

On October 26, 2015 the 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: Willard D. Cromley and Kelly J. Spletzer
Region II: Dawn R. Heine
Region III: Joseph P. Ciresi and Thomas J. DiBello
Presiding Officer: Mark P. Dehnert
Superintendent: Dr. David R. Goodin
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Dana K. Ludgate and Daniel J. Ciresi

The following Board Members were absent: **Bernard F. Pettit** and **Todd R. Wolf**

The following Board Member arrived late: **Clinton L. Jackson** (7:35 p.m.)

ANNOUNCEMENTS

Danny reported that Spring-Ford Spirit Week was a fun and exciting week for high school students to show their school spirit and ram pride. Danny reluctantly congratulated the senior class who were the winners of spirit week pride and competition and as a junior he is anticipating that the senior class will win again next year. Danny congratulated the new Homecoming King and Queen, Tyler Smith and Sky Moore. Danny stated that he also wanted to take time to recognize the school's donation to the Julia Grace Foundation and announced that they were able to raise over \$8,500. He thanked all of the students and staff that helped with raising the funds. Danny added that the Powder Puff Game was well attended and those in attendance made many generous donations. Danny reported that Mrs. Eveland, the founder of the Julia Grace Foundation, offered her gratitude for the great generosity shown.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Christina Melton, Limerick Township, stated that at last week's work session there was discussion regarding a Brooke Home and School donation and whether the equipment they were looking to purchase was something that was for educational purposes and therefore should be purchased by the district. She asked if there had been any changes or resolution regarding this. Mr. Dehnert stated that there had been no change. Mr. Ciresi asked if Dr. Goodin had looked into whether other schools had this type of equipment and Dr. Goodin replied that they did not. Mrs. Melton asked about Policy 121.1 Overnight/Foreign Travel and wondered if there were any changes being made to the policy or was it being passed as it appeared on the agenda. Dr. Goodin advised that at each Board Member's seat there was a revised version of the policy which includes language that clarifies those types of trips. Mrs. Melton stated that on the agenda was a motion for the purchase of additional laptops for the classrooms and she knows that there has been some conversation and concern with regards to the value of computers in the classroom. She advised that she had personally done a fair

amount of research and she asked the Board to consider when they are talking about the cost of the computers they also consider the savings that will be realized from the implementation of technology such as the reduction in the cost of textbooks. She added that the information the students will be receiving will be more timely, accurate and up to date which is very critical. Mrs. Melton commented that with regards to the purchase of the laptops, there had been some discussion on finding alternative financing and different mechanisms to pay for the laptops and she encouraged the Board to continue exploring this. She expressed hope that every member of the Board would take into consideration the need and value of laptops within our classrooms and move forward with the initiative.

II. PRESENTATIONS

Mr. Reigner introduced himself and stated that it is his distinct honor and pleasure to be here tonight to honor 5 Spring-Ford High School senior students for their outstanding performance in the National Merit Scholarship Program. Mr. Reigner reported that each of these 5 students has been named as a Commended Student. Mr. Reigner announced each student's name and called them to come forward so that Dr. Goodin and Dr. Nugent could present them with a letter of commendation from the National Merit Scholarship Program.

- A. **Douglas Reigner**, 12th Grade House Principal, to recognize **Daniel A. Callos, Dalton P. Decerio, Aaron J. Frye, Claire E. Kraft** and **Ryan E. Smith** on being named as "Commended Students" in the 2016 National Merit Scholarship Program. These five seniors were among the 34,000 high performers, out of the more than 1.5 million students, who took the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) last October and qualified as commended students.

Mr. Reigner announced that at this time they would recognize the National Merit Scholarship Semi-Finalists. He stated that Spring-Ford High School is pleased to announce that 6 senior students were named as Semi-Finalists in the National Merit Scholarship Program. Mr. Reigner reported that these 6 students achieved this status because they scored better than 99% of the 1.5 million students who took the Preliminary SAT/National Merit Scholarship Qualifying Test. Mr. Reigner stated that these 6 students have the opportunity to continue in the competition to be considered for a monetary award but will have to fulfill several requirements such as submit a detailed scholarship application, be endorsed and recommended by a high school official, write an essay, and earn SAT scores that confirm their earlier performances on the PSAT exam. Mr. Reigner commented that the high school is extremely proud of these students and their efforts. Mr. Reigner announced each student's name and called them to come forward so that Dr. Goodin and Dr. Nugent could recognize them on their accomplishment of being named as a Semi-Finalist in the National Merit Scholarship Program

- B. **Douglas Reigner**, 12th Grade House Principal, to recognize **Eash V. Aggarwal, Calista L. Dominy, Edward W. Lin, Roshni M. Mehta, Kyle C. Rosenblum** and **Haley E. Spletzer** on being named as "Semi-Finalists" in the 2016 National Merit Scholarship Program. These six seniors were among the 16,000 highest performers, out of the more than 1.5 million students, who took the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) last October and qualified as semi-finalists.

Dr. Goodin presented data on the PSSA and stated that this year was the first year that there was a change to the PSSA tests as they are now aligned with the PA Common Core Standards. Dr. Goodin reported that due to this, across the state they did see a dip in the

scores in general but he is proud to say that our district's scores are still significantly higher for the most part than the state averages. Dr. Goodin presented proficiency percentages for grades 3 and 4 in ELA, Math and Science for each individual elementary building and showed the comparison to the state proficiency percentages. Dr. Goodin presented the data for grades 5 and 6 in ELA and Math, grade 7 for ELA and Math and grade 8 in ELA, Math and Science.

Dr. Weidenbaugh presented information on the Keystone Exams and stated that they are a graduation requirement. She added that students are required to pass Keystone end of course exams on Algebra, Literature and Biology. Dr. Weidenbaugh explained how the Keystone Exams are taken by students in grades 7-10 depending on when they complete the course. The main objective is to make sure that the student has demonstrated proficiency on the Keystone Exam prior to their senior year in order to graduate. Dr. Weidenbaugh provided the proficiency results for grades 7, 8, 9, and 10 for the years 2013, 2014 and 2015 in the three required subject areas.

Dr. Nugent spoke about the difficulty in maintaining the proficiency levels as the numbers can be misleading. He stated that you may have 100 students may take the initial test in 7th grade and then another 100 take it in 8th grade. By the time the students move up to 9th grade you may have 45-60 students move in or move out of the district from that initial 7th grade class which makes it difficult to maintain the data and have a true sense of what the overall percentages are. Dr. Nugent commented that they are working very diligently with the current junior class who have the current graduation requirement of passing all three Keystone Exams because if they do not pass the exams they will not graduate next year with their class. Dr. Nugent reported that there is word from the state that there will be a moratorium on this and it will be put on hold and pushed back to the class of 2019 but no definitive answer has been given on this. Dr. Nugent reported on the results of the AP Exams which showed that there were 138 students that performed at the scholarly level with 47 being named as AP Scholars, 28 AP Scholars with Honor, 58 AP Scholars with Distinction and 5 as National AP Scholars. Dr. Nugent advised that in 2015 there were 871 AP Exams taken with 219 scoring a 5, 238 scoring a 4, 259 scoring a 3, 122 scoring a 2 and 33 scoring a 1. Dr. Nugent next presented data on the ACT Exams including comparisons to the state averages. He reported that the state averages have gone down while ours has gone up. Dr. Nugent commented that most of us are very familiar with SAT scores and that ACT exams were originally focused in the southern and mid-western states but now are very prevalent across the United States. Dr. Nugent stated that our district has made significant increases in our ACT Exams. Dr. Nugent provided data on the SAT results which also showed that the district had made significant increases in our scores. Dr. Nugent reported that when you compare Spring-Ford with other surrounding districts we are right in the mix and when compare us to the state you will notice that the state scores have gone down while those of Spring-Ford have gone up every year over the past three years. Dr. Nugent advised that coming in March 2016 there will be a new SAT which will be curriculum based and will contain 4 parts; Reading, Writing/Language, Math and an optional SAT essay. The scale for scoring will be between 400–1600. Dr. Nugent commented that there are more and more colleges that are not requiring that students have taken SATs or the ACTs. He stated that the colleges are looking at many other pieces such as the whole student and what courses they are taking in school and what activities they are involved in. Dr. Nugent reported that if a student takes the PSAT they have access to a program entitled My College Quick Start which is an individualized SAT study plan based on how they did on the PSAT. He added that this is for the current SAT. Dr. Nugent next stated that current students have the option for the next year of submitting

scores for the current SAT or take the new SAT and use those scores since colleges right now are accepting both. Dr. Nugent advised that the high school also offers a one-day boot camp for the SAT and the ACT which provides students with important skills on how to take the test and time management skills. Dr. Nugent added that another outlet for students to obtain help is through the Khan Academy which is major preparatory company for these types of standardized tests. Khan Academy has partnered with The College Board and they offer a significant amount of free SAT prep online. Dr. Nugent pointed out that Montgomery County Community College also offers SAT prep several times a year and students can sign up for this. In addition Kaplan, a company that provides test preparation, rents space in our facility and they also offer a course to students. Dr. Nugent stated that students have multiple opportunities to prepare for these exams outside of what the high school provides. Dr. Nugent next showed everyone an SAT/ACT conversion chart and stated that the high school would encourage students to use this chart and send both sets of scores into to colleges they are applying to.

Mr. DiBello noted that back in 2010 the district offered 11 AP courses and this evening there are two more on the agenda for approval which will bring the district's total up to 23. He added that it is good to see the number of course offerings going up and it appears from the numbers presented tonight that more and more students are taking AP courses. Mr. DiBello commented that he believes that a majority of the Board feel that it is necessary to provide a well-rounded educational experience for students as it is not just about an SAT or ACT test. He added that he agrees with Dr. Nugent that a lot of colleges are not even looking at that anymore but rather they are looking at what the child's experience has been in high school and what they are involved in as far as extra-curricular activities. Mr. DiBello stated that there is a lot that goes into providing an educational experience for students beyond just math and English.

Mr. Dehnert stated that it would be interesting to see our SAT ranking in the state as well as the percentage of who is number one and how many of the kids take the SAT all the way down the line. Dr. Nugent stated that this information is available and he looks at all of the comparable information available down to the size of schools and the geographic area. Dr. Nugent added that last year they had 871 seats filled in AP courses and this year there were over 1,000 seats filled. Dr. Nugent stated that one of his goals is to have over 1,000 AP Exams taken and with the way the students are performing it does put them in a great position with their future.

Mr. Ciresi stated that in light of the last couple of days and the president coming out about standardized testing, he wondered if the district heard anything from the State Education Office or the Secretary of Education on this. Dr. Goodin replied that the statement made did in deed cause ripples as he was at a superintendent's meeting this morning and that was the topic of conversation. Dr. Goodin stated that how they are going to approach that with the conditions that are laid out in the No Child Left Behind Act will be very interesting. Dr. Goodin added that as far as he is aware, nothing has come out about this.

- C. **Dr. David R. Goodin**, Superintendent of Schools, **Dr. Theresa Weidenbaugh**, Principal of the High School 9th Grade Center, and **Dr. Patrick Nugent**, Principal of the High School 10-12 Grade Center, to present an overview of the 2014-2015 Spring-Ford Area School District Assessment (PSSA/Keystones/SAT/ACT/AP).

III. BOARD AND COMMITTEE REPORTS**Curriculum/Technology Dawn Heine****1st Tues. 6:30 p.m.**

Mrs. Heine reported that the Curriculum and Technology Committee met on October 6th and on the curriculum side of the agenda the first item discussed was the addition of the three new courses for the 2016-2017 school year. These courses appear on the agenda tonight for approval. Mrs. Heine reported that the Digital Electronics course is the 3rd course offered as part of the Project Lead the Way Program. She added that the other two courses are AP courses with the first one being AP Macroeconomics and the second one being AP Art History. Mrs. Heine stated that the district's AP Program has been growing for a number of years and that currently there are 38 AP courses associated with College Board with Spring-Ford offering 21 currently and 23 as of next year. Mrs. Heine noted that even if Spring-Ford does not offer an AP course in-house they can still make accommodations for students to test on any of those 38 courses and some students do take us up on this. Mrs. Heine reported that the committee next received and update on STEAM and they discussed the focus of the program, work that has been completed and upcoming events planned for this school year. She commented that some planned events include an Hour of Code, a STEM Fair, and an initial meeting for the PLTW Advisory Board. Mrs. Heine stated that there have been a lot of questions regarding the Core Curriculum so a Core Curriculum Night is planned for November 5th. Mrs. Gardy presented to the Committee an ELA series update which included a very aggressive schedule that included site visits in order to have the new ELA Program approved in November or December with full implementation in the 2016-2017 school year. On the technology side of the agenda, Dr. Goodin provided a hybrid update and indicated that we are progressing according to the timeline and all facets should be in place for implementation at Royersford Elementary during the second quarter. The committee also received a Modernized Learning update and information from Dr. Grande regarding the training that has been taking place with the 14 teachers that are involved with this program for this year. Mrs. Heine noted that with the motion that appears on the agenda tonight that even though there are 14 teachers involved with this program there will be 997 students who will be touched by this initiative which is more students than are in any one single class. Mrs. Heine stated that this roll out is providing not only support for the teachers but it is also providing an additional opportunity for many more students through this approach.

Community Relations**Todd Wolf****3rd Mon. 6:30 p.m.**

No report.

PSBA Liaison**Todd Wolf**

No report.

Superintendent's Report Dr. David R. Goodin

Dr. Goodin reported that the district is working with K-12 Insight again to administer our staff/parent survey. The first, which will launch in November, is a "Joint Questionnaire" used to gather perception data from staff and parents on the school climate from the first few months of the school year. Results could be used to inform decision-making at the site and district-levels. He added that a second survey will be launched, the School Climate Survey, this spring and explained that the Climate Survey is part of the district's commitment to engaging parents and guardians in an honest conversation about their children's education, so we understand what we are doing well and where we can improve. Dr. Goodin also reported that he would like to congratulate our SADD students

for completing a successful Spirit Week fundraiser and raising more than \$8,500 for Julia's Grace Foundation. Dr. Goodin stated that as many of you know, Julia was a student at Brooke Elementary school when she lost her battle with childhood cancer. He added that this was the largest amount raised during Spirit Week thus far and congratulated SADD on a job well done. Dr. Goodin announced that tonight was Dr. Floyd's last meeting with Spring-Ford as he is moving on to new adventures. He thanked Dr. Floyd for his years of service to the district and wished him well on his future endeavors.

Mr. DiBello commented that Dr. Floyd has been a tremendous asset to the district over the last few years since coming here. He stated that Dr. Floyd will definitely be missed and when he first came on board he was quickly harnessed with the Global Studies initiative and the district has seen a lot of success around this program. Mr. DiBello added that another item of success was the Hybrid Learning roll out in Spring City Elementary and a lot of hard work went into this and Dr. Floyd will be missed. He wished Dr. Floyd good luck on his new endeavors.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald reported that in reviewing the two motions under Programming and Curriculum regarding proposed lease agreements with ePlus Group he is recommended that they modify both Items B and C to reflect additional language. He clarified that he is asking for this due to the fact that lease agreements with groups such as ePlus Group require official opinions by the solicitor's office due to debt limit issues. Mr. Fitzgerald requested that the following language be added to the end of both motions: "This approval is contingent upon final review and approval by the solicitor's office, and the rendering of any necessary legal opinions as applicable".

Mr. Dehnert asked if the legal opinion would be on whether they were a sound company and Mr. Fitzgerald replied no that they were a sound company as they see lease agreements with this company for many districts. He stated that it is with regards to any leases that districts do as there is a significant number attached to it so in most of these deals there are opinions required of the solicitor's office or general counsel.

IV. MINUTES

Mrs. Spletzer made a motion to approve Items A-B and Mr. Cromley seconded it. The motion passed 7-0.

- A. The Board approved the September 21, 2015 Work Session minutes.
 (Attachment A1)

NEW MINUTES

- B. The Board approved the September 28, 2015 Board Meeting minutes. **(Attachment A2)**

V. PERSONNEL

Mr. Cromley made a motion to approve Items A-H and Mr. Ciresi seconded it. The motion passed 7-0.

A. Resignations

1. **Shawn Corropolese**; Asst. Softball Coach, Senior High School. Effective: September 25, 2015.
2. **Kelly A. Grant**; Spring Play Director, 8th Grade Center. Effective: October 2, 2015.
3. **Janet C. Heffentrager**; Part-time Food Service (4 hour/day), 5/6th Grade Center. Effective: October 13, 2015.
4. **Beth C. Morello**; Instructional Assistant, Senior High School-9th Grade. Effective: October 28, 2015.
5. **Kathleen Pingon**; Part-time Food Service (3 hour/day), Senior High School-9th Grade. Effective: October 9, 2015.
6. **Yvonne Rivera**; Part-time (.25) Social Studies Teacher-Dual Enrollment, Senior High School. Effective: January 28, 2016.

New Resignation

7. **Lisa J. Denner**; Instructional Assistant, Senior High School-9th Grade. Effective: November 4, 2015.

B. Leaves of Absence

1. **Brittany Dunbar**; Social Studies Teacher, 9th Grade Center, for child-rearing leave per the Professional Agreement. Effective: December 10, 2015 through the 2015-2016 school year.
2. **Shannon M. Tolas**; Learning Support Teacher, Evans Elementary School, for child-rearing leave per the Professional Agreement. Effective: September 3, 2015 through January 28, 2016.

C. Temporary Professional Employee

1. **Christina M. Dahms**; Speech Therapist, Royersford Elementary School, replacing Jamie N. McGee who resigned. Compensation has been set at MS, Step 2, \$46,900.00, prorated with benefits per the Professional Agreement. Effective: November 9, 2015.

D. Support Staff Employees

1. **Lenore W. Bianco**; Part-time Food Service (3 hour/day), 5/6th Grade Center, replacing Carol Findley who had a change of assignment. Compensation has been set at \$12.91/hour per the Food Service Plan. Effective: October 8, 2015.
2. **Louise A. Quinn**; Part-time Food Service (3 hour/day), 8th Grade Center, replacing Kathleen P. Rhodenbaugh who retired. Compensation has been set at \$12.91/hour per the Food Service Plan. Effective: October 13, 2015.

3. **Linda Rossi**; Part-time Food Service (4 hour/day), Limerick Elementary School, replacing Elaine M. Byrd who resigned. Effective: October 19, 2015.

E. Status Change

1. **Annette Freed**; Part-time Food Service (3 hour/day), 5/6th Grade Center, to Part-time Food Service (4 hour/day), replacing Susan Wedemeyer who had a change of assignment. Effective: October 5, 2015.
2. **Susan Wedemeyer**; Part-time Food Service (4 hour/day), 5/6th Grade Center, to Part-time Food Service (3.5 hour/day), replacing Carol Findley who had a change of assignment. Effective: October 5, 2015.

F. Support Staff Substitute

1. **Hope R. Embree** Food Service Substitute

- G. The Board approved the attached extra-curricular contracts for the 2015-2016 school year. **(Attachment A3)**

- H. The Board gave Administration approval to employ a Director of Technology during the interval between the October Board meeting and the November Board meeting if a suitable candidate is found during the final interview process.

VI. FINANCE

Mr. Ciresi made a motion to approve Items A-H and Mr. Cromley seconded it. The motion passed 7-0.

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

B. Checks:

1. General Fund Checks
Check No. 158745 – 159022 \$1,922,393.89
ACH 151600104 – 151600146 \$ 4,921.37
2. Athletic Fund Checks
Check No. 308346 – 308536 \$ 48,156.40
3. Capital Reserve Checks
Check No. 1179 \$ 10,410.61
4. Food Service Checks
Check No. 12408 – 12429 \$ 314,362.33

- C. The following monthly Board reports were approved:

- Cash Balances – Liquidity

- Skyward Reports
 - General Fund Check Register
 - Athletic Fund Check Register
 - Capital Reserve Check Register
 - Food Service Check Register
 - Summary Revenue Report
 - Summary Expense Report
- D. The Board approved the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations and the Parent Teacher Organizations:
1. **Great Valley Nature Center – Devault, PA.** Provide two assemblies entitled “Colonial Life” for the kindergarten classes at Upper Providence Elementary School. Funding will be paid by the Upper Providence Home and School Association and shall not exceed \$244.00.
 2. **Great Valley Nature Center – Devault, PA.** Provide two assemblies for the kindergarten classes at Upper Providence Elementary School entitled “Eggstraordinary Spring”. Funding will be paid by the Upper Providence Home and School Association and shall not exceed \$244.00.
 3. **Trudy Phillips/Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide three assemblies entitled “Winter Secrets.....Animals in Winter” for the kindergarten classes at Brooke Elementary School. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$330.00.
 4. **Jerry Ackerman Productions, Inc. – McCordsville, IN.** Provide one assembly for 5/6 Grade Center students entitled “I Will Defend” and one assembly for 7th Grade Center students entitled “Dude, Be Nice”. Funding will be paid by the 5th/6th and 7th Grade Home and School Associations and shall not exceed \$799.00.
 5. **Benmore Enterprises – Bushkill, PA.** Provide an assembly for all second grade classes at Oaks Elementary School on dinosaurs and provide a dinosaur dig. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$525.00.
 6. **Jerry Pallotta – Boston, MA.** Provide three assemblies for the students at Evans Elementary School in conjunction with Author Day. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$2,100.00.
- E. The Board approved the following independent contracts:
1. **Jerry Pallotta – Boston, MA.** Provide three assemblies for the students at Royersford Elementary in conjunction with Author Day. Funding will be paid from the Royersford Elementary Assembly Budget and shall not exceed \$2,100.00.

2. **Paul Hadfield – Frederick, MD.** Provide a total of five assemblies entitled “Everyone Belongs” for students at Royersford Elementary, Oaks Elementary, Brooke Elementary, Evans Elementary and Upper Providence Elementary. Funding will be paid by the Royersford, Oaks, Brooke and Upper Providence Elementary School’s PTA/Home and School or PTO as well as the Evans Elementary Assembly Account and shall not exceed a total of \$4,000.00.
 3. **Benmore Enterprises – Bushkill, PA.** Provide an assembly for students at Evans Elementary School entitled “Rocks, Minerals and Fossil Show”. Funding will be paid from the Evans Elementary Assembly Budget and shall not exceed \$575.00.
 4. **Education Alternatives – Limerick, PA.** Provide Applied Behavior Analysis Therapy for a special needs student as per the IEP. Services will be provided for 10 hours at a rate of \$95.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$950.00.
 5. **Buxmont Academy – Pipersville, PA.** Provide an educational placement and services during the 2015-2016 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$24,755.64.
 6. **Melmark School – Berwyn, PA.** Provide an educational placement and services during the 2015-2016 school year for a special needs student as per the IEP. Services will be provided for 160 days at a rate of \$519.00 per day. Funding will be paid from the Special Education Budget and shall not exceed \$83,040.00.
 7. **Capraro Associates, LLC. – Stamford, CT.** Provide a compensation study for administrative and secretarial positions to ensure salaries are equitable and in line with the surrounding market (school district and private industry). The total cost for this study shall not exceed \$11,010.00 plus applicable out-of-pocket expenses. Funding will be paid from the General Fund.
 8. **Dr. Lisa Hain – Narvon, PA.** Conduct a Neuropsychological Evaluation, provide a written report and participate in the follow-up meeting for a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$5,500.00.
 9. **Spring-Ford Family Practice (Pottstown Medical Specialists, Inc.) – Pottstown, PA.** Perform state mandated school physical examinations, provide standing orders and consultation regarding school-based medical issues during the 2015-2016 school year as requested by parents/guardians. Funding will be paid from the General Fund and shall not exceed \$17.00 per student physical.
- F. The Board approved the applications for **Use of Facilities Permits** received during the months of September 2015 through October 2015.
- G. The Board approved the following **exonerations** from the per capita tax for the 2015-2016 school year:

- H. The Board approved an additional payment of \$15,486.00 to North Eastern Hardwood Floors, West Berlin, NJ for the replacement of the main gym floor at the Senior High School. The original project total of \$193,569.00 was approved at the April 20, 2015 Board Meeting. The additional cost is due to the results of the moisture test which required water proofing material to be installed under the floor as per the specifications and was necessary for the required warranty.

VII. PROPERTY

Mr. DiBello made a motion to approve Items A-C and Mr. Ciresi seconded it. The motion passed 7-0.

- A. The Board approved entering into a contract with Turf, Track and Court LLC of Hershey, PA to prepare, go out to bid, complete construction documents, bidding administration and construction observations for the purpose of having the all-weather track resurfaced and repainted due to age and normal wear/tear of the track for a total cost of \$17,715.00. Funding will come from the Capital Reserve.
- B. The Board approved obtaining quotes for the purpose of conducting an analysis of the geothermal field locations within the district and bringing these proposals with costs back to the Property Committee for review. There will be no cost to the district at this time.
- C. The Board approved obtaining quotes to purchase a replacement backhoe for the district for safety reasons due to the age and wear/tear of the existing one. If approved, this replacement backhoe can be ordered and received by early Spring 2016. Funding will come from the Capital Reserve Plan as indicated.

VIII. PROGRAMMING AND CURRICULUM

Mr. Dehnert asked that Item A be separated from B and C. Mrs. Spletzer made a motion for Item A and Mr. Ciresi seconded it. The motion passed 7-0.

A. NEW COURSES FOR SPRING-FORD SENIOR HIGH SCHOOL 2016-2017

1. AP Macroeconomics:

This major course will provide a higher level course offering for those students interested in Global Studies and/or Social Studies and will enrich the curriculum of Spring-Ford's Social Studies and AP Program. From College Board: *The AP Macroeconomics course provides students with a thorough understanding of the principles of economics and how economists use those principles to examine aggregate economic behavior. Students learn how the measures of economic performance, such as gross domestic product (GDP), inflation, and unemployment are constructed and how to apply them to evaluate the macroeconomic conditions of an economy. The course recognizes the global nature of economics and provides ample opportunities to examine the impact of international trade and finance on national economies. Various economic schools of thought are introduced as students consider solutions to economic problems.* This course would be a part of the Global Studies program, but open to any qualified junior or senior student.

Staffing:

Additional staffing would be needed to run this course.

Cost:

Initial Curriculum Development (12.0 Hours)	\$ 360.00
AP Training	\$ 2,000.00
Textbooks (50 @ \$88.00 each)	\$ 4,440.00
Initial Materials Sample Exams \$42.00 per pack of 10	\$ 210.00
TOTAL	\$ 7,010.00

2. AP Art History:

This major course will provide a higher level course offering for those students interested in this history of art and artistic movements throughout history and around the globe.

From College Board: Advanced Placement® Art History builds the visual literacy and critical thinking skills needed to effectively analyze art across time and place. The framework of the AP® Art History course encourages students to develop deep understanding of representative art works from diverse cultures, including the fundamental knowledge that places these works in context and articulates the relationships among them.

The curriculum conveys the big ideas and essential questions at the center of an investigation into the world art and art production. Clear learning objectives that represent the art historical skills valued by art historians and higher education faculty will inform class assignments.

Students will acquire a comprehensive knowledge of historically significant artists, movements, aesthetic theories and practices, ranging from the prehistoric times to the significant contributions in the 21st Century. Art production of all cultures will be studied in relative proportion to their representation on the Art History Advanced Placement Exam.

Staffing:

Additional staffing would be needed to run this course.

Cost:

Initial Curriculum Development (12.0 Hours)	\$ 360.00
AP Training	\$ 2,000.00
Textbooks (50 @ \$88.00 each)	\$ 4,440.00
TOTAL	\$ 6,800.00

3. Project Lead the Way: Digital Electronics (course three):

The PLTW Pathway To Engineering (PTE) program is a sequence of courses which follows a proven hands-on, real-world problem-solving approach to learning. Throughout PTE, students learn and apply the design process, acquire strong teamwork and communication proficiency, and develop organizational, critical-thinking, and problem-solving skills. Students use the same industry-leading 3D design software used by companies like Intel and Lockheed Martin. It's STEM education, and it's at the heart of today's high-tech, high-skill global economy.

Digital Electronics is the third of four courses in the sequence. The course description from PLTW reads: "*From smart phones to appliances, digital circuits are all around us. This course provides a foundation for students who are interested*

in electrical engineering, electronics, or circuit design. Students study topics such as combinational and sequential logic and are exposed to circuit design tools used in industry, including logic gates, integrated circuits, and programmable logic devices.” This course would be a major course with honors weight, open to any interested 10th – 12th grade student.

Staffing:

Current staff would be utilized if enrollment numbers warrant. As the program grows, we anticipate needing additional staff.

Cost:	Start Up	Recurring
Participation Fee	\$ 3,000.00	\$ 3,000.00
Training for 1 teacher	\$ 2,200.00	\$ 0.00
Lab Inventory	\$ 7,600.00	\$ 1,250.00
TOTAL	\$12,800.00	\$ 4,250.00

Mr. DiBello made a motion to approve Items B and C with the changes that were outlined by the solicitor and Mrs. Spletzer seconded it.

Mr. Fitzgerald reread the changes he suggested for Items B and C.

Mr. Dehnert commented on Items B and C saying that he is for technology but when he looks at something he likes to make sure there is a benefit to doing it and what he did not hear is an educational performance benefit nor the total cost including any support that goes along with it. Mr. Dehnert stated that he cannot support something without having those two things as part of any consideration for spending this kind of money. He added that there needs to be a clear projection or expectation of how spending this money is going to increase our performance in education. Mr. Dehnert commented that we have a limited number of resources and we need to spend them in the best place we can and without that kind of justification he cannot support something like this.

Dr. Goodin replied that the advantage of doing this is the increased student engagement that we will have by teachers and students utilizing technology which is certainly going to happen when our students move onto the college level. Dr. Goodin state that the introduction of technology is an area that we have been moving towards in the class- rooms and this is the next logical step. Dr. Goodin added that he knows Mr. Dehnert has asked before about the correlation or causation of the introduction of technology and increased test scores and that data is simply not conclusive as far as he is aware but he does know that there is increased student engagement with the introduction of technology and that is why we are moving in this area.

Mrs. Heine commented that at the Curriculum Committee meetings they have discussed that as they are moving towards a hard copy and a soft copy of our books that soft copy gets updated instantaneously so we will never be out of date waiting for books to be approved. She added that these are multi-year information pieces that we have when we purchase books with some of the companies. Mrs. Heine stated that we not only able to get a book but we also have the software associated with the book and that is getting instantaneous updates and without the technology we would not be able to update that.

Mr. Dehnert commented that the students are not taking the devices home so if we had electronic copies of books they would not be able to take them home. Mr. Dehnert stated that he asked the question last week on what the long-term plan was for technology and he did not hear that so we need to know this. He stated that if we are planning to get to a computer for every child and there are costs involved or savings benefits to having eBooks or things associated with that then we need to know the plan. He added that they need to know the total benefit and the total cost as there is more to buying a computer than the cost of the computer as there is software and a lot of support that goes into having hundreds or thousands of computer so there could be significant costs.

Mr. DiBello responded that he believes it has been clearly stated for over a year as far as when they rolled out the Pilot Program and called it Modernized Learning. Mr. DiBello reported that they took on an initiative last year, purchased some computers, tried some ideas in the classroom and saw a lot of positives that came out of it. Mr. DiBello stated that they also gave direction to Administration to continue rolling the plan forward as we grow, learn and understand what the impacts in the district and from using technologies within the classroom. He reported that Administration has come back with a recommendation in working with and through the Curriculum and Technology Committee and he feels it is a very economical, viable plan to purchase roughly 300 computers to provide access to close to 1,000 students on a daily basis. Mr. DiBello expressed his frustration with watching the district spend roughly \$700,000 to \$800,000 per year with the refresh initiative we have in the district where we are constantly turning computer over in the labs. Mr. DiBello stated that the only way the labs are being used is with teachers bringing students from the classroom into the labs with some type of assignment. Mr. DiBello advised that 4 years ago they actually worked with the teachers and stakeholders in the building at Evans Elementary and came up with a strategy of purchasing carts that were used in the classrooms. Mr. DiBello stated that they found out that there was more involvement by the students, the technology was utilized more, curriculum was integrated in with the technology and this basically started to set the trend or the direction for the district. Mr. DiBello commented that he believes we can move away from spending \$700,000 - \$800,000 per year on computer labs throughout the district and see the utilization go up with students using them in the classroom. He added that he knows the teachers who signed on this year are very energized with moving forward with this initiative at the high school and he believes that as a Board they need to support not only the Administration with their recommendation but also show the teachers that we support them on taking on this initiative of integrating technology into their classrooms. Mr. DiBello stated that he has said numerous times that putting a computer into a child's hand is not going to make him a scholar student. He further commented that this is where education is going and this is another tool. Mr. DiBello said there is a lot of excitement building with our staff and we need to support that.

Mr. Cromley asked that the Board call for a vote.

Mrs. Spletzer commented that she does not speak on this issue very often but wanted to state that in the committee meeting as opposed to a 1:1 initiative where every person is assigned a laptop, this was strategically planned to be advantageous in particular classrooms. Mrs. Spletzer provided the example of teaching Statistics and said that teaching this course with a pencil and paper is nearly impossible. Mrs. Spletzer stated that she believes the rollout that was planned for these devices was really well thought out.

Mr. Jackson said this discussion is like a record going round and round. He stated that he supports Mr. Cromley on this and would like to move forward with the vote.

Mr. Dehnert questioned why we are taking money out of the Capital Reserve account every year for three years for a lease rather than purchase these items outright and not incur any interest charges.

Dr. Goodin replied that the lease is the model has been the one the district has been using since before he came here and the decision was made at some point to use a leasing option and he is following that same model.

Mr. Dehnert commented that the expense for the computers came out of the Operating Fund and not the Capital Reserve so this is change. Mr. Dehnert stated that the way he looks at things is the way we did things before does not mean we do it forever and we should do things based on a financial consideration. He added that leasing is a financial decision and is basically a loan as you are borrowing money when doing a lease versus paying right out of your pocket. Mr. Dehnert stated that if we are going to go down the route of leasing then we need to understand that there is a cost to that and we have money in the Capital Reserve that we will be taking out anyway over the next 3 years. He added that we do not get basically any interest on the Capital Reserve money but we do pay interest when leasing. Mr. Dehnert objected to the statement that we are leasing because we have always done it that way.

Mrs. Heine commented that, although she cannot speak directly about this item, with regards to the leases it is not because that is the way we have always done it as they did a cost analysis benefit last year in the Curriculum meetings. She reported that they found that it would cost them significantly more over the course of time to buy versus lease because of the amount of output. She said that she is more than comfortable with the lease based on the information utilized in making the decisions last year.

Mr. DiBello stated that the Board needs to keep in mind that the reason they are saying it is coming out of the Capital Reserve is because over the past couple of years money has been put into the Capital Reserve to support the Modernized Technology initiative and the Smart Classroom technology as well. Mr. DiBello elaborated that they are putting a certain amount away each year and to be able to manage what they are doing they are utilizing that money versus trying to now put more money into the Capital Reserve upfront and then exhaust those funds and not have anything to add onto it moving forward. Mr. DiBello stated that the previous business manager did all of the analysis went through all of the numbers and when it was all said and done this was his recommendation at the time. Mr. DiBello commented that possibly with Mr. Fink coming on board he can do an analysis again the next time they look at this.

Mr. Dehnert commented that anyway you add up the number when you lease it you pay more than when you buy them and there is no other way to look at it as it is simple arithmetic.

The motion passed 6-1 with Mr. Dehnert voting no.

- B. The Board approved a lease agreement with ePlus Group, Inc., for 288 Lenovo Yoga 11E ThinkPads with 3 year ADP solution. The total cost including extended protection shall not exceed \$254,769.93 and will be divided into three annual lease

payments not to exceed \$84,923.31 per year. Funding will come from the Capital Reserve.

- C. The Board approved a lease agreement with ePlus Group, Inc., for 9 Cloud32 Chromebook Carts. The total cost shall not exceed \$14,877.54 and will be divided into three annual lease payments not to exceed \$4,959.18 per year. Funding will come from the Technology Budget.

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

Mr. Cromley made a motion to approve Items A-I and Mr. Jackson seconded it. The motion passed 7-0.

The following individuals were approved for attendance at the following conferences:

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

HIGH SCHOOL

- A. **Khrystin Herb**, SAP Coordinator, to attend "*PASAP-PAMLE Conference*" at State College, PA from February 27 through March 1, 2016. The total cost of this conference is \$526.00 - \$226.00 from the 580 account (mileage and meals) and \$300.00 for a substitute for 2 days from the substitute account. Registration fees are being paid by PASAP.
- B. **Katie McNeill**, College Career Coordinator, to attend "*PA Liberal Arts College Tour: Albright College, Elizabethtown College, Juniata College, Lebanon Valley College, Lycoming College and Messiah College*" from November 17 through November 20, 2015. There is no cost for this college tour as all fees are covered by the colleges. No substitute is needed.
- C. **Alison Reichwein**, Teacher, to attend "*2015 Annual Technology & Engineering Education Association Conference*" at the Radisson Hotel in Camp Hill, PA on November 6, 2015. The total cost for this conference is \$150.00 for a substitute.

BROOKE

- D. **Carrie Kuklinski**, Speech-Language Therapist, to attend "*Refresher Course for See-the-Sound Visual Phonics: Making Phonemes Visible to Students*" at PaTTAN in King of Prussia, PA on December 1, 2015. The total cost for this conference is \$150.00 for a substitute.

OAKS

- E. **James Westlake**, Elementary Instrumental Music Specialist, to attend "*PMEA District 11 11th Annual Professional Staff Development Conference*" at the Montgomery County Community College on November 3, 2015. The total cost of this conference is \$25.00 from the 324 account. No substitute is needed.

5TH/6TH GRADE CENTER

- F. **Gillian Arganetto** and **Stacy Eddinger**, Autistic Support Teachers, to attend "*What Makes A Girl on the Spectrum So Different*" at the Montgomery County Intermediate Unit in Norristown, PA on November 10, 2015 for a ½ day in the morning. The total

cost for this conference is \$150.00 for two ½ day substitutes to be paid from the Ice for Autism Funds.

DISTRICT-WIDE

- G. **Sue Choi**, K-6 Math Instructional Coach, to attend *“PDE Item Writing and Scoring Training Workshops ELA, Mathematics and Science”* at the Doubletree Philadelphia/ Valley Forge on November 16 and November 17, 2015. There is no cost for this conference and no substitute is needed.
- H. **Dr. Robb Colyer**, 10th Grade House Principal, **Daniel Badway**, **Allison Reichwein**, and **Todd Roussey**, Teachers, **Katie McNeil**, College Career Coordinator, and **Darryl Perecko**, Guidance Counselors, to attend the *“2015 Project Lead the Way Pennsylvania State Conference”* at Wilson High School in West Lawn, PA on November 10, 2015. The total cost for this conference is \$300.00 for two substitutes from the substitute account.
- I. **Kimberly Bast**, Assistant Director of Curriculum and Instruction, and **Dr. Patrick Nugent**, Principal, to attend *“Behind the Scenes of the Downingtown STEM Academy”* at Penn State University in University Park, PA on November 10, 2015. The total cost for this conference is \$530.55 (registration and mileage) from the 324 and 580 accounts. No substitutes are needed.

X. OTHER BUSINESS

Mr. Cromley made a motion to approve Item A and Mr. Ciresi seconded it. The motion passed 7-0.

Mrs. Heine commented that Mrs. Fern raised a question on Item A1 and Policy 121 wondering if the Board was approving the policy that was attached to the agenda or the revised one that was placed at each Board Member's seat this evening. Mr. Dehnert stated that he made the assumption that the one being approved was the one placed in front of them this evening. Mrs. Heine stated that was not correct as the motion was relating to the policy that was attached to the agenda. Mrs. Fern clarified that the revised policy went home to the Board in their Friday memo and was at their place this evening if they chose to discuss it and vote on that one. The one attached to the agenda was not the revised one and the Board had approved that one.

Dr. Goodin stated that due to the discussion last week the policy was revised and sent to the solicitor for review. The revised policy contains clear language on those trips that are not sponsored by the district.

Mr. Ciresi made a motion to approve the revised policy and Mrs. Heine seconded it. Mr. DiBello read the revision on the policy. The motion passed 5-2 with Mr. Jackson and Mrs. Spletzer voting no.

A. The following policies were approved:

- 1. Policy #121 – PROGRAMS: Field Trips/Educational Trips (**Attachment A4**)
- 2. Policy #121.1 – PROGRAMS: Overnight/Foreign Travel (**Attachment A5**)
- 3. Policy #815 – OPERATIONS: Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems (**Attachment A6**)

B. The following policy is submitted for your review:

1. Policy #246 – PUPILS: Student Wellness (no changes) (**Attachment A7**)

C. The following policies are submitted for a first reading:

1. Policy #216 – PUPILS: Student Records (**Attachment A8**)
2. Policy #819 – OPERATIONS: Suicide Awareness, Prevention and Response (**Attachment A9**)
3. Policy #916 – COMMUNITY: Community Volunteers (**Attachment A10**)

XI. INFORMATION ITEM

There were no comments.

- A. Brooke Elementary Home and School will be conducting fundraising activities for the purpose of purchasing a projector system for Brooke Elementary's multi-purpose gymnasium/cafeteria. The cost for this system will be approximately \$10,785.00. There will be no cost to the district.

XII. PUBLIC TO BE HEARD

Mr. DiBello commented that at the September 28th Board Meeting it was stated by one person that they did not know that President's Council meetings were occurring and he actually went back through his old emails and found at least 6-7 from 2011 through 2014 where all Board Members were invited by Ms. Fern along with all of the then representatives from the parent groups. He stated that he wanted to make it clear because he thinks Ms. Fern does an enormous amount of work for the district and works extremely hard to communicate outward to everyone involved. Mr. DiBello added that he wanted to point out that there were emails sent out to all Board Members informing them of the President's Council meetings that were scheduled and when they were and where they were at.

Matt Cubbler, Limerick Township and also a business owner of MaxOut Strength Systems, stated that he wanted to talk about the article in The Mercury about the proposed expansion of the weight room at the high school. Mr. Cubbler commented that he has the fortunate benefit of being able to experience the kids firsthand at his business with training them physically and mentally. He added that he is also in the equipment manufacturing business so he has both sides of the equation. Mr. Cubbler stated that the one thing he has concern over is that historically public schools do not spend a lot of time on strength and conditioning as far as planning an annual training cycle. Mr. Cubbler said that a year to a year and a half ago there was discussion on building a fitness training facility and he was brought into those discussions. Mr. Cubbler stated that the one thing that stood out to him was that if we have a plan and do our homework we can actually try to create an opportunity for kids to stay healthy first and foremost. He added that sports are an important part of the academic process throughout high school. Mr. Cubbler stated that childhood obesity is a very big problem and creating an environment within the school where kids have an opportunity to be healthy to train their bodies appropriately, learn proper eating habits, learn proper exercising habits that they can use for the rest of their life is very important. He added that training the body wrong is not better than not training and if you are going to train someone in the gym downstairs, there better be a plan and someone who knows what they are doing in there or else you are actually hurting that child. Mr. Cubbler commented that it is

necessary to create an environment where these children can actually learn how to train their body properly so they can learn how to be healthy and understand what exercises are good and which ones are not good. He stated that ultimately if you have the right plan and you implement it correctly you can keep our children healthy and that is the responsibility as a School Board. Mr. Cubbler stated if he can help promote any of this then he will help. He asked the Board to do their homework and if they are going to expand and spend \$100,000, \$300,000 or \$1 million to expand the weight room then do it smartly, do it with a purpose, do it with a plan and with the education of the children as the focal point.

Mr. DiBello commented that the motion on the agenda last week was to bring in a firm, work with them and find a long term strategy and what makes sense for Spring-Ford. He added that there would be 8 meetings which would include a lot of stakeholders and community members to find out what that plan or strategy needs to be.

Christina Melton, Limerick Township, stated that she has a comment on the same article that Mr. Cubbler was referring to and she has a concern with Board Members expressing their lack of support for extra-curricular activities within our school district. She stated that when we are talking about student athletes, marching band and the debate club which is a new activity, these are all activities that connect our students to our schools and encourage our students to do better. Mrs. Melton commented that students are able to find a sense of purpose and are engaged in the school process. She added that students understand that their team relies on them and through that they gain a sense of maturity. Mrs. Melton stated that Mr. Dehnert seems to be the type of person who wants the proof and she did her research and one thing that really stuck out at her was that College Board has a number of articles that speak to how students can be successful at the next level and what is most important is their involvement in extra-curricular activities as it helps students with their ability to prioritize, time management, motivation and responsibility. She stated that she believes College Board is a reliable source as we rely on them to measure our student performance. She added that there are also articles from the National Center for Educational Statistics, Association for Supervision and Curricular Development and on and on. Mrs. Melton stated that we need to make sure and she sure that no one at the table is looking to frivolously spend money or waste taxpayer dollars. She said that there are a number of ways that we can be successful but we need to provide our students with the opportunities to be successful, be confident, do their best, be their best and to find their passion. Mrs. Melton stated that she believes this is the responsibility of everyone at the table.

XIII. ADJOURNMENT

Mr. Jackson made a motion to adjourn and Mrs. Spletzer seconded it. The motion passed 7-0. The meeting adjourned at 9:06 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary.

On September 21, 2015 the Work Session 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:	Willard D. Cromley and Bernard F. Pettit
Region II:	Dawn R. Heine and Todd R. Wolf
Region III:	Joseph P. Ciresi and Thomas J. DiBello
Presiding Officer:	Mark P. Dehnert
Superintendent:	Dr. David R. Goodin
Chief Financial Officer:	James D. Fink
Solicitor:	Mark Fitzgerald, Esq.
Student Reps.:	Dana K. Ludgate and Daniel J. Ciresi

The following Board Members were absent: Clinton L. Jackson and Kelly J. Spletzer

Board President, Mr. Dehnert, opened the meeting with the call to order and the Pledge of Allegiance.

ANNOUNCEMENTS

Danny announced that Spring-Ford needs your vote as Channel 6ABC has selected our game this Friday against Boyertown High School as the possible High School Huddle featured game! He stated that everyone's vote throws support behind the Spring-Ford Football Team, Spring-Ford Cheerleaders and the Golden Ram Marching Band! Danny advised that votes can be cast right now. He urged everyone to pull out their smart phones and go to 6abc.com/huddle to cast their vote. Danny also asked that while the phones are out that everyone save the date for the 6th Annual Taste of Spring-Ford. This year's event will be a fun evening out for kids, students and adults as the area's finest restaurants and fun food businesses will bring their tastiest specialties for the public to sample. Danny announced Tickets will be \$20 for adults and \$10 for students and seniors. More information is available online at spring-ford.net. See you on October 29th!

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Ann Wilhelm, Royersford Borough, stated that she attended last week's open house at Royersford to discuss the hybrid model. She expressed thanks for the organization of the event and the time it took to do that. Mrs. Wilhelm stated that despite her many vocal objections in the past she went into this with an open mind. She commented that her son is in the second grade class which is leading the role out there. Mrs. Wilhelm stated that the question remains on how this intervention is going to be measured. She commented that administration has been asked many times by many parents what the plans are for measuring success of the hybrid model. Mrs. Wilhelm stated that what the parents have gotten is pushback that it is hard to measure, and uncertainty as to how to do it. Mrs. Wilhelm said she does not believe this is an acceptable response from a roomful of doctors of education. Mrs. Wilhelm asked again for this answer and said the

response does not have to be given tonight but she feels that as parents of the children in that program and as taxpayers in the district they deserve to know the specific and measurable goals of the hybrid model, how will they be measured and when will those findings be reported to them. Mrs. Wilhelm stated that PSAA Tests are out of the district's control and she believes everyone agrees that it is not the best place to tie measurements. Mrs. Wilhelm said that the parents deserve an answer before it is rolled out to another school.

Julie Mullin, Upper Providence Township, stated that shockingly she is here about the per capita again. Mrs. Mullin stated that in case there were any Board Members who were undecided on how they were going to vote on the resolution, and besides the fact that Upper Providence has added 811 per capita tax bills to date and there are probably hundreds more to add between emails and phone messages on her voice mail, she then showed the Board the large stacks of envelopes that were returned to her by the U.S. Post Office marked as undeliverable. Mrs. Mullin stated that these are the records that Berkheimer had which reflected those residents at those addresses which were all returned as undeliverable. Mrs. Mullin next held up a file that contained all of the exonerations from the per capita tax thus far and she estimated that there were about 100 exonerations in the file. Mrs. Mullin held up another large file and stated that it contained the legitimate deletions which meant that the per capita bill was actually delivered to residence of the person whose name appeared on it. Mrs. Mullin reported that one person died in 1998 and another in 1997. Mrs. Mullin commented that there were approximately 200 more deletions in the file she had with her. She stated that she is begging the Board on behalf of the taxpayers, not as a tax collector, to please support the resolution and do away with this tax as it is the definition of a nuisance tax.

II. ACTION ITEMS

Mr. Cromley made a motion for the selection of Mark B. Miller and Mr. Ciresi seconded it. The motion passed 7-0.

- A. The Board selected **Mark B. Miller** as their candidate for the office of PSBA President-Elect.

Mr. DiBello made a motion for the selection of Michael Faccinetto and Mrs. Heine seconded it. The motion passed 7-0.

- B. The Board selected **Michael Faccinetto** as their candidate for the office of PSBA Vice-President.

Mr. DiBello made a motion for the selection of Michael Melnyk and Mr. Pettit seconded it. The motion did not pass by a vote of 1-6 with Mr. Wolf, Mr. Cromley, Mr. Ciresi, Mr. DiBello, Mr. Pettit, and Mrs. Heine voting no.

Mr. Ciresi made a motion for the selection of Larry Feinberg and Mr. Cromley seconded it. The motion passed by a vote of 6-1 with Mr. Dehnert voting no.

- C. The Board selected **Larry Feinberg** as their candidate for the office of the PSBA At-Large Representative (East) Representing Regions 7, 8, 10, 11, and 15.

III. PRESENTATION

Dr. Goodin commented that he wanted to update the community and the Board on the project at Royersford. He stated that to date there have been three meetings held with the community-at-large with the most recent one being last Wednesday. Dr. Goodin reported that at the last meeting they were able to demo the digital content that will be made available to the students at Royersford as well as have parents see the set-up of a classroom and provide them with the opportunity to speak with some of the teachers who run the program out at Spring City. Dr. Goodin stated that at this point the plan is to continue working with the teachers and get them prepared to run this program. Dr. Goodin reported that teachers have received some training on the digital content and that will continue during future in-service days. Dr. Goodin reported that beginning in October the physical layout and hardware will be set up in all of the K-2 classrooms. Dr. Goodin added that in addition the district put into place a formative assessment program called Aimsweb for assessing students in reading and math. This data along with the data that can be pulled from the digital content will be used to determine student progress. The understanding will continue to be that the PSSA data will still be one of the driving summits of assessment tests available to us. Dr. Goodin stated that the real focus will be on the formative assessment piece and that is why Aimsweb was put into effect for this year as this was felt to be a more comprehensive tool than the one we had with DIBELS. Dr. Goodin stated that the hope is that by mid-November there would be a full roll-out for grades K-2 at Royersford Elementary. Dr. Goodin indicated that he asked Mrs. Carboy to be present this evening in case there were any questions. Dr. Goodin stated that one of the questions and concerns that came up last week was in regards to parents being able to see their student's progress and he advised that the district can certainly make this data available to parents as one of the nice features of the program is the availability of real-time data. Dr. Goodin added that he felt that if any work still needed to be done it was with the development of a more structured means of presenting the data to parents.

Mr. Dehnert asked what the plan was after this year and Dr. Goodin replied that the plan would be to roll the program into 3rd grade at Royersford. Mr. Dehnert stated that due to the fact that this is a big undertaking with Royersford being a much bigger school than Spring City and the fact that the district is losing the current Director of Curriculum and the Director of Technology he felt it made more sense to roll the program out to one class for each of the 3 grades. Mr. Dehnert stated that this would be a little more measured and less of an undertaking since we will be losing two people at a critical time when we are rolling this out. Mr. Dehnert said he feels it would make more sense to roll this out slower and be sure to track the progress well and see how we stand at the end of the year for those three grades.

Dr. Goodin replied that he appreciates Mr. Dehnert's concern but at this point right now between Dr. Roche, himself and Mrs. Carboy, they pretty much have been handling the project. He added that they have taken over this project and they feel pretty comfortable that they can handle this.

Mr. DiBello asked Mrs. Wilhelm if her question was answered and she responded. Her response could not be heard and was not recorded on the audiotape due to the fact that she was not at a microphone.

- A. **Dr. David R. Goodin**, Superintendent, to present an update on the Hybrid Learning Expansion at Royersford Elementary School.

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report Dana Ludgate/Daniel Ciresi

Dana stated that the start of the school year means the start of college applications for many seniors and scheduling an appointment at the Future Planning Center is recommended to keep everything on track with the common application and college essays. Dana reported that the 10th through 12th grade open house will take place this upcoming Thursday the 24th starting at 7:00 p.m. She advised that parents will be following an abbreviated day 3 schedule of their child's classes, a schedule which they will receive from their child's first period teacher. Dana added that clubs and other extracurricular activities will set up stands for parents to view before the open house and during the study hall periods. Dana notified students that tickets will be sold for the approaching semi-formal homecoming dance at lunches from October 8th to the 16th at a cost of ten dollars each. The dance is to be held in the senior high school auditorium on the 24th of October. Dana concluded by commenting that with only two days left of summer, we can all look forward to the fun of spirit week and homecoming in the pending fall season.

WMCTC

Ciresi, Cromley, Heine

1st Mon. 7:00 p.m.

Mr. Cromley reported that the Joint Operating Committee met on September 14, 2015 where Mr. Moritzen reported that Mr. Weneck hosted a two-day 9th grade orientation program for Spring-Ford students. There was a lot of information distributed and time was allotted for all freshmen to ask those critical questions and ease any concerns that they may have had. Mr. Cromley reported that the Western Center will be hosting an event called "Girls Night Out" on November 12, 2015 from 6:00 p.m. – 8:30 p.m. The event is being offered to promote participation in career and technology education in conjunction with Temple University. Mr. Cromley advised that Temple will be offering financial assistance for this event through grant funds and the Montgomery County Work Force Investment Board will be partnering as well. There are 105 seats available for this event. Mr. Cromley reported that on September 11, 2015 a flag raising ceremony was held as a way to honor those who lost their lives on 9-11. The ceremony was held at 8:30 a.m. in front of the school and trumpeters from Spring-Ford Area High School Marching Band accompanied the ceremony. Mr. Cromley advised that the first community dinner night will be held in November and additional information on this event can be found on the website. Mr. Cromley commented that Tom Thundstrum from Penn Liberty Bank will be presenting a Money 101 financial education to students at a meeting on November 10, 2015. Mr. Cromley added that an Open House will be held at the Western Center on December 3, 2015 and all are invited. A Wall of Honor will be established at the Western Center in order to recognize the accomplishments of students who were in national competitions and were place winners. Mr. Cromley reported that a John Deere Gator was purchased to replace the broken Kawasaki one that was originally purchased in 2001. He invited Dr. Goodin and Mrs. Fern to take the new Gator out for a test drive. Mr. Cromley advised that the Western Center will be paying for the fingerprinting fee for all cooperative education job directors as mandated by the state for our students will be working in their employment businesses. Mr. Cromley reported on the WMCTC enrollment which revealed Spring-Ford currently had 35 9th grade students which is slightly down from last month. The total Spring-Ford AM numbers were at 115 and PM totaled 100 for a total enrollment of 215 Spring-Ford students in attendance at the Western Center.

Mrs. Heine commented that the enrollment numbers finally reflect that Spring-Ford is a larger share of the 3 sending districts. She added that the total enrollment for the next largest sending district, Upper Perkiomen, is 179 students. Mrs. Heine stated that we are finally starting to see the fruits of our labor in making known what the Western Center is and what they do.

Curriculum/Technology Dawn Heine 1st Tues. 6:30 p.m.

Mrs. Heine reported that the Curriculum & Technology Committee met on September 1st and were provided with an update on modernized learning which Dr. Goodin covered in his presentation this evening. Mrs. Heine advised that the installation of SMART Technology in 40 classrooms has been completed. She added that Evans Elementary has purchased an additional 6 SmartBoards which are being installed. Mrs. Heine reported that the committee received a brief overview of various instruction which will be provided during the 2015-2016 in-service days. The committee also received updates on curriculum including the K-6 Math Program which will begin full review next year. The committee discussed the K-6 English Language Arts Program which the new Curriculum Supervisor, Catherine Gardy will be leading the effort on. Mrs. Heine commented that this is not new territory for Mrs. Gardy as she just implemented a new English Language Arts Series in another district. Mrs. Heine reported that they next discussed the 7-12 English Language Arts Program and the fact that we are not where we want to be with regards to core alignment. She explained that a lot of work went into adjusting the curriculum over the summer and a new curriculum is being rolled out this year with lots of support tools for staff. Mrs. Heine commented that there was a lot of discussion on where the district is, where it was and where we want to be with regards to STEAM. She advised that a more formalized information piece needs to be put together and provided to the Board to ensure the direction where the committee is heading has the support of the Board. Mrs. Heine advised that updates are being made to report cards. K-4 Standards-based report cards are being updated and once all updates are completed information regarding the updates will be communicated with parents before the report cards are distributed.

Extracurricular Tom DiBello 2nd Mon. 6:00 p.m.
Report next week.

Policy Will Cromley 2nd Mon. 7:00 p.m.

Mr. Cromley reported that the Policy Committee met on September 9, 2015 and discussed Policy 916 Community Volunteers was reviewed and updated. Dr. Roche shared information on the roll out of the policy and advised that some tweaks and small changes will continue to be discussed at future committee meetings. Policy 815 Acceptable Use of Computers was looked at and a small change was made to address student email access. The changes were reviewed and the policy will be moved forward for a first reading. Once approved and the new Director of Technology is on board the policy will need to be thoroughly reviewed and updated by that individual. Policy 121 Educational Field Trips was revised to include a section on the administration of medication on field trips and this was moved forward for a first reading. Policy 121.1 Overnight and Foreign Travel was revised and has now been moved forward for a first reading. Policy 819 Suicide Awareness, Prevention and Response was discussed and the committee is currently waiting for a review by PSBA. Mr. Cromley added that this policy is still a work in progress and will be on the next Policy Committee meeting agenda for further review. Policy 216 Student Records and Policy 137 Home Education Programs have been completed with a few tweaks necessary. Dr. Roche advised that with Policy 216 the guidelines were still being finalized and with Policy 137 we were still waiting on PSBA review. Mr. Cromley reported that there was a recommendation from the District Wellness Committee to update Policy 246 Student Wellness so the committee will be looking at this next month. Policy 606 Tax Collection was discussed quickly and it was recommended to update this policy in order to bring it into compliance as the last time it was reviewed was 1993. Mr. Cromley reported that Dr. Roche will follow up on this with Mr. Fink and Mrs. Davidheiser and he asked that the tax collectors be included in the process.

Finance

Mark Dehnert

2nd Tues. 7:00 p.m.

Mr. Dehnert reported that the Finance Committee met on September 8, 2015 and reviewed the executive reports. One topic discussed was the Earned Income Tax and Mr. Fink noted that the numbers for July and August were off from where they were the year before. Mr. Fink advised the committee that in discussion with Berkheimer it appeared that there were some problems with their collection systems and their payroll reporting systems. Mr. Fink did state that he went back to Berkheimer for more information on the cause of this issue and to obtain additional information on this problem. Mr. Dehnert reported on the self-funded insurance and stated that Independence Blue Cross did not bill the district for any of the vision claims for the 2014-2015 fiscal year so the amount for this is being accrued so that it can be reflected in the proper year. Food Service ended last year with a deficit and this was attributed to some large health insurance issues. Mr. Fink provided the committee with an overview of a new report he developed which will provide them with a snapshot of where the monthly finances are. Mr. Dehnert asked that the Board get a year to date projection of the figures on a monthly basis. Mr. Dehnert reported next year is a presidential election year, therefore, the timeline for the budget is moved up one month as the primary is moved up one month. Mr. Dehnert stated that there was also discussion on the per capita tax and there is a resolution that will be voted on next week to eliminate the per capita tax. The committee discussed the issues with Berkheimer with regards to the per capita tax and the questions remain as to why there was a problem and why they did not compare last year's files with this year's files. Mr. Fink is looking into locating last year's files. Mr. Dehnert stated that the bottom line is that the Board will vote next week to hopefully eliminate the per capita tax.

Mr. Ciresi asked about the potential for any legal action against Berkheimer and Mr. Fitzgerald responded that in terms of any contract liability he would prefer that the Board have this discussion in an executive session. Mr. Ciresi asked if an executive session could be held following tonight's meeting and Mr. Fitzgerald replied yes.

Mr. DiBello pointed out that the file used last year was different from the file used this year as last year's file was self-created by the district. Mr. DiBello stated that the Business Manager, Tim Anspach, after last year's fiasco had decided to go with Berkheimer this year and use their earned income tax file. Berkheimer had reassured us that we would not see the issues that we saw during the previous year even though it was recommended twice by himself to do away with the per capita tax last year. Mr. DiBello added that they knew this was going to be a huge issue this year but the Board decided to continue forward for another year. Mr. DiBello said he wanted to make sure that everyone was clear on the facts as to why we are where we are today.

Property

Clinton Jackson

2nd Tues. 8:00 p.m.

Report next week.

MCIU

Tom DiBello

4th Weds. 7:00 p.m.

Report next week.

PSBA Liaison

Todd Wolf

There was no report.

Asst. Superintendent Rpt. Dr. Allyn J. Roche

Dr. Roche reported that school districts typically use the 10th day of school enrollment figures from a new school year to establish the initial enrollment numbers for the district.

He provided an update on the number of total students in each grade level and at each school across the district based upon the 10th day enrollment.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald advised the Board that in front of everyone there is a copy of the Resolution 2015-29 which is the resolution by which we would discontinue the per capita tax. Mr. Fitzgerald added that as the resolution notes we are essentially breaking down the per capita tax into two areas; the LTA 511 Tax which would be reduced by \$5.00 and then the School Code Tax which would also be reduced by \$5.00. Mr. Fitzgerald stated that he would like to comment on another issue which was discussed in August was in regards to delaying PSERS payments and Charter School payments. He advised that PSBA has rendered a legal opinion on both which indicated that school districts can delay payments on both the charter school payments coming from the Commonwealth and on the PSERS payments on the employer side but not on the employee side. Mr. Fitzgerald stated that they reviewed this opinion, have vetted it for a number of their school district clients and they concur with this opinion. Mr. Fitzgerald stated that districts are all over the place with how they are handling this issue.

Mr. Dehnert asked Mr. Fink if he could find out how much money it would be each month if the district delayed payments to PSERS and the charter schools

Mr. Fitzgerald noted that while PSBA takes the position that the entire employer contribution can be withheld PSERS takes the position that it is essentially the net value and they would essentially charge a 6% per day interest fee for all delay in payments. Mr. Fitzgerald stated that whether this plays out or not is anyone's guess but this is where PSERS is on that portion of the employer's contribution.

V. MINUTES

There were no questions.

- A. Administration recommends approval of the August 17, 2015 Work Session minutes.
 (Attachment A1)
- B. Administration recommends approval of the August 24, 2015 Board Meeting minutes.
 (Attachment A2)

VI. PERSONNEL

There were no questions.

A. Resignations

- 1. **Karlis M. Budkevics**; Instructional Assistant, Royersford Elementary School.
 Effective: August 31, 2015.
- 2. **Keith E. Floyd, Ed. D.**; Director of Curriculum and Instruction, District Office.
 Effective: November 6, 2015.
- 3. **Kathy A. Huston**; Part-time Food Service, 5/6th Grade Center. Effective:
 September 25, 2015.

4. **Joseph R. Perry**; Marching Band Program Planner (1/2 contract), Senior High School. Effective: September 16, 2015.
5. **Kimberly Todd**; Part-time Food Service, Senior High School. Effective: August 23, 2015.

B. Leave of Absence

1. **Racquel Richter**; Social Studies Teacher, 8th Grade Center; for child-rearing leave per the Professional Agreement. Effective: August 25, 2015 through January 28, 2016.

C. Professional Employees

1. **Alicia M. Carey**; English Teacher, Senior High School. Compensation will be set at MS, Step 3, \$48,100.00, prorated with benefits per the Professional Agreement. Effective: August 31, 2015.
2. **Jamilah F. Bashir**; Special Education-Emotional Support Teacher, 7th Grade Center. Compensation will be set at MS+18, Step 7, \$63,000.00 prorated with benefits per the Professional Agreement. Effective: November 2, 2015.

D. Temporary Professional Employee

1. **Nathan V. Stalker**; Spanish Teacher, Senior High School-9th Grade, replacing Lea M. DiEgidio who resigned. Compensation will be set at BS, Step1, \$44,700.00 with benefits per the Professional Agreement. Effective: August 25, 2015.

E. Support Staff Employees

1. **Lisa J. Denner**; Instructional Assistant, Senior High School-9th Grade. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: August 31, 2015.
2. **Karen E. Doyle**; Instructional Assistant, Evans Elementary School, replacing Tara McGuirl who resigned. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 15, 2015.
3. **Joan D. Flack**; Instructional Assistant, Limerick Elementary School, replacing Denise J. Spagnoli who resigned. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 15, 2015.
4. **Joseph Giampa**; 10-month IT Support Technician, replacing Randi J. Law who had a change of assignment. Compensation will be set at \$19.40 an hour with benefits. Effective: October 5, 2015.

5. **Alice B. Hollingsworth**; Instructional Assistant, Royersford Elementary School, replacing Karlis M. Budkevics who resigned. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 8, 2015.
 6. **April D. Mayes**; Instructional Assistant, Royersford Elementary School, replacing Celeste D. Baumgardner who had a change of status. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: August 25, 2015.
 7. **Lisa M. Michener**; Instructional Assistant, Oaks Elementary School, replacing Mary Jane McAnallen who resigned. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 1, 2015.
 8. **Lauren N. Raugh**; Instructional Assistant, Oaks Elementary School, replacing Megan G. Reischel who resigned. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 8, 2015
- F. Administration recommends approval of a change of status for **Kimberly A. Bast**; from Assistant Director of Curriculum and Instruction to Director of Curriculum and Instruction, District Office, replacing Keith E. Floyd, Ed.D. who resigned. Compensation will be set at \$120,000.00, prorated with benefits per the Administrator's Plan. Effective: November 9, 2015.
- G. Administration recommends approval of the attached extra-curricular contracts for the 2015-2016 school year. **(Attachment A3)**

VII. FINANCE

Mr. DiBello made a motion that the Board pass Resolution 2015-29 which is Item D on the agenda. Mr. DiBello stated that last month he had indicated that he wanted this resolution prepared for the Board to be voted on this evening. Mr. DiBello stated that the resolution has been prepared and was shared with the Board in their weekly memo. He again made the motion for the Board to enact Resolution 2015-29 and Mr. Pettit seconded it.

Mr. Dehnert stated that this is not a voting meeting and it is not on the agenda so he would like to move on and stick with the agenda.

Mr. Ciresi pointed out that the motion is on the agenda.

Mr. Dehnert stated that the motion is not on the agenda as an action item and this meeting is intended to be for review of items each week. He added that they could move lots of things up if they chose to. He commented that he believes they should stick to the protocol of the meetings which is that they vote on things at the regular meeting and review the items on the agenda at the work session.

Mr. Ciresi advised that there was a motion and a second.

Mr. Fitzgerald stated that the floor needed to be opened for public comment. Mr. Dehnert asked if there was any comment and there was none.

The Board approved Item D by a vote of 6-1 with Mr. Wolf voting no.

- 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. Checks:

1. Weekly Checks prior to Work Session

August

Check No. 158445 – 158507 \$ 362,222.87

ACH 151600062 – 151600066 \$ 811.43

September

Check No. 158508 – 158733 \$1,394,562.39

ACH 151600067 – 151600080 \$ 5,302.59

2. Athletic Fund

August

Check No. 308297 – 308345 \$ 46,700.16

3. Board Checks held for approval

September

Check No. 158734 – 158744 \$ 9,174.63

ACH 151600081 – 151600103 \$ 25,796.81

- C. Administration recommends approval of payment for the following invoices for the month of September in connection with the CAPITAL RESERVE ACCOUNT – Fund 32:

1. September

Colonial Electric High School Lighting Project \$ 43,679.52

North Eastern Floors High School Gym Floor \$ 126,266.00

SimplexGrinnell Security Cameras \$ 99,675.23

Tremco Royersford Roof Replacement \$ 438,034.00

TOTAL \$ 707,654.75

- D. The Board approved **Resolution 2015-29** which eliminates the Per Capita Tax, effective for the 2016-2017 school year. (**Attachment A4**)

- E. Administration recommends approval of the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations and the Parent Teacher Organizations:

1. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide two assemblies entitled "Winter Secrets....Animals in Winter" for the kindergarten classes at Spring City Elementary. Funding shall not exceed \$220.00 and will be paid by Spring City Home and School Association.

2. **Thom Stecher & Associates – Malvern, PA.** Provide an assembly on Resiliency in conjunction with Upper Providence Elementary's Unity Day. Funding shall not exceed \$1,000.00 and will be paid from the Pottstown Area Health& Wellness Grant (\$500.00) and the Upper Providence Home and School Association (\$500.00).
- F. Administration recommends approval of the following independent contracts:
1. **Easter Seals – Philadelphia, PA.** Provide educational and related services during the 2015-2016 school year for a special needs student as per the IEP. Services will be provided for 180 days at a rate of \$146.67 per day. Funding will be paid from the Special Education Budget and shall not exceed \$26,400.00.
 2. **Medley and Mesaric Therapy Associates – Fort Washington, PA.** Provide a review of records, consult, train and make recommendations for a special needs student as per the IEP. Services will be provided for 20 hours at a rate of \$140.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$2,800.00.
 3. **Devereux Foundation – King of Prussia, PA.** Provide educational and related services during the 2015-2016 school year for a special needs student as per the IEP. Services will be provided for 180 days at a rate of \$85.00 per day for a total cost of \$15,300.00. In addition a 1-1 assistant will be provided for 7 hours per day for 180 days at a rate of \$40.00 per hour for a total cost of \$50,400.00. Funding will be paid from the Special Education Budget and shall not exceed \$65,700.00.
 4. **Education Alternatives – Limerick, PA.** Provide 1:1 Direct Applied Behavior Analysis services during the 2015-2016 school year for two special needs students as per their IEPs. Services will be provided for 7.5 hours per day for 180 days at a rate of \$32.00 per hour per student. Funding will be paid from the Special Education Budget and shall not exceed a total of \$86,400.00 for both students.
 5. **Education Alternatives – Limerick, PA.** Provide Applied Behavior Analysis Therapy services during the 2015-2016 school year for two special needs students as per their IEPs. Services will be provided for 12 hours per month for each student for 3 months at a rate of \$95.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed a total of \$6,840.00 for both students.
 6. **Catherine Forcey – Collegeville, PA.** Provide Intensive Reading Instruction for a special needs student as per the IEP. Services will be provided for 180 sessions at a rate of \$30.00 per session. Funding will be paid from the Special Education Budget and shall not exceed \$5,400.00.
 7. **Personal Health Care, Inc. – Valley Forge, PA.** Provide Nursing Services during 2015-2106 school year for a special needs student as per the IEP. Services will be provided for 4.0 hours per day for 5 days per week. Funding will be paid from the Special Education Budget and shall not exceed \$32,580.00.

8. **Lakeside Educational Network – Fort Washington, PA.** Provide educational services during the 2015-2016 school year for two special needs students as per their IEPs. Services will be provided for 180 days at a rate of \$225.00 per day per student. Funding will be paid from the Special Education Budget and shall not exceed \$81,000.00.
 9. **ExerTech – Malvern, PA.** Provide routine maintenance 4 times per year for all fitness equipment at a rate of \$1,200.00 annually. In addition ExerTech will provide emergency repair service during normal business hours at an additional rate of \$65.00 per hour for labor and \$55.00 per trip. Funding will be paid from the Athletic Budget.
 10. **Thom Stecher & Associates – Malvern, PA.** Provide Resiliency Training for staff district-wide during the 2015-2016 school year. Funding shall not exceed \$22,000.00 and shall be paid from the Pottstown Area Health and Wellness Grant.
 11. **TLS Teaching Learning Succeeding, LLC – Phoenixville, PA.** Provide training, consultation and coaching to assist 6-12 Pilot Teachers in their Modernized Learning efforts. Services will be provided for 14 days at a rate of \$1,050.00 per day. Funding shall not exceed \$14,700.00 and will be paid from the Curriculum & Instruction Budget.
 12. **TLS Teaching Learning Succeeding, LLC – Phoenixville, PA.** Provide consultation, planning and training, in Assessment Principles, Differentiated Instruction and meeting the needs of high achieving learners, especially in English/Language Arts and Science for staff at Upper Providence Elementary School. Services will be provided for 12 days at a rate of \$675.00 per day. Funding will be paid from the Upper Providence Elementary Assembly Budget and shall not exceed \$8,100.00.
 13. **American Red Cross – Philadelphia, PA.** Provide CPR and First Aid Training to 12 Special Education Instructional Assistants. Funding will be paid from Medical Access Funds and shall not exceed \$190.00.
- G. Administration recommends approval of a confidential settlement and release agreement **#2015-05** with the parents of a student in special education and authorization of payment of an educational fund in the amount of \$35,625.00 for legitimate educational expenses and attorney fees of \$7,000.00. Funding will be paid from the Special Education Budget and shall not exceed \$42,625.00.
- H. Administration recommends approval of the **Cafeteria Listing** of Bills:
- | | |
|-------------------------|---------------|
| <u>July</u> | |
| Check No. 12370 – 12380 | \$ 66,078.89 |
| <u>August</u> | |
| Check No. 12381 – 12407 | \$ 387,432.64 |
- I. Administration recommends approval of the applications for **Use of Facilities Permits** received during the months of June 2015 through August 2015.
- J. Administration recommends approval of the following **deletions** to the per capita tax for the 2015-2016 school year:
- | | |
|------------------------------|---------------|
| Royersford Borough Deletions | No. 362 - 430 |
|------------------------------|---------------|

VIII. PROPERTY

There were no questions.

- A. Administration recommends approval to purchase and replace existing science tables and chairs at the 8th Grade Center due to increased class size and the existing condition of the current tables and chairs which are deteriorating and a safety concern. The total cost for this replacement furniture shall not exceed \$35,000.00 (Tables \$26,000.00/Chairs \$9,000.00). These items will be purchased through CoStars State Contract and funding will come from the Capital Reserve.

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

There were no questions.

The following individuals are recommended for attendance at the following conferences:

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

DISTRICT OFFICE

- A. **James Fink**, Chief Financial Officer, **Mary Davidheiser**, Controller, and **Bruce Cooper**, Director of Planning, Operations & Facilities, to attend "*The 61st Annual PASBO (Pennsylvania Association of School Business Officials) Conference*" at the Hershey Lodge & Convention Center in Hershey, PA from March 8 through March 11, 2016. The total cost of this conference \$2,264.00 (registration, mileage, lodging and meals) from the 324 and 580 accounts. No substitutes are needed.
- B. **Daniel Currie**, **David Krakower**, **Christine Raber**, Special Education Supervisors, and **Katie Davis**, Teacher on Special Assignment-Special Education Supervisor, to attend "*Eastern PA Supervisors of Special Education Annual Conference*" in Hershey, PA from October 21 through October 23, 2015. The total cost of this conference is \$1,965.36 (mileage and lodging) from the 580 account. No substitutes are needed.
- C. **Elizabeth Leiss**, Director of Human Resources, to attend "*The PA Association of School Personnel Administrators*" in Harrisburg, PA from February 24 through February 26, 2016. The total cost of this conference is \$735.00 (registration, mileage, lodging and meals) from the 324 and 580 accounts. No substitute is needed.
- D. **Deborah Smith**, Administrative Assistant – Child Accounting, to attend "*The A/CAPA (Attendance/Child Accounting Professional Association) Annual Conference*" in Hershey, PA from November 3 through November 6, 2015. There is no cost for this conference as all expenses are paid by A/CAPA since Mrs. Smith serves as the President of the Association. No substitute is needed.
- E. **Erin Crew**, Manager of Communications and Marketing, to attend "*Elements of School Communications*" in Harrisburg, PA on October 13, 2015. The total cost for this workshop is \$232.15 (registration and mileage) from the 324 and 580 accounts. No substitute is needed.

5/6 GRADE CENTER

- F. **Gillian Arganetto**, Special Education Teacher, to attend "*Social Thinking by Michelle Garcia Winner*" in Mount Laurel, NJ from October 26 through October 27, 2015. The total cost for this conference is \$821.43 (\$521.43 for registration, mileage, lodging) from Ice for Autism Funds and (\$300.00 for 2 days of substitute coverage) from the substitute account.
- G. **Barbara O'Brien**, Media Specialist–Department Chair, to attend "*The Access PA Fall 2015 Training*" in King of Prussia, PA on November 2, 2015. The total cost of this training is \$150.00 for a substitute.

DISTRICT-WIDE

- H. **Julie Caterson**, Home & School Visitor, to attend "*The 2015 PASSWP Conference*" at the Milton Hershey School in Hershey, PA on October 23, 2015. The total cost for this conference is \$152.75 (registration and mileage) from the 324 and 580 accounts. No substitute is needed.
- I. **Paul Nesspor** and **Joseph Nugent**, HVAC Mechanic/Specialist, to attend "*ASHRAE Standard 188 Legionellosis – Risk Management for Building Water Systems*" at the Berks County Agriculture Center in Leesport, PA on September 25, 2015. The total cost for this conference is \$50.00 (registration) from the 324 account. No substitutes are needed.
- J. **Sue Choi** and **Gabrielle Procario**, Math Coaches, to attend "*The NCTM Regional Conference*" in Atlantic City, NJ from October 21 through October 23, 2015. The total cost of this conference is \$911.00 (registration, mileage and meals) from the 324 and 580 accounts. No substitutes are needed.
- K. **Michael DeCaro**, House Principal, **Melody Bish**, Psychologist, **Melissa Wobensmith**, Guidance Counselor, **Jennie Anderson** and **Kylene Malone**, Teachers, to attend "*The Student Assistance (SAP) K-12, 3-Day Certification Training*" at the Montgomery County Intermediate Unit in Norristown, PA on October 8, October 14, and October 20, 2015. The total cost for this training is \$2775.00 (\$1,875.00 registration) from the 324 account and (\$900.00 for 3 days of substitute coverage for 2 teachers) from the substitute account.
- L. **Khrystin Herb**, **Gerry Rogers**, **Bridget Mullins** and **Kristin Rouyer**, 10-12 Grade SAP Team, to attend "*PASAP Southeast Regional Workshop*" at the Caron Foundation in Wernersville, PA on November 5, 2015. The total cost for this workshop is \$750.00 (\$150.00 registration) from the 324 account and (\$600.00 for substitute coverage) from the substitute account.

X. OTHER BUSINESS

There were no questions.

- A. Administration recommends approval for **Kris Jennings** (Band Director), **Alex Cifelli** and **Joe Perry** (Choral Directors) and **Ashley Baisch** (Orchestra Director) to take the Spring-Ford Middle School Concert Band, Marching Band, Jazz Ensemble, Orchestra, 7th/8th Grade Chorus and Gold N Blues to perform at the 2016 Music in the Parks

Festival in Hershey, PA from Friday, May 6, 2016 through Saturday, May 7, 2016. The Middle School Music Department will be traveling by chartered bus and staying at the Holiday Inn-Hershey in Grantville, Pennsylvania. The cost of the trip shall not exceed \$325.00 per person. The Spring-Ford Music Association will conduct fundraising events to help defray the costs. Students will miss one half of a school day and will be responsible for any missed work. The total cost to the district will be \$150.00 for two half-day substitutes for Friday, May 6, 2016 for Mr. Cifelli and Mr. Perry.

- B. Administration recommends approval to accept the donation of trees and the planting of those trees around the grounds of Brooke Elementary School as part of an Eagle Scout Project. There will be no cost to the District.
- C. The following policies are submitted for a first reading:
 - 1. Policy #121 – PROGRAMS: Field Trips/Educational Trips (**Attachment A5**)
 - 2. Policy #121.1 – PROGRAMS: Overnight/Foreign Travel (**Attachment A6**)
 - 3. Policy #815 – OPERATIONS: Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems (**Attachment A7**)

XI. INFORMATION ITEM

There were no questions.

- A. Limerick Elementary School wishes to work with the Limerick Elementary Home and School League to apply for a grant to begin fundraising for the construction of a low maintenance walking path – ½ mile long (2640 feet) and 6 feet wide. The final plan will be submitted at the Property Committee meeting for final review. The path will be a safe environment for the students and the community to walk/run and exercise thereby supporting the continuous efforts of encouraging a healthy, active and safe lifestyle. Funding will be paid by the Limerick Elementary Home and School League and the funds obtained through the grant. There will be no cost to the district.

XII. PUBLIC TO BE HEARD

Edward Dressler, Oaks, directed his comment to Mrs. Wilhelm. He stated that he had the privilege of sitting in the hybrid classroom. He commented that he was an educator for 30 years and he can say that from this experience he got a vibe that good things were going on. He commented that today we are dealing with kids whose attention span is not what it used to be and maybe it never was. He stated that the point is that the hybrid program tends to keep the kids involved and hopefully creates a learning environment that is more interesting, more fun and a better experience for them all around. Mr. Dressler added that as far as evaluating it, test scores do not always tell the whole truth as he believes that talking to the teachers who have taught in both environments might be able to provide a feel on whether they think good things are happening there. Mr. Dressler suggested that possibly Mrs. Wilhelm would be able to visit a hybrid classroom and be able to get her own feel for what is going on. Mr. Dressler stated that he understands Mrs. Wilhelm's concerns as a parent but asked her to remember that before the hybrid initiative the classroom was basically the same as it was 100 years ago but the kids are not the same. He commented that we need to grow the classroom with the kids we have today and make it an environment that they can appreciate. Mr. Dressler added that the district needs to keep evaluating the program as we do not want to keep dumping money into things that will be wasted. Mr. Dressler stated that he believes the administration is aware of this and they will do the best to make the right decision about whether to go ahead and implement this in the other schools.

Colleen Zasowski and **Christina Melton**, stated that they wanted to take an opportunity to say thank you to Joe Ciresi, Tom DiBello, Dawn Heine, and Bern Pettit for inviting them to go along today to Harrisburg where they had the very fortunate opportunity to meet with some of our legislators. Mrs. Zasowski reported that they were able to talk with the legislators about what the district's concerns are in terms of the budget, what's happening, what is not happening and how our district along with other Pennsylvania School Districts can suffer because of this. Mrs. Zasowski stated that Spring-Ford and the Board have all done a great job of planning in order to prevent detrimental effects from this but needless to say if this is not resolved we will all feel the pinch. She added that no one wants that for the kids as the reason everyone is here is to provide a great education so they can move on and do great things in this world. Mrs. Zasowski stated that without the budget in place our teachers are really handicapped in terms of what they can do for the students. Mrs. Zasowski expressed thanks for being included in the process and said she hopes that their concerns were heard and that they were viewed as leaders in terms of representing Spring-Ford and being out there to get the rest of the state motivated to get this done. Mrs. Melton reported that they had the privilege to meet with the Chairman of the Education Committee and the information that Mr. Saylor provided to them was incredible. Mrs. Melton stated that there certainly are a lot of concerns and fears that the budget will not be passed at the state level until after Christmas which would take this way in to January. Mrs. Melton commented that there are certain things that they need to continue to do and focus on as a Board, as a district and as a community in order to make sure we can continue to move forward. Mrs. Melton expressed a need for volunteers to help work in the classrooms, a need to continue to support each other and be united in order to make sure our children receive the highest quality education. Mrs. Melton thanked Mr. Ciresi, Mr. DiBello, Mr. Pettit and Mrs. Heine for including them and inviting them to come along. Mrs. Melton stated that hopefully there will not be a need to go again but certainly if the need does arise then the hope is that they will have more members of the community and more members of the School Board and the administration joining in the initiative to support our district and our kids.

Mr. Ciresi thanked Mrs. Zasowski and Mrs. Melton for coming forward tonight. He reported that as promised they did go today to Harrisburg where they were heard and had the opportunity to meet with representatives and our state senators as well as meet with members of the press. Mr. Ciresi stated that they made it clear that while Spring-Ford may be financially stable, more so than Chester Upland, the other district that was there, we are concerned with where we stand in this budget, the process of the budget, the way the state funds the budget, and how they never really come to us as school districts and talk with us. Mr. Ciresi reported that they did have the opportunity to meet with John Rafferty while they were there. He stated that overall Spring-Ford was seen a leader and they asked to be part solution rather than the problem. Mr. Ciresi advised that Representative Saylor spent about ½ hour with them and was very engaged. He informed them of a lot of educational things that are going on at the state level. Mr. Ciresi commented that in hearing the potential December date for a budget approval, he would like to encourage the public to join them when they lead the charge once again back to Harrisburg if it goes that long. Mr. Ciresi said he would hope that everyone joins them as this was not about them going to Harrisburg but about them going with the community and representing the public and talk about the issues they see and correcting the

problem. Mr. Ciresi stated that it was a very positive day today. Mr. Ciresi added that they had hoped to get into the Governor's office but were unable this time. He stated that he believes they made a lot of headway with PSBA who had said that Spring-Ford was one of the first districts to really take this on. Mr. Ciresi thanked those who attended and the public for supporting an opportunity like this. He promised that they will be at the front of this until we have a state budget and the budget process is changed.

Mr. DiBello commented that there was one key element that Mr. Ciresi did not mention and that was that in talking with the legislators about property tax reform all feel that Montgomery County is ground zero. He stated that there are big expectations that there is going to be some type of property tax reform that will occur either through the signed budget or through different house bills. Mr. DiBello said he believes that property tax reform will take a back seat to other issues taking place right now such as getting a budget. He added that there will be multiple bills that will surface again over the next couple of months. Mr. DiBello commented that when they met with Representative Saylor he had indicated that he had put a bill forth for property tax reform. His bill was geared towards doing away with property tax completely and finding different funding mechanisms. Mr. DiBello stated that the one issue he brought up at the Board table numerous times is that even if you have property tax reform the first year how will it sustain itself year after year. Mr. DiBello said that everything that has been put forth either through earned income tax or sales tax doesn't have the same growth as what school districts see so the sustainability of property tax reform is going to be a challenge. Mr. DiBello commented that this is definitely going to be on the front burner again but he does not believe they will see anything that will be part of this budget because it does not appear that they are anywhere near identifying what true property tax reform is going to be.

Mr. Pettit commented that one of things they emphasized very strongly with the legislators while in Harrisburg was that when they do get around to property tax reform that those people on fixed incomes not have to pay property taxes. Mr. Pettit stated that at the very minimum those people should not be subject to any increases.

Mr. DiBello commented on the elimination of the per capita tax and the concern raised over the impact to the municipalities. Mr. DiBello stated that the decision of the Board does not in any way impact the municipalities as they can continue to collect their portion of the tax. Mr. DiBello emphasized again that the Spring-Ford decision to eliminate per capita tax has no impact whatsoever on the local municipalities' per capita tax. Mr. DiBello next commented that since he has been quoted on a certain individual's website regarding a \$10 million fitness center he wanted to go on record again since his message has not changed over 3+ years. Mr. DiBello stated that 3-4 years ago he conceptually brought up the idea of a health and wellness center and this idea was dedicated to providing an educational tract for students who may be interested in pursuing careers in a medical field; athletic trainers, sports management, etc. Mr. DiBello stated that he was very adamant that he would not support anything that was not an educational track. Mr. DiBello stated that since that time this Board and some previous Board Members continued the discussion of some ideas. Several community members expressed an interest in seeing how this idea could be moved forward either with a building or a health and wellness track. Mr. DiBello stated that discussions took place at Board meetings, Property Committee meetings as well as a meeting with some community members who liked the concept and wanted to see if the possibility existed for the district to potentially find funding either through a partnership with a hospital or universities who specialize in the careers previously mentioned. Mr. DiBello

commented that they continued to explore options over the past couple of years and they tried to see ways to obtain outside investment. Mr. DiBello said that at some point it was brought to the Board's attention that the current fitness facility cannot accommodate the student population. Mr. DiBello stated that ideas were discussed at the Board table and at the Property Committee. Those ideas covered moving the fitness facility over to the 8th Grade Center in the auxiliary gym, expanding the fitness center at the high school to the storage room next to the current area, and these were all different concepts that were thrown around in order to figure out how to accommodate the growing student population. Mr. DiBello said that there was an idea tossed around about building a fitness center next to the tennis courts as well as potentially pushing the wall out downstairs in order to make the fitness center bigger. Mr. DiBello reported that the administration had indicated that several ideas have been talked so they put together approximately 8 or 9 different options which included every-thing just mentioned as well as some other ideas. Mr. DiBello stated that the Board talked through the options and the meeting minutes reflect that he talked about the educational value of a health and wellness center. Mr. DiBello stated that the rumor about Spring-Ford building a \$10-\$12 million fitness center is the furthest thing from the truth. He commented that the Board looked at 2 different options and Mr. Jackson had stated that he was not sure how the Board could proceed forward with anything until they really understand what type of building they are talking about, what the true expectations are and what the true goals are. The Board then requested further information with regards to Mr. Jackson's points. Mr. DiBello stated that the full Board had asked Mr. Cooper to put together some ideas, options and numbers. He commented that nothing has been presented since that meeting with the Board, no motions were made, nothing was voted on, and no plans have been produced. Mr. DiBello added that nothing beyond conceptual ideas has been discussed regarding building a health and wellness center and/or a \$12 million fitness center. Mr. DiBello stated that this is all fabrication that has been sent out and he is tired of phone calls from people and getting bashed in SoundOff for something that is not even true. Mr. DiBello said he is going on record again and he would like to challenge any Board Member, Mr. Cooper, Dr. Goodin, Dr. Roche and Julie Mullin if he had said anything different from what he has said over the last 3 years regarding the health and wellness center. There was no response from anyone. Mr. DiBello advised that anyone who is getting information that Spring-Ford is building a \$12 million fitness center or that someone is leading the effort to stop building a \$12 million fitness center, it is a fabrication, not true and there is no truth behind it. Mr. DiBello said he would never support them building a \$12 million fitness center although he does support looking at what we need to do to support our students and see what options are available. Mr. DiBello added that he does support them having conceptual conversations until they figure out what is the best direction for Spring-Ford.

Mr. Dehnert stated that he was glad to hear him say that because at the January 20th meeting Mr. DiBello was touting the benefits of such a facility so if this is his position he welcomes him and joins him in pledging that he will not ever support that kind of facility. Mr. Dehnert again expressed that he was glad to hear Mr. DiBello say that he will not support that and that the January 20th comments he made he has now decided that this is not the kind of facility he wants to build.

Mr. DiBello asked Mr. Dehnert to read his comments from January 20th and Mr. Dehnert stated that he did. Mr. DiBello asked where he stated those words and Mr. Dehnert said he did not have the minutes in front of him but he could get them. Mr. DiBello asked that the minutes be produced at the next meeting because he was tired of the nonsense. Mr. Dehnert said he was glad that Mr. DiBello said he would not pursue that kind of facility.

Mr. DiBello said that he stated he would not pursue a \$12 million fitness center. Mr. Dehnert stated that they talked about this for 4 years and there have been various drawings over that period and all of them were millions of dollars and he is glad to hear Mr. DiBello say that he will not support that. Mr. DiBello again stated that he will not support a \$12 million fitness center but will support the best direction for the Spring-Ford Area School District.

Mr. Ciresi said there are roughly 1800 kids at the high school and they have argued over a fitness center, a weight room and there is no solution and once again our kids are suffering. Mr. Ciresi commented that currently they can only get 40 kids in the weight room safely and there are maybe 600-700 athletes in the high school. He stated that they sit here and politicize positions and there has not been a solution for the same issue that was brought up almost 4 years ago. Mr. Ciresi said the kids sitting in the audience and most of them are athletes cannot use the facility. Mr. Ciresi stated that they have a facility for 40 kids rather than the 1800 that are in the high school. He stated we are not benefitting every child attending the high school or in the district and then expressed that he was tired of sitting here, talking and doing nothing. Mr. Ciresi said the athletes would benefit as would other students in the building. He commented that when the building was expanded the expansion of the weight room was cut in order for the project to look good politically so the kids suffered once again. Mr. Ciresi stated that it was time to stop the rhetoric at the table and it is time to come up with a solution so that we do not have a kid get hurt and never be able to participate in anything again. He added that this issue should have been solved more than 7 years ago when the expansion was done and enough is enough. He urged the Board to take some sort of action sometime this year to solve an issue that they all know has sat here and to not let it become a political game anymore.

Mr. Dehnert stated that in January when they had the presentation, Dr. Goodin told them that the existing facility is sufficient for the curriculum in the high school. Mr. Dehnert commented that from a curriculum perspective, per the administration, the facility will handle what we do in our curriculum with the fitness it provides. Mr. Dehnert stated that it was addressed in that meeting and when the expansion was discussed 7-8 years ago it was not an issue or brought to the Board's attention by administration.

Mr. DiBello stated that the unfortunate thing is that they sit here again as this continues on and he does not remember Dr. Goodin saying that and that he believes what was said was that they were getting by with the curriculum. Mr. DiBello said curriculum is one aspect of what they do and when you have all of the student-athletes and all of the kids who participate in extra-curricular activities including band that would like to use the facility, it is not large enough to accommodate our students so that they continue to be competitive and be true leaders in the community. Mr. DiBello stated that these are the reasons why Spring-Ford was not ranked in the Newsweek's top 500 schools anymore because they have not done anything as a Board and they have sat back for a year and debate nonsense. Mr. DiBello said they were driving the district forward and the last 3-4 years they had accomplishments but everything came to a dead stop in 2015. Mr. DiBello said they debate stuff that means the smallest things to the district and there are big things they really need to be focused on and those things are not even talked about. He added that they are really missing the target in 2015 and it is a shame because they were very proud of our national rankings and with this year doing absolutely nothing we have fallen outside of that.

Mr. Dehnert stated that if there was an issue with not enough facility for extra-curricular activities he would suggest we develop partnerships with many of the fitness facilities that are in our area such as the YMCA, Rascals Fitness and LA Fitness as there are a lot of them here. Mr. Dehnert asked that they look at partnerships with them and have our students have the chance to go to those facilities which are world-class facilities to workout. Mr. Dehnert said this could be done without having to spend any additional money for the district.

Mr. Ciresi welcomed ideas but stated that the YMCA, which is a great facility, has a lot of members. Mr. Ciresi said he knows that the athletes need to be able to workout as a team together. He added that there are 70-80 kids on the football team and the current weight room holds 40 so they cannot workout together nor can many of the other teams. Mr. Ciresi said they have wasted almost 4 years on this. He reported that one of the things that was discussed in a meeting was to partner with a company or a university in order to give the opportunity for all 1800 kids in the high school to participate in the program for health and wellness as they look out for the whole child; mentally and physically on an educational level. Mr. Ciresi expressed hope that the rhetoric would stop and we would progress. He stated that unfortunately all of the kids for the most part that are sitting here will not benefit from anything the Board will do but hopefully those following behind will. Mr. Ciresi said it is the Board's obligation to do this and to make sure they do the right thing.

XIII. ADJOURNMENT

Mr. Pettit made a motion to adjourn and Mrs. Heine seconded it. The motion passed 7-0. The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On September 28, 2015 the 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: Willard D. Cromley and Kelly J. Spletzer

Region II: Dawn R. Heine

Region III: Joseph P. Ciresi and Thomas J. DiBello

Presiding Officer: Mark P. Dehnert

Superintendent: Dr. David R. Goodin

Business Manager: James Fink

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Dana K. Ludgate and Daniel J. Ciresi

The following Board Members were absent: **Clinton L. Jackson** and **Todd R. Wolf**

The following Board Member arrived late: **Bernard F. Pettit** (arrived at 7:35)

Board President, Mr. Dehnert, opened the meeting with the call to order and the Pledge of Allegiance.

ANNOUNCEMENTS

Danny announced that the High School Open House took place last week and teachers were excited to meet the parents. Danny reported that Spirit Week for the high school begins on October 19th and there will be a pep rally on Friday and Homecoming Dance on Saturday. Danny stated that he is looking forward to the juniors beating the seniors this year.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. BOARD AND COMMITTEE REPORTS

Superintendent's Report Dr. David R. Goodin

Dr. Goodin announced that this evening's board meeting is streaming live with RCTV! He encouraged everyone wave to the cameras. He reported that the live streaming was being brought to everyone by Ram Country TV, in association with Montgomery County Community College. He further stated that the college provides this service free of charge to Montgomery County school districts in an effort to give back to community and school districts. Dr. Goodin stated that RCTV also uses the service for the live streaming of graduation and is working on streaming other district events and activities. Dr. Goodin advised that parents were notified earlier today that Individual PSSA student reports from the 2014-15 school year will be sent home with children currently in grades 4 through 9 tomorrow, September 29th. He added that the district will be reviewing the information with staff over the coming weeks, and will report on the assessment in October.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald reported that there was information that came over the wire today from the PSBA regarding Senate Bill 909. Mr. Fitzgerald stated that Senate Bill 909 is a move to effectively discontinue the Act 1 Index and bring all potential tax increases to a referendum every year. Mr. Fitzgerald stated that this just underscores how far apart our legislators are in the budget process. Mr. Fitzgerald added that this bill is pending in the Senate for tomorrow.

Extracurricular

Tom DiBello

2nd Mon. 6:00 p.m.

Mr. DiBello reported that the Extracurricular Committee met on September 9 and received an update from Mr. McDaniel on student participation with this year's fall sports. The committee also reviewed the agendas for future meetings with regards to the groups that will come and present. The committee also discussed that at future meetings they will be looking at the extra-curricular contracts in order to plan for future negotiations with the teacher's union. Mr. DiBello reported that Mr. McDaniel will begin to look at the various ways other districts pay their teachers for extra-curricular contracts. Mr. DiBello stated that a future item to be discussed is the high number of kids who would like to participate in extra-curricular activities but end of getting cut as there is not enough room to take everyone. He stated that the committee will discuss the possibility of adding additional teams so that those kids who are on the cusp of either making a team or being cut will be able to play. Mr. DiBello stated that many kids are turned off to sports when they do not make the 7th grade team. Mr. DiBello clarified that this is just conceptual conversation that took place and will be talked about in the future as well.

Property

Clinton Jackson

2nd Tues. 8:00 p.m.

There was no report.

MCIU

Tom DiBello

4th Weds. 7:00 p.m.

Mr. DiBello reported that the MCIU Board met on August 26th and the majority of the meeting was focused on the new hires. Mr. DiBello stated that there was a large group of new hires due to The Head Start Program which the IU has taken over. Mr. DiBello advised that the MCIU spent a majority of the summer interviewing for this new program and determining a location where the new Head Start Program will be housed. Mr. DiBello reported that the MCIU Board also talked about the upcoming Papal visit and the fact that the new IU building is located right next to the Norristown Train Station so the IU will be opening up their parking lot and selling spots for \$30 apiece in order to help generate funds to pay for the corrections to the recent audit findings. Mr. DiBello commented that due to the lack of a state budget the MCIU will be forced to borrow money by November at the latest if there still is no signed budget as most of their funding comes from the state. Mr. DiBello reported that House Bill 909 did not gain much traction previous so it is being thrown out there once again. Mr. DiBello stated that this was a tactic by the legislators to take the spotlight off of themselves and the fact that they do not have a signed budget and put it on the school districts. Mr. DiBello reported that most are aware that there was a stop gap that was approved by the House but he is not sure if Governor Wolf had said that he will veto it but this seems to be a major push in Harrisburg right now.

III. MINUTES

Mr. Pettit made a motion to approve Items A-B and Mr. Cromley seconded it. The motion passed 7-0.

A. The Board approved the August 17, 2015 Work Session minutes. **(Attachment A1)**

- B. The Board approved the August 24, 2015 Board Meeting minutes. **(Attachment A2)**

IV. PERSONNEL

Mr. Ciresi made a motion to approve Items A-H and Mr. Pettit seconded it.

Mr. Cromley commented on Item A6 thanking Mrs. Gambino for being a tireless worker at Spring-Ford. Mr. Cromley stated that Mrs. Gambino is an extremely dedicated individual who took it upon herself to stretch herself to undertake numerous new initiatives in the Media Communications Department. Mr. Cromley added that nothing was too much to ask her to do and he again expressed his thanks to Mrs. Gambino.

The motion passed 7-0.

A. Resignations

1. **Karlís M. Budkevics**; Instructional Assistant, Royersford Elementary School. Effective: August 31, 2015.
2. **Keith E. Floyd, Ed. D.**; Director of Curriculum and Instruction, District Office. Effective: November 6, 2015.
3. **Kathy A. Huston**; Part-time Food Service, 5/6th Grade Center. Effective: September 25, 2015.
4. **Joseph R. Perry**; Marching Band Program Planner (1/2 contract), Senior High School. Effective: September 16, 2015.
5. **Kimberly Todd**; Part-time Food Service, Senior High School. Effective: August 23, 2015.

New Resignation

6. **Nancy R. Gambino**, Media Communications Assistant, Senior High School. Effective: October 8, 2015.

B. Leave of Absence

1. **Racquel Richter**; Social Studies Teacher, 8th Grade Center; for child-rearing leave per the Professional Agreement. Effective: August 25, 2015 through January 28, 2016.

C. Professional Employees

1. **Alicia M. Carey**; English Teacher, Senior High School. Compensation will be set at MS, Step 3, \$48,100.00, prorated with benefits per the Professional Agreement. Effective: August 31, 2015.
2. **Jamilah F. Bashir**; Special Education-Emotional Support Teacher, 7th Grade Center. Compensation will be set at MS+18, Step 7, \$63,000.00 prorated with benefits per the Professional Agreement. Effective: November 2, 2015.

D. Temporary Professional Employee

1. **Nathan V. Stalker**; Spanish Teacher, Senior High School-9th Grade, replacing Lea M. DiEgidio who resigned. Compensation will be set at BS, Step1, \$44,700.00 with benefits per the Professional Agreement. Effective: August 25, 2015.

E. Support Staff Employees

1. **Lisa J. Denner**; Instructional Assistant, Senior High School-9th Grade. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: August 31, 2015.
 2. **Karen E. Doyle**; Instructional Assistant, Evans Elementary School, replacing Tara McGuirl who resigned. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 15, 2015.
 3. **Joan D. Flack**; Instructional Assistant, Limerick Elementary School, replacing Denise J. Spagnoli who resigned. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 15, 2015.
 4. **Joseph Giampa**; 10-month IT Support Technician, replacing Randi J. Law who had a change of assignment. Compensation will be set at \$19.40 an hour with benefits. Effective: October 5, 2015.
 5. **Alice B. Hollingsworth**; Instructional Assistant, Royersford Elementary School, replacing Karlis M. Budkevics who resigned. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 8, 2015.
 6. **April D. Mayes**; Instructional Assistant, Royersford Elementary School, replacing Celeste D. Baumgardner who had a change of status. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: August 25, 2015.
 7. **Lisa M. Michener**; Instructional Assistant, Oaks Elementary School, replacing Mary Jane McAnallen who resigned. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 1, 2015.
 8. **Lauren N. Raugh**; Instructional Assistant, Oaks Elementary School, replacing Megan G. Reischel who resigned. Compensation will be set at \$17.36 (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 8, 2015
- F. The Board approved a change of status for **Kimberly A. Bast**; from Assistant Director of Curriculum and Instruction to Director of Curriculum and Instruction, District Office, replacing Keith E. Floyd, Ed.D. who resigned. Compensation will be set at \$120,000.00, prorated with benefits per the Administrator's Plan. Effective: November 9, 2015.

- G. The Board approved the attached extra-curricular contracts for the 2015-2016 school year. **(Attachment A3)**

New Personnel

- H. The Board approved the attached Staff Accountant job description. **(Attachment A4)**

V. FINANCE

Mr. Ciresi made a motion to approve Items A-J and Mr. Pettit seconded it. The motion passed 7-0.

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

- B. Checks:

1. Weekly Checks prior to Work Session

August

Check No. 158445 – 158507	\$ 362,222.87
ACH 151600062 – 151600066	\$ 811.43

September

Check No. 158508 – 158733	\$1,394,562.39
ACH 151600067 – 151600080	\$ 5,302.59

2. Athletic Fund

August

Check No. 308297 – 308345	\$ 46,700.16
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3. Board Checks held for approval

September

Check No. 158734 – 158744	\$ 9,174.63
ACH 151600081 – 151600103	\$ 25,796.81

- C. The Board approved payment for the following invoices for the month of September in connection with the **CAPITAL RESERVE ACCOUNT – Fund 32:**

1. September

Colonial Electric	High School Lighting Project	\$ 43,679.52
North Eastern Floors	High School Gym Floor	\$ 126,266.00
SimplexGrinnell	Security Cameras	\$ 99,675.23
Tremco	Royersford Roof Replacement	<u>\$ 438,034.00</u>
	TOTAL	\$ 707,654.75

- D. The Board approved the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations and the Parent Teacher Organizations:

1. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide two assemblies entitled “Winter Secrets....Animals in Winter” for the kindergarten classes at Spring City Elementary. Funding shall not exceed \$220.00 and will be paid by Spring City Home and School Association.
2. **Thom Stecher & Associates – Malvern, PA.** Provide an assembly on Resiliency in conjunction with Upper Providence Elementary’s Unity Day. Funding shall not exceed \$1,000.00 and will be paid from the Pottstown Area Health& Wellness Grant (\$500.00) and the Upper Providence Home and School Association (\$500.00).

E. The Board approved the following independent contracts:

1. **Easter Seals – Philadelphia, PA.** Provide educational and related services during the 2015-2016 school year for a special needs student as per the IEP. Services will be provided for 180 days at a rate of \$146.67 per day. Funding will be paid from the Special Education Budget and shall not exceed \$26,400.00.
2. **Medley and Mesaric Therapy Associates – Fort Washington, PA.** Provide a review of records, consult, train and make recommendations for a special needs student as per the IEP. Services will be provided for 20 hours at a rate of \$140.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$2,800.00.
3. **Devereux Foundation – King of Prussia, PA.** Provide educational and related services during the 2015-2016 school year for a special needs student as per the IEP. Services will be provided for 180 days at a rate of \$85.00 per day for a total cost of \$15,300.00. In addition a 1-1 assistant will be provided for 7 hours per day for 180 days at a rate of \$40.00 per hour for a total cost of \$50,400.00. Funding will be paid from the Special Education Budget and shall not exceed \$65,700.00.
4. **Education Alternatives – Limerick, PA.** Provide 1:1 Direct Applied Behavior Analysis services during the 2015-2016 school year for two special needs students as per their IEPs. Services will be provided for 7.5 hours per day for 180 days at a rate of \$32.00 per hour per student. Funding will be paid from the Special Education Budget and shall not exceed a total of \$86,400.00 for both students.
5. **Education Alternatives – Limerick, PA.** Provide Applied Behavior Analysis Therapy services during the 2015-2016 school year for two special needs students as per their IEPs. Services will be provided for 12 hours per month for each student for 3 months at a rate of \$95.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed a total of \$6,840.00 for both students.
6. **Catherine Forcey – Collegeville, PA.** Provide Intensive Reading Instruction for a special needs student as per the IEP. Services will be provided for 180 sessions at a rate of \$30.00 per session. Funding will be paid from the Special Education Budget and shall not exceed \$5,400.00.
7. **Personal Health Care, Inc. – Valley Forge, PA.** Provide Nursing Services during 2015-2106 school year for a special needs student as per the IEP. Services will be provided for 4.0 hours per day for 5 days per week. Funding will be paid from the Special Education Budget and shall not exceed \$32,580.00.

8. **Lakeside Educational Network – Fort Washington, PA.** Provide educational services during the 2015-2016 school year for two special needs students as per their IEPs. Services will be provided for 180 days at a rate of \$225.00 per day per student. Funding will be paid from the Special Education Budget and shall not exceed \$81,000.00.
9. **ExerTech – Malvern, PA.** Provide routine maintenance 4 times per year for all fitness equipment at a rate of \$1,200.00 annually. In addition ExerTech will provide emergency repair service during normal business hours at an additional rate of \$65.00 per hour for labor and \$55.00 per trip. Funding will be paid from the Athletic Budget.
10. **Thom Stecher & Associates – Malvern, PA.** Provide Resiliency Training for staff district-wide during the 2015-2016 school year. Funding shall not exceed \$22,000.00 and shall be paid from the Pottstown Area Health and Wellness Grant.
11. **TLS Teaching Learning Succeeding, LLC – Phoenixville, PA.** Provide training, consultation and coaching to assist 6-12 Pilot Teachers in their Modernized Learning efforts. Services will be provided for 14 days at a rate of \$1,050.00 per day. Funding shall not exceed \$14,700.00 and will be paid from the Curriculum & Instruction Budget.
12. **TLS Teaching Learning Succeeding, LLC – Phoenixville, PA.** Provide consultation, planning and training, in Assessment Principles, Differentiated Instruction and meeting the needs of high achieving learners, especially in English/Language Arts and Science for staff at Upper Providence Elementary School. Services will be provided for 12 days at a rate of \$675.00 per day. Funding will be paid from the Upper Providence Elementary Assembly Budget and shall not exceed \$8,100.00.
13. **American Red Cross – Philadelphia, PA.** Provide CPR and First Aid Training to 12 Special Education Instructional Assistants. Funding will be paid from Medical Access Funds and shall not exceed \$190.00.

New Independent Contract

14. **The Timothy School – Berwyn, PA.** Provide Educational Services for the 2015-2016 school year for a special needs student as per the IEP. Services will be provided for 180 days at a rate of \$361.94 per day. Funding will be paid from the Special Education Budget and shall not exceed \$65,150.00.
- F. The Board approved a confidential settlement and release agreement **#2015-05** with the parents of a student in special education and authorization of payment of an educational fund in the amount of \$35,625.00 for legitimate educational expenses and attorney fees of \$7,000.00. Funding will be paid from the Special Education Budget and shall not exceed \$42,625.00.
- G. The Board approved the **Cafeteria Listing** of Bills:

July

Check No. 12370 – 12380 \$ 66,078.89

August

Check No. 12381 – 12407 \$ 387,432.64

- H. The Board approved the applications for **Use of Facilities Permits** received during the months of June 2015 through August 2015.
- I. The Board approved the following **deletions** to the per capita tax for the 2015-2016 school year:

Royersford Borough Deletions

No. 362 - 430

New Finance

- J. *The following Treasurers' Reports were approved:

General Fund

- Money Market – August 2015
- PSDLAF – August 2015
- PSDMAX – August 2015
- Checking Account – August 2015
- PLGIT Account – August 2015
- Investment Accounts & Investment Schedule – August 2015
- Payroll Account – August 2015
- Tax Account – August 2015

Activity Accounts

- Elementary Activity – August 2015
- 7th Grade Activity – August 2015
- 8th Grade Activity – August 2015
- High School Activity – August 2015
- Athletic Account – August 2015

Bond Funds

- Note of 2007A – August 2015

Other Funds

- Capital Reserve Fund & Investment Schedule – August 2015
- Debt Service Fund – August 2015
- Reservation of Funds (Natatorium, Insurance, Retirement) – August 2015

Cafeteria Fund

- Cafeteria Money Market – August 2015
- Cafeteria Checking Account – August 2015
- Cafeteria PSDLAF Account – August 2015
- Investment Account – August 2015

VI. PROPERTY

Mr. Ciresi made a motion to approve Item A and Mr. Pettit seconded it. The motion passed 7-0.

- A. The Board approved purchasing and replacing existing science tables and chairs at the 8th Grade Center due to increased class size and the existing condition of the current tables and chairs which are deteriorating and a safety concern. The total cost for this replacement furniture shall not exceed \$35,000.00 (Tables \$26,000.00 and Chairs \$9,000.00). These items will be purchased through CoStars State Contract and funding will come from the Capital Reserve.

VII. CONFERENCE/ WORKSHOP RECOMMENDATIONS

Mr. Pettit made a motion to approve Items A-L and Mr. Cromley seconded it. The motion passed 7-0.

The following individuals were approved for attendance at the following conferences:

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

DISTRICT OFFICE

- A. **James Fink**, Chief Financial Officer, **Mary Davidheiser**, Controller, and **Bruce Cooper**, Director of Planning, Operations & Facilities, to attend "*The 61st Annual PASBO (Pennsylvania Association of School Business Officials) Conference*" at the Hershey Lodge & Convention Center in Hershey, PA from March 8 through March 11, 2016. The total cost of this conference \$2,264.00 (registration, mileage, lodging and meals) from the 324 and 580 accounts. No substitutes are needed.
- B. **Daniel Currie**, **David Krakower**, **Christine Raber**, Special Education Supervisors, and **Katie Davis**, Teacher on Special Assignment-Special Education Supervisor, to attend "*Eastern PA Supervisors of Special Education Annual Conference*" in Hershey, PA from October 21 through October 23, 2015. The total cost of this conference is \$1,965.36 (mileage and lodging) from the 580 account. No substitutes are needed.
- C. **Elizabeth Leiss**, Director of Human Resources, to attend "*The PA Association of School Personnel Administrators*" in Harrisburg, PA from February 24 through February 26, 2016. The total cost of this conference is \$735.00 (registration, mileage, lodging and meals) from the 324 and 580 accounts. No substitute is needed.
- D. **Deborah Smith**, Administrative Assistant – Child Accounting, to attend "*The A/CAPA (Attendance/Child Accounting Professional Association) Annual Conference*" in Hershey, PA from November 3 through November 6, 2015. There is no cost for this conference as all expenses are paid by A/CAPA since Mrs. Smith serves as the President of the Association. No substitute is needed.
- E. **Erin Crew**, Manager of Communications and Marketing, to attend "*Elements of School Communications*" in Harrisburg, PA on October 13, 2015. The total cost for this workshop is \$232.15 (registration and mileage) from the 324 and 580 accounts. No substitute is needed.

5/6 GRADE CENTER

- F. **Gillian Arganetto**, Special Education Teacher, to attend "*Social Thinking by Michelle Garcia Winner*" in Mount Laurel, NJ from October 26 through October 27, 2015. The total cost for this conference is \$821.43 (\$521.43 for registration, mileage, lodging) from Ice for Autism Funds and (\$300.00 for 2 days of substitute coverage) from the substitute account.
- G. **Barbara O'Brien**, Media Specialist–Department Chair, to attend "*The Access PA Fall 2015 Training*" in King of Prussia, PA on November 2, 2015. The total cost of this training is \$150.00 for a substitute.

DISTRICT-WIDE

- H. **Julie Caterson**, Home & School Visitor, to attend *"The 2015 PASSWP Conference"* at the Milton Hershey School in Hershey, PA on October 23, 2015. The total cost for this conference is \$152.75 (registration and mileage) from the 324 and 580 accounts. No substitute is needed.
- I. **Paul Nessor** and **Joseph Nugent**, HVAC Mechanic/Specialist, to attend *"ASHRAE Standard 188 Legionellosis – Risk Management for Building Water Systems"* at the Berks County Agriculture Center in Leesport, PA on September 25, 2015. The total cost for this conference is \$50.00 (registration) from the 324 account. No substitutes are needed.
- J. **Sue Choi** and **Gabrielle Procaro**, Math Coaches, to attend *"The NCTM Regional Conference"* in Atlantic City, NJ from October 21 through October 23, 2015. The total cost of this conference is \$911.00 (registration, mileage and meals) from the 324 and 580 accounts. No substitutes are needed.
- K. **Michael DeCaro**, House Principal, **Melody Bish**, Psychologist, **Melissa Wobensmith**, Guidance Counselor, **Jennie Anderson** and **Kylene Malone**, Teachers, to attend *"The Student Assistance (SAP) K-12, 3-Day Certification Training"* at the Montgomery County Intermediate Unit in Norristown, PA on October 8, October 14, and October 20, 2015. The total cost for this training is \$2775.00 (\$1,875.00 registration) from the 324 account and (\$900.00 for 3 days of substitute coverage for 2 teachers) from the substitute account.
- L. **Khrystin Herb**, **Gerry Rogers**, **Bridget Mullins** and **Kristin Rouyer**, 10-12 Grade SAP Team, to attend *"PASAP Southeast Regional Workshop"* at the Caron Foundation in Wernersville, PA on November 5, 2015. The total cost for this workshop is \$750.00 (\$150.00 registration) from the 324 account and (\$600.00 for substitute coverage) from the substitute account.

VIII. OTHER BUSINESS

Mrs. Heine made a motion to approve Items A-B and Mr. Pettit seconded it. The motion passed 7-0.

- A. The Board gave approval for **Kris Jennings** (Band Director), **Alex Cifelli** and **Joe Perry** (Choral Directors) and **Ashley Baisch** (Orchestra Director) to take the Spring-Ford Middle School Concert Band, Marching Band, Jazz Ensemble, Orchestra, 7th/8th Grade Chorus and Gold N Blues to perform at the 2016 Music in the Parks Festival in Hershey, PA from Friday, May 6, 2016 through Saturday, May 7, 2016. The Middle School Music Department will be traveling by chartered bus and staying at the Holiday Inn-Hershey in Grantville, Pennsylvania. The cost of the trip shall not exceed \$325.00 per person. The Spring-Ford Music Association will conduct fund-raising events to help defray the costs. Students will miss one half of a school day and will be responsible for any missed work. The total cost to the district will be \$150.00 for two half-day substitutes for Friday, May 6, 2016 for Mr. Cifelli and Mr. Perry.
- B. The Board approved the acceptance of the donation of trees and the planting of those trees around the grounds of Brooke Elementary School as part of an Eagle Scout Project. There will be no cost to the District.

C. The following policies are submitted for a first reading:

1. Policy #121 – PROGRAMS: Field Trips/Educational Trips (**Attachment A5**)
2. Policy #121.1 – PROGRAMS: Overnight/Foreign Travel (**Attachment A6**)
3. Policy #815 – OPERATIONS: Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems (**Attachment A7**)

IX. INFORMATION ITEM

Mr. Pettit stated that the home and school organizations have been so helpful and beneficial to our district. He expressed his thanks and the thanks of the entire Board for all the home and school organizations do.

- A. Limerick Elementary School wishes to work with the Limerick Elementary Home and School League to apply for a grant to begin fundraising for the construction of a low maintenance walking path – ½ mile long (2640 feet) and 6 feet wide. The final plan will be submitted at the Property Committee meeting for final review. The path will be a safe environment for the students and the community to walk/run and exercise thereby supporting the continuous efforts of encouraging a healthy, active and safe lifestyle. Funding will be paid by the Limerick Elementary Home and School League and the funds obtained through the grant. There will be no cost to the district.

X. PUBLIC TO BE HEARD

Mr. DiBello stated that he would like to recognize Mr. Ciresi as he had the rare opportunity to participate in the choir down in Philadelphia for the Pope's visit. Mr. DiBello said he knows it was an honor for Mr. Ciresi to be there and it is an honor for the school district to have him there representing Spring-Ford. Mr. DiBello advised that Mr. Ciresi could be seen in the choir that was providing backup to Aretha Franklin. He stated that he just wanted to recognize Mr. Ciresi on being there this weekend.

Mr. Ciresi thanked Mr. DiBello for his words and stated that it was indeed an honor to be there and be that close to the Pope during that period of time. Mr. Ciresi stated that there was another individual, Noah Shoudt, a Spring-Ford graduate, who was in the presence of the Pope and recognized by the Pope at St. Charles Borromeo Seminary. Mr. Ciresi stated that the Pope made a point to go over to Noah since he was the youngest member of the seminary and he took the time to speak to him personally. Mr. Ciresi commented that it was great to see a Spring-Ford student recognized by the Pope as these are once in a lifetime opportunities. Mr. Ciresi said he was proud to see Noah and he knows the Shoudt Family and knows that they are a great family and they were thrilled to see him be recognized like that.

Mr. Ciresi commented that last week they discussed the Harrisburg trip and he wanted to clarify for the record what the trip was about as comments appeared in the newspaper that Mr. Dehnert had made. Mr. Ciresi said that they went to Harrisburg to see both parties as this was not a republican or democratic trip. Mr. Ciresi reported that PSBA was asked to set up meetings with the Educational Committee, they tried to meet with Andy Dinniman but he was not available and they also pushed hard to try and get into the Governor's office but could not. Mr. Ciresi said the individuals they did meet with were set up by PSBA. He advised that they did have the rare opportunity to meet with the Chair of the Education Committee for the House of Representatives for about half an hour and they were honored to have that opportunity. Mr. Ciresi commented that this

was not a political event but was the School Board going out and everyone who sits at the Board Table and everyone in the public were more than welcome to travel with them. Mr. Ciresi again stated that this needed to start somewhere and he added that if there is still no state budget in the next 30 days then whoever wants to go back with them to Harrisburg is welcome to come with them on a trip back there again.

Mr. Ciresi stated that at last week's meeting there was conversation regarding the health and wellness center initiative and he wanted to clarify his comments from the end of the meeting as they may have been misconstrued. Mr. Ciresi said he supports the idea of them being able to talk about a health and wellness initiative that is right for the children. Mr. Ciresi stated that he is not saying we are building a \$12 million initiative and he supports Mr. DiBello as he out of all of them may be the most educated on the whole concept of what we need to do. Mr. Ciresi emphasized that he was not saying that they are committing to building a whole health and wellness center but what he is saying is that the dialogue needs to open up on what we need to do for the children. Mr. Ciresi pointed out that they still have no solution on what they are doing for a weight room that they are stuffing kids into and yet they sit here and have the same argument. Mr. Ciresi said he wants to make it clear that he fully supports working with his fellow Board Members on some sort of solution or concept.

Mr. Pettit commented that since the meeting did not adjourn yet and they were still in the comment section he noticed that there were 10 residents who just arrived to the meeting and he felt that it may be helpful to hear what they have to say if they have anything to say. Mr. Pettit asked if this was a problem.

Mr. Dehnert replied that he did not have any issue with reopening public comment if no other Board Member didn't. No objections were raised. Mr. Dehnert called for public to be heard.

Wendy Kasky, stated that she has one son left in the school district who is a senior and plays football and basketball for the school district. Mrs. Kasky commented that she is not 100% informed of this whole issue and they were asked to come in support of folks who have been discussing changes to the weight room in order to make it more useful and user friendly for our athletes. She stated that she can tell them that the weight room as it stands right now is overcrowded, insufficient and probably unsafe. Mrs. Kasky added that she is not saying that the equipment itself is unsafe but the way it is set up and the way it is arranged in the room creates crowding and there is no way to schedule the athletes effectively so that they can get their lifting in. Mrs. Kasky reported that they have a darn good football team this year and when they played against Wilson it was evident that Spring-Ford was weaker in every area and every position on the field. Mrs. Kasky stated that it is not due to their kids being bigger or better but because we cannot get out kids into the weight room in our school district. She next advised that the basketball team did not even attempt to use our weight room this off-season but rather they paid for memberships at High Voltage Gym in Limerick. Mrs. Kasky stated that although this is not going to affect her children there are many members of the group she is here with that it will impact. She reported that she is here with the "Taste of Spring-Ford" planning committee and they are all football parents. She stated that some of the group have young children that this will affect. Mrs. Kasky commented that for the future of Spring-Ford Football she would hate to see them come to a screeching halt when they have made so much progress over the last 5-6 years. Mrs. Kasky stated

that the thing that will hold them back is that they are not able to get stronger and stronger and compete with the other football teams across the state. Mrs. Kasky said they were asked to come in support of Mike Scarcelle and a couple of folks who have been in this discussion and they all thought it was worthwhile for them to come and speak their mind. She thanked the Board for their time.

Mrs. Heine stated that she looked at the October schedule that was in the Board packet and she noticed that there was an item on the calendar for a President's Council meeting. She stated that this meeting falls on the same night as the Joint Operating Committee meeting and she questioned if this date was selected or were a plethora of dates provided to the organizations to find one that best fit. Mr. Dehnert stated that he looked at the schedules for all of the schools and he had a hard time finding a night that one did not have something going on or a Board function taking place, particularly him since he will be attending the meeting. Mr. Dehnert stated that he did look and tried to find one night that was common for all of the groups but this was very difficult. Mrs. Heine commented that she attended these meetings as both a home and school vice president and also as a Board Member and the chosen meeting night conflicts with 1/3 of the Board who hopefully would be invited to the meeting but cannot attend. She added that she is very concerned about the date that was selected because these meetings were originally set up by one individual who now is not able to attend the meeting.

Mr. DiBello advised that the meeting was originally going to be this Wednesday but Mr. Dehnert must have missed that there was a job fair when doing his research. Mr. Dehnert replied that this was not on the high school calendar when he looked at the calendar. Mr. DiBello stated that an email was sent to Mrs. Fern to make the meeting on Monday, October 5th. Mr. DiBello said he agrees that there are many events going on but to schedule something when you know right off the bat that 1/3 of the Board Members are not going to be present is inconsiderate. Mr. DiBello added that knowing that he and Mr. Ciresi started these meetings 3-4 years ago then ignoring these groups and not having a President's Council meeting for close to 10 months and now having a meeting 4 weeks before the election is kind of a coincidence. Mr. DiBello said he is not sure why we are pushing this now when these groups had been ignored all of these months. Mr. DiBello questioned the purpose for the meeting which was said to be to reorganize the President's Council and he stated that he was not sure what that means.

Mr. Dehnert replied that it was a good time to have this meeting as most officers in these positions are new because each school year they change. He stated that it was logical to have an event for the school year at the beginning of the school year and this is why he chose that date. Mr. Dehnert added that just because Mr. DiBello wants everything his way that is not why we do things the way we do them. Mr. Dehnert stated that he has been to 1 of these meetings and to his knowledge there have been 3 of them but maybe there were more and he was not informed of them. Mr. Dehnert commented that he has never seen a mission statement for this group and they should talk about whether there should be one and how the group wishes to proceed with the meetings; do they want them to continue in the same format or do they want to do something differently. Mr. Dehnert stated that they will talk about where this council goes from here as this is pretty much an informal loose organization. He added that this was not something that was created by the Board, the groups are independent of each other and he wanted to talk to them to see where they wanted to go with the organization. Mr. Dehnert said he tried to do this meeting in September but that did not work out so he

chose October and there is no date that is going to be perfect. Mr. Dehnert commented that he chose the date but this is really not a meeting for the School Board but more for those organizations.

Mrs. Heine questioned whether the Board would have even been invited since Mr. Dehnert is saying that it is not a School Board meeting and stated that she felt this was ridiculous as this was a meeting that previously every Board Member would have been invited to. Mr. Dehnert replied that was not necessarily true as he believes he did not find out about the first meeting until after the fact. Mr. Dehnert stated that the bottom line is that he was not trying to exclude anybody as the Board was informed of the meeting which is on the 5th. Mr. Dehnert said it was very difficult to find a date and his focus was on the groups as they are important for this meeting since it was not a School Board meeting and was never established as a public meeting for the School Board.

Mr. Ciresi commented that this was his concept and those meetings were established over 4 years ago because there was a lack of communication that went on between the Board and the home and schools. Mr. Ciresi stated that it was an open meeting and he explained some of the things that the organizations talked about such as coordinating dates for their individual school events in order to avoid conflict. The groups were also able to come up with a list of assets each group owned so that they could borrow from each other rather than go out and purchase or rent equipment. Mr. Ciresi said he has no problem with the group developing a mission statement. Mr. Ciresi stated that what bothers him is that it has been 10 months since one of these meetings has been held and many parents from the home and schools have complained about the lack of these meetings. Mr. Ciresi commented that he was accused by Mr. Dehnert many years ago of using the home and school organizations as a political tool before the election. Mr. Ciresi added that he was not only accused of it but the policy was changed about a Board Member going to home and school meetings prior to the election. Mr. Ciresi stated that this appears to be political because he would suggest if it is not then move the meeting to November 6th, after the election. Mr. Ciresi indicated that he would like to be at this meeting but cannot due to his obligation to be at the JOC meeting and he feels like this is a slap in the face because Mr. Dehnert knew that he could not be there. Mr. Ciresi proposed that the meeting be moved until after the election so that there is no question as to whether this is being used as a political tool.

Mr. Dehnert said unfortunately Mr. Ciresi sees everything through political lenses and he does not. Mr. Dehnert stated that the bottom line is that there is purpose for this meeting and because Mr. Ciresi does not like it does not mean that they do things the way he does. Mr. Dehnert confirmed that the meeting will take place on the 5th and he is sorry some Board Members have other commitments.

Mr. Ciresi asked if a use of facilities form was filled out and Mr. Dehnert asked if this was ever done in the past. Mr. Dehnert stated that this is not a School Board meeting but rather a meeting that School Board Members can attend and there is nothing prohibiting the School Board Members from meeting with other people. Mr. Ciresi stated that he loves this meeting and he believes this is a wonderful meeting to have but he finds it interesting that they have gone 10 months with a void and never addressed the home and schools, never brought them in to honor them at a Board meeting like they did in the past and then all of a sudden 4 weeks prior to the election all of a sudden there is a meeting.

Mrs. Spletzer said she thinks this discussion should be taken offline.

Mr. DiBello stated that he gets upset when things are fabricated. Mr. DiBello added that Mrs. Fern has scheduled these meetings and they have met regularly 3 times per year to which Mr. Dehnert replied that he only knew of 3 meetings. Mr. DiBello stated that one meeting was actually televised through RCTV and Mrs. Fern had sent out notifications to all Board Members when those meetings were held. Mr. DiBello then commented that he knows Mrs. Spletzer, Mrs. Heine, Mr. Pettit, Mr. Dehnert, Mr. Cromley and Mr. Wolf have all been at them so either Mr. Dehnert is saying he does not remember being invited or he was saying that he was intentionally left off. Mr. DiBello asked for clarification on Mr. Dehnert's statement since all of the other Board Members were at the meetings.

Mr. Dehnert commented that the political bickering and grandstanding are not part of what the School Board is about and that is what we have come to. Mr. Dehnert stated that there were kids in the audience who were trying to learn how meetings should be run and they receive a publication from PSBA on the best practices of a school board and when he reads them he feels that many times they are the things that they do which are the examples of what they are not supposed to do. Mr. Dehnert stated that he felt they should stop the political bickering, using the School Board meetings as political grandstanding to attack certain people and do the business of the school district and not turn it into a circus. Mr. Dehnert commented that he felt that the Board was doing a disservice to the students in the audience who want to learn how government works and this is an example of how bad government works.

Mr. DiBello stated that information should not be fabricated and he asked if Mr. Dehnert did not recollect getting invited to these meetings because a statement was made that he did not appreciate as Mrs. Fern works very hard for the district and very hard for the Board. Mr. DiBello said that all of the other Board Members have been at the meetings and Mr. Dehnert is saying he only knows of 3 and he would like to understand that. Mr. Dehnert replied that he is not going to participate in any more political bickering. Mr. DiBello said his remarks are not political and Mr. Dehnert again stated that he is not going to participate in any more political bickering so Mr. DiBello can let him know when he is finished and then they will conclude the meeting.

Mrs. Heine commented that she asked the question and never was it political as she just wanted to know how it was formed and to say it was political is a complete inaccurate statement. Mrs. Heine added that she only wanted to know why there was a conflict on this date and how the meeting date was established. Mr. Dehnert replied that he explained this.

Mr. Ciresi stated that they talk about wanting to do what is right for the kids but they just had a parent come up and speak about the weight room not being safe and yet there still has not been any conversation on this possibly because there is an election coming up. Mr. Ciresi said he is throwing this back to Mr. Dehnert as the Board Leadership and asked what is being done to correct the problem. Mr. Dehnert indicated that he would ask Mr. Jackson to put this on the Property Committee meeting agenda for next month.

Mr. DiBello reported that this was sent back to the Property Committee several times and it keeps coming back to this table and then the Board keeps throwing it back to Property. Mr. DiBello stated that even though Mr. Dehnert has led the effort to stop the fitness center in Spring-Ford they have a serious issue that needs to be addressed one

way or the other. Mr. DiBello said they had a parent get up and talk about this, had parents talk about this in the past, had 30 community members come to a meet with Board Members which all of the Board was invited to about a year ago where it was put on the table as far as what needed to be done and what could be done for the district. Mr. DiBello added that there were conceptual ideas discussed and once again for 12 months there has been, as Mr. Dehnert calls it, political bickering. Mr. DiBello stated that they are back here again and there is a problem where they cannot accommodate all of the kids in the current weight room. Mr. DiBello stated that there were two options that were sent back to the Property Committee and it did not go anywhere because as a Board this was a dead issue until it was brought up again and again. Mr. DiBello said he agrees with Mr. Ciresi that we need to figure out what we are going to do and as he has clearly stated several times his goal associated to a health and wellness center is from a curriculum and education standpoint. Mr. DiBello commented that all of the meeting minutes Mr. Dehnert referred to last week clearly demonstrates what he did not say. Mr. Dehnert indicated that he brought about ten copies of those minutes with him and he would leave them on the table so that people could look at them, read the record and decide for themselves. Mr. DiBello stated that he has no problem reading them but questioned what they were going to do about the fitness center.

Mr. Dehnert responded that they are going to go back to Mr. Jackson and Property and talk about it there as this is not the meeting to talk about it.

Mr. DiBello asked for clarification if what Mr. Dehnert was saying was that they were sending Options 5 and 7 back to Property and that the Board was willing to listen to recommendations coming out of Property. Mr. Dehnert replied that Mr. Jackson is the chair and he will tell him that this issue came up at the Board meeting and that they had one resident come up and speak and several Board Members ask about it and he can bring it up for discussion at the Property Committee meeting. Mr. Dehnert suggested that if Mr. DiBello wanted to give Mr. Jackson some ideas then he should talk to him before the Property Committee agenda is drafted. Mr. DiBello read his comments regarding the health and wellness center from the minutes of the January 20, 2015 meeting.

Mr. Dehnert stated that unlike Mr. DiBello he does not have any interest in pursuing that footprint. Mr. DiBello replied that it did not appear that Mr. Dehnert was interested in pursuing anything. Mr. Dehnert commented that they had talked about this at the last meeting and Mr. DiBello pretty much said the same things and it will be taken back to Property as they are not going to resolve anything tonight here. Mr. Dehnert suggested that it be handled this way and that there be no more grandstanding tonight. Mr. Dehnert said that Mr. DiBello has said the same thing at two meetings and they have heard him clearly so people can watch the meeting or read the minutes to make their decisions themselves. Mr. Dehnert again stated that it would be taken back to the Property Committee and they will see where that leads them.

Dr. Goodin commented that there was conversation that there was a feasibility study being done currently and the architects were going to include a recommendation based upon the discussions they were aware of as far as where we can go and what options we can have. Mr. Dehnert stated that he did not believe they had seen the results of that study. He asked if the feasibility study was completed as of yet and Dr. Goodin replied no it was not. Mr. Dehnert asked when it might be completed and Dr. Goodin

responded that his understanding is that it should be ready for the November Board meeting. Mr. Dehnert stated that they will have more information on the feasibility study and this will certainly play into the October and November Board meetings.

Edward Dressler, Oaks, commented that he wanted to talk about the President's Council meeting and that Mr. Dehnert had mentioned that the purpose of the meeting had not been well defined. Mr. Dehnert replied that he had said there was no mission statement and if there was one he had not seen it. Mr. Dressler stated that he feels the Board should consider that this meeting should be considered as a conduit for those boards to be able to interact and present their needs to the Board and for the Board to hear what these organizations are interested in. Mr. Dressler added that this is an important meeting to create that conduit and this should be part of the mission statement. Mr. Dressler commented that he feels it is important for all of the Board Members to be present so that they can hear what these presidents are interested in and how we might be able to serve them better. Mr. Dressler asked that the Board consider all of this.

Mr. Dehnert responded that he believes if they do that then it becomes a public meeting that the Board must then advertise the meeting. Mr. Fitzgerald replied that likely that was correct but he would need to know more about what the meeting entails and if it is just open to the presidents or not. Mr. Fitzgerald added that once we would get to that type of situation then there would be more of a concern of the Sunshine Act rules. Mr. Dehnert commented that as of right now they have not done that and he feels that they should first see what the groups want to do and he is not saying they are going to write a mission statement at that meeting but he would like to get some direction on where they want to go. Mr. Dehnert said the groups are individual autonomous organizations from each other and from the School Board. He added that they do give the Board reports on each year.

Mr. Dressler commented that he knows from his interaction with the Oaks Board that they are interested in having a better way of communicating with the School Board and he believes this is an important thing to look at.

Mr. Dehnert clarified that he was not saying they were ending the President's Council but rather that they were going to have a reorganization meeting where they would talk about a mission statement and hear where they would like to go. Mr. Dehnert asked if Mr. Dressler was insinuating that he wanted to end the President's Council and Mr. Dressler replied that he did not say anything of the kind but rather suggested that they may want to consider as part of the mission statement creating a formal conduit for communicating between them and the Board. Mr. Dressler stated that he did not say anything about Mr. Dehnert trying to end that. Mr. Dehnert commented that it is not his mission statement to write and Mr. Dressler stated that Mr. Dehnert may perhaps have some influence on it. He thanked the Board for their time.

Mr. Ciresi commented that he received something in the mail yesterday from Limerick Township which showed residents how their taxes break out. He stated that it has always bothered him because it says that 84 cents of every dollar comes to the school district, 6 cents to Limerick Township and 10 cents to Montgomery County. Mr. Ciresi commented that he does not want anyone to think when they see this that the district is taking their money and running with it. He advised that this is what it costs to run the school district and it is not about us wanting 84 cents of every dollar. Mr. Ciresi said he wanted to make that clear and he speaks for all 9 of them sitting at the table as this is

not a political statement. He added that this is just for the residents of Limerick Township to understand that this is just the way the taxes break out and we have over \$140 million budget and thousands of employees and 8,000 students. Mr. Ciresi stated that he was glad to see that the township he lives in is only 6 cents per dollar but he would be willing to pay more if the services were greater. Mr. Ciresi said the mailing just makes it look like the School Board was taking 84 percent of the dollar they send in for their taxes. Mr. Ciresi asked Dr. Goodin and Erin Crew if when the district sends out a document that we break down the dollar and show what funding we get from the State of Pennsylvania and show exactly how it looks as the mailing he received is deceiving when it comes to the school district.

Mrs. Spletzer stated that an important point for some this may be their first School Board meeting and that is that the district gets almost all of our funding from local taxes as it is not based on federal taxes and we are not getting a lot of state money either.

Mr. DiBello commented that what is confusing about the document is the dollar that they are referring to is different dollars. He explained that there is the tax that the school district imposes through property tax and then there is the county tax and local tax. He stated that there are three different bills. He added that the mailing gives the impression that the tax bill the school district sends out 84 percent of it is coming to the district and the township is only getting 6 percent. Mr. DiBello informed that the township is getting their dollars based on their tax bills. Mr. DiBello stated that everyone has heard about property tax reform and property taxes are an antiquated way of supporting school districts but this is what we must adhere to until the state comes up with something different. He ended by saying one has absolutely nothing to do with the other.

Mrs. Spletzer made a motion to adjourn and Mrs. Heine seconded it. The motion passed 7-0. The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

2015-2016
EXTRA-CURRICULAR CONTRACTS

	Contract Title	Season	Last Name	First Name	Contract Rate	
1	Asst. Basketball Coach-Boys - HS	Winter	Hoff	Daniel J.	\$4,790.00	
2	Volunteer Assistant Softball Coach-Girls - MS	Spring	Hoff	Daniel J.	Volunteer	
3	Head Cheerleading Winter - 8th Grade	Winter	Custer	Rachel M.	\$1,875.00	
4	Volunteer Boys Basketball Coach - HS	Winter	Rosenfeld	Karl	Volunteer	
5	Choreographer - HS	Spring	Miscavage	Susan C.	\$1,104.00	
6	Asst. Football Coach (7/8 Grade)	Fall	Greco	Jay N.	\$3,603.00	
7	Soccer Coach-Girls - 7th Grade	Fall	Quinby	Edith A.	\$2,772.00	
8	Blue and Gold Director - Grade 8 (1/2 contract)	Year	Perry	Joseph	\$936.50	
9	Chorus - 7/8th Grade (1/2 contract)	Year	Perry	Joseph	\$936.50	
10	National Junior Honor Society Advisor - 8th Grade (1/2 contract)	Year	Kardick	Maria B.	\$552.00	
11	Chorus - 7/8th Grade (1/2 contract)	Year	Cifelli	Alexander	\$936.50	
12	Blue and Gold Director - Grade 8 (1/2 contract)	Year	Cifelli	Alexander	\$936.50	
13	National Junior Honor Society Advisor - 8th Grade (1/2 contract)	Year	Lemuell	Nicholas C.	\$552.00	
14	Cultural Awareness Club - HS	Year	DiBattista	Laura M.	\$402.00	

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS/
EDUCATIONAL TRIPS

ADOPTED: March 25, 1991

REVISED: August 27, 2012

REVIEWED: September 9, 2015

	121. FIELD TRIPS/EDUCATIONAL TRIPS
1. Purpose SC 1361	<p>The Board recognizes that field trips/educational trips when used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips/educational trips can:</p> <ol style="list-style-type: none"> 1. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools. 2. Arouse new interests among students. 3. Help students relate school experiences to the reality of the world outside of school. 4. Bring all resources of the community natural, artistic, industrial, commercial, governmental, and educational within the ambit of a student's learning experience. 5. Afford students the opportunity to study real things and real processes in their actual environment.
2. Definition	<p>For purposes of this policy, a field trip/educational trip shall be defined as any journey by pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.</p>
3. Authority SC 517, 1361	<p>The Superintendent or designee shall approve all field trips/educational trips for Grades K-12. Board approval is required for overnight trips.</p> <p>School buses ordinarily will be used for transportation. Commercial carriers may be used for certain trips. The use of private vehicles by staff members for transporting small groups of students may be authorized, provided the driver has required liability insurance. Transportation by students and parents will not be permitted.</p>

<p>4. Delegation of Responsibility</p>	<p>Students on field trips remain under the supervision and responsibility of this Board and are subject to its rules and regulations. Students who receive medications while at school as a part of their individualized health care plan shall be permitted to attend school sponsored overnight and/or school sponsored foreign travel trips and accommodations will be coordinated as listed in Policy 210 – Use of Medications.</p> <p>The Board does not allow any staff members to take student(s) on any field/educational trip without approval of the Superintendent or designee. The Board does not endorse, support or assume responsibility in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent.</p> <p>Each grade in each school in grades K through 8 should have at least one (1) regular field/educational trip annually, which includes all eligible students in that grade.</p> <p>The Superintendent shall prepare procedures for the operation of a field trip/educational trip which shall ensure that:</p> <ol style="list-style-type: none"> 1. The safety and well-being of students shall be protected at all times; with first-aid kits required on all field/educational trips; 2. Parental permission is sought and obtained before any student may be removed from a school for a field trip/educational trip; 3. The principal approves the purpose, itinerary, and duration of each proposed trip; and <p>The principal is responsible to notify parents of parental responsibility for transportation when the approved carrier cannot meet school transportation timelines.</p> <ol style="list-style-type: none"> 4. Teachers, with the approval of the principal, are allowed a considerable degree of flexibility and innovation in planning field trips/educational trips. <p><u>Field Trips/Educational Trips other than Overnight</u></p> <p>The following will control all field trips/educational trips which are scheduled during normal school hours, before and beyond the school day, and/or out of state.</p> <ol style="list-style-type: none"> 1. All students must have parent permission forms completed and signed. 2. Field trips/educational trips for Grades K-12 must be planned in accordance with established guidelines.
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Overnight Field Trips/Educational Trips

The following will control all field trips/educational trips of more than a single day in duration that are conducted in lieu of regular school programming:

1. All students must have parent permission forms completed and signed.
2. Approval must be secured from the Board at least six (6) months prior to the scheduled dates of the trip. No request for an overnight trip will be considered unless the trip is described in detail listing a complete itinerary and the plan for financing all necessary expenses.
3. After approval, the trip sponsor or sponsors must conduct an evening meeting to which all parents of the students are to be invited. The primary purpose of the meeting will be to explain in detail the trip proposed, length of trip, cost of trip, and how the money will be raised. One (1) week after the meeting, approval of the trip by the parents will be requested in writing. If more than twenty-five percent (25%) of the parents of the children to be involved in the overnight trip reject the trip, it must be cancelled. Four (4) months prior to the overnight field trip, seventy-five percent (75%) of the students must be committed by written permission and requested deposit to participate in the trip.
4. Forty (40) days prior to the trip, eighty percent (80%) of the anticipated expenses of the trip must be accumulated or the trip must be cancelled and the money refunded. Funds acquired through fund raising projects shall be expended for other approved field trips, instructional materials, or contracted instructional services approved by the building principal and Superintendent.
5. The plan shall include explicit provisions for financing the necessary expenses of those students who would otherwise be financially unable to take part in the trip.

Specialized Field Trips/Educational Trips

Exceptions to the timelines may be made by the Superintendent for trips which result from student academic or extracurricular competition.

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: OVERNIGHT/FOREIGN
TRAVEL

ADOPTED: February 25, 2008

REVISED: August 25, 2008

REVIEWED: September 9, 2015

	121.1. OVERNIGHT/FOREIGN TRAVEL
1. Purpose	<p>The Board of School Directors recognizes valuable educational experiences may be gained by students in a setting other than the classroom. It is, therefore, the policy of the Board to permit student educational travel pursuant to guidelines and conditions herein set forth. Two (2) categories of student educational travel are delineated for grades K-12:</p> <ol style="list-style-type: none"> 1. Overnight trips. 2. Foreign travel.
2. Guidelines	<p>The following conditions shall apply to all overnight and foreign trips:</p> <p><u>Superintendent/Board Approval</u></p> <p>Any overnight trip shall require the written approval of the Superintendent or his/her designee upon the written recommendation of the principal and approval by the Board at a School Board meeting. The request must be submitted no less than six (6) months prior to the planned trip. The Superintendent may waive the six (6) month requirement in special circumstances. Fundraising campaigns may not be initiated for the specific event before approval is granted by the Superintendent and School Board.</p> <p>In the event that a school board meeting is not scheduled prior to a post-season athletic event, extra-curricular activity and/or club competition advancement or similar situation, the Superintendent or his/her designee has the authority to approve the specific overnight travel and will notify the school board members of the decision. At the next regularly scheduled school board meeting, the specific overnight travel will be on the agenda for ratification.</p> <p>The Board does not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. No staff member may solicit district students for such trips in class, on school grounds, using school e-mail, school provided technology or within district facilities without Board or Superintendent permission.</p>

Principals and faculty will ensure that neither the district nor its employees are, officially or unofficially, involved in planning field trips beyond the borders of the continental United States, unless given explicit permission to do so by the Superintendent or his/her designee. Employees who violate this direction may be dismissed or otherwise disciplined.

Dissemination Of Information

An information flyer **for either school sponsored overnight travel and/or school sponsored foreign travel approved by the Superintendent and School Board** may be distributed to interested students during the appropriate class **or extra-curricular activity**.

Parental Permission

The sponsor **of the school sponsored approved trips** shall acquire written permission **from** the parents/guardians for each participant for each trip. Copies of the written permission slips shall be kept on file by the appropriate principal.

School Facilities And Transportation

The sponsor **of the approved trips** may use school facilities to meet with students and parents/guardians involved in the trip. The purpose of the meeting is to disseminate information related to the trip.

The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Such trips should generally use commercial motor coaches **paid for by the participants of the trip**.

Cost

Students may be charged for the cost of overnight and activities trips; however, provisions may be made by the sponsor to provide financial assistance so that students of all economic backgrounds are able to participate. Students will be refunded the cost of the trip minus any applicable administrative fees should the trip be canceled.

Chaperones

An overnight extracurricular trip for high school students shall be attended by a minimum of one (1) chaperone per twelve (12) students; the preference is to include at least one (1) chaperone of the opposite sex. A request for an exemption to this requirement must be submitted with the Trip Approval Request form. If the trip is approved by the School Board and Superintendent, substitute coverage will be

<p>Pol. 218, 317, 417, 517</p>	<p>provided, at district expense, for the sponsor and chaperones.</p> <p>A chaperone, who is not an employee of the school district, must be in full compliance with Policy 916 – Community Volunteers including all necessary paperwork and clearances prior to attending the trip.</p> <p><u>Conduct</u></p> <p>Students, faculty and chaperone volunteers participating in an approved school sponsored overnight/foreign travel field trip are bound by personal conduct standards as stated in the Spring-Ford Area School District Policy Manual.</p> <p><u>Tentative Itinerary</u></p> <p>The application for an overnight trip shall be accompanied by a tentative itinerary to include purpose/value of the trip, anticipated departure and arrival times, housing arrangements, and activities in which the students are expected to participate. Cost estimates and plans for paying for the trip are to be provided at the time of the request. A detailed itinerary must be provided to the Superintendent and the building principal prior to departure.</p> <p>When in the judgment of the Superintendent, the safety and security of the students and faculty involved in a field trip are endangered; the Superintendent or his/her designee shall cancel an approved field trip.</p> <p><u>Examination Week</u></p> <p>Overnight trips are not to be scheduled during exam weeks or during the testing window of State Assessments.</p> <p><u>Excess Accident Medical Insurance</u></p> <p>The school district does not carry Excess Accident Medical Insurance for students and chaperones. Advisors shall require proof of personal medical insurance coverage for all students and chaperones. Students can purchase 24-hour optional volunteer medical insurance coverage with the district, Voluntary Student Accident Coverage Accident Insurance Emergency forms shall be completed to list emergency contact information and give authorization of medically treatment if necessary. The district does not cover for out of pocket medical expenses.</p> <p><u>Liability Insurance</u></p> <p>Liability insurance in an amount not less than \$50,000 shall be provided by the district for all designated employee and nonemployee chaperones while involved in</p>
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	<p>school-sanctioned activities.</p> <p><u>Trip Reimbursement Insurance</u></p> <p>Trip reimbursement/return transportation insurance must be made available for purchase individually to all students and volunteer chaperones of a school-sponsored foreign travel event by the sponsoring organization.</p> <p><u>District Funds</u></p> <p>No district budget funds may be used to finance such trips without prior approval of the School Board.</p> <p><u>Fundraising</u></p> <p>The cost to students to participate shall be minimized. Through optional fundraising activities, attempts will be made to provide financial assistance so that students of all economic backgrounds are able to participate.</p> <p><u>Accounting Substantiation</u></p> <p>Spring-Ford Area School District requires a separate account for each foreign trip. A cash receipt journal should be maintained detailing each participant's name, date, payments, and the amount deposited in the bank, or an official financial account statement shall be submitted from the travel agency. The district is to receive the final revenue/expenditure statement upon the completion of the activity.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 517, 1361</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 218, 317, 417, 517, 916</p>
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SECTION: OPERATIONS

SPRING-FORD AREA SCHOOL DISTRICT

TITLE: ACCEPTABLE USE OF THE
COMPUTERS, NETWORK,
INTERNET, ELECTRONIC
COMMUNICATIONS AND
INFORMATION SYSTEMS

ADOPTED: January 26, 1998

REVISED: June 25, 2012

REVIEWED: September 9, 2015

<p>1. Purpose</p>	<p style="text-align: center;">815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS AND INFORMATION SYSTEMS</p> <p>The Spring-Ford Area School District (school district) provides employees, students, and guests (users) with access to the school district's electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means. Guests include, but are not limited to, visitors, workshop attendees, volunteers, independent contractors, adult education staff, students, and Board members.</p> <p>Computers, network, Internet, electronic communications and information systems (collectively CIS systems) provide vast, diverse and unique resources. The Board of School Directors will provide access to the school district's CIS systems for users if there is a specific school district-related purpose to access information and research; to collaborate to facilitate learning and teaching; and to foster the educational purpose and mission of the school district.</p> <p>For users, the school district's CIS systems must be used for education-related purposes and performance of school district job duties. At the same time, personal technology devices brought onto the school district's property, or at school district events, or connected to the school district's network, that the school district reasonably believes contains school district information or contains information that violates a school district policy, or contains information/data that the school district reasonably believes involves a criminal activity may be legally accessed to ensure compliance with this policy, other school district policies, and to comply with the law.</p> <p>Users may use their personal computers to access the school district's intranet, Internet or any other CIS system with pre-approval by the Director of Technology and/or designee.</p> <p>The school district intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these school district assets and in lessening the risks that can destroy these important and critical assets. Consequently, users are required to fully comply</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 2

<p>with this policy, and to immediately report any violations or suspicious activities to</p> <p>the Director of Technology and/or designee through their supervisor or teacher. Conduct otherwise will result in actions further described below in Consequences For Inappropriate, Unauthorized And Illegal Use, found in the last section of this policy, and provided in relevant school district policies.</p> <p>2. Definitions 18 U.S.C. Sec. 2256</p> <p>18 Pa. C.S.A. Sec. 6312</p>	<p>Child Pornography - under federal law, any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:</p> <ol style="list-style-type: none"> 1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct. 2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct. 3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct. <p>Under Pennsylvania law, child pornography includes any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.</p> <p>Computer - includes any school district-owned, leased or licensed or user-owned personal hardware, software, or other technology used on school district premises or at school district events, or connected to the school district network, containing school district programs or school district or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. Computer includes, but is not limited to, school district and users': desktop, notebook, powerbook, tablet PC or laptop computers, printers, facsimile machine, cables, modems, and other peripherals; specialized electronic equipment used for students' special educational purposes; global positioning system (GPS) equipment; personal digital assistants (PDAs); iPods, MP3 players; cell phones, with or without Internet access and/or recording and/or camera/video and other capabilities; mobile phones or wireless devices; two-way radios/telephones; beepers; paging devices, laser pointers and attachments; and any other such technology developed.</p> <p>Electronic Communications Systems - any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 3

<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p> <p>18 Pa. C.S.A. Sec. 5903</p>	<p>resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire, radio, electromagnetic, photooptical or photoelectronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to, the Internet, intranet, electronic mail services, global positioning systems, personal digital assistants, facsimile machines, cell phones with or without Internet access and/or electronic mail and/or recording devices, cameras/video, and other capabilities.</p> <p>Educational purpose - includes use of the CIS systems for classroom activities, professional or career development, and to support the school district's curriculum, policy and mission statement.</p> <p>Harmful to Minors - under federal law, any picture, image, graphic image file or other visual depictions that:</p> <ol style="list-style-type: none"> 1. Taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex or excretion. 2. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals. 3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value as to minors. <p>Under Pennsylvania law, the term includes any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:</p> <ol style="list-style-type: none"> 1. Predominantly appeals to the prurient, shameful, or morbid interest of minors. 2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors. 3. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors.
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 4

47 U.S.C. Sec. 254	Minor - for purposes of compliance with the Children's Internet Protection Act (CIPA), an individual who has not yet attained the age of seventeen (17). For other purposes, minor shall mean the age of minority as defined in the relevant law.
18 U.S.C. Sec. 1460 20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254	Obscene - under federal law, analysis of the material meets the following elements: <ol style="list-style-type: none"> 1. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest. 2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene. 3. Whether the work taken as a whole lacks serious literary, artistic, political, educational or scientific value.
18 Pa. C.S.A. Sec. 5903	Under Pennsylvania law, analysis of the material meets the following elements: <ol style="list-style-type: none"> 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest. 2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene. 3. The subject matter, taken as a whole lacks serious literary, artistic, political, educational or scientific value.
18 Pa. C.S.A. Sec. 5903 18 U.S.C. Sec. 2246	Sexual Act and Sexual Contact - as defined at 18 U.S.C. §2246(2) and at 18 U.S.C. §2246(3), and 18 Pa. C.S.A. §5903.
47 U.S.C. Sec. 254	Technology Protection Measure(s) - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.
18 U.S.C. Sec. 2256	Visual Depictions - undeveloped film and videotape and data stored on computer disk or by electronic means which is capable of conversion into a visual image but does not include mere words.
3. Authority	Access to the school district's CIS systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the school district, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 5

<p>20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254</p>	<p>and/or administer appropriate disciplinary action. The school district will cooperate to the extent legally required with Internet Service Providers (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.</p> <p>It is often necessary to access user accounts in order to perform routine maintenance and security tasks; system administrators have the right to access, by interception, and the stored communication of user accounts for any reason in order to uphold this policy and to maintain the system. Users have no privacy expectation in the contents of their personal files or any of their use of the school district's CIS systems. The school district reserves the right to monitor, track, log and access CIS systems use and to monitor and allocate fileserver space.</p> <p>The school district reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through general policy, software blocking or online server blocking. Specifically, the school district operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. Inappropriate matter includes, but is not limited to, visual, graphic, text and any other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, terroristic, and advocates the destruction of property. Measures designed to restrict adults' and minors' access to material harmful to minors may be disabled to enable an adult or student to access <i>bona fide</i> research, not within the prohibitions of this policy, or for another lawful purpose. No person may have access to material that is illegal under federal or state law. Expedited review and resolution of a claim that the policy is denying a student or adult to access material will be enforced by an administrator, supervisor, or their designee upon the receipt of a written consent from a parent/guardian for a student, and upon the written request from an adult.</p> <p>The school district has the right, but not the duty, to monitor, track, log, access and/or report all aspects of its computer information, technology and related systems of all users and of any user's personal computers, network, Internet, electronic communication systems, and media that they bring onto school district property, or to school district events, that were connected to the school district network, which contained school district programs or school district or student data (including images, files, and other information), all pursuant to the law, in order to ensure compliance with this policy and other school district policies, to protect the school district's resources, and to comply with the law.</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 6

	<p>The school district reserves the right to restrict or limit usage of lower priority CIS systems and computer uses when network and computing requirements exceed available capacity according to the following priorities:</p> <ol style="list-style-type: none">1. <u>Highest</u> – uses that directly support the education of the students.2. <u>Medium</u> – uses that indirectly benefit the education of the students.3. <u>Lowest</u> – uses that include reasonable and limited educationally-related interpersonal communications and incidental personnel communications.4. <u>Forbidden</u> – all activities in violation of this policy. <p>The school district additionally reserves the right to:</p> <ol style="list-style-type: none">1. Determine which CIS systems’ services will be provided through school district resources.2. Determine the types of files that may be stored on school district file servers and computers.3. View and monitor network traffic, fileserver space, processor, and system utilization, and all applications provided through the network and communications systems, including email.4. Remove excess email or files taking up an inordinate amount of fileserver disk space after a reasonable time.5. Revoke user privileges, remove user accounts, and refer to legal authorities when violation of this and any other applicable school district policies occur or state and federal law is violated, including, but not limited to, those governing network use, copyright, security, privacy, employment, and destruction of school district resources and equipment. <p>Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), inaccurate, obscene, sexually explicit, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, or illegal, can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the school district cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in actions explained further</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 7

	<p>in Consequences For Inappropriate, Unauthorized And Illegal Use, found in the last section of this policy and as provided in relevant school district policies.</p> <p>Users must be capable and able to use the school district's CIS systems and software relevant to the employee's responsibilities. In addition, users must practice proper etiquette, school district ethics, and agree to the requirements of this policy.</p>
4. Delegation of Responsibility	<p>The Director of Technology and/or designee will serve as the coordinator to oversee the school district's CIS systems and will work with other regional or state organizations as necessary, to educate users, approve activities, provide leadership for proper training for all users in the use of the CIS systems and the requirements of this policy, establish a system to ensure adequate supervision of the CIS systems, maintain executed user agreements, and interpret and enforce this policy.</p> <p>The Director of Technology and/or designee will establish a process for setting-up individual and class accounts, set quotas for disk usage on the system, establish a retention schedule, and establish the school district virus protection process.</p> <p>Unless otherwise denied for cause, student access to the CIS systems resources shall be through supervision by the professional staff. Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of these resources. All users have the responsibility to respect the rights of all other users within the school district and school district CIS systems, and to abide by the rules established by the school district, its ISP, local, state and federal laws.</p>
47 U.S.C. Sec. 254	<p>The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:</p>
SC 1303.1 Pol. 249	<ol style="list-style-type: none"> 1. Interaction with other individuals on social networking websites and in chat room. 2. Cyberbullying awareness and response.
5. Guidelines	<p><u>Access To The CIS Systems</u></p> <p>CIS systems user accounts will be used only by authorized owners of the accounts for authorized purposes.</p> <p>An account will be made available according to a procedure developed by appropriate school district authorities.</p>

815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 8

	<p>The school district's Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information Systems Policy, as well as other relevant school district policies, will govern use of the school district's CIS systems for users.</p> <p>Types of services include, but are not limited to:</p> <ol style="list-style-type: none">1. World Wide Web – School district employees, students, and guests will have access to the web through the school district's CIS systems as needed.2. Email – School district employees may be provided assigned individual email accounts for work-related use, as needed. Students may be assigned email accounts based upon criteria established by the Director of Technology and/or designee.3. Guest Accounts – Guests may receive an individual account with the approval of the Director of Technology and/or designee if there is a specific school district-related purpose requiring such access. Use of the CIS systems by a guest must be specifically limited to the school district-related purpose and comply with this policy and all other school district policies, procedures and rules, as well as Internet Service Provider (ISP) terms; local, state and federal laws; and may not damage the school district's CIS systems. An agreement between the school district and initial guest and parental signature will be required if the guest is a minor. <p>Access to all data on, taken from, or compiled using school district computers is subject to inspection and discipline. Users have no right to expect that school district information placed on users' personal computers, networks, Internet, and electronic communications systems is beyond the access of the school district. The school district reserves the right to legally access users' personal technology devices brought onto the school district's property, or at school district events, or connected to the school district's network, that the school district's reasonably believes contains school district information or contains information that violates a school district policy, or contains information/data that the school district reasonably believes involves a criminal activity, which may be legally accessed to ensure compliance with this policy, other school district policies, and to comply with the law.</p> <p><u>Parental Notification And Responsibility</u></p> <p>The school district will notify the parents/guardians about the school district CIS systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the school district to monitor and</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 9

<p>SC 1371.1</p>	<p>enforce a wide range of social values in student use of the Internet. Further, the school district recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The school district will encourage parents/guardians to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the school district's CIS system. Parents/Guardians are responsible for monitoring their children's use of the school district's CIS systems when they are accessing the systems.</p> <p><u>School District Limitation Of Liability</u></p> <p>The school district makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the school district's CIS systems will be error-free or without defect. The school district does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the school district, nor is the school district responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. The school district shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the computers, network and electronic communications systems. The school district shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from it. The school district shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the school district's CIS systems. In no event shall the school district be liable to the user for any damages whether direct, indirect, special or consequential, arising out of the use of the CIS systems.</p> <p><u>Prohibitions</u></p> <p>The use of the school district's CIS systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. The school district reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS systems.</p> <p>These prohibitions are in effect any time school district resources are accessed whether on school district property, when using mobile commuting equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when an employee or student uses their own equipment.</p> <p>Students are prohibited from visually possessing and using their personal computers, as defined in this policy, on school district premises and property (including but not limited to, buses and other vehicles), at school district events, or through connection</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 10

	<p>to the school district CIS systems, unless expressed permission has been granted by a teacher or administrator, who will then assume the responsibility to supervise the student in its use, or, unless an IEP team determines otherwise, in which case, an employee will supervise the student in its use. Students who are performing volunteer fire company, ambulance or rescue squad functions, or need such a computer due to their medical condition, or the medical condition of a member of their family, with notice and the approval of the school administrator may qualify for an exemption of this prohibition.</p> <p><i>General Prohibitions –</i></p> <p>Users are prohibited from using school district CIS systems to:</p> <ol style="list-style-type: none">1. Communicate about nonwork or nonschool related communications.2. Send, receive, view, download, access or transmit material that is harmful to minors, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property.3. Send, receive, view, download, access or transmit inappropriate matter and material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.4. Cyberbully another individual.5. Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.6. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.7. Send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.8. Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (online, real-time conversations) that are not for school-related purposes or required for employees to perform their job duties.9. Facilitate any illegal activity.
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 11

Pol. 814	<p>10. Communicate through email for noneducational purposes or activities. The use of email to mass mail noneducational or nonwork related information is expressly prohibited (for example, the use of the everyone distribution list, building level distribution lists, or other email distributions lists to offer personal items for sale is prohibited).</p> <p>11. Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable school district policies); conduct unauthorized fundraising or advertising on behalf of the school district and nonschool school district organizations; resale of school district computer resources to individuals or organizations; or use the school district's name in any unauthorized manner that would reflect negatively on the school district, its employees, or students. Commercial purposes is defined as offering or providing goods or services or purchasing goods or services for personal use. School district acquisition policies will be followed for school district purchase of goods or supplies through the school district system.</p> <p>12. Political lobbying.</p> <p>13. Install, distribute, reproduce or use copyrighted software on school district computers, or copy school district software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright. See Copyright Infringement in this policy and the school district's copyright policy and Copyright Guidelines Handbook for additional information.</p> <p>14. Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on school district computers is restricted to the Director of Technology or designee.</p> <p>15. Encrypt messages using encryption software that is not authorized by the school district from any access point on school district equipment or school district property. Users must use school district approved encryption to protect the confidentiality of sensitive or critical information in the school district's approved manner.</p> <p>16. Access, interfere, possess, or distribute confidential or private information without permission of the school district's administration. An example includes accessing other students' accounts to obtain their grades.</p> <p>17. Violate the privacy or security of electronic information.</p> <p>18. Use the systems to send any school district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the school district's business, or educational interest.</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 12

	<p>19. Sending unsolicited commercial electronic mail messages, also known as spam.</p> <p>20. Posting personal or professional web pages without administrative approval.</p> <p>21. Posting anonymous messages.</p> <p>22. Employees may not use the name of the “Spring-Ford Area School District” in any form in web blogs, on school district Internet pages or websites not owned or related to the school district, or in forums/discussion boards to express or imply the position of the Spring-Ford Area School District without the expressed, written permission of the Superintendent. When such permission is granted, the posting must state that the statement does not represent the position of the school district.</p> <p>23. Users may not bypass or attempt to bypass Internet filtering software by any method including, but not limited to, the use of anonymizers/proxies or any websites that mask the content the user is accessing or attempting to access.</p> <p><i>Access And Security Prohibitions –</i></p> <p>Users must immediately notify the Director of Technology and/or designee if they have identified a possible security problem. Users must read, understand, provide a signed acknowledgement form(s), and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure and physical and information security policies. The following activities related to access to the school district’s CIS systems, and information are prohibited:</p> <ol style="list-style-type: none">1. Misrepresentation (including forgery) of the identity of a sender or source of communication.2. Acquiring or attempting to acquire passwords of another. Users will be held responsible for the result of any misuse of users’ names or passwords while the users’ systems access were left unattended and accessible to others, whether intentional or through negligence.3. Using or attempting to use computer accounts of others; these actions are illegal, even with consent, or if only for the purpose of “browsing”.4. Altering a communication originally received from another person or computer with the intent to deceive.5. Using school district resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, or being
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 13

	<p>involved in a terroristic threat against any person or property.</p> <ol style="list-style-type: none">6. Disabling or circumventing any school district security, program or device, for example, but not limited to, anti-spyware, anti-spam software, and virus protection software or procedures.7. Transmitting electronic communications anonymously or under an alias unless authorized by the school district. <p><i>Operational Prohibitions –</i></p> <p>The following operational activities and behaviors are prohibited:</p> <ol style="list-style-type: none">1. Interference with or disruption of the CIS systems, network accounts, services or equipment of others, including, but not limited to, the propagation of computer worms and viruses, Trojan Horse and trapdoor program code, the sending of electronic chain mail, distasteful jokes, and the inappropriate sending of broadcast messages to large numbers of individuals or hosts. The user may not hack or crack the network or others' computers, whether by parasiteware or spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems, or any component of the network, or strip or harvest information, or completely take over a person's computer, or to "look around".2. Altering or attempting to alter files, system security software or the systems without authorization.3. Unauthorized scanning of the CIS systems for security vulnerabilities.4. Attempting to alter any school district computing or networking components (including, but not limited to, file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.5. Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by other means.6. Connecting unauthorized hardware and devices to the CIS systems.7. Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but not limited to, downloading music files.8. Intentionally damaging or destroying the integrity of the school district's electronic information.
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 14

Pol. 814	<p>9. Intentionally destroying the school district's computer hardware or software.</p> <p>10. Intentionally disrupting the use of the CIS systems.</p> <p>11. Damaging the school district's CIS systems or networking equipment through the users' negligence or deliberate act.</p> <p>12. Failing to comply with requests from appropriate teachers or school district administrators to discontinue activities that threaten the operation or integrity of the CIS systems.</p> <p><u>Content Guidelines</u></p> <p>Information electronically published on the school district's CIS systems shall be subject to the following guidelines:</p> <p>1. Published documents including, but not limited to, audio and video clips or conferences, may not include a student's phone number, street address, or box number, name (other than first name) or the names of other family members without parental consent.</p> <p>2. Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parental consent.</p> <p>3. Documents, web pages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.</p> <p>4. Documents, web pages and electronic communications must conform to all school district policies and guidelines, including the copyright policy.</p> <p>5. Documents to be published on the Internet must be edited and approved according to school district procedures before publication.</p> <p><u>Due Process</u></p> <p>The school district will cooperate with the school district's ISP rules, local, state, or federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the school district's CIS systems.</p> <p>If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights.</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 15

<p>17 U.S.C. Sec. 101 et seq Pol. 814</p>	<p>The school district may terminate the account privileges by providing notice to the user.</p> <p><u>Search And Seizure</u></p> <p>Users' violations of this policy, any other school district policy, or the law may be discovered by routine maintenance and monitoring of the school district system or any method stated in this policy, or pursuant to any legal means.</p> <p>The school district reserves the right to monitor, track, log and access any electronic communications, including, but not limited to, Internet access and emails at any time, for any reason. Users should not have the expectation of privacy in their use of the school district's CIS systems, and other school district technology, even if they misuse the CIS system for personal reasons. Further, the school district reserves the right, but not the obligation, to legally access any personal technology device of students and employees brought onto the school district's property or at school district events, or connected to the school district network, containing school district programs or school district or student data (including images, files, and other information) to ensure compliance with this policy and other school district policies, to protect the school district's resources, or to obtain information/data that the school district reasonably believes involves criminal activity.</p> <p>Everything that users place in their personal files should be written as if a third party will review it.</p> <p><u>Copyright Infringement And Plagiarism</u></p> <p>Federal laws, cases and guidelines pertaining to copyright will govern the use of material accessed through the school district resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct users to respect copyrights, request permission when appropriate, and comply with license agreements. Employees will respect and comply as well.</p> <p>Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The school district does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.</p> <p>Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, deep-linking and framing into the content of others' websites.</p> <p>Further, the illegal installation of copyrighted software or files for use on the</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 16

<p>Pol. 243</p>	<p>district's computers is expressly prohibited. This includes all forms of licensed software – shrink-wrap, clickwrap and electronic software downloaded from the Internet.</p> <p>School district guidelines on plagiarism will govern use of material accessed through the school district's CIS systems. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.</p> <p><u>Selection Of Material</u></p> <p>School district policies on the selection of materials will govern use of the school district's CIS systems.</p> <p>When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and websites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the website. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.</p> <p><u>School District Website</u></p> <p>The school district will establish and maintain a website and will develop and modify its web pages that will present information about the school district under the direction of the Director of Technology and/or designee. Publishers must comply with the school district's website development policy.</p> <p><u>Blogging</u></p> <p>If an employee, student or guest creates a blog with their own resources, the employee, student, or guest may not violate the privacy rights of employees and students, may not use school district personal and private information/data, images and copyrighted material in their blog, and may not disrupt the school district.</p> <p>No technical, graphic or editorial support will be provided to the employees, students or guests by the school district.</p> <p>Conduct otherwise will result in actions further described in Consequences For Inappropriate, Unauthorized And Illegal Use of this policy and provided in relevant school district policies.</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 17

<p>24 P.S. Sec. 4604</p>	<p><u>Safety And Privacy</u></p> <p>To the extent legally required, users of the school district's CIS systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately send or take them to the Director of Technology and/or designee.</p> <p>Users will not post personal contact information about themselves or other people on the CIS systems. The user may not steal another's identity in any way, may not use spyware, parasiteware, cookies, or use school district or personnel technology or resources in any way to invade one's privacy. Additionally, the user may not disclose, use or disseminate confidential and personal information about students or employees (examples include, but are not limited to, using a PDA, iPod, MP3, cell phone with camera/video and Internet access to take pictures of anything, including but not limited to, persons, places and documents relevant to the school district; saving, storing and sending the image with or without text or disclosing them by any means, including but not limited to, print and electronic matter; or revealing student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the school district unless legitimately authorized to do so).</p> <p>Student users will agree not to meet with someone they have met online unless they have parental consent.</p> <p><u>Consequences For Inappropriate, Unauthorized And Illegal Use</u></p> <p>General rules for behavior, ethics, and communications apply when using the CIS systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use of the CIS systems, may result in loss of CIS access and a variety of other disciplinary actions, including, but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis.</p> <p>This policy incorporates all other relevant district policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policies, curriculum policies, terroristic threat policy and harassment policies.</p> <p>The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from</p>
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815. ACCEPTABLE USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC COMMUNICATIONS
AND INFORMATION SYSTEMS - Pg. 18

	<p>willful or deliberate violations of this policy.</p> <p>Violations as described in this policy may be reported to the school district, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The school district will cooperate to the extent legally required with authorities in all such investigations.</p> <p>Vandalism will result in cancellation of access to the school district's CIS systems and resources and is subject to discipline.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1303.1-A, 1317.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>PA Crimes Code – 18 Pa. C.S.A. Sec. 5903, 6312</p> <p>Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.</p> <p>U.S. Copyright Law – 17 U.S.C. Sec. 101 et seq.</p> <p>Obscenity – 18 U.S.C. Sec. 1460</p> <p>Sexual Abuse – 18 U.S.C. Sec. 2246</p> <p>Sexual Exploitation and Other Abuse of Children – 18 U.S.C. Sec. 2256</p> <p>Enhancing Education Through Technology Act – 20 U.S.C. Sec. 6777</p> <p>Internet Safety, Children's Internet Protection Act – 47 U.S.C. Sec. 254</p> <p>Children's Internet Protection Act Certifications, Title 47, Code of Federal Regulations – 47 CFR Sec. 54.520</p> <p>Board Policy – 103, 218, 218.2, 220, 233, 237, 243, 248, 249, 317, 348, 814</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT WELLNESS

ADOPTED: June 19, 2006

REVISED: March 26, 2012

REVIEWED: October 14, 2015

	246. STUDENT WELLNESS
1. Purpose	<p>The Spring-Ford Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, health education, and regular physical education as part of the total learning experience. To promote a healthy school environment and student achievement, Spring-Ford Area School District students will learn about and participate in positive dietary and lifestyle practices.</p>
2. Authority 42 U.S.C. Sec. 1751 nt	<p>To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:</p> <ol style="list-style-type: none"> 1. A district-wide comprehensive nutrition program that meets federal and state requirements. 2. Access at reasonable cost to foods and beverages that exceeds established nutritional guidelines. 3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day. 4. Curriculum and programs for grades K-12 that are designed to educate students about lifelong wellness, nutrition, and physical activity that meet State Board of Education curriculum regulations and academic standards.
3. Delegation of Responsibility Pol. 808	<p>The Superintendent or designee shall be responsible to monitor district schools, programs, and curriculum to ensure compliance with this policy, related policies and established guidelines or administrative regulations.</p> <p>Each building principal or designee shall report to the Superintendent or designee regarding compliance in his/her school.</p>

<p>42 U.S.C. Sec. 1751 nt</p> <p>4. Guidelines</p>	<p>Staff members responsible for programs related to student wellness shall report to the Superintendent or designee regarding the status of such programs.</p> <p>The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to student wellness. The report may include:</p> <ol style="list-style-type: none"> 1. Assessment of school environment regarding student wellness issues. 2. Evaluation of food services program. 3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines. 4. Listing of activities and programs conducted to promote wellness, nutrition and physical activity, including curriculum and physical education program. 5. Recommendations for policy and/or program revisions. 6. Suggestions for improvement in specific areas. 7. Feedback received from district staff, students, parents/guardians, community members and Wellness Committee. 8. Report on district-wide BMI results. <p>An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Business Manager.</p> <p><u>Wellness Committee</u></p> <p>The Board shall approve the appointment of a Wellness Committee comprised of at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, member of the public, teacher, school nurse and coach.</p> <p>The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a Student Wellness Policy that complies with law to recommend to the Board for adoption.</p>
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<p>SC 1513 Pol. 102, 105</p>	<p>The Wellness Committee may examine related research and laws, assess student needs and the current school environment, review existing Board policies and administrative regulations, and raise awareness about student health issues. The Wellness Committee may make policy recommendations to the Board related to other health issues necessary to promote student wellness.</p> <p>The Wellness Committee may survey parents/guardians and/or students; conduct community forums or focus groups; collaborate with appropriate community agencies and organizations; and engage in similar activities, within the budget established for these purposes.</p> <p>The Wellness Committee shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.</p> <p><u>Nutrition Education</u></p> <p>The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.</p> <p>Nutrition education will be provided within the sequential, comprehensive health education program in ultimately exceeding the State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.</p> <p>Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.</p> <p>Nutrition education lessons and activities shall be age-appropriate.</p> <p>Nutrition curriculum shall be behavior focused.</p> <p>School food service and nutrition education classes shall cooperate to create a learning laboratory.</p> <p>Nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education.</p> <p>Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.</p>
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	<p>Consistent nutrition messages shall be disseminated throughout the district, schools, classrooms, cafeterias, homes, community and media.</p> <p>The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. Criteria shall be developed to measure “properly” and “appropriate.”</p> <p>Nutrition education shall extend beyond the school environment by engaging and involving families and communities.</p> <p><u>Physical Activity</u></p> <p>District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.</p> <p>District schools shall determine how they will contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity on all or most days of the week. That time will include physical activity outside the school environment, such as outdoor play at home, sports, etc.</p> <p>Students shall be encouraged to participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits inside and outside of the school environment.</p> <p>Age-appropriate physical activity opportunities, such as recess; before and after school; during lunch; clubs; intramurals; and interscholastic athletics, shall be provided to meet student needs and interests, in addition to planned physical education.</p> <p>A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.</p> <p>Extended periods of student inactivity, two (2) hours or more, shall be discouraged.</p> <p>Physical activity breaks shall be provided for elementary students during classroom hours.</p> <p>Physical activity shall not be used as a form of punishment.</p> <p>After-school programs shall provide developmentally appropriate physical activity for participating children.</p>
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<p>SC 1512.1 Pol. 102, 105</p>	<p><u>Physical Education</u></p> <p>Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.</p> <p>Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.</p> <p>A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.</p> <p>A varied and comprehensive curriculum that leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.</p> <p>Physical education shall be taught by certified health and physical education teachers.</p> <p>Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.</p> <p>A sequential physical education program ultimately exceeding State Board of Education curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented.</p> <p>Safe and adequate equipment, facilities and resources shall be provided for physical education courses.</p> <p>Physical education classes shall ultimately have a teacher-student ratio comparable to those of other courses.</p> <p>Appropriate professional development shall be provided for physical education staff.</p> <p>Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.</p> <p>A district-wide assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.</p>
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Other School Based Activities

District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

Students shall be provided a clean and safe meal environment.

Meal periods shall be scheduled at appropriate hours, as defined by the district.

Drinking water shall be available at all meal periods and throughout the school day.

Students shall have access to hand washing or sanitizing before meals and snacks.

Professional development shall be provided for district food services staff.

Access to the food service operation shall be limited to authorized staff.

Administrators, teachers, food service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models.

The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

Goals of the Student Wellness Policy shall be considered in planning all school based activities.

Students shall be provided adequate time to eat; ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

Food shall not be used in the schools as a punishment.

Food Services will continue to update the nutritional content of school meals and make them available to students and parents/ guardians upon request.

To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

Nutrition Guidelines

All foods available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing childhood obesity.

SC 1337.1	<p>Foods provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.</p> <p><u>Competitive Foods/Beverages</u></p> <p>Competitive foods are defined as foods offered at school other than through the National School Lunch or School Breakfast Programs and include a la carte foods, snacks and beverages; vending food, snacks and beverages; school store food, snacks and beverages; fundraisers; classroom parties; holiday celebrations; and food from home.</p> <p>All competitive foods available to students in district schools shall comply with a modified version of the Nutritional Standards for Competitive Foods in Pennsylvania Schools. The nutritional standards shall be implemented as a two (2) year plan.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 504.1, 1337.1, 1422, 1422.1, 1512.1, 1513</p> <p>Child Nutrition and WIC Reauthorization Act of 2004 – 42 U.S.C. Sec. 1751 notes</p> <p>Board Policy – 100, 102, 105, 808</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT RECORDS

ADOPTED: March 25, 1991

REVISED: August 23, 1999

REVIEWED: October 14, 2015

216. STUDENT RECORDS	
1. Purpose	The educational interests of students require the collection, retention, and use of data and information about individuals and groups of students while ensuring the individual's right to privacy. The school district will maintain educational records for students for legitimate educational purposes.
2. Authority SC 1305-A, 1306-A, 1402, 1409, 1532, 1533 Title 22 Sec. 4.52, 12.31, 12.32, 15.9 20 U.S.C. Sec. 232g 34 CFR Part 99	<p>The Board recognizes its responsibility for compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain the confidentiality of student records.</p> <p>The Board is responsible for adopting a comprehensive plan for all aspects of student records that conforms to the mandates of the Family Education Rights and Privacy Act (FERPA) and its regulations; and the Standards for Special Education. Only educational records mandated by federal and state statutes and regulations, or otherwise permitted by the Board, may be compiled by district staff.</p> <p>Parents/Guardians and eligible students eighteen (18) years and older shall be notified annually, and upon initial enrollment, of their rights concerning student records.</p>
3. Delegation of Responsibility	<p>The Superintendent or designee shall be responsible for developing and implementing a comprehensive plan for records of regular students and students with disabilities that meets the requirements of all state and federal statutes and regulations, and is approved by the Board.</p> <p>The designated administrator shall establish reasonable safeguards to protect the student and his/her family from an invasion of privacy by any outside third party during the course of collecting, retaining and disseminating student information and providing access to authorized persons.</p>

<p>SC 1532 Pol. 213, 215</p> <p>4. Definitions</p> <p>20 U.S.C. Sec. 1232g 34 CFR Part 99 20 U.S.C. Sec. 1417 (c) 34 CFR Sec. 300.610- 300.627 20 U.S.C. Sec. 1232h 34 CFR Part 98 SC 510, 1305-A 1306-A 1307-A 1409, 1532 22 Pa. Code Sec. 1231, 1232 Basic Education Circular 22 Pa. Code Sec. 12.31 (Pa. Dept. Educ. Sept. 1, 1997)</p>	<p>In accordance with law, each district teacher shall prepare and maintain a record of the work and progress of each student, including the final grade and a recommendation for promotion or retention.</p> <p>The following terms as used in this policy shall have the following meanings:</p> <p>1.1 Directory information. The name, address, telephone number, electronic mail address, date and place of birth, names of parents and siblings, dates of attendance, whether the student graduated and the date of graduation, schools attended within the District, and student identification number, user identification number, or code when such number or code cannot alone be used to access education records, without some other identifier known only to the authorized user of an electronically accessed information system or data base. Directory information may also include but is not limited to the following examples: school and district awards received, participation in District-approved extracurricular activities, weight and height of interscholastic athletic team members, and photographs.</p> <p>1.2 Disclose; disclosure. Permit access to or release, transfer, or otherwise communicate to any person or entity, by any means or medium, personally identifiable information contained in the education record of the student.</p> <p>1.3 Education record. Any personally-identifiable information recorded or stored by any means—including, but not limited to, information that is handwritten, typed, printed, or stored on computer media, microfilm, microfiche, video or audio tape, film, or digital medium—that is directly related to the student and is maintained by the District or by an individual or agency acting on behalf of the District regardless of the current location of such record. The term does not include the following:</p> <ul style="list-style-type: none"> (a) Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to those persons—including, but not limited to, instructional support teachers, counselors, therapists and clinicians, school psychologists and psychiatrists, nurses, and instructional aides—that are kept in the sole possession of the maker of the record and the contents of which are not accessible or revealed to any other person except a substitute for the maker of the record; (b) Records that contain only information about the student from a period after s/he is no longer a student in the District or receiving District-supported education; (c) Grades and other forms of peer assessment or rating before they are collected and recorded by a teacher; and
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	<p>(d) Other records specifically excluded from the definition of “education record” under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations, 34 CFR Part 99.</p> <p>1.4 Eligible student. A present or former student who has attained the age of eighteen (18) or a former student who is attending an institution of post-secondary education.</p> <p>1.5 Emancipated minor. A student below the age of twenty-one (21) who has chosen to establish a domicile apart from the continued control and support of parents. The term includes a minor living with a spouse.</p> <p>1.6 IEP. Individualized Education Program.</p> <p>1.7 Maintain, maintained or maintenance In the case of personally identifiable information on paper or stored on magnetic or video tape, the term shall mean kept in a secure file or desk drawer or in the continuous and secure control of a school official with a legitimate educational interest in the content thereof. In the case of personally-identifiable digital information that is electronically-stored, including electronic mail, the term shall mean kept in a secure database located on a server or servers, disk partition, or other electronic storage system specifically designed by the Superintendent or designee as a “student records maintenance site”. The District electronic mail server or servers, or directory or directories, and the files on local disk drives dedicated to the storage of sent or received electronic mail, shall not for any purpose constitute a “student records maintenance site” and any mail stored thereon shall either be deleted in conformity with Policy 801.1 or moved to the “student records maintenance site.” If deleted in this manner, electronic mail shall not be considered to be “maintained” by the District or by any individual or agency acting on behalf of the District.</p> <p>1.8 Parent. The biological or adoptive parents of a student, regardless of residency or physical custodial status; the legal guardian or guardians of a student; or an individual acting as a parent in the absence of a natural parent or guardian, unless the right of any such person to receive personally-identifiable information has been terminated or restricted by order of court (including where a Pennsylvania court has taken away “legal custody” from a parent).</p> <p>1.9 Personally identifiable information. Any one (1) or more of the following:</p> <p>(a) The student’s full name;</p> <p>(b) The name, including maiden names, of any member of the student’s family;</p>
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	<p>(c) The current or past address, or the date or place of birth, of the student or any member of the student's family;</p> <p>(d) A personal identifier such as a social security number, student number or code, or biometric information consisting of one (1) or more measurable biological or behavioral characteristic that can be used for automatic identification of an individual;</p> <p>(e) Information that, alone or in combination, is linked or linkable to a specific student such that a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, could use such information to identify the student with reasonable certainty; or</p> <p>(f) Information requested by a person whom the educational agency or institution reasonably believes knows the identity of the student to whom such information relates.</p> <p>1.10 School official with a legitimate educational interest. Any employee, officer, agent, consultant, or contractor of, or any volunteer acting on behalf of,</p> <p>(a) The District,</p> <p>(b) The Intermediate Unit,</p> <p>(c) A vocational technical school, or</p> <p>(d) Any public or private school or facility that the District is using or is proposing to use to provide elementary or secondary education to the student in place of a public school, who is or will be responsible for providing or supervising the provision of education, education-related services, or extracurricular activities or experiences to or for the student, when:</p> <p>(i) Particular information concerning that student is presently or potentially relevant to the design or provision of instruction or other education, education-related services, testing or assessments, behavior interventions and strategies, or extracurricular activities or experiences either to the student, to particular groups of students, or to whole schools, grade-levels, or the student population of the District at large, regardless of whether the student is part of the group or population that will be effected; or</p>
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	<p>(ii) Such information is necessary to protect the health, safety, or welfare of the student or others with whom the student might have direct or indirect contact.</p> <p>The phrase also applies to clerical staff of the entities enumerated above who are responsible for the maintenance and security of education records and to attorneys, consultants, and school Board members when school Board action concerning the student is required by law or when the education or treatment of the student is the subject of present or potential litigation or legal dispute. When the “school official with a legitimate educational interests” is not an employee of the District, such individual may receive “personally-identifiable information” only when s/he is under the direct control of the District, by contract or otherwise, with respect to the use and maintenance of education records in his/her possession and only when such individual is prohibited from re-disclosure of such information to any other party without written parent or eligible student consent.</p> <p>1.11 Secure file. A student or subject-specific compilation of information stored on paper, audio or visual tape, microfiche, microfilm, computer storage disk or removable drive, or similar medium that can be maintained in a physically segregated form that is maintained in a locked file drawer, cabinet, desk, or room dedicated to secure files or, if unlocked, in the immediate custody and control of the custodian thereof, or a student or subject-specific compilation maintained on a computer storage system to which access is limited by security software that conforms to current computer industry standards.</p> <p>1.12 Student with disabilities. A student age three (3) through twenty-one (21) who has or is thought to have one (1) or more of the disabilities described in the Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 <i>et seq.</i>, or any preceding or succeeding legislation, for which s/he is eligible or thought to be eligible for special education and related services.</p> <p><u>Collection, Maintenance, And Destruction Of Education Records</u></p> <p>2.1 The District shall collect and maintain the types of records described in the following subparagraphs (a) through (c) and may collect and maintain records described in following subparagraphs (d) through (j):</p> <p>(a) Core data, consisting of the name of the student; last known address and domicile within the District of the parents of the student or, if the student is emancipated, of the student; the birth date of the student; the course, subject area, or project work completed by the student and the level of achievement attained; the last grade attended or the date</p>
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<p>SC 1305-A 1306-A 1307-A</p>	<p>of graduation and type diploma issued; testing results to determine grade level at enrollment; and attendance data;</p> <p>(b) Discipline and law enforcement records, including the sworn statement or affirmation of suspension or expulsion required at registration and the record of incidents of violence maintained in a form prescribed by the Pennsylvania State Police as required under Section 1307-A of the Pennsylvania Public School Code, 24 P.S. § 13-1307-A, and, in a file maintained separately from other records concerning the student, information from the Office of Juvenile Probation concerning adjudications of delinquency; law enforcement records will not be considered educational records and shall be maintained separately.</p> <p>(c) Health records, including immunization information, results of vision and hearing screenings, results of state-mandated physical examinations, in-school treatment and drug dispensing or administration orders or prescriptions from physicians, treatment and drug dispensing or administration logs, and health-related information provided by parents;</p> <p>(d) Student work samples and teacher grade books retained for purposes of ongoing assessment, instructional planning, or grade calculation; the results of District-wide group standardized or criterion-referenced testing and statewide criterion-referenced assessments, if any, in which the student participated; and noncumulative report cards;</p> <p>(e) Guidance department, psychologist, and student assistance team records, although personal records and notes maintained strictly in accordance with Section 1.3(a) of this policy are not considered records subject to this policy;</p> <p>(f) Results of vocational and career aptitude and interest surveys, or of surveys to assist in planning for and providing guidance, health, or drug and alcohol abuse prevention instruction or programs;</p> <p>(g) Reports of and other information describing or summarizing the results of individual testing and assessment by instructional support, child study, multidisciplinary, or IEP teams, or by professional staff responsible for determining eligibility for Title I, ESL, and other remedial programs, or by agencies and individuals not employed by or working on behalf of the District; instructional support or child study team action plans; IEPs; and service agreements or accommodation plans;</p> <p>(h) Protocol sheets and booklets; scoring sheets; answer books; rating forms; observation notes; anecdotal logs; running record forms; and</p>
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<p>20 U.S.C. Sec. 1232h, as Amended by the No Child Left Behind Act, P. L. 107-110, § 1061, 115 STAT. 1426 (Jan. 8, 2002)</p>	<p>other forms of raw data gathered in the course of testing and assessment or progress monitoring and assessment;</p> <p>(i) Records of awards and distinctions earned by students for work or activities in school and in the community and of participation in District-approved extracurricular activities; and</p> <p>(j) Other records required by law or deemed by instructional or supervisory staff to be both accurate and necessary to the provision of education, education-related services, or extracurricular activities or experiences.</p> <p>2.2 By adoption of this policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (a), (d), and (e) of Section 2.1 of this policy.</p> <p>2.3 By adoption of this policy, the District Board of School Directors gives consent for the collection of records and information described in Subsections (b), (c), and (f) of Section 2.1 of this policy, unless the collection of such records and information is accomplished by use of a survey, analysis, or evaluation that requires or encourages the student to reveal:</p> <p>(a) Political affiliations or beliefs of the student or the student’s family;</p> <p>(b) Mental or psychological problems of the student or the student’s family;</p> <p>(c) Sexual behavior or attitudes;</p> <p>(d) Illegal, anti-social, self-incriminating, or demeaning behavior;</p> <p>(e) Critical appraisals of persons with whom the student has close family relationships;</p> <p>(f) Information protected by legal privilege;</p> <p>(g) Income, unless income information is required by law to determine eligibility for participation in a program of assistance;</p> <p>(h) Religious practices, affiliations, or beliefs of the student or the student’s family.</p> <p>Upon approval from the Superintendent and/or designee, specific surveys that are mandated or needed by local agencies for continue support of the students in the District, an assumed consent form can be used to inform the parents of the survey content and dates of administration and allow them the opportunity to “opt out” of</p>
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	<p>participating in the survey. When a survey, analysis, or evaluation is used to obtain such information, the District shall obtain prior informed consent in writing and in a form consistent with Section 2.6 of this policy. For purposes of this policy, the phrase “survey, analysis, or evaluation” shall be limited to a planned method of inquiry or information collection used on a group or individual basis. The phrase does not apply to the ordinary give-and-take exchange that occurs in the course of the counselor-student, psychologist-student, teacher-student, or nurse-student relationship when the student initiates the contact or otherwise participates in it voluntarily or the practices of either the school’s law enforcement unit or administration investigating student misconduct. Consent otherwise required by this Section is not required to investigate or substantiate a good faith suspicion of child abuse or neglect when the person from whom consent would be required is suspected of the abuse or neglect.</p> <p>2.4 To collect records and information described in Subsection (f) of Section 2.1 of this policy, the District shall obtain prior informed consent in writing and in a form consistent with Section 2.6 of this policy.</p> <p>2.5 To collect records and information described in Subsections (g) and (h) of Section 2.1 of this policy, other than reports and other documents provided by parents or other agencies, the District shall obtain prior informed consent in writing and in a form required by applicable state or federal law or, in the absence of a specific applicable law, in a form consistent with Section 2.6 of this policy. For purposes of collecting information in the form of an instructional support or child study team action plan, an IEP, or a service agreement or accommodation plan, a written invitation to the parents and, when required by law, the student to participate in the development of such document shall constitute an adequate means of obtaining consent to develop the document, even if the parents or student do not participate in the meeting at which the content of the document is discussed. The description in an action plan, IEP, or service agreement or accommodation plan of a means of data collection or ongoing progress monitoring or assessment shall suffice to allow such activities without need for additional written consent.</p> <p>2.6 When state or federal law does not specifically prescribe the form for obtaining prior written consent as required by this policy, such consent shall be obtained by mailing to the residence of record, as established in accordance with Section 4 of this policy, or by hand delivery to the parent or emancipated minor a written consent form that complies with the following requirements and is received a reasonable time prior to the information collection activity for which consent is sought:</p> <p>(a) The form shall use language that a layperson can readily understand and shall be written in the native language of the parent or emancipated minor from whom consent is sought;</p>
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	<p>(b) The form shall contain an explanation of the type of information sought, the purpose for which the information is sought, and the specific types of testing, assessment, or data collection to be used to obtain the information;</p> <p>(c) The form shall make clear to the parent or emancipated minor that consent is required to proceed with the information collection activity or activities proposed; shall contain an assurance that such activity or activities will not proceed without consent; shall specify the duration of the consent or shall clearly provide that consent shall be considered effective until revoked in writing by the person giving consent; and shall contain a clear explanation of the time and place for responding to the form;</p> <p>(d) The form shall contain the name and number of a contact person whom the parents or emancipated minor can contact to obtain additional information about or seek clarification concerning the proposed activity;</p> <p>(e) The form shall provide a space for the parent or emancipated minor to elect whether to grant or withhold consent by marking one (1) of two (2) clearly-worded options and by signing their name.</p> <p>2.7 When a student who has attended another public or private school registers to attend public school in the District, the District shall immediately:</p> <p>(a) Request all current records, including special education records, necessary to ensure that the student is placed in appropriate classes at the appropriate grade level and that the District is able to meet all obligations to the student under State and federal law.</p> <p>(b) Request an official copy of the student's disciplinary record and a copy of the student's health record from the public or private school the student last attended.</p> <p><i>Maintenance - Time</i></p> <p>2.8 Core data of the kind described in Subsection (a) of Section 2.1 of this policy shall be maintained for a period of six (6) years beyond the school year during which the student to whom such data pertains attains age twenty-one (21) with the exception of those records specified in subsection (d) below. The following additional records shall also be maintained as "core data" for this period:</p> <p>(a) For students with disabilities or who are identified as mentally gifted, copies of the first and last evaluation reports of the multi-disciplinary team, the notice of recommended assignment or educational placement,</p>
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<p>SC 1409</p>	<p>or similar document by which the parents of the student initially consented to the provision of special education services, and the first and last IEP, last notice of recommended assignment or educational placement, and the summary of performance developed for the student;</p> <p>(b) For students receiving accommodations or modifications to instruction or other activities under a service agreement or accommodation plan, copies of the first and last such plan and the notice by which the parents of the student initially consented to the provision of accommodations or modifications;</p> <p>(c) For students evaluated to determine eligibility either for special education services in accordance with state and federal law or for accommodations or modifications in accordance with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, and who were determined to be ineligible, copies of all evaluation reports supporting the determination of ineligibility and of all notices by which the parents of the student indicated agreement with such determination.</p> <p>(d) The following records will be maintained for a period of 100 years: high school transcript, last evaluation report, and last Individual Education Program, if applicable.</p> <p>2.9 Health records of the sort described in Subsection (c) of Section 2.1 of this policy shall be maintained for a period of at least two (2) years beyond the date on which the student ceases to be enrolled in the public schools of the District.</p> <p>2.10 For students with disabilities or who are identified as mentally gifted, or for students who were evaluated to determine eligibility for special education services and who were determined to be ineligible for such services, a copy of all records identified in Subsections (b) through (g) of Section 2.1 of this policy shall be maintained for a period of at least six (6) years from the conclusion of the school year during which such records were made or received by the District;</p> <p>2.11 All other education records described in Section 2.1 of this policy shall be maintained as long as the information contained therein remains relevant to the education of the particular student or to the design and provision of educational programs in general or as long as such information remains essential to the protection of the legal interests of the District. The District alone shall determine whether education records remain relevant to education or essential to the protection of legal interests.</p> <p><i>Maintenance - Location</i></p> <p>2.12 Education records that might be necessary to the provision of education,</p>
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	<p>education-related services, or extracurricular activities or experiences to a student during any given school year shall be maintained during that school year in a secure file located in the building to which that student is assigned during that school year. Education records that are essential to the day-to-day provision of education, education-related services, or extracurricular activities or experiences may be maintained in a secure file in the personal possession, offices, or classrooms of school officials with a legitimate educational interest therein.</p> <p>2.13 The discipline record of a student shall be maintained in a secure file in the building to which that student is currently assigned or maintained electronically with access to the files only provided to the necessary school officials with a legitimate educational interest. Information furnished by the Office of Juvenile Probation in accordance with Section 6341(b.1) of the Juvenile Act, 42 P.S. § 6341(b.1), shall be maintained in a secure file separately from other records concerning the student.</p> <p>2.14 The health record of a student shall be maintained in a secure file in the nurse's office or health suite in the building to which that student is currently assigned or in the personal possession or office of the nurse assigned to that building.</p> <p>2.15 Copies of a student's initial IEP, current IEP, most recent multi-disciplinary team evaluation report, current service agreement or accommodation plan, and instructional support or child study team data and action plan shall be maintained:</p> <ul style="list-style-type: none"> (a) In a secure hard copy or electronic file in the building to which the student is currently assigned; and (b) In a secure file in the District office of special education, together with other special education records that remain relevant to the education of the particular child or the design and provision of educational programs in general or essential to the protection of the legal interests of the District. <p><i>Maintenance - Transfer and Conversion</i></p> <p>2.16 When a student assignment changes from one building to another within the District the education records described in Sections 2.12, 2.13, 2.14, and 2.15 of this policy, including the separately-maintained information from the Office of Juvenile Probation, shall be transferred to the new building in sufficient time to enable school officials with a legitimate educational interest to review such records, if necessary, prior to the arrival of the student in the new building or as soon as possible thereafter.</p>
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	<p>2.17 Nothing in this policy shall preclude the transfer or conversion of education records or information from one form or storage medium to another, as long as such transfer or conversion:</p> <ul style="list-style-type: none"> (a) Allows for similar accessibility of information to parents, eligible students, and school officials with a legitimate educational interest; (b) Provides at least the level of security that could be obtained with physically locked conventional storage and, in the case of computer storage, conforms to the current standards established in the computer industry; (c) Clearly reproduces educationally or legally necessary graphic information, handwriting, and signatures; and (d) Allows for the use of an access record in accordance with Section 2.18 of this policy. <p>2.18 Every file from which access might be had by, or disclosure might be made to, persons or agencies other than the parents or the eligible student, shall have as part thereof an access and disclosure log that shall be maintained for as long as the records in that file are maintained and that shall consist of the following:</p> <ul style="list-style-type: none"> (a) The identity of such person or agency to which access is granted to or disclosure made from the file; (b) The purpose for which access was granted or disclosure made; (c) The date of access or disclosure; (d) The name of the administrator granting access and/or person making the disclosure; (e) In the case of disclosures to persons who will make further disclosures or allow further access on behalf of the District, the identity of the person or agency to whom or to which, and the specific purpose for which, such further disclosure or access will be made or allowed; (f) Any record of further disclosures made by State or federal agencies that are permitted to do so under law. <p><i>Destruction</i></p> <p>2.19 The District shall destroy core data, special education records as defined in 2.10, and health records once the applicable time period for maintenance of</p>
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	<p>such records, as established in Sections 2.8, 2.9, and 2.10 respectively, has lapsed. Protocol sheets and booklets as defined in 2.1(h) will be destroyed two (2) years or at the end of the school year following the two year time frame after the results have been reported to the parent or guardian, absent a notice from the parent to retain the same.</p> <p>2.20 The District shall destroy all other education records once it determines at its sole discretion that such records are no longer relevant to the education of the particular student or to the design and provision of educational programs in general or that such records are not essential to the protection of the legal interests of the District.</p> <p>2.21 When the time periods described in Sections 2.8 and 2.10 of this policy have lapsed, and the District determines that any portion of the education record of a student with disabilities is or will be at a prescribed time no longer relevant to the education of the particular student, it shall so notify in writing (hard copy and/or electronic communication) either his/her parents or the student directly, if s/he is an eligible student, of this determination. The written notice shall be in the native language of the parents or the eligible student, shall be mailed to the last known address of the parent or the eligible student, and shall:</p> <ul style="list-style-type: none"> (a) Identify the specific records or categories of record that are no longer relevant; (b) Contain an explanation that the District <i>shall</i> destroy the records thus identified if a parent or the eligible student so requests and that the District <i>may</i> destroy such records without a request; and (c) Contain the name and number of a contact person whom the parents or eligible student can contact to obtain additional information about or seek clarification concerning the records thus identified. <p>If the parent or eligible student so requests in writing after receipt of the notice, the District shall destroy the education records thus identified or shall destroy them at the prescribed time at which they are no longer relevant. As a general practice, educational records will be destroyed eleven (11) years after the graduation year unless the records are needed for other specified reasons.</p> <p>2.22 A record is “destroyed” for purposes of this policy when, at a minimum, all personally identifiable information is removed from it or is otherwise obscured or obliterated. Nothing in this policy shall require the destruction of an education record except under the conditions described in Section 2.21 of this policy.</p>
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2.23 The District shall not destroy any record that is the subject of a request for access from a parent or eligible student.

Amendment Of Records And Due Process

3.1 A parent or eligible student may request in writing that the District amend any portion of an education record that s/he believes is inaccurate, misleading, or in violation of the student's right to privacy. If a parent or eligible student makes such a request verbally, the person to whom such request is made shall inform the parent of the obligation to make such request in writing.

3.2 Within thirty (30) school days of the receipt of the written request to amend the education record, the administrator who is primarily responsible for maintenance of the challenged record shall notify the parent or eligible student in writing of whether the District will amend the record. If the District determines that it will grant the request to amend, the notice to the parent or eligible student shall either describe the amendment, which can include the expungement or deletion of records or information contained therein, or enclose a copy of the amended record. If the District determines that it will not amend the record, the notice shall so inform the parent or eligible student and shall contain a statement explaining that the parent or eligible student has the right to request in writing a hearing before a disinterested school official to challenge the determination not to amend.

3.3 Within ten (10) school days of receipt of a request for a hearing to challenge a determination not to amend an education record, the District shall notify the parents or eligible student of the date, time, and location of the hearing. The notice shall be mailed certified, return receipt requested, or by similarly secure and verifiable means, in such time that the parent or eligible student receives it at least five (5) school days before the hearing. The hearing shall occur within thirty (30) days of receipt of the request for the hearing from the parent or eligible student.

3.4 The hearing shall be held before the Superintendent or designee or, if the Superintendent or designee has a direct interest in the outcome of the hearing, before the principal of the building to which the student is currently assigned or designee.

3.5 The hearing shall be informal, unrecorded, and not subject to formal rules of evidence or procedure other than those required to maintain order. The parent or eligible student shall have a full and fair opportunity to present evidence in support of his/her position and may be represented at his/her expense by an adviser, including an attorney. If the parent or eligible student includes an attorney, the District reserves the right to include the District's attorney at the hearing.

3.6 Within thirty (30) days of the completion of the hearing, the District shall issue to the parent or eligible student a written decision concerning the amendment of the record that shall either:

- (a) Describe the amendment, which can include the expungement or deletion of records or information contained therein, or
- (b) Explain the reasons for denying the request to amend and inform the parent or eligible student of the right to place a statement in the education record of the student commenting on the contested information in the record or explaining why he or she disagrees with the decision not to amend, or both.

The written decision shall be based solely on the evidence presented at the hearing and shall summarize the evidence thus presented and the reasons for the decision to amend or refuse amendment.

3.7 If the parent or eligible student chooses to submit a statement in the education record of the student commenting on the contested information in the record or explaining why s/he disagrees with the decision not to amend, the District shall:

- (a) Maintain such statement as part of the record for as long as the District maintains the contested record or information; and
- (b) Disclose the statement whenever it discloses that portion of the record to which the statement pertains.

Access And Disclosure

4.1 Education records subject to this policy, other than those records or portions of records that contain “directory information,” are not considered “public records” subject to access or disclosure under the Pennsylvania Right to Know Law (“RTKL”), 65 P.S. §§ 67.101-67.3104, or any similar law affecting public records. Pursuant to the RTKL, the District will not release any minor’s names, addresses or dates of birth.

The District shall allow the parents or eligible student to inspect and review the education record of the student in the school building or at the District office within forty-five (45) calendar days of receipt of a verbal or written request to do so. District staff shall make every reasonable effort to ensure that requested records are provided to the parents at the earliest possible date.

	<p>4.2 The District shall respond to all reasonable requests from the parents or eligible student for an explanation or interpretation of information contained in the education record. A school district representative shall be made available to accompany the file review with the parent or eligible student. The total time allotted for the parent or eligible student to review the records per day will be a maximum of 1.5 hours.</p> <p>4.3 If circumstances effectively preclude the parents or eligible student from inspecting or reviewing the education record, or any portion thereof, the District shall provide the parents or the eligible student with a copy of the record subject to the request. When copies are not required to ensure that the parents or the eligible student has the opportunity to inspect and review the education record, the District may charge a fee of twenty-five cents (\$.25) per page to copy requested portions of the education record, unless the parents or the eligible student can establish that they are unable to pay the amount thus charged. An additional administrative fee of \$25.00 will be added to the cost of the copies if more than 75% of the student records need to be copied. The costs are the same for requests for digital copies of student records. Requests for both digital copies and hard copies of the student records are subject to an additional \$25.00 charge.</p> <p>4.4 When the District receives a request to inspect and review the education record of a student with disabilities in anticipation of a meeting of the IEP or multi-disciplinary team or a due process hearing, the District shall respond to such request within a reasonable time prior to the meeting or hearing, the time allowed by Section 4.1 of this policy notwithstanding.</p> <p>4.5 When parents or an eligible student seek to inspect and review a record that contains personally identifiable information concerning more than one (1) student, the District shall provide access only to that portion of the record that pertains to the student in question. Where necessary, the District shall redact identifying information pertaining to any other student.</p> <p>4.6 School officials with a legitimate educational interest may at any time inspect and review, and obtain copies of, the education record and personally identifiable information in which they have such interest without prior parental approval.</p> <p><i>Disclosure</i></p> <p>4.7 Any disclosure of personally identifiable information concerning a student to any person other than the parent, the eligible student, or school officials with a legitimate educational interest shall require the prior written consent of the parent or the eligible student. Any document providing such consent shall:</p> <p>(a) Identify the particular portions of the education record or the particular information or types of information concerning the student</p>
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	<p>that shall be disclosed;</p> <p>(b) Identify the person or agency to whom or to which disclosure will be made; and</p> <p>(c) Contain the signature of at least one (1) parent or the eligible student, and the date of such signature.</p>
34 CFR Sec. 99.31	<p>4.8 Prior written consent from the parent or the eligible student is not required when the disclosure of education records or information is to one of the following persons or agencies under the following circumstances:</p>
34 CFR Sec. 99.34	<p>(a) To an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records, as long as:</p> <p>(1) The parent or eligible student is provided on request with a copy of the records thus disclosed; and</p> <p>(2) The parent or eligible student is afforded on request a hearing as described in Section 3 of this policy; and</p> <p>(3) The disclosure is for purposes related to the student's enrollment or transfer.</p>
34 CFR Sec. 99.36	<p>(b) To appropriate parties in connection with an articulable and significant health or safety emergency, when such disclosure is necessary to protect the health or safety of the student or others, provided, however, that for each such disclosure, the District shall maintain a record indicating:</p>
34 CFR Sec. 99.37	<p>(1) The articulable and significant threat that justified such disclosure; and</p> <p>(2) The parties to whom the District disclosed such information;</p> <p>(c) To state and federal educational and other agencies for purposes of investigation and auditing, when those agencies are bound by the provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;</p> <p>(d) To persons seeking directory information, when:</p> <p>(1) Parents and eligible students have received notice in the form of the annual publication of this policy in a newspaper of general distribution or a school publication of the Policy of the District to</p>

<p>51 P.S. Sec. 20222</p>	<p>disclose directory information without parental consent; and</p> <p>(2) The parent or the eligible student objecting to the release of such information without consent has not notified the District in writing on or before the first day of the school term that they object to the disclosure of some or all of the information designated in Section 1.1 of this policy as “directory information”;</p> <p>(3) Except that pursuant to the RTKL, the District will not release names, addresses or dates of birth of minors except where otherwise required by law.</p> <p>(e) To the student who is not an eligible student;</p> <p>(f) To the parents of an eligible student who remains a “dependent student” as defined in the Internal Revenue Code;</p> <p>(g) To accrediting organizations to carry out their accrediting functions;</p> <p>(h) To comply with the terms of a judicial order or lawfully-issued subpoena, when the District has made reasonable effort to notify the parent or eligible student of the order or subpoena and given such a parent or eligible student a reasonable opportunity to seek a protective order in advance of compliance, unless the terms of a judicial order bar such notification;</p> <p>(i) To a court or administrative hearing officer in the context of litigation between the District and the parents or the eligible student, when the information disclosed is relevant to the action or proceeding and when the District has made reasonable effort to notify the parent or eligible student of the intent to disclose such information;</p> <p>(j) To armed forces recruiters seeking such information, a list of the names, addresses, and, if available, telephone numbers of all students expected to graduate high school at the end of the school term during which, or in anticipation of which, such request is made, provided, however, that such disclosure shall be subject to the limitations established by law and this policy upon the disclosure of directory information;</p> <p>(k) To State or local Juvenile justice authorities when such disclosure is in accordance with an Act of the Pennsylvania General Assembly and enables the juvenile justice system to serve effectively and prior to adjudication the student to whom the records pertain, provided, however, that any such authority must certify in writing to the District that such records will not be redisclosed to any other party unless permitted by</p>
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	<p>State law or unless written parent or eligible child consent is obtained;</p> <p>(l) To organizations conducting studies for, or on behalf of, the District to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction, when:</p> <p>(1) The organization conducting the study does not permit access to personally-identifiable information to any party other than representatives of the organization who have a legitimate educational interest in that information;</p> <p>(2) The information is destroyed when no longer needed for the purposes for which the study was conducted; and</p> <p>(3) The organization enters into a binding agreement with the District under which the organization is obligated to adhere to the requirements of this policy; that defines the purposes, scope, and duration of the study and the information to be disclosed to the organization; and that limits the use of the disclosed information to the purposes expressly identified in the agreement;</p> <p>(m) Under such additional circumstances and to such additional persons and agencies as are permitted by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and its implementing regulations.</p> <p>4.9 Any disclosure made in accordance with paragraph 4.8 of this policy shall be made under the explicit condition that the party to which or to whom such disclosure is made shall not redisclose such information to any other party without written parent or eligible student consent, unless the record of the original disclosure identifies the additional parties to whom such disclosure is to be made under Section 4.8 of this policy and the legitimate interest that such additional parties have in such information, or unless such original disclosure is to state or federal agencies in accordance with the requirements of Sections 99.32(b) and 99.33(b) of the implementing regulations of the Family Educational Rights and Privacy Act, 34 CFR §§ 99.32(b) and 99.33(b).</p> <p>4.10 Copies of all special education and discipline records of a student currently identified as a child with a disability within the meaning of the Individuals with Disabilities Education Act shall be transmitted to a law enforcement agency to which the District has reported a crime committed by such student, provided, however, that prior to transmission of such records, the District shall obtain written consent from the parent or eligible student as required by, and in accordance with the provisions of, Section 4.7 of this policy or that such transmission is permitted without such consent in accordance with the provisions of Subsections (b), (h), or (k) of Section 4.8 of this policy.</p>
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<p>34 CFR Sec. 99.7</p>	<p><u>Miscellaneous Provisions</u></p> <p>5.1 The Policy of the District is to comply in full with the requirement of state and federal law governing the maintenance of records and other personally identifiable information and the privacy rights of students and their families. To the extent that any provision of this policy is construed as or found to be inconsistent with federal or state law, the District will treat that provision as null and void. The Superintendent or designee shall ensure that all persons responsible for the maintenance of any student record are aware of the provisions of this policy and receive regular training concerning its requirements. When feasible, the Superintendent or designee shall provide for the use of physical or technological access controls to ensure that access to education records by school officials with a legitimate educational interest in them is limited to that information in which those officials have a legitimate educational interest.</p> <p>5.2 The District shall send or deliver all notices and requests for consent required under this policy to the address identified as the residence of the child in the registration information maintained by the District. Unless it receives specific written information to the contrary, the District shall presume that all persons with authority to make educational decisions for the student have received or had the opportunity to review and respond to notices and requests sent or delivered to such address.</p> <p>The District will send notices and requests to separate addresses only when:</p> <ul style="list-style-type: none"> (a) A person with joint authority to make educational decisions for the student, such as a divorced or separated natural parent, resides at that separate address; and (b) That person notifies the District in writing that s/he is not receiving or has not had the opportunity to review and respond to notices and requests sent to the residence to which the student is registered. <p><u>Public Notice</u></p> <p>6.1 Annually, at least thirty (30) days prior to the beginning of the school term, the District shall publish to all parents of students currently in attendance and to all eligible students currently in attendance in English and Spanish. The following notice shall precede the text of this policy and shall appear with the heading in boldface type or other similarly conspicuous format:</p>
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	<p style="text-align: center;">NOTICE OF IMPORTANT RIGHTS</p> <p>Concerning the Maintenance, Access to, and Amendment and Disclosure of Education Records by the Spring-Ford Area School District</p> <p>Printed below is the full text of the Education Records Policy of the Spring-Ford Area School District. This policy contains information of importance to students attending public schools and public school sponsored programs. Several provisions of this policy warrant careful attention:</p> <p>Designation of certain records containing personally identifiable information as “directory information.” In Section 1.1 of this policy, the District designates certain kinds of information as “directory information.” The District will provide this information to any interested person, including armed forces recruiters who request it, without seeking consent from the parents of the student or the student. If you do not want the District to disclose such information, you must so notify the District in writing on or before the first day of the school term, which is _____. Your written notice must identify the specific types of directory information that you do not want the District to disclose without consent. If you fail to notify us in writing by the first day of the school term, we may release directory information upon request and without consent.</p> <p>Disclosure of records containing personally identifiable information to other schools and institutions. Section 4.8(a) of this policy allows the District to disclose personally identifiable information concerning a student to an educational agency or institution at which the student seeks to enroll, intends to enroll, or is enrolled, or from which the student receives services, when that agency or institution requests such records, as long as the disclosure is for purposes related to the student’s enrollment or transfer.</p> <p>Access to records by school officials with a “legitimate educational interest.” Section 4.6 of this policy allows school officials with a legitimate educational interest to have access to personally identifiable information without parent or student consent. In Section 1.8 of this policy, the District designates those persons who have a “legitimate educational interest” that would allow such access to education records.</p> <p>Amendment of education records. Section 3 of this policy describes how a parent or a student who has attained the age of eighteen (18) can request that records be amended. This Section also describes in detail the right of the parent or eligible student to request a hearing to challenge a decision by the District not to amend records that the parent or student believes are inaccurate, misleading, or in violation of the student’s right to privacy.</p>
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Complaints to the United States Department of Education. Complaints concerning alleged failure of the District to comply with the requirements of the Family Educational Rights and Privacy Act may be addressed to the United States Department of Education as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

RESIDENTS OF THE SPRING-FORD AREA SCHOOL DISTRICT WITH CHILDREN IN PUBLIC SCHOOL OR WHO ATTENDED PUBLIC SCHOOL IN THE DISTRICT IN THE PAST SHOULD READ THIS POLICY CAREFULLY FOR A FULL EXPLANATION OF THEIR PRIVACY RIGHTS AS A PARENT OR STUDENT.

References:

School Code - 24 P.S. Sec. 510, 1305-A, 1306-A, 1307-A, 1402, 1409, 1532, 1533

State Board of Education Regulations - 22 PA Code Sec. 4.52, 12.31, 12.32, 15.9

Pennsylvania Right-to-Know Law - 65 P.S. Sec. 67.101 *et seq.*

Armed Forces Recruiting Act - 51 P.S. Sec. 20221 *et seq.*

Family Educational Rights and Privacy Act - 20 U.S.C. Sec. 1232g

The Hatch Act - 20 U.S.C. Sec. 1232h

Individuals with Disabilities Education Act - 20 U.S.C. Sec. 1400 *et seq.*

Family Educational Rights and Privacy, Title 34, Code of Federal Regulations -
34 CFR Part 98, Part 99

Basic Education Circular - 22 PA. Code Sec. 12.31 (Pa. Dept. Educ. Sept. 1, 1997).

Owasso Indep. School District v. Falvo, 534 U.S. 426, 122 S.Ct. 934 (2002)

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: SUICIDE AWARENESS,
PREVENTION AND RESPONSE

ADOPTED:

REVISED:

REVIEWED: October 14, 2015

<ol style="list-style-type: none"> 1. Purpose SC 1526 Pol. 103.1, 248, 249, 806 2. Authority Title 22 Sec. 12.12 Pol. 207, 216, 236 3. Guidelines SC 1526 SC 1526 	<p style="text-align: center;">819. SUICIDE AWARENESS, PREVENTION AND RESPONSE</p> <p>The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.</p> <p>In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.</p> <p>The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.</p> <p>The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.</p> <p style="text-align: center;">SUICIDE AWARENESS AND PREVENTION EDUCATION</p> <p><u>Protocols for Administration of Student Education</u></p> <p>Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.</p> <p>Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.</p>
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<p>SC 1526 Pol. 333</p>	<p><u>Protocols for Administration of Employee Education</u></p> <p>All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.</p> <p>As part of the district's professional development plan, professional educators in school buildings serving students in grades five (5) through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.</p> <p>Additional professional development in risk assessment and crisis intervention shall be provided to school counselors, district mental health professionals and school nurses.</p> <p><u>Resources for Parents/Guardians</u></p> <p>The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.</p> <p style="text-align: center;">METHODS OF PREVENTION</p> <p>The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.</p> <p><u>Suicide Prevention Coordinators</u></p> <p><i>District-Wide –</i></p> <p>A district-wide suicide prevention coordinator shall be designated by the Superintendent. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.</p> <p><i>Building Level –</i></p> <p>Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee.</p>
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	<p><u>Early Identification Procedures</u></p> <p>Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.</p> <p>Risk factors refer to personal or environmental characteristics that are associated with suicide including, but not limited to:</p> <ul style="list-style-type: none"> • Behavioral Health Issues/Disorders: <ul style="list-style-type: none"> - Depression. - Substance abuse or dependence. - Previous suicide attempts. - Self injury. • Personal Characteristics: <ul style="list-style-type: none"> - Hopelessness/Low self-esteem. - Loneliness/Social alienation/isolation/lack of belonging. - Poor problem-solving or coping skills. - Impulsivity/Risk-taking/recklessness. • Adverse/Stressful Life Circumstances: <ul style="list-style-type: none"> - Interpersonal difficulties or losses. - Disciplinary or legal problems. - Bullying (victim or perpetrator). - School or work issues. - Physical, sexual or psychological abuse. - Exposure to peer suicide.
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<p>SC 1526</p>	<ul style="list-style-type: none"> • Family Characteristics: <ul style="list-style-type: none"> - Family history of suicide or suicidal behavior. - Family mental health problems. - Divorce/Death of parent/guardian. - Parental-Child relationship. <p>Warning signs are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:</p> <ul style="list-style-type: none"> • Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose. • Recklessness or risky behavior. • Increased alcohol or drug use. • Withdrawal from friends, family, or society. • Dramatic mood changes. <p><u>Referral Procedures</u></p> <p>Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention.</p> <p><u>Documentation</u></p> <p>The district shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk.</p> <p style="text-align: center;">METHODS OF INTERVENTION</p> <p>The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.</p>
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<p>Pol. 806</p>	<p><u>Procedures for Students at Risk</u></p> <p>A district-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists, social workers.</p> <p>Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student’s risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.</p> <p>The district shall identify mental health service providers to whom students can be referred for further assessment and assistance.</p> <p>Mental health service providers – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.</p> <p>The district shall create an emotional or mental health safety plan to support a student and the student’s family if the student has been identified as being at increased risk of suicide.</p> <p><u>Students With Disabilities</u></p> <p>For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student’s needs in accordance with applicable law, regulations and Board policy.</p> <p>If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Special Education Supervisor shall be notified and shall take action to address the student’s needs in accordance with applicable law, regulations and Board policy.</p> <p><u>Documentation</u></p> <p>The district shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.</p> <p>The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.</p>
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<p>SC 1526</p>	<p style="text-align: center;">METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT</p> <p>The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Identifying and training the school crisis response/crisis intervention team. 2. Determining the roles and responsibilities of each crisis response team member. 3. Notifying students, employees and parents/guardians. 4. Working with families. 5. Responding appropriately to the media. 6. Collaborating with community providers. <p>The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on school grounds or during a school-sponsored event.</p> <p><u>Re-Entry Procedures</u></p>
<p>Pol. 103.1, 113, 113.2, 113.3, 117, 204</p>	<p>A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.</p> <p>A district-employed mental health professional including school counselors, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to school after a mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to school.</p> <p>When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers.</p> <p>The designated district employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.</p>

<p>SC 1526</p>	<p style="text-align: center;">REPORT PROCEDURES</p> <p>Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.</p> <p>When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.</p> <p>As stated in this policy, district employees shall be responsible for effective documentation of incidents involving suicide prevention, intervention and response.</p> <p>The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.</p>
<p>SC 1526</p>	<p style="text-align: center;">SUICIDE AWARENESS AND PREVENTION RESOURCES</p> <p>A listing of resources regarding suicide awareness and prevention shall be attached to this policy.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1526</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.12</p> <p>Board Policy – 103.1, 113, 113.2, 113.3, 114, 117, 146, 204, 207, 216, 236, 248, 249, 333, 805, 806</p>

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: COMMUNITY VOLUNTEERS

ADOPTED: January 28, 2008

REVISED: August 24, 2015

REVIEWED: October 14, 2015

	916. COMMUNITY VOLUNTEERS
1. Purpose	<p>The Board values the unique contributions made by parent/guardian and community volunteers to the educational and extracurricular programs of the school district. Accordingly, the Board encourages the use of parent/guardian and community volunteers, subject to certain requirements and procedures as set forth below.</p>
2. Definition	<p>A volunteer is defined as any individual who performs a service for the school district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least eighteen (18) years of age. A volunteer need not be a parent/guardian of a student enrolled in the school district. A volunteer for purposes of this policy shall include but is not limited to the following opportunities:</p> <ul style="list-style-type: none"> • Serving as a daily classroom, library or office assistant • Assisting with classroom or building special events/celebrations • Chaperoning a single day field trip and/or overnight field trip/competition • Volunteering with any of the district interscholastic athletic teams, musical performance groups, home and school organizations and/or parent organizations including booster clubs, S.N.A.P. and working in concession stands or similar roles. • Advising or assisting an extracurricular activity • Providing supplemental assistance to a student

<p>3. Guidelines</p>	<p><u>Volunteer Status Based Upon Student Contact Category</u></p> <p>Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district. According to this policy, all volunteers will be placed into one (1) of two (2) categories.</p> <ol style="list-style-type: none"> 1. Limited Contact Volunteer – A volunteer in this category is in the range of volunteers who may perform a role with little to no contact with students, indirect contact with students, direct contact with students up to roles with or in close proximity to a school district employee while performing his/her volunteer service and there is NO time when the volunteer is alone with a student or in a secluded, isolated or remote area with a student without a school district employee being present. Limited Contact volunteers include, but are not limited to, chaperones for single day field-trips, working events with home and school and other parent organizations, working in the concession stand or similar role, serving as a daily classroom, library or office assistant and/or assisting with classroom or building special events. 2. Substantial Contact Volunteer – A volunteer in this category may or will reasonably have direct contact with a student(s) while performing his/her volunteer service without direct supervision by a school district employee. Direct contact time may include, but is not limited to, coaching and/or assisting with an athletic team or musical performing group, advising an extracurricular activity, chaperoning an overnight field trip or competition, and/or providing supplemental assistance to a student, without direct supervision by a school district employee. <p><u>Volunteer Requirements</u></p> <p>All volunteers have specific requirements differentiated by category (Limited and Substantial) that need to be completed PRIOR to participating in any volunteer experience.</p> <ul style="list-style-type: none"> • <u>For Limited Contact Volunteers</u> – each Limited Contact Volunteer shall be required to complete and sign on an annual basis the Spring-Ford Volunteer Registration and Disclosure Statement and the Tuberculosis Exposure Risk Assessment Questionnaire for Volunteers or provide documentation of a negative tuberculosis test within one (1) year of beginning volunteer service in the district. In addition, each Limited Contact Volunteer shall be required to complete and submit Act 34 – Criminal History
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	<p>Clearance Report, and Act 151 – Child Abuse Clearance Report. Finally, each Limited Contact Volunteer must either complete and submit the Act 114 – FBI Criminal Clearance Report or if the volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years, they must complete the Volunteer Affidavit swearing and affirming that they are not disqualified from volunteer service. All paperwork including the Spring-Ford Volunteer Registration and Disclosure Statement and the Tuberculosis Exposure Risk Assessment Questionnaire for Volunteers and all clearance documents and the signed Volunteer Affidavit, if applicable, will be submitted, recorded and coordinated at the district office level. The cost for obtaining these required background clearances shall be covered by the volunteer. Clearance documents for Limited Contact Volunteers are valid with the district for a maximum of five (5) years and must be updated and resubmitted in order to continue as a Limited Contact Volunteer.</p> <ul style="list-style-type: none"> • <u>For Substantial Contact Volunteers</u> - each volunteer shall be required to complete and sign on an annual basis the Spring-Ford Volunteer Registration and Disclosure Statement and the Tuberculosis Exposure Risk Assessment Questionnaire for Volunteers or provide documentation of a negative tuberculosis test within one (1) year of beginning volunteer service in the district. In addition, each Substantial Contact Volunteer shall be required to complete and submit Act 34 - Criminal History Clearance Report, Act 151 - Child Abuse Clearance Report and the Act 114 - FBI Criminal Clearance Report. All paperwork including the Spring-Ford Volunteer Registration and Disclosure Statement and the Tuberculosis Exposure Risk Assessment Questionnaire for Volunteers and all clearance documents will be submitted, recorded and coordinated at the district office level. The cost for obtaining these required background clearances shall be covered by the volunteer. Clearance documents for Substantial Contact Volunteers are valid with the district for a maximum of five (5) years and must be updated and resubmitted in order to continue as a Substantial Contact Volunteer. <p>If a volunteer completes the paperwork and clearance criteria for the Substantial Contact Volunteer, they also meet the criteria for the Limited Substantial Volunteer. Substantial Contact Volunteers cannot submit the Volunteer Affidavit in lieu of the Act 114 – FBI Criminal Clearance Report.</p> <p>Currently enrolled students in good standing who are performing unpaid district sponsored services such as tutoring, mentoring or similar activities are here deemed to be participants in district curricular, co-curricular and extra-curricular activities and are not “volunteers” under the applicable law or this policy. Therefore, such students are not required to complete the paperwork and volunteer clearances otherwise required by this policy.</p>
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<p>SC 111 Title 22 Sec. 8.1 et seq 23 Pa. C.S.A. Sec. 6301 et seq</p>	<p>Under no circumstances shall a volunteer be considered an employee or independent contractor of the school district. A volunteer shall not receive wages, salary or other valuable consideration for the performance of his/her services; provided, however that, without altering a person's status as a volunteer, the applicable building principal, in his/her sole discretion, may reimburse costs incurred by volunteers. A volunteer may not direct or supervise a school-sponsored program, group of students, or an individual student belonging to any such program outside the immediate supervision of a professional staff member. A volunteer is not permitted to impose or administer school discipline, though he or she may bring an individual's actions to the staff or administration's attention.</p> <p>Volunteers shall follow all applicable administrative procedures established pursuant to this policy and shall follow all other rules, regulations and administrative guidelines concerning the conduct of the professional and paraprofessional staff of the school district; provided however that such rules, regulations and administrative procedures and guidelines shall not be deemed to expand the responsibility, authority or scope of activity applicable to volunteers under this policy. The local school administrator has the authority and sole discretion to dismiss a volunteer and direct that the volunteer leave district property when that administrator feels it is appropriate to do so.</p> <p>The Board authorizes the district administration to investigate any allegations of impropriety involving a volunteer, and authorizes the district Superintendent to involve the solicitor and/or law enforcement authorities in any such investigation as deemed necessary and appropriate.</p> <p><u>Safety Requirements</u></p> <p>All volunteers and/or visitors will be required to check in through the security system utilized by the district before being granted access beyond the school office. A temporary identification badge must be worn at all times by all volunteers while working with students and/or serving as a school volunteer.</p> <p>Except as specifically authorized by the Superintendent on a case-by-case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the school district, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program. Any volunteer operating a school owned vehicle or vehicle under the control of the school district must provide a Department of Motor Vehicles (DMV) 10-year Driving Record Report prior to operating the vehicle. The DMV 10-year Driving Record must be submitted on a yearly basis and will be kept on file in the Transportation Department at the district office. The cost of obtaining the DMV report will be covered by the volunteer. The Transportation Department in conjunction with the administrator in charge of the activity is responsible for verifying the approval by the Superintendent or designee authorizing the volunteer to operate the vehicle, verifying the DMV</p>
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<p>20 U.S.C. Sec. 1232g</p> <p>4. Delegation of Responsibility SC 111 Title 22 Sec. 8.1 23 Pa. C.S.A. Sec. 6301 et seq</p> <p>Pol. 345, 445, 545</p>	<p>Driving Record and coordinating the exchange of keys and essential paperwork.</p> <p><u>Confidentiality</u></p> <p>Each volunteer shall keep strictly confidential all information s/he may learn, during the course of performing services, about the students enrolled in the school district.</p> <p><u>Delegation</u></p> <p>In conjunction with the administration, each school within the school district shall adopt its own administrative procedures for the recruitment, selection and assignment of volunteers. Each building principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind at or on behalf of the school, including, without limitation, the responsibility for implementing the security system utilized by the district, overseeing volunteer paperwork and confirming with the district office in regard to the clearances.</p> <p>No such procedures adopted by the schools within the school district shall be inconsistent with the terms and conditions of this policy.</p> <p>With regard to volunteer coaches, the high school principal or designee shall assume general authority over volunteer coaches on the high school level, principals or designees at the 7th, 8th and 9th grade centers shall assume responsibility for volunteer coaches at those respective schools. The head coach in charge of the volunteer coach will assume daily responsibility for the actions and training of his/her volunteer coaches.</p> <p>All such procedures adopted by the schools within the school district shall be subject to the approval of the Superintendent or designee.</p> <p>Notwithstanding the previously granted authority and discretion of the local school administrator, the Board directs that the building principal in which the volunteer is assigned will dismiss any volunteer who, with or without previous warning, violates this policy or any other policy or guideline of the district, including the Staff-Student Communication/Relations policies or whose presence is considered a danger to the school population.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 111, 510, 1418</p>
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	<p>State Board of Education Regulations – 22 PA Code Sec. 8.1 et seq.</p> <p>State Department of Health Regulations – 28 PA Code Sec. 23.44</p> <p>Child Protective Services Law – 23 Pa. C.S.A. Sec. 6301 et seq.</p> <p>Board Policy – 345, 445, 545</p>
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