

**SPRING-FORD AREA SCHOOL DISTRICT
WORK SESSION
Monday, January 24, 2022 ~ 7:30 P.M.**

RCTV YouTube Address: <https://www.youtube.com/ramcountrytv>
Zoom Address: <https://spring-ford/zoom.us/j/737353244>

MISSION STATEMENT

Spring-Ford Area School District strives to be educationally relevant, focused on achievement and growth, and have a priority on people so that students are fully prepared to positively contribute to their society.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

II. PRESENTATION

- A. Mrs. Elizabeth Leiss and Mrs. Linda Valloor**, a presentation on Equity, Diversity and Inclusion
- B.** Presentation honoring the Spring-Ford Area School District Board of Directors who volunteer their time for the betterment of public education in our community.

III. BOARD AND COMMITTEE REPORTS

Student Rep. Report	Allison McVey/Aditi Mangal	
Community Relations	Colleen Zasowski	1 st Tue. 6:30 p.m.
Legislative Committee	Abby Deardorff	3 rd Wed. 7:30 p.m.
MCIU	Dr. Margaret Wright	4 th Wed. 7:00 p.m.
PSBA Liaison	David Shafer	
American Legion	Diane Sullivan	
Asst. Superintendent's Report	Dr. Tina Giambattista	
Solicitor's Report	Mark Fitzgerald	

IV. MINUTES

- A.** Administration recommends approval of the November 15, 2021, Work Session minutes. (**Attachment A1**)
- B.** Administration recommends approval of the November 22, 2021, Board Meeting minutes. (**Attachment A2**)
- C.** Administration recommends approval of the December 6, 2021, Reorganization minutes. (**Attachment A3**)

V. PERSONNEL

A. Resignations

- 1. **David A. Caldwell**; Health and Physical Education Teacher, 9th Grade Center for the purpose of retirement. Effective: June 13, 2022.

2. **Matthew J. Cappelletti**; JV "B" Basketball Coach- Girls'. Effective: November 19, 2021.
3. **Elizabeth A. Comport**; Reading Teacher, 8th Grade Center for the purpose of retirement. Effective: June 13, 2022.
4. **Elizabeth H. Croll**; Science Teacher, 7th Grade Center for the purpose of retirement. Effective: June 13, 2022.
5. **Rachel M. Custer**; Social Studies Teacher, 7th Grade Center for the purpose of retirement. Effective: June 13, 2022.
6. **Judy Denning**; Instructional Assistant, Brooke Elementary School for the purpose of retirement. Effective: January 14, 2022.
7. **Ann F. Dieter**; Special Education Teacher, Spring-Ford Cyber Learning for the purpose of retirement. Effective: June 13, 2022.
8. **Madison E. Eckhart**; Instructional Assistant, Limerick Elementary School. Effective: January 3, 2022.
9. **Ingrid Huss**; German Teacher, Senior High School and 9th Grade Center for the purpose of retirement. Effective: June 13, 2022.
10. **Monica R. Johner**; Elementary Teacher, Spring City Elementary School for the purpose of retirement. Effective: June 13, 2022.
11. **Paula M. Love**; Spanish Teacher, Senior High School for the purpose of retirement. Effective: June 13, 2022.
12. **Deborah E. Malack**; Instructional Assistant, Brooke Elementary School. Effective: December 17, 2021.
13. **Nancy A. McDonough**; Special Education Teacher, 9th Grade Center for the purpose of retirement. Effective: June 13, 2022.
14. **Eileen McGrory**; Elementary Teacher, Evans Elementary School for the purpose of retirement. Effective: June 13, 2022.
15. **James A. Mercer Jr.**; Mathematics Teacher, 8th Grade Center for the purpose of retirement. Effective: June 13, 2022.
16. **Ronald L. Moser**; Custodian, Royersford Elementary School for the purpose of retirement. Effective: March 1, 2022.
17. **Indira Pothukuchi**; Special Education Teacher, Senior High School. Effective: January 18, 2022.
18. **Patricia A. Stroop**; Special Education Teacher, Limerick Elementary School for the purpose of retirement. Effective: June 13, 2022.
19. **Susan L. Teator**; Instructional Assistant, 5/6th Grade Center for the purpose of retirement. New Effective Date: December 1, 2021.
20. **Keisha S. Vuong**; School Psychologist, 9th Grade Center. Effective: February 17, 2022.
21. **Dr. Theresa M. Weidenbaugh**; Principal, 9th Grade Center for the purpose of retirement. Effective: July 1, 2022.

New Resignations

22. **Karen Lyons**; Food Service Part-Time (4 hours/day), Upper Providence Elementary School for the purpose of retirement. Effective: February 11, 2022.

B. Leaves of Absence

1. **Mirna H. Metyas**; French Teacher, Senior High School for an unpaid leave of absence per Board Policy. Effective: March 3, 2022 (estimated date) for approximately 6 weeks.
2. **Ashley H. Pettinelli**; Elementary Teacher, Oaks Elementary School for an extension of child-rearing leave of absence per the Professional Agreement. Effective: August 25, 2021, through the 2021-2022 school year.

3. **Dianne H. Ricci**; English Teacher, Senior High School for a Sabbatical Leave per Board Policy. Effective: December 21, 2021 through the 2021-2022 school year.
4. **Brynne N. Taylor**; Elementary Teacher, Brooke Elementary School for a child rearing leave of absence per Board Policy. Effective: February 18, 2022 (estimated date) through the 2021-2022 school year.

C. Temporary Professional Employee

1. **Nina C. Federman**; School Psychologist, Senior High School replacing Melody P. Bish who resigned. Compensation has been set at M, Step 1, \$52,250.00, prorated with benefits per the Professional Agreement. Effective: February 7, 2022.
2. **Kathryn E. Johnson**; Music Teacher, Royersford Elementary School replacing Cynthia L. Heffernan who resigned. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: January 3, 2022.
3. **Deborah L. Jones-Miller**; Family & Consumer Science Teacher, 9th Grade Center replacing Michele LeHeup who resigned. Compensation has been set at M, Step 5, \$55,850.00, prorated with benefits per the Professional Agreement. Effective: January 19, 2022.
4. **Autumn R. Murphy**; French Teacher, 8th Grade Center replacing Christina M. Shank who resigned. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: December 20, 2021.
5. **Theresa M. Silverman**; Instructional Coach- Mathematics, 9th Grade Center, replacing Gabrielle G. Procario who had a change of assignment. Compensation has been set at M, Step 4, \$54,950.00, prorated with benefits per the Professional Agreement. Effective: February 14, 2022.
6. **Danielle N. Strange**; Elementary Teacher, 5/6th Grade Center replacing June McGrath who retired. Compensation has been set at B, Step 2, \$51,650.00, prorated with benefits per the Professional Agreement. Effective: February 18, 2022.

D. Support Staff

1. **Cristin M. Arbaugh**; Instructional Assistant, Brooke Elementary School replacing Deborah E. Malack who resigned. Compensation has been set at \$18.73/hour with benefits per the Instructional Assistant Benefit Summary. Effective: January 3, 2022.
2. **Cindy L. Butler**; Instructional Assistant, 5/6th Grade Center replacing Susan L. Teator who retired. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: January 19, 2022.
3. **Cameron L. Hellauer**; Instructional Assistant, Evans Elementary School replacing Mary C. Henderson who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: December 13, 2021.
4. **Dennis D. Park**; Support Technician, 9th Grade Center replacing Aaron R. Rhoads who had a change of status. Compensation has been set at \$19.40/hour with benefits per the Support Technician Benefit Summary. Effective: February 7, 2022.
5. **Jacquelyn M. Rakowski**; Instructional Assistant, Upper Providence Elementary School replacing Kimberly L. Acosta who had a change of status. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: December 16, 2021.

E. Change of Status

1. **Georgia Piccarreta**; Head Custodian, Spring City Elementary School to Head Custodian, 9th Grade Center replacing Arnold M. Koehler III who retired. Compensation has been set at \$23.93 plus \$1.75/hour head custodian stipend per the Custodian Benefit Summary. Effective: January 18, 2022.

F. 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. **Lauren N. Klinger**
2. **Erin J. Lewandoski**
3. **Elyse F. Ohms**

- G. Administration recommends approval of **Brianna M. Angelucci**, Supervisor of Curriculum & Instruction at the District Office replacing Catherine L. Gardy who had a change of status. Compensation has been set at \$127,000.00, prorated with benefits as per the Act 93 Agreement. Effective: January 10, 2022.

- H. Administration recommends approval of the 2022 Covid Compensatory Services (CCS) for eligible students who qualified for tutoring. Tutoring is scheduled to begin March 1, 2022 and commence no later than June 9, 2022.

1. Twenty (20) Special Education Teachers-Tutors at a rate of \$40.00/hour.

- I. Administration recommends approval of **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. The program runs from June 27, 2022 through July 28, 2022. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).

- J. Administration recommends approval of **Joan D. Flack** as an Instructional Assistant for the Pre-K Summer Readiness Program. The program runs from June 27, 2022 through July 28, 2022. Compensation has been set at the instructional assistant's current hourly rate plus benefits (FICA & Retirement).

- K. Administration recommends approval of **Erin Hughes** (Grades K-4) and **Sarah Toback** (Grades 5-8) to be hired as 2022 Summer R.A.M.S Coordinators. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 140 hours each. Funding will be from the ARP ESSER Grant. Effective: May 1, 2022.

L. Substitutes

1. **LeAnn E. Miles** Substitute Teacher \$118.48/day

- M. Administration recommends approval of the Extended School Year Coordinator position. This position will run from March 1, 2022 through August 2, 2022 at a rate of \$40.00/hour, not to exceed 210 hours.

- N. Administration recommends approval of the 2022 Extended School Year Program (ESY) and the positions identified below to be held at the 5/6/7 Grade Center. The program will be held June 23-July 28, 2022, Monday-Thursday 8:30am-2:30pm at the 5/6/7 GC. The appointments and payments herein shall be contingent upon the ability as determined by Administration to provide such ESY offerings to students

consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

1. Forty (40) Special Education Teachers at a rate of \$40.00/hour.
 2. Sixty (60) Instructional Assistants. Rates will vary between \$16.36-\$22.54/hour depending on experience and educational degree for 5.5 hours/day.
 3. Four (4) Full Time Equivalent Speech Therapists at a rate of \$40.00/hour.
 4. One (1) Behavior Specialist at a rate of \$40.00/hour.
 5. One (1) School Counselor at a rate of \$40.00/hour.
 6. Two (2) Certified School Nurses at a rate of \$40.00/hour.
 7. Twelve (12) Special Education Teachers-Tutors at a rate of \$40.00/hour for a minimum of 30 hours. Position runs June 27-August 19, 2022.
 8. Five (5) Special Education Teachers with WILSON experience for individual students as per the students' ESY for a minimum of 30 hours. IEP's at a rate of \$40.00/hour. Position runs June 27-August 19, 2022.
- O.** Administration recommends approval of the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of after and before school tutoring.
- P.** Administration recommends approval of the attached extra-curricular contracts for the 2021-22 school year. **(Attachment A4)**

VI. FINANCE

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

B. Payments:

1. General Fund Checks
Check No. 213816 - 214173 \$ 1,985,835.64
2. Food Service Checks
Check No. 2292 - 2359 \$ 4,493.80
3. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH 212201041 - 212201630 \$11,515,060.23
4. Wires*
202122015 - 202122038 \$10,569,168.72
5. Procurement Payments
210000065 - 2100000130 \$ 28,341.73
6. Scholarships
Check No. 297 \$ 250.00

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

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

D. Administration recommends approval of the following independent contracts.

1. Administration recommends approval of an independent contract with **Perkiomen Watershed Conservancy**, Schwenksville, PA to provide “Five (5), one hour programs” for the Evans Elementary Kindergarten Students. The total cost is not to exceed \$550.00 and will be paid from the Evans Home and School Association.
2. Administration recommends approval for an independent contract with **National Circus Project** to provide a 4 day Artist in Residency program at Spring City Elementary for grades 1-4 related to Physical Education. The total cost is not to exceed \$4,660.00. The contract will be funded from the Spring City Professional Budget.
3. Administration recommends approval of an independent contract with **Jessica Gorlin-Liddell** for an Artist in Resident program at Brooke Elementary for fourth grade students. The total cost is not to exceed \$4,200.00 and will be paid from the EITC Education Foundation Grant.
4. Administration recommends approval of an addendum to the 3-year (7/1/2020-6/30/2023) independent contract Agreement with **Pediatric Therapeutic Services Inc. (PTS)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide speech and language services during a 5.5 - week staff leave of absence. The total cost will not exceed \$8,833.00. The contract will be funded from the Special Education Budget.
5. Administration recommends the approval of an independent contract with **Devereux Advanced Behavioral Health** to provide 1:1 services for the 2021-2022 School Year for a total not to exceed \$40,000.00. The contract will be funded from the Special Education Budget.

New Independent Contracts

6. Administration recommends the approval of an independent contract with **Perkiomen Watershed Conservancy**, Schwenksville, PA to provide “Winter Secrets: Animals in Winter” 3 - 60 minute programs at Limerick Elementary School. The total cost will not exceed \$310.00. The contract will be funded from the Limerick Home and School League.
 7. Administration recommends approval of an independent contract with **Personal Health Care, Inc** to provide Nursing Services for one (1) student during the school day and/or on transportation for the 2021-2022 school year. The total cost of the contract will not exceed \$24,255.00 and will be funded from the Special Education Budget.
- E.** Administration recommends approval of the Montgomery County Intermediate Unit Shared Services Plan for the 2021-22 school year. Funding will be paid from the Special Education Budget and shall not exceed \$1,247,720.66.
- F.** Administration recommends approval to close the student activity account for the World Language Club.
- G.** Administration recommends approval of the Preliminary General Fund Budget for the 2022-2023 school year in the amount of \$186,519,705.00.

- H. Administration recommends approval to file with the Department of Education the 2022-2023 referendum exceptions estimated at \$600,000.00 for Special Education Expenditures and Retirement Contributions. These estimated referendum exceptions represent approximately 0.51% and could be used for allowable millage over the Act 1 State Index cap amount of 3.4%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
- I. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 196 W. Ridge Pike in Limerick Township in Limerick Township and further identified as tax parcel No. 37-00-03898-00-7 setting (i) the assessment of the property at \$2,110,500.00 for tax year 2021 (School District tax year 2021-2022) and (ii) the assessment of the property at \$2,011,500.00 for tax year 2022 (School District tax year 2022-2023) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- J. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 14 W. Lightcap Road in Limerick Township and further identified as tax parcel No. 37-00-00664-00-1 setting the assessment of the property at \$8,750,000.00 for tax years 2021 and 2022 and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- K. Administration recommends approval of the 2022-2023 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2021-2022 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2022-2023 \$117,075.00 which is a \$259.00 decrease from last year's amount.
- L. Provisional of educational services from Lakeside Educational Network to provide services through the Lakeside Mobile Support Program for three special education students. The total contract cost shall not exceed \$57,600.00. The contract will be paid from the Special Education Budget.
- M. Provisional of educational services from Lakeside Educational Network to provide summer school services through Lakeside for one special education student. The total contract cost shall not exceed \$9,544.70. The contract will be paid from the Special Education Budget.
- N. Administration recommends approval for an independent contract with The Montgomery County Intermediate Unit (MCIU) to provide Psychology services for the 2021-2022 school year. The total cost of the contract is not to exceed \$5,000.00. The contract will be funded from the Special Education Budget.

VII. PROPERTY

- A. Administration recommends approval to enter into a 44 month natural gas agreement with UGI Energy Services. Contract pricing of \$3.736 \$/DTH is effective from April 2022 thru December 2025. This agreement has been reviewed by our solicitor and funding will come from the Maintenance Operating Budget.
- B. Administration recommends approval for Phase 2 of 4 for the flat roof replacement including drains at the 9th grade center by Weatherproofing Technologies through contract #KPN-A-202012-04. Funding will be paid from the Capital Reserve and shall not exceed \$922,951.53.
- C. Administration recommends approval for ICS Consulting to provide professional services for the strategic facility planning for Spring City Elementary contingent upon

final approval of the solicitor's office. Funding will come from the Maintenance Operating Budget and shall not exceed \$34,700.00.

- D. Administration recommends approval of a professional service agreement with Johnson Controls Inc. to conduct an Investment Grade Audit (IGA) in reference to the Guaranteed Energy Savings ACT (GESA) request for proposal with an associated cost of \$195,000.00 as presented in the January 11th 2022 Property Committee meeting contingent upon final approval of the solicitor's office. Funding will come from the Maintenance Operating Budget.

VIII. PROGRAMMING AND CURRICULUM

- A. Administration recommends the approval of up to \$1,900.00 to the Royersford Fire Department for the purpose of CPR certifications for up to 150 staff members. This will be paid from the Special Education Budget and Assistant Superintendent Budget.
- B. Administration recommends approval of the overnight trip request for Bobby Swier, Business Education Teacher, Cheryl Murgia, English Teacher, and Veronica Arriaga-Orts, Foreign Language Teacher, to accompany students qualifying for the DECA State Competition in Hershey, PA from February 16th through February 18th, 2022. Students will travel via chartered transportation. The cost of the trip is not to exceed an estimated cost of \$490.00 per student for registration, transportation, lodging and meals. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for 3 days of substitute coverage for all 3 teachers.

IX. CONFERENCES AND WORKSHOPS

- A. **Timothy Poth, PIMS and Data Analyst**, to attend the *"2022 Data Summit-A New Beginning"* 3/21-23/2022 in Hershey, PA. The total cost of the conference is \$882.12 (registration, transportation, and meals). No substitute coverage is needed.
- B. **Jennifer Rinehimer, Curriculum Supervisor and Brianna Angelucci, Curriculum Supervisor**, to attend "Graham Fletcher-The Power of Progressions" at the MCIU in Norristown, PA 3/29-30/2022. The total cost of the conference is \$800.00 (Registration).
- C. **Megan McGee, Instructional Coach, Nicole Peart, K-6 Instructional Coach, Jennifer Rinehimer, Curriculum Supervisor, and Wendy Taylor Instructional Coach**, to attend *"PA Educational Technology Expo & Conference"* in Hershey, PA. The total cost of the conference is \$3,515.42 (Registration, transportation, hotel and meals).
- D. **Kristen Sokalski, School Counselor and Carly Smith, Certified School Nurse** to attend "SAP Training" virtually on March 8, 10, 14, 16, 18, and 21, 2022. The total cost of the conference is \$1,852.00 (Registration, substitute).

X. OTHER BUSINESS

- A. The following policies are submitted for approval:
 - 1. Policy #301 - Creating a Position (**Attachment A5**)
 - 2. Policy #302 - Employment of Superintendent-Assistant Superintendent (**Attachment A6**)
 - 3. Policy #304 - Employment of District Staff (**Attachment A7**)

4. Policy #305 - Employment of Substitutes (**Attachment A8**)
5. Policy #306 - Employment of Summer School Staff (**Attachment A9**)
6. Policy #307 - Student Teachers-Interns (**Attachment A10**)
7. Policy #308 - Employment Contract-Board Resolution (**Attachment A11**)
8. Policy #309 - Assignment and Transfer (**Attachment A12**)
9. Policy #309.1 - Telework (**Attachment A13**)

New Policy for approval:

10. Policy #304.1 - Anti-Nepotism (**Attachment A14**)

B. The following policies are submitted for first reading:

1. Policy #311 - Reduction of Staff (**Attachment A15**)
2. Policy #312 - Performance Assessment of Superintendent (**Attachment A16**)
3. Policy #313 - Evaluation of Employees (**Attachment A17**)
4. Policy #314 - Physical Examinations (**Attachment A18**)
5. Policy #314.1 - HIV Infection (**Attachment A19**)
6. Policy #317 - Conduct/Disciplinary Procedures (**Attachment A20**)
7. Policy #317.1 - Educator Misconduct (**Attachment A21**)
8. Policy #318 - Attendance and Tardiness (**Attachment A22**)
9. Policy #319 - Outside Activities (**Attachment A23**)
10. Policy #320 - Freedom of Speech in Nonschool Settings (**Attachment A24**)

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

1. Policy #308.1 - Exit Interviews (**Attachment A25**)
2. Policy #310 - Abolishing a Position (**Attachment A26**)
3. Policy #315 - Disqualification by Reason of Health (**Attachment A27**)
4. Policy #316 - Non Tenured Employees (**Attachment A28**)
5. Policy #319.1 - Conflict of Interest (**Attachment A29**)
6. Policy #327 - Management Team (**Attachment A30**)

D. Administration recommends approval of the 2022-2023 school calendar.

New Other Business

- E. The Board authorizes the use of Zoom, or a similar platform, during Board Committee meetings as a virtual option for the meeting.**

XI. INFORMATIONAL ITEM

- A. Effective January 1 2022, the IRS mileage rate will be 58.5 cents per mile which is an increase from the 2021 rate of 56 cents per mile.**

XI. BOARD COMMENT

XII. PUBLIC TO BE HEARD

XIII. ADJOURNMENT

On November 15, 2021 The Spring-Ford Area School District Work Session was called to order at 7:31 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle, Linda C. Fazzini and Dr. Margaret D. Wright
Region II: Clinton L. Jackson and David R. Shafer
Region III: Thomas J. DiBello, Christina F. Melton and Diane C. Sullivan
Presiding Officer: Colleen Zasowski
Superintendent: Robert W. Rizzo
Assistant Superintendent: Kelly M. Murray
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Allison McVey (Zoom) and Aditi Mangal

CALL TO ORDER

Mrs. Zasowski called the meeting to order at 7:31 p.m.

Mrs. Zasowski announced there was an Executive Session this evening to discuss personnel, masks are still required at the meeting, there will be a public comment, the meeting is being filmed and everyone should be civil during the public comment. She also stated that Student Board Rep Allison McVey will be joining on Zoom.

Aditi Mangal announced the Spring-Ford Marching Band placed first in the cavalcade competition this past weekend.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Michael Lebieczinski, Royersford - Masks and the Health & Safety Plan

James Troutman, Limerick - Masks and the Health & Safety Plan

Christine Jerboski, Mont Clair - Health & Safety Plan, asked to keep the plan as is

Deborah Roy, Collegeville - Health & Safety Plan

Kate Doyle, Collegeville - Health & Safety Plan

Lauren Day, Phoenixville - Health & Safety Plan, hold the vote until January

Emily Lucier, Royersford - Health & Safety Plan

Allison OBrian, Collegeville - Health & Safety Plan, should focus on data driven plan

Theresa Westwood, Royersford - Asked to pause amendment on the Health & Safety Plan

Rohit Goswami Collegeville - Request to keep the current Health & Safety Plans

Joseph Sollazzo, Limerick - Supports the Health & Safety Plan action item

Krista Weiss, Spring City - Supports Health & Safety Plan change

Mrs. Zasowski asked Nurse Smith to weigh in before the action item for amending the Health & Safety Plan. Nurse Smith stated that she does not agree with Masks optional and believes in the metrics. The contract tracing is more difficult and does not believe the nurses will be able to keep up.

Mr. Rizzo said there was a survey on all staff members. He provided the data received from the survey. About 668 responses were received by noon. 63.6% response rate. 73.8% believe masks should be recommended. Of that 73.8%, 33% believe it should be based on community transmission, 40% regardless of community transmission, 5.5% should be required and 20.9% no change in current Health & Safety Plan. He then went through statistics if k-6 should be treated the same as 7-12 and also spoke about when the mandate should be lifted. The highest % wanted masks recommended, not based on transition status and all students treated the same.

II. ACTION ITEMS

Motion for Action Item A by Mr. Shafer, Second by Mrs. Earle.

Motion to table the motion for Action Item A by Mrs. Fazzini, second by Dr. Wright.

Motion denied 5-4. (Dissenting votes were: Mrs. Earle, Mrs. Sullivan, Mrs. Fazzini, and Mrs. Melton.)

Mr. Rizzo spoke about the 5-6 center closing after reaching out to the county. Mrs. Melton asked what it will look like if the plan is revised and what supports would be in place to keep the students in the building. Mr. Rizzo said they will be asking for extra staff to help with contract tracing and it will come from unassigned fund balance. There was discussion with the Board about those with vaccines not having to quarantine, about PCR testing effectiveness and the recommendation of masks. Mr. DiBello noted that children ages 5-11 are now eligible to get the vaccine. Dr. Wright asked about waiting until the January 17th meeting and see what the numbers are and stated the focus should be on quarantine strategies. Mrs. Zasowski stated that she asked for this to be on the agenda tonight as a voting item. Next week is our last meeting before January 17th. She believes the parents are tired of waiting until the last minute. If numbers are dramatic in one direction, the Board can revisit this. The Board discussed parents pushing back about not making a decision, several asked about the data should be reviewed and we should listen to the nurses. Mr. Shafer stated many teachers are supporting the masks optional. Motion passes 5-4 (Dissenting votes: Mrs. Sullivan, Mrs. Fazzini, Mrs. Melton, and Dr. Wright)

- A.** The Board of School Directors hereby authorizes an amendment to the District's 2021-2022 Health and Safety Plan effective January 17, 2022 to align with recommendations of the Montgomery County Department of Health, the Center for Disease Control and Prevention (CDC), and the Pennsylvania Department of Health and recommends that students and staff, Kindergarten through 12th grade, wear appropriate face coverings while indoors during school activities. This amendment herein does not otherwise change mask requirements on buses as the result of the mandated order of the CDC. Further, nothing herein shall limit the administration's requirement to adhere to mandatory mitigation strategies that may be required in the future by the Montgomery County Department of Health or other applicable agencies with oversight over the district.

Motion by Fazzini, seconded by Mrs. Earle to approve Action Item B.

Motion passes 9-0.

Mr. Rizzo reviewed the test to stay. This is based on a fixed hourly rate. 6 per day, 2 hours a day.

- B.** Administration recommends the approval of an Afterschool Covid-19 Rapid Testing Clinic. The total cost would not exceed \$30,000.00. Funding will come from the unassigned budget funds.

Mr. Jackson motion and Mrs. Fazzini seconded the motion to approve Action Items C - G. Motion passes 9-0

- C. Administration recommends approval of **Resolution 2021-29**, commending Mia Matriccino, and Spring-Ford Girls' Tennis Head Coach Todd Reagan and his Assistant Coaches Devon Staino and Karen Canuso, for winning the Pioneer Athletic Conference Girls' Tennis Singles Championship for the second consecutive year. **(Attachment A1)**
- D. Administration recommends approval of **Resolution 2021-30**, commending the Spring-Ford Girls' Tennis Team, their Head Coach Todd Reagan and his Assistant Coaches Devon Staino and Karen Canuso for winning the 2021 Pioneer Athletic Conference Championship. **(Attachment A2)**
- E. Administration recommends approval of **Resolution 2021-31**, commending the Spring-Ford Girls' Golf Team, their Coach John Brennan and his Assistant Coach Tim Hughes for winning the Pioneer Athletic Conference Championship. **(Attachment A3)**
- F. Administration recommends approval of **Resolution 2021-32**, commending the Spring-Ford Boys' Golf Team, their Coach Gerry Hollingsworth and his Assistant Coaches Dan Butterweck and Jason Marcellus for winning the PIAA District One Championship. **(Attachment A4)**
- G. Administration recommends approval of **Resolution 2021-33**, commending Luke Fazio, and Spring-Ford Boys' Golf head Coach Gerry Hollingsworth and Assistant Coaches Dan Butterweck and Jason Marcellus, for winning the Pioneer Athletic Conference Championship and qualified for PIAA District One Tournament and the PIAA State Tournament. **(Attachment A5)**

III. PRESENTATION

A. Dr. Kelly Murray to present the Spring-Ford Learning Loss Plan.

A copy of the presentation that Dr. Murray displayed during her presentation is attached to the minutes.

Dr. Murray discussed breakdown on how much for each bucket which includes staff development, summer learning, social emotional wellness. Some through School counselors, BCBA and Social workers. There will be 3 Saturdays for Social Emotional professional development. The Curriculum and Technology Committee would like to see Summer Rams program run for another 2 years (summer of 2022 and 2023). They are working to make enrollment more friendly and planning will start in December. Preplanning key to success. Afterschool tutoring programs for Algebra, Biology and Literature. Any remaining money will be split across all buildings for before/after school programs and that would help students quarantine. Mr. Shafer asked about Learning Loss, are we applying data for this and how do we measure success? Dr. Murray reintroduced iReady as it provides assessments and individualized learning. The Board discussed the costs and where that would come from. It was noted that no new devices would be needed for this. Dr. Murray feels this is the best tool but does have concerns about the price tag. Good data, individualized learning plan, in building and at home lessons, and lessons for mediation or someone who needs more. Teachers can work with small group instruction so the other students can do this with learning stations. Mrs. Fazzini stated that the curriculum department will also look within the curriculum budget to sustain this program. Mrs. Zasowski would like to move forward with the rest of the plan and continue to develop. Dr. Murray will go back and pull out the iReady and submit the application on the 29th. Dr. Murray said iReady is for learning loss, Diagnose, assess where students are and their needs and provide instruction. iReady is a tool used in the classroom for all students. Teachers would post on Canves and may say to do lessons in iReady.

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report

Allison McVey/Aditi Mangal

The Student Representatives provided a November report which included recent events that included the Fall play and acknowledged the HS Marching Band receiving 1st place as well as summarized some upcoming events such as winter sports starting end of nov, thanksgiving break and report cards.

Curriculum/Technology

Linda Fazzini

1st Tue. 6:30 p.m.

Mrs. Fazzini, thanked Dr. Murray and Mr. Catalano for the cyber school program and being seamless. Thanked everyone for the long hours over the last year and half and the dedication to provide a great public education. She then provided a summary of the last meeting which included the Learning Loss Plan and Mr. Catalano's Technology update on access point enhancements that will improve the network speed. The full minutes will be posted on the district website.

Policy

Wendy Earle

2nd Mon. 6:30 p.m

Mrs. Earle stated the committee continues to work with the 3,4, and 500 policies from PSBA. The full minutes will be posted on the district website.

Finance

Thomas J. DiBello

2nd Mon. 7:30 p.m.

Mr. DiBello said he will report out next week.

Property

Clinton L. Jackson

2nd Tue. 6:30 p.m.

Mr. Jackson said he will report out next week.

WMCTC

DiBello/Earle/Zasowski

1st Mon. 7:00 p.m.

Mrs. Zasowski reported that the new principal and administrative director were hired and there is no meeting in December.

Nurse's Report

Trisha Smith

Nurse Trish's report was provided during the discussion of the Health & Safety Plan.

Superintendent's Report

Robert Rizzo

Mr. Rizzo's reported the modified test to stay started today. This kept a number of students in school. He congratulated everyone involved with the fall play. It was fun and interactive. It was also noted that American Education week has started and everyone is welcome to send a message for the many thanks at Spring-Ford.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald noted that there has been a lot of discussion and action on the masking order before the commonwealth appealed the discussion. There could be some more action in the next few days. If the stay is lifted, the Spring-Ford Health & Safety Plan would be in place.

Mrs. Zasowski spoke about incorrect addresses given during public to be heard section.

V. MINUTES

No Comments or Questions for Minutes A-B.

- A. Administration recommends approval of the October 18, 2021, Work Session minutes. **(Attachment A6)**
- B. Administration recommends approval of the October 25, 2021, Board Meeting minutes. **(Attachment A7)**

VI. PERSONNEL

Mr. Shafer asked if resignations are being tracked to which Mrs. Leiss replied yes. Mrs. Leiss also noted that there is an uptick and not just for Spring-Ford. There were no other comments for Personnel items A - K.

A. Resignations

1. **Michele J. Biehl**; Special Education Teacher, 5/6th Grade Center for the purpose of retirement. Effective: June 13, 2022.
2. **Melody P. Bish**; School Psychologist, Senior High School. Effective: December 23, 2021.
3. **Juliet Christman**; Food Service Part-Time (4 hours/day), Senior High School. Effective: November 19, 2021.
4. **Cynthia L. Heffernan**; Music Teacher, Royersford Elementary School. Effective: January 28, 2022.
5. **Mary C. Henderson**; Instructional Assistant, Upper Providence Elementary School. New Effective Date: October 27, 2021.
6. **Connie L. Iannetta**; Secretary- Level III, Senior High School for the purpose of retirement. Effective: December 31, 2021.
7. **Nancy J. Ruoff**; Food Service Manager, Royersford Elementary School for the purpose of retirement. Effective: November 26, 2021.
8. **Agnes M. Wright**; Special Education Teacher, 5/6th Grade Center for the purpose of retirement. Effective: June 13, 2022.
9. **Christina M. Shank**; French Teacher, 8th Grade Center. Effective: November 25, 2021.

B. Leaves of Absence

1. **Ashley A. Monziona**; Special Education Teacher, Oaks Elementary School for an unpaid leave of absence per Board Policy. Effective: November 15, 2021, through January 25, 2022.
2. **Ashley H. Pettinelli**; Elementary Teacher, Oaks Elementary School for an extension of child-rearing leave of absence per the Professional Agreement. Effective: August 25, 2021, through March 31, 2022.
3. **Tiffany Sallemi**; Elementary Teacher, Oaks Elementary School for an extension of child-rearing leave of absence per the Professional Agreement. Effective: August 25, 2021, through June 13, 2022.
4. **Amanda L. Young**; Elementary Teacher, Brooke Elementary School for an extension of child-rearing leave of absence per the Professional Agreement. Effective: August 25, 2021, through June 13, 2022.

C. Support Staff

1. **Madison E. Eckhart**; Instructional Assistant, Limerick Elementary School replacing Hether P. Fatal who resigned. Compensation has been set at \$16.36/hour until completion of Associate's Degree on December 23, 2021.

Compensation will then be \$17.36/hour with benefits per the Instructional Assistants Benefit Summary. Effective: November 29, 2021.

2. **Margaret L. Krauss**; College Career Advisor, Senior High School replacing Tricia A. Benner who resigned. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: December 6, 2021.

D. Temporary Professional Employee

1. **Shelley N. Robbins**; Certified School Nurse, 5/6th Grade Center replacing Allison R. Eddinger who resigned. Compensation has been set at M, Step 1 \$52,250.00, prorated with benefits per the Professional Agreement. Effective: November 29, 2021.
2. **Jennifer K. Benson**; School Psychologist, Elementary Schools. Compensation has been set at M, Step 2, \$53,150.00, prorated with benefits per the Professional Agreement. Effective: January 3, 2022.

E. Change of Status

1. **Kimberly L. Acosta**; Instructional Assistant, Upper Providence Elementary School to Special Education Teacher, Upper Providence Elementary School replacing Christopher R. Talley who had a change of status. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: November 29, 2021.

F. Substitutes

1. **Jodi A. Clark** Office/Clerical Substitute Rate: \$14.52/hour

G. 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. **Christina M. Shank**

- H. Administration recommends approval of the attached extra-curricular contracts for the 2021-2022 school year. **(Attachment A8)**

- I. Administration is recommending the addition of a school psychologist department chair position at a cost of \$4,194 which is in alignment with in-kind positions.

- J. Administration recommends approval of a change of status for **Catherine L. Gardy** from Supervisor of Curriculum & Instruction at the District Office to Director of Curriculum, Instruction, & Educational Technology, replacing Dr. Kelly M. Murray who had a change of status. Compensation has been set at \$137,700.00, prorated with benefits as per the Act 93 Agreement. Effective: November 23, 2021.

- K. Administration is requesting authorization from the Board to employ personnel during the interval between the November Board meeting and the January Board meeting for the 2021-2022 school year. Such authorization is, of course, subject to limitations imposed by the 2021-2022 General Fund Budget.

VII. FINANCE

Finance A - I, 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. General Fund Checks
Check No. 213622 - 213815 \$ 412,367.96
2. Food Service Checks
Check No. 2271 - 2291 \$ 1,481.19
3. Capital Reserve Checks
Check No. 2109 \$ 49,294.82
4. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH 212200742 - 212201040 \$ 4,085,206.74
5. Wires*
202122005 - 202122014 \$ 1,656,788.26
6. Procurement Payments
210000044 - 210000064 \$ 2,458.78

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

1. Administration recommends approval of an independent contract with **Mobile Ed Productions Inc.**, Redford MI to provide "STEAM Museum". The total cost for the performance is \$1,295.00, however payment was made prior to the COVID-19 Pandemic School Closure therefore no additional costs and \$0.00 is due.
2. Administration recommends approval for an independent contract with **Behavior Interventions** to provide school year services for one student who receives elementary special education services as per her IEP. Contractor will provide ABA trained personal care assistant services at a total cost not to exceed \$178,280.00. The contract will be funded from the 2021-22 Special Education Budget.
3. Administration recommends to have **Dr. Claudia Chernow** conduct a Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$3,195.00. The contract will be paid from the Special Education Budget.
4. Administration recommends approval for independent contracts with The **Chester County Intermediate Unit (CCIU)** to provide School Year Services for students who receive special education services per their IEP. The total cost of the contract is not to exceed \$1,651,370.37. The contract will be funded from the Special Education Budget.
5. Administration recommends the approval of an independent contract with **The Lincoln Center** to provide educational services for one special education students for the 2021-22 school year. The total cost of the contract cost is not to exceed \$40,500.00. The funding will be paid from the Special Education Budget.

6. Administration recommends approval of an independent contract with **Austill's, Inc.** for the provision of direct and consultative Speech and Language Therapy for Extended School year for one student. A speech therapist will be provided for up to 34 total hours at the cost of \$67.00 per hour for a total not to exceed \$2,278.00. Funding will come from the Special Education Budget.
 7. Administration recommends to have **Dr. Mary Lazar**, conduct a comprehensive neuropsychological evaluation for one elementary student. The cost for the evaluation is not to exceed \$5300. Funding will be paid from the 21-22 special education budget.
- D. Administration recommends approval to close the account for the Class of 2021 from the High School Activity Account.
 - E. Administration recommends approval to close the account for SADD from the High School Activity Account.
 - F. Administration recommends approval for the establishment of the Class of 2025 Student Activity Account.
 - G. Administration recommends the approval of a **confidential settlement agreement 2021-08** with the parent of a special education student in an amount not to exceed \$30,000.00. Funding will be paid from the Special Education Budget.
 - H. Administration recommends the Educational services from **Lakeside Youth Service d/b/a Lakeside Educational Network** for one additional spot at Lakeside Vantage Academy for the 2021-22 school year. The total cost shall not exceed \$3,885.00 and the contract will be paid from the Special Education Budget.
 - I. Administration recommends approval of additional funding to cover the cost of Explorations for educational and mental health services for students who received special education services as per their IEP's for ESY 2021. **Anderson Explorations PHP** is affiliated with Montgomery County Intermediate Unit. The total will not exceed \$9,395.20. The funding will be paid from the Special Education Budget.

VIII. **PROPERTY**

Property A-B, no questions or comments.

- A. Administration recommends the purchase of a service to provide a comprehensive assessment of our current Gentec System Configuration and five-year camera plan. This service would be provided by Integrated Security Systems LLC. Project pricing is not to exceed \$5,400.00 and will be funded out of the Operations Facilities Budget.
- B. Administration recommends approval for the adjusted insurance claim total for Miller Sports Construction to make necessary repairs to the High School gymnasium floor under insurance claim #10299507 in the amount of \$TBD under COSTARS Contract 114-071. This additional cost is for expanded scope and services approved by the insurance adjuster. Funding for the additional cost of will be paid through the insurance claim payment and is at no cost to the district.

IX. **PROGRAMMING AND CURRICULUM**

Programming and Curriculum A-D, no questions or comments.

- A. Administration recommends the approval of *Building Readers Newsletter* and the *Helping Children Learn Newsletter*. These are resources used as part of the Title I

requirements for Parent and Family Engagement. The total cost will not exceed \$1,400.00 and will be paid front the Title I budget.

- B. Administration recommends the approval of *Turn it In*. This is a product renewal and is a budgeted item. The cost will not exceed \$8,330.00 and will be paid from the Curriculum Budget.
- C. Administration recommends the approval of *Typing Pal*. This is a product renewal and is a budgeted item. The cost will not exceed \$560.00 and will be paid from the Curriculum Budget.
- D. Administration recommends the approval of the District Learning Loss Plan and budget as presented. The District Learning Loss plan is not to exceed \$1,465,000.00 of which \$1,210,530.00 will be paid from the ARP ESSER grant (\$871,755.00 previously allocated plus \$338,775.00 new funds from the 7% Set Aside Grant recently awarded) and \$254,470.00 will be paid from the unassigned fund balance. The Learning Loss Plan includes the following: Summer RAMS (up to \$800,000.00, Summer School Supports for ELD and Educere (not to exceed \$90,165.00), Gateway (not to exceed \$42,000.00), SEL/Emotional Support (\$72,595.00), SEL Training (not to exceed \$25,050.00), After School Tutoring (\$48,396.00), Three-year access for i-Ready (\$386,024.00) for math and reading in grades K-8.

X. CONFERENCES AND WORKSHOPS

Mr. Rizzo noted that the cost of the SAP Conference was mostly for substitute coverage. No other questions or comments for Conferences and Workshops A-D.

- A. **Ed Yergey, Grounds**, to attend the “*PennState Extension Professional Pest Managers School*” 12/06/2021 in Grantville PA. The total cost of the conference is \$100.00 (registration). No substitute coverage is needed.
- B. **Mary Davidheiser, Administrator**, to attend the “*67th Annual PASBO Conference*” 3/08-11/2022 in Hershey PA. The total cost of the conference is \$1,101.00 (registration, hotel, meals, travel). No substitute coverage is needed.
- C. **Gabrielle Procairo, High School Teacher**, to attend the “*PLTW Principles of Engineering Core Training*” virtually 11/30/2021-4/26/2022. The total cost of the training is \$2,400.00 (registration). No substitute coverage is needed.
- D. **Dana Rosenblum, Special Education Teacher, Andrea Rees, Reading Teacher, and Lyndi Paladino, Psychologist, Mary Blank, Science Teacher, Jen Kurian, Certified School Nurse, Sarah Pinard, Reading Teacher, Shelley Robbins, Certified School Nurse, Colleen Slavin, Principal, and Vincent Terry, Health & Physical Education Teacher** to attend “SAP Training” virtually 1/14, 21, 28/2022. The total cost of the conference is \$6,687.00 (Registration, substitute).

XI. OTHER BUSINESS

Other Business, A, C-D, no questions or comments. It was noted that item B is first readings of policies.

- A. Administration recommends approval for the Spring-Ford Area High School Boys Lacrosse Team to accept the invitation to participate in the KSA Spring Training program, and games March 23, 2022 – March 27, 2022 in Orlando, Florida. The team will be scheduled to participate in a maximum of two scrimmages and two regular season contests which are part of the 2021-22 schedule, which allows a maximum of 18 contests as per PIAA by laws. The cost per student-athlete will be approximately \$1,800.00 including transportation. The High School Boys Lacrosse Program and staff will conduct fundraising events to help defray the costs. There will

be no cost to the school district for the land & travel package which includes meals. Student-athletes will miss 3 school days and 2 substitutes are needed.

B. The following policies are submitted as first readings:

1. Policy #301 - Creating a Position (**Attachment A9**)
2. Policy #302 - Employment of Superintendent-Assistant Superintendent (**Attachment A10**)
3. Policy #304 - Employment of District Staff (**Attachment A11**)
4. Policy #305 - Employment of Substitutes (**Attachment A12**)
5. Policy #306 - Employment of Summer School Staff (**Attachment A13**)
6. Policy #307 - Student Teachers-Interns (**Attachment A14**)
7. Policy #308 - Employment Contract-Board Resolution (**Attachment A15**)
8. Policy #309 - Assignment and Transfer (**Attachment A16**)
9. Policy #309.1 - Telework (**Attachment A17**)

C. The following policy is submitted for approval:

1. Policy #218.3 - PUPILS: Action and Placement of Student Convicted & Adjudicated of Sexual Assault (**Attachment A18**)

D. The following Policy attachment is submitted for approval:

1. Policy #805 - Emergency Preparedness and Response (**Attachment A19**)

XII. BOARD COMMENT

Mr. DiBello, last month we recognized a student 1-375 global and would like to invite her back to congratulate her.

Mr. DiBello, Asked about the parent advisory where we are we at? Katie Davis reached out getting the counsel up and running as it's a parent lead committee. Moving forward, Mr. Rizzo will get an update.

Mr. DiBello, our Band championship is enormous. Our band has been winning almost every year and it's huge.

Mr. Jackson, following up on the student achievement 1-375 and teachers acknowledge. The advisory board is for the parents to grow with the administration to help guide and grow. Katie should be on the calls more often. Mr. DiBello said this is suppose to be a powerful group.

Mr. Jackson, asked about IEP meetings if they are only available via Zoom which Mr. Rizzo replied that the parents can choose.

XIII. PUBLIC TO BE HEARD

Mary Jo McNamara, Royersford - District Learning Loss plan that was presented and 400K is a lot of money

Anthony Frigo, Linfield - Fall Festival for the 8th grade and EDI

Michael Liebinowki, Royersford - Covid Cases, the masks order and Dr. notes

James Troutman, Limerick - Covid testing, Vaccines.

XIV. ADJOURNMENT

Motion by Mrs. Melton to adjourn the meeting at 10:14 p.m., seconded by Mrs. Fazzini.

Respectfully submitted,

Laurie J. Bickert
School Board Secretary

On November 22, 2021 The Spring-Ford Area School District Work Session 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, Linda C. Fazzini and Dr. Margaret D. Wright

Region II: Clinton L. Jackson and David R. Shafer

Region III: Thomas J. DiBello and Christina F. Melton

Presiding Officer: Colleen Zasowski

Superintendent: Robert W. Rizzo

Assistant Superintendent: Kelly M. Murray

Chief Financial Officer: James D. Fink

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Allison McVey (Zoom) and Aditi Mangala (Zoom)

The following members joined via Zoom: Diane Sullivan

CALL TO ORDER

Mrs. Zasowski called the meeting to order at 7:32 p.m.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Mrs. Zasowski announced that there was an Executive Session for personnel. Masks are still required at the meeting. The community will have an opportunity to be heard, this meeting will be videotaped and asked everyone to be respectful during comment and throughout the meeting.

Amendment to the agenda from item

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Mary Jo McMara Royersford - Comment on amended motion, and wants to hear the more information on this

James Troutman, Limerick - Federal Court ruling, masking

II. ACTION ITEM

Motion by Mrs. Fazzini to amend action item IX, D (Programming and Curriculum) to the approval of the District Learning Loss Plan and budget as presented, seconded by Mrs. Melton.

Motion to amend passes 9-0.

Action Item A was not discussed or voted on.

- A. Board approval needed to amend Policy 006 to allow for Board Members to fully participate in person or on Zoom for this meeting. This amendment shall be effective for this meeting only.

III. PRESENTATIONS

Mr. McDaniel presented the resolutions for item A-H.

- A. Presentation of **Resolution 2021-29**, commending Mia Matriccino, and Spring-Ford Girls' Tennis Head Coach Todd Reagan and his Assistant Coaches Devon Staino and Karen Canuso, for winning the Pioneer Athletic Conference Girls' Tennis Singles Championship for the second consecutive year. **(Attachment A1)**
- B. Presentation of **Resolution 2021-30**, commending the Spring-Ford Girls' Tennis Team, their Head Coach Todd Reagan and his Assistant Coaches Devon Staino and Karen Canuso for winning the 2021 Pioneer Athletic Conference Championship. **(Attachment A2)**
- C. Presentation of **Resolution 2021-31**, commending the Spring-Ford Girls' Golf Team, their Coach John Brennan and his Assistant Coach Tim Hughes for winning the Pioneer Athletic Conference Championship. **(Attachment A3)**
- D. Presentation of **Resolution 2021-32**, commending the Spring-Ford Boys' Golf Team, their Coach Gerry Hollingsworth and his Assistant Coaches Dan Butterweck and Jason Marcellus for winning the PIAA District One Championship. **(Attachment A4)**
- E. Presentation of **Resolution 2021-33**, commending Luke Fazio, and Spring-Ford Boys' Golf Head Coach Gerry Hollingsworth and Assistant Coaches Dan Butterweck and Jason Marcellus, for winning the Pioneer Athletic Conference Championship and qualifying for PIAA District One Tournament and the PIAA State Tournament. **(Attachment A5)**
- F. Recognition of the **7th Grade Girls' Volleyball Team** and their Coach Gabi Drummer on their Undefeated Season.
- G. Recognition of the **8th Grade Girls' Volleyball Team** and their Coach Julia Avans on their Undefeated Season.
- H. Recognition of the **7th Grade Field Hockey Team** and their Coach Marisa Moley on their Undefeated Season.
- I. **Mr. James D. Fink, Chief Financial Officer**, to present the 2022-2023 Proposed Preliminary Budget for the Spring-Ford Area School District.
Mr. Fink presented the proposed preliminary budget for the 2022-23 school year as was discussed at the Finance Committee meeting. Administration will recommend adoption of the preliminary budget at the January 24th Board meeting. Target of the final budget at the end of May. Very little data has been provided, going with the 7 year forecast model. Looking at an overall 4.45% increase Reviewed the highlights with included revenues with local, state and federal. Act 1 index is 3.4%, Estimated referendum exceptions of about \$650,000. Will sharpen the pencil, do a deep dive in the next steps. A copy of the presentation will be available in the minutes.

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report

None

Allison McVey/Aditi Mangal

Community Relations

Colleen Zasowski

1st Tue. 7:30 p.m.

Mrs. Zasowski gave a brief report of the meeting held on November 3rd which included parent workshops, the Finalsite Summer Updates and Trademarking for Spring-Ford Logos.

Extracurricular Activities

Dave Shafer

2nd Mon. 6:30 p.m.

Mr. Shafer reported on the meeting held on November 8th which included the club attendance which is up, Congratulations to Mickey McDaniel for being inducted into the Tri-County Chapter of the PA Sports Hall of Fame and Tim Hughes for being nominated into the Montgomery County Coaches Hall of Fame and a special Thanks for Mrs. Fazzini.

Finance

Thomas J. DiBello

2nd Mon. 7:30 p.m.

Mr. Jackson reported on the meeting held on November 9th which included an Executive monthly report summary and a preliminary budget review. The full minutes will be posted on the District's website.

Property

Clinton L. Jackson

2nd Tue. 6:30 p.m.

Mr. Jackson reported on the property meeting held on November 9th which included a construction update on McNelly Stadium, the boiler replacement and Phase 2 flat roof at Limerick Elementary. Also discussed was the High School gymnasium floor insurance claim and a contracted cleaning staffing update. A copy of the minutes from this meeting will be available on the district website.

Legislative Committee

Christina Melton

3rd Wed. 7:30 p.m.

No Report

MCIU

Thomas J. DiBello

4th Wed. 7:00 p.m.

Mr. DiBello was unable to attend, no report given.

PSBA Liaison

David Shafer

Mr. Shafer spoke about the PSBA leaving the National association. He noted that 5 Hours of training for new Board members and 3 hours for reelected Board members is required.

Dr. Giambattista thanked everyone for allowing her to be here and very excited to begin at Spring-Ford. Dr. Giambattista provided an update on the parent meeting that was held on Friday November 19th with the Special Education Supervisors and 5 parents. The purpose was to get a sense for what parents are looking for which is important for the supervisors and herself. There was a lot of good ideas. The next meeting is the second week in December where they will work on the Mission statement, develop goals, timelines and what the group is going to look like the coming year. This is a parent driven group and a chance to collaborate with parents. Mr. DiBello sees this as encouraging. Dr. Giambattista reported there was already clearly defined training on the websites. Mrs. Zasowski said she would like to hear more at the next meeting.

Superintendent's Report

Robert Rizzo

Mr. Rizzo congratulates the Athletic Department on the Silver Whistle award by the Norristown chapter, Mickey McDaniel and the Hall of Fame induction and Tim Hughes on the induction of the Coaches Hall of Fame.

Mr. Rizzo recognized the retirees and thanked them for their years of service.

Mr. Rizzo thanked Mr. DiBello, Mrs. Fazzini and Mrs. Melton for their service on the board and wished them well. Mrs. Zasowski, thanked Linda for always staying at committee meetings and thanked Christine for thoughtful discussions and being Vice President. Then, she thanked Tom for his leadership, dedication in the district and wished them all the best in the future.

Representative and former Board Member Joe Ciersi called in and thanked the 3 members for their dedication, service and all the changes they have made for the students.

Mrs. Zasowski and Mr. Rizzo presented the 3 outgoing Board members with a Golden Rams award.

Mrs. Fazzini, thanked everyone including those she worked with on committees and administration. She really cares about the district and students and had a great 4 years.

Mrs. Melton stated that she loves the school district, the sense of community and has worked with so many great people.

Mr. DiBello said it was a pleasure with everyone here and many over the years. He mentioned many past Board members as well as Administrators. Proud that he reached a goal and SF top 5% nationally and many other accomplishments.

Solicitor's Report
No report

Mark Fitzgerald

V. MINUTES

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

- A.** Administration approved the October 18, 2021, Work Session minutes. **(Attachment A6)**
- B.** Administration approved the October 25, 2021, Board Meeting minutes. **(Attachment A7)**

VI. PERSONNEL

Motion by Mrs. Melton to approve Personnel A-G, I-K, seconded by Mrs. Earle.
Motion carries 9-0.

A. Resignations

- 1. Michele J. Biehl;** Special Education Teacher, 5/6th Grade Center for the purpose of retirement. Effective: June 13, 2022.
- 2. Melody P. Bish;** School Psychologist, Senior High School. Effective: December 23, 2021.
- 3. Juliet Christman;** Food Service Part-Time (4 hours/day), Senior High School. Effective: November 19, 2021.
- 4. Cynthia L. Heffernan;** Music Teacher, Royersford Elementary School. Effective: January 28, 2022.
- 5. Mary C. Henderson;** Instructional Assistant, Upper Providence Elementary School. New Effective Date: October 27, 2021.
- 6. Connie L. Iannetta;** Secretary- Level III, Senior High School for the purpose of retirement. Effective: December 31, 2021.
- 7. Nancy J. Ruoff;** Food Service Manager, Royersford Elementary School for the purpose of retirement. Effective: November 26, 2021.

8. **Agnes M. Wright**; Special Education Teacher, 5/6th Grade Center for the purpose of retirement. Effective: June 13, 2022.
9. **Christina M. Shank**; French Teacher, 8th Grade Center. Effective: November 25, 2021.

New Resignations

10. **Arnold M. Koehler III**; Head Custodian, 9th Grade center for the purpose of retirement. Effective: December 31, 2021.
11. **Susan L. Teator**; Instructional Assistant, 5/6th Grade Center for the purpose of retirement. Effective: December 2, 2021.

B. Leaves of Absence

1. **Ashley A. Monziona**; Special Education Teacher, Oaks Elementary School for an unpaid leave of absence per Board Policy. Effective: November 15, 2021, through January 25, 2022.
2. **Ashley H. Pettinelli**; Elementary Teacher, Oaks Elementary School for an extension of child-rearing leave of absence per the Professional Agreement. Effective: August 25, 2021, through March 31, 2022.
3. **Tiffany Sallemi**; Elementary Teacher, Oaks Elementary School for an extension of child-rearing leave of absence per the Professional Agreement. Effective: August 25, 2021, through June 13, 2022.
4. **Amanda L. Young**; Elementary Teacher, Brooke Elementary School for an extension of child-rearing leave of absence per the Professional Agreement. Effective: August 25, 2021, through June 13, 2022.

C. Support Staff

1. **Madison E. Eckhart**; Instructional Assistant, Limerick Elementary School replacing Hether P. Fatal who resigned. Compensation has been set at \$16.36/hour until completion of Associate's Degree on December 23, 2021. Compensation will then be \$17.36/hour with benefits per the Instructional Assistants Benefit Summary. Effective: November 29, 2021.
2. **Margaret L. Krauss**; College Career Advisor, Senior High School replacing Tricia A. Benner who resigned. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: December 6, 2021.

New Support Staff

3. **Lynn C. Knapp**; Registered Nurse, Brooke Elementary School replacing Amy L. Bonner who resigned. Compensation has been set at \$30.25/hour with benefits per the Registered Nurse Benefit Summary. Effective: December 20, 2021.

D. Temporary Professional Employee

1. **Shelley N. Robbins**; Certified School Nurse, 5/6th Grade Center replacing Allison R. Eddinger who resigned. Compensation has been set at M, Step 1 \$52,250.00, prorated with benefits per the Professional Agreement. Effective: November 29, 2021.

2. **Jennifer K. Benson**; School Psychologist, Elementary Schools.
Compensation has been set at M, Step 2, \$53,150.00, prorated with benefits per the Professional Agreement. Effective: January 3, 2022.

E. Change of Status

1. **Kimberly L. Acosta**; Instructional Assistant, Upper Providence Elementary School to Special Education Teacher, Upper Providence Elementary School replacing Christopher R. Talley who had a change of status. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: November 29, 2021.

F. Substitute

1. **Jodi A. Clark** Office/Clerical Substitute Rate: \$14.52/hour

G. 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. **Christina M. Shank**

- H. Administration approved the attached extra-curricular contracts for the 2021-2022 school year. *Designates new additions since the Work Session. **(Attachment A8)** Motion by Mrs. Shafer to approve item H without the Boys Basketball Coach position, seconded by Mrs. Fazzini.
Motion carries 9-0.

Motion by Mrs. Melton to approve item H Boys Basketball Coach position only, seconded by Mrs. Fazzini.
Motion carries 6-3. (Mr. Jackson, Mrs. Zasowski, and Mr. DiBello are the dissenting votes)
- I. Administration approved the addition of a school psychologist department chair position at a cost of \$4,194.00 which is in alignment with in-kind positions.
- J. Administration approved a change of status for **Catherine L. Gardy** from Supervisor of Curriculum & Instruction at the District Office to Director of Curriculum, Instruction, & Educational Technology, replacing Dr. Kelly M. Murray who had a change of status. Compensation has been set at \$137,700.00, prorated with benefits as per the Act 93 Agreement. Effective: November 23, 2021.
- K. Administration approved authorization from the Board to employ personnel during the interval between the November Board meeting and the January Board meeting for the 2021-2022 school year. Such authorization is, of course, subject to limitations imposed by the 2021-2022 General Fund Budget.

VII. FINANCE

Motion by Mrs. Earle to approve Finance A-I, seconded by Mrs. Melton.
Motion carries 9-0.

- A. Administration approved the 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. 213622 - 213815 \$ 412,367.96
2. Food Service Checks
Check No. 2271 - 2291 \$ 1,481.19
3. Capital Reserve Checks
Check No. 2109 \$ 49,294.82
4. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH 212200742 - 212201040 \$ 4,085,206.74
5. Wires*
202122005 - 202122014 \$ 1,656,788.26
6. Procurement Payments
210000044 - 210000064 \$ 2,458.78

C. Administration recommends approval of the following independent contracts.

1. The Board approved an independent contract with **Mobile Ed Productions Inc.**, Redford MI to provide "STEAM Museum". The total cost for the performance is \$1,295.00, however payment was made prior to the COVID-19 Pandemic School Closure therefore no additional costs and \$0.00 is due.
2. The Board approved an independent contract with **Behavior Interventions** to provide school year services for one student who receives elementary special education services as per her IEP. Contractor will provide ABA trained personal care assistant services at a total cost not to exceed \$178,280.00. The contract will be funded from the 2021-22 Special Education Budget.
3. The Board approved to have **Dr. Claudia Chernow** conduct a Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$3,195.00. The contract will be paid from the Special Education Budget.
4. The Board approved an independent contracts with The **Chester County Intermediate Unit** (CCIU) to provide School Year Services for students who receive special education services per their IEP. The total cost of the contract is not to exceed \$1,651,370.37. The contract will be funded from the Special Education Budget.
5. The Board approved services for one special education student for the 2021-22 school year. The total cost of the contract is not to exceed \$40,500.00. The funding will be paid from the Special Education Budget.
6. The Board approved an independent contract with **Austill's, Inc.** for the provision of direct and consultative Speech and Language Therapy for Extended School year for one student. A speech therapist will be provided for up to 34 total hours at the cost of \$67.00 per hour for a total not to exceed \$2,278.00. Funding will come from the Special Education Budget.
7. The Board approved to have **Dr. Mary Lazar**, conduct a comprehensive neuropsychological evaluation for one elementary student. The cost for the

evaluation is not to exceed \$5,300.00. Funding will be paid from the 2021-22 Special Education Budget.

- D. The Board approved the closure of the account for the Class of 2021 from the High School Activity Account.
- E. The Board approved the closure of the account for SADD from the High School Activity Account.
- F. The Board approved the establishment of the Class of 2025 Student Activity Account.
- G. The Board approved a **confidential settlement agreement 2021-08** with the parent of a special education student in an amount not to exceed \$30,000.00. Funding will be paid from the Special Education Budget.
- H. The Board approved the Educational services from **Lakeside Youth Service d/b/a Lakeside Educational Network** for one additional spot at Lakeside Vantage Academy for the 2021-22 school year. The total cost shall not exceed \$3,885.00 and the contract will be paid from the Special Education Budget.
- I. The Board approved additional funding to cover the cost of Explorations for educational and mental health services for students who received special education services as per their IEP's for ESY 2021. **Anderson Explorations PHP** is affiliated with Montgomery County Intermediate Unit. The total will not exceed \$9,395.20. The funding will be paid from the Special Education Budget.

VIII. **PROPERTY**

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

- A. The Board approved the purchase of a service to provide a comprehensive assessment of our current Gentec System Configuration and five-year camera plan. This service would be provided by Integrated Security Systems LLC. Project pricing is not to exceed \$5,400.00 and will be funded out of the Operations Facilities Budget.
- B. The Board approved the adjusted insurance claim total for Miller Sports Construction to make necessary repairs to the High School gymnasium floor under insurance claim #10299507 in the amount of \$229,180.00 under COSTARS Contract 114-071. This additional cost is for expanded scope and services approved by the insurance adjuster. Funding for the additional cost will be paid through the insurance claim payment and is at no cost to the district.

IX. **PROGRAMMING AND CURRICULUM**

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

- A. The Board approved the *Building Readers Newsletter* and the *Helping Children Learn Newsletter*. These are resources used as part of the Title I requirements for Parent and Family Engagement. The total cost will not exceed \$1,400.00 and will be paid from the Title I budget.
- B. The Board approved *Turn it In*. This is a product renewal and is a budgeted item. The cost will not exceed \$8,330.00 and will be paid from the Curriculum Budget.

- C. The Board approved *Typing Pal*. This is a product renewal and is a budgeted item. The cost will not exceed \$560.00 and will be paid from the Curriculum Budget.
- D. Motion by Mrs. Fazzini to amend Motion IX, item D to approve the District Learning Loss Plan and budget as presented. The District Learning Loss plan is not to exceed \$1,210,530.00 and will be paid from the ARP ESSER grant (\$871,755.00 previously allocated plus \$338,775.00 new funds from the 7% Set Aside Grant recently awarded). The Learning Loss Plan includes the following: Summer RAMS (up to \$800,000.00, Summer School Supports for ELD and Educere (not to exceed \$90,165.00), Gateway (not to exceed \$42,000.00), SEL/Emotional Support (\$72,595.00), SEL Training (not to exceed \$25,050.00), After School Tutoring (\$48,396.00), and a research-based math and reading intervention program (\$132,324), seconded by Mrs. Melton.
Motion carries 9-0.

Motion by Mrs. Earle to approve the amended Programming and Curriculum item D, seconded by Mrs. Fazzini.

Motion carries 9-0.

~~Administration recommends the approval of the District Learning Loss Plan and budget as presented. The District Learning Loss plan is not to exceed \$1,465,000.00 of which \$1,210,530.00 will be paid from the ARP ESSER grant (\$871,755.00 previously allocated plus \$338,775.00 new funds from the 7% Set Aside Grant recently awarded) and \$254,470.00 will be paid from the unassigned fund balance. The Learning Loss Plan includes the following: Summer RAMS (up to \$800,000.00, Summer School Supports for ELD and Educere (not to exceed \$90,165.00), Gateway (not to exceed \$42,000.00), SEL/Emotional Support (\$72,595.00), SEL Training (not to exceed \$25,050.00), After School Tutoring (\$48,396.00), Three-year access for i-Ready (\$386,024.00) for math and reading in grades K-8.~~

X. CONFERENCES AND WORKSHOPS

Motion by Mr. DiBello to approve Conferences and Workshops A-E, seconded by Mrs. Melton.

Motion carries 9-0.

- A. **Ed Yergey, Grounds**, to attend the “*PennState Extension Professional Pest Managers School*” 12/06/2021 in Grantville PA. The total cost of the conference is \$100.00 (registration). No substitute coverage is needed.
- B. **Mary Davidheiser, Administrator**, to attend the “*67th Annual PASBO Conference*” 3/08-11/2022 in Hershey PA. The total cost of the conference is \$1,101.00 (registration, hotel, meals, travel). No substitute coverage is needed.
- C. **Gabrielle Procairo, High School Teacher**, to attend the “*PLTW Principles of Engineering Core Training*” virtually 11/30/2021-4/26/2022. The total cost of the training is \$2,400.00 (registration). No substitute coverage is needed.
- D. **Dana Rosenblum, Special Education Teacher, Andrea Rees, Reading Teacher, and Lyndi Paladino, Psychologist, Mary Blank, Science Teacher, Jen Kurian, Certified School Nurse, Sarah Pinard, Reading Teacher, Shelley Robbins, Certified School Nurse, Colleen Slavin, Principal, and Vincent Terry, Health & Physical Education Teacher** to attend “*SAP Training*” virtually 1/14, 21, 28/2022. The total cost of the conference is \$6,687.00 (Registration, substitute).

NEW Conferences and Workshops

- E. **Robert Rizzo, Superintendent**, to attend the *"PASA New Superintendent's Academy Part 3 – Professional & Community Leadership"* in Harrisburg, PA on January 20-21, 2022. The total cost of the conference is \$564.00 (registration, mileage, lodging and meals). No substitute is needed.

XI. OTHER BUSINESS

Motion by Mr. Shafer to approve Other Business items A, C, and D, seconded by Mrs. Earle. Item B is first reading of policies, and item E would not be acted on. Motion carries 9-0.

- A. The Board approved the Spring-Ford Area High School Boys Lacrosse Team to accept the invitation to participate in the KSA Spring Training program, and games March 23, 2022 – March 27, 2022 in Orlando, Florida. The team will be scheduled to participate in a maximum of two scrimmages and two regular season contests which are part of the 2021-22 schedule, which allows a maximum of 18 contests as per PIAA by laws. The cost per student-athlete will be approximately \$1,800.00 including transportation. The High School Boys Lacrosse Program and staff will conduct fundraising events to help defray the costs. There will be no cost to the school district for the land & travel package which includes meals. Student-athletes will miss 3 school days and 2 substitutes are needed.
- B. The following policies are submitted as first readings:
 - 1. Policy #301 - Creating a Position (**Attachment A9**)
 - 2. Policy #302 - Employment of Superintendent-Assistant Superintendent (**Attachment A10**)
 - 3. Policy #304 - Employment of District Staff (**Attachment A11**)
 - 4. Policy #305 - Employment of Substitutes (**Attachment A12**)
 - 5. Policy #306 - Employment of Summer School Staff (**Attachment A13**)
 - 6. Policy #307 - Student Teachers-Interns (**Attachment A14**)
 - 7. Policy #308 - Employment Contract-Board Resolution (**Attachment A15**)
 - 8. Policy #309 - Assignment and Transfer (**Attachment A16**)
 - 9. Policy #309.1 - Telework (**Attachment A17**)
- C. The following policy is were approved:
 - 1. Policy #218.3 - PUPILS: Action and Placement of Student Convicted & Adjudicated of Sexual Assault (**Attachment A18**)
- D. The following policy attachment is approved:
 - 1. Policy #805 - Emergency Preparedness and Response (**Attachment A19**)

New Other Business

- E. The Board approved **Resolution 2021-34**, commending the Spring-Ford Marching Band and their Coach Gerry Hollingsworth and his Assistant Coaches Dan Butterweck and Jason Marcellus for winning the PIAA District One Championship. (**Attachment A20**)

- F. The Board approved the following high school winter sport teams for overnight travel during the 2021-2022 school year. There will be no cost to the district for lodging and meals as this will be paid from the respective team's Booster Club Account. The total cost to the district will be \$192.00 for two ½ day substitutes on December 10th for the Cumberland Valley Tournament

High School Wrestling

Cumberland Valley Tournament – Mechanicsburg, PA

- Cumberland Valley High School
- Depart 12/10/22 - Return 12/11/22
- Meals and lodging provided by the Wrestling Team Booster Club Account
- The team will use district transportation
- Two ½ day substitutes needed

Liberty Holiday Wrestling Classic – Bethlehem, PA

- Liberty High School Depart 12/27/21 – Return 12/29/21
- Meals and lodging provided by the Wrestling Team Booster Club Account
- The team will use district transportation
- No substitutes needed

High School Girls Basketball

North Pocono – James Aikens Tournament – Covington Township, PA

- North Pocono High School
- Depart 12/27/21 -Return 12/29/21
- Meals and lodging provided by the Girls Basketball Team Booster Club Account
- The team will use district transportation
- No substitutes needed

Motion by Mr. Shafer to approve item Other Business F, seconded by Mrs. Fazzini.
Motion carries 9-0.

XII. BOARD COMMENT

Mr. Shafer, Mr. Jackson, Dr. Wright, Mrs. Earle, and Mrs. Sullivan all thanked Mrs. addressed the 3 Board members leaving stating he is jealous and sad and appreciates their service.

Mr. Jackson thanked Mrs. Fazzini for serving on committees with him, he also thanked Mrs. Melton for asking the strong questions at budget committee, and thanked Mr. DiBello for 12 years of service. Noted the last 2 years were together.

Dr. Wright thanked the mentorship and opportunity to work with them and all they brought to the district.

Mrs. Earle, appreciates their mentorship and friendship.

Mrs. Sullivan thanked all the members and admired the knowledge and history they provided then wished them all the best.

Mr. Jackson, is looking for an update on January 17th.

Mrs. Z looking for an update from Dr. Giambattista.

XIII. PUBLIC TO BE HEARD

Kathy Morris, Royersford - Thank you for the Special Education alliance group
James Troutman, Limerick - Covid related laws

XIV. ADJOURNMENT

Motion to adjourn the meeting at 9:27 p.m by Mrs. Earl, seconded by Mrs. Fazzini.

Respectfully submitted,

Laurie J. Bickert
School Board Secretary

On December 9, 2021 The Spring-Ford Area School District Work Session was called to order at 7:31 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: Colleen Zasowski
Region III: Abby Deardorff, Erica Hermans, and Diane Sullivan
Presiding Officer: Laurie J. Bickert (Board Secretary)
Superintendent: Robert W. Rizzo
Assistant Superintendents: Kelly M. Murray and Tina Giambattista
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Allison McVey and Aditi Mangala
Absent: Clinton L. Jackson and David R. Shafer,

REORGANIZATION MEETING

I. CALL TO ORDER AND ATTENDANCE (By Laurie Bickert, Board Secretary)

Mrs. Bickert called the meeting to order at 7:31 p.m.

II. PLEDGE OF ALLEGIANCE

III. PURPOSE OF THE MEETING (By Mark Fitzgerald, Solicitor)

Mr. Fitzgerald explained that the Pennsylvania School Code requires that annually during the first week in December, the members of the School Board meet and reorganize.

IV. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

None

V. NOMINATIONS AND ELECTION OF TEMPORARY BOARD PRESIDENT

Mrs. Bickert opened the floor for nominations for a Temporary Board President. Dr. Wright nominated Mrs. Zasowski. There were no other nominations. Dr. Wright made a motion to close the nominations and Mrs. Earle seconded it. The Board elected Mrs. Zasowski as the Temporary Board President by a vote of 4 - 0.

Mrs. Zasowski introduced the Honorable Judge Richard H. Welsh who conducted the swearing in and oath of office for the newly elected School Board Members.

VI. SWEARING IN OF THE NEWLY ELECTED BOARD MEMBERS ADMINISTERED BY THE HONORABLE JUDGE RICHARD H. WELCH

Judge Welsh invited **Abby Deardorff, Region III**, to come forward along with anyone she had accompanying her from her family. Judge Welsh administered the oath of office and Mrs. Deardorff took her place at the board table.

Judge Welsh invited **Karen Weingarten, Region I**, to come forward along with anyone she had accompanying her from her family. Judge Welsh administered the oath of office and Mrs. Weingarten took her place at the board table.

Judge Welsh invited **Erica Hermans, Region III**, to come forward along with anyone she had accompanying her from her family. Judge Welsh administered the oath of office and Mrs. Hermans took her place at the board table..

VII. SWEARING IN OF REELECTED BOARD MEMBER ADMINISTERED BY THE HONORABLE JUDGE RICHARD H. WELSH

Mrs. Zasowski and Mr. Fitzgerald noted that Mr. Jackson was not in attendance. He was provided documentation to have notarized and will be seated at the next meeting.

Region II: Clinton L. Jackson

VIII. NOMINATION AND ELECTION FOR THE OFFICE OF BOARD PRESIDENT

Mrs. Zasowski opened the floor for nominations of a Board President. Mrs. Earle nominated Dr. Wright. There was no other nominations. Mrs. Sullivan made a motion to close the nominations and Mrs. Hermans seconded it. Dr. Wright as the Board President by a vote of 7-0.

IX. NOMINATION AND ELECTION FOR THE OFFICE OF BOARD VICE PRESIDENT

Dr. Wright opened the floor for nominations of a Board Vice President. Mrs. Earle nominated Mrs. Hermans. There were no other nominations. Mrs. Zasowski made a motion to close nominations and Mrs. Deardorff seconded it. The motion passed 7-0 to close nominations. The Board elected Mrs. Hermans as the Board Vice President by a vote of 7-0.

- X.** The Board President shall designate a **Member** and an **Alternate** to serve on the **Montgomery County School Directors Legislative Committee**. This committee is sponsored by the Montgomery County Intermediate Unit Board of Directors to provide a forum in which local directors can learn about legislative issues, which can affect education in Montgomery County. **Christina Melton** previously served in this capacity and **Thomas DiBello** previously served as the alternate.

Dr. Wright designated Mrs. Deardorff as the representative to the Montgomery County School Directors Legislative Committee and Dr. Wright as the alternative.

- XI.** The Board shall appoint a **PSBA Liaison** to represent the Spring-Ford Area School District. **David Shafer** presently serves as the representative

Mrs. Zasowski nominated Mr. Shafer, Mrs. Earle seconded it. There were no other nominations. The Board elected Mr. Shafer to serve as the PSBA Liaison by a vote of 7-0.

- XII.** The Board shall appoint a Representative to the **Spring City American Legion**. **Thomas DiBello** previously served as the representative.

Mrs. Zasowski nominated Mrs. Sullivan. Hearing no other nominations, Mrs. Hermans made a motion to close nominations, Mrs. Zasowski seconded it. Mrs. Sullivan was elected as the Representative to the Spring City American Legion by a vote of 7-0.

XIII. WESTERN MONTGOMERY COUNTY CAREER AND TECHNICAL CENTER (WMCTC) JOINT OPERATING COMMITTEE MEMBERS

Members of the Joint Operating Committee for the Area Career and Technical School serve three year terms. One term expires each year to assure continuity in the operation of the joint program. The most recent representatives and the date of expiration for their term are as follows:

Thomas DiBello	2021
Colleen Zasowski	2022
Wendy Earle	2023

Mrs. Zasowski nominated Mr. Jackson. Mrs. Hermans nominated Mrs. Weingarten. Hearing no other nominations, Mrs. Zasowski motioned to close nominations, Mrs. Deardorff seconded. A roll call vote was taken, Mrs. Deardorff, Mrs. Earle, Mrs. Hermans, Mrs. Sullivan, and Mrs. Weingarten voted for Mrs. Weingarten. Dr. Wright and Mrs. Zasowski voted for Mr. Jackson. Mr. Jackson was elected to serve as the WMCTC JOC for the three-year term expiring 12/2024 by a vote of 5-2.

XIV. MONTGOMERY COUNTY INTERMEDIATE UNIT (MCIU) BOARD MEMBER

Nominations for the MCIU Board Member to fill the vacancy with a term ending June 30, 2022, namely the seat held by **Thomas DiBello**. (No Second is needed for nominations)

Mrs. Earl nominated Dr. Wright. Mrs. Deardorff nominated Mrs. Hermans. Hearing no other nominations, Mrs. Zasowski motioned to close nominations, Mrs. Earle seconded. A roll call vote was taken, Mrs. Deardorff-Hermans, Mrs. Earle-Wright, Mrs. Hermans-Wright, Mrs. Sullivan-Wright, Mrs. Weingarten-Wright, Dr. Wright-Wright, and Mrs. Zasowski-Wright. Dr. Wright was elected to service on the MCIU Board until June 2022 by a vote of 6-1.

XV. The Board approved the attached list of Work Session/Board Meeting Dates for 2022. (Attachment A1)

Mrs. Earle motioned to approve the Work Session/Board Meeting Dates for 2022 as presented, seconded by Mrs. Zasowski.
Motion carries 7-0.

XVI. The Board authorized the signature of Dr. Wright as the Board President so that he/she can sign all documentation on behalf of the Board.

Mrs. Zasowski made a motion to authorize Dr. Wright as Board President to sign all documentation on behalf of the Board, seconded by Mrs. Hermans.
Motion carries 7-0.

XVII. BOARD COMMENT

Mrs. Earle asked about the connection with the Spring City American Legion. Mrs. Zasowski stated that there are a few other members asking. Mr. Shafer and Mr. Jackson may be able to answer some questions at the next meeting and Mrs. Sullivan can look into it with her new role on this Board. Mr. Fitzgerald stated that there is a 15 year agreement with the Legion and is going to look into the agreement to see if he can answer any of these questions.

Dr. Wright welcomed the new Board members and thanked them and also Mr. Jackson and looking forward to working with them in the next year.

XVIII. PUBLIC TO BE HEARD

None

XIX. ADJOURNMENT

Motion to adjourn the meeting at 7:55 p.m. by Mrs. Earle, seconded by Mrs. Deardorff.
Motion carries 7-0.

Respectfully submitted,

Laurie J. Bickert
School Board Secretary

	Contract Title	Season	Last	First	Stipend
1	Reading Olympics – Limerick Elementary	Year	Alba	Alice V.	\$402.00
2	Volunteer Assistant Wrestling Coach -HS	Winter	Algeo	Bryan	Volunteer
3	Volunteer Assistant Basketball Coach - Boys'- HS	Winter	Allerton	Michael	Volunteer
4	Softball Coach (Head) (7th Grade)	Spring	Avans	Julia A.	\$2,910.60
5	Asst. Lacrosse Coach-Boys'-HS	Spring	Baker	Charles E.	\$4,609.61
6	Indoor Percussion Asst. Director - HS (1/2 Contract)	Winter	Barron	Richard E.	\$1,107.50
7	Stage & Make-Up-Grades 7 & 8	Year	Bowers	Todd G.	\$2,612.20
8	Volunteer Assistant Wrestling Coach -HS	Winter	Brown	Chase	Volunteer
9	Asst. Track Coach-Girls' & Boys'-HS	Spring	Cain	David W.	\$4,190.55
10	Set Builder - All Productions - HS (Both Fall & Spring Productions) (1/2 Contract)	Spring	Cifelli	Joseph	\$600.00
11	Choreographer Spring Musical - HS	Spring	Colgan	Caitlyn H.	\$3,150.00
12	Volunteer Assistant Basketball Coach - Boys'- HS	Winter	Corr	Dan	Volunteer
13	Reading Olympics – Limerick Elementary	Year	Ellison	Gwendolyn D.	\$402.00
14	Co-Ed Fitness Intramural # 8 - Grade 8	Winter	Harrison, Jr.	Richard L.	\$402.00
15	Baseball Coach (8th Grade)	Spring	Heffernan	Michael B.	\$3,201.66
16	SAP Coordinator - Limerick Elementary	Year	Hughes	John T.	\$402.00
17	Indoor Winter Percussion Director - HS	Winter	Lalli	Michael	\$3,197.00
18	Reading Olympics – 5/6	Winter	Miller	Elizabeth C.	\$402.00
19	Asst. Director Spring Musicales - HS	Spring	Mindte	Reagan E.	\$2,000.00
20	JV "B" Basketball Coach-Girls'	Winter	Moley	Marisa	\$4,526.00
21	Lacrosse Coach - Girls (8th Grade)	Spring	Moley	Marisa	\$2,772.00
22	Reading Olympics – Limerick Elementary	Year	O'Callaghan	Marykay	\$402.00
23	Asst. Tennis Coach-Boys'-HS	Spring	Reagan	Todd M.	\$5,009.63
24	Reading Olympics – 5/6	Winter	Rizzo	Louis M.	\$402.00
25	Indoor Percussion Asst. Director - HS (1/2 Contract)	Winter	Sapp	Michelle	\$1,107.50
26	Set Designer -All Productions-HS (1/2 Contract)	Spring	Swartz	Heidi G.	\$840.00
27	Homework Club Advisor - Grade 7 (1/2 Contract)	Year	West	Cheryl A.	\$735.50
28	Reading Olympics - Limerick Elementary	Year	Williams	Kristin K.	\$402.00

Book	Policy Manual
Section	300 Employees
Title	Creating a Position
Code	301
Status	From PSBA

Adopted

Authority

Positions for administrative, professional and support employees shall be established by the Board in order to provide the effective leadership and management necessary to operate district schools and to provide quality educational programs and services, consistent with the needs of the schools and the resources of the community.

The need for creating positions shall be determined by the Board, based on the recommendation of the Superintendent. The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the district and operation of the schools. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The initial salary or salary range for a new position shall be determined by the Board when creating the position, based upon the recommendation of the Superintendent and supporting documentation.[\[5\]](#)

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:

1. Effective management of district programs.
2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the district.
5. Financial resources of the school community.

The Superintendent shall be responsible for recommending a new or additional administrative, professional or support position.

Delegation of Responsibility

Recommendations for a new or additional position shall include:

1. Job description clearly stating the duties for which the position was created.
2. Title that conforms with the appropriate certificate if certification is required.

3. Supporting data and other rationale relevant to the recommendation.

The Board may, through the Superintendent, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.[6]

Legal

1. 24 P.S. 1001
2. 24 P.S. 1106
3. 24 P.S. 1107
4. 22 PA Code 4.4
5. Pol. 328
6. Pol. 104
- 24 P.S. 1075

Book	Policy Manual
Section	300 Employees
Title	Employment of Superintendent/Assistant Superintendent
Code	302
Status	From PSBA
Adopted	

Purpose

The Board places the primary responsibility and authority for the administration of the district on the Superintendent and Assistant Superintendent. Therefore, selection of a Superintendent or Assistant Superintendent is critical to the effective leadership and management of the district.[\[1\]](#)

Authority

During the last year of the Superintendent's term or any other time the position of Superintendent becomes vacant, the Board shall meet to appoint, by a majority vote of all members of the Board, a properly qualified district Superintendent. The appointed Superintendent shall enter into a written contract with the Board for a term of three (3) to five (5) years.[\[2\]](#)[\[3\]](#)[\[4\]](#)

An Assistant Superintendent shall be appointed by a majority vote of all members of the Board upon nomination of the Superintendent. An Assistant Superintendent may serve through the term of the Superintendent or enter into a contract for a term of three (3) to five (5) years.[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)

At a public Board meeting occurring at least ninety (90) days prior to the expiration date of the Superintendent's or an Assistant Superintendent's term of office, the Board meeting agenda shall include an item requiring affirmative action by five (5) or more Board members to notify the Superintendent or Assistant Superintendent that the Board intends to retain him/her or that other candidates will be considered for the office. If the Board fails to take such action, the term of office which the Superintendent or Assistant Superintendent is serving shall be extended one (1) time for a one-year period. Prior to the end of the one-year extension, the Board shall take action necessary to retain the Superintendent or Assistant Superintendent. If no action is taken prior to the conclusion of the one-year extension, the term of office for the current Superintendent or Assistant Superintendent shall terminate.[\[4\]](#)[\[6\]](#)

Any time the Board votes to retain a Superintendent or Assistant Superintendent, the Superintendent may be retained for a term of three (3) to five (5) years, and the Assistant Superintendent may be retained for a term of three (3) to five (5) years or for a term extending through the term of the Superintendent.[\[4\]](#)[\[6\]](#)

Whenever the Board finds it impossible or impractical to immediately fill a vacancy in

the office of Superintendent or Assistant Superintendent, the Board may appoint an acting Superintendent or Assistant Superintendent to serve not longer than one (1) year from the time of appointment.[\[7\]](#)

In the event the Board appoints an acting Superintendent or Assistant Superintendent, the Board shall approve and document the recruitment and assessment procedures to be used to permanently fill such vacancy in accordance with Board policy.

Guidelines

Recruitment and Assessment of Candidates

The Board shall actively seek candidates who meet the qualifications and requirements for the position of Superintendent and/or Assistant Superintendent. It may be aided in this task by a committee of Board members and/or the services of professional consultants.

When undertaking a search to fill the position of Superintendent or Assistant Superintendent, recruitment procedures shall be prepared and may include the following:

1. Preparation of a job description for the position, written in accordance with the requirements of federal and state laws and regulations.[\[8\]](#)
2. Preparation of written qualifications, in addition to applicable state requirements, for all applicants.[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
3. Preparation of informative materials describing the school district, the Superintendent/Assistant Superintendent position, and the district's educational goals.
4. Opportunity for selected applicants to visit the district schools, meet with internal staff and external stakeholders at the Board's invitation.

Recruitment, screening and evaluation of candidates shall be conducted in accordance with Board policy, Board established leadership criteria and state and federal law.[\[8\]](#)

The Board shall determine prior to interviewing finalists which expenses associated with such interviews will be reimbursed by the school district.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[14\]](#)

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[\[15\]](#)[\[16\]](#)

Each candidate shall report, on the designated form, all arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[16\]](#)

Before entering the duties of the office, the Superintendent or Assistant Superintendent shall take and subscribe to the oath of office prescribed by law.[\[17\]](#)

After receiving a conditional offer of employment but prior to beginning employment, the candidate shall undergo medical examinations, as required by law and as the Board may require.[\[18\]](#)

Employment Contracts

An individual shall not be employed as Superintendent or Assistant Superintendent unless they have signed an employment contract expressly stating the terms and conditions of employment. The written contract shall:[\[4\]](#)

1. Contain the mutual and complete agreement between the Superintendent or Assistant Superintendent and the Board with respect to the terms and conditions of employment.
2. Be consistent with state certification requirements, specify the duties, responsibilities, job description and performance expectations, including performance standards and assessments as required by law.[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)
3. Incorporate all provisions relating to compensation and benefits to be paid to or on behalf of the Superintendent or Assistant Superintendent.[\[6\]](#)[\[24\]](#)
4. Specify the term of employment and state that the contract shall terminate immediately, except as otherwise provided by law, upon the expiration of the term unless the contract is allowed to extend automatically as required by law.[\[4\]](#)
5. Specify the termination, buyout and severance provisions, including all post employment compensation and the period of time in which the compensation shall be provided. Termination, buyout and severance provisions may not be modified during the course of the contract or in the event a contract is terminated prematurely.
6. Contain provisions relating to outside work that may be performed, if any.[\[25\]](#)[\[26\]](#)
7. State that any modification to the contract must be in writing.

8. State that the contract shall be governed by the laws of the Commonwealth.
9. Limit compensation for unused sick leave in employment contracts for Superintendents and/or Assistant Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent to the maximum compensation for unused sick leave under the school district's administrative compensation plan in effect at the time of the contract.
10. Limit transferred sick leave from previous employment to not more than thirty (30) days for Superintendents and/or Assistant Superintendents who have no prior experience as a district Superintendent or Assistant Superintendent.
11. Specify postretirement benefits and the period of time in which the benefits shall be provided.

Removal/Severance

A Superintendent or Assistant Superintendent may be removed from office and have their contracts terminated, after a hearing, by a majority vote of all members of the Board and in accordance with law. The Board shall publicly disclose at the next regularly scheduled meeting the removal from office of a Superintendent or Assistant Superintendent. [\[27\]](#)[\[28\]](#)

Any negotiated severance of employment prior to the end of the term of the Superintendent's or Assistant Superintendent's specified contract term shall be limited to either: [\[4\]](#)

1. The equivalent of one (1) year's compensation and benefits due under the contract, if the severance agreement takes effect two (2) or more years prior to the end of the contract term; or
2. The equivalent of one-half (1/2) of the total compensation and benefits due under the contract for the remainder of the term, if the severance agreement takes effect less than two (2) years prior to the end of the contract term.

Legal

1. 24 P.S. 1001
2. 24 P.S. 508
3. 24 P.S. 1071
4. 24 P.S. 1073
5. 24 P.S. 1076
6. 24 P.S. 1077
7. 24 P.S. 1079
8. Pol. 104
9. 22 PA Code 49.41
10. 22 PA Code 49.42
11. 24 P.S. 1002
12. 24 P.S. 1003

13. 24 P.S. 1078
14. 24 P.S. 111.1
15. 23 Pa. C.S.A. 6344
16. 24 P.S. 111
17. 24 P.S. 1004
18. Pol. 314
19. 24 P.S. 1073.1
20. 24 P.S. 1081
21. 24 P.S. 1082
22. Pol. 003
23. Pol. 312
24. 24 P.S. 1075
25. 24 P.S. 1007
26. 24 P.S. 1008
27. 2 Pa. C.S.A. 551 et seq
28. 24 P.S. 1080
18 Pa. C.S.A. 9125
22 PA Code 49.171
22 PA Code 49.172
22 PA Code 8.1 et seq
23 Pa. C.S.A. 6301 et seq
24 P.S. 108
24 P.S. 1418
28 PA Code 23.43
28 PA Code 23.44
28 PA Code 23.45
42 U.S.C. 12101 et seq

Book	Policy Manual
Section	300 Employees
Title	Employment of District Staff
Code	304
Status	From PSBA
Adopted	

Authority

The Board places substantial responsibility for the effective management and operation of district schools and the quality of the educational program with its administrative, professional and support employees.

The Board shall, by a majority vote of all members, approve the employment; set the compensation; and establish the term of employment for each administrative, professional and support employee employed by the district.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

Approval shall normally be given to the candidates for employment recommended by the Superintendent.

No teacher shall be employed who is related to any member of the Board, as defined in law, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant, who shall not vote.[\[9\]](#)

The Board authorizes the use of professional and support employees prior to Board approval when necessary to maintain continuity of the educational program and services. Retroactive employment shall be recommended to the Board at the next regular Board meeting.

The district shall use the Standard Application for Teaching Positions but may also establish and implement additional application requirements for professional employees.[\[10\]](#)

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[11\]](#)

A candidate shall not be employed until they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[\[12\]](#)[\[13\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[13\]](#)

A candidate for employment in the district shall not receive a recommendation for employment without evidence of their certification when such certification is required.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for employment of staff, in accordance with Board policy and state and federal laws and regulations.[\[18\]](#)

Staff vacancies that represent opportunities for professional advancement or diversification shall be made known to district employees so they may apply for such positions.

The Superintendent or designee may apply necessary screening procedures to determine a candidate's ability to perform the job functions of the position for which a candidate is being considered.[\[19\]](#)

The Superintendent or designee shall seek recommendations from former employers and others in assessing the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

Each certificated administrative and professional employee employed by the district shall be responsible for maintaining a valid certificate when such certificate is required by law.[\[14\]](#)[\[15\]](#)[\[16\]](#)

Title I Requirements

All elementary, middle and secondary teachers employed by the district who teach core academic subjects shall be highly qualified, as defined by federal law and state regulations.[\[20\]](#)[\[21\]](#)[\[22\]](#)

The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified and paraprofessionals providing instructional support in such programs meet required qualification, in accordance with federal law and state regulations. The written certifications shall be maintained in the district office and the school office and shall be available to the public, upon request.[\[20\]](#)[\[22\]](#)[\[23\]](#)

All paraprofessionals providing instructional support in a program supported by Title I funds shall have a secondary school diploma or a recognized equivalent and one (1) of the following: [\[21\]](#)[\[23\]](#)

1. At least two (2) years of study at an institution of higher learning.
2. Associate's or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Title I paraprofessionals who solely coordinate parental involvement activities or act as translators are exempt from the above qualifications.

Special Education Paraprofessionals

All instructional paraprofessionals hired by the district, who work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities or eligible students, shall have a secondary school diploma and one (1) of the following: [\[24\]](#)[\[25\]](#)

1. At least two (2) years of postsecondary study.
2. Associate's or higher degree.
3. Evidence of meeting a rigorous standard of quality through a state or local assessment.

Instructional paraprofessionals shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. [\[24\]](#)

Personal Care Assistants

A personal care assistant provides one-to-one support and assistance to a student, including support and assistance in the use of medical equipment. [\[24\]](#)

Personal care assistants shall provide evidence of twenty (20) hours of staff development activities related to their assignment each school year. The twenty (20) hours of training may include training required by the School-Based Access Program.

Educational Interpreters

An educational interpreter is an individual who provides students who are deaf or hard of hearing with interpreting or transliterating services in an educational setting. To serve as an educational interpreter, an individual shall meet the qualifications set forth in law and regulations. [\[24\]](#)

Legal

1. 22 PA Code 4.4
2. 24 P.S. 1089
3. 24 P.S. 1106
4. 24 P.S. 1107
5. 24 P.S. 1142-1152
6. 24 P.S. 406

7. 24 P.S. 508
8. Pol. 328
9. 24 P.S. 1111
10. 24 P.S. 1204.1
11. 24 P.S. 111.1
12. 23 Pa. C.S.A. 6344
13. 24 P.S. 111
14. 22 PA Code 49.1 et seq
15. 24 P.S. 1109
16. 24 P.S. 1201
17. 24 P.S. 2070.2
18. Pol. 104
19. 42 U.S.C. 12112
20. 20 U.S.C. 7801
21. 22 PA Code 403.2
22. 22 PA Code 403.4
23. 22 PA Code 403.5
24. 22 PA Code 14.105
25. Pol. 113
24 P.S. 108
24 P.S. 1109.2
22 PA Code 8.1 et seq
18 Pa. C.S.A. 9125
23 Pa. C.S.A. 6301 et seq
42 U.S.C. 12101 et seq

Book	Policy Manual
Section	300 Employees
Title	Employment of Substitutes
Code	305
Status	From PSBA
Adopted	

Authority

Qualified and competent substitutes for professional and support employees shall be employed by the district in order to provide continuity in the educational programs, operations and services of the schools.

The Board shall approve annually the names of potential substitute employees and the positions in which they may substitute.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Additional names may be added to the list of substitutes by the Board during the school year.

Approval shall normally be given to the candidates for employment recommended by the Superintendent.

Utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program and services of the district and the candidate has satisfied legal pre-employment requirements. Retroactive approval shall be recommended to the Board at the next regular Board meeting.

A candidate's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board.

Pre-Employment Requirements

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of substitute employment to a candidate. The employment history review shall remain valid as long as the substitute continues to be employed by the district or remains on the approved substitute list. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[5\]](#)

A candidate shall not be employed until the individual has complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of that screening process.[\[6\]](#)[\[7\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[7\]](#)

A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Compensation

Substitutes shall be paid on a per diem basis at a rate set annually by the Board for the various classes of employees.[\[4\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations regarding employment of substitutes.

The administration may seek recommendations from former employers and others to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

The Superintendent or designee shall recommend retention on the Board's approved substitute list only for those substitutes who have satisfactorily performed their duties.

The Superintendent or designee shall prepare a written statement for all approved substitutes informing them of their pay rate, employee status, work schedule, and other matters that enable them to perform their duties to the best of their ability. A copy of this statement shall be placed in the employee's personnel file.

Legal

1. 24 P.S. 406
2. 24 P.S. 1101
3. 24 P.S. 1106
4. 24 P.S. 1148
5. 24 P.S. 111.1
6. 23 Pa. C.S.A. 6344
7. 24 P.S. 111
8. 22 PA Code 49.1 et seq
9. 24 P.S. 1109
10. 24 P.S. 1201
11. 24 P.S. 2070.2
- 24 P.S. 108
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Employment of Summer School Staff
Code	306
Status	From PSBA
Adopted	

Authority

The Board directs that qualified and competent professional and support employees be employed to provide the district's summer school program.

When a summer school program is authorized by the Board, the Board, by majority vote of all members, shall approve the employment; set the compensation; and establish the period of employment for each individual employed in the district summer school program.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Approval shall normally be given to the candidates recommended by the responsible administrator and approved by the Superintendent.

An employee's misstatement of fact material to qualifications for employment or determination of salary shall constitute grounds for dismissal by the Board. Candidates for summer school positions who are already District employees must maintain certifications and clearances required by law for the duration of the summer school term.

Pre-Employment Requirements For Candidates Who Are Not District Employees

The district shall conduct an employment history review in compliance with state law prior to issuing an offer of employment to a candidate. Failure to accurately report required information shall subject the candidate to discipline up to, and including, denial of employment or termination if already hired, and may subject the candidate to civil and criminal penalties. The district may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment and may report the information as permitted by law.[\[7\]](#)

A candidate shall not be employed until **the individual** has complied with the mandatory background check requirements for criminal history **and child abuse** and the district has evaluated the results of that screening process.[\[8\]](#)[\[9\]](#)

Each candidate shall report, on the designated form, arrests and convictions as specified on the form. Candidates shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment, termination if already hired, and/or criminal prosecution.[\[9\]](#)

A candidate for employment in the district shall not receive a recommendation for employment without evidence of his/her certification when such certification is required.[\[3\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations or procedures to recruit, screen and recommend candidates for summer school employment. Only those candidates who are best qualified to perform the duties of the position, as determined by the administration, shall be recommended.

Vacancies for summer school employment shall be made known to district personnel so that they may apply for such positions.

Recommendations from former employers and others may be sought to assess the candidate's qualifications. Such recommendations and references shall be retained confidentially and for official use only.

Legal

1. 24 P.S. 406
2. 24 P.S. 508
3. 24 P.S. 1109
4. 24 P.S. 1146
5. 24 P.S. 1901
6. Pol. 124
7. 24 P.S. 111.1
8. 23 Pa. C.S.A. 6344
9. 24 P.S. 111
10. 22 PA Code 49.1 et seq
11. 24 P.S. 1201
12. 24 P.S. 2070.2
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq
- 24 P.S. 108
- Pol. 104

Book	Policy Manual
Section	300 Employees
Title	Student Teachers/Interns
Code	307
Status	From PSBA
Adopted	

Authority

The Board encourages cooperation with colleges and universities within the state to assist in the training of student teachers and interns.

The Board establishes that district schools shall accept student teachers and interns from accredited institutions with which the district has a cooperative agreement approved by the Board.[\[1\]](#)

The Board directs that student teachers and interns shall not be accepted into district schools unless they have complied with the mandatory background check requirements for criminal history and child abuse and the district has evaluated the results of those screening processes.[\[2\]](#)[\[3\]](#)

Delegation of Responsibility

The Superintendent or designee shall be responsible to assign student teachers and interns to the schools.

Recommendations for selection of cooperating teachers shall be made by the building principal, with the agreement of the college or university supervisor.

The Superintendent or designee shall ensure distribution of student teachers throughout the district so that no single group of students or teachers will be subject to excessive student teacher classroom hours.

Student teachers and interns shall comply with the health examination requirements of the state and Board policy applicable to district staff.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

While serving in district schools, student teachers and interns shall be responsible for their conduct to the supervising teacher/administrator and building principal.

Arrest or Conviction Reporting Requirements

Prior to being accepted into district schools, student teachers and interns shall report, on the designated form, arrests and convictions as specified on the form. Student teachers and interns shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form.[\[2\]](#)

While serving in district schools, student teachers and interns shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[\[2\]](#)

While serving in district schools, a student teacher or intern shall be required to report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that they have/he has been listed as a perpetrator in the Statewide database, in accordance with the Child Protective Services Law.[\[9\]](#)

A student teacher or intern shall be required to submit a current criminal history background check report if the Superintendent or designee has a reasonable belief that the student teacher or intern was arrested or has been convicted of an offense required to be reported by law, and the student teacher or intern has not notified the Superintendent or designee.[\[2\]](#)

Failure to accurately report such arrests and convictions may subject the student teacher or intern to disciplinary action up to and including dismissal from the program and criminal prosecution.[\[2\]](#)[\[9\]](#)

Observers

Student teachers, interns and faculty of other educational institutions shall be offered the opportunity to visit district schools and observe classes. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal or designee.[\[10\]](#)

Legal

1. 24 P.S. 510

2. 24 P.S. 111

3. 23 Pa. C.S.A. 6344

4. 24 P.S. 1418

5. 28 PA Code 23.43

6. 28 PA Code 23.44

7. 28 PA Code 23.45

8. Pol. 314

9. 23 Pa. C.S.A. 6344.3

10. Pol. 907

22 PA Code 8.1 et seq

23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Employment Contract/Board Resolution
Code	308
Status	From PSBA
Adopted	

Authority

The Board has the authority under law to prescribe employment conditions for district personnel.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:

1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented sixty (60) days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law.[\[5\]](#)[\[6\]](#)
2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees.[\[7\]](#)[\[8\]](#)
3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution.[\[2\]](#)[\[3\]](#)

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

Legal

1. 24 P.S. 406
2. 24 P.S. 510
3. 24 P.S. 1089
4. 24 P.S. 1109.2
5. 24 P.S. 1121
6. 24 P.S. 1101
7. 24 P.S. 1108
8. Pol. 313
- 24 P.S. 1073

Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	From PSBA
Adopted	

Authority

The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.

The Board shall approve the initial assignment of all employees at the time of employment and delegates authority to the Superintendent to approve transfers when such assignments involve a transfer from one building or supervisor to another or a move to a position requiring a certificate or credentials other than those required for the employee's present position.[\[1\]\[2\]](#)

Applicants for transfer or reassignment must have all current certifications and clearances required by law for the new position. [\[3\]\[4\]\[8\]\[9\]](#)

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit criminal background checks as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may subject the individual to disciplinary action up to and including termination and criminal prosecution.[\[5\]\[6\]](#)

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

The request of an employee who voluntarily requests reassignment or transfer shall be considered to the extent that the transfer does not conflict with the educational program and operation of the school district.

Employees shall be informed of their assignments as early as possible preceding the school year in which the assignment will be effective.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

Negotiated collective bargaining agreements may supersede the provisions of this policy when they prescribe conditions enumerated in or affected by this policy.

Legal

1. 24 P.S. 508
2. 24 P.S. 510
3. 23 Pa. C.S.A. 6344.3
4. 23 Pa. C.S.A. 6344.4
5. 24 P.S. 111
6. Pol. 317
7. 20 U.S.C. 6312
8. 24 P.S. 111
9. 24 P.S. 111.1
- 22 PA Code 8.1 et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Telework
Code	309.1
Status	From PSBA (New)
Adopted	

Purpose

The Board recognizes that in certain limited circumstances it may be necessary to allow or require district employees to work remotely in order to maintain continuity of district educational programs and operations.[1]

The Board adopts the following policy to establish district rules for employees who telework from a remote work location.

Definitions

Remote work location – a worksite other than an employee’s regularly assigned place of work, typically the employee’s residence.

Telework/Teleworking – the performance of the assigned essential functions of an employee’s job at a remote work location via electronic means in accordance with the employee’s usual expected standards of performance and other approved or agreed-upon terms.

Teleworking agreement – a written agreement that details the terms and conditions to permit an employee to engage in teleworking.

Teleworking employee – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any computer and telecommunications equipment necessary for the completion of tasks.

Delegation of Responsibility

The Board directs the Superintendent or designee to develop procedures that outline circumstances under which employees may telework and the expectations for such employees while teleworking.

Guidelines

Employees may be required to sign a teleworking agreement, or acknowledge teleworking provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions

at the Board's discretion or as specified in this policy.

Such an agreement may include, but is not limited to, the following considerations:

1. Acknowledgement that the employee's compensation, benefits, work hours, and performance expectations shall not change while teleworking.
2. The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work.
3. A teleworking employee's performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment permitted to be brought to the remote work location will be stolen or damaged.[2][3][4]
5. The employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment.
6. The employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.[5]
7. The employee does not have a right to telework and the teleworking arrangement may be terminated by the Board or district administration at any time.
8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.

General Conditions

Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to telework.

Attendance at the employee's regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled telework days, in accordance with applicable law.

Nonexempt employees shall not be permitted to work overtime or during non-working hours while teleworking without authorization from the employee's immediate supervisor, in accordance with law and Board policy.[10][11]

All teleworking employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.

Emergency Conditions

In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees to

be permitted to telework in accordance with established procedures or as otherwise directed.[1]

For district employees unable to perform their assigned essential job duties while teleworking, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[6][7][8][9]

Legal

1. Pol. 805
 2. Pol. 113.4
 3. Pol. 216
 4. Pol. 324
 5. Pol. 708
 6. Pol. 334
 7. Pol. 335
 8. Pol. 336
 9. Pol. 339
 10. Pol. 330
 11. Pol. 332
- Pol. 815
- Pol. 824

Book	Policy Manual
Section	300 Employees
Title	Anti-Nepotism
Code	304.1
Status	Active

Adopted

Purpose

The Board recognizes that each personnel vacancy shall be filled with the person most qualified among all the candidates. The Board further recognizes that from time to time a person related to a current employee may be among the candidates. In order to avoid nepotism, the following guideline shall be followed.

Definitions

Relative - For the purposes of this policy, a relative is defined as spouse, child, grandchild, parent, grandparent, sibling, and sibling in-law, including foster and step-relatives to the previous list. The definition also includes any other person who shares the same residence and who is generally regarded within that family as being one of the foregoing family members.

Personnel actions – includes, but is not limited to, employment decisions and actions, such hiring; dismissal; demotion; suspension or furlough; discipline; commendation; granting or denial of leave or time off; assignment or scheduling of work; changes in job classification, title, or duties; promotion or other advancement; wage or salary determinations; performance evaluations or ratings; performance or employee development counseling; approval or denial of attendance at or payment for conferences or employee development programs; and actions or determinations of a similar nature affecting wages, hours, conditions of employment, or eligibility for employment or advancement.

Guidelines

Relatives of current school board members, district-wide administrators/supervisors, and building administrators may be employed by the District, provided that the following requirements are met:

1. The District-wide administrator/supervisor and or building administrator does not directly supervise a relative.
2. The District-wide administrator/supervisor and or building administrator does not serve in the supervisory line of a relative.
3. The District-wide administrator/supervisor and or building administrator does not participate in personal actions in connection with a relative.

The provisions of this policy are in addition to existing provisions of law restricting nepotism, including but not but not limited to, Sections 1111 and 1129 of the Public School Code of 1949 (regarding the hiring and dismissal of professional employees), and the Pennsylvania Public Official and Employee Ethics Act.[24 P.S. 11-1111][24 P.S. 11-1129][65 Pa. C.S.A. 1101-1113]

This policy shall not apply to extra-curricular appointments.

In extenuating circumstances, the Board may elect to grant an exception to this policy to support the needs of the District, in accordance with applicable law. [24 P.S. 11-1111]

This policy shall not apply to any person within such relationship or relationships who has regularly been employed by the Board prior to the inception of the relationship or a board member's election.

Book	Policy Manual
Section	300 Employees
Title	Reduction of Staff
Code	311
Status	From PSBA

Adopted

Authority

The Board is responsible for maintaining appropriate numbers of administrative, professional and support employees to effectively manage and operate the district and its schools. This policy establishes the manner in which necessary reductions of staff shall be accomplished.[1][2][3]

In the exercise of its authority to reduce staff through suspensions (furloughs) and elimination of positions, the Board shall give primary consideration to the staffing needs of the district, the effect upon the educational program and the financial stability of the district, and shall ensure compliance with law, regulations, collective bargaining agreements, individual contracts and Board resolutions.[4][5][6]

The Board shall not prevent any professional employee from engaging in another occupation during the period of suspension.[5]

Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended.[5]

Delegation of Responsibility

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

The Superintendent shall consult with the district solicitor as necessary to ensure that reduction of staff is implemented in accordance with applicable laws.[4][5]

Guidelines

Employees Other Than Professional Employees and Temporary Professional Employees

The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the school district, subject to limitations and procedures provided for in collective bargaining agreements, if any.

Temporary Professional Employees

The employment status of a temporary professional employee may be nonrenewed when the employee's position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any.

Professional Employees

The necessary number of professional employees may be suspended for the following reasons:[4]

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

Economic Suspension Requirements -

The Board may suspend professional employees for economic reasons if all of the following apply:[4]

1. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting.
2. No later than sixty (60) days prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:
 - a. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed suspensions,

including:

- i. The total cost savings expected from the proposed suspensions.
- ii. A description of other cost-saving actions taken by the Board, if any.
- iii. The projected district expenditures for the following fiscal year with and without the proposed suspensions.
- iv. The projected total district revenues for the following fiscal year.
- b. The number and percentage of employees to be suspended who are:
 - i. Professional employees assigned to provide instruction directly to students.
 - ii. Administrative staff.
 - iii. Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.
- c. The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on student achievement.

Professional Employees Assigned to Provide Instruction Directly to Students -

Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Board only if the Board also suspends at least an equal percentage proportion of administrative staff, except when all of the following apply:[4]

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

The Board may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or another staff member with the primary responsibility of managing the district's business operation.[4]

Order of Suspensions

Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions.[7][8]

Performance Evaluation Rating -

Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations:[5][7][8]

1. Consecutive unsatisfactory ratings.

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

Seniority -

When the number of professional employees within each certification area receiving the same performance rating is greater than the number of suspensions, professional employees with the least seniority within each certification area shall be suspended before employees with greater seniority having the same performance rating.[5]

In addition, professional employees shall be realigned to ensure that employees with more seniority have the opportunity to fill other positions within the district for which they are certified and which are currently filled by less senior employees with the same or lower overall performance rating.

Seniority shall continue to accrue during a suspension and all approved leaves of absence.[5]

When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation.[5]

Reinstatement

Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the district, in the inverse order by which they were suspended and on the basis of their seniority within the district.[5]

No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certified to fill such vacancy.[5]

Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.[5]

To be considered available, suspended professional employees shall annually report in writing to the Board their current address and intent to accept the same or similar position when offered.[5]

A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.[5]

Local Agency Law Hearings

The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law, and a professional employee subject to such a decision shall have the right to a Local Agency Law hearing before the Board, if a hearing is requested within ten (10) days after being notified of suspension.[5][9]

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

Legal

1. 22 PA Code 4.4
2. 24 P.S. 1106
3. 24 P.S. 406
4. 24 P.S. 1124
5. 24 P.S. 1125.1
6. 24 P.S. 524
7. 24 P.S. 1123
8. Pol. 313
9. 2 Pa. C.S.A. 551 et seq

Book	Policy Manual
Section	300 Employees
Title	Performance Assessment of Superintendent/Assistant Superintendent
Code	312
Status	From PSBA
Adopted	

Authority

The Board shall conduct a formal written performance assessment of the Superintendent and Assistant Superintendent(s) annually as required by law. A timeframe for the assessment shall be included in the employment contract.[1]

The employment contract shall include objective performance standards mutually agreed to in writing by the Board and the Superintendent and by the Board and the Assistant Superintendent. The objective performance standards may be based upon any or all of the following:[1]

1. Achievement of annual measurable objectives established by the district.
2. Achievement on Pennsylvania System of School Assessment (PSSA) tests.
3. Achievement on Keystone Exams.
4. Student growth as measured by the Pennsylvania Value-Added Assessment System.
5. Attrition rates or graduation rates.
6. Financial management standards.
7. Standards of operational excellence.
8. Any additional criteria deemed relevant and mutually agreed to by the Board and Superintendent or Assistant Superintendent(s).

The mutually agreed upon performance standards shall be posted on the district website.[1]

Upon completion of the annual performance assessment, the date of the assessment and whether or not the Superintendent and Assistant Superintendent(s) have met the agreed upon objective performance standards shall be posted on the district website.[1]

Legal

1. 24 P.S. 1073.1

24 P.S. 1080

Pol. 302

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313
Status	From PSBA
Adopted	

Purpose

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.

Authority

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions and state law and regulations.[1][2][3][4]

The Board shall be informed periodically about the results of evaluations.

Delegation of Responsibility

The Superintendent or designee shall develop plans for the evaluation of district employees to be submitted for Board approval.

The Board authorizes the Superintendent to develop a Differentiated Supervision model for professional employees in accordance with the Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.

The Superintendent shall ensure that evaluation plans are reviewed periodically and updated as necessary.

Evaluations shall be performed by the Superintendent or by an administrator, supervisor, or principal who has supervision over the work of the employee being evaluated and is designated by the Superintendent to perform the evaluation.

Guidelines

The evaluation plan for professional employees and temporary professional employees

shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education.[2][3][4]

Professional employees are required to be evaluated at least once each year.[3]

Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of "needs improvement" issued by the district within ten (10) years of the first overall rating of "needs improvement" where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Superintendent.

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.

Legal

1. 24 P.S. 510
2. 24 P.S. 1108
3. 24 P.S. 1123
4. 22 PA Code 19.1
- 24 P.S. 1122
- 22 PA Code 19.1 et seq

Book	Policy Manual
Section	300 Employees
Title	Physical Examinations
Code	314
Status	From PSBA
Adopted	

Purpose

In order to certify the fitness of administrative, professional and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, the Board shall require physical examinations of all district employees prior to beginning employment and may require health monitoring to prevent the transmission of communicable diseases in the school setting.

Definitions

A physical examination, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.

Health monitoring, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.

Authority

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law and as the Board may require.[1][2][3]

The Board requires that all employees undergo a tuberculosis examination provided by the district upon initial employment, in accordance with regulations of the PA Department of Health.[1][4]

The Board may require an employee to undergo a physical examination at the Board's request.[1]

An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.[5][6]

Guidelines

Health Monitoring and Communicable Diseases

The district may require employees to participate in health monitoring by designated staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.[7]

An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[7]

Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment, and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions. Employees may return to school facilities when the criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.[8][9][10][11]

Delegation of Responsibility

The results of all required physical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.

Medical records and other health information of an employee shall be maintained confidentially and kept in a file separate from the employee's personnel file.[3][12]

Legal

1. 24 P.S. 1418
2. 28 PA Code 23.43
3. 42 U.S.C. 12112
4. 28 PA Code 23.44
5. 24 P.S. 1419
6. 28 PA Code 23.45
7. Pol. 104
8. 28 PA Code 27.71
9. 28 PA Code 27.72
10. Pol. 334
11. Pol. 335
12. 42 U.S.C. 2000ff et seq
- 24 P.S. 1416
- 42 U.S.C. 12101 et seq

U.S. Equal Employment Opportunity Commission – Guidance on COVID-19, ADA,
Rehabilitation Act and Other Equal Employment Opportunity Laws

U.S. Equal Employment Opportunity Commission – Questions and Answers on Religious
Discrimination in the Workplace

Book	Policy Manual
Section	300 Employees
Title	HIV Infection
Code	314.1
Status	From PSBA

Adopted

Purpose

The Board is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional and support staff employed by the district.

Definitions

AIDS - Acquired Immune Deficiency Syndrome.[1]

HIV Infection - refers to the disease caused by the HIV or human immunodeficiency virus.

Infected employee - refers to district employees diagnosed as having the HIV virus, including those who are asymptomatic.

Authority

The Board directs that the established Board policies and procedures and administrative regulations relative to illnesses among district employees shall also apply to infected employees.[2][3][4][5]

The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.

Delegation of Responsibility

The Superintendent or designee shall be responsible for developing and releasing information concerning infected employees.

All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.[6]

Building principals shall notify district employees, students and parents/guardians about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Board policies, collective bargaining agreements, individual contracts and the retirement system.[3][4][5][6]

Guidelines

Confidentiality

District employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.[7]

Infection Control

Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.

The school district shall maintain reasonably accessible equipment and supplies necessary for infection control.

Employees shall notify the school nurse of all incidents of exposure to bodily fluids.

Staff Development

The district shall provide opportunities for employees to participate in inservice education on HIV Infection.

Designated district employees may receive additional, specialized training appropriate to their positions and responsibilities.

Legal

1. 35 P.S. 7603
 2. 24 P.S. 510
 3. Pol. 334
 4. Pol. 335
 5. Pol. 339
 6. Pol. 104
 7. 35 P.S. 7607
- 35 P.S. 7601 et seq

Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	From PSBA
Adopted	

Authority

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[1][2]

The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[3][4]

When demotion or dismissal charges are filed against a certified administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertified administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.[5][6][7][8][9][10][11][12]

Delegation of Responsibility

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[3]

When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.[2]
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[13]
6. Use of profane or abusive language.

7. Breach of confidential information.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.[6]
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.[6]
11. Violation of federal, state, or applicable municipal laws or regulations.[6]
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and/or pursuit of civil and criminal sanctions.[6][14]

Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[15][16]

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[17]

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[15]

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[17]

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[15][17]

Legal

1. 22 PA Code 235.10
2. Pol. 824
3. 24 P.S. 510
4. 24 P.S. 514
5. 24 P.S. 1121
6. 24 P.S. 1122
7. 24 P.S. 1126

8. 24 P.S. 1127
9. 24 P.S. 1128
10. 24 P.S. 1129
11. 24 P.S. 1130
12. 2 Pa. C.S.A. 551 et seq
13. Pol. 351
14. 24 P.S. 1151
15. 24 P.S. 111
16. 24 P.S. 2070.9a
17. 23 Pa. C.S.A. 6344.3
24 P.S. 2070.1a et seq
22 PA Code 235.1 et seq
23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Educator Misconduct
Code	317.1
Status	From PSBA

Adopted

Purpose

The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.

Authority

The Board requires certified district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[1][2]

Definitions

Educator - shall mean a person who holds a certificate.[3]

Certificate - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[3]

Sexual Abuse or Exploitation - shall mean any of the following:[4]

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or

sexual exploitation.

Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[3]

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

Delegation of Responsibility

Duty to Report

The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator:[5]

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that they have caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services).[6]
7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and their immediate supervisor, within fifteen (15) days of discovery of such misconduct.[5]

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.[5]

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in

the manner prescribed in Board policy.[5][7][8]

Failure to comply with the reporting requirements may result in professional disciplinary action.[9]

Guidelines

Investigation

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.[10]

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.[10]

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[10]

Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. To the extent feasible, investigations pursuant to discrimination policies shall be conducted jointly with investigations by the district of educator misconduct.[11][12]

Confidentiality Agreements

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[10]

Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the

Educator Discipline Act shall remain confidential unless or until public discipline is imposed.[13]

Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[14]

Legal

1. 22 PA Code 235.1 et seq
2. 24 P.S. 2070.1a
3. 24 P.S. 2070.1b
4. 23 Pa. C.S.A. 6303
5. 24 P.S. 2070.9a
6. Pol. 806
7. 24 P.S. 111
8. Pol. 317
9. 24 P.S. 2070.9c
10. 24 P.S. 2070.11
11. Pol. 103
12. Pol. 104
13. 24 P.S. 2070.17b
14. 24 P.S. 2070.17a
- 23 Pa. C.S.A. 6301 et seq
- 24 P.S. 2070.1a et seq

Book	Policy Manual
Section	300 Employees
Title	Attendance and Tardiness
Code	318
Status	From PSBA

Adopted

Authority

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[1][2]

The district shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.[3][4][5][6]

Delegation of Responsibility

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

Legal

1. 24 P.S. 510
2. Pol. 332
3. Pol. 334
4. Pol. 335
5. Pol. 336
6. Pol. 339

Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	From PSBA

Adopted

Authority

The Board recognizes that administrative, professional and support employees do have the right to private lives and associations with others outside of school. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.[1]

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

Delegation of Responsibility

The Superintendent or designee shall disseminate this policy and administrative regulations so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

Guidelines

The following guidelines are provided for the direction of all employees:

1. Employees shall not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the district.
2. Employees shall not use school property or school time to solicit or accept customers for private enterprises.
3. Employees shall not use school time for outside activities when there is no valid reason to be excused from assigned duties.

Legal

1. 24 P.S. 510

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

Adopted

Authority

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

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

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

1. Refrain from comments that would interfere with the maintenance of student discipline.
2. Refrain from making public statements about the district known to be false or made without regard for truth or accuracy.
3. Refrain from making threats against co-workers, supervisors or district officials.

Violations of this policy may result in appropriate disciplinary action.

Legal

1. 24 P.S. 510
Pol. 317

Book	Policy Manual
Section	300 Administrative Employees
Title	Exit Interviews
Code	308.1
Status	Active
Adopted	January 24, 2000

Purpose

The Board recognizes retention of employees creates stability and continuity within a school district.

When an employee leaves, either voluntarily or involuntarily it is important for the Board to know the reason for the separation.

Exit interviews provide a way for the Board and Administrators to gain insights into problems, difficulties, and dissatisfaction that might not otherwise come to the District's attention.

Exit interviews also provide an opportunity to clarify pay issues, benefits and explain District policies relating to departing employees.

Guidelines

Exit interviews with the Director of Personnel will be scheduled with all departing employees when possible after the letter of resignation is received.

During the interview, pay and benefit issues will be clarified, arrangements for the return of District materials and equipment will be made, and reasons for the termination and future plans of the departing employee will be reviewed.

The Director of Personnel will complete the Spring-Ford Area School District employee separation report (attached) and review any employment-related problems with the Superintendent.

When needed, constructive feedback will be given to the appropriate administrators by the Superintendent.

Book	Policy Manual
Section	300 Administrative Employees
Title	Abolishing A Position
Code	310
Status	Active
Adopted	March 25, 1991

Purpose

It is the responsibility of the Board to provide the administrative staff necessary for the implementation of the educational program for the children of the district and for the proper operation of the schools and to do so efficiently and economically.[\[1\]](#)

The Board recognizes its responsibility to maintain administrative staff positions consistent with the needs of the district.[\[2\]](#)

Authority

In the exercise of its authority to reduce staff or abolish positions, the Board shall give primary consideration to the effect upon the educational program.

Guidelines

The abolishment of administrative positions may be brought about by many facts, such as decline in student enrollment, changes in the organization structure of the district, changes in the physical facilities of the district, or the need for operating economies.

Delegation of Responsibility

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

Reduction in staff as a result of the abolishment of positions shall be in accordance with law and the procedures set forth in Board Policy 311.[\[3\]](#)

Legal	1. 24 P.S. 1106
	2. 24 P.S. 1124
	3. Pol. 311

Book	Policy Manual
Section	300 Administrative Employees
Title	Disqualification By Reason Of Health
Code	315
Status	Active
Adopted	March 25, 1991

Purpose

Consistent with law with respect to equal opportunity and nondiscrimination, it is the policy of the Board to ensure that the programs and operations of this district are administered by individuals physically and mentally fit for the duties assigned.

Authority

An administrator may be placed on sick leave or retired for physical or mental disability that makes him/her unfit to perform assigned duties.[\[1\]](#)

Guidelines

When an administrator, in the opinion of the Superintendent, is unfit to perform assigned duties in this district by reason of physical or mental condition, the following procedures shall be followed:

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

The hearing will be privately held.

Staff members may present witnesses on their behalf.

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

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

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

4. Should the Board, following a hearing, order an examination, said examination may be conducted by a physician(s) selected by the employee from a list provided by the Board.[\[2\]](#)
5. The examination shall be conducted within 10 days following the hearing.
6. If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on mandatory sick leave for such period as may be indicated and

with such compensation to which s/he is entitled until proof of recovery, satisfactory to the Board is furnished.

7. Should an employee refuse to submit to examination following the exhaustion of proper appeals, the Board shall consider such as cause for dismissal.

Legal

1. 24 P.S. 1122

2. 24 P.S. 1418

Book	Policy Manual
Section	300 Employees
Title	Nontenured Employees
Code	316
Status	Active
Adopted	March 25, 1991
Last Revised	February 22, 2021

Authority

It is the policy of the Board that certain administrative and professional staff members shall be employed with the understanding that the assigned job functions are not governed by tenure law.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Nontenured administrative and professional employees shall include any position in which provision for tenure is not made by law.[\[1\]](#)[\[2\]](#)

Legal	1. 24 P.S. 1101
	2. 24 P.S. 1089
	3. 24 P.S. 510

Book	Policy Manual
Section	300 Administrative Employees
Title	Conflict Of Interest
Code	319.1
Status	Active
Adopted	June 19, 2006

Purpose

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

Authority

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

Scope

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

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

Definitions

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

Guidelines

Prohibited Activities

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

Delegation of Responsibility

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

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

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

Legal

1. 65 Pa. C.S.A. 1101 et seq
2. Pol. 317

Book	Policy Manual
Section	300 Administrative Employees
Title	Management Team
Code	327
Status	Active
Adopted	March 25, 1991

Purpose

The Board recognizes the importance of maintaining an effective Management Team to strengthen the administration and educational programs of the district, and to establish and improve communications, decision-making, conflict resolution, and other relationships among the members of the Team.

Authority

While the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Board ultimately to make decisions as prescribed by law.

Definitions

For purposes of this policy, the terms herein shall have the following definitions:

1. Management Team Concept - is a means whereby educational policies and administrative procedures that define the district's programs and operations are arrived at through shared responsibility and authority.
2. Management Team - is composed of the Superintendent and administrative, supervisory, and administrative support personnel who have significant responsibilities for formulating district policies or administering district programs; and in addition:
 - recommend employment, transfer, suspension, discharge, layoff, recall, promotion, assignment, compensation, or discipline of employees;
 - direct and supervise other employees;
 - evaluate employees; and
 - adjust complaints.
3. Management Employees - refers to those members of the Management Team.

Guidelines

The objectives of the district's Management Team are:

to provide input into all policies which directly affect management employees in the administration of the school district by assisting in the development of the educational goals and objectives of the district;

applying all available knowledge to the improvement of district services;

providing input into the development of district and department financial plans and budgets;

providing input into the labor relations policies and practices of the district;

evaluating proposals made by other employees and making recommendations on the district's response; and

providing open and frequent communication among members of the Team.

Delegation of Responsibility

The Superintendent shall prepare administrative guidelines for the operation of the Management Team.