

The November 24, 2003 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:	Raymond J. Rocchio, Jr. and Michael Masciandaro
Region II:	Martha Magee Block and Janet A. Stokes
Region III:	Ed Cummins and Richard J. Schroeder
Presiding Officer:	Bernard F. Pettit
Solicitor:	Bonnie Sheehan, Esq.

Mr. Pettit announced that there was an executive session earlier on personnel. Said administration had instituted sign-in sheets at the door due to an event that occurred earlier in the week. Mr. Pettit announced that the public comment portion of the meeting was for comment on agenda items.

I. PUBLIC COMMENT

Barbara Hagan, Limerick

Asked if the public liaison position would address mold issues. Mr. Pettit said comments were welcome but questions could be addressed by administration later.

II. APPROVAL OF MINUTES

Mr. Masciandaro pointed out a typographical error in the October 20th minutes, which were then corrected. Mrs. Stokes made a motion to approve Items A and B. Mrs. Block seconded it. It was approved 7-0.

- A. The board approved the October 20th work session minutes.
- B. The board approved the October 27th board meeting minutes.

III. PRESENTATIONS

- A. Mr. Pettit presented a Blue and Gold Award to Tom Donofrio, former school board member. Mr. Donofrio thanked the board.
- B. Mr. Pettit announced his intention to present a PSBA certificate of appreciation for Robert Weber's 20 years of board service. However, Mr. Weber was called away and was not present to receive it.
- C. Dr. Genevieve D. Coale, Superintendent of Schools, presented district PSSA results. (See yellow bound book: District Assessment Results) Dr. Coale invited questions from the audience. There were none. Mr.

Masciandaro commended the teaching and administrative staff on the degree of proficiency in the scores. Mr. Pettit saluted the principals and teachers and said he especially noted Spring City Elementary's outstanding performance brought about by the low teacher/student ratio.

D. Bruce Cooper, Director of Planning, Operations, and Facilities, presented the expansion of the cafeteria and media center as part of the Middle School renovation project. The cafeteria is being made larger by 4,000 square feet to include a chair storage room. Some 900 square feet is being added to the media center and a ramp is being added as well. An annex is being set up for separate use. Doing this now is much more cost effective since equipment and backhoes would have to be lifted into the inner courtyard if it is done later. Total cost is up to \$1 million. Mr. Schroeder asked about access to the courtyard. Mr. Cooper said the exact location has not been determined yet, but an entrance/exit will be installed. Mr. Schroeder asked about a square area in the drawings. Mr. Cooper said it would be for the school store/custodial supplies storage. Mr. Masciandaro asked if the completion date would be 2005. Mr. Cooper said that 2005 was very tight since abatement issues needed to be addressed. Mr. Cooper said that the addition would not affect the completion date although that is dependent on the quality of the contractor. If contractor or weather problems occur, the latest time of completion could be Christmas break rather than summer of 2005, Mr. Cooper said.

IV. BOARD AND COMMITTEE REPORTS (postponed from last week)

FINANCE COMMITTEE – Mr. Masciandaro said the Finance Committee reviewed the budget calendar, financial road map, recommendations by administration for change in the rate schedule, proposal for auditing services, professional salaries, and health proposals.

TECHNOLOGY COMMITTEE – Mr. Masciandaro said there was no report.

WCTS COMMITTEE – Mr. Schroeder said there was no report.

COMMUNITY SAFETY AND SECURITY COMMITTEE – Dr. Coale said the committee reviewed the newly revised crisis intervention plan, having questions by office telephones to respond to bomb threats, having better quality walkie talkies, and installing more cameras. The committee will meet again in the winter and spring. Mr. Masciandaro explained that the Safety Security Committee represents a cross-section of the community, including fire fighters, police, and principals.

Finance	Mike Masciandaro	2 nd Thurs., 7 p.m.
Technology	Mike Masciandaro	2 nd Tues., 7 p.m.
MCIU-Legislative	John Grispon, Richard Schroeder, Alternate	3 rd Wed., 7:30 p.m.
Community Safety & Security		4 th Tues., 7 p.m. (Oct. Jan. April)

V. PERSONNEL

Mrs. Block made a motion to add a new item to the agenda. The motion would be: The superintendent be paid a salary of \$131,174.76 for the 2003-04 school year retroactive to July 1, 2003. Mrs. Stokes seconded it. Mr. Cummins said that he was going to vote no because of procedure not being followed and comments made that caused pain. The board voted 4-3 in favor of adding the motion with Mr. Cummins, Mr. Rocchio, and Mr. Cummins voting no. Then Mrs. Block made a substantive motion, which was worded the same. The board voted 4-3 in favor of adding the motion with Mr. Cummins, Mr. Rocchio, and Mr. Cummins voting no. The solicitor said that at least five votes in favor were needed since a majority of the board must vote in favor of passage and therefore the motion was defeated. Mr. Pettit said the board would address the issue at the December regular meeting following the reorganization meeting.

PUBLIC COMMENT

There was no public comment.

Mr. Rocchio asked if Items K and L were approved in the current budget. Dr. Coale said Item K, Supervisor of Staff Development is the current Staff Development Specialist, which is being updated. The public liaison position is in the budget as an independent contract not a person to be hired as a public school employee.

Mrs. Block made a motion to approve Items A-M. Mr. Masciandaro seconded it. It was approved 7-0.

- A. The individual(s) listed below have completed three years of satisfactory service as temporary professional employee(s) and are, therefore, entitled to tenure status. The **Public School Code** requires that a record of this accomplishment be incorporated in the Minutes of this Board of School Directors. Board officers authorized the execution and presentation of a **professional employee** contract to:

Gretchen T. Colombo

Learning Support

- B. The board approved of the following **resignations**, with regret:

1. **Alison Hughes**, School Newspaper at the Intermediate School, effective October 29, 2003.
2. **Meghan Barnett**, High School Girls' Lacrosse Coach, effective October 31, 2003.

- C. The board approved of the following **Leave of Absence(s)**:

1. **Kristen Morrow**, Learning Support Teacher at the Intermediate School for a Leave of Absence in accordance with the Professional Agreement, effective tentatively January 1, 2004 until the end of the 2004/2005 school year.

2. **Carol Lippy**, 2nd grade teacher at Upper Providence Elementary School for a Leave of Absence in accordance with Board Policy, effective tentatively November 10, 2003 until January 5, 2004.
 3. **Shelly Mallozzi**, Speech Clinician at Brooke Elementary School for a Leave of Absence in accordance with the Professional Agreement, effective tentatively February 12, 2004 until the end of the 2003/2004 school year.
- D. The board approved of **Sheree Dunwoody**, Royersford, PA, as a part-time 3-hour Food Service Worker at the High School replacing Elizabeth Lytle who resigned. Compensation will be set at \$11.18 an hour, as per the Food Service Plan without benefits, effective November 25, 2003.
- E. The board approved of **Melissa M. Toto**, Norristown, PA, as a Long Term Substitute for the Social Studies position at the High School replacing Polly Patrono-Carlson who will be a Leave of Absence until the end of the 2003/2004 school year. Ms. Toto is a graduate of West Chester University with certification in Social Studies. Ms. Toto is currently a per diem substitute for the district. Compensation will be set at \$36,500, BS + 18, Step 1, with benefits, effective November 25, 2003.
- F. The board approved of the following **independent contract(s)**:
1. **Great Valley Nature Center**, DeVault, PA, to present a program on an outreach program entitled, "Amazing Adaptations", in which participants will explore plants and animals. The total cost will not exceed \$200 and will be in effect on December 11, 2003. Funding will be from the Royersford Elementary School PTO.
 2. **Lansdale Tutoring & Testing**, Lansdale, PA, to provide Community Based Instruction per students' IEP's. Services will be provided from 10/22/03 through 6/20/04 for a maximum of 11 hours per week. Compensation will be set at \$28.00 for 308 hours, not to exceed \$8,624.00 plus .36 for mileage. Funding will be from 2003-2004 Special Education Budget.
 3. **Progressions Academy**, Pottstown, PA, to provide Special Education Instruction per IEP at an Approved Private Placement for the 2003-2004 School Year. Cost for 160 days @ \$115.00/day not to exceed \$18,400.00. Funding will be from 2003-2004 Special Education Budget.
 4. **Perkiomen Watershed Conservancy**, Schwenksville, PA, to present four environmental programs entitled "Winter Secrets" to the kindergarten students. The total cost will not exceed \$300 and will be in effect until February 3, 2004. Funding will be from the Oaks PTA.
- G. The board approved of the following **extra-curricular/ supplemental contract(s)** for the **High School**:

1. **Nicole K. Flocco**, Asst. Girls' Basketball Coach, \$3,668, Code D
 2. **Chadwick Strickler**, Asst. Wrestling Coach, \$3668, Code D
 3. **Meghan Barnett**, Asst. Girls' Lacrosse Coach, \$2,477, Code F
 4. **Melanie A. Cassell**, Majorette & Twirler Instructor, \$1,715, Code H
 5. **Kelly Meyer**, Intramural Girls' Soccer Coach, \$526, Code LB
 6. **Daniel Miscavage**, Intramural Softball Coach, \$526, Code LB
 7. **Barry Shafer**, Wrestling Announcer, Scoreboard & Timer, \$26/hr, Code N
- H. The board approved of the following **extra-curricular/ supplemental contract(s)** for the **Middle School**:
1. **Todd Roussey**, 8/9th Gr. Asst. Wrestling Coach, \$2,477, Code F
 2. **Virginia Farrington**, Winter Play Director, \$1,140, Code J
 3. **Shawn Corropolese**, 8/9th Gr. Scorekeeper, \$26/hr, Code N
 4. **Michael Siuchta**, 7th Grade Boys' Basketball Coach, Code F, \$2,477
- I. The board approved of the following **extra-curricular/ supplemental contract(s)** for the **Intermediate School**:
1. **Joann Sibley**, School Newspaper, \$1,140, Code J
- J. The board approved of the following **Professional substitutes**:
1. **Stephanie M. Carter**, Limerick, PA, Elementary Education from Rosemont College.
 2. **Marie Cooper**, Royersford, PA, Instructional Assistant, Accounting, Typewriting, & Data Processing from Bloomsburg University State College, *previously board approved for Food Services*.
 3. **Karen E. Faix**, King of Prussia, PA, Elementary Education from Penn State University/Main.
 4. **Ronald A. Feldbauer**, Royersford, PA, Elementary Education & Mentally/Physically Handicapped from Temple University.
 5. **David M. Frankel**, Exton, PA, Social Studies from West Chester University.
 6. **Ashley L. James**, Royersford, PA, Elementary Education from Bloomsburg University.
 7. **Allison J. Jollie**, Birdsboro, PA, Elementary Education from Immaculata University.
 8. **Kathleen C. Jordan**, Exton, PA, Elementary Education from Nazareth College, NY

9. **Joanne D. Schlichtig**, Pottstown, PA, Elementary Education from Cabrini College.
 10. **Jennifer L. Lutz**, Pottstown, PA, Elementary Education from West Chester University.
 11. **Bernice M. Skelton**, Royersford, PA, Elementary Education from Rosemont College.
- K. The board approved of the following **Support Staff substitute(s)**:
1. **Mary Beth Carr**, Royersford, PA, Instructional/Clerical Asst., Office/Clerical, Playground/Lunchroom Asst., Food Service.
 2. **Dominick J. DeNardo, III**, Royersford, PA, Custodial/Maintenance.
 3. **Elizabeth A. Hayes**, Gilbertsville, PA, Food Service.
 4. **Patricia C. Hoffner**, Collegeville, PA, Food Service.
 5. **Connie L. Iannetta**, Phoenixville, PA, Instructional/Clerical Asst., & Office/Clerical.
 6. **Wendy L. Parisano**, Limerick, PA, Instructional/Clerical Asst., Office/Clerical & Food Service.
- L. The board approved of the attached job description for **Supervisor of Staff Development**. (Attachment)
- M. The board approved of the attached job description for **Public Relations Liaison Officer**. (Attachment)

VI. FINANCE

Mr. Rocchio asked about an insurance payment under the check register. Mr. Anspach said it was for an increase in premium for insurance at Upper Providence Elementary School.

Mr. Masciandaro made a motion to approve Items A-L, except M. Mrs. Block seconded it. It was approved 7-0.

- A. The board approved closing the music account in the Middle School Student Activity Fund.
- B. The board approved advertising for bids; custodial supplies and equipment for the new Intermediate/Middle School. The board also approved accepting the lowest responsible bidders and to award bids, due to the timing of the next board meeting and the progress of the building.
- C. The board approved the revised rate schedule as presented at the finance committee meeting (photo copy, faxing, mailing, IRS mileage rate, summer camp fee, etc.) (Attachment)

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

Limerick Township	No.
Royersford Borough	No.
Spring City Borough	No. 16-19
Upper Providence Township	No. 36-44

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

Limerick Township Deletions	No.
Royersford Borough Deletions	No.
Spring City Borough Additions	No.
Spring City Borough Deletions	No.
Upper Providence Township Additions	No.

F. The board approved of the **Cafeteria Listing** of Bills:

Checks	#4807-4848
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G. The board approved of the following Treasurers' Reports:

- Treasurer's Report – October 31, 2003
- Money Market – October 31, 2003
- Naturium Fund – October 31, 2003
- Checking Accounts – October 31, 2003
- Payroll Account – October 31, 2003

- Athletic Fund – October 31, 2003
- Investment –Flex CD – October 31, 2003
- Note of 2000 – October 31, 2003
- Note of 2002– October 31, 2003
- Note of 2003– October 31, 2003
- General Fund Tax Account – October 31, 2003
- Debt Service – October 31, 2003
- Middle School Activity Account – October 31, 2003
- High School Activity Account – October 31, 2003
- Cafeteria M/M Account – October 31, 2003
- Cafeteria Checking Account – October 31, 2003

H. The following reports are submitted for your information:

- Cafeteria Savings Schedule
- Cafeteria Investment Schedule
- Cafeteria Profit and Loss Statement
- Cafeteria Participation Report
- Use of Facilities Report

I. Administration recommends approval of payment for the following invoices for the month of **NOVEMBER**, in connection with the **SERIES G.O.B. 2000:**

1. INTERMEDIATE SCHOOL/MIDDLE SCHOOL PROJECT

Finnaren & Haley	Misc. Supplies	\$	153.81
Power & Communication Data,	Phone Catv Cabling	\$	43,044.82
Reading Foundry	Plumbing Supplies	\$	425.93
Taylor Rental	Saw Rental/cut in inlet	\$	376.15
ZAP Digital, Inc.	Prints (requested by Legal)	\$	688.35
*R.M. Shoemaker	Applic. #23- General Contractor	\$	<u>1,357,362.00</u>
	TOTAL		\$1,402,051.06

2. UPPER PROVIDENCE ELEMENTARY SCHOOL

Keyboard World	Sony-Mini Hi-Fi (Music Dept)	\$	143.12
School Health Corp.	Medical Equipment	\$	2,153.56
Singer Equip Co.	Small Kitchen Equipment	\$	303.25
Washington Music	Xylophone & Glockenspiel	\$	399.00
West Music	Misc. Music Supplies	\$	232.50
ZAP Digital, Inc.	Prints (requested by Legal))	\$	688.35
*DLR Group	Professional Services	\$	585.00
*Lyons Music	Misc. Music Class Supplies	\$	186.10
*West Music	25 Glockenspiels	\$	875.00
*R.M. Shoemaker	Applic. #21- General Contractor	\$	<u>193,426.00</u>
	TOTAL		\$ 198,991.88

*** NEW BUSINESS**

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

WINNIES PROJECT

Bursich Assoc. Inc.	Professional Services	\$ 291.83
*DLR Group	Professional Services	\$ 43,513.35
	TOTAL	\$ 43,805.18

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

MIDDLE SCHOOL PROJECT

*DLR Group	Professional Services	\$ 45,000.00
	TOTAL	\$ 45,000.00

*** NEW BUSINESS**

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

Evaluation of Land Parcels

Phase II – Design Athletic Fields

Mr. Masciandaro made a motion to approve Items M1-5, except for M4. Mrs. Block seconded it. It was approved 7-0.

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

1. October
Check No. 94433-94511 \$484,199.62
2. November
Check No. 94512-94797 \$776,234.80
3. Check List Held for November Board Approval
Check No. 94798-94912 \$ 91,007.14
5. Athletic Fund- October
Check No. 295328-295451 \$ 14,434.80

Mrs. Block made a motion to approve Item M-4. Mrs. Stokes seconded it. It was approved 6-0-1 with Mr. Schroeder abstaining.

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|----|-------------------------|----|--------|
| 4. | <u>Plotts</u> Check No. | | |
| | Check No. 94913 | \$ | 495.11 |

VII. PROPERTY

Mrs. Stokes said Motion A should be amended to indicate that the total estimated project cost would be \$14,700. Mrs. Block made a motion to approve the amended motion A, amended motion B and motion C. Mr. Schroeder seconded it. It was approved 7-0.

- A. The board approved the expansion of the cafeteria and media center as part of the Middle School project renovation and addition. The total cost for the total estimated project cost, which includes the addition to the cafeteria and the media center, of \$14,700,000. Funding is from the Middle School Project.

PUBLIC COMMENT

Mr. Pettit asked for public comment on the amended Motion A. There was none.

- B. The board approved receiving quotes and to award to the individual/company presenting the lowest responsible quote for a fence to be installed around the Oaks Elementary detention basin for safety reasons. The cost is approximately \$4,000. Funding is from the General Fund.

Mrs. Stokes asked if this cost included the architectural and engineering fees. Mr. Cooper said that architectural fees would be additional. He estimated that it would be an additional 4% for the architectural and engineering fees.

- C. The board approved obtaining an architect to have a new metal low-sloped roof and a new HVAC system designed at Brooke Elementary so that the District can move forward in the bid process to have the work completed during the summer of 2005. The estimated cost will be approximately \$2,200,000. Funding is from the Capital Reserve Fund.

Mr. Schroeder noted the jump in date in the agenda and the secretary said it was a computer glitch that would be corrected.

VIII. PROGRAMMING AND CURRICULUM

Mrs. Block made a motion to approve Items A and B. Mr. Schroeder seconded it. It was approved 7-0.

- A. The board approved of the following new courses to be implemented in the 2004-2005 school year. Board approval is requested so that administration may begin the processes of planning for curriculum

development, budgeting, and inclusion of courses in the students' course guide.

NEW COURSES FOR SPRING-FORD SENIOR HIGH SCHOOL 2004-2005

Unless otherwise noted, these recommendations will not require additional staff.

I. ART DEPARTMENT

A. Art Portfolio Development (minor) .5 credit

1. **Rationale:** This course would provide an Art Minor course for the more advanced art students who are preparing portfolios for art school or continuing their study of art at a more advanced level. Presently, the only art minor class offered is studio art minor, which is designed as a course for beginning level art students. The concentration of the course would be drawing and painting

2. **Cost:**

a. Initial Curriculum Development (7 hours)	\$ 241.50
b. Initial Materials (art supplies)	<u>\$ 0.00</u>
Total Cost	\$ 241.50

B. Graphic Design II (minor) .5 credit

1. **Rationale:** The Graphic Design II minor class will be an extension of the Graphic Design I minor class currently being offered to juniors and seniors. Juniors will now have the ability to build upon the knowledge gained in Graphic Design I. Graphic Design II will further develop the creative and technical skills of aspiring artists and graphic designers. It will enhance students' knowledge of the computer programs and help to develop the portfolio needed to compete in the college application process.

2. **Cost:**

a. Initial Curriculum Development	\$ 414.00
b. Initial Texts	\$ 720.00
c. Initial Materials	\$ 200.00
d. Initial Equipment	<u>\$ 1,000.00</u>
Total Cost	\$ 2,334.00

II. BROADCASTING

A. Broadcast Productions II (major) 1.0 credit

1. **Rationale:** This course will provide a third year of study for serious Broadcast Production students. In 10th grade, many students complete the Broadcast Production Minor (3x's a cycle) and continue in the Broadcast Production Major in 11th grade. There is no course currently

available for the senior year and the Broadcast Production Major II will fill this need.

2. Cost:		
a.	Initial Curriculum Development	\$ 138.00
b.	Initial Text	\$ 80.00
	Total Cost	\$ 218.00

III. MATH DEPARTMENT

A. Course Modification - Business Math

- 1. Rationale:** Rename - Basic Math Applications. This course is designed for 11th and 12th grade students who are not in the college-bound mathematics program. It will provide a standards-based overview of real world applications of mathematics to business, personal finance, and everyday life. The underlying theme will be continuous review of the eleven Pennsylvania Standards for Mathematics.

B. Course Modification – Enriching Math through Algebra Part 1

- 1. Propose Name Change:** Rename - Basic Algebra 1 Part 1. Change the name of the course to better describe the content and intended audience.

C. Course Modification – Enriching Math through Algebra Part 2

- 2. Propose Name Change:** Basic Algebra 1 Part 2. Change the name of the course to better describe the content and intended audience.

*Note: No cost is involved for these Math Department Course Modifications.

IV. MUSIC DEPARTMENT

A. Concert Band (major) 1.0 credit

- 1. Rationale:** Concert Band would be an instrumental music ensemble that will be available for the non-marching band student who wants to have an instrumental experience at the high school. These students would only perform in two high school band concerts per school year. The emphasis of this class will be more on the development of the individual student-musician through use of method book studies in a band ensemble setting. This class, based on numbers from the 2003-2004 school year, would include between 20–30 students.
- 2. Cost:**
 - a. Initial Curriculum Development (20 hours) \$ 690.00

Total Cost **\$ 690.00**

B. Vocal Ensemble (minor) .5 credit

1. **Rationale:** This course would enable the Spring-Ford Choral program to explore an enriched level of performance that is not possible in its present extra-curricular setting. The potential for state-wide and national recognition for this ensemble increases greatly when more time is allotted for more concentrated rehearsals.

2. **Cost:**

a. Initial Curriculum Development (20 hours) \$ 690.00

Total Cost **\$ 690.00**

Music - Course Modification

A. Advanced Band to Marching Band/Symphonic Wind Ensemble (major) 1.0 credit

1. **Rationale:** By creating “Marching Band/Symphonic Wind Ensemble” the Spring-Ford Area School District will be able to provide a co-curricular band class that will meet the needs of the serious high school instrumental student who wants to be challenged by the most difficult band literature, as well as taking an instrumental music class with a performance emphasis (marching band/symphonic wind ensemble). Students will be members of the marching band and the adjudicated wind ensemble.

*Note: No cost is involved for this Music Department Course Modification.

B. Music Appreciation to Music Fundamentals (minor) . 5 credit

1. **Rationale:** “Music Appreciation” would be changed to “Music Fundamentals,” and would serve as a course that would be a pre-requisite to “Music Theory I”. The course would be intended to place an emphasis on basic music fundamentals of pitch, rhythm, scales, intervals, and very basic elementary harmony. The course would meet as a minor.

2. **Cost:**

a. Initial Curriculum Development \$ 690.00

b. Textbooks \$ 1,250.00

Total Cost **\$ 1,940.00**

VIII. SCIENCE

A. Anatomy and Physiology (major) 1.0 credit

1. **Rationale:** Our student body is growing at a steady rate. Adding courses to our science curriculum would allow more students to choose courses that are interesting to them and pertinent to their lives. The study of anatomy and physiology is important for all students, and it is particularly important for students who wish to pursue a career in the life

sciences. Although the course would not require a double lab period every cycle, there will be many opportunities for students to work in the lab and get the hands-on experience necessary to master the subject.

2. Cost:		
a.	Initial Curriculum Development	\$ 1,380.00
b.	Initial Textbooks	\$ <u>7,800.00</u>
	Total Cost	\$ 9,180.00

VI. SOCIAL STUDIES

A. World Geography – Grade 8

1. **Rationale:** A new World Geography course would be a perfect fit in the realm of social studies courses at Spring-Ford. Currently there is no other geography course offered in our district. Students need to possess a basic understanding of different cultures and geography in all social studies courses. With the implementation of this new course, students will have that solid base of geographical knowledge to be successful in future classes.

2. Cost:		
a.	Initial Curriculum Development	\$ 690.00
b.	Initial Texts	\$ 40,293.00
c.	Initial Materials	\$ <u>5,150.00</u>
	Total Cost	\$ 46,133.00

B. U.S. History – Grade 9 Honors (major) 1.0 credit

1. **Rationale:** Presently there are honors courses in English, Math and Science but not Social Studies for ninth graders. There is a group of students in ninth grade that need an accelerated course in U.S. History. The major objectives would mirror those of Track One U.S. History. The instruction and emphasis would be at a level that would promote a more challenging in-depth course.

2. Cost:		
a.	Initial Curriculum Development	\$ 690.00
	Total Cost	\$ 690.00

B. Administration recommends the following changes in the High School Grading Policy beginning with the 2004-2005 school year:

1. Include the grades of all courses into a student's Grade Point Average (GPA) and class rank.
2. Increase the course content of Advanced Placement and Honors courses to insure that they will be broader in scope, greater in depth and more academically rigorous than parallel non-Honors courses taught at the same grade level.
3. Provide additional grade weighting for Advanced Placement and Honors Courses as outlined in the High School Grading Policy Recommendations. (Attached)

PSBA REPORTJohn S. Grispon

Mr. Grispon was not present to give the report.

VIII. CONFERENCE/WORKSHOP RECOMMENDATIONS

Mr. Schroeder asked that all conferences for the next year qualify for Act 34 credits. Dr. Coale said the administration will look into it. Some mandated workshops do not come under Act 34 credits. She offered to list conferences as either mandated workshops or Act 34 required conferences. Mrs. Block suggested referring it to the Policy Committee.

Mr. Cummins asked why some conferences were deleted from last week. Dr. Coale said two sets were deleted in response to board concerns about employees going to conferences and needing substitutes. Mr. Cummins said the athletic department should manage its own budget. The board discussed it further and Dr. Coale suggested that the issue would best be settled by a policy.

Mrs. Block made a motion to approve Items A-X. Mr. Rocchio seconded it. It was approved 6-1 with Mr. Cummins voting no.

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

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

- A. **Dr. Genevieve D. Coale**, Superintendent of Schools to attend “*Suburban School Study Council Seminar*” in Key West, FL from January 15, 2004 through January 19, 2004. The total cost of the seminar is \$343.00 from the 580 account.
- B. **Timothy C. Anspach**, Business Manager and **Shirley A. Rhoads**, Assistant Business Manager, to attend “*PASBO Annual Conference*” in Hershey, PA from Tuesday, March 9, 2004 through Friday, March 12, 2004. This conference will provide us with continuing updates on the financial operations of the district. The total cost of the conference is \$1,754.00 from the 580 account.
- C. **Timothy C. Anspach**, Business Manager and **Shirley A. Rhoads**, Assistant Business Manager, to attend “*Commonwealth Budget Seminar*” at the Montgomery County Intermediate Unit on Thursday, February 26, 2004. This seminar will address the impact that the Pennsylvania Department of Education Budget will have on local districts. The total cost of the seminar is \$170.00 from the 580 account.
- D. **Timothy C. Anspach**, Business Manager and **Shirley A. Rhoads**, Assistant Business Manager, to attend “*Elements of State Subsidies*” at the Penn State Campus in Malvern, PA on Wednesday, June 9, 2004.

This conference will review the state and federal subsidies. The total cost of the conference is \$250.00 from the 580 account.

- F. **Dr. Leticia M. Rodriguez**, Director of Human Resources, to attend "*PA Association of School Administrators*" in Harrisburg, PA on Wednesday, February 25, 2004 through Friday, February 27, 2004. The total cost of the conference is \$900.00 from the 580 account.
- G. **Bruce W. Cooper**, Director of Planning, Operations and Facilities, to attend "*MOLD – Science, Engineering and Liability*" in Conshohocken, PA on Thursday, December 18, 2003. This seminar will provide on-going education and advancements on indoor air quality for the district. The total cost of the conference is \$135.00 from the 580 account.
- H. **Michael McDaniel**, Athletic Director to attend "*Pennsylvania State Athletic Director's Association 37th Annual Conference*" in Hershey, PA from Tuesday, March 17, 2004 through Saturday, March 20, 2004. This conference will address the new rules and regulations for Middle School and High School Athletics as well as take part in voting on by-laws and legislation of rules and policies that govern PSADA and high school athletics. The total cost of the conference is \$728.00 from the 580 account.
- I. **Dolores Furlan**, Supervisor of Special Education, to attend "*Montgomery County Memorandum of Understanding Children's Interagency Training*" at the Montgomery County of Mental Health on Thursday, December 4, 2003. This training session will address how to interact as well as learn about the procedures needed for interagency meetings. The cost of the seminar is \$6.00 from the 580 account.
- J. **Shirley A. Rhoads**, Assistant Business Manager, to attend "*Internal Controls*" in Breinigsville, PA on Wednesday, May 12, 2004. This conference will provide an understanding of internal controls in a paperless system and compliance issues relating to federal and state funds. The total cost of the conference is \$135.00 from the 580 account.
- K. **Judy Kuhns**, Technology Integration Specialist, to attend the "*PA Educational Technology Expo and Conference*" in Hershey, PA from Sunday, February 22, 2004 through Tuesday, February 24, 2004. This conference will update current technology integration practices and ideas. The total cost of the conference is \$607.00 from the 580 account.
- L. **Mary Ann Lorenzo**, Executive Secretary, Business Office, to attend the *E-Commerce* program on March 31, 2004, in Breinigsville, PA. The cost of the conference will be \$85 from the 580 account.
- M. **Grace Eves**, Assistant Bookkeeper, Business Office, to attend the Wage and Hour Law Update program on April 27, 2004, in Malvern, PA. The cost of the conference will be \$95 from the 580 account.

- N. **Mary Quintrell**, Bookkeeper, Business Office, to attend the Wage and Hour Law Update program on April 27, 2004, in Malvern, PA. The cost of the conference will be \$95 from the 580 account.

HIGH SCHOOL

- O. **Patrick J. Nugent, Dr. Ed Mackel and Dave Willauer**, Principals and **Jeff Kollar and William Shirk**, Assistant Principal to attend the *"Montgomery County Principals and Supervisors Association Holiday Dinner"* at the Blue Bell Inn on Wednesday, December 3, 2003. The total cost of the conference is \$285.00 from the 580 account.
- P. **Ken DeAngelo**, track coach, to attend *"U.S. All Star Track and Field/Cross Country Clinic"* at the Trump Taj Mahal in Atlantic City, NJ on Thursday, December 11 and Friday, December 12, 2003. This clinic will enable Ken to learn about new strategies for field events, strength training and flexibility thereby helping improve the Spring-Ford program. The total cost of the conference is \$233.00 from the athletic account. No substitute is needed.
- Q. **Carolyn Salerno and Deirdre Gilinger**, Learning Support Teacher, to attend *"Progress Monitoring"* at Pattan in King of Prussia, PA on Thursday, November 20, 2003. This is mandatory follow up training to the two day workshop held in October to develop skills in progress monitoring as a condition of the No Child Left Behind Law. Skills learned will be shared with building staff. The total cost for this conference is \$203.30 - \$3.30 from the special education account and \$200.00 from the substitute account.

MIDDLE

- R. **Tara Bologa**, teacher, to attend *"Strengthening Your Physical Education Program with Quality Activities"* at the Hilton in King of Prussia, PA on Tuesday, December 2, 2003. This conference will provide Tara with innovative activities, methods and lessons to keep students fully engaged in physical education classes. The total cost of this conference is \$279.00 - \$179.00 from the 580 account and \$100.00 from the substitute account.

INTERMEDIATE

- S. **Khrystin Dickey**, SAP Coordinator, to attend *"Pennsylvania Student Assistance Program Conference"* in Harrisburg, PA from Sunday, March 14 through Tuesday, March 16, 2004. As a PASAP Board Member and a Spring-Ford representative Khrystin's attendance at this conference is important. The conference offers many workshops thereby providing information which will help our students be successful in school. There is no cost for the conference other than \$200.00 from the substitute account.

BROOKE

- T. **Sharon Dash**, teacher, to attend *"The Educator's Guide to Differentiated Instruction"* at the Adams Mark Hotel in Philadelphia, PA on Tuesday, December 9, 2003. This conference will help Sharon learn the techniques needed to meet the needs of all her students as she deals with both gifted students and those students in need of remediation. The total cost of the conference is \$270.00 - \$170.00 from the 580 account and \$100.00 from the substitute account.

LIMERICK

- U. **Traci Stengel**, autistic support teacher, to attend *"Asperger Syndrome: Clinical Features, Assessment, and Intervention Guidelines"* at the Willow Valley Resort and Conference Center in Lancaster, PA on Thursday, December 4, 2003. This conference will benefit Traci who presently has 4 students diagnosed with Asperger Syndrome learn strategies to improve the social skills and behavior to be successful when included in the regular classroom setting. The total cost of the conference is \$285.00 - \$185.00 from the special education account and \$100.00 from the substitute account.

OAKS

- V. **Francine Caputo**, psychologist, to attend *"Asperger Syndrome – 1 Day Symposium"* at the Ramada Inn in Philadelphia, PA on Friday, December 1, 2003. This symposium will help reinforce skills with assessment, differential diagnosis guidelines for treatment and educational interventions. The total cost of the symposium is \$154.00 from the special education account. No substitute is needed.
- W. **Jeanne Rickards**, speech therapist, to attend *"AT Core Team Update"* at the Montgomery County Intermediate Unit in Norristown, PA on Wednesday, April 21, 2004. This mandated training will help Jeanne update her assistive technology knowledge, trends, schedules and procedures. The only cost for this conference is \$145.00 from the substitute account.

UPPER PROVIDENCE

- X. **Debora Zelle**, certified school nurse, to attend *"Pediatric Nursing in Ambulatory Settings"* at the Marriott West in Philadelphia, PA on Wednesday, December 3, 2003. This conference will benefit Debora with its focus on clinical, technological and procedural innovations that impact her daily practice in school health. Information gained from this conference will be shared with the district nursing staff. The total cost of this conference is \$252.00 - \$127.00 from the nurse's account and \$125.00 from the substitute account.

IX. OTHER BUSINESS

Dr. Coale commented that 18 or 19 policies have been reviewed and now comply with the No Child Left Behind Act. The following policies are also under review to meet compliance. Mrs. Block added that Spring-Ford is the only district that she has seen while doing research that has added a policy that allows employees unpaid leave to visit with immediate family members who are in the military.

A. The following policies were submitted as a first reading:

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

Dr. Coale presented a survey of Spring-Ford administrators who overwhelmingly supported Option 1 of the student calendar having students come to school before Labor Day since the school year concludes earlier and students are more productive. Mr. Masciandaro made a motion to approve Item B. Mrs. Block seconded it. It was approved 5-2 with Mrs. Stokes and Mr. Schroeder voting no.

B. The board approved of Option 1 the Spring-Ford Area School **calendar** for the 2004-05 school year. The school calendar has 181 pupil days and 192 teacher days with three additional emergency days. (Attached)

X. INFORMATION AND DISCUSSION ITEMS

A. Bob Umstead, manager of Royersford Borough, has received a letter from Louis R. Belmonte, P.E., district traffic engineer, that the information data submitted for Fifth Avenue behind the Royersford Elementary Building demonstrates the need for a school flashing warning device. (Attachment)

XI. INFORMATION ITEMS

A. The following policies were submitted as a first reading:

1. Policy #436 – Professional Employees: Personal Leave
2. Policy #536 – Classified Employees: Personal Leave
3. Policy #404 – Professional Employees: Employment of Professional Employees
4. Policy #504 – Classified Employees: Employment of Classified Employees
(Attachments)

- B. Strategic Plan: Goal Number 1: Title Learning Environment
 Step Number 1: Action Step
 “Priority must be given to plan and provide the lowest possible class size that supports enhanced learning.”
 October 1 Comparison Data for K-4

Average Class Size With Special Education

<u>Gr</u>	<u>2002-03</u>	<u>2003-04</u>
K	21	20
1 st	22	21
2 nd	23	20
3 rd	23	22
4 th	23	22

Percentage of Classes Below 20

<u>Gr</u>	<u>2002-03</u>	<u>2003-04</u>
K	4%	50%
1 st	0%	36%
2 nd	0%	50%
3 rd	0%	23%
4 th	0%	24%

XII. NEW BUSINESS

PERSONNEL

Mr. Schroeder made a motion to approve Items A-I. Mr. Cummins seconded it. It was approved 7-0.

- A. The board approved of the following **resignations**, with regret:
1. **Maria Kardick**, Middle School Yearbook, effective November 14, 2003.
 2. **Brandie Moroskie**, High School Winter Cheerleading Assistant Coach, effective November 14, 2003.
- B. The board approved of the following **Leave of Absences**:
1. **Michael Benner**, Instructional Assistant at the Intermediate School for a Leave of Absence in accordance with Board Policy, effective November 17, 2003.
 2. **Patricia Jackson**, Custodian at Limerick Elementary School for a Leave of Absence in accordance with Board Policy, effective November 17, 2003.
 3. **Janice Hill**, Food Service Worker at the High School for a Leave of Absence in accordance with Board Policy, effective November 17, 2003.

4. **Betty Megay**, Custodian at the Middle School for a Leave of Absence in accordance with Board Policy, effective November 17, 2003.
 5. **Frances Sollinger**, Custodian at the High School for a Leave of Absence in accordance with Board Policy, effective November 17, 2003.
 6. **Margaret A. Stackhouse**, Instructional Assistant for Technology at the Middle School for an Uncompensated Leave of Absence in accordance with Board Policy, effective January 21, 2004 for the remainder of 2003/2004 school year.
- C. The board approved of **Laura A. Maroldo**, Ambler, PA, as a Long Term Substitute Teacher, for the Chemistry position at the High School replacing Jennifer Rinehimer who will be on a Leave of Absence for the remainder of the 2003/2004 school year. Ms. Maroldo is a graduate of the University of Delaware with a Bachelor's in Chemistry and is presently enrolled at Cabrini College in a Master's of Education program. Compensation will be set at \$35,500 BS, Step 1, prorated, with benefits, effective tentatively January 5, 2004.
- D. The board approved of the salary adjustment (due to receipt of official transcripts), for **Michele L. Brant Miller**, Long Term Substitute Teacher at the High School. Ms. Miller was previously approved on the October 2003 Board Agenda. Compensation will be set at \$41,700, Masters + 30, Step 1 with benefits, prorated, retroactive to October 28, 2003.
- E. The board approved of the following **support staff**:
1. **William A. Allsop**, Spring City, PA, for the Custodial position within the district. Mr. Allsop is currently a substitute for the district. Compensation will be set at \$14.95 an hour with benefits as per the Custodial plan, effective January 5, 2004, pending updated clearances.
 2. **Kenneth L. Hettrick**, Linfield, PA, for the Custodial position within the district. Compensation will be set at \$13.95 an hour with benefits as per the Custodial plan, effective January 5, 2004, pending updated clearances.
 3. **Ronald L. Moser**, Pottstown, PA, for the Custodial position within the district. Mr. Moser is currently a substitute for the district. Compensation will be set at \$14.95 an hour with benefits as per the Custodial plan, effective January 5, 2004, pending updated clearances.

4. **Michael Walter**, Spring City, PA, for the Custodial position within the district. Mr. Walter is currently a substitute for the district. Compensation will be set at \$14.95 an hour with benefits as per the Custodial plan, effective January 5, 2004, pending updated clearances.
- F. The board approved of the following **extra-curricular/supplemental contract(s)** for the **High School**:
1. **Brandie Moroskie**, SH Head Winter Cheerleading Coach for Basketball, \$1,060, Code ½ G.
 2. **Brandie Moroskie**, SH Head Winter Cheerleading Coach for Wrestling, \$1,060, Code ½ G.
- G. The board approved of the following **extra-curricular/supplemental contract(s)** for the **Middle School**:
1. **Laura McQuaid**, 8/9th Asst. Cheerleading Coach for Winter, \$725, Code I1/2
 2. **Laura McQuaid**, 8/9th Asst. Cheerleading Coach for Fall, \$725, Code I1/2
 3. **Maria Kardick**, Yearbook at the Middle School, \$570, Code J ½
 4. **Misty Gormly**, Yearbook at the Middle School, \$570, Code J ½
- H. The board approved of the following **Professional substitutes**:
1. **Meghana V. Patel**, Norristown, PA, Elementary Education from the University of Pittsburgh/Main.
 2. **Kathryn A. Romano**, Worcester, PA, Special Education N-12, and Biology from Bloomsburg University.
 3. **Timothy C. Finger**, Boyertown, PA, Social Studies from Lock Haven State College.
- I. The board approved of the following **support staff substitute(s)**:
1. Patricia Hoffner, Collegeville, PA, Food Services

FINANCE

Mr. Schroeder made a motion to approve Item A. Mr. Cummins seconded it. It was approved 7-0.

- A. The board approved of PLANCON Part K Project Refinancing for the G.O.B. Series of 2000 (New Garden General Authority). Since the district has paid \$395,000 prepayment on the Principal amount (10,000,000 - \$395,000 = \$9,605,000), we must forward to the state a revised payment schedule. As you recall, the board had to reopen the 2002/2003 Budget because of additional increased State allocation and use these funds to retire outstanding indebtedness. A figure of \$391,823 was from the State and the balance of \$3,177 was from the General Account.

ADDENDUM TO THE AGENDA

Mr. Schroeder made a motion to approve Item A. Mr. Cummins seconded it. It was approved 7-0.

- A. The board approved of Fox, Rothschild to intervene in an assessment appeal, receive quotes for appraisers, and with cooperation of the district hire an appraiser to prepare an appraisal report. The subject property is owned by Reitnour Investment Properties located at 989 South Township Line Road in Limerick Township. The current assessment is \$8,015,950 with an indicated market value of \$10,451,033.

XIII. SOLICITOR'S REPORT

There was none.

PUBLIC COMMENT

Tom Donofrio, Upper Providence

Suggested installing a detention basin for Upper Providence Elementary. Suggested that the Property Committee address what he felt was the high cost of installing a new HVAC and roof for Brooke. He thanked the board for his plaque.

Mrs. Block said this was her final board meeting and thanked the district employees for their support and the community for educating her and allowing her to serve them. Mr. Schroeder thanked Mrs. Block, Mr. Grispon, and Mr. Weber for their leadership. He commended Mrs. Block for her participation in the curriculum committee and initiatives, service in strategic planning, institution of service clubs, and service with respect to policies. He commended Mr. Weber for his knowledge of property issues, dedication to the WCTS, and his initiative in having the district establish a capital reserve. Mr. Schroeder commended Mr. Grispon for his leadership in financial planning, strength in policy, and support of the American Legion. Mr. Masciandaro noted each departing board members' length of service. Mr. Weber served on the school board for 20 years; Mr. Grispon for 12 years; and Mrs. Block for 4 years; 7 months. Mr. Masciandaro

calculated that Mr. Weber served 7200 hours in meetings or a total of a year in meetings, which is a significant amount of time.

XVI. ADJOURNMENT

Mr. Cummins made a motion to adjourn. Mr. Schroeder seconded it. The board adjourned at 9:26 pm

Respectfully submitted,

Martha Magee Block
Board Secretary

Pat Dillon
Recording Secretary