

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

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

### **CALL TO ORDER**

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

### **PLEDGE OF ALLEGIANCE**

### **ANNOUNCEMENTS**

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

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

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

### **I. PRESENTATIONS**

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

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

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

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

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

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

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

None

**IV. ACTION ITEM**

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

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

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

Motion carries 9-0.

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

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

**Aditi Mangal/Arhan Kaul**

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

**Policy**

**Wendy Earle**

**2<sup>nd</sup> Mon. 6:30 p.m**

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

**Curriculum/Technology**

**Dr. Margaret Wright**

**2<sup>nd</sup> Mon. 7:30 p.m.**

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

**Finance**

**Clinton L. Jackson**

**2<sup>nd</sup> Tue. 6:30 p.m.**

Mr. Jackson stated he will report out next week.

**Property**

**Clinton L. Jackson**

**2<sup>nd</sup> Tue. 7:30 p.m.**

Mr. Jackson stated he will report out next week.

**WMCTC**

**Earle/Weingarten/Zasowski 1<sup>st</sup> Mon. 7:00 p.m.**

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

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

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

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

**Solicitor's Report Mark Fitzgerald**

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

**VI. MINUTES**

No questions or comments.

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

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

**VII. PERSONNEL**

No questions or comments.

**A. Resignations**

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

**B. Leave of Absence**

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

### C. Professional Employees

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

### D. Temporary Professional Employee

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

### E. Support Staff

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

### F. Change of Status

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

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

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

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

## VIII. FINANCE

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

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

### B. Payments:

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

- 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. **Prismatic Magic, Fort Worth Tx.** to provide four (4) "*Laser Safari Programs*" at Upper Providence Elementary School with a cost not to exceed \$1,449.00. Funding will be paid from the Upper Providence Elementary Budget.
2. **Academic Entertainment, Everett, Wa.** to provide "Wacky Science Show" at Upper Providence Elementary school with a cost not to exceed \$1,795.00. Funding will be paid from the Upper Providence Elementary Budget.
3. **Prismatic Magic, Fort Worth Tx.** to provide one (1) "*Laser Safari Programs*" at Upper Providence Elementary School with a cost not to exceed \$699.00. Funding will be paid from the Spring City Elementary Budget.
4. **Royale Management Group, LLC. (Go Green Live BMX Show), Dana Point, Ca.** to provide a "*BMX outdoor assembly*" at Spring City Elementary with a cost not to exceed \$1,897.00. Funding will be paid from the Spring City Elementary Budget.
5. **Austill's Inc, Exton, Pa.** for the provision of direct and indirect Speech and Language Therapy for the 2022-2023 school year per 1 student IEP. A speech therapist will be provided for up to 123 total hours of speech services and consultation at the cost of \$68.34 per hour for a total not to exceed \$8,405.82. Funding will come from the Special Education Budget.
6. **Jessica Liddel (Bella Mosaic Art), Philadelphia PA** to design and create "Glass Mosaic Mural" for Mrs. Swisher's Art Class at Spring City Elementary. The cost shall not exceed \$3,000.00 and will be paid from the EITC Grant.
7. **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 \$35,257.04). The funding will be paid from the 2022-2023 Special Education Budget.
8. **The Pathway School, Jefferson, PA.** to provide school year services for one (1) student as per the IEP. The total cost for all services is not to exceed \$58,600.00. The funding will be paid from the Special Education Budget.
9. **The Lifeworks School, Doylestown, PA.** to provide school year services for one (1) student as per the IEP. The total cost for all services is not to exceed \$43,560.00. The funding will be paid from the Special Education Budget.

**E.** Administration recommends approval of a letter of Agreement between Creative Health Services and the Spring-Ford Area School District. Creative Health will provide Student Assistance Program (SAP) Liaison assistance including the provision of consultant services, student assessments and parent assistance based on the Student Assistance Program (SAP) referrals and student support groups for the 2022-2023 school year. There is no cost to the district for these services.

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

**G.** Administration recommends approval of a confidential settlement agreement #2022-12 with the parent of a special education student in an amount not to exceed \$32,250.00. Funding will be paid from the Special Education Budget.

- H. Provisional of educational services from Lakeside Educational Network to provide services through the Lakeside Mobile Support Program for one special education student. The total contract cost shall not exceed \$35,000.00. The contract will be paid from the Special Education Budget.
- 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), 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs for OT/PT services for the 21-22 school year. The total cost will not exceed \$28,449.79. Funding will come from the Special Education Budget.

## IX. PROPERTY

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

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

## X. PROGRAMMING AND CURRICULUM

No questions or comments.

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

## XI. CONFERENCES AND WORKSHOPS

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

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

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

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

## XII. OTHER BUSINESS

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

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



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

### **XIII. BOARD COMMENT**

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

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

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

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

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

### **XIV. PUBLIC TO BE HEARD**

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

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

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

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

### **XV. ADJOURNMENT**

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

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On August 15, 2022 The Spring-Ford Area School District Work Session was called to order at 7:33 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

### **CALL TO ORDER**

Dr. Wright called the meeting to order at 7:33 p.m.

Mrs. Bickert noted that Mrs. Hermans, Mr. Jackson, and Mrs. Zasowski are absent. All other members are in person.

### **PLEDGE OF ALLEGIANCE**

### **ANNOUNCEMENTS**

1. Dr. Wright reported that Dr. Motzer's Committee appointments include: Community Relations, Extracurricular, Curriculum/Technology, Ad Hoc, and American Legion.
2. Also noted was that the Superintendent Committee met prior to the Work Session  
Mr. Shafer noted that the Superintendent Committee provides feedback to Mr. Rizzo. They discussed the schedule for this year.

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

**Michael Liebiedzenski, Limerick Township** - DVCEE Membership, and encouraged the Board to research this organization.

**Steve Frye, Royersford** - Concerns on DVCEE Membership and its value, also spoke about EDI Policy and the language being used.

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

#### **Student Rep. Report**

**Aditi Mangal/Arhan Kaul**

Student Rep Aditi Mangal gave some reminders for the upcoming school year which included the Back to School nights, Student Representative Arhan Kaul noted some events that had occurred over the summer including the golf outing.

#### **Policy**

No report

**Wendy Earle**

**2<sup>nd</sup> Mon. 6:30 p.m**

#### **Curriculum/Technology**

**Dr. Margaret Wright**

**2<sup>nd</sup> Mon. 7:30 p.m.**

No report  
**Finance**  
 No report

**Clinton L. Jackson**

**2<sup>nd</sup> Tue. 6:30 p.m.**

**Property**  
 No report

**Clinton L. Jackson**

**2<sup>nd</sup> Tue. 7:30 p.m.**

### **WMCTC**

**Earle/Weingarten/Zasowski 1<sup>st</sup> Mon. 7:00 p.m.**

The WMCTC did meet this month and Mrs. Zasowski will report out at the next meeting.

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

Dr. Murray provided a report of the summer programs and the number of students that were in attendance. Induction starts tomorrow, she thanks the Curriculum Department for all their work in getting that ready. Dr. Murray also noted that the first day verification is open.

Dr. Giambattista reported that ESY was very successful and thanked all the staff in having that program run smoothly. She noted that a Family Friendly resource fair is going to be held in October and details will be on the district website. Dr. Giambattista also noted that registration is going strong and acknowledged all those involved.

### **Solicitor's Report**

**Mark Fitzgerald**

Earlier this month he met with the entire administration staff and reviewed the administrative regulations around Title IX.

## **III. MINUTES**

No questions or comments

- A.** Administration recommends approval of the June 20, 2022, Work Session minutes.  
**(Attachment A1)**
- B.** Administration recommends approval of the June 27, 2022, Board Meeting minutes.  
**(Attachment A2)**
- C.** Administration recommends approval of the July 11, 2022, Special Meeting minutes.  
**(Attachment A3)**

## **IV. PERSONNEL**

Dr. Wight acknowledged the new administrators and welcomed them to the new year.  
 No questions or comments

### **A. Resignations**

1. **Dwayne D. Anderson Jr;** Support Technician, 7<sup>th</sup> Grade Center. Effective: August 16, 2022.
2. **Emily G. Barker;** English Teacher, 8<sup>th</sup> Grade Center. Effective: September 23, 2022.
3. **Aniqua G. Coleman;** Instructional Assistant, Senior High School. Effective: August 12, 2022.
4. **Vanessa G. Donatelli;** Instructional Assistant, Limerick Elementary School. Effective: August 1, 2022.
5. **Katherine L. Edwards;** Elementary Teacher, 5/6<sup>th</sup> Grade Center. Effective: August 4, 2022.
6. **Mary E. Foster;** Instructional Assistant, Oaks Elementary School for the purpose of retirement. Effective: August 15, 2022.
7. **Jacquelyn M. Lippincott;** Special Education Teacher, Senior High. Effective: September 23, 2022.
8. **Katelyn M. Loveland;** Special Education Teacher, 5/6<sup>th</sup> Grade Center. Effective: July 19, 2022.

9. **Emily J. Marchesani**; Elementary Teacher, Limerick Elementary School. Effective: June 23, 2022.
10. **Emily E. Marzewski**; Special Education Teacher, Royersford Elementary School. Effective: October 7, 2022.
11. **Robyn J. Michael**; School Counselor, Royersford Elementary School. Effective: September 20, 2022.
12. **Daniel A. Miscavage**; Assistant Athletic Director, 7-12. Effective: July 14, 2022.
13. **Elaine Moore**; Instructional Assistant, Evans Elementary School for the purpose of retirement. Effective: June 9, 2023.
14. **Jamie D. Nguyen**; Special Education Teacher, Limerick Elementary School. Effective: October 10, 2022.
15. **Tina M. Reppert**; Full-Time Food Service (6 hours/day), 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: July 31, 2022.
16. **Douglas K. Reigner**; Assistant Principal, Senior High School for the purpose of retirement. Effective: September 16, 2022.
17. **Cheryl L. Santiago**; Full-Time Food Service (6 hours/day), Royersford Elementary School for the purpose of retirement. Effective: June 30, 2022.
18. **Molly A. Storti**; Special Education Wilson Tutor, Extended School Year. Effective: June 27, 2022.
19. **Jeffrey W. Swartz**; Technology Education Teacher, 9<sup>th</sup> Grade Center. Effective: September 23, 2022.

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

1. **Amanda C. Hegedus**; Instructional Assistant, Limerick Elementary School for an unpaid leave of absence per Board Policy. Effective: January 9, 2023 through April 28, 2023.
2. **Tiffany Sallemi**; Elementary Teacher, Oaks Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 25, 2023.

#### **C. Professional Employees**

1. **Brianna M. Hine**; Special Education Teacher, Royersford Elementary School replacing Patricia A. Stroop who retired. Compensation has been set at M, Step 2, \$53,500.00, with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Whitney L. King**; Instructional Support Teacher, Evans Elementary School replacing Andrea M. Weber who had a change of assignment. Compensation has been set at M, Step 7, \$60,822.00, prorated with benefits per the Professional Agreement. Effective: August 23, 2022.
3. **Brendan Larkin**; Social Studies Teacher, Senior High School. Compensation has been set at M, Step 4, \$55,500.00, prorated with benefits per the Professional Agreement. Effective: October 10, 2022.
4. **Stephanie Schuman**; Speech & Language Therapist, Limerick Elementary School replacing Amanda M. Samperi who resigned. Compensation has been set at M+18, Step 8, \$70,002.00, prorated with benefits per the Professional Agreement. Effective: September 27, 2022.
5. **Cheryl Sypher-Hoinowski**; English Language Development Teacher, Senior High School. Compensation has been set at M+30, Step 6, \$69,516.00, prorated with benefits per the Professional Agreement. Effective: October 3, 2022.

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

1. **Emily R. Bailey**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Lynne M. Webb who had a change of assignment. Compensation has been set at B, Step 2, \$52,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.

2. **Alexandra K. Dilks**; Elementary Teacher, Evans Elementary School replacing Eileen McGrory who retired. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
3. **Madison A. Fialkowski**; Social Studies Teacher, 8<sup>th</sup> Grade Center replacing Zoe D. Jacobs who had a change of assignment. Compensation has been set at M, Step 4, \$55,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
4. **John S. Frost III**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Andrea Sandberg who resigned. Compensation has been set at B, Step 2, \$52,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
5. **Jessie Gottlieb**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Katherine L. Edwards who resigned. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
6. **Melissa A. Howshall**; Elementary Teacher, Evans Elementary School replacing Kathleen L. DiBenedetto who retired. Compensation has been set at M, Step 1, \$52,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
7. **Erika L. Jones**; Mathematics Teacher, Senior High School. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
8. **Kelsey E. Mitton**; Special Education Teacher, 5/6<sup>th</sup> Grade Center replacing Katelyn M. Loveland who resigned. Compensation has been set at M, Step 3, \$54,500.00, prorated with benefits per the Professional Agreement. Effective: To be determined.
9. **Allie M. Moffett**; Health & Physical Education Teacher, 9<sup>th</sup> Grade Center replacing Jacklyn L. Keeley who retired. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
10. **Lauren E. Morrison**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Eric J. Hill who had a change of assignment. Compensation has been set at M+30, Step 3, \$62,396.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
11. **Alyssa L. Sontag**; Special Education Teacher, 7<sup>th</sup> Grade Center replacing Diana L. Bilardo who had a change of assignment. Compensation has been set at M, Step 1, \$52,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
12. **Nicole Weber**; Speech & Language Therapist, Senior High School replacing Alyson N. Barlok who resigned. Compensation has been set at M, Step 1, \$52,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
13. **Taylor Wilson**; Special Education Teacher, 5/6<sup>th</sup> Grade Center replacing Mary K. Burkholder who had a change of status and a new position. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.

#### E. Support Staff

1. **Caitlin R. Asbert**; Level III- Secretary, Senior High School replacing Connie L. Henry who retired. Compensation has been set at \$16.52/hour with benefits per the Secretarial Benefit Summary. Effective: August 15, 2022.
2. **Amy B. Bellaire**; Instructional Assistant, 7<sup>th</sup> Grade Center replacing Tyler S. Morris who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
3. **Alisha Breuninger**; Instructional Assistant, Senior High School replacing Lindsay A. Stout who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
4. **Cassandra L. Castrianni**; Instructional Assistant, Evans Elementary School replacing Kathy A. Lebedynsky-Pencak who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.

5. **Matthew Comber**; Level III- Secretary, District Office replacing Annmarie Mill who had a change of status. Compensation has been set at \$16.52/hour with benefits per the Secretarial Benefit Summary. Effective: August 15, 2022.
6. **Maxwell L. Coulter**; Athletic Trainer, Senior High School. Compensation has been set at M, Step 1 \$42,000.00 with benefits per the Professional Agreement. Effective: August 15, 2022.
7. **Rebecca L. Forbes**; Instructional Assistant, 7<sup>th</sup> Grade Center replacing Joanna B. Melcher who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
8. **Crystal Hober**; Registered Nurse, Senior High School replacing Jaclyn Gospodarek who had a change of status. Compensation has been set at \$30.25/hour with benefits per the Registered Nurse Benefit Summary. Effective: August 23, 2022.
9. **Erin B. Lenker**; Instructional Assistant, Royersford Elementary School replacing Carol K. Heringslake who retired. Compensation has been set at \$16.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
10. **Linda M. Oltman**; Instructional Assistant, 9<sup>th</sup> Grade Center replacing Christine M. Stewart who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.

#### F. Substitutes

- |                              |                            |                    |
|------------------------------|----------------------------|--------------------|
| 1. <b>Megan T. Valentino</b> | Office/Clerical Substitute | Rate: \$14.52/hour |
|------------------------------|----------------------------|--------------------|

#### G. Change of Status

1. **Clarisse Boyer**; Food Services Manager, Spring City Elementary School, from 6 hours/day to 7 hours/day. Effective: August 25, 2022.
2. **Joan Gerretz**; Part-Time Food Service (3 hours/day), 9<sup>th</sup> Grade Center to Full-Time Food Service (6 hours/days), 9<sup>th</sup> Grade Center replacing Tina M. Reppert who retired. Compensation has been set at \$17.53/hour with benefits per the Food Service Benefit Summary. Effective: August 29, 2022.
3. **Jaclyn Gospodarek**; Registered Nurse, Senior High School to Certified School Nurse, Senior High School replacing Stacey C. Huntington who resigned. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
4. **Daniel A. Miscavage**; Social Studies Teacher, Senior High School to Athletic Director, Senior High School replacing Michael P. McDaniel who retired. Compensation has been set at \$115,000.00, prorated with benefits per the Act 93 agreement. Effective: July 25, 2022.
5. **Marie A. Smith**; Part-Time Food Service (4 hours/day), 8<sup>th</sup> Grade Center to Full-Time Food Service (6 hours/days), Royersford Elementary School replacing Cheryl L. Santiago who retired. Compensation has been set at \$15.96/hour with benefits per the Food Service Benefit Summary. Effective: August 29, 2022.
6. **Kimberly A. Themens**; Part-Time (0.5) RAM Quest Teacher to Elementary Teacher, Spring City Elementary School replacing Monica Johner who retired. Compensation has been set at M, Step 2, \$53,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
7. **Sydney E. Wiesner**; Human Resources Manager, District Office to Assistant Director of Human Resources, District Office. Compensation has been set at \$90,000.00, prorated with benefits per the Act 93 agreement. Effective: August 1, 2022.

- H. Administration recommends approval of **Jena F. Damiani**, 12 Month House Principal, 7th Grade Center replacing Gerard B. Rogers who had a change of status. Compensation will be set at \$120,000.00 prorated, with benefits as per the Act 93 Agreement. Effective: No later than September 19, 2022.

- I. Administration recommends approval of **Brandon R. Bartolotta** as a Summer Support Technician at the rate of \$19.40/hour. Effective: June 14, 2022 through August 22, 2022.

## J. Tenure

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

1. **Gabrielle V. Adelsberger**
2. **Mary K. Blank**
3. **Grace L. Donovan**
4. **Evvie J. Harrison**
5. **Zoe D. Jacobs**
6. **Patricia M. Konschak**
7. **Jacquelyn M. Lippincott**
8. **Jessica A. Mayer**
9. **Jaclyn A. McDermott**
10. **Margaret Megill**
11. **Samantha J. Muntz**
12. **Lauren M. Rose**
13. **Salvatore Scaramuzzino Jr.**
14. **Alyssa K. Stuffle**
15. **Kara D. Truex**
16. **Greta L.E. Verma**

- K. Administration recommends approval of the attached extra-curricular contracts for the 2022-2023 school year. (Attachment A4)**

## V. FINANCE

No questions or comments

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

**B. Payments:**

- |    |  |                 |
|----|--|-----------------|
| 1. | <u>General Fund Checks</u>   |                 |
|    | Check No. 214986 - 215136  | \$ 853,203.38   |
| 2. | <u>Food Service Checks</u>   |                 |
|    | Check No. 2391 - 2472  | \$ 2,815.51     |
| 3. | <u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u> |                 |
|    | ACH No. 212202965 - 212203062  | \$ 2,884,580.58 |
|    | ACH No. 222300002 - 222300271  | \$ 5,435,685.06 |
| 4. | <u>Wires</u>   |                 |
|    | Wire No. 202122138 - 202122154   | \$ 7,781,587.16 |
|    | Wire No. 202200001 - 202200021   | \$ 2,226,156.89 |
| 5. | <u>Procurement Payments</u>  |                 |
|    | Transaction No. 210000348 - 210000397                                  | \$ 49,141.01    |

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

1. Skyward Reports
  - Check Report (All funds)

- ACH Report (All funds)
- Wires Report (All funds)
- Procurement Report (All funds)

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

1. **Forgotten Friend, Inc. - Manheim, PA.** to provide four (4) 45-minute “*Forgotten Friend Educational Shows*” at Upper Providence Elementary School with a cost not to exceed \$950.00 and will be paid by the Upper Providence Elementary Budget.
2. **Delaware Valley Consortium for Excellence & Equity (DVCEE)** - DVCEE is a collaborative network of metropolitan school districts in PA, DE, and NJ that have committed to learn and work together to support and nurture the school and life success of all their students. The membership fee for 2022-2023 is \$12,000.00 and will be paid from the Superintendent’s Budget.
3. **Jack Bracale, DMD - Royersford, PA.** - to perform state mandated dental screenings of students in grades 3 and 7 during the 2022-2023 school year as requested by parents/guardians. Funding will be paid from the General Fund and shall not exceed \$8.00 per screening.
4. **Dr. John Aylward - Royersford, PA.** to provide medical supervision and emergency treatment services for the 2022-2023 school year in connection with the Athletic Department. Services for varsity football games/scrimmages shall be paid at a rate of \$125.00 per game with junior varsity games being paid at a rate of \$75.00 per game. Funding will be paid from the Athletic Budget and shall not exceed \$4,000.00.
5. **Reconstructive Orthopedic Associates II, P.C./Dr. Adam Chrusch - Limerick, PA.** to provide medical supervision and emergency treatment services in the absence of Dr. John Aylward for the 2022-2023 school year in connection with the Athletic Department. Services for varsity games shall be paid at a rate of \$125.00 per game with junior varsity games being paid at a rate of \$75.00 per game. Funding will be paid from the Athletic Budget and shall not exceed \$4,000.00.
6. **Friendship Hook, Ladder and Ambulance, Inc. - Royersford, PA.** to provide Ambulance services for the 2022-2023 school year in connection with the Athletic Department. Services will be provided for high school home varsity and junior varsity football games, middle school home football games and other events deemed necessary by the school district at a rate of \$150.00 per game up to a maximum of \$250.00 per game depending on the requirement of staying and not leaving for another call. Funding will be paid from the Athletic Budget and shall not exceed \$8,500.00.
7. **The Camphill Special School, Inc. - Glenmoore, PA.** to provide educational and related services for one (1) student who receives special education day services, speech and language services, occupational therapy services and physical therapy services for the 2022-2023 school year. The total cost of the contract is not to exceed \$64,438.70. The Funding will be paid from the Special Education Budget.
8. **The Camphill Special School, Inc. - Glenmoore, PA.** to provide related services for one (1) student who receives speech and language services and a 1:1 aide for the 2022-2023 school year. The total cost of the contract is not to exceed \$45,860.00. The funding will be paid from the Special Education Budget.
9. **The Camphill Special School - Glenmoore, PA.** to provide tuition and related services for one (1) student who receives occupational therapy services and a 1:1 aide for the



2022-2023 school year. The total cost of the contract is not to exceed \$96,860.00. The funding will be paid from the Special Education Budget.

10. **The Pathway School - Jeffersonville, PA.** to provide extended school year services for three(3) students (one 1:1 support) as per the IEPs. The total cost for all services is not to exceed \$28,600. The funding will be paid from the Special Education Budget.
11. **Valley Forge Educational Services - Malvern, PA.** to provide specialized recreation services for four (4) students attending ESY for a total of \$8,144.00 and 1:1 services for students as per the IEP for a total of \$4,518.00. The total cost for all services is not to exceed \$12,662.00. Funding will be paid from the Special Education Budget.
12. **ChanceLight Autism Services - King of Prussia, PA.** to provide school year services for three (3) students who receive special education services as per the IEP. Contractor will provide direct program supervision at a rate of \$120.00 per hour and will provide direct 1:1 inter \$116,880.00. The contract will be funded from the Special Education Budget.
13. **Personal Health Care, Inc - Valley Forge, PA.** to provide Nursing Services for five (5) students during the school day and/or on transportation for the 2022-2023 school year. The total cost of the contract will not exceed \$332,800.00 and will be funded from the Special Education Budget.
14. **Behavior Interventions - King of Prussia, PA.** to provide extended school year services:
  - 1:1 RBT Home Support
  - RBT Home Meetings
  - BCBA Programming
  - BCBA Training

Total extended school year contract will not exceed \$4,885.00 and will be funded from the Special Education Budget.
15. **Easterseals of Southwestern Pennsylvania.** To provide extended school year and related services for one (1) student who receives special education services as per his IEPs. Easterseals will provide the educational and related services described in the student's IEP for a total of 5 weeks for a total cost not to exceed \$3,802.80. The funding will be paid from the Special Education Budget.
16. **Easterseals of Southwestern Pennsylvania.** to provide school year services for one (1) student who receives special education services as per his IEP. Easterseals will provide the educational and related services described in the student's IEP for a total cost not to exceed \$39,470.70. The funding will be paid from the Special Education Budget.
17. **Devereux Advanced Behavioral Health - King of Prussia, PA.** to provide 1:1 services from 2021-22 School Year for a total not to exceed \$11,475.00. The funding will be paid from the Special Education Budget.

**E.** The Board authorizes/ratifies the Chief Financial Officer's execution of any and all documents relating to the Lease with Toshiba as approved on June 27, 2022.

**F.** Administration recommends approval of a **confidential settlement agreement #2022-09** with the parent of a special education student in an amount not to exceed \$57,500.00. Funding will be paid from the Special Education Budget.

**(Attachment A1)**

- G. Administration recommends approval of a **confidential settlement agreement #2022-10** with the parent of a special education student in an amount not to exceed \$60,040.00. Funding will be paid from the Special Education Budget.
- H. Administration recommends approval of a **confidential settlement agreement #2022-11** with the parent of a special education student in an amount not to exceed \$43,872.00. Funding will be paid from the Special Education Budget.
- I. Administration recommends the approval for additional funds for an independent contract with **The Buxmont Academy** for educational services for one special education student for the 2021-2022 school year. The total cost of the additional funds is not to exceed \$662.28. The funding will be paid from the Special Education Budget.
- J. Administration recommends the approval of an addendum to independent contracts with **The Timothy School** to provide school year services for 6 students as per the IEPs. The additional cost represents an additional \$14,000 which was not included in the total amount approved in June. The funding will be paid from the Special Education Budget.
- K. 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)**. This addendum is necessary due to additional costs for the 2022-23 school year as follows: speech and language services for a staff Leave of Absence, behavior services for students who receive behavior support in their IEP. The total cost will not exceed \$682,803.90. Funding will be paid from the Special Education Budget.

## VI. PROGRAMMING AND CURRICULUM

Mr. Rizzo reviewed key points on the Health & Safety Plan. Optional masking in high, low and moderate, normal spacing within the school, no contact tracing, no general notifications. Visitors are welcomed back into the schools. Staff testing is available as needed or requested and the dashboard was discontinued. Mr. Rizzo also noted that PDE is still requiring the Health & Safety plan to count hours should there be a need for students to be remote for any time and also for the ESSER grant. He is hoping to have more guidance for isolation an an upcoming meeting.

- A. Administration recommends approval of the Health and Safety Plan of the Spring-Ford Area School District for the 2022-2023 school year as presented to the Board of Directors and posted on the district's website. The plan as proposed herein shall serve as the local guidelines for all school reopening activities in the Spring-Ford Area School District and shall be submitted to the Pennsylvania Department of Education following approval.
- B. Administration recommends approval of Addendum to Inter-Agency Agreement for Title I Services between Spring-Ford Area School District and the Montgomery County Intermediate Unit for the provision of Title I Services for Holy Cross Regional Catholic and St. Teresa of Calcutta non-public schools for 2022-23 school year under the Federal Program requirements. Funding will be paid from Title I allocations and shall not exceed \$5,000.00.
- C. Administration recommends approval of Inter-Agency Agreement for Title I Services between Spring-Ford Area School District and the Chester County Intermediate Unit for the provision of Title I Services for Holy Family nonpublic school for 2022-23 school year under the Federal Program requirements. Funding will be paid from Title I allocations and shall not exceed \$1,000.00.
- D. Administration recommends approval of the 2022-2023 Title I, Part A, Federal Program Grant – Improving Basic Programs, in the amount of \$420,145.00, the 2022-2023 Title II, Part A, Federal Programs Grant – Supporting Effective Instruction, in the amount of \$115,025.00, and the 2022-2023 Title IV, Part A, Federal Program Grant - Student Support and Academic Enrichment Grant, in the amount of \$37,076.00.

- E. Administration recommends approval of the purchase of Wonderworks Dash/Cue Robots, Competition Mats, and Instructor Success Packs for all Elementary Schools and 5/6/7 Grade Center. Total cost will not exceed \$28,249.30. This is an unbudgeted item. Funding will be taken from the unassigned fund balance.
- F. Administration recommends approval of a Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding 31 Robotics extra curricular positions at a cost of \$402.00 each.

## VII. CONFERENCES AND WORKSHOPS

No comments or questions

- A. **James Fink, Chief Financial Officer**, to attend “2022 Four County Business Officials Workshop” in Skytop PA October 5 - 7, 2022. The total cost of the conference is \$800.00. (Registration and transportation). Substitute coverage is not needed.
- B. **Stephanie Fidler, K-6 Instructional Coach, Nicole Pert, K-6 Instructional Coach, Jessica Saloky, 7-12 Instructional Coach, Theresa Silverman, 7-12 Instructional Coach, Brianna Angelucci, Curriculum Supervisor, and Jennifer Rinehimer Curriculum Supervisor**, to attend “Robert Kaplinsky: The Four Steps to Create a Classroom Where Students are Excited to Learn Mathematics” at the MCIU on October 27, 2022. The total cost of the conference is \$1,420.63 (Registration, transportation, and meals). Substitute coverage is not needed. Funding will be from the Curriculum Budget.
- C. **Timothy Brennan, School Police Officer**, to attend “School Security Personnel Basic Course” virtually on August 15-18, 2022. The total cost of the conference is \$495.00 (Registration) Substitute coverage is not needed.

## VIII. OTHER BUSINESS

It was noted the policies being retired have been incorporated into other policies, not just discontinued.

- A. The following policy is being brought forward to be **rescinded and retired**:
  1. **Policy #339** - Uncompensated Leave (**Attachment A5**)
  2. **Policy #351** - Drug-Free Workplace (**Attachment A6**)
  3. **Policy #439** - Uncompensated Leave (**Attachment A7**)
  4. **Policy #440** - Responsibility of Staff for Student Welfare (**Attachment A8**)
  5. **Policy #442** - Jury Duty (**Attachment A9**)
  6. **Policy #451** - Drug-Free Workplace (**Attachment A10**)
  7. **Policy #539** - Uncompensated Leave (**Attachment A11**)
  8. **Policy #541** - Benefits for Regularly Employed Part-Time Personnel (**Attachment A12**)
  9. **Policy #542** - Jury Duty (**Attachment A13**)
  10. **Policy #543** - Paid Holidays (**Attachment A14**)
  11. **Policy #551** - Drug and Substance Abuse (**Attachment A15**)
- B. The following policies are submitted for **approval**:
  1. **Policy #005.1** - Board Committee Agenda and Minutes (**Attachment A16**)
  2. **Policy #128** - Equity, Diversity, and Inclusion (**Attachments A17**)
  3. **Policy #238** - Child Custody/Parental Rights (**Attachment A18**)
  4. **Policy #339** - Uncompensated Leave (**Attachment A19**)
  5. **Policy #340** - Responsibility for Student Welfare (**Attachment A20**)
  6. **Policy #341** - Benefits for Part-Time Employees (**Attachment A21**)
  7. **Policy #342** - Jury Duty (**Attachment A22**)
  8. **Policy #343** - Paid Holidays (**Attachment A23**)

9. **Policy #347** - Workers' Compensation Transitional Return-to-Work Program (**Attachment A24**)
10. **Policy #351** - Drug and Substance Abuse (**Attachment A25**)
11. **Policy #810** - Transportation (**Attachment A26**)
12. **Policy #824** - Maintaining Professional Adult-Student Boundaries (**Attachment A27**)

- C. The Spring-Ford Board of School Directors acknowledges receipt of the updated listing of school bus drivers for the 2022-2023 school year effective August 2022 as presented.
- D. The Spring-Ford Board of School Directors acknowledges receipt and gives approval for the Spring-Ford Area School District's transportation routes for the 2022-2023 school year as presented.

**IX. INFORMATIONAL ITEM**

Dr. Wright asked for this to be included on the agenda.

- A. Administration recommends the Board of School Directors reviews the Elementary (K-4), Intermediate (5-6), Middle School (7-8), and High School (9-12) handbooks for the 2022-2023 school year.

**X. BOARD COMMENT**

Mrs. Weingarten said she is impressed with the summer programs.

Mr. Shafer asked for Data for the summer programs. Mrs. Gardy said that it will be shared at the Curriculum and Technology Committee meeting.

**XI. PUBLIC TO BE HEARD**

**Michael Lebiezinski, Limerick Township** - Data on Summer programs, EDI and parent suggestions

**XII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 8:06 pm with a motion from Mrs. Deardorff seconded by Mrs. Earle.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On August 22, 2022, The Spring-Ford Area School District Board meeting was called to order at 7:32 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 Shafer, and Colleen Zasowski  
Region III: Abby Deardorff and Dr. Jennifer Motzer  
Presiding Officer: Dr. Margaret D. Wright  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Kelly M. Murray and Tina L. Giambattista  
Chief Financial Officer: James D. Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Aditi Mangal and Arhan Kaul  
Virtual via Zoom: Erica Hermans

#### **CALL TO ORDER**

Dr. Wright called the meeting to order at 7:32 p.m.

#### **PLEDGE OF ALLEGIANCE**

#### **ANNOUNCEMENTS**

Mrs. Bickert stated that Mrs. Hermans is in attendance on Zoom, all other Board Members are in attendance in person.

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

**Steve Frye, Royersford - DVCEE Membership, EDI Policy**

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

**Extracurricular Activities**                      **David Shafer**                      **1<sup>st</sup> Tue. 6:30 p.m.**  
No Report

**Legislative Committee**                      **Abby Deardorff**                      **3<sup>rd</sup> Wed. 7:30 p.m.**  
PA General Assembly has been in recess ,Legislation was presented to bring back the free meals.

**MCIU**                      **Dr. Margaret Wright**                      **4<sup>th</sup> Wed. 7:00 p.m.**  
Dr. Wright said she would have a report at the next meeting

**PSBA Liaison**                      **David Shafer**  
No report

**Superintendent's Report**                      **Robert Rizzo**  
Mr. Rizzo is excited to welcome back staff and students. Welcome to the new administrators. Chief Boyer introduced new School Police Officer Tim Brennan. Mr. Rizzo shared information about leadership vacancies, this was also shared in the Board Memo. Information was also

shared about the School Board involvement in interviews and the practice in Montgomery County School Districts. Mr. Rizzo noted the retirees and wished them well.

Mr. Jackson asked if there was a reason for starting with 2015 for the leadership vacancies, Mr. Rizzo responded and stated that the data is available, but it would require more digging.

#### **Solicitor's Report**

**Mark Fitzgerald**

No report

Mrs. Zasowski reported that the Western Montgomery Career and Technical Center held an auction, and it was very successful and raised \$140,000 and \$112,000 going back to the school. ICS provided a report of repairs, and they are working on a plan to keep on top of those repairs. Teacher negotiations continued throughout the summer and are hopeful for a resolution soon. Next meeting will be September 12th at 5:30 via Zoom.

Community Relations will be meeting in September and will present the CCIU Communications Audit and a personal committee meeting will follow with Mrs. Leiss and Dr. Giambattista.

Mr. Jackson asked if the funds from the auction would cover the wants list of the WMCTC, Mrs. Zasowski said it puts a dent in it, but it doesn't cover all the costs. Mr. Jackson is disappointed that there is not a plan for the maintenance of the Western Center. There was discussion on building a reserved fund to help with costs as this is important, and their solicitor is looking into the parameters around that.

### **III. MINUTES**

Motion by Mrs. Deardorff to approve Minutes A-C, seconded by Mrs. Zasowski.

Motion carries 9-0.

- A.** Administration recommends approval of the June 20, 2022, Work Session minutes. **(Attachment A1)**
- B.** Administration recommends approval of the June 27, 2022, Board Meeting minutes. **(Attachment A2)**
- C.** Administration recommends approval of the July 11, 2022, Special Meeting minutes. **(Attachment A3)**

### **IV. PERSONNEL**

Motion by Mrs. Deardorff to approve Personnel A-K, seconded by Dr. Motzer.

Mr. Jackson asked how many staff are in the Human Resources department, Mr. Rizzo said there are currently 4 and 1 is being hired.

Motion carries 7-2 (Mr. Jackson and Mrs. Zasowski were the dissenting votes)

#### **A. Resignations**

- 1. **Dwayne D. Anderson Jr;** Support Technician, 7<sup>th</sup> Grade Center. Effective: August 16, 2022.
- 2. **Emily G. Barker;** English Teacher, 8<sup>th</sup> Grade Center. Effective: September 23, 2022.
- 3. **Aniqua G. Coleman;** Instructional Assistant, Senior High School. Effective: August 12, 2022.
- 4. **Vanessa G. Donatelli;** Instructional Assistant, Limerick Elementary School. Effective: August 1, 2022.
- 5. **Katherine L. Edwards;** Elementary Teacher, 5/6<sup>th</sup> Grade Center. Effective: August 4, 2022.
- 6. **Mary E. Foster;** Instructional Assistant, Oaks Elementary School for the purpose of retirement. Effective: August 15, 2022.

**(Attachment A2)**

7. **Jacquelyn M. Lippincott**; Special Education Teacher, Senior High. Effective: September 23, 2022.
8. **Katelyn M. Loveland**; Special Education Teacher, 5/6<sup>th</sup> Grade Center. Effective: July 19, 2022.
9. **Emily J. Marchesani**; Elementary Teacher, Limerick Elementary School. Effective: June 23, 2022.
10. **Emily E. Marzewski**; Special Education Teacher, Royersford Elementary School. Effective: October 7, 2022.
11. **Robyn J. Michael**; School Counselor, Royersford Elementary School. Effective: September 20, 2022.
12. **Daniel A. Miscavage**; Assistant Athletic Director, 7-12. Effective: July 14, 2022.
13. **Elaine Moore**; Instructional Assistant, Evans Elementary School for the purpose of retirement. Effective: June 9, 2023.
14. **Jamie D. Nguyen**; Special Education Teacher, Limerick Elementary School. Effective: October 10, 2022.
15. **Tina M. Reppert**; Full-Time Food Service (6 hours/day), 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: July 31, 2022.
16. **Douglas K. Reigner**; Assistant Principal, Senior High School for the purpose of retirement. Effective: September 16, 2022.
17. **Cheryl L. Santiago**; Full-Time Food Service (6 hours/day), Royersford Elementary School for the purpose of retirement. Effective: June 30, 2022.
18. **Molly A. Storti**; Special Education Wilson Tutor, Extended School Year. Effective: June 27, 2022.
19. **Jeffrey W. Swartz**; Technology Education Teacher, 9<sup>th</sup> Grade Center. Effective: September 23, 2022.

## NEW RESIGNATION

20. **Belmin Oommen**; Support Technician, 7<sup>th</sup> Grade Center. Effective: August 26, 2022.

## B. Leave of Absence

1. **Amanda C. Hegedus**; Instructional Assistant, Limerick Elementary School for an unpaid leave of absence per Board Policy. Effective: January 9, 2023 through April 28, 2023.
2. **Tiffany Sallemi**; Elementary Teacher, Oaks Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 25, 2023.

## C. Professional Employees

1. **Brianna M. Hine**; Special Education Teacher, Royersford Elementary School replacing Patricia A. Stroop who retired. Compensation has been set at M, Step 2, \$53,500.00, with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Whitney L. King**; Instructional Support Teacher, Evans Elementary School replacing Andrea M. Weber who had a change of assignment. Compensation has been set at M, Step 7, \$60,822.00, with benefits per the Professional Agreement. Effective: August 23, 2022.
3. **Brendan Larkin**; Social Studies Teacher, Senior High School. Compensation has been set at M, Step 4, \$55,500.00, prorated with benefits per the Professional Agreement. Effective: October 10, 2022.
4. **Stephanie Schuman**; Speech & Language Therapist, Limerick Elementary School replacing Amanda M. Samperi who resigned. Compensation has been set at M+18, Step 8, \$70,002.00, prorated with benefits per the Professional Agreement. Effective: September 27, 2022.

5. **Cheryl Sypher-Hoinowski**; English Language Development Teacher, Senior High School. Compensation has been set at M+30, Step 6, \$69,516.00, prorated with benefits per the Professional Agreement. Effective: October 3, 2022.

#### **NEW PROFESSIONAL EMPLOYEES**

6. **Erin Husband**; Chemistry Teacher, Senior High School replacing Khoa Pham who resigned. Compensation has been set at M+30, Step 8, \$75,433.00, prorated with benefits per the Professional Agreement. Effective: No later than October 24, 2022.
7. **Jacob R. Marushak**; Technology Education Teacher, 9<sup>th</sup> Grade Center replacing Jeffrey W. Swartz who resigned. Compensation has been set at M, Step 12, \$79,443.00, prorated with benefits per the Professional Agreement. Effective: October 24, 2022.

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

1. **Emily R. Bailey**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Lynne M. Webb who had a change of assignment. Compensation has been set at B, Step 2, \$52,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Alexandra K. Dilks**; Elementary Teacher, Evans Elementary School replacing Eileen McGrory who retired. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
3. **Madison A. Fialkowski**; Social Studies Teacher, 8<sup>th</sup> Grade Center replacing Zoe D. Jacobs who had a change of assignment. Compensation has been set at M, Step 4, \$55,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
4. **John S. Frost III**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Andrea Sandberg who resigned. Compensation has been set at B, Step 2, \$52,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
5. **Jessie Gottlieb**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Katherine L. Edwards who resigned. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
6. **Melissa A. Howshall**; Elementary Teacher, Evans Elementary School replacing Kathleen L. DiBenedetto who retired. Compensation has been set at M, Step 1, \$52,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
7. **Erika L. Jones**; Mathematics Teacher, Senior High School. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
8. **Kelsey E. Mitton**; Special Education Teacher, 5/6<sup>th</sup> Grade Center replacing Katelyn M. Loveland who resigned. Compensation has been set at M, Step 3, \$54,500.00, prorated with benefits per the Professional Agreement. Effective: No later than October 12, 2022.
9. **Allie M. Moffett**; Health & Physical Education Teacher, 9<sup>th</sup> Grade Center replacing Jacklyn L. Keeley who retired. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
10. **Lauren E. Morrison**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Eric J. Hill who had a change of assignment. Compensation has been set at M+30, Step 3, \$62,396.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
11. **Alyssa L. Sontag**; Special Education Teacher, 7<sup>th</sup> Grade Center replacing Diana L. Bilardo who had a change of assignment. Compensation has been set at M, Step 1, \$52,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
12. **Nicole Weber**; Speech & Language Therapist, Senior High School replacing Alyson N. Barlok who resigned. Compensation has been set at M, Step 1, \$52,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
13. **Taylor Wilson**; Special Education Teacher, 5/6<sup>th</sup> Grade Center replacing Mary K. Burkholder who had a change of status and a new position. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.

**(Attachment A2)**



**NEW TEMPORARY PROFESSIONAL EMPLOYEES**

14. **Keri A. Mallon**; Special Education Teacher, Senior High School replacing Nicole M. Zucal who had a change of assignment. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
15. **Christa Pucio**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Megan M. Ames who had a change of assignment. Compensation has been set at B, Step 5, \$55,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
16. **Alexa Rawa**; 0.5 Special Education Teacher, Upper Providence Elementary School. Compensation has been set at B, Step 1, \$25,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
17. **Sarah D. Rizzuto**; Elementary Teacher, Evans Elementary School replacing Amanda Young who resigned. Compensation has been set at B, Step 2, \$52,000.00, prorated with benefits per the Professional Agreement. Effective: No later than October 18, 2022.
18. **Megan E. Smith**; Elementary Teacher, Evans Elementary School replacing Laura E. Camp who had a change of assignment. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
19. **Claudia Tangradi**; English Teacher, 8<sup>th</sup> Grade Center replacing Emily G. Barker who resigned. Compensation has been set at B, Step 1, \$51,000.00, prorated with benefits per the Professional Agreement. Effective: To be determined.
20. **Melissa Weidman**; Special Education Teacher, Senior High School replacing Karen M. DeLange who had a change of assignment. Compensation has been set at M, Step 4, \$55,500.00, prorated with benefits per the Professional Agreement. Effective: No later than October 3, 2022.

**E. Support Staff**

1. **Caitlin R. Asbert**; Level III- Secretary, Senior High School replacing Connie L. Henry who retired. Compensation has been set at \$16.52/hour with benefits per the Secretarial Benefit Summary. Effective: August 15, 2022.
2. **Amy B. Bellaire**; Instructional Assistant, 7<sup>th</sup> Grade Center replacing Tyler S. Morris who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
3. **Alisha Breuninger**; Instructional Assistant, Senior High School replacing Lindsay A. Stout who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
4. **Cassandra L. Castrianni**; Instructional Assistant, Evans Elementary School replacing Kathy A. Lebedynsky-Pencak who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
5. **Matthew Comber**; Level III- Secretary, District Office replacing Annmarie Mill who had a change of status. Compensation has been set at \$16.52/hour with benefits per the Secretarial Benefit Summary. Effective: August 15, 2022.
6. **Maxwell L. Coulter**; Athletic Trainer, Senior High School. Compensation has been set at M, Step 1 \$42,000.00 with benefits per the Professional Agreement. Effective: August 15, 2022.
7. **Rebecca L. Forbes**; Instructional Assistant, 7<sup>th</sup> Grade Center replacing Joanna B. Melcher who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
8. **Erin B. Lenker**; Instructional Assistant, Royersford Elementary School replacing Carol K. Heringslake who retired. Compensation has been set at \$16.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
9. **Linda M. Oltman**; Instructional Assistant, 9<sup>th</sup> Grade Center replacing Christine M. Stewart who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.

**NEW SUPPORT STAFF**

10. **Denise M. Bedard**; Instructional Assistant, Evans Elementary School replacing Megan T. Valentino who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: September 19, 2022.
11. **Tonya MacCoy**; Instructional Assistant, Upper Providence Elementary School replacing Cheryl Colmary who had a change of assignment. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.

**F. Substitutes**

- |                              |                            |                    |
|------------------------------|----------------------------|--------------------|
| 1. <b>Megan T. Valentino</b> | Office/Clerical Substitute | Rate: \$14.52/hour |
|------------------------------|----------------------------|--------------------|

**G. Change of Status**

1. **Clarisse Boyer**; Food Services Manager, Spring City Elementary School, from 6 hours/day to 7 hours/day. Effective: August 25, 2022.
  2. **Joan Gerretz**; Part-Time Food Service (3 hours/day), 9<sup>th</sup> Grade Center to Full-Time Food Service (6 hours/days), 9<sup>th</sup> Grade Center replacing Tina M. Reppert who retired. Compensation has been set at \$17.53/hour with benefits per the Food Service Benefit Summary. Effective: August 29, 2022.
  3. **Jaclyn Gospodarek**; Registered Nurse, Senior High School to Certified School Nurse, Senior High School replacing Stacey C. Huntington who resigned. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
  4. **Daniel A. Miscavage**; Social Studies Teacher, Senior High School to Athletic Director, Senior High School replacing Michael P. McDaniel who retired. Compensation has been set at \$115,000.00, prorated with benefits per the Act 93 agreement. Effective: July 25, 2022.
  5. **Marie A. Smith**; Part-Time Food Service (4 hours/day), 8<sup>th</sup> Grade Center to Full-Time Food Service (6 hours/days), Royersford Elementary School replacing Cheryl L. Santiago who retired. Compensation has been set at \$15.96/hour with benefits per the Food Service Benefit Summary. Effective: August 29, 2022.
  6. **Kimberly A. Themens**; Part-Time (0.5) RAM Quest Teacher to Elementary Teacher, Spring City Elementary School replacing Monica Johner who retired. Compensation has been set at M, Step 2, \$53,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
  7. **Sydney E. Wiesner**; Human Resources Manager, District Office to Assistant Director of Human Resources, District Office. Compensation has been set at \$90,000.00, prorated with benefits per the Act 93 agreement. Effective: August 1, 2022.
- H.** The Board approved **Jena F. Damiani**, 12 Month House Principal, 7th Grade Center replacing Gerard B. Rogers who had a change of status. Compensation will be set at \$120,000.00 prorated, with benefits as per the Act 93 Agreement. Effective: No later than September 19, 2022.
- I.** The Board approved **Brandon R. Bartolotta** as a Summer Support Technician at the rate of \$19.40/hour. Effective: June 14, 2022 through August 22, 2022.

**J. Tenure**

The individuals listed below have completed three (3) years of satisfactory service as temporary professional employees and are, therefore, entitled to tenure status: **\*Designates new addition since last week**

1. **Gabrielle V. Adelsberger**

**(Attachment A2)**

- ## V. FINANCE

Mrs. Weingarten asked about D2, the DVCEE contract. Mr. Rizzo noted this provides lists of professional development for the leadership, career fairs and have built a network and discussion on supporting our students.

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

1.	<u>General Fund Checks</u>	
	Check No. 214986 - 215136	\$ 853,203.38
2.	<u>Food Service Checks</u>	
	Check No. 2391 - 2472	\$ 2,815.51
3.	<u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u>	
	ACH No. 212202965 - 212203062	\$ 2,884,580.58
	ACH No. 222300002 - 222300271	\$ 5,435,685.06
4.	<u>Wires</u>	
	Wire No. 202122138 - 202122154	\$ 7,781,587.16
	Wire No. 202200001 - 202200021	\$ 2,226,156.89
5.	<u>Procurement Payments</u>	
	Transaction No. 210000348 - 210000397	\$ 49,141.01

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

7

- Procurement Report (All funds)

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

1. **Forgotten Friend, Inc. - Manheim, PA.** to provide four (4) 45-minute “*Forgotten Friend Educational Shows*” at Upper Providence Elementary School with a cost not to exceed \$950.00 and will be paid by the Upper Providence Elementary Budget.
2. **Delaware Valley Consortium for Excellence & Equity (DVCEE)** - DVCEE is a collaborative network of metropolitan school districts in PA, DE, and NJ that have committed to learn and work together to support and nurture the school and life success of all their students. The membership fee for 2022-2023 is \$12,000.00 and will be paid from the Superintendent’s Budget.
3. **Jack Bracale, DMD - Royersford, PA.** - to perform state mandated dental screenings of students in grades 3 and 7 during the 2022-2023 school year as requested by parents/guardians. Funding will be paid from the General Fund and shall not exceed \$8.00 per screening.
4. **Dr. John Aylward - Royersford, PA.** to provide medical supervision and emergency treatment services for the 2022-2023 school year in connection with the Athletic Department. Services for varsity football games/scrimmages shall be paid at a rate of \$125.00 per game with junior varsity games being paid at a rate of \$75.00 per game. Funding will be paid from the Athletic Budget and shall not exceed \$4,000.00.
5. **Reconstructive Orthopedic Associates II, P.C./Dr. Adam Chrusch - Limerick, PA.** to provide medical supervision and emergency treatment services in the absence of Dr. John Aylward for the 2022-2023 school year in connection with the Athletic Department. Services for varsity games shall be paid at a rate of \$125.00 per game with junior varsity games being paid at a rate of \$75.00 per game. Funding will be paid from the Athletic Budget and shall not exceed \$4,000.00.
6. **Friendship Hook, Ladder and Ambulance, Inc. - Royersford, PA.** to provide Ambulance services for the 2022-2023 school year in connection with the Athletic Department. Services will be provided for high school home varsity and junior varsity football games, middle school home football games and other events deemed necessary by the school district at a rate of \$150.00 per game up to a maximum of \$250.00 per game depending on the requirement of staying and not leaving for another call. Funding will be paid from the Athletic Budget and shall not exceed \$8,500.00.
7. **The Camphill Special School, Inc. - Glenmoore, PA.** to provide educational and related services for one (1) student who receives special education day services, speech and language services, occupational therapy services and physical therapy services for the 2022-2023 school year. The total cost of the contract is not to exceed \$64,438.70. The Funding will be paid from the Special Education Budget.
8. **The Camphill Special School, Inc. - Glenmoore, PA.** to provide related services for one (1) student who receives speech and language services and a 1:1 aide for the 2022-2023 school year. The total cost of the contract is not to exceed \$45,860.00. The funding will be paid from the Special Education Budget.
9. **The Camphill Special School - Glenmoore, PA.** to provide tuition and related services for one (1) student who receives occupational therapy services and a 1:1 aide for the 2022-2023 school year. The total cost of the contract is not to exceed \$96,860.00. The funding will be paid from the Special Education Budget.

10. **The Pathway School - Jeffersonville, PA.** to provide extended school year services for three(3) students (one 1:1 support) as per the IEPs. The total cost for all services is not to exceed \$28,600. The funding will be paid from the Special Education Budget.
  11. **Valley Forge Educational Services - Malvern, PA.** to provide specialized recreation services for four (4) students attending ESY for a total of \$8,144.00 and 1:1 services for students as per the IEP for a total of \$4,518.00. The total cost for all services is not to exceed \$12,662.00. Funding will be paid from the Special Education Budget.
  12. **ChanceLight Autism Services - King of Prussia, PA.** to provide school year services for three (3) students who receive special education services as per the IEP. Contractor will provide direct program supervision at a rate of \$120.00 per hour and will provide direct 1:1 inter \$116,880.00. The contract will be funded from the Special Education Budget.
  13. **Personal Health Care, Inc - Valley Forge, PA.** to provide Nursing Services for five (5) students during the school day and/or on transportation for the 2022-2023 school year. The total cost of the contract will not exceed \$332,800.00 and will be funded from the Special Education Budget.
  14. **Behavior Interventions - King of Prussia, PA.** to provide extended school year services:
    - 1:1 RBT Home Support
    - RBT Home Meetings
    - BCBA Programming
    - BCBA Training

Total extended school year contract will not exceed \$4,885.00 and will be funded from the Special Education Budget.
  15. **Easterseals of Southwestern Pennsylvania.** To provide extended school year and related services for one (1) student who receives special education services as per his IEPs. Easterseals will provide the educational and related services described in the student's IEP for a total of 5 weeks for a total cost not to exceed \$3,802.80. The funding will be paid from the Special Education Budget.
  16. **Easterseals of Southwestern Pennsylvania.** to provide school year services for one (1) student who receives special education services as per his IEP. Easterseals will provide the educational and related services described in the student's IEP for a total cost not to exceed \$39,470.70. The funding will be paid from the Special Education Budget.
  17. **Devereux Advanced Behavioral Health - King of Prussia, PA.** to provide 1:1 services from 2021-22 School Year for a total not to exceed \$11,475.00. The funding will be paid from the Special Education Budget.
- E. The Board authorizes/ratifies the Chief Financial Officer's execution of any and all documents relating to the lease with Toshiba as approved on June 27, 2022.
  - F. The Board approved **confidential settlement agreement #2022-09** with the parent of a special education student in an amount not to exceed \$57,500.00. Funding will be paid from the Special Education Budget.
  - G. The Board approved **confidential settlement agreement #2022-10** with the parent of a special education student in an amount not to exceed \$60,040.00. Funding will be paid from the Special Education Budget.

- H. The Board approved **confidential settlement agreement #2022-11** with the parent of a special education student in an amount not to exceed \$43,872.00. Funding will be paid from the Special Education Budget.
- I. The Board approved additional funds for an independent contract with **The Buxmont Academy** for educational services for one special education student for the 2021-2022 school year. The total cost of the additional funds is not to exceed \$662.28. The funding will be paid from the Special Education Budget.
- J. The Board approved an addendum to independent contracts with **The Timothy School** to provide school year services for 6 students as per the IEPs. The additional cost represents an additional \$14,000 which was not included in the total amount approved in June. The funding will be paid from the Special Education Budget.
- K. The Board approved an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**. This addendum is necessary due to additional costs for the 2022-23 school year as follows: speech and language services for a staff Leave of Absence, behavior services for students who receive behavior support in their IEP. The total cost will not exceed \$682,803.90. Funding will be paid from the Special Education Budget.

## VI. PROGRAMMING AND CURRICULUM

Motion by Mrs. Deardorff made a motion to approve Programming and Curriculum B-E, seconded by Mr. Jackson.

Motion carries 9-0.

Motion by Mrs. Hermans to approve Programming and Curriculum A, seconded by Mr. Shafer.

Mrs. Hermans asked about outbreak management and feels that it should be spelled out and clear in the Health and Safety Plan or at least have it noted that outbreak management mitigation is different from Low, Medium, and High. Mr. Rizzo said that when crafting the H&S plan it is designed to give the Board flexibility. Mrs. Hermans let him know that she was going to bring this to the table tonight, so he was able to look into this. Mr. Rizzo stated that the CDC has some language that could be added, but if they are to change their guidance, the Board would need to come together again and change the Health and Safety plan. If the Board wants to add something regarding outbreaks, Mr. Rizzo said he would be comfortable adding wording from the CDC page 4, How will the local education agency to the greatest extent practicable to support the 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 or something like in the event of an outbreak which is defined as when a school confirmed that 10% of the population has tested positive for Covid-19 and directed by the Board of School Directors Spring-Ford will consider CDC's guidance in responding to outbreaks. There would then be a link to the CDC page. The Montgomery County of Public Health did not have a definition of an outbreak. Dr. Wright noted that there is a motion on the table, and Mrs. Hermans made an amendment to the motion. Mrs. Earle likes the original motion and doesn't want to be tied down. More Board discussion and Mr. Fitzgerald suggested that the Board not revise the plan with an outbreak modification tonight, and Mrs. Hermans withdrew her amendment to the motion. With the original motion back on the table.

Motion carries 8-1 (Mr. Jackson is the dissenting vote)

Motion by Mrs. Deardorff to approve Programming and Curriculum F, seconded by Mr. Shafer.

Mrs. Hermans asked if these extra curricular positions are for up to grade 7, Dr. Giambattista confirmed that it is for kindergarten to 7th grade.

Motion carries 9-0.

- A. The Board approved the Health and Safety Plan of the Spring-Ford Area School District for the 2022-2023 school year as presented to the Board of Directors and posted on the district's website. The plan as proposed herein shall serve as the local guidelines for all school reopening

activities in the Spring-Ford Area School District and shall be submitted to the Pennsylvania Department of Education following approval.

- B. The Board approved an Addendum to Inter-Agency Agreement for Title I Services between Spring-Ford Area School District and the Montgomery County Intermediate Unit for the provision of Title I Services for Holy Cross Regional Catholic and St. Teresa of Calcutta non-public schools for 2022-23 school year under the Federal Program requirements. Funding will be paid from Title I allocations and shall not exceed \$5,000.00.
- C. The Board approved an Inter-Agency Agreement for Title I Services between Spring-Ford Area School District and the Chester County Intermediate Unit for the provision of Title I Services for Holy Family nonpublic school for 2022-23 school year under the Federal Program requirements. Funding will be paid from Title I allocations and shall not exceed \$1,000.00.
- D. The Board approved the 2022-2023 Title I, Part A, Federal Program Grant – Improving Basic Programs, in the amount of \$420,145.00, the 2022-2023 Title II, Part A, Federal Programs Grant – Supporting Effective Instruction, in the amount of \$115,025.00, and the 2022-2023 Title IV, Part A, Federal Program Grant - Student Support and Academic Enrichment Grant, in the amount of \$37,076.00.
- E. The Board approved the purchase of Wonderworks Dash/Cue Robots, Competition Mats, and Instructor Success Packs for all Elementary Schools and 5/6/7 Grade Center. Total cost will not exceed \$28,249.30. This is an unbudgeted item. Funding will be taken from the unassigned fund balance.
- F. The Board approved a Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding 31 Robotics extra curricular positions at a cost of \$402.00 each.

## VII. CONFERENCES AND WORKSHOPS

Mrs. Deardorff motioned to approve Conferences and Workshops A-D, seconded by Mrs. Weingarten. Motion carries 9-0.

- A. **James Fink, Chief Financial Officer**, to attend “*2022 Four County Business Officials Workshop*” in Skytop PA October 5 - 7, 2022. The total cost of the conference is \$800.00. (Registration and transportation). Substitute coverage is not needed.
- B. **Stephanie Fitler, K-6 Instructional Coach, Nicole Pert, K-6 Instructional Coach, Jessica Saloky, 7-12 Instructional Coach, Theresa Silverman, 7-12 Instructional Coach, Brianna Angelucci, Curriculum Supervisor, and Jennifer Rinehimer Curriculum Supervisor**, to attend “*Robert Kaplinsky: The Four Steps to Create a Classroom Where Students are Excited to Learn Mathematics*” at the MCIU on October 27, 2022. The total cost of the conference is \$1,420.63 (Registration, transportation, and meals). Substitute coverage is not needed. Funding will be from the Curriculum Budget.
- C. **Timothy Brennan, School Police Officer**, to attend “*School Security Personnel Basic Course*” virtually on August 15-18, 2022. The total cost of the conference is \$495.00 (Registration). Substitute coverage is not needed.

## NEW CONFERENCES AND WORKSHOPS

- D. **Kristin Rouyer, French Teacher**, to attend “*CHS French Teacher Annual Meeting*” at The University of Pittsburgh, Oakland Campus on September 1, 2022. The total cost of the conference is \$750.00 (Transportation, Hotel, Meals). Substitute coverage is needed.

## VIII. OTHER BUSINESS

Motion by Mrs. Deardorff to approve Other Business A-E, seconded by Mrs. Earle.

In reference to Other Business item B1, B2, Mr. Jackson noted the committee is to follow state law. Mrs. Deardorff asked the community specifically what they have a problem with on the EDI Policy. Motion carries 9-0.

**A. The following policy is being brought forward to be **rescinded and retired**:**

1. **Policy #339** - Uncompensated Leave (**Attachment A5**)
2. **Policy #351** - Drug-Free Workplace (**Attachment A6**)
3. **Policy #439** - Uncompensated Leave (**Attachment A7**)
4. **Policy #440** - Responsibility of Staff for Student Welfare (**Attachment A8**)
5. **Policy #442** - Jury Duty (**Attachment A9**)
6. **Policy #451** - Drug-Free Workplace (**Attachment A10**)
7. **Policy #539** - Uncompensated Leave (**Attachment A11**)
8. **Policy #541** - Benefits for Regularly Employed Part-Time Personnel (**Attachment A12**)
9. **Policy #542** - Jury Duty (**Attachment A13**)
10. **Policy #543** - Paid Holidays (**Attachment A14**)
11. **Policy #551** - Drug and Substance Abuse (**Attachment A15**)

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

1. **Policy #005.1** - Board Committee Agenda and Minutes (**Attachment A16**)
2. **Policy #128** - Equity, Diversity, and Inclusion (**Attachments A17**)
3. **Policy #238** - Child Custody/Parental Rights (**Attachment A18**)
4. **Policy #339** - Uncompensated Leave (**Attachment A19**)
5. **Policy #340** - Responsibility for Student Welfare (**Attachment A20**)
6. **Policy #341** - Benefits for Part-Time Employees (**Attachment A21**)
7. **Policy #342** - Jury Duty (**Attachment A22**)
8. **Policy #343** - Paid Holidays (**Attachment A23**)
9. **Policy #347** - Workers' Compensation Transitional Return-to-Work Program (**Attachment A24**)
10. **Policy #351** - Drug and Substance Abuse (**Attachment A25**)
11. **Policy #810** - Transportation (**Attachment A26**)
12. **Policy #824** - Maintaining Professional Adult-Student Boundaries (**Attachment A27**)

**C. The Spring-Ford Board of School Directors acknowledges receipt of the updated listing of school bus drivers for the 2022-2023 school year effective August 2022 as presented.**

**D. The Spring-Ford Board of School Directors acknowledges receipt and gives approval for the Spring-Ford Area School District's transportation routes for the 2022-2023 school year as presented.**

## **NEW OTHER BUSINESS**

**E. The Spring-Ford Area Board of School Directors hereby authorizes the Administration to take any and all necessary steps to apply for up to \$438,262.00 in grant funds through the Pennsylvania Commission on Crime and Delinquency. The grant funds shall be used for school safety and/or mental health supports as identified by the administration. The deadline to apply for the funds is August 31, 2022.**

## **IX. INFORMATIONAL ITEM**

**A. Administration recommends the Board of School Directors reviews the Elementary (K-4), Intermediate (5-6), Middle School (7-8), and High School (9-12) handbooks for the 2022-2023 school year.**



Mr. Jackson asked about the grant under New Other Business E, why is Board approval needed for applying. Mr. Rizzo stated that it's required by the state. Dr. Wright noted that the money in this grant would be used for Safety and Mental Health.

**X. BOARD COMMENT**

Mrs. Shafer thanked the custodial staff and administration and is looking forward to a great year.

Mrs. Deardorff thanked Human Resources for filling all the vacant positions.

Mr. Jackson will make an effort to attend future Policy Committee Meetings.

Dr. Motzer thanked everyone for the warm welcome.

Student Rep Aditi is excited for the new year.

Mrs. Zasowski noted that Homecoming is right around the corner and would like to have the full Board on the wagon this year.

**XI. PUBLIC TO BE HEARD**

**Michael Lebiezinski, Limerick** - EDI Committee and Policy

**XII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 8:47 pm with a motion from Mrs. Zasowski, seconded by Mr. Shafer.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	Co-Ed Fitness Intramural # 15 - Grade 7 - Running	Winter	Ames	Megan M.	\$402.00
2	Asst. Volleyball Coach-Girls'- HS	Fall	Avans	Julia	\$4,391.00
3	Middle Strings Ensemble - 7th & 8th Grades	Year	Baisch	Ashley E.	\$2,887.50
4	Detention Duty - Grades 5/6 & 7 (1/2 Contract)	Year	Baldan	Joseph J.	\$1,813.00
5	HS Club #1 - Debate Club	Year	Barnett	Rebecca C.	\$402.00
6	HS Club #32 - Junior Statesmen of America	Year	Barnett	Rebecca C.	\$402.00
7	Volunteer Marching Band Staff	Fall	Bashline	Nathan	Volunteer
8	Detention Duty - Grades 5/6 & 7 (1/2 Contract)	Year	Bean	Kevin M.	\$1,813.00
9	5/6 Club #1 - Art Club	Fall	Beerer	Katherine	\$402.00
10	5/6 Club #2 - Art Club	Winter	Beerer	Katherine	\$402.00
11	Commencement-HS	Spring	Blackledge	Danielle C.	\$1,471.00
12	7 <sup>th</sup> Gr. Club #10 - Crafting	Winter	Borgnis	Melinda J.	\$402.00
13	SAP Building Coordinator – Grade 7	Year	Borgnis	Melinda J.	\$402.00
14	HS Club #15 - Interact Club	Year	Bowen	Melanie F.	\$402.00
15	Co-Ed Fitness Intramural # 3 - Grade 7 - Kickball	Fall	Bower	Melinda A.	\$402.00
16	Co-Ed Fitness Intramural # 8 - Grade 7 - Running	Fall	Bower	Melinda A.	\$402.00
17	8 <sup>th</sup> Gr. Club #13 - GSA	Year	Brigham	Jamie L.	\$402.00
18	Volunteer Assistant Basketball Coach -Boys'- HS	Winter	Brown	Joseph	Volunteer
19	8 <sup>th</sup> Gr. Club #11 - Homework	Year	Burr	Amanda L.	\$402.00
20	Co-Ed Fitness Intramural # 19 - Grade 7 - Running	Winter	Butterweck	Daniel R.	\$402.00
21	*Co-Ed Fitness Intramural # 4 - Grade 7 - Flag Football	Fall	Carroll	Maria	\$402.00
22	*Co-Ed Fitness Intramural # 9 - Grade 7 - Basketball	Winter	Carroll	Maria	\$402.00
23	School Newspaper-Grade 7	Year	Carroll	Maria	\$1,471.00
24	Soccer Coach - Girls' (7th Grade)	Fall	Carroll	Maria	\$2,772.00
25	5/6 Club #7 - Screenwriting Club	Winter	Coletti	Alicia	\$402.00
26	Marching Band Program Planner-HS (1/2 Contract)	Fall	Darrow	Jordan P.	\$1,903.65
27	Student Council-Grade 7 (1/2 Contract)	Year	Davis	Hope K.	\$735.50
28	Lighting-HS (Both Fall & Spring Productions)	Year	Denning	Joshua C.	\$1,699.01
29	Sound Production -HS (Both Fall & Spring Productions)	Year	Denning	Joshua C.	\$1,699.01
30	Ireland Trip Coordinator	Spring	Duerr	Amy	\$1,104.00
31	Co-Ed Fitness Intramural # 16 - Grade 8 - Dodgeball	Fall	Ehnot	Jane D.	\$402.00
32	Co-Ed Fitness Intramural # 20 - Grade 8 - Walk and Talk	Winter	Ehnot	Jane D.	\$402.00
33	Asst. Cross Country Coach-HS	Fall	Engler	Lindsey	\$3,991.00

34	Robotics Club/Tech Club	Year	Eveland	James L.	\$1,104.00
35	7 <sup>th</sup> Gr. Club #9 - Photography	Spring	Ferko	Elizabeth	\$402.00
36	7 <sup>th</sup> Gr. Club #4 - 3D Printing	Winter	Fickert	Ian G.	\$402.00
37	7 <sup>th</sup> Gr. Club #5 - Crafting	Fall	Fickert	Ian G.	\$402.00
38	7 <sup>th</sup> Gr. Club #13 - Robotics Club	Year	Fickert	Ian G.	\$402.00
39	Volunteer Assistant Basketball Coach -Girls'- HS	Winter	Fisher	Steven	Volunteer
40	Class Advisor-Grade 10 -HS	Year	German	Kelly L.	\$1,873.00
41	Volunteer Middle School Marching Band/Color Guard Personnel	Fall	Grauch	Lia M.	Volunteer
42	Baseball Coach-HS	Spring	Harrison Jr.	Richard L.	\$6,146.91
43	7 <sup>th</sup> Gr. Club #12 - Aavidum	Year	Heiman	Amy R.	\$402.00
44	8 <sup>th</sup> Gr. Club #8 - Earth Science Club	Year	Hoffman	Stacey	\$402.00
45	5/6 Club #5 - Rubik's Cube Club	Fall	Hunisicker	Elizabeth C.	\$402.00
46	Athletic Event Supervisor-Spring-MS	Spring	Jacobs	Zoe	\$1,181.00
47	Co-Ed Fitness Intramural # 14 - Grade 7 - Kickball	Fall	Jarema	Matthew J.	\$402.00
48	Music/Fine Arts Coordinator - 7-12	Year	Jones	Seth	\$5,423.00
49	Co-Ed Fitness Intramural # 2 - Grade 7 - Flag Football	Fall	Kenney	Joan E.	\$402.00
50	Percussion Coordinator - Grade 7 & 8	Year	Kobak	John J.	\$2,215.00
51	Volunteer Assistant Volleyball Coach	Fall	Lewis	Madison	Volunteer
52	Asst. Soccer Coach-Boys'-HS	Fall	Leyland	Timothy	\$4,609.61
53	Co-Ed Fitness Intramural # 17 - Grade 7 - Kickball	Spring	Livengood	Katherine G.	\$402.00
54	Marching Band Percussion-HS (1/2 Contract)	Fall	Lukens	Alyssa	\$2,749.00
55	Soccer Coach - Girls' (7th Grade)	Fall	Malloy	Anthony	\$2,772.00
56	Co-Ed Fitness Intramural # 18 - Grade 7 - Kickball	Fall	Malone	Crystal	\$402.00
57	Band Front Visual Facilitator-HS	Fall	Marone	Danielle M.	\$3,692.54
58	7 <sup>th</sup> Gr. Club #14 - Aavidum	Year	McDermott	Jaclyn	\$402.00
59	Majorette/Twirler Instructor - HS	Fall	Noone	Rachael	\$2,215.00
60	Marching Band Condition Facilitator-HS (1/2 Contract)	Fall	Noone	Victoria	\$1,598.50
61	Yearbook - IMS	Year	O'Drain	Mari J.	\$1,471.00
62	5/6 Club #9 - AM Announcements	Year	Pendleton	Kimberly	\$402.00
63	Reading Olympics-Grade 7	Spring	Pinard	Sarah	\$1,104.00
64	Asst. Colorguard Coach - Fall - Grades 7 & 8	Fall	Platchek	Dawn E.	\$1,159.20
65	Class Advisor-Grade 12 -HS	Year	Ricci	Dianne	\$1,873.00
66	Class Advisor-Grade 11 -HS	Year	Ritter	Jaclyn	\$1,873.00

67	Homework Club Advisor - Grade 7 (1/2 Contract)	Year	Rowe	Angela E.	\$735.50
68	Soccer Coach-Boys'- 8th Grade	Fall	Ruiz	Zachary	\$2,772.00
69	Reading Olympics – 5/6	Year	Santori	Jessica R.	\$402.00
70	Marching Band Battery Percussion-HS	Fall	Sapp	Michelle	\$2,215.00
71	Volleyball Coach - Girls' (8th Grade)	Fall	Shields	Elizabeth	\$3,345.30
72	TV Studio Coordinator, Grade 7	Year	Skarbek	Amy M.	\$1,471.00
73	Co-Ed Fitness Intramural # 13 - Grade 7 - Kickball	Year	Staino	Devon	\$402.00
74	7 <sup>th</sup> Gr. Club #15 - SAP	Year	Stauffer	Megan	\$402.00
75	Student Council-Grade 7 (1/2 Contract)	Year	Stauffer	Megan	\$735.50
76	Asst. Soccer Coach-Boys'-HS	Fall	Tarlecki	Bryan	\$3,991.00
77	HS Club #33 - National Organization of Women	Year	Valloor	Linda	\$402.00
78	HS Club #34 - Social Justice Club	Year	Valloor	Linda	\$402.00
79	Co-Ed Fitness Intramural # 7 - Grade 7 - Basketball	Winter	West	Cheryl	\$402.00
80	Soccer Coach - Boys' (7th Grade)	Fall	Worrall	Edgar	\$2,772.00
81	7 <sup>th</sup> Gr. Club #8 - World Language	Year	Yura-Brown	Jaclyn	\$402.00

\*Correction from August 2022 Board Agenda

**(Attachment A3)**

# SPRING-FORD AREA SCHOOL DISTRICT

## JOB DESCRIPTION

<u>Position Title:</u>	<b>Department Head-ELD</b>
<u>Reports To:</u>	District Title III/ELD Coordinator
<u>Location:</u>	Varies
<u>Department:</u>	English Language Development (ELD)

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### Position Summary -

Department Head is the title used for persons with specific managerial responsibilities in the following departments: English, Mathematics, Science, Special Education, Art, Guidance-Sec/Elem, Music, Phys. Ed/Health, Social Studies, Business Ed., World Language, Family and Consumer Science, Media, Tech Ed., Health Services, School Psychology, and English Language Development. Department Head assignments are made on the written recommendation of Spring-Ford Title III/ELD Coordinator, and to the Superintendent and annual Board approval of the assignments. Compensation is as provided for in the Collective Bargaining Agreement.

The Department Head is considered a specialist in their field of learning. The duties and responsibilities are basically in four areas: Department Leadership, Curriculum, Family Engagement, and Professional Development.

The supplemental contract for services as Department Head covers the responsibilities of the position. **Primary Responsibilities/Accountabilities:**

#### **A. Department Leadership**

##### Department Coordination

1. Keep Accurate/Current Student Enrollment By Level
2. Consult with Title III/ELD Coordinator on updates from MCIU (PDE), WIDA
3. Serve as point-person for placement decisions and questions
4. Promote the philosophy of the LIEP in practice
5. Consult on state mandated paperwork (placement, reclassification)
6. Coordinate the yearly State WIDA Test

##### Materials/Supplies

1. Coordinate the most effective method of selecting educational materials, tests, etc., to be purchased.

# **SPRING-FORD AREA SCHOOL DISTRICT**

## **JOB DESCRIPTION**

2. Give continuous attention to the conservation, maintenance, and judicious utilization of the materials of instruction.
3. Organize and inventory materials (including online resources and licenses)
4. Keep an inventory of the educational materials available in his/her department.
5. Assist in preparation of specifications for materials used within the department and recommend items to the purchaser.
6. Requisition, distribute, and store supplies, equipment, textbooks, and instructional materials assigned to the department.
7. Circulate information and professional materials to the teachers in the department.

### **Personnel Functions**

1. Advise and help teachers new to the department in their adjustment to the school and to the school district.
2. Advise principal on assignments for members of the department, taking into account the special interests and abilities of teachers and the needs of students. It is understood that the final decision shall be made by the building principal.
3. Serve as a person to whom teachers can go with problems of various types concerning their teaching responsibilities.
4. Help promote positive public relations among the members of the department and help them become more cognizant of the importance of good public relations.

## **B. CURRICULUM COORDINATION**

1. Hold meetings as needed with members of the department to discuss matters of importance to the department.
2. Help conduct in-service training programs necessary for proper preparation and training of the members of the department.
3. Maintain familiarity with textbooks and supplementary textbooks used in the department.
4. Keep abreast of new textbooks, supplies and equipment that might be used in the instruction program.
5. Assist teachers in adjusting to new instructional materials introduced into the department.
6. Assume, along with the ELD Coordinator, responsibility for a continuous evaluation of instructional materials in use based on the response of the students, teachers, and lay

# **SPRING-FORD AREA SCHOOL DISTRICT**

## **JOB DESCRIPTION**

citizens.

7. Advise ELD Coordinator of needed changes in instruction procedure, textbooks, equipment, and supplies.
8. Help coordinate a testing program in the department that will assure adequate evaluation of student learning.
9. Gather and present data from various sources to show value in LIEP approaches.
10. Language Liaison - Talking Points, PDE Translated Documents, , Trans-Perfect
  - Support to answer questions and provide training so staff can communicate in family language of choice.
11. Coordinate best application of translation/interpretation programs
12. Coordinate with curriculum department on curricular topics (Instruction, Curriculum Expectations, Grading Practices)

### **C. FAMILY ENGAGEMENT**

1. Serve as a family liaison with the ELD Program.
2. Formulate and conduct yearly family engagement plan
3. Establish community partnerships and connections

### **D. PROFESSIONAL DEVELOPMENT**

1. Organize Professional Development opportunities (WIDA, PDE, ESL Portal, SF)
2. Help conduct in-service training programs necessary for proper preparation and training of the members of the department.

### **D. OTHER FUNCTIONS**

1. Supplement on-boarding process during the school year (HLS, Family Interviews, Screenings, Placements)
  - Coordinate the on-boarding process
2. They shall perform such additional departmental duties as may be assigned by the Superintendent, the Assistant Superintendent, and the ELD Coordinator from time to time.

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

### **Authority**

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

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

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

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

### **District Mission Statement**

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

### **District Vision Statement**

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

### **Legal**

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



22 PA Code 4.4

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

### **Purpose**

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

### **Definition**

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

### **Authority**

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

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

### **Guidelines**

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

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

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

#### Legal

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

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

### **Purpose**

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

### **Definition**

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

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

### **Authority**

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

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

### **Guidelines**

The district's curriculum shall provide the following:

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

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

### **Delegation of Responsibility**

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

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

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

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

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

### **PSBA Revision 3/18 © 2018 PSBA**

#### Legal

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

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

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

### **Purpose**

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

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

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

### **Definition**

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

### **Authority**

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

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

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

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

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

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

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

#### Off-Campus Activities

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

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

#### **Delegation of Responsibility**

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



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

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

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

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

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

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

### **Guidelines**

#### Interscholastic Athletic Opportunities Disclosure Form

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

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

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

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#### Legal

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

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

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

## **Purpose**

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

## **Definitions**

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

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

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

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

## **Authority**

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

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

This shall include, but not be limited to:

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

### **Delegation of Responsibility**

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

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

### **Guidelines**

#### **Training**

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

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

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

#### **Screening**

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

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

### Services

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

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

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

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

### Education

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

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

### Staff Wellness and Support

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

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

#### Data Collection and Plan Review

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

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

#### **Legal**

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

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

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

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