

On November 24, 2014 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, Bernard F. Pettit and Kelly J. Spletzer

Region II: Dawn R. Heine, Clinton L. Jackson and Todd R. Wolf

Region III: Mark P. Dehnert and Thomas J. DiBello

Presiding Officer: Joseph P. Ciresi

Superintendent: Dr. David R. Goodin

Business Manager: Timothy Anspach

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Taylor M. Auman and Dana K. Ludgate

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

ANNOUNCEMENTS

Mrs. Fern announced and congratulated Jacqueline Clarke Havrilla, principal of Evans Elementary School, on recently being named as the President of the Pennsylvania Association of Elementary and Secondary School Principals (PAESSP). Mrs. Havrilla has been a member of this association for 20 years. She most recently served as President-Elect, and from 2011-2013, she served as the East-III Elementary Regional Representative on the Board of Directors. Mrs. Havrilla assumed her new position on the Association's Board of Directors following the annual business meeting held October 21, 2014 during its 22nd annual state conference held in Pittsburgh. Congratulations Jacquie!

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. PRESENTATIONS

Mr. McDaniel thanked the School Board for allowing the Athletic Department the opportunity to recognize some athletes and teams. Mr. McDaniel stated that the theme for tonight is "Back to Back". He added that the teams and the individual being recognized have won back to back championships.

Mr. McDaniel introduced Paul Power and his coach Brian Sullivan. Dr. Goodin and Mr. Ciresi presented Paul Power with a resolution in recognition of his accomplishment.

- A. Presentation of **Resolution #2014-26** commending **Paul Power** a member of the Spring-Ford Area High School Cross Country Team for winning the 2014 Pioneer Athletic Conference (PAC-10) Boys' Cross Country Championship. (**Attachment A1**)

Mr. McDaniel introduced the High School Girls' Soccer Team and their coaches. He stated that the Girls' Soccer Team not only won back to back PAC 10 Championships but also went back to the State Tournament for the second year in a row. Dr. Goodin and Mr. Ciresi presented the soccer team and the coaches with resolutions recognizing their accomplishments. Mr. McDaniel noted that the coaches took over coaching the team after the second week of the season as the then current head coach took a job at West Chester University. Mr. McDaniel recognized the coaches for stepping up and leading the team to success this year.

- B. Presentation of **Resolution #2014-27** commending the **Spring-Ford Area High School Girls' Soccer Team** and their coaches **Tim Leyland, Kelly Gove** and **Scott Ziegler** for winning the 2014 Pioneer Athletic Conference (PAC -10) Championship and advancing to the PIAA State Quarterfinal Game. (**Attachment A2**)

Dr. Goodin and Dr. Roche gave a presentation on the PA School Performance Profile. Dr. Goodin provided background on what the PA School Performance Profile is and what is included in the SPP score. Dr. Goodin reported that all 12 Spring-Ford schools exceeded a score of 80 which is above the state average and 6 schools scored above a 90. Dr. Roche reported that 10 out of 12 Spring-Ford schools met or exceeded 95% attendance rate and the other 2 were in the 93-94 range. Dr. Roche reported on the state-wide SPP facts which showed that all Spring-Ford schools are well above the state average which was 76.9 for traditional public schools, 65.1 for brick and mortar charter schools and 48.9 for cyber charter schools. SPP has indicated that a score of 70 or higher is a mark of moving toward success. Dr. Roche shared the SPP results for the individual Spring-Ford buildings. Dr. Roche offered congratulations to all Spring-Ford students, staff, administrators and families. Dr. Roche reported on the goals for the district looking ahead, possible challenges and action planning for the district.

Mr. Ciresi asked if the scores presented tonight were the same as the ones they saw previously and Dr. Goodin stated that the SPP scores presented tonight are the scores from last year as there is a lag time in getting them from the state. Dr. Roche added that the scores that were talked about in September were the PSSA scores which only represent 40% of the total SPP scores.

Mr. Cromley stated that everyone needs to keep in mind that students who had a perfect score one year and then missed a question the following year will have that show up as a penalty against the district. Dr. Goodin confirmed this is correct as the trajectory according to SPP should always be moving forward. Mr. Cromley added that the student may still be advanced but will be penalized for missing the question this year. Dr. Goodin stated that we will see some variation in the growth piece due to this. Mr. Cromley asked about the ESL students and a new student coming into the district and if in fact that student would be expected to test and perform at the same level as our English speaking students and Dr. Goodin confirmed this was true. Dr. Roche stated that there are time barriers from when students enter the school and whether their score will be attributed to that building's score. He added that the scores are cohort scores and although based upon individual scores they are part of a cohort score.

Mr. DiBello commented that the goal is for us to keep moving forward and in some instances it may be one or two percentage points. Mr. DiBello stated that one thing we need to note is that the charter schools and cyber schools are performing well under the state average but yet the district is paying well over \$2 million of taxpayer money to those under-performing schools. He commented that this money would go a long way for Spring-Ford.

Mr. Cromley congratulated the students, the teaching staff, the support staff and the administrative team at all levels and stated that everyone is a player in this process every year and it is extremely important that our students continue to impress. Mr. Ciresi concurred with Mr. Cromley's comments.

- C. **Dr. David R. Goodin**, Superintendent, and **Dr. Allyn J. Roche**, Assistant Superintendent, to present the 2013-2014 School Performance Profile for the Spring-Ford Area School District.

Mr. Ciresi announced that the Board did meet in an Executive Session prior to the meeting tonight to discuss personnel issues.

III. BOARD AND COMMITTEE REPORTS

MCIU

Tom DiBello

4th Weds. 7:45 p.m.

Mr. DiBello reported that the MCIU Board met on November 19th and approved the 2015-16 MCIU General Operating Budget in the amount of \$8.4 million. The budget will be sent out to each of the local districts for action. The completed budget will be available by March 2016. The board approved renovation related contracts for work stations and office furniture in the amount of \$267,000. Mr. DiBello reported that the reason for this is due to the fact that the building the IU will be moving into had about \$1 million in furniture left behind from the previous tenant so it was more cost effective to spend the \$267,000 for renovations rather than go out and purchase all new furniture. Mr. DiBello stated that the board also viewed a presentation of the 2015-2016 Special Education Budget which is approximately \$69 million which represents an overall decrease of 4.58%. There was an update from the new Executive Director, Dr. George, which revealed that the MCIU had completed the federal grant application to operate the Head Start Program for Montgomery County. The MCIU Board also reviewed current legislative items.

Curriculum/Technology

Dawn Heine

1st Tues. 6:30 p.m.

Mrs. Heine reported that the Curriculum & Technology Committee met on November 4, 2014 and discussed materials and resources with regards to the on-line textbook component for the 7th grade science and approval for Spanish II and French II courses. The committee also reviewed the Social Studies scope and sequence in order to clarify the courses students are expected to take from 6th through 12th grade. The required courses for 6th-8th grade were clarified while there was an allowance for choices for grades 9th-12th in order to encourage AP options for students. The committee, in response to a question, discussed the need for courses beyond the required ones and investing additional dollars into the subject area. The concern raised was if there was value added to a student's ability to obtain a job when most jobs now focus on STEM education. The state requirements as well as the diverse interests of students were brought up by administration and discussed. A presentation on STEM education at Spring-Ford was shared. Mrs. Heine stated that the committee discussed the current STEM course offerings and the goals for the future of the STEM program in the district. Mrs. Heine reported that on the Technology side the Committee viewed a technology overview presentation by Mr. Reynolds which provided a summary of key initiatives in the areas of technology infrastructure, technical support, process improvement, and instructional technology. The rollout of Smart Classrooms was discussed as was the pilot for Modernized Learning. Future considerations discussed were the reduction in printing and copy costs, expansion of wireless coverage, the provision of additional support technicians to meet increased demand, explore athletic registration solutions, solutions for the online collection of student fees, create a new 4-year technology refresh plan and complete Smart Classroom installations for eligible classrooms.

Mr. Ciresi asked if all of the students who are part of the Modernized Learning pilot received their computers and if not when will they get them. Mr. Reynolds replied that the schedule is that the students will receive the devices at the start of the 3rd marking period which would be in January.

Mr. DiBello asked where we are at with getting the devices and Mr. Reynolds responded that not all of the devices have been received but the devices received thus far have been put into the teacher's hands and we are in the process of training the teachers on those devices.

Policy

Dawn Heine

2nd Mon. 7:00 p.m.

Mrs. Heine reported that the Policy Committee met on November 12, 2014 and reviewed six policies; Policy 210, 210.1, 436, 536, 439, and 249. Mrs. Heine reported that Policy 216 continues to be reviewed by administration, school psychologists, the special education team and the district solicitor in order to create a comprehensive plan for the keeping, transferring and destruction of student records. Policy 137 and 121 will be added to the January agenda for review. Mrs. Heine added that the Volunteer Policy will also be reviewed due to the new legislation recently approved.

Personnel

Bernard Pettit

(As Needed)

Mr. Pettit reported that the Personnel Committee met with three of the support groups to discuss their needs and concerns. Mr. Pettit stated that this process will continue going forward.

Superintendent Eval.

Bernard Pettit

(As Needed)

Mr. Pettit reported that the Superintendent Evaluation Committee is in the process of developing goals and objectives for the Superintendent and this process is going forward also.

Superintendent Report

Dr. David R. Goodin

Dr. Goodin reported that once again the Spring-Ford Area High School has once again been recognized as one of 547 high schools across the United States and Canada in the 5th Annual AP District Honor Roll. The honor roll honors districts who have increased access to advanced placement course work while simultaneously maintaining or increasing the percentage of students earning scores of 3 or higher on AP exams. Dr. Goodin stated that reaching these goals indicates that have successfully identified motivated, academically prepared students who are likely to benefit from rigorous AP course work. Dr. Goodin reported that Spring-Ford Area High School is 1 of only 41 districts in Pennsylvania which made the list and 1 of only 21 in the state who has achieved this honor for multiple years. Dr. Goodin stated that we have consistently increased the number of AP courses offered each year and have seen great results from our students. Dr. Goodin added that Spring-Ford students recognize the benefits of taking AP courses in high school and find that they are ahead of the game when they reach college and are more comfortable with collegiate level work. Dr. Goodin commended Mr. Nugent on the efforts of the high school

Solicitor's Report

Mark Fitzgerald

No report

Mr. Ciresi announced that there will be a School Board Re-Organizational meeting next Monday night with a start time of 7:30 p.m.

Mr. Ciresi stated that there are two additional reports. He reported that this past week some of the Board members participated in the Board Back to School Day. He thanked the teachers and staff who participated in the day. Mr. Ciresi recapped his day which began at Royersford Elementary and concluded at the High School. Mr. Ciresi invited all Board Members to take advantage of these days when offered as it is a great way for them to remember what it is like to be a student.

Mr. DiBello also thanked the teachers who participated in the day. Mr. DiBello stated that this is the 4th year they have done this and it is an extremely enjoyable experience being there with the kids and seeing their enthusiasm in class. He provided a recap of his day which began at the High School and concluded at Royersford Elementary.

Mr. Ciresi reported that this week he and Mrs. Heine had the opportunity to attend the Skills USA Leadership Seminar, which took place in the Poconos. Mr. Ciresi stated that they had the opportunity to see students from our Western Center along with those from other technical schools engage in leadership opportunities, write curriculum, calculate expenses and how they would spend their money and see how they built camaraderie and interacted with other schools in the area. Mr. Ciresi commented that it was a very engaging day.

Mrs. Heine reported that it was a very full day and it was great to see the kids and how they were broken up into six different teams along with the other technical school students and then tasked with a project where they created a school. Mrs. Heine stated that watching how the kids carry forth what they learn and see the energy the teachers put into this was incredible. Mrs. Heine reported that the students and teachers were all very welcoming to her and Mr. Ciresi.

Mr. Ciresi urged board members to attend functions that they are invited to as there are times when they are asked to approve funding for programs and this helps them all understand what they are being asked to support.

IV. APPROVAL OF MINUTES

Mr. Dehnert made a motion to approve Items A-B and Mr. Pettit seconded it. The motion passed 9-0.

A. The Board approved the October 20, 2014 Work Session minutes. **(Attachment A3)**

B. The Board approved the October 27, 2014 Board Meeting minutes. **(Attachment A4)**

V. PERSONNEL

Mr. DiBello made a motion to approve Items A-F and Mr. Pettit seconded it. The motion passed 9-0.

A. Resignations

1. **Debora Zelle**, Certified School Nurse, Upper Providence Elementary School; for the purpose of retirement. Effective: August 22, 2015.

New Resignation

2. **Kristin L. Collis**, Food Service – Part-time, 3 hour/day, 9th Grade Center.
Effective: November 21, 2014.

B. Temporary Professional Employee

1. **Gwen E. Chand**, Special Education Teacher, 5/6th Grade Center; replacing Megan Wiley who resigned. Compensation will be set at MS+18, Step 2, \$50,500.00 prorated with benefits per the Professional Agreement. Effective: November 17, 2014.

C. Homebound Instructor

1. **Glenn R. McLaughlin**, Homebound Instructor. Compensation will be set at \$30.00/hour on an as-needed basis. Effective: October 29, 2014.

D. Personnel Information Item

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

1. **Jessica Saloky** Mathematics Teacher Senior High School – 9th Grade
2. **Ashley Basiaga** English Teacher Senior High School – 10th-12th Grade

- E. The Board approved the attached extra-curricular contracts for the 2014-2015 school year. **(Attachment A5)**

New Personnel Motion

F. Support Staff Employee

1. **Matthew J. Marchini**, Instructional Assistant, 8th Grade Center. Compensation will be set at \$17.36/hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: November 17, 2014.

VI. FINANCE

Mr. Dehnert made a motion to approve Items A-W and Mr. Cromley seconded it. The motion passed 9-0.

***NEW ADDITIONS SINCE THE WORK SESSION**

- 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
October
Check No. 155409 – 155448 \$ 145,393.86

NOVEMBER 24, 2014

ACH 141500172 – 141500175	\$ 274.05
<u>November</u>	
Check No. 155449 – 155595	\$1,097,353.39
ACH 141500176 – 141500188	\$ 1,701.70

2. Athletic Fund

<u>October</u>	
Check No. 307408 – 307557	\$ 28,234.72

3. *Weekly Checks prior to Board Meeting

<u>*November</u>	
*Check No. 155596 – 155652	\$ 613,299.67
*ACH 141500189 – 141500190	\$ 631.85

4. *Board Checks held for approval

<u>*November</u>	
*Check No. 155653 – 155691	\$ 99,084.88
*ACH 141500191 – 141500233	\$ 18,255.13

C. The Board approved payment for the following invoices for the month of **NOVEMBER** in connection with the **SERIES A of G.O.B. 2007:**

1. Other Capital Projects

<u>*Capital Projects Checks held for approval</u>	
<u>*November</u>	
*Check No. 32859 – 32859	\$ 12,763.20

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

***November**

*Apple Inc.	Technology–District Wide (3 Inv).	\$ 2,320.50
*Central Restaurant	Senior High Media Ctr.-	
	Café-Products Equipment	\$ 3,198.00
*ePlus Technology Inc.	Technology–District Wide (2 Inv)	\$ 11,765.00
*Karl & Associates	Professional Services	\$ 7,334.00

*Spring-Ford ASD	Amazon-Senior High Café-Wall	
	Mount Bracket	\$ 36.69
*Spring-Ford ASD	SimplexGrinnell-Applic. #2	
	Royersford Elem-Fire Alarm	
	Upgrade	\$ 10,012.80
	TOTAL	\$ 34,666.99

E. 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 League, the Parent Teacher Associations and the Parent Teacher Organizations:

1. **Montgomery County SPCA – Conshohocken, PA.** Provide an assembly for second grade students at Royersford Elementary entitled “Pet Care”. There is no charge for this assembly.
 2. **Mike & Roberta Straka/Benmore Enterprises – Bushkill, PA.** Provide an assembly for students at Evans Elementary entitled “Rocks, Minerals & Fossil Show”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$575.00.
- F. The Board approved the following independent contracts:
1. **Kelly Delaney – Conshohocken, PA.** Provide in-school Applied Behavior Analysis Therapy for a special needs student as per the IEP. Services will be provided for up to 37.5 hours per week at a rate of \$25 per hour for a total of 1087 hours. Funding will be paid from the Special Education Budget and shall not exceed \$27,175.00.
 2. **Margaret Generd – Oley, PA.** Provide two assemblies for students in grades kindergarten through second grade at Evans Elementary entitled “Stay Healthy with Miss Maggie”. Funding will be paid from the Evans Elementary Dental Grant and shall not exceed \$300.00.
 3. **Slim Goodbody Live – Tobyhanna, PA.** Provide an assembly for all students at Spring City Elementary entitled “The Musical Health Show”. Funding will be paid from the Phoenixville Community Health Foundation Education Mini Grant and shall not exceed \$500.00.
 4. **Devereaux – King of Prussia, PA.** Provide educational and related services for a special needs student as per the IEP. Services will be provided for 140 days at a rate of \$206.00 per day for a total of \$28,840.00. In addition, Devereaux will provide a 1-1 assistant at a rate of \$40.00 per hour for 420 hours for a total of \$16,800.00. Funding will be paid from the Special Education Budget and shall not exceed a total for all services of \$45,640.00.
- G. The Board approved a confidential settlement agreement and release agreement **#2014-06** with the parents of a student in special education in the amount of twenty-seven thousand dollars (\$27,000.00). Funding will be paid from the Special Education Budget.
- H. The Board approved seeking bids for the printing of “Publications” (Newsletters – 4 issues, Student Handbooks, Crisis Prevention/Intervention/Postvention Plan Flip Chart, Post-Secondary Planning Guide and Student Planners) for the 2015-2016 school year.
- I. The Board approved seeking bids for supplies for the 2015-2016 school year. Supplies would include but not be limited to custodial, art, paper, physical education, science, technology education, and furniture.
- J. The Board approved participating in the Montgomery County Intermediate Unit bid for copier paper and other bids deemed to be advantageous for the 2015-2016 school year.

- K. The Board approved a High School Activities account (listed on monthly bank statements) for the 2014-2015 school year. Each activity group has completed signature records and a listing of officers.
- L. The Board approved an 8th Grade Center Activities account (listed on monthly bank statements) for the 2014-2015 school year. Each activity group has completed signature records and a listing of officers.
- M. The Board approved a 7th Grade Center Activities account (listed on monthly bank statements) for the 2014-2015 school year. Each activity group has completed signature records and a listing of officers.
- N. The Board approved the establishment of the Class of 2018 High School Activity account.
- O. The Board authorized Fox Rothschild LLP to enter into an agreement for the property located at 28 Donny Brook Way in Upper Providence Township, identified as Tax Parcel No. 61-00-00898-94-9, setting the assessment of the property at \$373,750 for tax year 2015 (school tax year 2015-2016) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- P. The Board authorized Fox Rothschild LLP to enter into an agreement for the property located at 415 W. Ridge Pike in Limerick Township, identified as Tax Parcel No. 37-00-04125-00-5, setting the assessment of the property at \$1,116,000 for tax year 2013 (school tax year 2013-14) and at \$1,141,200 for tax year 2014 (school tax year 2014-15) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- Q. The Board approved the **Cafeteria Listing** of Bills:
NOVEMBER
Check No. 11982 - 11999 \$ 302,732.86

NEW FINANCE

- R. The following Treasurers' Reports were approved:
- General Fund
- Money Market – October 2014
 - PSDLAF – October 2014
 - PSDMAX – October 2014
 - Checking Account – October 2014
 - PLGIT Account – October 2014
 - Investment Accounts & Investment Schedule - October 2014
 - Payroll Account – October 2014
 - Tax Account – October 2014
- Activity Accounts
- Elementary Activity – October 2014
 - 7th Grade Activity – October 2014
 - 8th Grade Activity – October 2014
 - High School Activity – October 2014

- Athletic Account – October 2014
- Bond Funds
- Note of 2007A – October 2014
- Other Funds
- Capital Reserve Fund & Investment Schedule – October 2014
 - Debt Service Fund – October 2014
 - Reservation of Funds (Natatorium, Insurance, Retirement) – October 2014
- Cafeteria Fund
- Cafeteria Money Market – October 2014
 - Cafeteria Checking Account – October 2014
 - Cafeteria PSDLAF Account – October 2014
 - Investment Account – October 2014

S. The Board approved the following **Use of Facilities Permits**:

Permits No. 5055 – 5135

T. The Board approved the following **exonerations** from the per capita tax for the 2014-2015 school year:

Spring City Borough Exonerations No. 026 – 029

U. The Board approved the following **additions/deletions** to the per capita tax for the 2014-2015 school year:

Spring City Borough Deletions No. 150 - 173

V. The Board approved the audit of the 2013 Upper Providence tax records performed by the independent auditors, Maillie LLP and accept the same as the District's understanding of the real estate tax delinquencies for taxes levied for the July 2013 to June 2014 fiscal year. The completed audit and its resulting proposed lien list have been supplied to the former tax collector. Those items are sufficient to enable the former tax collector or any individual authorized to act on the former tax collector's behalf to proceed with filing the delinquent liens with the Montgomery County Tax Claim Office and its contracted collector (Northeast Revenue Service). Because neither the former tax collector nor anyone acting on her behalf has executed a lien list and submitted it to the county for collections, the Board of School Directors deems the entire audited amount, together with any other expenses paid to pursue that amount, a loss and directs the Administration to make a claim for the final amount to the insurance company that issued the bond for the former tax collector.

W. The Board approved **Resolution 2014-39**, granting authority to make a claim against the bond and otherwise act as required to accomplish the filing of the lien list with the Montgomery Tax Claims office as expeditious as possible. (**Attachment A6**)

VII. PROPERTY

Mr. Dehnert made a motion to approve Items A-B and Mr. Pettit seconded it. The motion passed 9-0.

- A. The Board approved contracting with an engineer to evaluate the roof structure at Royersford Elementary School. This step must be completed prior to specifications being written for the reroofing project. Total cost not to exceed \$4,000.00. Funding will come from the Maintenance Budget.
- B. The Board approved developing specifications for repaving district-wide, including the walking area outside the fence of Coach McNelly Stadium. Funding will come from the Maintenance Capital Plan.

VIII. PROGRAMMING AND CURRICULUM

Mr. DiBello made a motion to approve Items A-B and Mr. Pettit seconded it. The motion passed 9-0.

- A. The Board approved the following new textbooks for 2015-2016. Funding will be paid from the 2014-2015 Curriculum Budget and shall not exceed \$66,000.00.

<u>COURSE</u>	<u>TEXTBOOK</u>	<u>PUBLISHER</u>
1. Spanish II	<i>Avancemos Level II c.2013</i> Class set (35) with 6 yr. eBook license for all students	Houghton Mifflin Harcourt 9205 South Park Center Loop Orlando, FL 32819
2. French II	<i>Bien Dit! Level II c.2013</i> Class set (35) with 6 yr. eBook license for all students	Houghton Mifflin Harcourt 9205 South Park Center Loop Orlando, FL 32819

- B. The Board approved awarding a contract for the installation of classroom projection systems to the lowest responsible bidder, Delco Solutions, in the amount of \$94,510.00, rejecting all other bids. Funding for this contract will come from the Technology budget.

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

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

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

HIGH SCHOOL

- A. **Susan Hammond**, Teacher, to attend "*Project Based Assessment Part Two – Revising the PBA for the 2015-2016 School Year*" in Harrisburg, PA on November 5th-6th, 2014. The total cost to the district is \$300.00 (substitute for 2 days) to be paid from the substitute account.
- B. **Khrystin Herb**, SAP Coordinator and Teacher, to attend "*PASAP PAMLE Conference*" in State College, PA from February 21st-24th, 2015. The total cost to the district is \$300.00 (substitute for 2 days) to be paid from the Pottstown Area Health and Wellness Foundation Grant.

DISTRICT-WIDE

- C. **Stephen Reynolds**, Director of Technology, **Susan Gallagher**, Manager of Technical Operations, and **Kathleen Cox**, Software Specialist, to attend *"Pennsylvania Educational Technology Expo and Conference (PETE&C)"* in Hershey, PA from February 8th-11th, 2015. The total cost of this conference is \$2,386.00 (registration, mileage, lodging and meals) to be paid from the Technology Budget. No substitutes are needed.
- D. **Robert Cywinski**, Infrastructure Administrator, to attend *"Pennsylvania Educational Technology Expo and Conference (PETE&C)"* in Hershey, PA on February 9, 2015. The total cost of this conference is \$165.00 (registration, mileage, and meals) to be paid from the Technology Budget. No substitute is needed.
- E. **Richard Grove**, Systems Technician, to attend *"Pennsylvania Educational Technology Expo and Conference (PETE&C)"* in Hershey, PA from February 8th-10th, 2015. The total cost of this conference is \$749.00 (registration, mileage, lodging and meals) to be paid from the Technology Budget. No substitute is needed.
- F. **Charles Applegate**, Network Systems Administrator, to attend *"Pennsylvania Educational Technology Expo and Conference (PETE&C)"* in Hershey, PA from February 9th-10th, 2015. The total cost of this conference is \$473.00 (registration, mileage, lodging and meals) to be paid from the Technology Budget. No substitute is needed.
- G. **Jennifer Rinehimer**, 6th Grade House Principal, **Holly Smith**, Title I Math, **Diane Campbell** and **Crystal Zakszeski**, Learning Support Teachers, to attend *"CRA – Concrete - Representational - Abstract Math Days"* at PaTTAN in King of Prussia, PA on January 23, 2015, March 27, 2015 and June 26, 2015. The total cost of this conference is \$1,030.00 (mileage and substitutes for two days for Holly Smith, Diane Campbell and Crystal Zakszeski) to be paid from the 580 account and the substitute account.

New Conferences and Workshops

- H. **Cynthia Cooper**, **John Hughes** and **Dee McCarter**, School Counselors, **Sandra Frost-Horvath**, Registered Nurse, **Cathy Bradfield** and **Sherri Shaner**, Certified School Nurses, to attend *"BrainSTEPS: Behaviors and Self-Regulation in Students After a Traumatic Brain Injury"* at PaTTAN in King of Prussia, PA on December 2, 2014. The total cost for this conference is \$450.00 (3 substitutes for one day for Sandra Frost-Horvath, Cathy Bradfield, and Sherri Shaner) to be paid from the substitute account.
- I. **Stacy Eddinger** and **Gillian Arganetto**, Autistic Support Teachers, to attend *"All Kids Can Succeed! Teaching Social, Behavioral & Executive Functioning"* in Mount Laurel, NJ from February 19th-20th, 2015. The total cost for this conference is \$1,226.00 (registration, lodging and 2 days of substitutes for both teachers) to be paid from the Ice for Autism Funds.
- J. **Laura Murphy**, Certified School Nurse and **Jacquelyn Raco**, Registered Nurse/Certified School Nurse and Coordinator of Health Services, to attend *"PASNAP – School Nurses: Helping Students Balance Wellness"* at the Penn Stater Conference Center in State College, PA from March 27th-March 29th, 2015. The total cost for this conference is \$1,550.00

(registration, mileage, lodging and one day of substitutes for both nurses) to be paid from the Pottstown Area Health and Wellness Foundation Grant.

X. OTHER BUSINESS

Mr. Dehnert made a motion to approve Items A-B, D-F and Mr. Pettit seconded it.

Mr. Pettit commented on D, E and F saying that the home and school associations should all be commended for their assistance and interest in helping the district to supply their students with this additional technology.

Mr. Cromley asked Mr. Reynolds if we are still following up with our Smart Classroom initiative plans at the buildings this year. Mr. Reynolds replied yes, we are still on track with this. He added that his department just evaluated bids for the labor component and that was what was recommended on the agenda this evening. Mr. Reynolds reported that they are at the point where once they contact the vendor they will be able to schedule the installations and the plan is to complete this by the end of January.

Mrs. Spletzer asked how the new purchases from the home and school associations play into the new initiative plan and Mr. Reynolds explained that the funds required for the work to be done and the installation at the 5th/6th Grade Center and the 7th Grade Center were more than the district had to allocate. He added that the home and school had a conversation with Mrs. Nuneviller and indicated that they wanted to donate funds so that more classrooms could outfitted. Mrs. Spletzer asked if this was also the case with Oaks Elementary and Mr. Reynolds replied no, Oaks wanted to install presentation equipment in their multi-purpose room so this was an entirely different project. Mrs. Spletzer asked about the timeframe for the work to be done on both projects and Mr. Reynolds replied that they would be scheduled differently but most likely in the same timeframe.

Mr. Cromley asked if we are also working with the 8th Grade Center and Mr. Reynolds replied yes, they are part of the larger project.

Mr. Jackson asked for clarification on Mr. Reynolds comment that the item on the agenda was for labor only and did not include any equipment. Mr. Reynolds replied that the labor item spoken about was under Programming and Curriculum and was for the larger Smart Classroom initiative project but the \$40,000 donation from the 5th/6th Grade Home and School was for equipment and labor both.

Mr. Cromley questioned the Oaks initiative and the current donation from the home and school association and whether there were any other district buildings that will have this type of setup in the multi-purpose room. Mr. Reynolds responded outside of the High School no other building has this type of setup. Dr. Roche added that based upon the building design it may not be feasible for all buildings to have this.

The motion passed 9-0.

A. The following policies were approved:

1. Policy #217 – PUPILS: Graduation Requirements (**Attachment A7**)
2. Policy #223 – PUPILS: Use of Bicycles/Motor Vehicles/Skateboards (**Attachment A8**)

3. Policy #405 – PROFESSIONAL EMPLOYEES: Employment of Substitute Professional Employees (To Be Rescinded) (**Attachment A9**)
- B. The Board approved submitting to PDE the Spring-Ford Area School District's Comprehensive Plan effective July 1, 2015 through June 30, 2018 as reported in the Assistant Superintendent's report.
- C. The following policies are submitted for a first reading:
 1. Policy #210 – PUPILS: Use of Medications (**Attachment A10**)
 2. Policy #210.1 – PUPILS: Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors (**Attachment A11**)
 3. Policy #249 – PUPILS: Bullying and Cyber Bullying (**Attachment A12**)
 4. Policy #436 – PROFESSIONAL EMPLOYEES: Personal Leave (**Attachment A13**)
 5. Policy #439 – PROFESSIONAL EMPLOYEES: Uncompensated Leave (**Attachment A14**)
 6. Policy #536 – CLASSIFIED EMPLOYEES: Personal Leave (**Attachment A15**)

New Other Business

- D. The Board accepted the donation of \$40,000.00 from the 5th/6th Grade Home and School Association to be used towards the purchase of SMART Technology equipment for the 5th/6th Grade Center.
- E. The Board accepted the donation of \$3,000.00 from the Middle School Home and School Association to be used towards the purchase of SMART Technology equipment for the 7th Grade Center.
- F. The Board accepted the donation of \$14,993.00 from the Oaks Elementary Parent Teacher Association to be used towards the purchase and installation of a projector for the Cafetorium at Oaks Elementary.

XI. PUBLIC TO BE HEARD

Mr. Ciresi commented that over the weekend he received two calls from Board Members notifying him of the possibility of the fact that they may not be able to attend Monday evening's Board Reorganization Meeting. Mr. Ciresi stated that he had spoken with Mr. Fitzgerald and last year there was an opportunity to Skype into meeting so we will need to pass a motion tonight in order to allow this to happen. Mr. Fitzgerald stated that this was correct and in the big picture we should probably have a board policy with regards to this.

Mr. DiBello made the motion to allow Board Members to Skype in to participate in the School Board Reorganization meeting and Mr. Ciresi seconded it.

Dr. Goodin asked if one individual would be Skyping in or two and Mr. Ciresi stated he did not know who would be available to Skype in so it may be one or it may be two. Mr. Reynolds stated that they successfully tested one individual Skyping in but we have not tested having two people do this at the same time and if this is a requirement then he could certainly test this and may have to come back with a recommendation based on that testing.

Mr. Ciresi stated that the purpose of the motion is to allow them to Skype in and possibly we may need to do this some other way than Skyping.

The floor was opened up for public comment. There were no comments from the public.

Mr. Jackson asked if this sets a precedence for Skyping in during regular board meetings. Mr. Fitzgerald replied yes and no. He stated that yes the board is doing this but the problem with precedence with boards is that boards turn over so what we had last year was a bunch of board members who are no longer here approving this to occur. He added that now there are at least 3 new board members who should have the opportunity to vote on this and this is why he believes that a policy addressing this is needed so that this is not being done on an Ad-Hoc basis.

The motion passed 9-0.

The Board gave approval for Board Members, who are unable to attend, to Skype into the December 1, 2014 Board Reorganization meeting.

Mr. DiBello commented that Mrs. Heine provided an excellent report regarding Curriculum and the STEM Program regarding what is going on and earlier this year he, Mr. Ciresi, Dr. Goodin and Dr. Floyd travelled to the Hazelton School District to look at their STEM Academy. Mr. DiBello stated that as we proceed forward we may not need to implement a STEM Academy, per say, but what Hazelton is doing with this magnet school is truly amazing. Mr. DiBello said he believes that as we move forward to extend our STEM offerings we should take them up on their offer to visit them again and further learn about their STEM Academy. Mr. DiBello commented that Hazelton also realized the importance of STEM being just one aspect of the success of our students and there are many careers that our students are going to want to embark on. Mr. DiBello reported that Hazelton is looking to build a STEM Academy for the Arts and stated that this is interesting and something we could learn a lot from.

There were no comments from the public.

Mr. Ciresi recognized Frank Otto who had covered the district as a reporter for the Pottstown Mercury and he thanked him for his time. Mr. DiBello stated that he believes Mr. Otto has done an excellent job while here and reporting on the district for the past 3 years.

XII. ADJOURNMENT

Mr. Pettit made a motion to adjourn and Mrs. Heine seconded it. The motion passed 9-0. The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary



SPRING-FORD AREA SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

ADMINISTRATION

Dr. David R. Goodin
Superintendent

Dr. Allyn J. Roche
Assistant Superintendent

BOARD OF DIRECTORS

Joseph P. Ciresi
Board President

Thomas J. DiBello
Board Vice President

Willard D. Cromley
Region I

Mark P. Dehnert
Region III

Dawn R. Heine
Region II

Clinton L. Jackson
Region II

Bernard F. Pettit
Region I

Kelly J. Spletzer
Region I

Todd R. Wolfe
Region II

RESOLUTION 2014 - 26

The Spring-Ford Area School District Board of Education commends Paul Power, a member of the Spring-Ford Area High School Boys' Cross Country Team and Spring-Ford Boys' Cross Country Head Coach Brian Sullivan and Assistant Coach, Heather Giovagnoli, Volunteer Coaches Jack Kraynak and Matt Varaday and,

Whereas, the Spring-Ford Area High School Boys' Cross Country Team is a member of the Pioneer Athletic Conference and,

Whereas, Paul Power, a member of the Spring-Ford Area High School Boys' Cross Country Team, under the guidance, leadership, and direction of his coaches was able to win his second Pioneer Athletic Conference Boys' Cross Country Championship and,

Whereas, Spring-Ford Area High School's Paul Power won the 2014 Pioneer Athletic Conference Boys' Cross Country Championship Meet with a time of 16 minutes and 10 seconds,

Therefore, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes and,

Further resolved, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2014 Pioneer Athletic Conference Boys' Cross Country Champion, Paul Power, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a SPRING-FORD RAM.

NOW THEREFORE BE IT RESOLVED, this 17th day of November, 2014

By: _____
Joseph P. Ciresi
School Board President

By: _____
Dr. David R. Goodin
Superintendent of Schools



SPRING-FORD AREA SCHOOL DISTRICT

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Kelly J. Spletzer
Region I

Todd R. Wolfe
Region II

RESOLUTION 2014-27

The Spring-Ford Area School District Board of Education commends Spring-Ford Girls' Soccer Coach Tim Leyland and his Assistant Coaches Kelly Gove and Scott Zeigler for winning the 2014 Pioneer Athletic Conference Championship with a league record of 11 wins, 2 losses and 2 tie,

Whereas, the Spring-Ford Area High School Girls' Soccer Team is a member of the Pioneer Athletic Conference,

Whereas, the Spring-Ford Area High School Girls' Soccer Team under the guidance, leadership, and direction of both its coaches and captains was able to win the PAC 10 Final Four Semi-finals over Phoenixville 3-2 and the PAC 10 Final Four Championship Game over Pope John Paul II by a score of 3-0,

Whereas, the Spring-Ford Area High School Girls' Soccer Team won their second PAC 10 Soccer Championship and advanced to the PIAA State Quarterfinal Game with an overall record of 19-5-3,

Whereas, the Spring-Ford Area High School Girls' Soccer Team's varsity and junior varsity players all contributed and played a significant role in having a successful and outstanding soccer season.

Therefore, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the players and,

Further resolved, that the achievements, the recognition, the accomplishments, the goals and the new records set by the Spring-Ford Area High School Girls' Soccer Team demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in a SPRING-FORD RAM.

NOW THEREFORE BE IT RESOLVED, this 17th day of **November, 2014**

By: _____
Joseph P. Ciresi
School Board President

By: _____
Dr. David R. Goodin
Superintendent of Schools

On October 20, 2014 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, Bernard F. Pettit and Kelly J. Spletzer

Region II: Dawn R. Heine, Clinton L. Jackson and Todd R. Wolf

Region III: Mark P. Dehnert and Thomas J. DiBello

Presiding Officer: Joseph P. Ciresi

Asst. Superintendent: Dr. Allyn J. Roche

Business Manager: Timothy Anspach

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Taylor M. Auman and Dana K. Ludgate

The following were absent: Superintendent **Dr. David R. Goodin**, and School Board Secretary **Diane M. Fern**

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

ANNOUNCEMENTS

Mr. Ciresi announced that Dr. Goodin was home ill this evening and Dr. Roche would be sitting in his place. Mr. Ciresi thanked everyone involved with the Homecoming Festivities and the Arboretum Re-dedication for all of their efforts. Mr. Ciresi next announced that Mrs. Fern was not present this evening due to being away on vacation.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. PRESENTATIONS

Mrs. Nuneviller reported that with the changing standards in Pennsylvania it is crucial that all students have access to the general education curriculum and the new PA Core Standards as well as the alternate standards. Mrs. Nuneviller spoke about addressing the needs of those students with special needs and raising the bar for those students who have complex instructional needs. Mrs. Nuneviller stated that this has led to Project Max; maximizing access and learning for students with complex instructional needs as it associates with the PA Core. Mr. Nuneviller reported that Spring-Ford is one of only two school districts in Montgomery County that applied and has been selected to be a part of Project Max.

Mrs. Rinehimer spoke about Project Max and explained the composition of the team that is in place for Spring-Ford and read the names of the individuals who make up the team. She stated that it is a four-year plan. Mrs. Rinehimer added that the classes involved in

this project will be the Autistic Support Classes for grades 5-8, the Multiple Disabilities Support Classes for grades 5-8 and the full time/supplemental learning support classes.

Mrs. Linda Cartwright introduced herself and stated that she is also a parent of 2 Spring-Ford students. She stated that besides being a parent of a special needs student she also works for PaTTAN. She explained the role that PaTTAN plays with regards to special education and Project Max.

An awesome and inspiring video entitled *Don't Limit Me* that was put together by Mr. Steven Bonetz and featured Megan Bomgaars, a special needs student, was shown.

Mrs. Nuneviller thanked the Board for their support of this project.

Mr. Pettit asked how many districts are taking place in this project and Mrs. Nuneviller replied that as of now only two in Montgomery County and before them there were two in the Lancaster Area. She added that Project Max only started last year.

- A. **Heather Nuneviller**, Principal, **Jennifer Rinehimer**, 6th Grade House Principal, **Christine Raber**, Special Education Supervisor, and **Linda Cartwright**, PaTTAN Representative, to present the 5th/6th/7th Grade Center's "*Project Max: Maximizing Access and Learning for Students with Complex Instructional Needs.*"

Mr. Moritzen introduced himself and provided information on his background. He spoke about the Western Center and his goals and plans for the vocational center. Mr. Moritzen spoke about the new marketing program he is working on at the Western Center. He referenced the new logo that the board may have received information on and viewed at a previous meeting. He reported that they are rebranding themselves and trying to get out of the mindset of what the old vo-tech was and they are now career and technical education. Mr. Moritzen spoke of the new initiatives taking place at WMCTC.

Mr. DiBello asked about the online registration package that is being used for the Western Center and Mr. Moritzen replied Fluid Review which is overseen by SurveyMonkey. Mr. Moritzen explained the online registration process. Mr. DiBello explained that the reason he asked about this is because the district has been trying to figure out how to put their PIAA application online.

Mr. Dehnert asked if WMCTC keeps track of job placements for each of the different programs that students are trained in. Mr. Moritzen spoke about the student survey which is sent out to students post-graduation and that the rate of return on these surveys has been a bit of an issue but somewhere in the area of 40% but improvement on this is a goal for them. Mr. Dehnert asked about the process for marketing programs offered at the Western Center to the students and Mr. Moritzen explained the various ways the information is disseminated to students of all three sending districts.

Mr. DiBello asked about how the engineering and networking courses are coming along and Mr. Moritzen replied that the computer networking class is about 80% full. He added that the long term project is to set up the possibility for students to work with Apple at their new refurbishing plant in Camp Hill and get some certification training. Mr. DiBello spoke about the Spring-Ford STEM Program and asked if there was any talk about partnering with the Western Center. Mr. Ciresi stated that there has been talk at the JOC meetings

of potentially starting a STEM Institute through the Western Center and have all three sending districts participate so that the costs could be offset.

Discussion took place on the plans for increasing student enrollment and that the recruitment calendar has been moved up so that the process can begin earlier.

Mrs. Spletzer asked what programs that are offered have the highest demand and Mr. Moritzen replied Cosmetology, Protective Services, Automotive, and Health Science Technology. Mrs. Spletzer asked about a wish list for any programs that Mr. Moritzen would like to see offered and he responded that he would like to see part of the 25 acres of land that are adjacent to the Western Center used for an orthopedic business that the health sciences could potentially be housed in. Mr. Moritzen stated that he would like to see the health programs built around this business so that the clinical rotations could take place right there rather than have students travel to a hospital to get their hours.

Mike Spletzer, a member of the community, asked a question from the audience but since he was not at the microphone his question could not be heard clearly.

Mr. Ciresi and Mr. DiBello commended Mr. Moritzen on the progress that has been made at the Western Center since he took over as the Administrative Director. Mr. Moritzen stated that he has heard repeated that the Western Center is “the hidden gem” and said he does not want this nor does he want to be “the diamond in the rough” he wants to be “the diamond that is out there shining in the middle”. Mr. Ciresi stated that there is no reason why the Western Center cannot be one of the top vocational schools in the state. Mr. Ciresi invited the public to attend one of the Joint Operating Committee meetings.

Mr. Moritzen invited the Board to come out and take a tour of the building if they have not visited it recently to see some of the renovations that have taken place.

Dr. Roche asked about the type of remediation that the Western Center can provide to its students in light of all of the challenges presented by state testing and the Keystone Exams. Mr. Moritzen replied that currently Spring-Ford is the only district of the three sending districts that offers remediation within the Western Center during the school day. Mr. Moritzen stated that there are positives and negatives with that; the positive being that the students are getting the remediation and the negative is that they are being pulled out of their classes for that remediation. Mr. Moritzen spoke about some different options such as “Blended Schools” that took place in Delaware County where there was a teacher of record for the Math and English who monitored the online classes for student. The seats for the online classes were purchased through the Delaware County Intermediate Unit. Mr. Moritzen commented that there is not a perfect science to the remediation puzzle but they are working closely with Mr. Nugent to ensure that the students receive what they need. Dr. Roche stated that with the 9th grade coming on board we will have the challenge of Algebra I as well as the Literature exam so that will need to be kept in mind as well.

Mr. Dehnert asked about the 18 programs Mr. Moritzen listed in the literature he handed out and questioned how many of those the state offers and Mr. Moritzen replied that most of what was listed would be offered across most technical schools although they may be listed under different course titles or a different variation in the course. Mr. Dehnert asked if there was any course that we did not offer that would be worthwhile offering. Mr. Moritzen replied that right now we have a good selection offered for our school.

- B. **Christopher Moritzen**, WMCTC Administrative Director, to present on the Western Montgomery Career and Technology Center.

III. **BOARD AND COMMITTEE REPORTS**

Student Rep. Report Taylor Auman/Dana Ludgate

Dana reported that this past week the high school participated once again in Spirit Week, a tradition that always receives energetic and positive responses. Dana reported that the Pep Rally on Friday was the climax of the school week and was packed with events such as the Homecoming King crowning, the Powder Puff cheerleading performances and the announcement of the seniors victory in the participation competition, food drive, and class hall decorating competition. Dana next reported on the Homecoming weekend events which included the Powder Puff Football game, SNAP's Spring-Ford Live Competition, the Arboretum Dedication, the Homecoming Parade and the Football Game which Spring-Ford emerged from victoriously. The weekend finale was the 9th-10th grade Homecoming Dance which had an impressive turnout. Dana reminded any sophomore who is interested in attending the Hugh O'Brien Youth Leadership Seminar that they could find applications in the 10th grade office until November 3rd. Athletic physical packets and recertification packets for fall sports are due by November 3rd, practices begin on November 17th. School photo retakes will be done on November 23rd.

Property Joseph Ciresi 2nd Tues. 6:00 p.m.

Mr. Ciresi reported that the Property Committee met on October 14th and discussed the new scoreboard for Ram Stadium which is on the agenda for approval. The committee received an update on the demolition of the old district office and Mr. Ciresi reported that the demo work has begun. The committee discussed possibly delaying the resurfacing of the track for two years as it appears to be in better shape than originally thought. The new HVAC personnel position was discussed with regards to the potential savings overall by having someone in-house rather than having the work done by an outside contractor. Mr. Ciresi spoke about other projects taking place in the district that he committee discussed.

WMCTC Ciresi, Cromley, Heine 1st Mon. 7:00 p.m.

Mr. Cromley reported that the Joint Operating Committee met on October 6th where Mr. Moritzen reported to the committee on the enrollment which has a total for the 3 sending districts at 506. Spring-Ford's enrollment is at 82 for the AM and 98 for the PM for a total of 180. Mr. Moritzen also reported on 3 half-time programs which are graphic design, environmental design and dental occupations. Mr. Cromley reported on the Skills USA Spaghetti Dinner and encouraged everyone to come out and enjoy. Mr. Cromley stated that at the JOC meeting a formal presentation was given by Mrs. Patricia King from the Health Sciences Technology Program and Mrs. Lisa Cassidy-Lawler from the Biomedical Technology Program. Two Spring-Ford High School students were present and shared their curriculum demands and clinical experiences in order to meet scheduled evaluations and course overall assignments. The JOC was given a pamphlet which described the requirements to get into the biomedical field. Mr. Cromley read the requirements. Mr. Cromley spoke about the success of the students in the Environmental Design Program with the work they put into the Arboretum Project which was recognized at the rededication ceremony this past weekend.

Mr. Ciresi thanked everyone who was involved with the project, especially Gail Wellington.

Extracurricular**Will Cromley****2nd Mon. 6:00 p.m.**

Mr. Cromley reported that the Extracurricular Committee met on October 13th and saw a presentation by the Spring-Ford Area High School Student Council who shared the goals and activities of the student council including highlights of Spirit Week and various other fundraisers and volunteer activities that the 40-45 students participate in. Mr. Cromley read a short summary on the role of the student council and the requirements for being a member of student council. Mr. Cromley reported that the committee also viewed a presentation by Mr. Racich on Fall Athletic Updates. Mr. Cromley provided details of the 7th and 8th grade participation which revealed 627 physical packets were submitted. Mr. Cromley next reported that the amount of money collected from student participation fees for these grade levels was \$27,900. Mr. Cromley acknowledged the work of Mrs. Paula Weiss, Athletic Department Administrative Assistant, on her efforts in handling the collection of these fees. Mr. Cromley next spoke about the tryout matrix that each middle school coach must submit to Mr. Racich before the start of the first team practice. Mr. Cromley stated that there was an excellent presentation by Dr. Kollar, Mrs. Lawrence and a student on the work completed to date for a new student club which is the Ski Board Club. The individuals will follow up with Dr. Roche to work out some of the logistics, the liability issues and the details for the club. The committee also viewed a revised 2014-15 Extracurricular Presentation list. The committee received a follow-up on the Ace Mentor Program and the updated information was on the first meeting which took place. They also discussed the 5th and 6th Grade Games Club in connection with the Chess Club. The committee briefly discussed the light and sound productions for outside groups at the 8th, 9th and 10-12 Centers. This discussion was deferred until next month's meeting.

Finance**Tom DiBello****2nd Tues. 7:00 p.m.**

Mr. DiBello reported that the Finance Committee met on October 14th and began the meeting with a review of the monthly executive reports. The September Assessment status reports revealed that the assessments are up approximately \$22.8 million which represents about \$588,000 in new additional tax revenue. September real estate transfers are running slightly higher than last year. September Earned Income Tax reports are also reflecting an increase. September self-insurance claims are about \$48,000 over budget. Payroll is slightly under budget from last year's totals. Mr. DiBello reported that cafeteria meal counts are slightly lower than counts from this time last year. He added that the delinquent collections report shows that we are down \$7,705 from June. Discussion took place on removing the high school from the USDA Subsidy Program and if we decided to go this route we would have to find a way to make us approximately \$137,000 in revenues. The Administration is planning a visit of Unionville High School, which went off of the Subsidy Program this year, to see how this has been working for them. The information obtained will be presented at the January Finance Committee meeting. The Committee viewed the historical data reporting which revealed the difference in Special Education expenses and subsidy received is \$20.3 million which is an increase of \$1.6 million over last year and represents a large portion that the district is responsible for making up. Mr. DiBello reported that they received an update on the Upper Providence tax issues and the final 2013 real estate lien list has been completed and will be forwarded to the bonding company for verification purposes. A total of \$440,000 in delinquent taxes was collected by the district as a result of the direct notice mailings we worked on with Berkheimer. The state audit was completed and information is expected soon. Mr. DiBello reported that the Act I Budget Calendar has been approved.

MCIU

Tom DiBello

4th Weds. 7:45 p.m.

Mr. DiBello reported that the MCIU met on October 15th and the main focus was an overview of the general operating budget which is comprised of 4 actual budgets and totals \$8.4 million. The average member services fee to support these budgets is \$69,000 which is an increase of \$1,287 or 1.9%. Mr. Wisler, the MCIU Business Manager, stressed to the MCIU Board that the increase is due to the increase in costs to provide the programs to the districts. The MCIU will be looking to have the budget approved at their November Board meeting and then will be asking the school districts to approve it at their January or February meetings. Mr. DiBello reported that Spring-Ford's share of the MCIU budget will be \$112,978 or a 1.31% increase from last year. The MCIU will be applying for a federal grant to operate a Headstart Program for Montgomery County and would complement the MCIU's Early Intervention Program.

Curriculum/Technology

Dawn Heine

1st Tues. 6:30 p.m.

Report next week.

Policy

Dawn Heine

2nd Mon. 7:00 p.m.

Mrs. Heine reported that the Policy Committee met and reviewed 3 policies. The first policy was the Graduation Requirements Policy and a lot of information was added to the policy and it will be on the agenda for a first reading next week. The committee next reviewed Policy 405 which is the Employment of Substitute Professionals and they are asking that this policy be negated from the policy list because we now outsource our substitutes so a policy is no longer needed. The last policy reviewed was the Use of Bicycles, Motor Vehicles and Skate Boards on Campus. Mrs. Heine reported that there were a lot of guidelines and changes made to this policy. Mr. Nugent had reported that a lot of the information that was added to this policy is currently in the student handbook however it is not being enforced to the full force and effect and by putting the language into the policy it will make it a more effective and transparent vehicle. Mrs. Heine provided an update on the policy and stated that it now includes things such as fines for students who do not have a parking permit after a warning, varying rates of disciplinary actions for students who park illegally, drive too fast or do not have a parking permit. The district will be purchasing a boot which will be used on the cars belonging to students who have committed several offenses. The hope is that the district will not have to use the boot.

Mr. Ciresi commented that we need to make sure that every student as well as the parents know the requirements. Mrs. Heine stated that it was reviewed as part of the handbook distribution at the beginning of the year. Mr. Ciresi asked if this included the boot and Dr. Roche stated that the changes reflected in the policy have been placed in the handbook at the time although they have not been acted on but are in the book. Mr. Nugent will be easing into this and possibly in the second semester when this piece goes into effect the communication will be conveyed. Mr. Ciresi asked that we make sure that every single home and parent has an understanding of this. Dr. Roche stated that communication will take place.

Mr. DiBello asked about doing away with the substitute policy and asked if this was for long term substitutes as well. Mrs. Heine replied no, it was not and it was strictly for substitutes.

Mr. Dehnert asked if there should be a policy with regards to the requirements for the company that we outsource the substitutes to such as the qualification of the teachers and the clearances. He stated a policy that the company must comply with and the contract that

we have with them must also comply with. Mr. Fitzgerald stated that this is something that would be defined in the RFP as part of the bidding process. Mr. Fitzgerald added that this could be done with policy but the RFP would define the standards to which the district would be seeking the next contract. Mr. Dehnert commented that the board writes policy and the RFP is not written by the board so what rules do the people that write the RFP comply with if there is not a policy that states that these minimum things must be there. Mr. Fitzgerald stated that he does not disagree with this but one of concerns he has with there being a policy is that circumstances for putting certain standards in to a bid, such as clearances and levels of educational attainment, are going to change quicker than it will take to change a policy. Mr. Fitzgerald added that he feels the district will need flexibility and then in real time it can be reported to the board what the RFP is and ultimately the board can choose to accept or reject the bid. Mr. Dehnert questioned why the clearance and background checks are in the current policy but would not be in the policy governing what the contract would have. Dr. Roche commented that PDE is going to set the criteria that is ever changing in terms of what the requirements are for day to day substitutes. Dr. Roche added that the RFP going out every year can be changed to keep up with the requirements as they change. Mr. Dehnert asked about the long term substitute policy not changing and if the company who is providing substitutes is also providing the long term substitutes as well and he questioned what the rationale was for keeping one policy and not the other if we are outsourcing both types of substitutes. Mrs. Leiss replied that the district does outsource both types of positions so the substitute policy we currently have governs both of those types of positions at this point and time. Mrs. Leiss further explained that we do outsource our long term substitutes so a policy is not necessary at this point.

Personnel**Bernard Pettit****(As Needed)**

There was no report.

PSBA Liaison**Kelly J. Spletzer**

Mrs. Spletzer stated that she does not have a report this evening but will be leaving in the morning for the PASA/PSBA Leadership Conference and she will report back next Monday on the conference.

Asst. Supt. Rpt.**Dr. Allyn J. Roche**

Dr. Roche reported that October has been a very busy month. He advised everyone that November 4th will be an in-service day and planning as well as scheduling is almost complete. The schedule for this first in-service day for this school year is under the direction of the Curriculum and Development Department with additional support being provided by the instructional coaches, building administrators, district office administrators, teacher leaders and trainers from our content providers. Dr. Roche gave an overview of the topics being offered for the in-service day. Dr. Roche reported that following the in-service day they will be administering a survey to gather feedback in order to work on improving future in-service days. Dr. Roche advised everyone that parent-teacher conference days for November are set and he reviewed the schedule for the conference days. He stated that information on these conference days will be going out soon from the school buildings to parents. Dr. Roche stated that the Spring-Ford Comprehensive Plan is ready for review and that the district looks forward to comments from the public on this plan prior to the required submission date which is by November 30th. He urged the public to go onto the district's main webpage and comment or ask any questions they may have on the comprehensive plan. Dr. Roche explained that the plan must be made available to the public for comment at least 28 days prior to being placed on the school board agenda for approval. He stated that it will be on the November 24th School Board

agenda for approval and will then be submitted to the state prior to November 30th. Dr. Roche added that the public comment section will end on November 18th. Dr. Roche thanked the 54 Planning Committee Members who met both during the workday and also after hours to identify the goals and plans described in the comprehensive plan. He added that the committee was comprised of school board members, administrators, parents, students, regular education teachers, special education teachers, coaches, specialists, and community members. Dr. Roche stated that he looks forward to November when he can present the final copy of the plan.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald commented that on the agenda are two motions for the approval of the commissions and contracts for Dr. Goodin and Dr. Roche. Mr. Fitzgerald stated that he became aware today that Board Secretary Diane Fern is out for the next several days. He indicated that under state law she is to be notifying the board five days in advance of the election of these two individuals next week for Superintendent and Assistant Superintendent. Mr. Fitzgerald asked that this evening the board vote to appoint Mary Chrisman as Acting Secretary so that she may issue the notices tomorrow so that the board can move forward with next Monday's vote with regard to the contract and commission.

Mr. DiBello asked if the board needed to put a term on this motion. Mr. Fitzgerald stated that he wrote the motion out to read "the board to approve Mary Chrisman as acting board secretary as needed when Diane Fern is unavailable and/or absent during her term".

Mr. DiBello made a motion to approve Mary Chrisman as Acting Board Secretary, as needed, when Diane Fern is unavailable and/or absent during her term. Mr. Pettit seconded it. There were no comments from the public. The motion passed 9-0.

Mr. Ciresi reported that a few months ago he had asked the Board to support putting together a council of community members as far as membership from the Municipalities and Board of Supervisors from the Townships of Upper Providence and Limerick and the Boroughs of Royersford and Spring City as well as the School Board Members. The purpose was for everyone to come together meet and discuss different issues, options and things that they could work as a team on. Mr. Ciresi stated that they had a meeting in May and then another one in October at Upper Providence Township. He advised everyone that they are public meetings and that there will be ongoing meetings. He stated that the meetings are very beneficial. He noted that at the Arboretum Dedication this past weekend one of the Supervisors that was present asked how they could possibly get students from the Western Center to come out and work on a hardscape project out front of the Upper Providence Township Building. He asked Mr. Cromley to report on the October meeting.

Mr. Cromley reported that the Spring-Ford School Board Members along with Borough Councilmen, Managers and Township Officials met at the Upper Providence Recreation Center on October 9th. Mr. Cromley commented that the talking points from the meeting included introductions, the cost of school crossing guards with regards to compensation and uniforms, the Spring-Ford Area School District Police, a secondary access to the high school, the master plans for the study of Linfield Village, the ramp improvements for the 422 – Sanatoga interchange and in conjunction with this the Publicker Industrial site in Linfield with regards to the owners of these properties who are seeking potential revenue reductions in their taxes. Mr. Cromley reported that there was also discussion on the traffic signal between the 9th Grade and the 10-12 Grade Centers and there will be some tweaking of the timing change for the lights which will hopefully help with the departure times from the

buildings. Mr. Cromley commented that he was in the area of the high school today and noticed a man working on the light signals. Mr. Cromley reported that there was an open floor discussion and topics discussed during this portion of the meeting were the per capita tax, the message that needs to go out to our state legislators regarding tax reform and the status of the demolition work on the Bechtel site. Mr. Cromley thanked Mrs. Fern for organizing the meeting room, providing refreshments and other meeting necessities.

IV. APPROVAL OF MINUTES

There were no questions.

- A. Administration recommends approval of the September 15, 2014 Work Session minutes. **(Attachment A1)**
- B. Administration recommends approval of the September 22, 2014 Board Meeting minutes. **(Attachment A2)**

V. PERSONNEL

There were no questions.

A. Resignations

- 1. **William E. Brown**, Custodian, Limerick Elementary School; for the purpose of retirement. Effective: January 5, 2015.
- 2. **Jessica Saloky**, Assistant Swim Coach, Senior High School. Effective: September 18, 2014.
- 3. **Lindsay J. Shaner**, Special Education Teacher, Senior High School. Effective: December 23, 2014.
- 4. **Megan E. Wiley**, Special Education Teacher, 5/6th Grade Center. Effective: To be determined.

B. Leaves of Absence

- 1. **Suzanne Bowman**, Art Teacher, Upper Providence Elementary School; for child-rearing leave of absence per the Professional Agreement. Effective: December 27, 2014 through the end of the 2014-2015 school year.
- 2. **Amanda K. Leslie**, Learning Support Teacher, Senior High School; for an extension of child-rearing leave of absence per the Professional Agreement. Effective: January 22, 2015 through the end of the 2014-2015 school year.

C. Support Staff Employees

- 1. **Jonathan B. Landis**, IT Support Tech-10 month, Senior High School; replacing David A. Schaeffer who resigned. Compensation will be set at \$19.36/hour with benefits. Effective: September 29, 2014.

2. **Megan G. Reischel**, Instructional Assistant, Oaks Elementary School; replacing Nina V. Calamaro who retired. Compensation will be set at \$17.36/hour (degree rate) with benefits. Effective: October 22, 2014.

D. Support Staff Substitutes

1. **Nicole L. Collins** Food Service
2. **Kristen S. Giangiolio** Food Service
3. **Lorraine R. Moyer** Office/Clerical

E. Personnel Information Item

The individual listed below has completed three (3) years of satisfactory service as a temporary professional employee and is, therefore, entitled to tenure status:

1. **Maria Carroll** Special Education Teacher Upper Providence Elementary

- F. Administration recommends approval of the attached extra-curricular contracts for the 2014-2015 school year. **(Attachment A3)**

- G. Board approval is needed to grant a commission to **Dr. David R. Goodin** for the position of Superintendent of Schools beginning July 1, 2015 for a period of four (4) years or until June 30, 2019 and adopt the contract governing the terms of his employment.

- H. Board approval is needed to grant a commission to **Dr. Allyn J. Roche** for the position of Assistant Superintendent of Schools beginning July 1, 2015 for a period of four years (4) or until June 30, 2019 and adopt the contract governing the terms of his employment.

VI. FINANCE

There were no questions.

- 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

September

Check No. 155004 – 155070	\$ 276,279.26
ACH 141500106 – 141500115	\$ 3,201.23

October

Check No. 155071 – 155297	\$1,749,920.00
ACH 141500116 – 141500127	\$ 1,319.85

2. Athletic Fund

September

Check No. 307240 – 307407

\$ 37,995.17

- C. Administration recommends approval of the following **independent contracts** that are being funded by the Home and School Associations, the Home and School League, the Parent Teacher Associations and the Parent Teacher Organizations:
1. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide three assemblies for kindergarten students at Brooke Elementary School entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$330.00.
 2. **Bureau of Lectures & Concert Artists, Inc. – Lawrence, KS.** Provide an assembly entitled Joe “The Trick-Star” Odhiambo which focuses on teaching students that all people can succeed in life through five attributes; Faith in Yourself, Persistence, Patience, Working Hard and Responsibility. Funding will be paid by the Limerick Home and School League and shall not exceed \$390.00.
 3. **Mike Straka – Bushkill, PA.** Provide a Dinosaur Dig Presentation at Oaks Elementary School for second grade students. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$525.00.
- D. Administration recommends approval of the following independent contracts:
1. **Chuck Favata – Lansdale, PA.** Provide two internet safety workshops for parents of Upper Providence Elementary students in grades K-4. Funding will be paid from the Upper Providence Elementary Assembly Budget and shall not exceed \$850.00.
 2. **Intelligent Education, LLC – Lancaster, PA.** Provide data analysis including insights to PVAAS and E-metric achievement at Upper Providence Elementary School. Funding will be paid from the Upper Providence Assembly Budget and shall not exceed \$400.00 for one hour of service.
 3. **American Red Cross, Southeastern Pennsylvania Chapter – Philadelphia, PA.** Provide initial CPR and First Aid training and recertification of staff. Funding will be paid from Medical Access Funds and shall not exceed \$1,360.00.
 4. **Amy McGinnis Behavioral Consulting – Collegeville, PA.** Provide Applied Behavior Analysis Therapy in the school setting for a special needs student as per the IEP. Direct Intervention services will be provided for 24 hours per month for 10 months at a rate of \$95.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$22,800.00.
 5. **Dr. Edward Moss – Bryn Mawr, PA.** Provide a neuropsychological evaluation of a special needs student, conduct an observation, prepare a report, and provide feedback to the district. Funding will be paid from the Special Education Budget and shall not exceed \$3,400.00.

6. **Personal Health Care, Inc. – Valley Forge, PA.** Provide Nursing Services for a special needs student as per the IEP. Services will be provided for 7 hours per day for 5 days per week for 8 weeks at a rate of \$44.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$12,320.00.
 7. **The Pathway School – Norristown, PA.** Provide intensive one-on-one educational and behavioral services for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$34,000.00.
 8. **Dr. Timothy Davis – Cortland, NY.** Provide professional development on Adapted Physical Education for professional staff during the November 4, 2014 in-service. Funding will be paid from the Curriculum and Instruction Budget and shall not exceed \$900.00.
- E. Administration recommends acceptance of the following bid award for the 2014-2015 School Year:
1. **PUBLICATIONS**
Kalil's Printing \$3,235.20 Handbooks – Intermediate, Middle, Senior High
- F. Administration recommends approval of the following **Use of Facilities Permits**:
Permits No. 4999 – 5054
- G. Administration recommends approval of the following **exonerations** from the per capita tax for the 2014-2015 school year:
- | | |
|----------------------------------|---------------|
| Royersford Borough Exonerations | No. 090 – 093 |
| Spring City Borough Exonerations | No. 024 – 025 |
- H. Administration recommends approval of the following **additions/deletions** to the per capita tax for the 2014-2015 school year:
- | | |
|------------------------------|---------------|
| Royersford Borough Deletions | No. 343 - 359 |
|------------------------------|---------------|

VII. PROPERTY

Mr. Dehnert asked about Item C and the fact that the job description said non-exempt. He stated that he thought that this position would eliminate overtime but if it is non-exempt it will not eliminate the overtime. Mrs. Leiss stated that the position is a non-exempt position meaning that the employee would be entitled to overtime requirements but what they are hoping to do is to separate some duties and responsibilities thereby reducing workloads which would eliminate the overtime amounts. Mrs. Leiss added that the position itself is not classified under the Fair Labor Standards Act as an exempt classification.

- A. Administration recommends approval to award a contract for Snow Removal Services district-wide to C & C Landscaping, Inc., Glen Clarke, Royersford, PA, and the lowest responsible hourly RFP. The cost will be \$68.00 per hour/per truck, \$65.00 per hour/per 6 wheel dump truck, \$85.00 per hour for skid loader, \$125.00 per hour for loader. Funding will come from the 2014/2015 Maintenance General Fund Budget.

- B. Administration recommends approval to award a contract to Daktronics for the material, labor and installation of the new scoreboard at Ram Stadium which will replace the old and non-repairable existing scoreboard. The total cost for the project is \$43,502.00 with Spring City American Legion contributing \$17,500 toward the cost of the project and the balance of the funding will come from the 2014/2015 Maintenance General Fund Budget. (This will be completed through a co-star contract.)
- C. Administration recommends approval of the newly created Job Description for the HVAC Control Specialist as per the attached draft. The individual will report to the Director of the Planning, Operations and Facilities. **(Attachment A4)**

VIII. PROGRAMMING AND CURRICULUM

There were no questions.

- A. Administration recommends approval of the following new courses for the High School for the 2015-2016 school year. Board approval is requested so that administration may begin the process of planning for curriculum development, budgeting, and inclusion of the course.

1. International Business

Rationale:

This minor course will provide a higher level course offering for those students interested in Global Studies and/or Business and will enrich Spring-Ford Area School District's Business and Global Studies Programs. The course is designed to introduce students to the complexity of international business, political, and economic systems. The units chosen will enhance student understanding of global currency, trade, marketing, and international consumer behavior. Students will also study the influence of culture on global business trends and our global economy.

This course would be a part of the Global Studies Program, but open to any qualified sophomore, junior or senior student.

Staffing:

Current staff would be utilized if enrollment numbers warrant.

Cost:

Textbooks	\$3,520.00	(40 books @ \$88 Each)
Initial Materials	\$ 350.00	(Teacher Resources & Supplemental Items)
TOTAL	<u>\$3,870.00</u>	

2. Project Lead the Way: Principles of Engineering (POE)

Rationale:

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.

Principals of Engineering is the second course in the sequence and designed for 10th-12th grade students. Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of structures and materials, and automation. Students develop skills in problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation. This course would be a major course with honors weight, open to any interested 10th to 12th grade student who has completed the first PLTW course, Introduction to Engineering Design.

Staffing:

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

Cost:

Participation Fee	\$3,000.00
Training for 1 teacher	\$2,200.00
2015-16 Materials	\$ 950.00
Lab Inventory	<u>\$2,500.00</u>
TOTAL:	\$8,650.00

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

There were no questions.

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

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

DISTRICT-WIDE

- A. **Dr. Allyn Roche**, Assistant Superintendent, **Kimberly Bast**, Assistant Director of Curriculum & Instruction, **Patrick Nugent**, High School Principal, and **Jennifer Rinehimer**, 6th Grade House Principal, to attend the "*SAS Institute – The Power of Performance Conference*" from December 7 through December 9, 2014 at the Hershey Lodge & Convention Center in Hershey, PA. The total cost of the conference is \$1,380.00 (registration, mileage and meals) from the 580 account. No substitutes are needed.
- B. **Karen DeLange**, Special Education Teacher, and **Angela Santello**, RN, to attend "*Caron Student Assistance Program (SAP) Training*" from November 11 through November 13, 2014 in Plymouth Meeting, PA and **Alexandra Collins**, Math Teacher to attend from February 10 through February 12, 2015. The total cost of this training is \$2,301.83 (registration, mileage, and substitutes). All fees are being paid from the Pottstown Area Health and Wellness Foundation Grant.

- C. **Keri Brennan, Kelly Grant, and Louise Plush**, Teachers, to attend *"The New Units of Study in Argument, Information, and Narrative Writing"* at the Hilton Philadelphia City Avenue on November 19, 2014. The total cost for this conference is \$1,087.00 (registration and substitutes for the three teachers).
- D. **Nick Lemuell and Susan Pronchik**, Guidance Counselors, to attend *"Pennsylvania School Counselors Association Annual Conference"* on December 4th and 5th, 2014 at Seven Springs Resort in Champion, PA. The total cost for this conference is \$1,984.00 (Registration, mileage, and lodging). No substitutes are needed. All fees are being paid from the Pottstown Area Health and Wellness Foundation Grant.

HIGH SCHOOL

- E. **Susan Hammond**, Teacher, invited to attend *"Project Based Assessment"* work sessions from October 14th through October 16, 2014 in Harrisburg, PA. Mrs. Hammond will work with a state-wide team on the creation of Keystone Project Based Assessments for Biology. The total cost of this conference is \$450.00 (substitute) from the substitute account.

7TH GRADE CENTER

- F. **Kate Seward**, to attend *"SMART Collaborative Classroom Summit"* at Preston Middle School in Fort Collins, Colorado from October 23rd through October 26th, 2014. SMART Company will be covering all expenses for Ms. Seward other than substitute costs. The total cost to the district is \$300.00 for a substitute.

5TH/6TH GRADE CENTER

- G. **Brenda Haydt**, Learning Support Teacher, and **Jennifer Smith**, Speech Clinician, to attend *"PaTTAN Assistive Technology Expo 2014"* in King of Prussia, PA on November 13, 2014. The total cost to the district is \$150.00 for a substitute for one day for Ms. Haydt. No substitute is needed for Ms. Smith.
- H. **Timothy Glass** and **Jeff Moyer**, Health and Physical Education Teachers, to attend the *"2014 PSAHPERD Annual Convention"* at Seven Springs Mountain Resort in Champion, PA from November 20 through November 23, 2014. The total cost for this convention is \$2,130.00 (registration, mileage, lodging, meals and 2 days of substitutes for both Mr. Glass and Mr. Moyer) to be paid from the Pottstown Area Health and Wellness Foundation Grant.

ROYERSFORD

- I. **Ann Ricci**, Gifted Support Teacher, to attend *"Inside the Brainiac Brain"* and *"Apart & Away"* at the Montgomery County Intermediate Unit in Eagleville, PA on December 15, 2014 and March 18, 2015. The total cost for these conferences is \$573.20 (registration, mileage and substitutes for the two days).

X. OTHER BUSINESS

There were no questions.

A. Administration recommends approval of the following annual reports of income and expenses as required by Policy #229 – Student Fund Raising.

1. Brooke Elementary Home and School Association
2. Evans Elementary Home and School Association
3. Oaks Elementary Parent Teacher Association
4. Spring City Elementary Home and School Association
5. Upper Providence Home and School Association
6. Spring-Ford High School Home and School Association
7. Spring-Ford Athletic Booster Club

B. The following policies are submitted as a first reading:

1. Policy #217 – PUPILS: Graduation Requirements (**Attachment A5**)
2. Policy #223 – PUPILS: Use of Bicycles/Motor Vehicles/Skateboards (**Attachment A6**)
3. Policy #405 – PROFESSIONAL EMPLOYEES: Employment of Substitute Professional Employees (To Be Rescinded) (**Attachment A7**)

XI. PUBLIC TO BE HEARD

There were no comments from the public.

Mr. DiBello announced that the Girls' High School Soccer Team won the PAC 10 Championship this year for the second year in a row. He also announced that the High School Band won their 5th competition in a row this past week and will be moving onto a higher seed at their upcoming ACC Championship where they will be defending their championship this weekend.

XII. ADJOURNMENT

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

Respectfully submitted,

Diane M. Fern
Board Secretary

On October 27, 2014 the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:48 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Willard D. Cromley, Bernard F. Pettit and Kelly J. Spletzer

Region II: Dawn R. Heine, Clinton L. Jackson and Todd R. Wolf

Region III: Mark P. Dehnert and Thomas J. DiBello

Presiding Officer: Joseph P. Ciresi

Superintendent: Dr. David R. Goodin

Business Manager: Timothy Anspach

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Taylor M. Auman and Dana K. Ludgate

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

ANNOUNCEMENTS

Mrs. Fern invited everyone to come out and support students at the Western Montgomery Career and Technology Center, located at 77 Graterford Road, Limerick, during a community dinner on Monday, November 3! Meals are \$12 for adults, \$8 for children under 12 years old and free for children under 2 years old. She informed everyone that a full menu is available online, and that reservations are recommended but not required. Mrs. Fern invited the community to join the Spring-Ford Area School District on November 2, 2014 for the Walk Now for Autism Speaks event at Citizen's Bank Park. She announced that friends, families and co-workers will walk to change the future for all who struggle with autism. She added that if anyone could not make the walk, but would like to support the team, shirts are being sold for \$15 and part of the proceeds from the shirts will go to Autism Speaks. Shirts will be delivered to their child at school the week of the walk. Anyone who would like to obtain more information on this can find it on the district website.

Mr. DiBello announced that Spring-Ford Area High School Marching Band yesterday won their 5th ACC Championship. He added that they not only won the championship but they also won Best Brass, Visual, Music and Percussion. Mr. DiBello reported that the 12th place band had a score somewhere around 80 – 83 and the 2nd place band had a score of 94. Spring-Ford finished in 1st place with a score of 97.25. Mr. DiBello stated that watching Spring-Ford compete was like watching a college level performance. He added that many in attendance from other schools applauded at the conclusion of Spring-Ford's performance. Mr. DiBello expressed how proud he was of the band and their accomplishments.

Mr. Ciresi commented that the district will have to make room for another banner to be hung. He congratulated the Band Program on their achievements.

PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

I. PRESENTATIONS

Mrs. Ruppert introduced the 12 outstanding high school students, **Jonathan Cooper, Brian T. DeAngelis, Malcolm C. Hoffman, Raghav Jain, Andrew M. Leisner, Connor K. McKeon, Aalok P. Patel, Jordan R. Reed, Tameka N. Sadler, Tyler J. Trimble, Ashwini Vatsamanu** and **Daniel J. Weisner** who were named as Commended Students in the 2015 National Merit Scholarship Program. She stated that this is the highest number of commended students in Spring-Ford history. She asked each student to come forward and receive a certificate in honor of their achievement. She expressed thanks to the parents and guardians of these students for all of the support and guidance they have provided the students over their school years.

Mrs. Ruppert explained the process the students must go through to advance to these levels.

Mrs. Ruppert next introduced the 3 outstanding high school senior students, **Hans Kumar, William G. Leisner** and **Alexander R. Tomarelli** who were named as Semi-Finalists in the 2015 National Merit Scholarship Program. She also introduced **Tameka N. Sadler**, an outstanding senior, who was also named as a Semi-Finalist in the 2015 National Achievement Scholarship Program.

- A. Recognition of **Tameka N. Sadler** on being named as a "Semi-Finalist" in the 2015 National Achievement Scholarship Program. Tameka was among the 1,600 seniors, out of the 160,000 who requested consideration in the program, whose scores in the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQQT) qualified them as a semi-finalist.
- B. Recognition of **Hans Kumar, William G. Leisner** and **Alexander R. Tomarelli** on being named as "Semi-Finalists" in the 2015 National Merit Scholarship Program. These three seniors were among the 16,000 highest performers, out of the more than 1.4 million students, who took the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) last October and qualified as semi-finalists.
- C. Recognition of **Jonathan Cooper, Brian T. DeAngelis, Malcolm C. Hoffman, Raghav Jain, Andrew M. Leisner, Connor K. McKeon, Aalok P. Patel, Jordan R. Reed, Tameka N. Sadler, Tyler J. Trimble, Ashwini Vatsamanu** and **Daniel J. Weisner** on being named as "Commended Students" in the 2015 National Merit Scholarship Program. These twelve 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.

II. BOARD AND COMMITTEE REPORTS

Community Relations

Joseph Ciresi

3rd Mon, 6:30 p.m.

Mr. Ciresi reported that the Community Relations Committee met on October 20th and discussed Ms. Erin Crew's first 28 days with the district as the School and Community Engagement Consultant. He stated that the conversation pertained to ideas on how to change some of the communications and publications the district is putting out. They

also talked about branding and the continuation of branding throughout the district as well as the possibility of trademarking our logo which Dr. Roche is going to look into. Mr. Ciresi stated that they are also going to look into the opportunity of partnering up with businesses and the community moving forward.

Curriculum/Technology Dawn Heine

1st Tues. 6:30 p.m.

Mrs. Heine reported that the Curriculum/Technology Committee met on October 7th and received an update on Smart Classroom Projects. Mr. Reynolds provided information on the evaluation of the Epson Interactive Projector versus the Smart Projection Technology. It was determined based on responses from the teachers that we will be using all Smart Technology for the classrooms versus the interactive technology. Mrs. Heine reported that there will be 135 classrooms that will be receiving Smart Room Technology utilizing the \$410,000 that has been budgeted for technology. Bids will be sought for the installation of the projectors and Smart Boards. Board approval will be sought on the November agenda with an anticipated completion date of January 31st. The Committee discussed communication problems when working with the home and school organizations who are funding the installation of Smart Classrooms. It was pointed out that the building principals are the primary point of communication between the home and school and the Technology Department. Mrs. Heine reported that with regards to the Modernized Learning update there are weekly meetings that are held between Dr. Goodin, Dr. Floyd and Mr. Reynolds. The staff members who are willing to pilot this program have been met with and all are very excited. The order for the hardware items for these 4 pilot classes have been placed. The stakeholder meetings for the Modernized Learning will take place later this month. Mrs. Heine reported that the Hybrid Learning Program is running in 2014-2015 and there is a new Reading/Language Arts Program that has been added for the content. The PSSA data from the Hybrid Learning Center has been shared and information will continue to be collected. Mrs. Heine reported that now that 2 years of Hybrid Learning have been completed they are going to begin looking at possible expansion of the program. Mrs. Heine reported that the committee talked extensively about the health and wellness information and the current Health and Physical Education Programs are in excellent condition as all courses meet academic standards. Mrs. Heine stated that if there was a desire to change the programs then new courses would require scheduling and staffing changes as well as a cost from a writing standpoint of approximately \$4,000 per course plus the cost of any additional materials that would be needed. Mrs. Heine stated that at this time there is no existing space in our building to add any additional health and wellness courses that would require additional space for equipment. The AP College Board has given us a couple of grants; one for \$7,300 for Calculus AB, \$7,100 for Statistics, and \$1,800 for Environmental Science. The grants are for the purpose of increasing female and unrepresented minorities' participation in AP Courses considered part of STEM. Mrs. Heine spoke about other grants that have been applied for and we are currently waiting to hear about their status. The committee talked about potential new courses for 2015-2016; International Business, Global Citizenship, Principles of Engineering, and Pre-Algebra. The Curriculum Department will be getting quotes for the French II and Spanish II textbooks and those quotes will be brought to the Board either in November or December.

Mr. Dehnert asked about the cost differential between the Interactive Projector and the Smart Technology and Mr. Reynolds replied that it is about \$300. He stated that the total estimated price tags are \$4,600 and \$5,000 depending on the labor. Mrs. Heine added that part of the expense is for the licensing so the long term costs basically become nil. Mr. Reynolds stated that what really changes is the way Smart does their licensing as the SmartBoard used to come with a free software license that we now must pay for so this really leveled the pricing. Mr. Dehnert asked if it was a perpetual license or a subscription and Mr. Reynolds replied that

it is a perpetual license for that version of software but if you want the new version you must pay an annual maintenance fee.

Personnel

Bernard Pettit

(As Needed)

There was no report.

Superintendent's Report Dr. David R. Goodin

Dr. Goodin stated that he would like to highlight the work of Students Against Destructive Decisions (SADD) who were able to raise and donate an impressive \$7,344 to Spring-Ford Counseling Services. The student led fundraiser took place during the Junior – Senior Powder Puff game on Friday, October 17th. The record setting fundraiser was the most successful one for the group and the presentation of the check took place during half-time of the homecoming football game. Dr. Goodin reported that the end of the first marking period is this Wednesday, October 29th and report cards will be distributed and available for viewing electronically by 4:00 PM on Monday, November 10th. Dr. Goodin reminded everyone that there is no school for students on Election Day, November 4th, and there will be an in-service for staff on that day. Dr. Goodin reported that there are many activities taking place in our schools in honor of Veteran's Day. He urged everyone to check their individual school's website to see what activities are planned. Dr. Goodin reported that the students from Limerick Ireland who are participating in the Limerick to Limerick Program will arrive here on November 15th to join their Spring-Ford peers. Dr. Goodin announced that American Education Week will take place from November 15th through November 22nd. He stated that many schools will hold special events and activities throughout the week. He added that many of the Board Members will attend school for a firsthand Spring-Ford Area School District educational experience. Dr. Goodin advised everyone to check the Spring-Ford website for school specific activities, dates and times.

Mr. Ciresi told the Board Members that if they wish to participate in the Board Back to School days to advise Dr. Goodin sooner rather than later of their wish to participate. Dr. Goodin stated that he will put the information out to the School Board but it will more than likely be Thursday and Friday of American Education Week. He stated that once he sends the information out to the teaching staff he will advise those interested Board Members of the specifics.

Solicitor's Report

Mark Fitzgerald

There was no report.

PSBA

Kelly Spletzer

Mrs. Spletzer reported that she attended the PASA/PSBA Conference last week along with hundreds of other school board members, administrators, superintendents, vendors and students. She stated that it was a great opportunity and experience. Mrs. Spletzer reported that she was able to network with other board members, made some good connections and got some great ideas to share with our administration. Mrs. Spletzer stated that she learned a lot about the mechanics of the business office and the vendors. Mrs. Spletzer reported that she attended the Delegate Assembly and participated in the vote on PSBA's new legislative platform. The 2015 platform focused on 4 key initiatives; Addressing the PA Pension Crisis, Enacting Meaningful Charter School Reform to Remove Inequities Within the System, Reform of the Charter School Formula for Special Education and Providing Adequate Equitable and Fair Funding by Increasing State Basic Education Funding for Public Schools. Mrs. Spletzer stated that the delegates also voted

to further define PSBA's core legislative principles and supporting concepts which are voted on annually. The delegates then voted on the amendments to the PSBA By-Laws which included the following changes; restructuring of the PSBA governing board, requiring PSBA officer at-large representative to have at least 4 years in a Pennsylvania School Board capacity to be eligible to run for office, expanded the number of groups able to propose by-law amendments and further clarification of duties for the PSBA officers at-large representatives, committee members, regional directors, and other elected officials in the PSBA. Mrs. Spletzer stated that at announcement was made of the results of the officer elections and the President was Kathy Swope, Vice President was Mark Miller, Treasurer was Otto Voit and the PSBA At-Large Representative (East) was Michael Faccinetto. Mrs. Spletzer concluded by saying that her experience was very interesting and wonderful opportunity.

Mr. Ciresi thanked Mrs. Spletzer for attending and stated that the Board never attends these conferences because they are always afraid of the cost and the perception. Mr. Ciresi said he believes it is important as a Board to reconsider this idea because it is not about going and playing but more about networking, learning and understanding. Mr. Ciresi said he is glad that Mrs. Spletzer had an opportunity to attend do this, network and get Spring-Ford's name out there. Mrs. Spletzer stated that it was good to attend and hear great things that other districts have to say about Spring-Ford.

III. APPROVAL OF MINUTES

Mr. Dehnert made a motion to approve Items A-B and Mr. Cromley seconded it. The motion passed 9-0.

A. The Board approved the September 15, 2014 Work Session minutes. (**Attachment A1**)

B. The Board approved the September 22, 2014 Board Meeting minutes. (**Attachment A2**)

IV. PERSONNEL

Mrs. Heine asked that Item F be separated. Mr. Dehnert made a motion to approve Items A-I minus F and Mrs. Heine seconded it. The motion passed 9-0.

Mr. Dehnert made a motion to approve Item F and Mr. Cromley seconded it.

Mrs. Heine expressed concern over the listing of extra-curricular contracts specifically the listing for the addition of the Games Club contract which she knows was discussed at the Extra-curricular Committee meeting. She commented that her concern is that we are not just adding clubs and contracts willy nilly and that we are actually supporting a process. Mrs. Heine stated that she knows in this particular case it was an oversight in how Mrs. Nuneviller accounted for this contract but not following a designated process is concerning to her.

The motion passed 9-0.

A. Resignations

1. **William E. Brown**, Custodian, Limerick Elementary School; for the purpose of retirement. Effective: January 5, 2015.

2. **Jessica Saloky**, Assistant Swim Coach, Senior High School. Effective: September 18, 2014.
3. **Lindsay J. Shaner**, Special Education Teacher, Senior High School. Effective: December 23, 2014.
4. **Megan E. Wiley**, Special Education Teacher, 5/6th Grade Center. Effective: on or before November 21, 2014.

B. Leaves of Absence

1. **Suzanne Bowman**, Art Teacher, Upper Providence Elementary School; for child-rearing leave of absence per the Professional Agreement. Effective: December 27, 2014 through the end of the 2014-2015 school year.
2. **Amanda K. Leslie**, Learning Support Teacher, Senior High School; for an extension of child-rearing leave of absence per the Professional Agreement. Effective: January 22, 2015 through the end of the 2014-2015 school year.

New Leave of Absence

3. **Donald J. Miller**, Elementary Teacher, 5/6th Grade Center; for child-rearing leave of absence per the Professional Agreement. Effective December 23, 2014 through the end of the second quarter of the 2015-2016 school year.

C. Support Staff Employees

1. **Jonathan B. Landis**, IT Support Tech-10 month, Senior High School; replacing David A. Schaeffer who resigned. Compensation will be set at \$19.36/hour with benefits. Effective: September 29, 2014.
2. **Megan G. Reischel**, Instructional Assistant, Oaks Elementary School; replacing Nina V. Calamaro who retired. Compensation will be set at \$17.36/hour (degree rate) with benefits. Effective: October 22, 2014.

D. Support Staff Substitutes

- | | |
|--------------------------------|-----------------|
| 1. Nicole L. Collins | Food Service |
| 2. Kristen S. Giangulio | Food Service |
| 3. Lorraine R. Moyer | Office/Clerical |

E. Personnel Information Item

The individual listed below has completed three (3) years of satisfactory service as a temporary professional employee and is, therefore, approved for tenure status:

1. **Maria Carroll** Special Education Teacher Upper Providence Elementary

- F. The Board approved the attached extra-curricular contracts for the 2014-2015 school year. **(Attachment A3)**

- G. The Board approved granting a commission to **Dr. David R. Goodin** for the position of Superintendent of Schools beginning July 1, 2015 for a period of four (4) years or until June 30, 2019 and adopting the contract governing the terms of his employment.
- H. The Board approved granting a commission to **Dr. Allyn J. Roche** for the position of Assistant Superintendent of Schools beginning July 1, 2015 for a period of four years (4) or until June 30, 2019 and adopting the contract governing the terms of his employment.

New Personnel

I. Change of Status

- 1. **Stacey C. Huntington**, Registered Nurse, Royersford Elementary School to Certified School Nurse at 7th Grade Center; replacing Beth A. Happ who resigned. Compensation will be set at BS, Step 2, \$44,700.00 prorated with benefits per the Professional Agreement. Effective: October 27, 2014

V. FINANCE

Mr. Dehnert made a motion to approve Items A-O and Mrs. Heine seconded it.

Mr. Dehnert questioned Item M wondering if it would not be better to amortize this money over the life of what the bond would have been in order to reduce the taxes from that amount of money. Mr. DiBello expressed some confusion on Mr. Dehnert's comment. Mr. Anspach provided an explanation of the motion and the funds. Mr. Anspach also pointed out that there was a typo in the dollar amount listed in the motion as there was an extra zero.

The motion passed 9-0.

***NEW ADDITIONS SINCE THE WORK SESSION**

- 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

September

Check No. 155004 – 155070	\$ 276,279.26
ACH 141500106 – 141500115	\$ 3,201.23

October

Check No. 155071 – 155297	\$1,749,920.00
ACH 141500116 – 141500127	\$ 1,319.85

2. Athletic FundSeptember

Check No. 307240 – 307407	\$ 37,995.17
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3. *Weekly Checks prior to Board Meeting*October

*Check No. 155298 – 155368	\$ 575,469.04
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*ACH 141500128 – 141500131	\$ 208.95
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4. *Board Checks held for approval*October

*Check No. 155369 – 155408	\$ 63,482.36
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*ACH 141500132 – 141500171	\$ 6,241.75
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- C. The Board approved payment for the following invoices for the month of **OCTOBER** in connection with the **SERIES A of G.O.B. 2007**:

1. **OTHER CAPITAL PROJECTS***Capital Projects Checks held for approval*October

*Check No. 32858 – 32858	\$ 596.88
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- D. The Board approved payment for the following invoices for the month of **OCTOBER** in connection with the **CAPITAL RESERVE ACCOUNT – Fund 32**:

*October

*Architectural Studio	Professional Services (2 Inv.)	\$ 5,250.00
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*Central Restaurant	Sr. High Media Ctr.- Café -	
Products	Equipment (2 Inv.)	\$ 3,378.30

*ePlus Technology Inc.	Technology – District Wide	\$ 21,902.52
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*Karl & Associates	Professional Services	\$ 5,573.00
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*Neuber Environmental	Asbestos Removal - Bechtel Rd	\$ 63,774.00
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*Office Service Co.	Sr. High Media Ctr.- Café -	
	Furniture	\$ 5,718.30

*Pottstown Counter Top	Sr. High Media Ctr. Café -	
	Counter Top	\$ 5,060.00

*Spring-Ford ASD	Berkshire System-Sr. High	
	Café - AV System	\$ 1,083.00

*Spring-Ford ASD	Central Restaurant Prod. - Sr.	
	High Café - Equipment	\$ 267.99

*Waterproofing Tech.	Applic. #4 - 8 th Grade Center	
	Roof Repairs	\$ 19,550.48

TOTAL	\$ 131,557.59
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- E. The Board approved the following **independent contracts** that are being funded by the Home and School Associations, the Home and School League, the Parent Teacher Associations and the Parent Teacher Organizations:

1. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide three assemblies for kindergarten students at Brooke Elementary School entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$330.00.
 2. **Bureau of Lectures & Concert Artists, Inc. – Lawrence, KS.** Provide an assembly entitled Joe “The Trick-Star” Odhiambo which focuses on teaching students that all people can succeed in life through five attributes; Faith in Yourself, Persistence, Patience, Working Hard and Responsibility. Funding will be paid by the Limerick Home and School League and shall not exceed \$390.00.
 3. **Benmore Enterprises (Mike Straka) – Bushkill, PA.** Provide a Dinosaur Dig Presentation at Oaks Elementary School for second grade students. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$525.00.
 4. **Benmore Enterprises (Mike Straka) – Bushkill, PA.** Provide a Dinosaur Dig Presentation at Royersford Elementary School for second grade students. Funding will be paid by the Royersford Elementary Parent Teacher Organization and shall not exceed \$525.00.
- F. The Board approved the following independent contracts:
1. **Chuck Favata – Lansdale, PA.** Provide two internet safety workshops for parents of Upper Providence Elementary students in grades K-4. Funding will be paid from the Upper Providence Elementary Budget and shall not exceed \$850.00.
 2. **Intelligent Education, LLC – Lancaster, PA.** Provide data analysis including insights to PVAAS and E-metric achievement at Upper Providence Elementary School. Funding will be paid from the Upper Providence Budget and shall not exceed \$400.00 for one hour of service.
 3. **American Red Cross, Southeastern Pennsylvania Chapter – Philadelphia, PA.** Provide initial CPR and First Aid training and recertification of staff. Funding will be paid from Medical Access Funds and shall not exceed \$1,360.00.
 4. **Amy McGinnis Behavioral Consulting – Collegeville, PA.** Provide Applied Behavior Analysis Therapy in the school setting for a special needs student as per the IEP. Direct Intervention services will be provided for 24 hours per month for 10 months at a rate of \$95.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$22,800.00.
 5. **Dr. Edward Moss – Bryn Mawr, PA.** Provide a neuropsychological evaluation of a special needs student, conduct an observation, prepare a report, and provide feedback to the district. Funding will be paid from the Special Education Budget and shall not exceed \$3,400.00.

6. **Personal Health Care, Inc. – Valley Forge, PA.** Provide Nursing Services for a special needs student as per the IEP. Services will be provided for 7 hours per day for 5 days per week for 8 weeks at a rate of \$44.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$12,320.00.
 7. **The Pathway School – Norristown, PA.** Provide intensive one-on-one educational and behavioral services for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$34,000.00.
 8. **Dr. Timothy Davis – Cortland, NY.** Provide professional development on Adapted Physical Education for professional staff during the November 4, 2014 in-service. Funding will be paid from the Curriculum and Instruction Budget and shall not exceed \$900.00.
- G. The Board approved the following bid award for the 2014-2015 School Year:
1. **PUBLICATIONS**
Kalil's Printing \$3,235.20 Handbooks – Intermediate, Middle, Senior High
- H. The Board approved the following **Use of Facilities Permits**:
- Permits No. 4999 – 5054
- I. The Board approved the following **exonerations** from the per capita tax for the 2014-2015 school year:
- | | |
|----------------------------------|---------------|
| Royersford Borough Exonerations | No. 090 – 093 |
| Spring City Borough Exonerations | No. 024 – 025 |
- J. The Board approved the following **additions/deletions** to the per capita tax for the 2014-2015 school year:
- | | |
|------------------------------|---------------|
| Royersford Borough Deletions | No. 343 - 359 |
|------------------------------|---------------|

New Finance

- K. The following Treasurers' Reports were approved:
- General Fund
- Money Market – September 2014
 - PSDLAF – September 2014
 - PSDMAX – September 2014
 - Checking Account – September 2014
 - PLGIT Account – September 2014
 - Investment Accounts & Investment Schedule - September 2014
 - Payroll Account – September 2014
 - Tax Account – September 2014
- Activity Accounts
- Elementary Activity – September 2014
 - 7th Grade Activity – September 2014
 - 8th Grade Activity – September 2014

- High School Activity – September 2014
- Athletic Account – September 2014
- Bond Funds
 - Note of 2007A – September 2014
- Other Funds
 - Capital Reserve Fund & Investment Schedule –September 2014
 - Debt Service Fund – September 2014
 - Reservation of Funds (Natatorium, Insurance, Retirement) – September 2014
- Cafeteria Fund
 - Cafeteria Money Market – September 2014
 - Cafeteria Checking Account – September 2014
 - Cafeteria PSDLAF Account – September 2014
 - Investment Account – September 2014

L. The Board approved the **Cafeteria Listing** of Bills:

SEPTEMBER

Check No. 11957 - 11981

\$ 294,708.95

- M. The Board approved the transfer from the General Fund \$1,000,000 to the Capital Reserve Fund (to meet Capital needs) and a transfer of \$1,131,831 to the Debt Service Fund (due to refinancing a bond), as required by GASB 54.
- N. The Board approved a transfer of the prior year's Assigned Fund balance of \$4,326,562, interest accumulated, and additional Self-Funded Health Care savings of \$2,300.000 (total \$6,630,517) to an Internal Service Fund – Health Care Stabilization.
- O. The Board approved a confidential settlement agreement and release agreement **#2014-05** with the parents of a student in special education and the authorization of creating a compensatory educational fund and attorney's fees in the amount of one hundred twenty three thousand dollars (\$123,000.00). Funding will be paid from the Special Education Budget.

VI. PROPERTY

Mr. Cromley asked that Item C be separated. Mr. Pettit made a motion to approve Items A-B and Mr. Dehnert seconded it. The motion passed 9-0.

Mrs. Heine made a motion to approve Item C and Mr. Pettit seconded it. Mr. Cromley asked if this position would be posted and Mr. Cooper replied yes. Mr. Cromley then commented that there was one part in the job description that was troubling to him since the job was listed as a job specialist position. Mr. Cromley stated that it says in the job description, "supervises HVAC mechanics and makes substantive recommendations for hiring, evaluations and termination of HVAC employees. Mr. Cromley said from his perspective he would assume that was an administrative position. Mr. Cooper replied that this person will work beside him and with him evaluating the HVAC division and help with hiring personnel since this person will work with this division day in and day out. Mr. Cooper stated that this person will be involved with the interview process because they will be more familiar with the technical terms. Mr. Cooper provided more details on some of supervisory requirements that this position demands. Mr. Cromley expressed concern over the wording evaluation and termination in the description.

Mrs. Leiss explained that the person hired for this position will not be the direct supervisor as Mr. Cooper will be and the language in the job description may need to be tweaked. Mrs. Leiss stated that as far as the status is concerned, because this is a manual type position, it does not fall under the Fair Labor Standards Act and is therefore not in a supervisory capacity. Mr. Cromley commented that his concern is with the word "supervises" being in the job description.

Mr. Cooper stated that possibly a better word would be assists or participates. Mr. Cromley said as a point of clarification, this position does not eliminate overtime for this person and Mrs. Leiss confirmed that was correct. Mr. Cromley asked if it would be salary plus benefits for the person and Mrs. Leiss replied that it is an hourly rate and anything over 40 hours is paid at time and a half.

Mr. Fitzgerald commented that he would agree that the language needs to be modified as the language is the direct language from the Act 93 provisions as to who would qualify to be under Act 93. Mr. Fitzgerald asked if there were any plans on this position going to Act 93 and Mrs. Leiss confirmed this was not the plan. Mr. Fitzgerald stated that it would be important to modify the language in the job description.

Mr. Ciresi asked if any change needed to be made to the motion and Mr. Fitzgerald replied that he would think that any motion passed would be done so with the understanding that the job description would be modified pertinent to the discussion this evening.

The motion passed 8-1 with Mrs. Spletzer voting no.

- A. The Board approved awarding a contract for Snow Removal Services district-wide to C & C Landscaping, Inc., Glen Clarke, Royersford, PA, and the lowest responsible hourly RFP. The cost will be \$68.00 per hour/per truck, \$65.00 per hour/ per 6 wheel dump truck, \$85.00 per hour for skid loader, \$125.00 per hour for loader. Funding will come from the 2014/2015 Maintenance General Fund Budget.
- B. The Board approved awarding a contract to Daktronics for the material, labor and installation of the new scoreboard at Ram Stadium which will replace the old and non-repairable existing scoreboard. The total cost for the project is \$43,502.00 with Spring City American Legion contributing \$17,500 toward the cost of the project and the balance of the funding will come from the 2014/2015 Maintenance General Fund Budget. (This will be completed through a co-star contract.)
- C. The Board approved the newly created Job Description for the HVAC Control Specialist as per the attached draft. The individual will report to the Director of the Planning, Operations and Facilities. **(Attachment A4)**

VII. PROGRAMMING AND CURRICULUM

Mr. Dehnert made a motion to approve Item A and Mrs. Heine seconded it. The motion passed 9-0.

- A. The Board approved the following new courses for the High School for the 2015-2016 school year. Board approval is requested so that administration may begin the process of planning for curriculum development, budgeting, and inclusion of the course.

1. International Business**Rationale:**

This minor course will provide a higher level course offering for those students interested in Global Studies and/or Business and will enrich Spring-Ford Area School District's Business and Global Studies Programs. The course is designed to introduce students to the complexity of international business, political, and economic systems. The units chosen will enhance student understanding of global currency, trade, marketing, and international consumer behavior. Students will also study the influence of culture on global business trends and our global economy.

This course would be a part of the Global Studies Program, but open to any qualified sophomore, junior or senior student.

Staffing:

Current staff would be utilized if enrollment numbers warrant.

Cost:

Textbooks	\$3,520.00	(40 books @ \$88 Each)
Initial Materials	\$ 350.00	(Teacher Resources & Supplemental Items)
TOTAL	<u>\$3,870.00</u>	

2. Project Lead the Way: Principles of Engineering (POE)**Rationale:**

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.

Principles of Engineering is the second course in the sequence and designed for 10th-12th grade students. Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of structures and materials, and automation. Students develop skills in problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation. This course would be a major course with honors weight, open to any interested 10th to 12th grade student who has completed the first PLTW course, Introduction to Engineering Design.

Staffing:

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

Cost:

Participation Fee	\$3,000.00
Training for 1 teacher	\$2,200.00
2015-16 Materials	\$ 950.00
Lab Inventory	<u>\$2,500.00</u>
TOTAL	<u>\$8,650.00</u>

VIII. CONFERENCE/ WORKSHOP RECOMMENDATIONS

Mr. Pettit made a motion to approved Items A-J and Mrs. Heine seconded it.

Mr. Cromley commented on Item C saying that there are three outstanding professionals attending this conference and asked if they will be coming back and providing all grade levels with some additional in-servicing. Dr. Roche replied yes. Mr. Cromley asked if this is Common Core related and Dr. Roche responded that the attendees were first approved through Dr. Floyd's office in order to make sure they were the correct folks and attending the right workshops and bringing the information back to the district for future sharing as well as in-service opportunities.

The motion passed 9-0.

The following individuals are approved for attendance at the following conferences and workshops:

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

DISTRICT-WIDE

- A. **Dr. Allyn Roche**, Assistant Superintendent, **Kimberly Bast**, Assistant Director of Curriculum & Instruction, **Patrick Nugent**, High School Principal, and **Jennifer Rinehimer**, 6th Grade House Principal, to attend the "*SAS Institute – The Power of Performance Conference*" from December 7 through December 9, 2014 at the Hershey Lodge & Convention Center in Hershey, PA. The total cost of the conference is \$1,380.00 (registration, mileage and meals) from the 580 account. No substitutes are needed.
- B. **Karen DeLange**, Special Education Teacher, and **Angela Santello**, RN, to attend "*Caron Student Assistance Program (SAP) Training*" from November 11 through November 13, 2014 in Plymouth Meeting, PA and **Alexandra Collins**, Math Teacher to attend from February 10 through February 12, 2015. The total cost of this training is \$2,301.83 (registration, mileage, and substitutes). All fees are being paid from the Pottstown Area Health and Wellness Foundation Grant.
- C. **Keri Brennan**, **Kelly Grant**, and **Louise Plush**, Teachers, to attend "*The New Units of Study in Argument, Information, and Narrative Writing*" at the Hilton Philadelphia City Avenue on November 19, 2014. The total cost for this conference is \$1,087.00 (registration and substitutes for the three teachers).
- D. **Nick Lemuell** and **Susan Pronchik**, Guidance Counselors, to attend "*Pennsylvania School Counselors Association Annual Conference*" on December 4th and 5th, 2014 at Seven Springs Resort in Champion, PA. The total cost for this conference is \$1,984.00 (Registration, mileage, and lodging). No substitutes are needed. All fees are being paid from the Pottstown Area Health and Wellness Foundation Grant.

HIGH SCHOOL

- E. **Susan Hammond**, Teacher, invited to attend "*Project Based Assessment*" work sessions from October 14th through October 16, 2014 in Harrisburg, PA. Mrs. Hammond will work with a state-wide team on the creation of Keystone Project Based Assessments for

Biology. The total cost of this conference is \$450.00 (substitute) from the substitute account.

7TH GRADE CENTER

- F. **Kate Seward**, to attend "*SMART Collaborative Classroom Summit*" at Preston Middle School in Fort Collins, Colorado from October 23rd through October 26th, 2014. SMART Company will be covering all expenses for Ms. Seward other than substitute costs. The total cost to the district is \$300.00 for a substitute.

5TH/6TH GRADE CENTER

- G. **Brenda Haydt**, Learning Support Teacher, and **Jennifer Smith**, Speech Clinician, to attend "*PaTTAN Assistive Technology Expo 2014*" in King of Prussia, PA on November 13, 2014. The total cost to the district is \$150.00 for a substitute for one day for Ms. Haydt. No substitute is needed for Ms. Smith.
- H. **Timothy Glass** and **Jeff Moyer**, Health and Physical Education Teachers, to attend the "*2014 PSAHPERD Annual Convention*" at Seven Springs Mountain Resort in Champion, PA from November 20 through November 23, 2014. The total cost for this convention is \$2,130.00 (registration, mileage, lodging, meals and 2 days of substitutes for both Mr. Glass and Mr. Moyer) to be paid from the Pottstown Area Health and Wellness Foundation Grant.

ROYERSFORD

- I. **Ann Ricci**, Gifted Support Teacher, to attend "*Inside the Brainiac Brain*" and "*Apart & Away*" at the Montgomery County Intermediate Unit in Eagleville, PA on December 15, 2014 and March 18, 2015. The total cost for these conferences is \$573.20 (registration, mileage and substitutes for the two days).

NEW CONFERENCE AND WORKSHOP

- J. **Jennifer McGlade**, Reading Specialist, to attend "*PaTTAN Assistive Technology Expo 2014*" in King of Prussia, PA on November 13, 2014. The total cost to the district is \$150.00 for a substitute for one day for Ms. McGlade.

IX. OTHER BUSINESS

Mr. Dehnert made a motion to approve Item A and Mr. Cromley seconded it. The motion passed 9-0.

- A. The Board approved the following annual reports of income and expenses as required by Policy #229 – Student Fund Raising.
1. Brooke Elementary Home and School Association
 2. Evans Elementary Home and School Association
 3. Oaks Elementary Parent Teacher Association
 4. Spring City Elementary Home and School Association
 5. Upper Providence Home and School Association
 6. Spring-Ford High School Home and School Association
 7. Spring-Ford Athletic Booster Club

B. The following policies are submitted as a first reading:

1. Policy #217 – PUPILS: Graduation Requirements (**Attachment A5**)
2. Policy #223 – PUPILS: Use of Bicycles/Motor Vehicles/Skateboards (**Attachment A6**)
3. Policy #405 – PROFESSIONAL EMPLOYEES: Employment of Substitute Professional Employees (To Be Rescinded) (**Attachment A7**)

XI. PUBLIC TO BE HEARD

There were no comments from the public.

Dr. Goodin thanked the School Board for their continued confidence in Dr. Roche and himself. He stated that they look forward to working and serving within the district for another 4 years. Dr. Goodin commented that it has been their pleasure to work with the Board, the staff and within this community over the past 3 ½ years and they look forward to continuing that relationship.

XII. ADJOURNMENT

Mr. Pettit made a motion to adjourn and Mrs. Heine seconded it. The motion passed 9-0. The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

	Last Name	First Name	Contract Title	Season	Stipend	Comments	Agenda
1	Agnew	Mark A.	Swimming Head Coach - HS	Winter	\$6,918.00		November-14
2	Anspach	Jason	Asst. Wrestling Coach (7/8/9th Grade)	Winter	\$4,234.00		November-14
3	Bittner	Brandon	Production/Lighting - HS (1/2 contract)	1/2 year	\$735.50		November-14
4	Brobst	Bruce	Intramural Volleyball-HS	Winter	\$678.00		November-14
5	Coletti	Alicia	Asst. Cheerleading Winter-HS	Winter	\$2,555.00		November-14
6	Cook	Kathy D.	Asst. Swimming Coach - HS	Winter	\$5,189.00		November-14
7	Fraker, Jr.	Richard L.	Asst. Track Coach-Girls & Boys-HS Spring (1/2 contract)	Spring	\$1,995.50		November-14
8	Fraker, Jr.	Richard L.	Volunteer Track Coach-HS-Winter	Winter	volunteer		November-14
9	Grauch	Lia M.	Asst Indoor Color Guard Inst.	Winter	\$2,215.00		November-14
10	Greene	Mallory R.	Intramural Volleyball-HS	Winter	\$678.00		November-14
11	Kraynak	John A.	Volunteer Boys & Girls Track - Winter & Spring	Winter/Spring	volunteer		November-14
12	Love	Paula	Production Lighting (1/2 contract)	1/2 year	\$735.50		November-14
13	Marcellus	Jason	Lacrosse Coach - Boys 7th Grade	Spring	\$2,772.00		November-14
14	Munoz	Rachael	Head Cheerleading Winter-7th Grade	Winter	\$1,875.00		November-14
15	Murtin	John A.	Asst. Basketball Coach-Girls-HS	Winter	\$4,790.00		November-14
16	Swavely	Adam	Baseball Head Coach - 9th Grade	Spring	\$3,186.00		November-14
17	Kurtz	Matthew	Asst. Basketball Coach-Boys-HS	Winter	\$4,790.00		November-14
18	Lawrence	Rachel	Ski Board Club-HS	Winter	\$678.00		November-14
19	Culp	Amy	Ski Board Club-HS	Winter	\$678.00		November-14



SPRING-FORD AREA SCHOOL DISTRICT

DISTRICT ADMINISTRATION OFFICE

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

Resolution 2014 - 39

ADMINISTRATION

Dr. David R. Goodin
Superintendent

Dr. Allyn J. Roche
Assistant Superintendent

BOARD OF DIRECTORS

Joseph P. Ciresi
Board President

Thomas J. DiBello
Board Vice President

Willard D. Cromley
Region I

Mark P. Dehnert
Region III

Dawn R. Heine
Region II

Clinton L. Jackson
Region II

Bernard F. Pettit
Region I

Kelly J. Spletzer
Region I

Todd R. Wolf
Region II

Whereas, the Spring-Ford Area School District (the "District") levied taxes on real estate within Upper Providence Township, Montgomery County for the fiscal year that began on July 1, 2013; and

Whereas, all local tax collectors within the District are required to collect real estate taxes from July through the point at which such taxes become delinquent; and

Whereas, at the point when real estate taxes become delinquent, the District – in compliance with the Local Tax Collection Law – requires that all its Montgomery County tax collectors relinquish responsibility for collecting such taxes to the Montgomery County Tax Claims Bureau (the "TCB"); and

Whereas, in order to relinquish collection responsibility to the TCB, the individual tax collectors must submit a certified list of taxes he or she has been unable to collect and which are then delinquent (the "Lien List"); and

Whereas, without the above Lien List the TCB has no authority to collect the delinquent real estate taxes for the District; and

Whereas, at no point since the unpaid Upper Providence real estate taxes levied by the District in July 2013 became delinquent has the the Upper Providence Tax Collector in office through the end of 2013 (the "Former Tax Collector") submitted the fiscal year 2013 lien list; and

Whereas, the District retained the independent auditors Maillie LLP to audit and reconstruct the Former Tax Collector's records to determine which taxpayers had paid their real estate taxes and which had not; and

Whereas, the above auditors also created a lien list appropriate for certification by the Former Tax Collector; and

Whereas, in addition to the fees charged by the above auditors, the District incurred various fees and expenses in order to reconstruct the Former Tax Collector's records, prepare a lien list for certification, and otherwise attempt to compel the Former Tax Collector to take those steps necessary for the District to collect its delinquent taxes; and.

Whereas, the Lien List for the fiscal year beginning in July 2013 was to be submitted to the TCB in January 2014; and

Whereas, to date, the Former Tax Collector has still not certified and submitted either the auditor-created or any other lien list to the TCB.

Now, therefore, this 24th day of November, 2014, the Spring-Ford Area School Board hereby resolves:

1. The recitals contained in the whereas clauses above are incorporated by reference as though fully set forth herein.
2. The Board of School Directors approves the audit of the 2013 Upper Providence tax records performed by the independent auditors, Maillie LLP and accept the same as the District's understanding of the real estate tax delinquencies for taxes levied for the fiscal year beginning July 2013.
3. Solely because neither the Former Tax Collector nor any person or entity acting in her place has certified this Lien List and submitted it to the TCB for collection, those tax delinquencies are uncollectable and shall be considered a loss to the District.
4. Traveler's Insurance Company issued a bond relating to the performance of tax collector duties by the Former Tax Collector.
5. The District Administration is directed to make a new claim or supplement any existing claim against the bonding company for the entire amount of the loss suffered by the District including the uncollectable delinquent taxes as well as any other expenses paid by the District in its effort to collect the delinquent taxes owed to it.
6. The Administration and the District's Solicitor are directed to take steps necessary to pursue any claim against the Former Tax Collector and the bonding company in order to satisfy the District's losses. Where the Administration feels it may do so without otherwise prejudicing its claim, the Spring-Ford Business Office will continue to work in cooperation with Montgomery County Tax Office, Maillie LLP, Fox Rothschild LLP, and the bonding company to obtain certification of the Lien List and submit it to the TCB.

By: _____
Joseph P. Ciresi
School Board President

By: _____
Diane M. Fern
School Board Secretary

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: GRADUATION
REQUIREMENTS

ADOPTED: March 25, 1991

REVISED: August 27, 2012

REVIEWED: October 13, 2014

217. GRADUATION REQUIREMENTS	
1. Purpose	The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.
2. Authority Title 22 Sec. 4.24, 4.51, 4.52	The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, and proficiency on district and state assessments.
SC 1611, 1613 Title 22 Sec. 4.13, 4.24 Pol. 100	The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by the Pennsylvania Department of Education as well as those established by the Spring-Ford Area School District Board of Directors.
SC 1614 Title 22 Sec. 11.27 Pol. 113	The Board may permit an identified student with a disability to participate in graduation ceremonies with his/her graduating class, even though the student will not be granted a diploma and will continue to receive educational services.
SC 1613 Title 22 Sec. 4.12 Pol. 102	A requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12. Credits toward graduation can only be earned when a student is in grade 9 through 12. High School courses taken by students in grades below 9th grade shall not count toward graduation requirements.
	The Board requires that each candidate for graduation shall have earned at least twenty-two (22) credits and demonstrate proficiency on district and state assessments to receive a diploma and be involved in the commencement ceremony.
3. Delegation of Responsibility	The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.
4. Guidelines Pol. 213, 216	Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations.

	Students shall be informed of graduation requirements and the amount of credits they are required to complete.
Pol. 212	Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements. Written notification shall be sent to parents/legal guardians of students in danger of not fulfilling graduation requirements at the end of the student's junior year and at the conclusion of the second and third marking periods of the student's senior year. A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants.
Title 22 Sec. 11.4, 11.8	The fourth year of high school shall not be required if the student has been accepted by an accredited institution of higher learning and has completed all requirements for graduation. <u>Early Graduation</u> Students requesting early graduation must submit a written request executed by their parent/guardian to do so through their high school counselor, who shall confer with the student and parent prior to recommending the request for approval by the high school principal, Superintendent and Board. <u>Students desiring to graduate early must:</u> <ol style="list-style-type: none"> 1) <u>Request permission for early graduation by June 1st of his/her sophomore year (10th grade),</u> 2) <u>Have attended Spring-Ford Area School District for one (1) complete school year, and</u> 3) <u>Have an academic ranking in the top ten percent (10%) of their class.</u> <p>By June 1st of his/her sophomore year, the student will submit a plan detailing the manner in which all graduation requirements (twenty-two credits and proficiency on district and state assessments) will be satisfied. By June 30th, the Superintendent or designee will respond to the student and parent(s) regarding approval/denial of the submitted plan.</p> <p>Each course taken offsite and/or on-line needs to be separately approved using the Course Advancement Approval Process to ensure that the course meets the expectation of the Spring-Ford Area School District and graduation requirements. Courses taken offsite and/or on-line are not calculated toward GPA and/or honor roll.</p>

To graduate as an honor student, the student shall have a cumulative average of at least ninety percent (90%) at the end of first semester of eleventh grade. Students graduating early forgo their opportunity to be valedictorian or a commencement speaker.

Early College Admissions

Students requesting participation in an early college admissions program must submit a written request executed by their parent/guardian to do so through their high school counselor, who shall confer with the student and parent prior to recommending the request for approval by the high school principal, Superintendent and Board.

Students who request permission for early admissions application must be in at least the 11th grade and be achieving in the top quartile of their class, and have been in attendance in the Spring-Ford Area School District for one (1) complete school year.

The student must maintain a C average in his/her freshman year of college work and must be considered a full-time student before the school district will approve a request for a Spring-Ford diploma. Credits presented for the diploma must include all courses mandated by the State Board of Education regulations which have not been completed prior to college entrance.

To graduate as an honor student, the pupil shall have a cumulation honor average of at least ninety percent (90%) at the end of grade eleven and shall maintain an Honor Average or Dean's List as determined by the college. To be valedictorian or a commencement speaker, the student shall be a full-time member of the home school.

It shall be the obligation of the student to maintain communication with the home school before leaving for college in September and between semesters to finalize details of graduation and for information concerning student activities.

Part-Time College Attendance

Students currently enrolled in the twelfth grade may arrange college level courses, subject to restrictions noted above concerning pre-approval, continuing communication between the school district and college officials; must maintain a C average; and must conform with State Board of Education curriculum regulations for dual high school and college enrollment. Pre-approved college courses may be substituted for graduation requirements imposed by the school district.

	<p style="text-align: center;">DIPLOMAS FOR ELIGIBLE VETERANS</p> <p><u>Veterans of World War II</u></p> <p>SC 1611 In order to recognize and honor veterans who left high school prior to graduation to serve in World War II, the Board shall grant a diploma to a veteran who completes the required application and meets the following requirements:</p> <ol style="list-style-type: none"> 1. Was honorably discharged from the Armed Forces of the United States of America. 2. Served in the United States military between September 16, 1940 and December 31, 1946. 3. Attended high school between 1937 and 1946 and would have been a member of a graduation class during the years 1941 through 1950 but did not graduate due to entry into military service. <p><u>Veterans of Korean War</u></p> <p>SC 1611 In order to recognize and honor veterans who left high school prior to graduation to serve in Korean War, the Board shall grant a diploma to a veteran who completes the required application and meets the following requirements:</p> <ol style="list-style-type: none"> 1. Was honorably discharged from the Armed Forces of the United States of America. 2. Served in the United States military between June 27, 1950 and January 31, 1955. 3. Attended high school between 1947 and 1955 and would have been a member of a graduation class during the years 1951 through 1957 but did not graduate from high school due to entry into military service. <p>Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.</p> <p>The Superintendent shall submit to the Board for its approval the names of veterans eligible for a high school diploma.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1611, 1613, 1614</p>
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217. GRADUATION REQUIREMENTS - Pg. 5

	<p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.13, 4.24, 4.51, 4.52, 11.4, 11.5, 11.8, 11.27</p> <p>Board Policy – 100, 102, 113, 127, 212, 213, 216, 233</p>
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APPLICATION FOR DIPLOMA WORLD WAR II VETERANS

Name: _____

Current address: _____

Name and address of high school attended: _____

Dates of attendance: _____

Year veteran would have graduated: _____

Date entered military service: _____

Branch of service: _____

I verify that the above information is accurate.

Signature

Date

I am applying on behalf of _____, who is deceased. I verify that the above information is accurate.

Signature

Date

Relationship to Veteran



APPLICATION FOR DIPLOMA KOREAN WAR VETERANS

Name: _____

Current address: _____

Name and address of high school attended: _____

Dates of attendance: _____

Year veteran would have graduated: _____

Date entered military service: _____

Branch of service: _____

I verify that the above information is accurate.

Signature

Date

I am applying on behalf of _____, who is deceased. I verify that the above information is accurate.

Signature

Date

Relationship to Veteran

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF BICYCLES/ MOTOR
VEHICLES/ SKATEBOARDS

ADOPTED: March 25, 1991

REVISED:

REVIEWED: October 13, 2014

	<p>223. USE OF BICYCLES/MOTOR VEHICLES/SKATEBOARDS</p>
1. Purpose	<p>The Board regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility by parents and students.</p>
2. Authority	<p>The Board will permit the use of bicycles and motorized vehicles in accordance with the following rules:</p> <p><u>General School Regulations and Information</u></p> <p>Those students driving cars, riding motorcycles, bicycles, etc., as a means of transportation to school shall abide by the regulations concerning same. Unless the following rules are observed, privileges of bringing the vehicles on the school grounds will be taken away. Drivers guilty of serious driving offenses on school property will be reported to a District Justice for action.</p> <ol style="list-style-type: none"> The Board shall permit the use of motor vehicles by secondary students in accordance with district rules, provided that such students are licensed drivers, have parental permission, and have been issued a current parking permit to drive and park a motor vehicle on school grounds. These vehicles shall not be used during the noon period or during the regular school day from 7:40 a.m. until 2:20 p.m. except by permission from the high school principal or such person who may be authorized by the high school principal to give such permission. All students are required to register the vehicle(s) which they drive to school in the Student Services Office. Proper forms are always available. All student vehicles in the parking lots of the school shall be parked in designated areas. The vehicles shall be driven or ridden in a proper and safe manner while on school grounds, both when arriving in the morning and when leaving in the afternoon. Ten (10) Miles Per Hour limit shall be observed on the driveways and parking lot.

	<ol style="list-style-type: none"> 5. Special care shall be exercised by operators of all vehicles while buses are loading or unloading and under no condition shall an automobile, scooter, or bicycle pass on the right side while the bus is loading or unloading passengers on the school grounds. 6. Loitering in cars in the morning before school or during any lunch period (10:15 a.m. to 12:30 p.m.) shall not be practiced and no car shall be entered at any time without permission of the owners. Loitering in or out of cars with visitors will not be tolerated at any time during the noon hour. If you need to meet anyone at noon time on the school grounds for a very definite purpose, please so state to the high school principal. The parking lot shall be considered out of-bounds during the school day. 7. The practice of driving to school and picking up friends to go for a ride before school opens is not approved. This has proven to be dangerous in several instances. 8. The school cannot be held liable for any thefts or damages to automobiles. 9. Unauthorized vehicles on school property may be subject to prosecution for criminal trespass. <p>3. Delegation of Responsibility</p> <p><u>The Superintendent or designee shall develop rules and regulations for operating and parking of bicycles and motor vehicles and shall disseminate those rules to affected students.</u></p> <p><u>The building principal or designee shall establish standards for granting permits, which contain the warning that infraction of these rules, may result in revocation of the permit.</u></p> <p>4. Guidelines</p> <p><u>Student Parking</u></p> <p>Student parking on school grounds is a privilege granted by the district and is subject to the rules and regulations as adopted by the district.</p> <p>Each student shall be informed of the conditions governing the ability to park his/her vehicle on school grounds when parking permits are issued and shall be required to sign waiver forms acknowledging that his/her vehicle is parked on school district property, and that s/he has only a limited expectation of privacy in his/her vehicle while it is on school grounds.</p> <p>School authorities may search any automobile driven onto school district property by a student and may seize any illegal materials if reasonable grounds for conducting the search exist. Seized materials may be used as evidence</p>
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	<p>against the student(s) in disciplinary proceedings.</p> <p>Prior to a search of an automobile, the student(s) shall be notified and given an opportunity to be present. However, where school authorities have a reasonable suspicion that the automobile contains materials which pose a threat to the health, welfare, and safety of students in the school, the automobile may be searched without prior warning.</p> <p>All motor vehicles are required to be registered with the security department. Each vehicle will be assigned a parking permit number.</p> <p>All drivers operating a vehicle on campus are expected to do so responsibly. A student who commits any acts that violate driving and parking rules and regulations will be issued parking tickets/citations/fines or have their driving/parking privileges revoked. The following actions are considered violation of school rules of regulations:</p> <ol style="list-style-type: none"> 1. Parking on campus without an authorized parking permit. Vehicles without a parking decal placed on the rearview mirror will result in the following actions: <ul style="list-style-type: none"> • 1st Offense: A warning notice will be placed on the student's vehicle, and the vehicle information will be entered into a data base. • 2nd Offense: A "boot" will be placed onto the vehicle, and 5 demerits will be assigned to the vehicle operator when the "boot" is removed. Parents will be contacted and discipline information will be recorded. • 3rd Offense (and all subsequent offenses): A "boot" will be placed onto the vehicle and a \$15 parking ticket will be issued to the vehicle's owner when the "boot" is removed. The ticket must be paid within 15 days or a state citation will be issued to the vehicle owner from Spring-Ford's police officer. 2. Parking in emergency lanes, safety areas, or in an irresponsible manner. 3. Unauthorized entry into a vehicle during school hours (including lunch periods) 4. Leaving school grounds without permission or transporting others off campus while school is in session. Passengers will also be subject to fines and loss of privileges.
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- 5. Duplicating a permit, selling a permit, or giving a parking permit to another student.**
- 6. Driving or bringing a vehicle on campus that contains weapons, drugs, alcohol, or any other prohibited controlled substances.**
- 7. Failure to cooperate with security personnel or school administrators.**
- 8. Any other conduct that is deemed unlawful or irresponsible by the school administration.**

Traffic Rules for Students

- 1. The bus lane is off limits to all traffic, except school buses, at all times.**
2. There shall be no passing at any time on school property.
3. No vehicle shall proceed against traffic at any time.
4. Parking next to building is prohibited in bus lane.
5. No student or faculty shall park in "For Visitors Only".
7. All cars will leave parking lot without passing through Bus Zone in front of school.
8. Violation of the above will result in loss of operating and parking privileges on school property.
- 9. Reckless driving, speeding, riding on the outside of a vehicle, or driving in a manner that is dangerous to oneself or others.**
10. Cars must be parked within a designated parking space. Diagonal parking across spaces is prohibited.
11. Students are to park their cars in designated areas.

SKATEBOARDS

The Spring-Ford Area School District, in the interest of safety and in order to protect the school district property, prohibits the use of skateboards, motorized recreational vehicles, three and four-wheel all-terrain vehicles, dirt bikes, and snowmobiles from being used on school district property at all times.

223. USE OF BICYCLES/MOTOR VEHICLES/SKATEBOARDS - Pg. 5

SC 510, 1519 PA Code Title 22 Sec. 12.3	
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SECTION: PROFESSIONAL EMPLOYEES

TITLE: EMPLOYMENT OF
SUBSTITUTE PROFESSIONAL
EMPLOYEES

ADOPTED: March 25, 1991

REVISED: October 28, 1991

RESCIND TENTATIVELY: November 24, 2014

SPRING-FORD AREA SCHOOL DISTRICT

405. EMPLOYMENT OF SUBSTITUTE PROFESSIONAL EMPLOYEES	
1. Purpose	Qualified and competent substitute teachers and other professional employees shall be employed in accordance with these guidelines.
2. Authority SC 1101 1106	The Board shall approve annually the names of potential substitute teachers and other substitute professional employees and the positions in which they may substitute, except that additional names may be added to the list of substitute teachers by the Board during the school year.
	The utilization of substitutes prior to approval by the Board is authorized when their use is required to maintain continuity in the educational program. Retroactive approval shall be recommended to the Board at the next regular meeting.
SC 111	No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.
SC 1148	Substitutes hired on a per diem basis shall be entitled only to the wages approved by the Board on a per diem basis.
SC 1148	Substitutes hired to fill a position for a period of 80 days or more shall be entitled to the wages provided to a beginning regular professional employee.
3. Delegation of Responsibility	The Superintendent shall recruit and screen candidates for substitute employment, and shall develop procedures for the assignment of substitutes and develop methods of evaluating substitute teachers.
	Selection of specific substitute teachers is dependent upon:
	the number of teachers absent on a given day;
	the number of substitutes on the Board approved substitute list;
	the willingness of a substitute teacher to respond to a call for daily or extended

<p>School Code 111, 1101, 1106, 1148</p>	<p>duty;</p> <p>the ability of a substitute teacher to adhere to the school schedule of the absent teacher;</p> <p>the substitute's willingness to substitute in any of the Spring-Ford Area School District Elementary schools;</p> <p>whether or not the substitute follows the plans of the absent teacher and leaves a note to the regular teacher explaining what has been covered;</p> <p>whether or not the substitute completes assigned duties of the absent teacher, such as marking papers and workbooks, keeping attendance, supervising of the pupils on the playground and in the cafeteria and bus duty;</p> <p>the evaluation of the substitute teacher by the absent teacher; and</p> <p>substitute completion of the evaluation form.</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: USE OF MEDICATIONS

ADOPTED: March 25, 1991

REVISED: February 25, 2013

REVIEWED: November 12, 2014

	210. USE OF MEDICATIONS
1. Purpose	The Board shall not be responsible for the diagnosis and treatment of student illness.
Pol. 103	Ideally, all medication should be given at home. In some situations, however, the attendance and education of a student is dependent upon receiving medication while at school. If a student is required to take medications during school hours, the parents/guardians and student must comply with the required procedures.
Pol. 121, 122, 123	This policy and procedures affected by this policy are effective for the regular academic year, field trips, and before/after school programs and summer programs.
2. Definition	For purposes of this policy, medication shall include all medicines prescribed by a physician and any over-the-counter (OTC) medicines, including herbal preparations, enzymes, vitamins and minerals.
3. Delegation of Responsibility	<p>The administration of medication to students at school is a closely controlled situation.</p> <p>The Superintendent or designee, in conjunction with the Department of Health Services Chair Person, shall develop procedures for the administration and self-administration of students' medications.</p> <p>Building administrators and the department chair shall review regularly the procedures for administration and self-administration of medications and shall evaluate recordkeeping, safety practices, and effectiveness of this policy.</p> <p>The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications. Primary notification shall take place via the student handbook.</p> <p>The treatment of illnesses and injuries is permitted in accordance with guidelines approved by the school physician by appropriate Spring-Ford Area School District personnel. Only Certified School Nurses (CSN) or licensed nurses (RN) employed by the Spring-Ford Area School District may administer medications as part of the treatment of these illnesses and injuries as prescribed by the school physician or</p>

<p>4. Authority</p> <p>SC 510 Title 22 Sec. 12.41</p>	<p>student's private health care provider. Contracted and/or agency nurses that are administering medication to their assigned student as a part of the student's individualized care plan must have their agency supervisor provide the building nurse the list of medications and administration schedule for each student at the beginning of the school year or at anytime during the school year when the medications and/or schedule changes.</p> <p>The Spring-Ford Area School District CSN or other licensed nurses (RN's) cannot lawfully delegate the nursing function of medication administration to the principal, teacher, administrative personnel, and paraprofessionals.</p> <p><u>Administration Of Medication</u></p> <p><i>Individual Orders –</i></p> <ol style="list-style-type: none"> 1. Before any medication may be administered to any student during school hours: <ol style="list-style-type: none"> a. The parent/guardian shall request such administration, give written permission for such administration and relieve the Board and its employees of liability for the administration of medications, and b. The parent/guardian shall provide a medication order from the prescribing physician, podiatrist, dentist, optometrist, certified registered nurse practitioner and physician's assistant within their scope of practice. 2. Medication orders must include: <ol style="list-style-type: none"> a. Full name of student and date of birth. b. Name of condition for which the mediation is being prescribed. c. Name and signature of the licensed prescriber and phone number. d. Name of medication. e. Route and dosage of administration. f. Frequency and time of administration. g. Date of order and discontinuation. h. Specific directions for administration, if any. i. Any special circumstances under which the medication is being prescribed.
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	<p>j. Any specific side effects, contraindications and adverse reactions to be observed.</p> <p>k. Any other medications being taken by the student.</p> <p>3. Medication orders must be provided to the CSN/RN in writing, with an original signature or an authorized electronic signature. These orders can be accepted from a licensed prescriber on his/her letterhead, prescription pad or on a form provided by the school for this purpose and signed and dated by a licensed prescriber. Medication orders shall not be accepted from a chiropractor.</p> <p>4. Parent/Guardian permission for administration of individually ordered medications must be renewed at the start of each school year and with any changes. The written permission must include:</p> <p>a. Parent's/Guardian's printed name and signature.</p> <p>b. Parent's/Guardian's emergency phone number.</p> <p>5. The certified school nurse (CSN) or licensed nurse (RN) must be notified in writing of any changes in medication from both the parent/guardian and the physician. Otherwise, medication orders are valid for the current school year and subsequent school summer session.</p> <p><i>Standing Orders –</i></p> <p>1. The School Physician Consultant may authorize the administration of specific over-the-counter medications and/or emergency medications according to a defined protocol. These orders will be reviewed, updated and renewed annually as evidenced by the School Physician Consultant's signature.</p> <p>2. Parent/Guardian consent is needed for the administration of over-the-counter medications covered by the standing orders. Parent/Guardian consent is not needed for the administration of emergency medications covered by the standing orders. This consent will be provided annually on the Spring-Ford Area School District Health Information form.</p> <p>3. Each health office will maintain a copy of the signed standing orders.</p> <p>4. All medication will be administered by the certified school nurse (CSN) or licensed nurse (RN) during the school day with the exception of some emergency medications (see below).</p> <p>5. Prescription medication must be brought to school in the labeled prescription container which includes:</p>
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	<ul style="list-style-type: none">a. Name, address, telephone and federal DEA number of the pharmacy.b. Student name.c. Name of medication and amount dispensed.d. Directions for use (dosage, route, frequency/time of administration, special instructions).e. Name and registration number of the licensed prescriber.f. Date originally filled.g. Controlled substance statement, if applicable. <p>6. Nonprescription medication which is ordered by a licensed prescriber must be brought to school in the original container with an attached label, which includes the child's name, name and purpose of medication, dosage, and time to be given.</p> <p>7. The parent/guardian shall supply all equipment associated with the proper administration of the medication (nebulizers, spacers, tubing, masks, mouthpieces, syringes, glucometers, etc.). This equipment must be in a container labeled with the student's name.</p> <p>8. The parent/guardian or designated adult shall hand deliver the medication and associated equipment, along with medication forms, to the nurse's office. If it is impossible to hand deliver the medication to the nurse's office, special arrangements should be made with the certified school nurse and principal.</p> <p>9. All medication and associated equipment to administer the medication will be counted by the certified school nurse (CSN) or other licensed nurse (RN) and the parent/guardian or designated adult each time the medication container or equipment is brought to school. The date, amount of medication, description of equipment, signatures of parent/guardian or designated adult and CSN or licensed nurse (RN) will be noted on the Spring-Ford Area School District Medication/Equipment Sign-In. No more than thirty (30) days supply of medication can be stored at the school building.</p> <p>10. All medication will be kept in a secured, locked place used exclusively for medications in the nurse's office.</p> <p>11. Medications that require refrigeration should be stored and locked in a refrigerator designated for medications only. Food should not be stored in the same refrigerator as medications.</p>
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	<p>12. Access to all medications will be limited to the CSN and licensed nurse (RN) except that in life threatening emergencies, designated personnel may have access.</p> <p>13. Any medication given during school hours must be documented in an individual student medication record. The following information must be included:</p> <ul style="list-style-type: none">a. Student name.b. Name of medication.c. Date and time of administration.d. Dose of medication.e. Route and site of administration.f. Signature/initials of licensed person administering/observing medications being taken. <p>The medication record, the parent's/guardian's authorization form authorizing school medication administration, the licensed prescriber's orders, and any other related medication documents shall be kept in the student's health record in the office of the school nurse in the student's current building of attendance.</p> <p>14. The CSN/RN may refuse to administer the medication if s/he completes an assessment and makes a professional judgment that administration of the medication to the student would be harmful, dangerous and/or inappropriate. The nurse must notify the parent/guardian and licensed prescriber immediately and explain the reason for refusal to administer the medication.</p> <p>15. Information about these medication procedures will be updated for the student handbooks. Information will be made available to the faculty and to the parent/guardian at the beginning of the school year and as necessary.</p> <p>16. A parent/guardian or designated adult must pick up expired or discontinued medication within five (5) days. A parent/guardian or designated adult must pick up any unused medication at the end of the school year. Documentation of the returned medication should be noted on the Spring-Ford Area School District Medication/Equipment Sign-In log.</p>
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<p>5. Guidelines</p> <p>SC 1409 Pol. 203, 216</p>	<p>17. Any unclaimed medication remaining in the nurse's office at the end of the school year will be destroyed by the CSN/RN and a witness. Documentation of the disposal will be noted in the student's health record per procedure.</p> <p><u>Confidentiality</u></p> <p>All student health records shall be confidential and their contents, including medication administration, divulged to non-school personnel only when necessary for the health of the child, at the request of the parent/guardian to a physician, or in health and safety emergencies to assist in appropriate treatment of the student.</p> <p>The CSN/RN is required to safeguard the students' right to privacy and confidentiality of student health information.</p> <p>Information about medications within the student health records will be shared with Spring-Ford Area School District personnel who need to know to benefit the student and who have the expertise to understand and interpret the health information in relation to school and education needs.</p> <p><u>Medical Plans Of Care/Emergency Response</u></p> <ol style="list-style-type: none"> 1. The CSN/RN will collaborate with school administration, faculty and staff to develop plans that best meet the students' needs and serves as an advocate for the students. These needs are best communicated through written plans of care such as the: <ol style="list-style-type: none"> a. Individualized Health Care Plan (initiated by the CSN/RN). b. Emergency Care Plan (initiated by the CSN/RN). c. Chapter 15 Service Agreement (504). d. Individualized Education Plan (IEP) with medical component. 2. The CSN/RN will: <ol style="list-style-type: none"> a. Communicate health conditions of students with health needs that may lead to a health emergency with staff who are providing academic and related services to students. b. Teach appropriate staff to assist student in using emergency medication.
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210. USE OF MEDICATIONS - Pg. 7

<p>42 Pa. C.S.A. Sec. 8331.2, 8337.1</p>	<p>c. Teach appropriate staff to administer emergency care, including use of inhalers and Epi-pens, according to current first aid standards.</p> <p>3. School staff are immune from civil liability when rendering emergency care, first aid or rescue to a student requiring such care, including use of an inhaler or epinephrine injection.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1402, 1409</p> <p>State Board of Education Regulations - 22 PA Code Sec. 12.41</p> <p>Civil Immunity for Use of Automated External Defibrillator and First Aid – 42 Pa. C.S.A. Sec. 8331.2. 8337.1</p> <p>Board Policy – 103, 121, 122, 123, 203, 216</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: POSSESSION/USE OF ASTHMA
INHALERS/EPINEPHRINE
AUTO-INJECTORS

ADOPTED: February 25, 2013

REVISED:

REVIEWED: November 12, 2014

<ol style="list-style-type: none"> 1. Authority SC 1414.1 Pol. 103.1 2. Definitions SC 1401 3. Guidelines SC 1414.1 Title 22 Sec. 12.41 	<p style="text-align: center;">210.1. POSSESSION/USE OF ASTHMA INHALERS/EPINEPHRINE AUTO-INJECTORS</p> <p>The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.</p> <p>Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.</p> <p>Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the self-administration of epinephrine to provide rapid first aid for persons suffering the effects of anaphylaxis.</p> <p>Self-administration shall mean a student's use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.</p> <p>Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:</p> <ol style="list-style-type: none"> 1. A written request from the parent/guardian that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant. 2. A written statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication. 3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states: <ol style="list-style-type: none"> a. Name of the drug.
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	<ul style="list-style-type: none"> b. Prescribed dosage. c. Times medication is to be taken. d. Length of time medication is prescribed. e. Diagnosis or reason medication is needed, unless confidential. f. Potential serious reaction or side effects of medication. g. Emergency response. h. If child is qualified and able to self-administer the medication.
SC 1414.1	The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.
SC 1414.1	The district shall require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.
SC 1414.1	A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.
SC 1409 Pol. 216	Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.
SC 1414.1 Pol. 113.1. 218. 227	Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy shall result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy.
SC 1414.1	If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student or in the Health Suite . The student's classroom teachers shall be informed where the medication is stored and the means to access the medication.

<p>SC 1414.1 Title 22 Sec. 12.3 Pol. 218</p>	<p>The district shall annually distribute to students and parents/guardians this policy along with the Code of Student Conduct.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1401, 1409, 1414.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 12.3, 12.41</p> <p>Board Policy – 113.1, 216, 218, 227</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: BULLYING AND CYBER
BULLYING

ADOPTED: May 27, 2008

REVISED:

REVIEWED: October 13, 2008, June 11, 2012

REVIEWED: November 12, 2014

	249. BULLYING AND CYBER BULLYING
1. Purpose	The Spring-Ford Area School District is committed to providing all students and employees with a safe and civil educational environment, free from harassment or bullying. Spring-Ford Area School District recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.
2. Authority Pol. 218, 220, 248	All forms of bullying and cyber bullying by school district students are prohibited. Anyone who engages in bullying or cyber bullying in violation of this policy shall be subject to appropriate discipline.
3. Definitions	<p>Bullying shall mean a pattern of repeated intentional harmful behavior by a person or a group of persons that involves an imbalance of power (physical or social) toward a less powerful person or persons. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, exclude or humiliate the other person(s). Researchers have identified three (3) forms of bullying:</p> <ol style="list-style-type: none"> 1. Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings. 2. Verbal – includes taunting, malicious teasing, name-calling, and making threats. 3. Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation. <p>Cyber bullying shall mean all forms of verbal and psychological bullying that occur using technology or on the Internet through e-mail, instant messaging, text messages, on-line gaming, social media (ex. Twitter, Facebook) or personal profile web sites. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or web site postings (including blogs). Cyberbullying can include the creation of false or misrepresentative webpages, website</p>

<p>4. Delegation of Responsibility</p>	<p>postings and/or social media accounts by students or staff members about other students or staff members. All forms of cyber bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.</p> <p>Each staff member shall be responsible to make their best efforts to maintain an educational environment free of bullying and cyber bullying.</p> <p>Each student shall be responsible to respect the rights of his/her fellow students and all school district employees, school board members and the community at large and to ensure an atmosphere free from all forms of bullying and cyber bullying.</p> <p>Students shall be encouraged to report bullying or cyber bullying complaints to school district employees and their parents/guardians. Parents/Guardians are encouraged to report suspected bullying to the building principal.</p> <p>All employees who receive a complaint alleging bullying or cyber bullying shall investigate to determine if bullying or cyber bullying is indicated. If the employee suspects that bullying or cyber bullying has occurred, a referral must be submitted to the building principal. Employees who witness acts of bullying shall respond appropriately to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.</p> <p>The building principal or his/her designee will inform parents/guardians as appropriate.</p>
<p>5. Guidelines Pol. 218, 233</p>	<p>Students who are found to have bullied others may receive counseling, a parental conference, detention, suspension, expulsion, loss of school privileges, and/or exclusion from school-sponsored activities.</p> <p>Depending upon the severity of a particular situation, the building principal may also take appropriate steps to further ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; and reporting incidents to law enforcement, if appropriate.</p> <p>References:</p> <p>Board Policy – 218, 220, 233, 248</p>

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: PERSONAL LEAVE

ADOPTED: March 25, 1991

REVISED: February 4, 2004

REVIEWED: November 12, 2014

	436. PERSONAL LEAVE
1. Purpose	This policy shall provide for professional employee's absence for personal necessity when not otherwise covered in other district approved Board policies.
2. Authority SC 510, 1154	The Board has the authority to establish reasonable guidelines that specify the manner of proof of personal necessity, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for such leave.
3. Guidelines	The total number of days used for personal leave in any school year may not exceed two (2) to three (3) days, pending employee classification and eligibility.
	<u>Bereavement Leave</u>
	Leave may be taken immediately following the death for the following reasons:
SC 1154	1. Death of a member of the employee's immediate family to a maximum of five (5) days for each death.
SC 1154(c)	2. Death of an employee's near relative to a maximum of one (1) day (day of funeral) for each death.
	For purposes of this policy, the following definitions shall apply:
	1. Immediate family which is defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employee has made his/her home.
	2. Near relative which is defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

<p>SC 1176</p> <p>SC 1176, 1177</p> <p>SC 1178</p>	<p><u>Military Leave</u></p> <p>Personal leave for military or reserve duty shall be granted to regular employees pursuant to federal and state law. Employees called to active military or reserve service must notify the district as soon as possible and must submit to the district copies of all accompanying military orders. Employees absent from employment due to active military duty (including training) shall be afforded fifteen (15) days of paid leave per fiscal year.</p> <p>All rights and privileges regarding salary, status and seniority shall be reserved to such employee as if s/he continued employment with the district. Such employee shall agree to return to the district for a period of not less than one (1) year upon termination of such military leave. Employees will retain all health benefits for the first thirty (30) days of active duty at no cost above the regular employee contribution. Employees may elect to continue health benefit coverage following the initial thirty (30) day period at the employee's expense. The district shall promptly reinstate the employee upon return from duty to a job with pay, status and seniority equivalent to what the employee would have enjoyed had there been no military leave.</p> <p>The district shall pay into the Public School Employee's Retirement Fund on behalf of each such employee, to the contribution to be made by it, so that such employee's retirement rights shall in no way be affected by such leave. If the employee resigns, or fails to return to his/her employment from military or reserve duty, unless waived by the district, the amount contributed by the district to the Retirement Fund shall be deducted from the refundable payable such employee, i.e. the amount paid by the district during the period of leave, or shall be collected from said employee accordingly.</p> <p><u>Family Member Military Leave</u></p> <p>The district shall allow employees Family Member Military Leave for purposes of being with family members (as defined under Bereavement Leave) who had previously been called to military duty during times of war and/or national emergency, and have been allowed a leave. Employees must make a written request for such leave and must to the district copies of all accompanying military orders identifying dates of said leave. Family Member Military Leave shall be non-paid, consecutive, and shall not exceed ten (10) days in any given school year.</p>
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Guidelines Pertaining to All Types of Personal Leave

In no case shall personal leave be honored on the first **day and last day of each professional contract year and each student year, in-service days**, for compensable activities of any kind, the day preceding, or the day following the **Labor Day**, Thanksgiving, Christmas, Easter, and Memorial Day school recesses. Consecutive days of absence which include any of the previously enumerated days on which personal leave is prohibited, do not qualify as personal leave days. In the event of an emergency, a request for consideration shall be presented to the Superintendent for a decision.

Compensation for personal leave shall be paid in full for approved time off.

The Collective Bargaining Agreement with the Spring-Ford Education Association provides for procedures that may differ from this policy. In the event that such a condition exists, the procedures must be adapted to the Collective Bargaining Agreement for the bargaining unit personnel.

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNCOMPENSATED LEAVE

ADOPTED: March 25, 1991

REVISED: January 27, 2003

REVIEWED: November 12, 2014

	439. UNCOMPENSATED LEAVE
1. Purpose	The Board recognizes that in certain instances an employee may wish extended leave for personal reasons, and the district could benefit from the return of said employee. This policy establishes guidelines for the award of uncompensated leaves of absence.
2. Authority SC 1154	The Board reserves the right to specify the conditions under which uncompensated leave may be taken.
3. Guidelines	<p><u>Purpose</u></p> <p>Uncompensated leave may be taken for the following purposes:</p> <ol style="list-style-type: none"> 1. Serving as a teacher in an international exchange program. 2. Engaging in full-time graduate or undergraduate studies in the field of education. 3. Recovering from an incapacitating personal illness. 4. Caring for a member of his/her family and household who are physically or mentally incapacitated. <p>or as dictated by the Family Medical Leave Act of 1993.</p> <p><u>Application</u></p> <p>Request for uncompensated leave shall be made to the Director of Human Resources at least two (2) weeks in advance of the desired start date or as soon as practicable.</p> <p>Special consideration will be given to emergencies but in no case will leave be permitted to start at any time except the start of a semester.</p> <p>All applications are subject to final approval by the Board.</p>

	<p><u>Period Of Leave</u></p> <p>The maximum duration of the leave shall be the lesser of the following intervals required solely for accomplishing the purpose for which the leave is being granted.</p> <ol style="list-style-type: none">1. The remainder of the semester in which the leave commenced.2. One (1) semester. <p>Extensions for one (1) semester shall be considered upon proper application and approval of the Board.</p> <p>Return to service shall occur only at the beginning of the semester except for leaves granted for recovering from incapacitating personal illness or caring for a member of the employee's family and household who is seriously physically and/or mentally incapacitated.</p> <p><u>Commitment Of Employee</u></p> <p>The employee granted an uncompensated leave shall inform the Board two (2) weeks prior to the scheduled return date as to his/her intentions.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of the uncompensated leave, the employee shall be offered a like position to that previously held.</p> <p>Time on uncompensated leave shall count as time on the job and fringe benefits shall not be provided unless the employee makes provision for payment for benefits.</p> <p>The Board believes that student achievement is fostered by continuity in the relationship between pupils and personnel who play a part in nurturing their development. It is the intent of this policy to assure that undue interference in the educational program does not occur as a result of employee absence.</p> <p>No professional employee except as provided herein, shall be absent from duty for reasons other than those as provided in existing policy, the Pennsylvania School Code, the current collective bargaining agreement or benefit provisions of various employee groups, or as required by personal or family emergency, employee health, activities directly related to employment by the school district, or civic responsibilities imposed by law. All absences, other than those noted, are in the Board's judgment, detrimental to the welfare of children attending the schools, the educational program, the efficiency of noninstructional and instructional services, and effective administration of the schools.</p>
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<p>School Code 1154</p>	<p>It is recognized, however, that employees may have special needs which require their absence from assigned duties. The administration is authorized to develop regulations for the administration of a leave program which will allow any employee reasonable opportunity to respond to these special needs. In conformity with the express intent of this policy, it is anticipated that employee absence pursuant hereto will occur only after serious consideration of the impact of such absence on the school program.</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PERSONAL LEAVE

ADOPTED: March 25, 1991

REVISED: February 4, 2004

REVIEWED: November 12, 2014

	536. PERSONAL LEAVE
1. Purpose	Pursuant to the provisions of this policy, the following guidelines provide for a classified employee's absence for personal necessity when not otherwise covered in other district approved Board policies.
2. Authority SC 510	The Board has the authority to establish reasonable guidelines that specify the manner of proof of personal necessity, the type of situations in which such leave will be permitted, and the total number of days which may be used in any school year for such leave.
3. Guidelines	The total number of days used for personal leave in any year may not exceed two (2) to three (3) days, pending employee classification and eligibility.
	<u>Bereavement Leave</u>
	Leave may be taken immediately following the death for the following reasons:
SC 1154	1. Death of a member of the employee's immediate family to a maximum of five (5) days for each death.
SC 1154	2. Death of an employee's near relative to a maximum of one (1) day (day of funeral) for each death.
	For the purposes of this policy, the following definitions shall apply:
	1. Immediate family which is defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employee has made his/her home.
	2. Near relative which is defined as a first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

<p>SC 1176</p> <p>SC 1176, 1177</p> <p>SC 1178</p>	<p><u>Military Leave</u></p> <p>Personal leave for military or reserve duty shall be granted to regular employees pursuant to federal and state law. Employees called to active military or reserve service must notify the district as soon as possible and must submit to the district copies of all accompanying military orders. Employees absent from employment due to active military duty (including training) shall be afforded fifteen (15) days of paid leave per fiscal year.</p> <p>All rights and privileges regarding salary, status and seniority shall be reserved to such employee as if s/he continued employment with the district. Such employee shall agree to return to the district for a period of not less than one (1) year upon termination of such military leave. Employees will retain all health benefits for the first thirty (30) days of active duty at no cost above the regular employee contribution. Employees may elect to continue health benefit coverage following the initial thirty (30) day period at the employee's expense. The district shall promptly reinstate the employee upon return from duty to a job with pay, status and seniority equivalent to what the employee would have enjoyed had there been no military leave.</p> <p>The district shall pay into the Public School Employees' Retirement Fund on behalf of each such employee, the contribution to be made by it, so that such employee's retirement rights shall in no way be affected by such leave. If the employee resigns, or fails to return to his/her employment from military or reserve duty, unless waived by the district, the amount contributed by the district to the Retirement Fund shall be deducted from the refund payable such employee, i.e. the amount paid by the district during the period of leave, or shall be collected from said employee accordingly.</p> <p><u>Family Member Military Leave</u></p> <p>The district shall allow employees Family Member Military Leave for purposes of being with immediate family members (as defined under Bereavement Leave) who had previously been called to military duty during times of war and/or national emergency, and have been allowed a leave. Employees must make a written request for such leave and must submit to the district copies of all accompanying military orders identifying dates of said leave. Family Member Military Leave shall be non-paid, consecutive, and shall not exceed ten (10) days in any given school year.</p> <p><u>Guidelines Pertaining to All Types of Personal Leave</u></p> <p>In no case shall personal leave be used for extension of a school holiday or vacation, extension of an approved vacation, or compensable activities of any kind.</p>
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536. PERSONAL LEAVE – Pg. 3

<p>School Code 510</p>	<p>Compensation for personal leave shall be paid in full for approved time off that does not exceed allowable personal leave.</p>
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