions**

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

### **Committee Meetings**

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

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

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

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

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

#### Legal

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

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

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

### **Authority**

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

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

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

### **Guidelines**

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

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

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

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

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



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

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

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

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

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

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Legal

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

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

## **Purpose**

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

## **Authority**

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

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

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

## **Delegation of Responsibility**

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

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

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

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

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

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

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

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

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

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

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

## **Guidelines**

### **WELLNESS COMMITTEE**

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

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

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

### **NUTRITIONAL EDUCATION**

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

### **PHYSICAL ACTIVITY**

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

### **PHYSICAL EDUCATION**

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

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

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

### **NUTRITION GUIDELINES FOR ALL FOOD/BEVERAGES AT SCHOOL**

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

#### COMPETITIVE FOODS/BEVERAGES

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

#### MARKETING/CONTRACTING

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

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

#### Legal

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