

On February 4, 2004, the January board meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I:

Region II: Ammon Morgan, Janet A. Stokes and
Donna L. Williams

Region III: Joseph P. Ciresi, Ed Cummins
and Richard J. Schroeder

Presiding Officer: Michael Masciandaro

Solicitor: Bonnie Sheehan, Esq.

Mr. Masciandaro announced that he would be presiding over the meeting in Mr. Pettit's absence. He noted that the meeting was being held in February because the January 26 meeting was cancelled due to weather conditions. Mr. Masciandaro also announced that the board held an executive session regarding litigation.

III. PRESENTATION

- A. Harold E. Stanley, secretary of the Limerick Lions Club, presented a check to the Spring-Ford Area School District for the establishment of a scholarship in the named: the Limerick Lions Club/Franklin Roth Scholarship.

IV. MOTION

Mrs. Williams made a motion to approve Item A. Mrs. Stokes seconded it. It was approved unanimously by the board.

- A. The board approved of the Limerick Lions Club's check (meeting 1/26/2004) to the School District for a scholarship fund account in the name of 'Limerick Lions Club/Franklin Roth Scholarship'. The annual award will be based on the interest earned in the fund. The selection criteria will be forward to the district, for a senior pursuing higher education in a college/university.

V. PUBLIC COMMENT

Jan Covington, Spring City
Said that he heard that the electrical contractor working on the Intermediate School was no longer on site. Mr. Cooper confirmed that and said that another firm had been hired and that the work was being coordinated by a single prime contractor.

VI. APPROVAL OF MINUTES

Mrs. Stokes made a motion to approve Items A-D. Mr. Cummins seconded it. It was approved 7-0.

- A. The board approved of the November 17, 2003 work session minutes.
- B. The board approved of the November 24, 2003 board meeting minutes.
- C. The board approved of the December 1, 2003 board organizational meeting minutes.
- D. The board approved of the December 22, 2003 special meeting minutes.

VII. PERSONNEL

Mr. Cummins made a motion to approve Items A-K, excluding Item D. Mrs. Williams seconded it. The board approved the motion unanimously.

- A. The individual(s) listed below have completed three years of satisfactory service as temporary professional employee(s) and are, therefore, entitled to tenure status. The **Public School Code** requires that a record of this accomplishment be incorporated in the Minutes of this Board of School Directors. Board officers authorized the execution and presenting of a **professional employee** contract to:
 - Karen Davis Elementary
 - Kristin Rouyer French
- B. Administration recommends approval of the following **resignations**, with regret:
 - 1. **John A. Brennan**, 7th Grade Boys' Basketball Coach, effective September 15, 2003.
 - 2. **Patrick M. Connors**, Intramural Baseball Coach at the High School, effective December 8, 2003.
 - 3. **Kristine L. Gammon**, Secretary for Staff Development at the Middle School, effective December 11, 2003.
 - 4. **Lisa Wildauer**, Instructional Assistant at the Intermediate School, effective December 12, 2003.
 - 5. **Bradford Brunner**, Instructional Assistant at the High School, effective January 15, 2004.

- C. The board approved of the following **Leave of Absences**:
1. **Carol Lippy**, 2nd grade teacher at Upper Providence Elementary School, for a continued leave of absence in accordance with Board Policy, effective January 6, 2004.
 2. **Meghan Mozi**, 6th grade Language Arts/Social Studies teacher at the Intermediate School, for a leave of absence in accordance with the Professional Agreement, effective tentatively March 26, 2004 for the remainder of the 2003/2004 school year.
 3. **Joy Needles**, 2nd grade teacher at Brooke Elementary School, for a leave of absence in accordance with the Professional Agreement, effective tentatively February 17, 2004 for the remainder of the 2003/2004 school year.
 4. **Yvonne O'Dea**, Music Teacher at the Middle School, for a leave of absence in accordance with the Professional Agreement, effective tentatively April 8, 2004 for the remainder of the 2003/2004 school year.
 5. **Barbara Urner**, Gifted Support Teacher for the District, for a leave of absence in accordance with Board Policy, effective December 1, 2003.
 6. **George Vermuth**, Instructional Asst. for Technology at the High School, for an extended Uncompensated Leave of Absence from January 1 through March 31, 2004.
- E. The board approved of **Marquerite A. Hartman**, Pottstown, PA, as a Temporary Professional Employee, for the Elementary position teaching 2nd grade at Brooke Elementary School replacing Susan Godshalk who resigned. Ms. Hartman is a graduate of West Chester University with certification in Elementary Education. Ms. Hartman is currently a Long Term Substitute Teacher with the district. Compensation will be set at \$36,000, BS, Step 2, with benefits as per the Collective Bargaining Agreement, effective January 27, 2004.
- F. The board approved of the following **Long Term Substitute Teachers**:
1. **Agnes Bolyn**, Norristown, PA, for the 5th grade Learning Support Teacher position at the Intermediate School replacing Kristen Morrow who is on a leave of absence until the end of the 2003/2004 school year. Ms. Bolyn is a graduate of Arcadia University with certification in Special Education and Business/Computer Information Technology. Ms. Bolyn is currently a per diem substitute for the district. Compensation will be set at \$38,200, MS, Step 1, prorated with benefits, effective January 27, 2004.

2. **Jennifer Donovan**, Lafayette Hill, PA, for the 5th grade position at the Intermediate School replacing Regina Hoff who will be on a Professional Development Leave of Absence until the end of the 2003/2004 school year. Ms. Donovan is a graduate of Indiana University of Pennsylvania with certification in Elementary Education. Compensation will be set at \$35,500, BS, Step 1, with benefits, effective January 27, 2004.
- G. The board approved of the following **independent contract(s)**:
1. **Baylin Artists Management, Inc.**, Doylestown, PA, to perform two one-hour performances in connection with Red Grammar. The total cost will not exceed \$1,250 and will be effective on February 27, 2004. Funding will be from the Artist in Residence budget.
 2. **Great Valley Nature Center**, DeVault, PA, to present an educational program for Kindergarten students entitled "Winter Wonders". The total cost will not exceed \$142 and will be effective on January 9, 2004. Funding will be from the Royersford PTO.
 3. **Perkiomen Watershed Conservancy**, Schwenksville, PA, to present an environmental education program entitled "Winter Secrets - Animals in winter" for the Kindergarten students at Upper Providence Elementary School. The total cost will not exceed \$725 and will be effective during the month of February 2004. Funding will be from the Upper Providence Home and School Association.
 4. **Metamorphosis Performing Company** to present three performances at the Spring-Ford Intermediate School on February 4, 2004. The cost of the program will not exceed \$1,000.00 and will be paid for with funds allocated in the 2003 – 2004 Curriculum and Instruction Budget.
 5. **Tom Stecher**, Malvern, PA to provide a workshop for administrators, psychologists and counselors on March 19, 2004 as part of the district's in-service program. The cost of this program will not exceed \$500.00 and will be paid for with funds allocated in the 2003 – 2004 Curriculum and Instruction Budget.
 6. **Dr. Jennifer Means**, Landenberg, PA to present a workshop for speech therapists on January 27, 2004 focusing on the developmental scale for articulation and language disorder and techniques for the remediation of stuttering. The cost of this program will not exceed \$400.00 and will be paid for with funds allocated in the 2003 -2004 Staff Development Budget.

7. **Holy Family Villa Academy**, Ambler, PA to provide a Special Education student an alternative placement for instruction per IEP for the remainder of the 2003 – 2004 school year. The total contract is based upon a per diem rate of eighty-three dollars (\$83) for one hundred and three days (103), not to exceed eight thousand six hundred dollars (\$8,600) and will be in full force and effective on January 5, 2004. The cost associated with this contract will be paid for with funds allocated in the 2003 – 2004 Alternative Education Budget.
8. **Glen Mills School Alternative Education Program**, Concordville, PA to provide a Special Education student an alternative placement for instruction per IEP for the remainder of the 2003 – 2004 school year. The total contract is based upon a per diem rate of ninety-two dollars and twenty-five cents (\$92.25) for one hundred and four days (104), not to exceed nine thousand six hundred dollars (\$9,600) and will be in full force and effective on January 12, 2004. The cost associated with this contract will be paid for with funds allocated in the 2003 – 2004 Alternative Education Budget.
9. **Ken-Crest Company**, Pottstown, PA to provide a Special Education student transition/work experience per IEP for the remainder of the 2003 – 2004 school year. The total contract is based upon a per diem rate of sixty-one dollars and twenty cents (\$61.20) for forty-five days (45), not to exceed two thousand seven hundred and fifty-four dollars (\$2,754) and will be in full force and effective on January 14, 2004. The cost associated with this contract will be paid for with funds allocated in the 2003 -2004 Special Education Budget.
10. **Ms. Karen Raudenbush**, Collegeville, PA to provide Applied Behavior Analysis support for a Special Education student as part of the student's IEP. Direct intervention services, consultation and training will be provided to parents and school staff not to exceed three hundred and twelve hours (312) between 12/01/03 and 6/30/04 at twenty dollars per hour (\$20). The total contract will not exceed a total of Six thousand two hundred and forty dollars (\$6,240). The cost associated with this contract will be paid for with funds allocated in the 2003 – 2004 Federal IDEA Allotment.
11. **Vision Quest National, Ltd**, Coatesville, PA to provide a Special Education student an alternative placement for instruction per IEP for the remainder of the 2003 – 2004 school year. The total contract is based upon a per diem rate of one hundred seventy dollars and eighty-eight cents (\$170.88) for one hundred and sixty-seven days (167), not to exceed twenty-eight thousand five hundred thirty-six dollars and ninety-six cents (\$28,536.96) and will be in full force and effective on January 15, 2004. The cost

associated with this contract will be paid for with funds allocated in the 2003 – 2004 Special Education Budget.

12. **Lincoln Academy**, Bridgeport, PA to provide a Special Education student an alternative placement for instruction per IEP for the remainder of the 2003 – 2004 school year. The total contract is based upon a per diem rate of one hundred forty-one dollars (\$141) for thirty days (30), not to exceed four thousand two hundred thirty dollars (\$4,230) and will be in full force and effective on January 7, 2004. The cost associated with this contract will be paid for with funds allocated in the 2003 – 2004 Alternative Education Budget.
- H. The board approved of the following **extra-curricular/supplemental contract(s)** for the **High School**:
1. **John E. Eckstine, Jr.**, Jazz Ensemble Coach, \$3,668, Code 2.
 2. **Kevin Donnelly**, Boys' Head Lacrosse Coach, \$3,668 Code D
 3. **Abbey Smith**, Boys'/Girls' Track Coach, \$2,477, Code F
 4. **Jessica A. Beekley**, Asst. Cheerleading Coach-Winter (Basketball/Wrestling), Code H (*replacing Brandie Moroskie who resigned*)
 5. **Karen D'Orazio**, Winter Track Club Advisor, \$1,140, Code J
 6. **Jamie Scheck**, Intramural Baseball Coach, \$526, Code LB (*replacing Patrick Connors who resigned position*)
- I. The board approved of the following **extra-curricular/supplemental contract(s)** for the **Middle School**:
1. **Gerald Hollingworth**, 7/8th grade Asst. Track Coach, Code I, \$1,450
 2. **Richard Harrison**, Weightlifting Session 1, Code L-C, \$312
 3. **Richard Harrison**, Weightlifting Session 2, Code L-C, \$312
- J. The board approved of the following **Professional substitutes**:
1. **Barbara C. Andress**, Royersford, PA, Elementary Education from Kutztown University.
 2. **Agnes Bolyn**, Norristown, PA, Business/Computer Information Technology from Arcadia University.
 3. **Janet M. Dombay**, Pottstown, PA, Elementary Education from West Chester State College.
 4. **Jennifer Donovan**, Lafayette Hill, PA, Elementary Education from Indiana University of Pennsylvania.
 5. **Katie L. Horning**, Royersford, PA, Social Studies from Lock Haven University.

6. **Zita M. Millichap**, Royersford, PA, Elementary Education from Immaculata College.
 7. **Brandy Nelson**, Mont Clare, PA, Elementary Education from Shippensburg University.
 8. **Michelle L. Romano**, Collegetown, PA Elementary Education from West Chester University.
- K. The board approved of the following **Support Staff substitutes**:
1. **Sharon Deitrick**, Royersford, PA, Food Service.
 2. **Michelle B. Lee**, Collegetown, PA, Office/Clerical, Instructional/Clerical Asst., Playground/Lunchroom Asst., and Library Asst.
 3. **Elaine Leaser**, Graterford, PA, Custodian/Maintenance.
 4. **Patricia McCormick**, Limerick, PA, Instructional/Clerical Asst., Playground/Lunchroom Asst., & Food Service.
 5. **Alan T. Schultz**, Pottstown, PA, Custodian/Maintenance.
 6. **Thomas Shaner**, Spring City, PA, Custodian/Maintenance.
 7. **Sarah Weaver**, Pottstown, PA, Instructional/Clerical Asst., Playground/Lunchroom Asst.
 8. **Lisa Wildauer**, Royersford, PA, Instructional Assistant.

Mr. Schroeder asked for an overview of the new administrator. Dr. Coale said that Ms. Bradley comes with a great deal of experience and confidence. She has worked as a supervisor of curriculum, has a double major, and will replace Tina Weidenbaugh who will be 7th grade principal at the new 5-6-7 school. Mr. Schroeder made a motion to approve Item D. Mrs. Stokes seconded it. It was approved unanimously by the board.

- D. The board approved of **Orathia T. Bradley**, Norristown, PA, for the Assistant Principal position at the High School replacing Tina Weidenbaugh who has accepted the new Principal position at the Flex School. Ms. Bradley holds certification in English and Principal K-12; and is a graduate of Temple University with a Bachelor of Science in Secondary Education and English; and is also a graduate of Cheyney University holding a Master's of Education in Educational Administration and Supervision, and a second Master's of Science in Adult and Continuing Education. Compensation will be set at \$90,963.25 with benefits as per the Administrators' Plan, effective tentatively April 1, 2004.

VIII. FINANCE

Mr. Cummins questioned a check made out to a limo service. Mr. Anspach said that it was for transportation of a special education child and most likely was a van. Mrs. Stokes made a motion to approve all items with the exception of Item O 5. Mrs. Williams seconded it. The board approved the motion unanimously.

- A. The board approved of Demoulin Brother & Co. as the successful bidder for the Middle School Band Uniforms at a price of \$35,720.17. The order is for 130 band uniforms with 2 sets of trousers (white and navy). As you recall, the original bids for band uniforms were rejected and new bids issued because specifications were too general. Ms. Jennings made two board presentations to present styles of the band uniforms and reviewed the conditions of the current uniforms. The board established a cost limit to not exceed \$37,000.

- B. The board approved of purchase equipment for the new Upper Providence Middle/Intermediate building by bidding: receiving quotes; buying from IU contracts; buying from State Contracts; purchasing from PEPPM; that meets the school code requirements. PLANCON G has \$3,000,000 allocated for equipment.

- C. The board approved of acceptance of the Independent Audit Report as submitted form Hutchinson, Gorman & Feeh for the fiscal year 2002/2003. Each board member has received their copy and a display copy is available at the district office. The audit report had no material weaknesses or reportable conditions; therefore the audit report is considered a very favorable report for the district.

- D. The board approved extension of the Transportation contract with Levy/Custer's Garage for the 2004/05 school year. The Contract allows the district to extend the contract beyond the 3 years, ending June 2004, with an option available for 2 additional years (2004/2005 and 2005/2006) based on the Phila. Consumer Price Index of December 31. A comparison summary of the transportation cost of surrounding district was presented to the Finance committee and based on this data it was in the best interest of the district to continue with the option on another year. The final option extension for year 2005/2006 will be considered during school year 2004/2005. (See attached Rate Report.)

- E. The board approved of the following **exonerations** from the per capita tax for 2003-2003:

Limerick Township	No. 16-17
Royersford Borough	No. 25-34
Spring City Borough	No. 20-21
Upper Providence Township	No. 45-49

- F. The board approved of the following **additions/deletions** from the per capita tax for 2003-2004:

Limerick Township Additions	No. 1-158
Limerick Township Deletions	No 1-905
Royersford Borough Additions	No. 1-57
Royersford Borough Deletions	No. 1-228
Spring City Borough Deletions	No. 1-103

- G. The board approved of the **Cafeteria Listing** of Bills:

Checks #4849-4894	\$174,280.14
Checks #4895-4934	\$193,897.03

- H. The board approved of the following Treasurers' Reports:

Money Market – November 30, 2003
 Checking Accounts – November 30, 2003
 General Fund – November 30, 2003
 PSDMAX General Fund – November 30, 2003
 Payroll Account – November 30, 2003
 Tax Account – November 30, 2003
 Investments – Flex CD – November 30, 2003
 PLGIT – November 30, 2003
 Capital Reserve Fund – November 30, 2003
 Debt Service Fund – November 30, 2003
 Note of 2000 – November 30, 2003
 Note of 2002 – November 30, 2003
 Note of 2003 – November 30, 2003
 Athletic Fund – November 30, 2003
 High School Activity Account – November 30, 2003
 Middle School Activity Account – November 30, 2003
 Investment Schedule – General Fund – November 30, 2003
 Capital Reserve – November 30, 2003

Money Market – December 31, 2003
 Checking Accounts – December 31, 2003
 General Fund – December 31, 2003
 PSDMAX General Fund – December 31, 2003
 Payroll Account – December 31, 2003
 Tax Account – December 31, 2003
 Investments – Flex CD – December 31, 2003
 PLGIT – December 31, 2003
 Capital Reserve Fund – December 31, 2003
 Debt Service Fund – December 31, 2003
 Note of 2000 – December 31, 2003
 Note of 2002 – December 31, 2003
 Note of 2003 – December 31, 2003
 Athletic Fund – December 31, 2003
 High School Activity Account – December 31, 2003
 Middle School Activity Account – December 31, 2003

Investment Schedule – General Fund – December 31, 2003
 Capital Reserve – December 31, 2003
 Use of Facilities Report – December 31, 2003
 Cafeteria M/M Account – November 30, 2003
 Cafeteria M/M Account – December 31, 2003
 Cafeteria Checking Account – November 30, 2003
 Cafeteria Checking Account – December 31, 2003

I. The board approved of the following reports:

Cafeteria Savings Schedule
 Cafeteria Investment Schedule
 Cafeteria Profit and Loss Statement: October 31, 2003
 Cafeteria Profit and Loss Statement: November 30, 2003
 Cafeteria Profit and Loss Statement: December 2003
 Cafeteria Participation Report

J. The board approved of payment for the following invoices for the month of **JANUARY**, in connection with the **SERIES G.O.B. 2000**:

1. INTERMEDIATE SCHOOL/MIDDLE SCHOOL PROJECT

Nave Newell, Inc.	Professional Service	\$ 11,027.40
Fox Rothschild LLP	Professional Service	\$ 9,951.33
R.M. Shoemaker	Applic. #24- General Contractor	\$ 780,485.00
U.S. Engineering Lab	Asphalt Paving Inspection	\$ 1,092.48
Franklin Chemical	14 Nilfisk Bac Pac Vacuums	\$ 7,280.00
Genesis II, Inc.	2 Wet/Dry Vacuum w/Access.	\$ 1,058.00
Grainger	Misc.Custodial Equipment (4 Inv)	\$ 3,346.07
Galer Hillyard Inc.	Misc. Custodial Equipment (2 Inv)	\$ 49,911.24
Nave Newell Inc.	Professional Services	\$ 2,558.75
Schiller & Hersh Inc.	Professional Services	\$ 28,405.00
School Specialty	Pencil Sharpeners (248) 2 Inv.	\$ 3,245.52
Zimmerman, Inc.	2 Buffers, 2 Scampers w/Brushes	
	2 Hawk Floor Machines	\$ 5,000.00
*Indco, Inc.	Pallet Jacks, Drum Hand Truck	\$ 849.00
*Sanitary Supply Co	2 Stallion Carpet Extractors	\$ 4,560.00
*R.M. Shoemaker	Applic. #25- General Contractor	\$ 174,343.34
	TOTAL	\$1,083,113.13

2. UPPER PROVIDENCE ELEMENTARY SCHOOL

Bound to Stay Bound	Library Books (123)	\$ 2,083.90
Demco Inc.	Cramer Library Ladder	\$ 536.54
Fox Rothschild LLP	Professional Services	\$ 9,656.33
Nave Newell, Inc.	Professional Services	\$ 11,027.39
Follett Library Corp	Library Books (357)	\$ 5,151.61
Scholastic Library	Library Books	\$ 6,011.00
N.P. Pipino Assoc	8 Da-Lite Screens w/h Brackets	\$ 472.24
R.M. Shoemaker	Applic. #22- General Contractor	\$ 156,542.00
Zeswitz Music	Alto Xylophone (1)	\$ 381.00
	TOTAL	\$ 191,862.01

- K. The board approved of payment for the following invoices for the month of **JANUARY**, in connection with the **SERIES G.O.B. 2002:**

1. WINNIES PROJECT

Fox Rothschild LLP	Professional Services	\$ 3,145.00
Limerick Township	Application Fee	\$ 1,311.78
Bursich Associates	Professional Services	\$ 4,447.84
Haines & Associates	Professional Services	\$ 320.00
*Schiller & Hersh	Professional Services	\$ 9,800.00
*DLR Group	Professional Services (2 Inv.)	\$ <u>59,858.83</u>
	TOTAL	\$ 78,883.45

2. INTERMEDIATE SCHOOL/MIDDLE SCHOOL PROJECT

*R.M. Schoemaker	Applic. #25- General Contractor	\$ 281,676.66
*DLR Group	Professional Services (2 Inv.)	\$ 67,500.00
*Spring-Ford S.D.	Reimburse Benefits	\$ <u>30,887.38</u>
	TOTAL	\$ 380,064.04

3. UPPER PROVIDENCE ELEMENTARY SCHOOL

*DLR Group	Professional Services	\$ 70.00
*R.M. Shoemaker Co.	Applic. #23- General Contractor	\$ <u>78,680.00</u>
	TOTAL	\$ 78,750.00

- L. The board approved of payment for the following invoices for the month of **JANUARY**, in connection with the **SERIES G.O.B. 2003:**

MIDDLE SCHOOL PROJECT

DLR Group	Professional Services	\$ 86.00
*Zap Digital	(10) Prints M.S. Renovations	\$ 56.90
*DLR Group	Professional Services (2 Inv.)	\$ <u>133,825.00</u>
	TOTAL	\$ 133,967.90

- M. The board approved of payment for the following invoices for the month of **JANUARY**, in connection with the **CAPITAL RESERVE ACCOUNT – Fund 22:**

Evaluation of Land Parcels

Fox Rothschild LLP	Professional Services	\$ <u>7,199.31</u>
	TOTAL	\$ 7,199.31

Phase II – Design Athletic Fields

Cowan Associates Inc.	Professional Services	\$ <u>2,940.40</u>
	TOTAL	\$ 2,940.40

- N. The board approved of 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:

O.	Checks		
1.	<u>November</u>		
	Check No. 94914-95011		\$550,385.80
2.	<u>December</u>		
	Check No. 95012-95495		\$1,374,608.06
3.	<u>January</u>		
	Check No. 95496-95730		\$1,341,669.96
4.	<u>Check List Held for January Board Approval</u>		
	Check No. 95731-95905		\$178,620.41

Mrs. Stokes made a motion to approve Item O 5. Mr. Morgan seconded it. It was approved 6-0-1 with Mr. Schroeder abstaining.

5.	<u>Plotts</u> Check No.		
	Check No. 95906		\$1,626.47

IX. PROPERTY

Mr. Schroeder made a motion to approve Items A and B (B was from the addendum). Mrs. Stokes seconded it. It was approved 5-2 with Mrs. Williams and Mr. Cummins voting no.

- A. The board approved of the submission of Resolution #2004-2 PlanCon D: Project Accounting Based on Estimates for the New K-4 Elementary School Project in Limerick Township. (See attached.)
- B. The board approved of the reviewed materials for PlanCon Part A, 9th grade center Additions/Alterations by the Division of School Facilities under the Bureau of Budget and Fiscal Management, Pennsylvania Department of Education. (Attachment)

X. PROGRAMMING AND CURRICULCUM

Mr. Schroeder made a motion to approve Items A and B. Mrs. Stokes seconded it. It was approved unanimously.

- A. The board approved of sending of a team of K-12 Math teachers, math specialists and department chairperson, as well as Dr. Edward Mackel, to participate in the National Council of Teachers of Mathematics Conference to be held in Philadelphia in April of 2004. This conference will support the district's goal of continued improvement in student mathematical skills by providing this team with training from nationally ranked mathematics experts. With the implementation of Pennsylvania Academic Standards in the area of Math, as well as the "No Child Left Behind" legislation this national conference will provide tremendous benefits/resources for our staff. The cost for this team to participate would be approximately \$4,000.00 and would be funded through 2003 –

2004 Title II funds. The names of participating teachers would be placed on the February Agenda if this Professional Development activity is approved by the Board.

B. The board approved of the following field trip:

John E. Eckstine, Jr., Director of Bands, and Dave Nicol, Director of Choruses, to take the Spring-Ford Area High School Music Department (Chorus and Bands) on a four-day trip to the North American Music Festival/Competition in Virginia Beach, Virginia from Thursday morning, April 15, 2004 through Sunday evening, April 18, 2004. The music department will be traveling with Wolf’s Bus Lines Inc., and will be staying in a hotel located in Virginia Beach, Virginia, in close proximity to the site of all of the competitions. The music department will compete in Symphonic Concert, Jazz, and Parade Band competitions, as well as Concert Choir, Men’s Ensemble, Women’s Ensemble, and Madrigals. In addition to the adjudications, the band will tour Busch Gardens, Kings Dominion, and Williamsburg Virginia where the award ceremony will be held. The cost of the trip will be no more than \$475.00 per person and efforts are being made to cut the cost of the trip per individual. The Spring-Ford Music Association will provide several fundraisers throughout the school year for the students to earn money towards the expense of the trip. The district is also requiring participation by at least 85% of the music students to be able to attend the festival.

PSBA REPORT Raymond J. Rocchio, Jr.
The PSBA Report from Ray Rocchio was rescheduled for the next work session.

XI. CONFERENCE/WORKSHOP RECOMMENDATIONS

Mr. Schroeder asked if Dr. Mackel could give a report to the board on trends in mathematics and programs and how he felt the conference benefits the district. Mr. Masciandaro asked for consensus from board and got it. Mr. Masciandaro asked Dr. Coale to schedule Dr. Mackel’s report in May. Mr. Cummins made a motion to approve Items A-X. Mr. Morgan seconded it. It was approved unanimously.

The board approved of the following individuals for attendance at the following conferences/workshops:

CODE: 580 Account: Conference/Training, registration, food, and accommodations

A. **Joseph Ciresi**, Board Member, to attend “2003 Fast Track Weekend-Budget and Finance” in King of Prussia, PA on Sunday, December 7, 2003. The total cost of the conference is \$75.00 from the 580 account.

B. **Joseph Ciresi, Ed Cummins and Ammon Morgan**, Board Members, and **Dr. Genevieve D. Coale**, Superintendent of Schools, to attend the

"The 3R's: Roles, Responsibilities and Relationships" at The Inn at Chester Springs in Exton, PA on Thursday, January 29, 2004. The total cost of the conference is \$320.00 from the 580 account.

- C. **Richard Schroeder**, Board Member, to attend the *"PSBA's Legislative Leadership Conference"* at the Hershey Lodge and Convention Center on Sunday, February 8, 2004 and Monday, February 9, 2004. The total cost of the conference is \$484.00 from the 580 account.
- D. **Joseph Ciresi**, Board Member, and **Dr. Genevieve D. Coale**, Superintendent of Schools, to attend a *"PSBA Seminar on School Law"* at The Inn at Chester Springs in Exton, PA on Wednesday, February 11, 2004. The total cost for this seminar is \$170.00 from the 580 account.
- E. **Bruce Cooper**, Director of Planning, Operations and Facilities, to attend *"PA Rural Water Association 2004 Conference"* in Penn State from Tuesday, March 23, 2004 through Friday, March 26, 2004. This conference will provide updates on PA use and safety and supply of water. The total cost of the conference is \$1,040.00 from the 580 account.

DISTRICT OFFICE

- F. **Dolores Furlan**, Supervisor of Special Education, to attend *"An Update of the Office of Special Education Programs' Corrective Action: What it Means for Schools"* held at PaTTAN in King of Prussia, PA on Thursday, January 15, 2004. This is a training session mandated by the Pennsylvania Department of Education. The total cost of the training session is \$5.00 from the 580 account.
- G. **Dolores Furlan**, Supervisor of Special Education, to attend *"Progress Monitoring"* held at PaTTAN in King of Prussia, PA on Thursday, February 12, 2004 and Thursday, May 13, 2004. This is a training session mandated by the Pennsylvania Department of Education. The total cost of this training is \$10.00 from the 580 account.
- H. **Dr. Lucille F. Candeloro**, Supervisor of Curriculum and Instruction, to attend *"Association for Supervision and Curriculum Development National Conference"* in New Orleans, LA from Saturday, March 20, 2004 through Tuesday, March 23, 2004. This national conference addresses the professional development needs of curriculum and instruction directors by offering workshops in current educational legislation, trends and materials. The estimated cost of this conference is \$1,657.00 from the 580 account.
- I. **Shirley Rhoads**, Assistant Business Manager, to attend *"A/CAPA Spring Conference"* in Hershey, PA from Wednesday, March 17, 2004 through Friday, March 19, 2004. This conference will provide updates on auditing and child accounting issues as well as legal issues that pertains to the No Child Left Behind Act. The total cost of the conference is \$406.00 from the 580 account.

- J. **Sarah Sacks**, Software Specialist, to attend the *“Fundamentals of UNIX”* in Exton, PA from Tuesday, February 17, 2004 through Friday, February 20, 2004. This seminar will provide a comprehensive understanding of UNIX Servers that are used in the LetterGrade Process. The total cost of the conference is \$1,580.00 from the 580 account.
- K. **Susan G. McCandless**, Field Software Technician, to attend *“Implementing and Supporting Internet Information Services 5.0”* in Allentown, PA from Monday, March 1, 2004 through Wednesday, March 3, 2004. This seminar will provide the knowledge and skills necessary to implement, support and maintain Microsoft Internet Information Services as well as monitor and optimize a web server. The total cost of the conference is \$1,131.00 from the 580 account.
- L. **Debbie Smith**, Administrative Assistant/Child Accounting at the District Office to attend A/CAPA Annual Conference, Hershey, PA from March 17 to March 19, 2004. The total cost for the conference is \$496 from the 580 account.

HIGH SCHOOL

- M. **Larry Byers**, guidance counselor, to attend *“Understanding Grief, Bereavement and Loss”* at the Holiday Inn in Philadelphia, PA on Friday, January 30, 2004. This conference will increase Larry’s knowledge of death, dying and the human experience of loss which will enable him to help students and parents better understand the nature of loss, bereavement and grief. The total cost of this conference is \$169.00 from the 580 account. No substitute is needed.
- N. **Patrick Connors, Susan Hillegas, Amy Weaver, Marykay O’Callaghan, Nina Lee, Dana Day Claffey, David Packer**, learning support teachers, to attend *“Progress Monitoring Training”* at PATTAN in King of Prussia, PA on Tuesday, January 13, and Wednesday, January 14, 2004. This mandated training will teach progress monitoring methodology in order to provide turn around training to special education staff in each teacher’s respective building. The total cost of this training is \$1897.00 - \$147.00 from the Special Education Budget and \$1750.00 from the substitute account.
- O. **Jane Kulp**, autistic support teacher, to attend *“Exemplary Instructional Practices for Secondary Students with Significant Cognitive Disabilities”* at PATTAN in King of Prussia, PA on January 20, February 10, 24, March 16, April 13, and May 11, 2004. This training will help Jane develop an “outcome” based approach toward educational objectives to comply with “No Child Left Behind” directives. The total cost of this training is \$103.60 from the Special Education Budget. No substitute is needed.
- P. **Carolyn Salerno, Carol Frankel, Deirdre Gilinger**, learning support teachers, to attend *“Progress Monitoring in Special Education – Follow Up Training”* at PATTAN in King of Prussia on Thursday, February 12, 2004. This mandated training is follow up to the 9/11, 9/12 and 11/20

training sessions focusing on collecting, graphing and analyzing data for IEP progress reporting. The total cost of the conference is \$407.30 - \$32.30 from the Special Education Budget and \$375.00 from the substitute account.

- Q. **Jason Meyer**, School Police Officer, to attend *"The Rights of School and Police Personnel: Managing Your School Environment"* at the Sheraton Four Points in Allentown, PA on Friday, January 23, 2004. This seminar provides information on the daily rights of school personnel as well as guidelines on dealing with disruptive students. Because the school district has asked for interpretation on the role of the School Police Officer, Jason Meyer is being sent to this conference for further training on school authority law. The total cost of this seminar is \$224.00 from the 580 account.

MIDDLE SCHOOL

- R. **Carol Frankel**, learning support teacher, to attend *"Reading Interventions for Secondary Students with Learning Disabilities: A Focus on Decoding"* at PATTAN in Harrisburg, PA on Monday, March 8, 2004. This conference will help Carol gain knowledge of research validated strategies for teaching decoding to secondary students with learning disabilities. The total cost of the conference is \$183.00 - \$58.00 from the Special Education Budget and \$125.00 from the substitute account.
- S. **Deborah Longwell, Robyn Kruger**, ESL teachers, to attend *"Strengthening Your ESL Students' English Communication Skills"* at the Hilton in King of Prussia, PA on Tuesday, March 9, 2004. This seminar will help these teachers learn processes and strategies for comprehension, writing, and reading with ESL students thereby increasing English communication skills in the ESL student. The total cost of this conference is \$652.85 - \$402.85 from the Title V – ESL Funds and \$250.00 from the substitute account.
- T. **Arlene Major**, learning support teacher, to attend *"Practical Strategies for Working Successfully with Difficult and Non-Compliant Students"* in King of Prussia, PA on Tuesday, March 16, 2004. This conference will help Arlene improve her ability to use strategies that will help her students be successful learners. The total cost of this conference is \$315.00 - \$190.00 from the 580 account and \$125.00 from the substitute account.
- U. **Barry Shafer**, coordinator of athletics, to attend *"PA State Athletic Directors Conference"* at the Hershey Lodge and Convention Center in Hershey, PA on March 16, 17, 18, 19, 20, 21, 2004. By participating in this conference Barry will be informed of all new rules and regulations for Middle School and High School Athletics as well as have the opportunity to view displays from all over the state of the latest equipment. The total cost of this conference is \$695.00 from the Athletic Budget. No substitute is needed.

INTERMEDIATE

- V. **Anne Voigt**, school nurse, to attend “*SAP- Building Kid’s Strength*” in Harrisburg, PA on March 14, 15, 16, 2004. This conference is very informative for those who are on the Student Assistance Team. Anne will benefit from learning about drug trends, substance abuse, eating disorders and self mutilation which she will then share with the other school nurses in the district. The total cost of this conference is \$784.00 - \$534.00 from the Safe and Drug Free Schools Funds and \$250.00 from the substitute account.

ROYERSFORD

- W. **Denise Bedard**, Instructional Asst. at Royersford Elementary School to attend a Braille Note Seminar, Pattan-King of Prussia on December 19, 2003. The total cost for the conference is \$16.00 from the 580 account

UPPER PROVIDENCE

- X. **Mark Matthews**, learning support teacher, to attend “*Tough Kid Workshop*” at PATTAN in Harrisburg, PA on Monday, January 26, 2004. This workshop will give Mark, our only emotional support teacher at the elementary level, training to improve the effectiveness of classroom behavioral interventions for emotionally disturbed students. The total cost of this workshop is \$222.24 - \$97.24 from the Special Education Budget and \$125.00 from the substitute account.

XII. OTHER BUSINESS

Mr. Cummins made a motion to approve of Items A-C. Mr. Schroeder seconded it. It was approved unanimously.

- A. The board approved of the following policies.

1. Policy # 127 – PROGRAMS: Assessments
2. Policy # 251 – PUPILS: Homeless Students
3. Policy # 323 - ADMINISTRATIVE EMPLOYEES: Tobacco Use
4. Policy # 423 – PROFESSIONAL EMPLOYESS : Tobacco Use
5. Policy # 424 – PROFESSIONAL EMPLOYEES: Personnel Files
6. Policy # 523 – CLASSIFIED EMPLOYEES: Tobacco Use
7. Policy # 524 – CLASSIFIED EMPLOYEES: Personnel Files
8. Policy # 801 – OPERATIONS: Public Records
9. Policy # 826 – OPERATIONS: Privacy of Health Information
10. Policy # 904 – COMMUNITY: Public Attendance at School Events
11. Policy # 919 – COMMUNITY: District/School Report Cards

- B. The board approved of the following policies:

1. Policy # 209 – PUPILS: Health Examinations/Screenings
2. Policy # 222 – PUPILS: Tobacco Use

3. Policy # 227 – PUPILS: Drug Abuse
 4. Policy # 404 – PROFESSIONAL EMPLOYEES: Employment of Professional Employees
 5. Policy # 436 – PROFESSIONAL EMPLOYEES: Personal Leave
 6. Policy # 504 – CLASSIFIED EMPLOYEES: Employment of Classified Employees
 7. Policy # 536 – CLASSIFIED EMPLOYEES: Personal Leave
- C. The board approved of the Spring-Ford Varsity High School Cheerleading Squad to attend the national competition “Reach the Beach” in Ocean City, Maryland to be held February 27-29, 2004. The squad has earned this opportunity by placing first at this same competition last year and crowned National Champions. The cheerleading squad has competed twice at the “Reach the Beach” national competition placing third in 2001 and earning last year’s National Title. They would like the opportunity to return to compete against some of the nation’s best cheerleading squads. Transportation funds will be charged to Account 29-3250-513-000-05-08. Accommodations and meal expenses will be charged to cheerleading account in the Booster Club fund. One bus will be required. Last year, the cost for one bus to provide transportation to Ocean City, MD was just under \$1,600. The bus cost is a budgeted item from the Athletic Account.

Mr. Schroeder asked whether the district had gotten the solicitor’s opinion on searches of employee cars. He said that he did not want to be misconstrued and wanted to maintain the right to search any adult’s car on school property. There was a board discussion on the issue with concerns raised about the police needing a warrant to search and whether the parking permit could include an agreement to conduct searches if needed.

- D. The following policies were submitted as a first reading for approval at the February board meeting.
1. Policy # 226 – PUPILS: Searches
 2. Policy # 235 – PUPILS: Student Rights/Surveys

XIII. OLD BUSINESS

DISCUSSION ITEM

A. District Goals

The board discussed the process of establishing goals and one method discussed was to list what goals board members have submitted and see which have a budgetary budget and prioritize them. Mr. Masciandro referred it to committee.

XIV. NEW BUSINESS

Mrs. Stokes made a motion to approve Items A-K. Mr. Morgan seconded it. It was approved unanimously.

PERSONNEL

- A. The board approved of **Denise Fazio**, Special Education Teacher at the Middle School for a leave of absence in accordance with the Professional Agreement, effective tentatively April 7, 2004 for the remainder of the 2003/2004 school year.
- B. The board approved of **Cheryl Williams**, Secretary at Royersford Elementary School for a leave of absence in accordance with Board Policy, effective January 15, 2004.
- C. The board approved of **Patricia M. McGee**, King of Prussia, PA, as a Long Term Substitute for the Elementary position teaching 2nd grade at Brooke Elementary School replacing Stephanie Frantz who will be on a Leave of Absence for the remainder of the 2003/2004 school year. Ms. McGee is a graduate of Our Lady of Angels College with a Business Education Degree and a graduate of Eastern College with certification in Elementary Education. Ms. McGee is currently a Long Term Substitute at Limerick Elementary School. Compensation will be set at \$36,500, BS + 18, Step 1, prorated, with benefits as per the Collective Bargaining Agreement, effective January 29, 2004.
- D. The board approved of **Celeste Bunczk**, Norristown, PA, for the Secretarial position working in the Staff Development Office replacing Kristine Gammon who resigned. Ms. Bunczk is currently employed as a Secretary in Human Resources at the District Office and will retain her current rate of pay. Compensation will be set at \$13.33 an hour with benefits as per the Secretarial plan, effective date to be determined upon a replacement being hired.
- E. The board approved of **Brian Casey-Murphy**, Schwenksville, PA, for the Instructional Assistant position at the High School replacing Bradford Brunner who resigned. Compensation will be set at \$12.70 an hour plus benefits as per the Assistants' plan, effective January 27, 2004.
- F. The board approved of the independent contract for **Richard A. Peoples**, Reeders, PA, for assemblies/presentation to our elementary students (grades K to 4) at our five (5) elementary schools entitled "Author Day" explaining to the children how he develops his ideas for a children's book or poem, and how he illustrates what he writes. The cost of the presentations and hotel accommodations will not exceed \$5645 and will be in effect from March 1 through March 5, 2004. Funding will be from Brooke Elementary School, Upper Providence Elementary School, Spring City Elementary School & Spring City Home & School Association,

Limerick Elementary Home & School Association, and Oaks Elementary School PTA.

- G. The board approved of **James Antonik**, Perkiomenville, PA, for the budgeted position of Instructional Assistant at the Middle School.
Compensation will be set at \$12.70 an hour, plus \$.25 an hour for a degree for a total of \$12.95 an hour, pending receipt of official transcripts, with benefits as per the Assistants' plan, effective date to be determined.
- H. The board approved of the following **High School- extra-curricular/ supplemental contract(s)**:
1. **Joseph A. Miscavage**, Junior/Varsity Football Scoreboard Operator, Code N at \$26/hr.
 2. **Joseph A. Miscavage**, Varsity Football Scoreboard Operator, Code N at \$26/hr.
- I. The board approved of the following **Middle School - extra-curricular/ supplemental contract(s)**:
1. **Paul Karwoski**, Theoretical Science Club, Code M, \$312
- J. The board approved of the following **professional substitutes**:
1. **Stacy B. Hinrichs**, Reading, PA, Elementary Education from West Chester University.
- K. The board approved of the following **support substitutes**:
1. **Kathleen A. Lochocki**, Collegetown, PA, Instructional/Clerical Asst. & Office/Clerical position.
 2. **Kelly A. Loughery**, Norristown, PA, Instructional/Clerical Asst.

FINANCE

- A. **Self-Insurance Healthcare** -- The board approved of the Reschini Group as the consultant for the Chester County Healthcare Affiliation (Spring-Ford is a member). The Chester County Affiliation needs a commitment (by end of January 2004) from Spring-Ford to ascertain its commitment to engage the services of the Reschini Group. This decision to engage the Reschini Group is to verify the viability of a self-insured medical affiliation and to assist the group with the structuring of the organization. Currently the Affiliation is a fully-insured arrangement with Independence Blue Cross (IBC). Reschini had the broadest experience of the other consulting groups in developing a self-insured program. They have been involved with eleven school district self-insured consortiums in Pennsylvania totaling 122 school districts and intermediate units. While they have limited experience with IBC, assurances were given that their models for the “other Blues” could be adapted to Chester county and IBC. The Reschini Group will consult with the affiliation for implementing the affiliation agreement language, establish rules for entering or withdrawing from the affiliation, establish reserve guidelines, establish funding rates and analyze different funding approaches, etc. The fee structure is \$1.25 per employee contract per month, Spring-Ford’s cost is \$10,740.

- B. The board approved of advertising the selling of two old maintenance vans “as is condition” and accept the highest amount offered. All transfer costs are the responsibility of new owner. If no offer is made, the district will dispose the vehicles at a local salvage yard.

CONFERENCES/WORKSHOPS

The board approved of following individuals for attendance at the following conferences/workshops:

CODE: 580 Account: Conference/Training, registration, food, and accommodations

HIGH SCHOOL

- A. **Julie Deuterman**, Home and School Visitor, to attend “*Talk About Touching Training for Trainers*” at the Montgomery County Intermediate Unit in Norristown, PA on Tuesday, February 3, Wednesday, February 4, and Thursday, February 5, 2004. This workshop will provide Julie with the requisite training to enable her to train Spring-Ford staff in the “Talk About Touching” Program. Julie will come to understand rules, information, and practice that children need to help protect themselves. The role of the mandated reporter is covered as well as guidelines for legal and ethical reporting responsibilities and appropriate responses to children’s disclosures of sexual abuse are modeled. Participants are given an opportunity to practice interview skills and handling of

disclosure. The total cost of this workshop is \$720.00 from the Safe and Drug Free Schools Grant. No substitute is required.

XV. SOLICITOR'S REPORT

There was none.

Mr. Masciandaro announced that there would be another executive session at the end of the meeting on a contract and legal topic.

XVI. PUBLIC TO BE HEARD

There was none.

The board had a discussion on OLD BUSINESS and whether to include questions asked by the public only or to include questions asked by the board. Mr. Schroeder said that he wanted specifics regarding security regarding who, when, what buildings and he referred to an e-mail he sent to board members. Dr. Coale requested a copy of it. Dr. Coale asked for board consensus regarding the format of OLD BUSINESS. There was discussion whether questions from the board should be answered in the board packet or in public. Mr. Masciandaro proposed having a check point just before ADJOURNMENT and the board agreed.

XVII. ADJOURNMENT

Mr. Masciandaro made a motion to adjourn. Mrs. Stokes seconded it. The board adjourned at 9:15 p.m.

Respectfully submitted,

Janet A. Stokes
Board Secretary

Pat Dillon
Recording Secretary