

On January 22, 2018 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:35 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I:	Dr. Edward T. Dressler, Linda C. Fazzini and Bernard F. Pettit
Region II:	Dawn R. Heine, Clinton L. Jackson and Colleen Zasowski
Region III:	Mark P. Dehnert and Christina F. Melton
Presiding Officer:	Thomas J. DiBello
Superintendent:	Dr. David R. Goodin
Chief Financial Officer:	James D. Fink
Solicitor:	Mark Fitzgerald, Esq.
Student Reps.:	Taylor Stevens

The following Student Representative was late: **Nandini M. Patel (arrived at 7:36 p.m.)**

ANNOUNCEMENTS

Taylor announced that the district is looking for a new logo to be used for RAM Watch - *formerly known as Friend Watch*. She commented that RAM Watch is designed for any student, or parent, to notify school officials of a friend who may be in need of help or may be considering self-harm. RAM Watch allows a safe and anonymous way to watch out for those friends. Taylor advised that the student-created logo should relay a sense of trust while incorporating Spring-Ford pride. Taylor reported that additional information regarding contest details and submission deadline can be found by visiting the Spring-Ford website.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. PRESENTATION

Dr. Patschke commented she, several staff members and students were here tonight to present on The Great Kindness Challenge which is taking place nationwide in hundreds of schools by thousands of children. Dr. Patschke stated that the students present tonight represent the Upper Providence Student Council. She added that each of the students have written a personal note to a School Board Member to thank them for all that they do. The students then presented each Board Member along with Dr. Goodin and Dr. Roche with the notes of thanks that they had written.

The Upper Providence Superheroes next identified their superhero name and spoke about how they inspire the students and staff to spread kindness. The first superhero was Captain Kindness who provided history on The Great Kindness Challenge and how the acts of kindness have grown since its inception at Upper Providence Elementary. Students came forward and spoke about why The Great Kindness Challenge is important to them, one thing that they have accomplished from the checklist and how they find value in the kindness task they accomplished. The next superhero was Gratitude Girl who expressed that she felt that The Great Kindness Challenge counter-acts all of the reports you hear about bullying. She added that this initiative encourages children to be kind to one

another which directly counteracts the negative things. Gratitude Girl spoke about how they kick-off The Great Kindness Challenge at Upper Providence with a school assembly. She spoke about the various challenges they do from year to year during this challenge. Students spoke about the Kindness Cart and how it helps them to check things off of their checklist as it contains art supplies and materials that they can use to make things for others such as cards, bookmarks, super-hero masks and many other things. Mindful Man was the next superhero to speak and he spoke about the Unity Days that occur throughout the year. He explained that the Unity Days encompass elements of teamwork which are grade level based. Students spoke about the Spirit Days that take place throughout the week during The Great Kindness Challenge such as Team Kindness Day and Kindness Rocks Day. Captain Kindness commented that at the end of The Great Kindness Challenge they like to have a celebration of all of the kind acts that they have accomplished. He added that last year they ended the week with a Pokémon dance party to celebrate the 4,983 acts of kindness they completed. This year the goal is to achieve over 5,000 acts of kindness. Mindful Man reported that this year their Kindness Unity Day focused on a book entitled "Superheroes of Service" which is based on a story of a former Upper Providence Elementary student, Katie Nesspor, who is now a senior in high school. Katie's story of service began following the earthquakes in Haiti. He spoke of how Katie led the effort to raise money so that the author of the book could travel back to Haiti so that he could find his grandmother who he was unable to make contact with following the earthquake. Upon seeing the devastation in Haiti, Katie was moved to do what she could to help with the relief efforts such as helping in the effort to rebuild houses. Katie upon returning to the U.S. made jewelry which she sold and donated the proceeds back to the relief funds. Mindful Man reported that at the end of The Great Kindness Challenge week, students will be asked to complete a 21 +1 good deeds in addition to the 50 great kindness acts that students were asked to do. He added that all of these efforts are to show students about paying it back and that kindness matters. Dr. Patschke thanked the students for coming out tonight and being a part of the presentation.

Dr. Roche acknowledged and thanked the UPE staff, Dr. Patschke and the students for the presentation this evening.

Mrs. Zasowski stated that she thinks this is a nice thing that they are doing at Upper Providence and stated that many people do not realize the effect this can have on the other people around you. She added that she liked the checklist so she printed it out and put it on her refrigerator for her own children. She commented on one check point on the list which was smiling at other people and stated that sometimes you do not know that a smile can have a positive effect someone's entire day. She thanked them for sharing their presentation tonight.

Mrs. Heine thanked them for trying to achieve a higher goal each and every year saying she knows that each year it gets more difficult to achieve. She stated that they did a great job of putting all of this together and she likes that it is spreading throughout the district this year with UPE being used as the model. Mrs. Heine agreed with Mrs. Zasowski saying that the checklist is amazing and a great tool to keep in mind not only this week but every day as doing the little things really does make a difference.

Mr. DiBello asked how many students there were at UPE and Dr. Patschke replied just over 430. He stated that they are averaging about 10-11 acts of kindness per student. Mr. DiBello asked if they are noticing that at this point students are just doing it without thinking about it and Dr. Patschke replied that this has changed the culture in the sense that they have always had a base of positivity but what she sees is the empowerment of

student voices. Dr. Patschke stated that not only do they coach the students on this but she would like to applaud every parent because that is where it starts and school staff just reinforce what the students are already taught in their homes. Dr. Patschke stated that she knows the students will grow up to be one of the amazing students at the high school as well as part of our community. Mr. DiBello commended them on a great presentation and added that this is why we invite our schools to come to board meetings and present on what is taking place in their buildings. He thanked them for the presentation.

- A. Presentation by **Dr. Melissa Patschke**, Upper Providence Elementary School Principal, **Jessica Hauseman**, **Steven Mest**, Guidance Counselors, **Brian Aikens**, Teacher, **Johnny Brisson**, **Chase Fleming**, **Anne Gentilotti**, **David Judish**, **Olivia McGill**, **Arul Moorthy**, **Hali Patel**, **Keira Polinski**, **Jenna Ricketts**, **Jacob Sprague** and **John Starcevic**, Students, to present on "The Great Kindness Challenge".

Dr. Roche stated that January is School Director Recognition Month and a time where we pause to salute a group of 9 people who spend dozens of hours each month voluntarily leading our district. He spoke of the commitment they make to the district. Dr. Roche stated that Spring-Ford is very fortunate to have 9 dedicated and energetic Board Members. Dr. Roche stated that we could never thank them enough for their time, sacrifices, professionalism and commitment to the district. He asked everyone to join him in a round of applause to recognize the 2018 School Board Directors. Dr. Roche asked the students to assist him in presenting a small token of appreciation to each of the Board Members. He asked that the Board pause before opening their bags and referenced a previous Board Meeting prior to the teacher contract settlement when Mrs. Zasowski had made a comment regarding the t-shirts the teachers were wearing and that she felt that the Board should have shirts as well as they were all on the same page wanting the best for the district and the teachers. Dr. Roche invited the Board Members to open their bags and said that he hoped with this recognition that they feel the heartfelt recognition and appreciation for all they do and that everyone feels fortunate to be part of the Spring-Ford community. He asked that the Board put their new t-shirts on and have their pictures taken with the UPE students. He thanked the Board for all they do.

Mr. DiBello thanked Dr. Roche for the recognition and stated that as a School Board Member he has found that it is an interesting position but what makes it worthwhile is when there are presentations like the one tonight. Mr. DiBello commented that he is glad to be a part of the School Board and looks forward to the upcoming year as he knows there will be a lot of exciting things taking place in 2018.

- B. Presentation honoring the **Spring-Ford Area School District Board of Directors** who volunteer their time for the betterment of public education in our community.

III. **BOARD AND COMMITTEE REPORTS**

Curriculum/Technology Dawn Heine

1st Tues. 6:30 p.m.

Mrs. Heine reported that the Curriculum and Technology Committee met and approved putting forth the approval of an AP 3D Studio Art Course for the 2019-2020 school year. She stated that the reason this is on the agenda early is due to the end of the course requirements and so much detail that is needed that the students will need more than a full year to put together a portfolio which will be the culmination of the class. Mrs. Heine stated that they are excited to add another AP class to the course selections for students. Mrs. Heine reported that the committee also discussed moving forward for

placement on the agenda the approval to work with the MCIU to bring a Pre-K Counts Program to the district. She advised that the only cost to the district is the use of the classroom(s) as the entire program is run by the MCIU. She added that they even go out to help to find the kids who may be in need of this type of program. Mrs. Heine added that this program will be contingent upon a grant and hopefully the MCIU will get the grant. She commented that we are looking for it to occupy 2 classrooms and the schools are to be determined. She advised that they will get more details if the grant is obtained and it is moving forward.

Mr. DiBello asked how many AP courses the district will offer with the addition of the new course that is on the agenda tonight and Mrs. Bast replied that she believes this brings us to 26. Mr. DiBello commented that this was a mission that was started back around 2009 when we were offering 11 AP courses and a goal was put in place more courses. He added that this a reason why Spring-Ford has been successful with being on the AP Honor Rolls over the last several years. Mr. DiBello stated that sitting on the IU Board the Pre-K Counts Program is something that they took over for 2 years now. Mrs. Bast confirmed that the program began in the Norristown School District and in the second year it expanded to the North Penn School District so next year it will be the start of the 3rd year. Mr. DiBello stated that it has been very successful in the other two districts and it is exciting that it is being brought to Spring-Ford.

Policy

Colleen Zasowski

2nd Mon. 7:30 p.m.

Mrs. Zasowski thanked Dr. Roche for the words he said and for the t-shirt. She added that sometimes you say things and you do not know if they will make a difference but she is glad it stuck as that is how she truly feels.

Mrs. Zasowski reported that the Policy Committee met on January 17th and reviewed the PSBA Policy 103 and 104 as well as the current Spring-Ford policies on non-discrimination in school and classroom practices. Mrs. Zasowski explained that PSBA wants us to look at what we have now and make some adjustments in terms of not discriminating. The committee has some homework to do to review the policies and bring feedback back to the next meeting in February. She stated that they also spent some time on the Use of Facilities Policy which the review of this policy has been ongoing. Mrs. Zasowski advised that they reviewed the numbers provided to them by Mr. Fink, looked at the draft of the rental fee and service charges. She stated that they made the distinction between these two items and added that they have invited Mr. Fink to come to the February meeting and provide clarification on some of the numbers. Mrs. Zasowski reported that they moved a few items to a first reading on the agenda such as field trips, educational trips, and assessment of student progress. She added that they also discussed bullying and cyber bullying and Dr. Goodin shared with the Committee that he has formed an anti-bullying committee who will review the policy and provide some feedback to the Policy Committee in February or March. Mrs. Zasowski stated that they did defer the policies on public complaints, anonymous communications and child abuse to the February agenda as they spent a lot of time on the other agenda items.

Extracurricular

Mark Dehnert

2nd Mon. 6:30 p.m. (alt. months)

Mr. Dehnert reported that the Extracurricular Committee met on January 17th where there were 2 presentations. The first presentation was by Ram Buddies who explained that the goal of the club is to provide opportunities for students, encourage the strengthening of social skills and a chance to establish positive peer relationships. Mr. Dehnert added that the club has activities for special needs students and gives a chance for students in the club and special needs students to interact and make friends. He added that the club has many

monthly activities which mainly includes playing various games with the mentors and buddies. Mr. Dehnert advised that the club also does plan some bigger activities such as going to a Reading Phillies game, having lunch and meeting with the football team. Mr. Dehnert reported that the second presentation was on the middle school second teams and a review of the fall/winter athletics. Mr. Dehnert commented that a lot of the discussion centered around what sports to include for second teams in 7th and 8th grade. At the meeting, Mr. McDaniel and Mr. Racich went over the numbers for the total kids who tried out for the different middle school teams with regards to how many made it and how many were cut. Mr. Dehnert reported that the perspective teams for next year would be 7th grade baseball, softball, boys' and girls' basketball, girls' soccer, and 8th grade football. Mr. Dehnert advised that the estimated cost if all of these teams were added would be around \$100,000 but the major challenge would be facilities and having enough fields and gym space. The action to be taken before the next meeting is for Mr. McDaniel and Mr. Racich is for them to come back with a pilot program to get a couple teams started for the next school year to see how it goes. Mr. Dehnert commented that the committee also discussed adding extracurricular activities and the conclusion was that there was not a lot of interest from the building principals as far as what they see for adding any new extracurricular activities at the elementary level.

WMCTC

Dressler, Heine, Zasowski 1st Mon. 7:00 p.m.

Dr. Dressler reported that the Joint Operating Committee met via a phone session on January 8th due to the bad weather. Mr. Moritzen gave his monthly report. Dr. Dressler advised that The Skills USA competition will be held in March and he provided a brief explanation on what this competition is. Dr. Dressler stated that enrollment numbers for next year show that there are 157 applicants thus far compared to 120 from this time last year. He advised that March 15th is the deadline to apply for the program. Dr. Dressler commented that the Western Center tiny house will be on display at the RV Show taking place in Harrisburg in the fall and a new tiny house will be started by students in the fall as well. He also reported that the community dinner buffet for February will take place on the 5th with the theme "Taste of New England". Dr. Dressler stated that the Western Center will also be hosting a tea on February 7th and he cautioned everyone to get their reservations as soon as possible as the dinner and tea are very popular events.

PSBA Liaison

Dr. Edward Dressler

Dr. Dressler reported that PSBA had made some adjustments in their organization as they once had 15 sections throughout the state and they have now reduced that down to 8. PSBA has also initiated a Keystone Purchasing Network Program that we will be able to utilize in order to be able to get pre-bid contract offers. Dr. Dressler advised that the Spring Legal Roundup Program will be held on March 5th at Central Montco Technical High School and many important topics will be covered such as safety in youth sports, furloughs and suspensions, school meals, transgender students and charter schools. Dr. Dressler commented that the nation's annual report card on schools in the country gives our schools a grade 74.5 or a "C" grade. He added that this evaluation is done by the Education Week Research Center. Dr. Dressler stated that Pennsylvania had an average of 80.4 which equates to a B- average. Dr. Dressler commented that the U.S. Secretary of Education, Mrs. DeVos, has initiated a program called "Every Student Succeeds" and every state must submit a plan. He added that our plan has been approved and that this program replaces the "No Child Left Behind" one. Dr. Dressler stated that some of the issues this will deal with will be how well schools are preparing students for jobs after graduation, reducing absenteeism, and reducing the amount of time spent on testing. Dr. Dressler reported that PSBA has asked all school districts to consider adopting a resolution to stop Senate Bill 2 which enhances the prospect of a

voucher system. Dr. Dressler advised the Board that he placed a sample resolution at each of their seats so they could read it over and perhaps consider adopting it or one similar to it. Dr. Dressler asked how the Board would go about adopting this resolution if they were in favor of it.

Mr. Fitzgerald recommended that nothing be done tonight so that he would have time to review it and the Board would have time to fully understand it. Mr. Fitzgerald stated that possibly they could act on it next month.

Mr. DiBello asked if this was something that the Board would be receptive to approving.

Mr. Dehnert expressed that he was not in favor of the resolution and that if it was something that they would consider then there needed to be something explaining what Senate Bill 2 was. Mr. Dehnert added that he had no issue with Senate Bill 2 as it would not affect our district. Dr. Dressler asked how it would not affect us and Mr. Dehnert explained that Senate Bill 2 is limited to those school districts that are below 15% in achievement and Spring-Ford is nowhere near that low. Mr. Dehnert stated that Spring-Ford as most other districts in the state would not have to worry about this. Dr. Dressler commented that from what he read in the PSBA notice Senate Bill 2 is legislation to establish educational savings accounts or vouchers to use at private schools or with private vendors. Dr. Dressler stated that his understanding was that it was to support a voucher program and was not sure how it did not apply to us. Mr. Dehnert brought up that it does not tell you what is in Senate Bill 2 and he read the bill which is limited to schools that are 15% or below in achievement in the state. Mr. Dehnert added that a person could take what the state portion for the education of a student and put it into an account which can be used towards paying to attend another school.

Mrs. Melton commented that from the Montgomery County Legislative Committee it was communicated that it was focused on the lowest 15% and families would have to apply for an education savings account and if approved a fund is created for them under their name with PDE. Mrs. Melton added that right now funding is looking to be around \$5,700.00 per year. She stated that if a student chooses to move onto a private school then those dollars would be earmarked for that child's education. Mrs. Melton advised that this is a first step to the expansion of vouchers and will continue to build so we need to look at this. She added that while Senate Bill 2 does not directly impact Spring-Ford today, if we don't ban with other districts against this then possibly 2-3 years from this there will likely be a bill that may impact us.

Dr. Dressler asked where they go with this and what committee would be appropriate to look at this for consideration.

Mr. Fitzgerald stated that he is seeing that there is a general desire to bring the resolution back so he will take a look at it from a legal perspective. He advised that he will share it with Mrs. Fern and Dr. Roche to make sure it is good to go for the agenda next month and whether it is supported or not will be up to the Board.

Mr. Dehnert asked that the Board be provided with a better explanation of Senate Bill 2 so that everyone understands the bill, what the resolution is about, and knows what they are voting for or against.

Mrs. Melton stated that she has summaries that she received from the Montgomery County Intermediate Unit Legislative Committee and she will share that with the Board along with some pros and cons of Senate Bill 2.

Legislative Committee Christina Melton 3rd Weds. 7:30 p.m.

Mrs. Melton reported that the Legislative Committee did not meet due to weather but a summary was sent to all committee members. She stated that a key area was the focus on Senate Bill 2 and the United States Department of Education approving Pennsylvania's plan under the Every Student Succeeds Act. Mrs. Melton noted with regards to the Tax Cuts and Jobs Act at the federal level and the impact this will likely have on schools with the 529 expansion and allowance to utilize 529 funds for K-12 private schools. Mrs. Melton stated that there were some questions regarding tax loopholes and the fact that contributions to 529 accounts are tax deductible.

MCIU Thomas J. DiBello 4th Weds. 7:00 p.m.

Mr. DiBello reported that the MCIU Board will have their first meeting of the year on January 24th.

Asst. Superintendent Rpt. Dr. Allyn J. Roche

Dr. Roche announced that this Friday, January 26th, Spring-Ford has the distinct honor of hosting the District Choir Concert. He explained that the District Choir is a group of 170 students from 38 different school districts who auditioned and advanced to be a part of this group. Dr. Roche advised that Mrs. O'Dea is taking a lead role with hosting this concert with a brand new commissioned piece of music that will be a part of the concert. He added that there will be a guest conductor coming in from North Carolina. It is anticipated that there will be a large audience of over 600 but there is always room for additional attendees. The concert will take place at 7:30 p.m. this Friday night in the 10-12 Auditorium. Dr. Roche next recognized and thanked the following employees for their time, dedication and commitment to the Spring-Ford Area School District. He then wished them much happiness in their well-deserved retirement and announced each retiring staff member from this month's agenda along with the years of service to the district. Dr. Roche reported that the combined years of service for these retiring employees is 317 total years of Spring-Ford experience. He congratulated them and stated that there will be some big holes to fill.

Alison Brick - 13 years
Francine Caputo - 20 years
Bruce Cooper - 25 years
Denise Emel - 13 years
Joanne Garro - 19 years
Heidi Greenwald - 20 years
Susan Hess - 25 years
Regina Hoff - 25 years

Kathryn Pogwist - 42 years
Mary Quintrell - 39 years
Ellen Reilly - 16 years
William Racich - 40 years with the
SFSD
Margaret Stackhouse - 20 years
with the SFSD

Mrs. Melton advised that this Saturday the Color Guard will be hosting an event here at Spring-Ford with over 30 Color Guard Units competing. She reported that it starts at 5:00 and will more than likely be a late night due to the number of units attending. She invited everyone to come out for this great event with huge participation from students, parents and community members.

Mr. DiBello stated that Spring-Ford has an amazing staff and anytime you have someone retiring it is bittersweet as we are happy for them but sad to see them go. He spoke of

the retirement of Bruce Cooper saying that he has worked closely with Bruce over the last 8+ years. He stated that it is bittersweet as he knows Bruce has worked hard his whole life and it is time for him to sit back and enjoy. Mr. DiBello stated that the district is certainly going to miss Mr. Cooper and his dedication to the district, his dedication to the facilities and all of the capital projects that have gone on and are going on in the district. Mr. DiBello commented that he will miss conversations with Mr. Cooper and the Property Committee meetings. Mr. DiBello stated that he knows Mr. Cooper will leave the district in good hands with the people he has working with him as he has been an excellent mentor to those who work in his department and they will be able to pick the ball up and not leave the district in a negative situation.

Mrs. Zasowski spoke of Mr. Cooper's professionalism in all of the meetings he attends and stated that it has been wonderful. She added that she thinks that he is a fine example of the kindness that was spoken about earlier in the presentation. Mrs. Zasowski stated that Mr. Cooper is one of the kindest men here and she will miss him.

Mr. Cooper thanked the Board, the administration, the principals, the teachers and everyone he has walked through the buildings with. He stated that it has been great to work here and he is proud of the buildings. Mr. Cooper recognized the staff he has saying they can take over and handle it as he has tried to mentor them to the point they are at today. Mr. Cooper added that his staff is doing a great job and they all have the Spring-Ford pride in their hearts. Mr. Cooper expressed his appreciation to all and said it is hard for him to leave.

Mr. Pettit thanked Mr. Cooper and stated that it has been a great pleasure working with him and added that Mr. Cooper's dedication to the district is just incredible. Mr. Pettit thanked Mr. Cooper for his years of service.

Mrs. Heine commented that it was quite an extensive list that Dr. Roche read and she wanted to thank all of the teachers, Mr. Cooper and Mr. Racich. She stated that 317 years of experience walking out the door between now and the end of the school year is a lot of time, a lot of effort, a lot of dedication and she thanked each of the retirees for this.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald reported that the federal government reopened and one of the agreements of the government reopening was with regards to the extension of the Excise Tax under the Affordable Care Act which is a very real issue for an employer like Spring-Ford. He added that the tax from healthcare plans was to be triggered in 2020 and this has been punted now an additional 2 years to 2022. Mr. Fitzgerald felt that it would be eventually removed from the law but this was a big deal today as we were within a year of the triggering language. Mr. DiBello stated that he believed it was better known as the Cadillac Tax and he agreed that hopefully it was going to work its way out.

IV. MINUTES

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

A. The Board approved the November 20, 2017 Work Session minutes. **(Attachment A1)**

B. The Board approved the November 27, 2017 Board Meeting minutes. **(Attachment A2)**

C. The Board approved the December 4, 2017 Board Reorganization Meeting minutes.
(Attachment A3)

V. PERSONNEL

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

Mrs. Heine made a motion to approve Item F and Mr. Pettit seconded it.

Mr. Dehnert asked if this position was not created then what harm would come to the district, what would happen with collecting the money, and would things fall through the cracks? Mr. Dehnert asked what the downside was saying we have been collecting this for some time now through other means so if we do not do this what would happen.

Mr. Fink explained that for the past two and one half years we have gone through a lot of analysis on the operations and the work flow throughout the district and this has come up as an item for internal control purposes mainly. He stated that there are a number of funds that flow through the buildings in various ways and having the proper checks and balances is important. Mr. Fink commented that last week Mr. Dehnert spoke about the possibility of changing a process to solve this and he advised that this position is a result of a change in process to better safeguard the assets of the district, of the activity funds and all of those areas.

Mr. Dehnert asked if internal control issues were ever mentioned on any of the audits we had and Mr. Fink replied that it was not. Mr. Dehnert observed that there were two people retiring from the business office and he questioned whether or not they should take a pause to determine how those two positions would be replaced in conjunction with adding another position to possibly rethink how we do 2 or 3 positions.

Mr. Fink explained that one of the positions leaving is that of Mrs. Quintrell who has been with the district 39 years and we applaud the years of service and the dedication she has had and has been extremely important to himself and Mrs. Davidheiser providing all of the history of the business office. The second position is that of Mrs. Mackowiak who has resigned and was the payroll specialist so this position would be filled by a payroll specialist. Mr. Fink added that Mrs. Quintrell handled things of general accounting matters, things that have to do with audits, overseeing the workflow in the department and certain payroll aspects having to do with PSERS. Mr. Fink advised that the position they are talking about now has nothing to do with these areas. He added that Spring-Ford is a \$160,000,000.00 company and needs the right people in the right places to make it hum right.

The motion passed 7-2 with Mr. Dehnert and Mr. Jackson voting no.

A. Resignations

1. **Lori L. Blackburn;** Executive Secretary, District Office. Effective: January 12, 2018.
2. **Francine D. Caputo;** School Psychologist, Evans Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
3. **Stephanie Comptain-Bain;** Lacrosse Coach-Girls' (1/2 contract), Senior High School. Effective: January 12, 2018.

4. **Bruce Cooper**; Director of Planning, Operations and Facilities, for the purpose of retirement. Effective: April 4, 2018.
5. **Denise M. Emel**; Computer Club, 5/6th Grade Center, for the purpose of retirement. Effective: November 27, 2017.
6. **Denise M. Emel**; Business Education – Elementary Teacher, 5th/6th Grade Center, for the purpose of retirement. Previously approved November 26, 2017. *Revised Effective Date: To coincide with the end of the 2017-2018 first semester.*
7. **Tyler Emel**; Audio-Visual Communications Technology, Senior High School. Effective: December 19, 2017.
8. **Zachary Fisher**; Assistant Wrestling Coach, 7th/ 8th/ 9th Grades. Effective: September 29, 2017.
9. **Joanne E. Garro**; Elementary Teacher, Limerick Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
10. **Susan S. Hess**; Media Specialist, Limerick and Spring City Elementary Schools, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
11. **Regina C. Hoff**; Elementary Teacher, 5/6th Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
12. **Joan E. Kenney**; Lacrosse Coach, 8th Grade Center. Effective: December 5, 2017.
13. **Rachael Munoz**; Spanish Teacher and Spanish Club Advisor, 7th Grade Center. Effective: December 5, 2017.
14. **Kathryn A. Pogwist**; Reading Specialist, Royersford Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
15. **Ellen D. Reilly**; English Teacher, Senior High School – 9th Grade, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
16. **William B. Racich**; Health & Physical Education Teacher, 8th Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
17. **Margaret A. Stackhouse**; Business Teacher, Senior High School – 9th Grade, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.

New Resignations

18. **Alison J. Brick**; Elementary Teacher, Oaks Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.

19. **Heidi L. Greenwald**; Special Education Teacher, 5/6th Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
20. **Donna M. Mackowiak**, Assistant Bookkeeper, District Office. Effective: February 2, 2018.
21. **Mary C. Quintrell**; Bookkeeper, District Office, for the purpose of retirement. Effective: April 3, 2018.

B. Temporary Professional Employee

1. **Emily M. McCallister**; Special Education Teacher, Spring-City Elementary School. Compensation has been set at MS, Step 1, \$46,900.00, prorated with benefits per the Professional Agreement. Effective: January 2, 2018.

C. Support Staff Employees

1. **Teresa I. Bickley**; Instructional Assistant, Oaks Elementary School, replacing Dana Freas who resigned. Compensation has been set at \$17.36 (degree rate), with benefits per the Instructional Assistants' plan. Effective: December 11, 2017.
2. **Monika A. Scavello**; Instructional Assistant, Upper Providence Elementary School, replacing Michelle Albanese who resigned. Compensation has been set at \$17.36 (degree rate), with benefits per the Instructional Assistants' plan. Effective: January 2, 2018.

D. Status Change

1. **Andrew T. Rothermel**; Media Communication Assistant to Media Communication Manager, replacing Steven E. Bonetz. Salary has been set at \$55,000.00, prorated with benefits. Effective: January 23, 2018.

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. **Kathryn L. Ellor**

F. The Board approved the attached job description for an Accounts Receivable Specialist. **(Attachment A4)**

G. The Board approved the attached extra-curricular contracts for the 2017-2018 school year. **(Attachment A5)**

VI. FINANCE

Mr. Dehnert made a motion to approve Items A-G and Mr. Jackson seconded it.

Mr. Pettit expressed deep appreciation for the Home and School Associations and the Parent Teacher Associations on being so helpful in their support of the district.

The motion passed 9-0.

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

B. Checks:

1. <u>General Fund Checks</u>	
Check No. 201689 – 202233	\$3,229,070.26
2. <u>Food Service Checks</u>	
Check No. 539 – 655	\$ 141,884.68
3. <u>Capital Reserve Checks</u>	
Check No. 2018 - 2019	\$ 92,121.72
4. <u>General Fund, Food Service, & Capital Reserve ACHs</u>	
ACH 171800285 - 171800442	\$2,241,643.96
5. <u>Procurement Payments</u>	
201700120 – 201700164	\$ 30,578.74

C. The following monthly Board reports were approved:

- Skyward Reports
 - General Fund Check Register
 - Food Service Check Register
 - Capital Reserve Check Register
 - ACH Check Register
 - Procurement Check Register
 - Summary Revenue Report
 - Summary Expense Report

D. The Board approved the Preliminary General Fund Budget for the 2018-2019 school year in the amount of \$165,080,371.00.

E. The Board approved filing with the Department of Education the 2018-2019 referendum exceptions for Special Education Expenditures (Approximately \$1,130,890.00) and Retirement Contributions (Approximately \$358,800.00), for a total estimated amount of \$1,489,690.00. These referendum exceptions represent approximately 1.5% and could be used for allowable millage over the Act 1 State Index cap amount of 2.4%. Exceptions are permitted due to the recognition that there are extra-ordinary district expenses above the rate of inflation.

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

1. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide four assemblies for kindergarten students at Oaks Elementary entitled "Winter Secrets". Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$440.00.

2. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide three assemblies for kindergarten students at Limerick Elementary entitled “Winter Secrets”. Funding will be paid by Limerick Elementary Home and School League and shall not exceed \$330.00.
 3. **Marion Blumenthal Lazan – Hewlett, NY.** Provide two assemblies for students in grades 5 through 7 entitled “Four Perfect Pebbles”. Funding will be split between the 5th/6th Grade Home and School Association and the 7th Grade Home and School Association and shall not exceed a total of \$1,880.00.
 4. **Art’s Alive/Robyn Burckhardt – Spring City, PA and Denise Romano Bright – Sellersville, PA.** Provide an Artist in Residence Program for all students at Evans Elementary to design and create a painted mural to be displayed in the upper hallway at Evans Elementary School. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$3,920.00.
 5. **Adam Lehrhaupt – Line Lexington, PA.** Provide three 45-minute presentations for students in grades 1-4, two mini presentations for kindergarten students and a book signing for all students at Brooke Elementary. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$1,500.00.
- G. The Board approved the following independent contracts:
1. **Mobile Ed Productions, Inc. – Redford, MI.** Provide a state-of-the-art, hands-on children’s “STEAM Museum” focused on STEAM (Science, Technology, Engineering, Art and Math) education for students at Royersford Elementary. Funding will come from the Royersford Elementary School Assembly Budget and shall not exceed \$1,195.00.
 2. **Art’s Alive/Robyn Burckhardt – Spring City, PA and Jessica Liddell – Narbeth, PA.** Provide and Artist in Residence Program for all students at Spring City Elementary to design and create a mosaic tile mural to be installed in the courtyard at Spring City Elementary School. Funding will be split between the Spring City Home and School Association (\$3,050.00) and the Spring City Assembly Budget (\$2,000.00) and shall not exceed a total of \$5,050.00.
 3. **Humanus Corporation – King of Prussia, PA.** Provide Psychological Services for special needs students who require initial psychoeducational evaluations and/or re-evaluations as per their IEPs. Services will be provided for 37.5 hours per week for 20 weeks at a rate of \$70.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$52,500.00.
 4. **Kara Canale – Collegeville, PA.** Provide Psychological Services for special needs students who require initial psychoeducational evaluations and/or re-evaluations as per their IEPs. Services will be provided for 15 hours per week for 12 weeks at a rate of \$70.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$12,600.00.

VII. PROPERTY

Mr. Dehnert made a motion to approve Items A-H and Mrs. Melton seconded it. The motion passed 9-0.

- A. The Board approved the service contract for district-wide mowing for the second year of a three-year option with Black Forest Landscaping and Snowplowing Inc., as per the RFP. The total cost for Year 2 is \$1,321.00 per mowing based on an average of twenty-three mowings per year. Funding will come from the 2018-2019 General Maintenance Budget.
- B. The Board approved the continuation of the contract for district-wide cleaning services for Year 3 of a three-year RFP with Interstate Maintenance Corporation of Horsham, PA. The total cost of Contract #1 is \$796,588.92 beginning June 1, 2018 through May 31, 2019. Contract #2 is \$29.26 per hour per employee and contract #3 will be billed at \$26.00 per hour per employee. Funding will come from the 2018-2019 General Maintenance Budget.
- C. The Board gave approval for annual repairs at Ram Stadium to be completed by Hummer Turfgrass Systems Inc. The costs are split on an annual basis between the Spring-Ford Area School District and the Spring City American Legion. Spring-Ford's portion of the annual repairs and upgrades is a total of \$3,936.00. Funding will come from the 2017-2018 Maintenance Budget.
- D. The Board approved a contract with WTI of Beachwood, Ohio, the lowest bidder through the State KPN process, for the replacement of the flat roof area at the 5/6 Grade Center side of the Flex Building. Funding will come from the Capital Reserve and shall not exceed a total cost of \$187,093.12. The work will be completed over the summer of 2018.
- E. The Board approved the purchase of new LED efficiency lighting to replace the old high sodium pressure lighting in the parking lots at Oaks Elementary School and Limerick Elementary School due to age and inefficiency. The lights will be purchased through Co-Stars Purchasing Agency. Funding will come from the Capital Reserve and shall not exceed \$43,000.00. The work will be completed over the summer of 2018 by in-house staff.
- F. The Board gave approval for Tyco Simplex Grinnell of Allentown, PA to upgrade and replace the fire alarm system at the 8th Grade Center for a total cost of \$69,826.53 as per their quotation through the Pennsylvania State Contract #4400015469. Funding will come from the Capital Reserve. The work will be completed over the summer of 2018.
- G. The Board gave approval to go out to bid and/or receive RFPs for the Maintenance Department service contracts district-wide for the 2018-2019 school year. All of these bids and RFPs will be placed on the May or June 2018 Board Agenda for approval. Funding will come from the 2018-2019 Maintenance Budget.
- H. The Board gave approval to purchase a new energy efficient chiller from Trane Equipment through a US Communities Contract #15-JLP-023/12-10012-17-001, 002,003 to replace the old inefficient outdated chiller at Oaks Elementary School. The disconnection and reconnection which includes the wiring and piping will be completed by in-house staff over the summer of 2018. Funding shall be paid from the Capital Reserve Fund and shall not exceed \$131,000.00.

VIII. PROGRAMMING AND CURRICULUM

Mrs. Heine 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 courses for the 2019-2020 school year. Board approval is requested so that administration may begin the process of planning for curriculum development, budgeting, and inclusion of the course in the student's course guide.

NEW COURSE FOR SPRING-FORD SENIOR HIGH SCHOOL 2019-2020**1. AP 3D Studio Art**

In an effort to meet the advancing needs of our students in a global world where critical thinking and problem solving skills are essential, the Art Department would like to add AP 3D Design to our current offerings. The addition of this course will enable us to offer our students the opportunity to earn college credit in the Humanities Department for students not majoring in art in college, and to earn 3D college credit in the Art Department for those pursuing an art degree. This class would enable students to develop mastery (i.e., "high quality") in concept (theme or idea), composition (elements and principles of art associated with the arrangement of artistic parts in order to achieve an effect), and execution (technical skills) of 3D design principles as they relate to art as an ongoing process.

Staffing

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

Cost	Start Up	Recurring
Training for 1 teacher	\$ 2,500.00	\$ 0.00
Materials	\$ 500.00	\$ 0.00
TOTAL	\$ 2,500.00	\$ 0.00

- B. The Board gave approval to work with The Montgomery County Intermediate Unit (MCIU) to bring a Pre K Counts Program to our School District. MCIU will seek grant funding to provide two Pre K classes to the district. This early intervention service for preschool aged children (ages 3-5) would be available for up to 40 eligible students, completely organized and implemented by the MCIU. There will be no cost to the school district as we need only to provide two classrooms for students attending the program. The MCIU has prepared the grant proposal and would seek funds on our behalf for the program to begin in the 2018-2019 school year.

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

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

The following individuals were approved for attendance at the following:

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

DISTRICT OFFICE

- A. **Linda C. Fazzini**, School Board Member, to attend *"PSBA New School Director Training"* at Upper Merion Area Middle School in King of Prussia, PA on December 15, 2017. The total cost of this conference is \$185.00 (registration and mileage). No substitute is needed.
- B. **Carol Ganister**, PIMS and Data Specialist, to attend *"PDE Data Summit"* in Hershey, PA from March 24, 2018 through March 28, 2018. The total cost of this conference is \$777.60 (mileage, lodging and meals). No substitute is needed.
- C. **Dr. Allyn Roche**, Assistant Superintendent, **Elizabeth Leiss**, Director of Human Resources, and **David Krakower**, Special Education Supervisor, to attend *"Delaware Valley Education Consortium Teacher Job Fair"* at the Greater Philadelphia Expo Center in Oaks, PA on April 4, 2018. The total cost of this job fair is \$425.00 (registration). No substitutes are needed.
- D. **Catherine Gardy**, K-12 Literacy Supervisor, **Wendy Taylor**, Instructional Literacy Coach K-6, and **Megan Wilmarth**, Instructional Literacy Coach 7-12, to attend *"Tackling Text and Evidence Based Writing"* at the Montgomery County Intermediate Unit in Norristown, PA on January 18, 2018. The total cost of this conference is \$225.00 (registration). No substitutes are needed.
- E. **Rachael Fenys**, Staff Accountant, to attend *"Elements of Leadership and Management"* in Harrisburg, PA on April 10, 2018. The total cost of this conference is \$225.00 (registration and mileage). No substitute is needed.
- F. **Gregory Detwiler**, Lead Ground Maintenance, to attend the *"2018 Penn State Crops Conference"* in Allentown, PA on January 18, 2018. The total cost of the conference is \$20.00 (registration). No substitute is needed.

HIGH SCHOOL

- G. **Douglas Reigner**, House Principal, and **Ashley Bilotti**, Business Teacher and FBLA Advisor, to attend *"Future Business Leaders of America-State Leadership Competition and Conference"* at the Hershey Lodge and Convention Center from April 9, 2018 through April 11, 2018. Ms. Bilotti will attend on April 9th and 10th while Mr. Reigner will attend on April 10th and 11th and accompany those students who have advanced to the state level of competition. The total cost to attend this conference is \$1,039.00 (registration, lodging including meals, and 2 days of substitute coverage for Ms. Bilotti).

X. OTHER BUSINESS

Mr. Dehnert made a motion to approve Items A-F and Mrs. Zasowski seconded it. The motion passed 9-0.

- A. The Board approved the revised overnight trip request from the Music Department to Orlando, Florida in March 2018 originally approved at the May 22, 2017 Board Meeting. Due to the number of participants, the Music Department will now be travelling by chartered bus rather than air which will decrease the cost from \$1,400.00 to \$1,200.00. As a result of the change in travel plans the Music Department will be leaving on the evening of Wednesday, March 14, 2018 rather than the morning of Thursday, March 15, 2018. Students will not miss any additional class time. Mr. Joseph Perry, 8th Grade Music Teacher and Co-Director for the Vocal Ensemble, will also be accompanying the Music

Department on the trip so there will be a need for 3 days of substitute coverage for Mr. Perry. The total cost to the district for substitute coverage will now be \$2,304.00.

- B. The Board approved a Parent Permission and Release of Liability Waiver for a parent requesting permission to personally transport their child to and from the Music Department's trip to Orlando, Florida in March 2018 due to medical reasons.
- C. The Board approved the overnight trip request for **Douglas Reigner**, House Principal, and **Ashley Bilotti**, Business Teacher and FBLA Advisor to accompany students qualifying for the Future Business Leaders of America State Competition in Hershey, PA. Students will travel by district transportation. The cost of the trip is estimated to be \$400.00 per student for registration, lodging and meals. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for the transportation costs and substitute coverage for Ms. Bilotti. Ms. Bilotti's substitute coverage is listed under Conferences and Workshops.
- D. The Board approved the overnight trip request for **Seth Jones** (High School Band Director), **Yvonne O'Dea** (High School Choral Director) and **Emily McGranahan** (High School Orchestra Director) to accompany students qualifying for the Pennsylvania Music Educator's Association All-State Convention in Lancaster, PA from April 18, 2018 through April 21, 2018. Qualifying students and directors will travel by district van. The total cost of the trip is estimated to be \$375.00 per student for registration, lodging and meals. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for the transportation costs and substitute coverage for all three teachers. Substitute costs will be listed on the agenda under conferences once it is determined if all three teachers have students that qualify.
- E. The Board acknowledged the acceptance of the donation from the Evans Elementary Home and School Association in the amount of \$5,563.35 for the purchase of 13 iPads, corresponding cases and service agreements for the Ram QUEST Program at Evans Elementary School. There will be no cost to the district.
- F. The following policies were approved:
 - 1. Policy #246 – PUPILS: Student Wellness (**Attachment A6**)
 - 2. Policy #334 – ADMINISTRATIVE EMPLOYEES: Sick Leave (**Attachment A7**)
 - 3. Policy #534 – CLASSIFIED EMPLOYEES: Sick Leave (**Attachment A8**)
 - 4. Policy #610 – FINANCES: Purchases Subject to Bid (**Attachment A9**)
 - 5. Policy #611 – FINANCES: Purchases Budgeted (**Attachment A10**)
 - 6. Policy # 707.1 – PROPERTY: Community Use of School Grounds and Playgrounds (**Attachment A11**)
 - 7. Policy #707.2 – PROPERTY: Use of All-Weather Track by District Residents (**Attachment A12**)

New Other Business

- G. The following policies are submitted for a first reading:
 - 1. Policy #121 – PROGRAMS: Field Trips/Educational Trips (**Attachment A13**)
 - 2. Policy #213 – PUPILS: Assessment of Student Progress (**Attachment A14**)

XI. BOARD COMMENT

There were no comments by the Board.

XII. PUBLIC TO BE HEARD

There were no comments by the public.

XIII. ADJOURNMENT

Mr. DiBello reported that the Board will meet in an executive session immediately following tonight's meeting to discuss a legal matter.

Mr. Pettit made a motion to adjourn and Mrs. Melton seconded it. The motion passed 9-0. The meeting adjourned at 8:42 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On November 20, 2017 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: Dr. Edward T. Dressler
Region II: Dawn R. Heine and Colleen Zasowski
Region III: Mark P. Dehnert and Thomas J. DiBello
Presiding Officer: Joseph P. Ciresi
Superintendent: Dr. David R. Goodin
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Taylor Stevens and Nandini M. Patel

The following Board Members were absent: **Kelly J. Spletzer**

The following Board Member arrived late: **Bernard F. Pettit** (7:34 p.m.)

ANNOUNCEMENTS

There were no announcements.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. ACTION ITEMS

Mr. Dehnert made a motion to approve Items A-G and Mrs. Heine seconded it. The motion passed 6-0.

- A. The Board approved **Resolution 2017-26** honoring **Charles Nawa** on being selected to the 2018 U.S. Army All-American Marching Band. **(Attachment A1)**
- B. The Board approved **Resolution 2017-27** commending **Benjamin Pochet** for winning the 2017 Pioneer Athletic Conference (PAC) Golf Championship and the PIAA District One Championship. **(Attachment A2)**
- C. The Board approved **Resolution 2017-28** commending the **Spring-Ford Area High School Boys' Golf Team** for winning the 2017 Pioneer Athletic Conference (PAC) Golf Championship. **(Attachment A3)**
- D. The Board approved **Resolution 2017-29** commending **Tori Alexander** for winning the 2017 Pioneer Athletic Conference (PAC) Girls' Tennis Singles Championship and qualifying for the PIAA District One Girls' Tennis Tournament. **(Attachment A4)**

- E. The Board approved **Resolution 2017-30** commending the **Spring-Ford Area High School Girls' Tennis Team** for winning the 2017 Pioneer Athletic Conference (PAC) Girls' Tennis Championship. **(Attachment A5)**
- F. The Board approved **Resolution 2017-31** commending **Gabriella Bamford** for winning the 2017 Pioneer Athletic Conference (PAC) Girls' Cross Country Championship. **(Attachment A6)**
- G. The Board approved **Resolution 2017-32** commending the **Spring-Ford Area High School Boys' Cross Country Team** for winning the 2017 Pioneer Athletic Conference (PAC) Boys' Cross Country Championship. **(Attachment A7)**

III. PRESENTATIONS

Mr. Fink presented a PowerPoint presentation highlighting the 2018-2019 Proposed Preliminary Budget. He began the presentation with a look at the Act 1 timeline and then spoke of the challenges in preparing the budget which were chiefly the fact that the state still has not adopted their budget. Mr. Fink next provided the financial forecast overview including the debt service schedule, revenue, the five year model, and expenditures. He explained the preliminary budget gap of \$3.7 million but cautioned that these figures were early and a lot more pencil sharpening needed to be done before the final budget. Mr. Fink explained the Act 1 Index which this year is 2.4%. He presented the referendum exceptions that the district is able to apply for which included those for Special Education in the amount of \$1.3 million and Retirement Contributions in the amount of \$.36 million for total exceptions in the amount of \$1.49 million. Mr. Fink commented that the next steps are to dive deep into the expenditures from the ground up and by each department and building, file for the PDE exceptions and keep an eye on the budget process at the state level.

Mr. Dehnert asked if the long range forecast five-year model anticipated any growth in the district or for it to remain status quo and Mr. Fink replied yes, it anticipates growth in relation to the feasibility study that had recently been completed last year.

Dr. Dressler questioned that by Mr. Fink's saying that they needed to sharpen their pencils he would assume that he knew of some places where adjustments could be made and he asked if Mr. Fink could tell about those areas. Mr. Fink responded that they are in the beginning stages and it is really early and the biggest piece of it is that they have very little data to go on to see if the budget we are using right now has any traction this year. He added that they also have not gone through the process of putting the budget books together for each department and each building in order to go line by line down every last little thing that needs to go into the budget so there is a way to go yet.

Mr. Pettit asked what the increase in PSERS looked like and Mr. Fink replied about \$2.2 million.

Mr. Ciresi thanked Mr. Fink and stated that like always it is a crystal ball as the state just finalized last year's budget about 2 weeks ago and here we are looking at a budget for next year. He stated that he knows Mr. Fink and his department will do a great job of getting the budget down to zero again if possible.

- A. **Mr. James D. Fink**, Chief Financial Officer, to present the 2018--2019 Proposed Preliminary Budget for the Spring-Ford Area School District.

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report Taylor Stevens/Nandini Patel

Taylor reported that Spring Ford's Model UN had their first annual conference on November 11th. They were joined by Methacton and Great Valley. She advised that at the conference they discussed major world issues such as the refugee crisis, nuclear nonproliferation, climate change, and many more hot topics. Taylor reminded seniors planning to attend college in the fall that they should aim to have their applications completed by Thanksgiving. She commented that if they haven't completed their applications yet, they are not alone as she also needed to put the finishing touch on and then hit submit. She wished everyone an enjoyable Thanksgiving holiday.

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

Mrs. Heine reported that the Curriculum and Technology Committee met on November 8th and began their meeting with the good news on the three national merit scholarship finalists and the news of Spring City Elementary receiving high achievement status as a Title I School for the 2016-2017 school year. Mrs. Heine advised that on the curriculum side, Mrs. Bast will be heading a team trained through the MCIU on Act 339. The committee also received an update on the November in-service day. Mrs. Gardy provided the committee with an update on the Professional Development being planned for November based on teacher needs and data review. Mrs. Rochlin reported to the committee that Math Night was a success as 167 students attended with their families for a total of approximately 250 people in attendance. Mrs. Rochlin also advised that Guided Math Professional Development workshops and meetings will continue on a weekly basis at Oaks and that she will continue working with Royersford grades 3 and 4 teachers to refine their practices based on the findings in the 2016-2017 PSSA data. She added that the grades 5-8 math resource is going well, CPM Implementation is going well and that they continue to work with 5th and 6th grade special education math teachers to help with the implementation of the new resource. She also reported that Science resource review is taking place at the 5th and 6th grade level with 3 vendors presenting their products and that a decision was expected to be made in mid-December. Mrs. Heine advised that on the Technology side Mr. Catalano and a team member attended a 6 hour seminar on all of the ins and outs of E-Rate and how it works. Mr. Catalano advised the committee that the camera project for the 9th Grade Center and the 10-12 Grade Center will begin. Mr. Catalano next reported on a potential phone replacement system and the investigative work done thus far. He added that the Technology Department will put out an RFI in the very near future to see what other districts are using and if they have experienced any issues. Mr. Catalano advised that they will continue to explore other options so that when the time comes to put in a new phone system, the correct decision is made. The committee also heard about the investigation being made regarding potential time clock procedures which would eliminate paper time cards. Frontline Education was chosen as the vendor for this project and a motion to approve this appears on the agenda this month. The Technology Department was asked to investigate the A/V System in the high school cafeteria and they have a technician coming in to look at the Hurda Learning Center A/V issues so the plan is to have him also look at the A/V System in the cafeteria and provide us with a full review of what is there and how it can be improved. The committee received an update on the Modernized Learning Initiative at the high school indicating that training for all cohorts will be in September, October and November as the project is off to another good start. There was also an update given on Hybrid Learning that additional training on digital content took place on October 9th and that both hybrid buildings are off to a good start. Mrs. Heine noted that the next meeting will be determined after the School Board Reorganization Meeting takes place.

Mr. DiBello commented that if we are going to do an RFI on phone systems he would assume that we are not concentrating on Skype for Business but rather an RFI on what other districts are using. He requested that Mr. Catalano go across the board as far as different options.

Mr. Dehnert stated that typically an RFI would be sent out suppliers and not other districts. He added that it goes to suppliers, people who supply solutions, to get information on what they represent and not other districts to ask them what they do.

Mr. Catalano responded that he is doing both by asking the vendors for information as well as other districts to see what they are doing. He added that they are doing their homework because they know they have probably about 2 years before they have to do this and want to make the most educated decision both financially and with what is best for the district.

Policy

Colleen Zasowski

2nd Mon. 7:30 p.m.

Mrs. Zasowski reported that the Policy Committee met on October 9th and first talked about Student Wellness policy. She advised that Dr. Roche, Dr. Patschke and Mrs. Germinario followed up from the last meeting to provide some clarification on the questions that were raised regarding the policy and the reasons for the changes which were the need to be in compliance due to the food services audit taking place later this school year. This policy has been placed on the agenda for a first reading. The committee also discussed the policy on Community Use of School Grounds and Playgrounds and Dr. Roche reviewed the specific revisions to the policy as well as some wordsmithing to this and the policy on the Use of the All-Weather Track by District Residents in order to keep them consistent with one another. The policies were recommended to move forward on this month's agenda for first readings. Mrs. Zasowski reported that they then moved on to review the policies on Sick Leave for Administration and Support Staff and based upon the review from last month the committee looked for consistent language on the sick leave for all employee groups. These policies were also placed on the agenda for first readings. The Committee next discussed the policy on Non-discrimination in School and Classroom Practices and Dr. Roche shared an update based upon a conversation with Mr. Fitzgerald and also introduced some new PSBA policies. Dr. Roche also provided an overview of the legal reason from the Policy Network flier sent out by PSBA. These policies will be on the January 2018 Policy Committee agenda for further discussion and additional work. Mrs. Zasowski stated that they also talked about the policy on Purchases Subject to Bid and Mrs. Davidheiser was in attendance to propose changes that are in line with bidding thresholds and purchases that are to be budgeted. Mrs. Zasowski advised that language was added to stay in line with all local, state and federal bidding limits but does not require a policy change each time a bid limit is changed. This policy was recommended to move forward as a first reading. Mrs. Zasowski stated that there were 7 policies that were discussed and recommended to move forward for first readings. She advised that she provided the committee with an update on the Use of Facilities policy and the feedback she has been working on getting from both the Property and Finance Committees and it was determined that they need to look at the costs to run the facilities during the week and on weekends to see what difference there might be. Mrs. Zasowski reported that they are continuing to gather information and when the Policy Committee reconvenes in January they will discuss what the next steps are in order to make sure that everyone is on board with what they are looking at.

Extracurricular

Tom DiBello

2nd Mon. 6:30 p.m.

Mr. DiBello reported that the Extracurricular Committee met on November 13th and there was still conversation on adding second teams at the middle school level. Mr. McDaniel

will report back to the committee at the January Extracurricular Committee meeting with a recommendation on the teams to be added. The committee will then provide the Board with its recommendation. Mr. DiBello reported that there was a presentation by the Spring-Ford 8th Grade WSFTV by Mr. Bowers and 3 students on their daily broadcasts to the entire 8th Grade Center. The students provided a sample of their show. The next presentation was from the Library Club by Ms. O'Brien and 2 students who talked about the committee primarily focusing on both the Reading Olympics and the Makerspace. Mr. DiBello explained that with the Reading Olympics they have 45 books they choose from with meetings to talk about the books they are reading and a competition taking place at the end. The Library Club gave a brief overview of the Makerspace which is a sub-group of the club and it was reported that the Makerspace area is coming close to completion.

Finance

Tom DiBello

2nd Tues. 7:30 p.m.

Mr. DiBello reported that the Finance Committee met on November 14th and began the meeting with a review of the executive monthly reports through October 31st. Mr. DiBello reported that they are confident that we will stay within budget although it is still early as we are only 3 months into the school year. Mr. DiBello advised that some of the revenue items are above the pace of previous years. Mr. DiBello commented that there was a brief conversation on the electronic timekeeping system and how it will be integrated into the Skyward System. Mr. DiBello reported that the committee discussed the preliminary budget and the information for the presentation that took place earlier this evening. Mrs. Zasowski spoke about the Use of Facilities which the committee discussed in detail. Mr. Fink presented the committee with a full spreadsheet and everyone is working towards understanding what the true cost on an hourly basis is for using the facilities during the week as well as on the weekends. He stated that the Policy Committee hopes to make some recommendations to the Board early next year.

Property

Joseph Ciresi

2nd Tues. 6:30 p.m.

Report next week.

Asst. Superintendent Rpt. Dr. Allyn J. Roche

Dr. Roche stated that he did not have a report as Mrs. Heine covered most of what he was going to report on during her Curriculum and Instruction report. Dr. Roche stated that he knows next week will be emotional for Mr. Ciresi as he attends his last meeting and he wanted to thank him for all of his support. Dr. Roche commented that Mr. Ciresi was here when Dr. Roche arrived in the district in terms of hiring him and he added that he appreciates their professional relationship. Dr. Roche joked that they will continue to work at getting Mr. Ciresi off hold when he calls in and also will look into correcting the music that is played while on hold.

Mr. Ciresi thanked Dr. Roche for his comments and said that he will hold his speech until next week's meeting.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald reported that he is continuing to work with administration on the roll out of additional provisions of the school code and how it will impact several departments moving forward.

V. MINUTES

There were no questions or comments.

- A. Administration recommends approval of the October 16, 2017 Work Session minutes. **(Attachment A8)**
- B. Administration recommends approval of the October 23, 2017 Board Meeting minutes. **(Attachment A9)**

VI. PERSONNEL

There were no questions or comments.

A. Resignations

- 1. **Sandy H. Bean**; Custodian, Spring City Elementary School, for the purpose of retirement. Effective: December 8, 2017
- 2. **Denise M. Emel**; Business Education - Elementary Teacher, 5th/6th Grade Center, for the purpose of retirement. Effective: January 24, 2018.
- 3. **Dana Freas**; Instructional Assistant, Oaks Elementary School. Effective: November 17, 2017.
- 4. **Ashley A. Miller**; Instructional Assistant, 7th Grade Center. Effective: November 15, 2017.
- 5. **Crystal C. Stubbs**; School Psychologist, 7th Grade Center. Effective: November 7, 2017.
- 6. **Travis S. Wagner**; Assistant Swimming Coach, Senior High School. Effective: November 15, 2017.

B. Professional Staff Employee

- 1. **Katelyn M. Loveland**; Special Education Teacher, 5/6th Grade Center, replacing Kyla Kaczerski who had a change of assignment. Compensation has been set at MS, Step 3, \$48,581.00, prorated with benefits per the Professional Agreement. Effective: December 4, 2017.

C. Support Staff Employees

- 1. **Cori L. Fuzi**; Instructional Assistant, 8th Grade Center, replacing Ashley A. Miller who resigned. Compensation has been set at \$17.36 an hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: To be determined.
- 2. **Carol Y. Keene**; Part-time Food Service (4 hours/day), 8th Grade Center, replacing Anne Falcone who had a change of assignment. Compensation has been set at \$12.91 an hour per the Food Service Plan. Effective: November 9, 2017.
- 3. **Sharon D. Ritson**; Level III Secretary, Senior High School-9th Grade, replacing Joan E. Bickley who resigned. Compensation has been set at \$15.20 an hour (degree rate) with benefits per the Secretarial Plan. Effective: November 8, 2017.
- 4. **Patricia B. Winston**; Instructional Assistant, Royersford Elementary School, replacing Corinda D. Bergey who resigned. Compensation has been set at

\$17.36 an hour (degree rate) with benefits per the Instructional Assistants' Plan.
Effective: November 6, 2017.

- D. Administration recommends approval for **Leah Stallard** to be hired as a Homebound Instructor. Compensation will be set at \$40.00/hour. Effective: November 7, 2017.
- E. Administration recommends approval of the attached extra-curricular contracts for the 2017-2018 school year. **(Attachment A10)**

VII. FINANCE

There were no questions or comments.

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

B. Checks:

1. <u>General Fund Checks</u>	
Check No. 201186 – 201688	\$2,148,139.13
2. <u>Food Service Checks</u>	
Check No. 451 – 538	\$ 119,881.15
3. <u>Capital Reserve Checks</u>	
Check No. 2016 - 2017	\$ 114,287.42
4. <u>General Fund, Food Service, & Capital Reserve ACHs</u>	
ACH 171800200 - 171800284	\$ 1,207,877.39
5. <u>Procurement Payments</u>	
201700045 - 201700119	\$ 138,787.12

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

- Skyward Reports
 - General Fund Check Register
 - Food Service Check Register
 - Capital Reserve Check Register
 - ACH Check Register
 - Procurement Check Register
 - Summary Revenue Report
 - Summary Expense Report

- D. Administration recommends approval to make public the 2018-2019 Proposed Preliminary Budget for the required 20 days and advertise the Board's intent to adopt the Preliminary Budget on January 22, 2018.
- E. Administration recommends approval to seek bids and/or participate in the Montgomery County Intermediate Unit bids for supplies for the 2018-2019 school

- year. Supplies would include but not be limited to custodial, art, paper, physical education, science, technology education and furniture.
- F. Administration recommends approval for High School Activities accounts for the 2017-2018 school year. Each activity group has completed signature records and a listing of officers.
 - G. Administration recommends approval for 8th Grade Center Activities accounts for the 2017-2018 school year. Each activity group has completed signature records and a listing of officers.
 - H. Administration recommends approval for 7th Grade Center Activities accounts for the 2017-2018 school year. Each activity group has completed signature records and a listing of officers.
 - I. Administration recommends approval for the establishment of the Class of 2021 High School Activities account.
 - J. Administration recommends approval of a General Release Agreement between the district and the parents of a Spring-Ford Area School District student for the reimbursement of medical expenses not otherwise paid for or covered by a third party. The total reimbursement shall not exceed \$7,000.00.
 - K. Administration recommends approval of the materials for PlanCon Part J, Project Accounting Based on Final Costs, for the Spring-Ford Area High School Additions and Alterations Project #3438 approved and submitted to PDE on June 25, 2015. These materials have been reviewed and approved by the Pennsylvania Department of Education, Division of School Facilities, Bureau of Budget and Fiscal Management. **(Attachment A11)**
 - L. Administration recommends approval of the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
 - 1. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide five assemblies for the kindergarten students at Brooke Elementary entitled “Winter Secrets”. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$550.00.
 - 2. **Benmor Enterprises – Bushkill, PA.** Provide a dinosaur presentation and dig for second grade students at Oaks Elementary entitled “Dino Dig”. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$525.00.
 - 3. **Benmor Enterprises – Bushkill, PA.** Provide an assembly for third grade students at Evans Elementary entitled “Rocks, Minerals and Fossil Show”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$575.00.
 - M. Administration recommends approval of the following independent contracts:
 - 1. **Kim Hogan – Easton, PA.** Provide an Artist in Residence Program for students at Upper Providence Elementary to create and install a mosaic mural to be displayed in

the building. Funding will be paid from the Upper Providence Elementary Assembly Budget and shall not exceed \$6,200.00.

2. **All for KIDZ – Lynnwood, WA.** Provide an assembly for students at Royersford Elementary School entitled “The NED Show” teaching students to never give up, to encourage others and to do their best. Funding will be paid from the Royersford Elementary Assembly Budget and shall not exceed \$1,800.00.
3. **Aaron Christ – Fresh Start Fitness – Pottstown, PA.** Provide an assembly for students at Spring City Elementary entitled “Fresh Start Fitness: Fitness Concert”. Funding will be paid by the Phoenixville Community Health Foundation (\$500.00) and the Spring City Elementary Assembly Budget (\$300.00) and shall not exceed a total of \$800.00.
4. **Jack Bracale, DMD – Royersford, PA.** Perform state mandated dental screenings of students in grades 3 and 7 during the 2017-2018 school year as requested by parents/guardians. Funding will be paid from the General Fund and shall not exceed \$5.00 per screening.
5. **Education Alternatives – King of Prussia, PA.** Provide Behavioral Support services for 3 special needs students as per their IEPs. Services will be provided for 18 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 \$17,100.00.
6. **Behavior Interventions – King of Prussia, PA.** Provide Direct Trained PCA Support services for a special needs student as per the IEP. Services will be provided for 337.5 hours at a rate of \$30.00 per hour (\$10,125.00). In addition, 24 hours of Behavior Supervision services will be provided at a rate of \$100.00 per hour (\$2,400.00). Funding will be paid from the Special Education Budget and shall not exceed \$12,525.00.
7. **Chester County Intermediate Unit – Downingtown, PA.** Provide School Year Educational services for a special needs student as per the IEP. The CCIU School providing services will be TCHS-Pickering. Funding will be paid from the Special Education Budget and shall not exceed \$13,946.00.
8. **Capstone Academy – East Norriton, PA.** Provide School Year Educational services for a special needs student as per the IEP. Services will be provided for 126 days at a rate of \$430.66 per day. Funding will be paid from the Special Education Budget and shall not exceed \$54,263.60.
9. **Dr. Fernando Cavallo – Huntingdon Valley, PA.** Conduct a Psychological Evaluation of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$3,500.00.

VIII. **PROPERTY**

Mr. Dehnert asked about Item B and what the extra \$250,000 in soft costs were and Mr. Cooper replied that most of the money is escrow money that must be put up front for things like curb work, sewer work, underground drainage systems, electrical work and any type of paving and repaving. Mr. Cooper stated that we must put that into an interest bearing escrow account with the township and as then as the work gets done we can pull that money out. Mr. Cooper added that most of the time we wait until the end to pull the money out so that we do not have to keep paying administration fees on it. Mr. Cooper advised that some of the other fees are for different inspection fees and soil conservation fees. He added that the district needs to put this

up also in case we were not to finish the project as the township could then come in and finish the project with the money in the escrow account. Mr. Dehnert asked if this amount was in the estimate originally and Mr. Cooper replied yes that it was built into the construction costs and when the project was bid it was put into the contractor bids. Mr. Dehnert asked for clarification that it was not an additional cost to the project and Mr. Cooper confirmed it was not.

Mr. Fitzgerald added that they are working on the language for the agreements with the township and he suggested that the motion for Item B include the language "subject to final review and approval by the solicitor's office".

- A. Administration recommends approval to purchase a replacement Security ATV from Sports 'N Turf of Pottstown as per their quote (#QUO-20289-101117) to include a \$5,500.00 trade-in of the existing vehicle. Funding will be paid from the Capital Reserve and shall not exceed \$16,692.41.
- B. Administration recommends approval for \$250,000.00 to be added for soft cost expenditures to be used for Limerick Township, escrow fees and recording fees for the High School Addition Project.

IX. PROGRAMMING AND CURRICULUM

There were no questions or comments.

- A. Administration recommends approval to enter into a 3 year software license agreement with Frontline Education for the use of the Time and Attendance software solution as part of the implementation of the electronic time keeping system initiative for non-exempt district employees. Funding will be paid from the annual Technology Budget and shall not exceed a total of (\$51,500.00) \$15,000.00 per year for 3 years plus a one-time implementation fee of \$6,500.00.
- B. Administration recommends approval for the modification of the Spring-Ford Area High School Social Skills course for the 2018-2019 school year. Special needs students currently taking this Social Skills instruction course do not receive credit. Credit will now be given to those students successfully completing the course. There will be no cost to the district for this modification.

X. CONFERENCE/ WORKSHOP RECOMMENDATIONS

There were no questions or comments.

The following individuals are recommended for attendance at the following:

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

DISTRICT-WIDE

- A. **Kimberly Bast**, Director of Curriculum & Instruction, **Heidi Rochlin**, Curriculum Supervisor for Math and Science, **Dr. Robb Colyer** and **Dr. Rob Moyer**, Principals, to attend the "SAS Institute" in Hershey, PA from December 3 through December 5, 2017. The total cost of this conference is \$1,160.20 (registration, transportation, meals). No substitutes are needed.
- B. **Robert Catalano**, Director of Technology, **Sandra Bernat**, Manager of Technology Operations, and **Kathleen Cox**, Software Specialist, to attend "PETE&C 2018" at the Hershey Lodge and Convention Center from February 11 through February 14, 2018.

The total cost of this conference is \$2,134.00 (registration, mileage lodging and meals). No substitutes are needed.

XI. OTHER BUSINESS

There were no questions or comments.

- A. Administration recommends approval for **Annette Eddowes-Kiernan**, MS Indoor Guard Instructor and **Dawn Platchek**, Assistant Director, to take the **Spring-Ford Middle School Indoor Guard** to compete in the 2018 Tournament Indoor Association Atlantic Coast Championships in Wildwood, NJ from Wednesday, May 2nd through Sunday, May 6th, 2018. The indoor guard will be traveling by bus and staying at a motel in Wildwood, NJ to be determined at a later date. The estimated cost of the trip is \$220.00 per person based on the cost of the same trip in 2017. The event runs from Thursday, May 3rd until Sunday, May 6th, 2018. A preliminary schedule for the event will not be available until April 2018 therefore, the exact dates and times cannot be determined as of yet. If the students are to perform Thursday, May 3rd the guard will leave on Wednesday, May 2nd. If they are scheduled to perform on Friday the guard will leave on Thursday, May 3rd. The day and time of return is also to be determined by the performance schedule. Students will miss a few hours of school on the day of departure and any full days thereafter. The students will be responsible for any missed work. No substitutes are needed.
- B. Administration recommends the approval for all 2017-2018 Winter Athletic Teams/ Individuals that qualify for post season play to be granted permission for overnight travel, when deemed necessary by the Athletic Department, and approved by the Superintendent or their Designee. The School Board will be notified of this travel and Board approval will be sought at the next scheduled Board meeting. Funding will be paid from the Athletic Budget.
- C. Administration recommends approval of the following high school winter sport teams for overnight travel during the 2017-2018 school year. There will be no cost to the district for lodging and meals as this will be paid from the respective team's Booster Club Account. The total cost to the district will be \$96.00 for a ½ day substitute on December 8th for the Cumberland Valley Tournament.

Wrestling

- 1. **Cumberland Valley Tournament – Mechanicsburg, PA**
Cumberland Valley High School
Depart 12/08/17 - Return 12/09/17
Meals and lodging provided by the Wrestling Team Booster Club Account
The team will use district transportation
- 2. **Hurricane Classic Tournament – Bethlehem, PA**
Liberty High School
Depart 12/27/17 – Return 12/29/17
Meals and lodging provided by the Wrestling Team Booster Club Account
The team will use district transportation

Girls' Basketball

*These tournaments replace the tournament previously approved for Puerto Rico which was cancelled due to the damage from Hurricane Maria.

3. **Tina Thompson She's Got Game Tournament–National Showcase-Washington, DC**
St. John Carroll High School and Elizabeth Seton High School
Depart 12/08/17 – Return 12/10/17
Meals and lodging provided by the Girls' Basketball Team Booster Club Account
The team will use district transportation
4. **Susan G. Komen Ball 4 Cure – National Showcase – Queens, NY**
Nazareth High School
Depart 01/19/18 – Return 01/21/18
Meals and lodging provided by the Girls' Basketball Team Booster Club Account
The Team will use district transportation
5. **North Allegheny Junior Varsity & Varsity Games – Wexford, PA**
North Allegheny High School
Depart 02/02/18 – Return 02/03/18
Meals and lodging provided by the Girls' Basketball Team Booster Club Account
The Team will use district transportation

Indoor Boys' & Girls' Track

6. **The Hispanic Games (Runners/Throwers/Jumpers must qualify) – New York, NY**
The Armory
Depart 01/06/18 – Return 01/07/18
Meals and lodging will be provided by the Indoor Track Team Booster Club Account.
The team will use district transportation
 7. **New Balance Games (Runners/Throwers/Jumpers must qualify) – New York, NY**
The Armory
Depart 01/20/18 – Return 01/21/18
Meals and lodging will be provided by the Indoor Track Team Booster Club Account
The team will use district transportation
- D. The following policies are submitted for a second reading for approval at next week's meeting:
1. Policy #204 – PUPILS: Attendance (**Attachment A12**)
 2. Policy #434 – PROFESSIONAL EMPLOYEES: Sick Leave (**Attachment A13**)
- E. The following policies are submitted for a first reading:
1. Policy #246 – PUPILS: Student Wellness (**Attachment A14**)
 2. Policy #334 – ADMINISTRATIVE EMPLOYEES: Sick Leave (**Attachment A15**)
 3. Policy #534 – CLASSIFIED EMPLOYEES: Sick Leave (**Attachment A16**)
 4. Policy #610 – FINANCES: Purchases Subject to Bid (**Attachment A17**)
 5. Policy #611 – FINANCES: Purchases Budgeted (**Attachment A18**)
 6. Policy # 707.1 – PROPERTY: Community Use of School Grounds and Playgrounds (**Attachment A19**)
 7. Policy #707.2 – PROPERTY: Use of All-Weather Track by District Residents (**Attachment A20**)

XII. BOARD COMMENT

Mr. Dehnert stated that he wanted to clarify for the benefit of the people in the audience that when they talk about an RFI that it means Request for Information.

XIII. PUBLIC TO BE HEARD

There were no questions or comments from the public.

XIV. ADJOURNMENT

Mr. Pettit made a motion to adjourn and Mrs. Heine seconded it. The motion passed 7-0. The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On November 27, 2017 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: Dr. Edward T. Dressler, Bernard F. Pettit and Kelly J. Spletzer
Region II: Dawn R. Heine and Colleen Zasowski
Region III: Mark P. Dehnert and Thomas J. DiBello
Presiding Officer: Joseph P. Ciresi
Superintendent: Dr. David R. Goodin
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Taylor Stevens

The following Student Representative was absent: **Nandini M. Patel**

ANNOUNCEMENTS

There were no announcements.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no questions or comments from the public.

II. PRESENTATIONS

Dr. Goodin introduced Seth Jones to do tonight's first presentation. Mr. Jones introduced Charles Nawa, a senior and a percussionist with the High School Band. Mr. Jones stated that Charles was one of 125 students from across the country who was selected to participate in the U.S. Army All-American Marching Band in San Antonio in January. Mr. Jones provided some background on the U.S. All-American Bowl Game and the Marching Band that plays during this event. Mr. Jones stated that it is a huge honor to be selected as kids apply from all across the country and only 125 are chosen. Mr. Jones offered his congratulations to Charles and presented him with a resolution in acknowledgement of his accomplishment.

- A. Presentation of **Resolution 2017-26** honoring **Charles Nawa** on being selected to the 2018 U.S. Army All-American Marching Band. (**Attachment A1**)

Dr. Goodin introduced Mr. McDaniel to make the presentation to the Coaches, Athletes and Athletic Teams who have won PAC Championships. Mr. McDaniel began by offering his congratulations to Charles Nawa on his efforts which have given him this well-deserved honor. Mr. McDaniel introduced each athlete present this evening, their coaches and spoke of the championships they won. Resolutions were given to each athlete and coach in honor of their accomplishments.

- B. Presentation of **Resolution 2017-27** commending **Benjamin Pochet** for winning the 2017 Pioneer Athletic Conference (PAC) Golf Championship and the PIAA District One Championship. (**Attachment A2**)

- C. Presentation of **Resolution 2017-28** commending the **Spring-Ford Area High School Boys' Golf Team** for winning the 2017 Pioneer Athletic Conference (PAC) Golf Championship. **(Attachment A3)**
- D. Presentation of **Resolution 2017-29** commending **Tori Alexander** for winning the 2017 Pioneer Athletic Conference (PAC) Girls' Tennis Singles Championship and qualifying for the PIAA District One Girls' Tennis Tournament. **(Attachment A4)**
- E. Presentation of **Resolution 2017-30** commending the **Spring-Ford Area High School Girls' Tennis Team** for winning the 2017 Pioneer Athletic Conference (PAC) Girls' Tennis Championship. **(Attachment A5)**
- F. Presentation of **Resolution 2017-31** commending **Gabriella Bamford** for winning the 2017 Pioneer Athletic Conference (PAC) Girls' Cross Country Championship. **(Attachment A6)**
- G. Presentation of **Resolution 2017-32** commending the **Spring-Ford Area High School Boys' Cross Country Team** for winning the 2017 Pioneer Athletic Conference (PAC) Boys' Cross Country Championship. **(Attachment A7)**

Dr. Siggins thanked the Board for the opportunity to come out tonight and make this presentation on the special area classes at the 8th Grade Center. He also expressed his appreciation to the 8th grade students who volunteered to do this and put in the necessary time to prepare to be here this evening. Dr. Siggins thanked the parents for coming out and bringing the students to tonight's meeting and Dr. Moyer for leading the students through the presentation.

Dr. Moyer expressed his thanks to everyone for allowing them to come out this evening and especially the students from the Class of 2022. He stated that tonight they brought 12 members from this class to talk about their experiences in the series of classes that are run on a daily basis at the 8th Grade Center. Dr. Moyer stated that the classes are called the special area classes and consist of Technology Education, Family and Consumer Science, Art Education and Music Education. He provided an overview of how student's schedules work with regards to the special area classes. Dr. Moyer commented that there were 4 groups of students present tonight to speak about their experiences in the special classes during the first marking period of this year.

Students representing each special area class came forward and spoke of their experience in the class and explained what they liked most about the class and the benefits they received from participating in the class.

Dr. Moyer commented that they have very talented students in the 8th Grade Class of 2022 and stated that the future for Spring-Ford High School is very bright. Dr. Moyer expressed that he and Dr. Siggins are very proud of this group of students and are excited for what they are going to accomplish at the high school.

Dr. Goodin thanked everyone for coming out to the meeting this evening. He expressed how impressed he was with the students commended them on coming to a public meeting and speaking in front of a crowd.

Mr. DiBello stated that these are the types of nights that make him enjoy being a School Board Member as they have seen the full gamut of our students, their talent and their skills from high school all the way down to 8th grade. Mr. DiBello added that in looking at what the

students have done, he wishes he could have done half of that in 8th grade. Mr. DiBello agreed with Dr. Goodin's statement that for these students to get up and speak at a public meeting is a heck of an accomplishment itself. Mr. DiBello thanked them for coming out this evening.

H. **Dr. Michael Siggins**, Principal 8th Grade Center, **Dr. Robin Moyer**, House Principal, and **Rosy Abbas, Alex Craig, Aurora Ferguson, Ava Guarino, Conor O'Dea, Lydia Orme, Sasha Osborne, Olivia Payton, Aidan Pronchick, Ella Roche, Jonathan Seifarth, Kate Vossen** and **Joe Wisienski**, Students, to present on the **Special Area Classes at the 8th Grade Center**.

III. **BOARD AND COMMITTEE REPORTS**

Community Relations Colleen Zasowski 3rd Mon. 6:30 p.m.

Mrs. Zasowski reported that the Community Relations Committee met last week prior to the work session and discussed how they are going to implement the Spring-Ford Podcast. Mrs. Zasowski explained that there will be bi-weekly podcasts that will be recorded in the Makerspace sound room and examples of topics could include information about new curricular programs, staff spotlights, budget updates, school celebrations, parent organizations and more. Mrs. Zasowski stated that RCTV would use this time to make an accompanying spotlight video 2-3 minutes in length. She added that the committee is very excited about this project. Mrs. Zasowski reported that there will be a new opening format for the board work sessions beginning in January as there will be an announcement update video from RCTV with a recap of the past month. Mrs. Zasowski stated that for the work session and the board meeting the Pledge of Allegiance video featuring Spring-Ford students will also include directions for our residents who wish to speak to the Board. Mrs. Zasowski reported that Facebook livestreaming of School Board meetings began this evening.

Mr. DiBello asked who was doing the podcasts and Mrs. Zasowski replied that Erin Crew was doing some of them as well as RCTV collaborating on the spotlight videos. Mr. DiBello asked about the Makerspace venue and Mrs. Zasowski responded that it was just where the recording was taking place.

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

Dr. Dressler reported that the WMCTC Joint Operating Committee met on November 6th and Mr. Moritzen acknowledged Mr. Ciresi's 11 years of service to the WMCTC Board. Dr. Dressler commented that he has served 6 of those 11 years with Mr. Ciresi. It was also reported that the Girl's Night Out event had a good turnout of 40 students and was a very successful event. Mr. Moritzen reported to the JOC on the visit by a delegation from the Western Center to the SEMA event in Las Vegas in order to determine if it was an appropriate event for our students to be exposed to. Dr. Dressler advised that next year they plan on taking a delegation to the event including students. Dr. Dressler reported that the Western Center will hold an Open House on November 29th from 5-6 PM for perspective students and parents. There will also be a High Tea Event on Wednesday, December 13th with two seatings available. Dr. Dressler commented that the last thing was the Superintendent's report where Dr. Goodin had advised that Representative Bob McDermott from Hawaii came to look at the programs offered at the Western Center with the idea of introducing similar programs in the state of Hawaii.

Mrs. Heine asked if Dr. Dressler wanted to talk about the Tiny House Project and he advised that the tiny house had been taken to Penn State. Mr. Ciresi added that it was well received and there was an offer made on the house while it was there. He added that since the Board had put a caveat on it that it had to be auctioned off starting at

\$40,000 the offer made was not able to be accepted. Mr. Ciresi indicated that the tiny house will be auctioned in the coming weeks and bids will start at \$40,000. Mr. Ciresi stated that the house is valued at about \$62,000. He added that the hope is to get at least \$45,000 - \$50,000 for it. Dr. Dressler asked if people will be able to view the tiny house during the Open House event and Mr. Ciresi replied yes. Dr. Dressler added that it is a lovely little house with a lot of terrific features. Mrs. Zasowski commented that her husband had painted the house pro bono and had told her that it is quite the compact little area and that he would not mind moving into it.

PSBA Liaison

Dr. Edward Dressler

Dr. Dressler advised that we are still looking for a volunteer from the Board to attend the National School Board Association Conference in the spring in San Antonio, Texas. Dr. Dressler stated that he hoped that someone would be able to attend the meeting. He next reported that the issue of school start times is still a hot topic and districts around the Pittsburgh area are now evaluating changing the start times. Dr. Dressler added that the North Allegheny School District has changed its start times. He stated that the question of sleep cycles for young people has been investigated by the medical community. Dr. Dressler pointed out that there are costs incurred with changing start times with regards to bussing issues. He added that the North Allegheny School District did not do this without first consulting the parents.

Mrs. Heine asked about the start time for the high school students in North Allegheny and Dr. Dressler replied 7:25 a.m. Mrs. Heine stated that Spring-Ford starts later than that. Dr. Dressler looked back through his paperwork and stated that the district was shifting the high school student's first period start time from 7:15 a.m. to 8:00 a.m. Mrs. Heine stated that it would be a 20 minute difference from where we currently are starting.

Property

Joseph Ciresi

2nd Tues. 6:30 p.m.

There was no report.

Legislative Committee

Joseph Ciresi

3rd Weds. 7:30 p.m.

There was no report.

MCIU

Tom DiBello

4th Weds. 7:00 p.m.

Mr. DiBello reported that last week's MCIU meeting was held at the old facility which had been turned into an early intervention/pre-kindergarten learning facility. Mr. DiBello advised that the programs were very success with over 400 students enrolled in them. He stated that they are back at the starting gate with utilizing the building as when they originally moved out of the building the hope was to sell it. He added that now with these programs off and running very successfully they have decided to get some bids and ideas on certain aspects of the building that will need to be remodeled to accommodate the programs and bring it up to current standards as well. Mr. DiBello stated that there will be more to come on this in the near future.

Superintendent's Report

Dr. David R. Goodin

Dr. Goodin commented that tonight is the last board meeting for two Board Members, Mr. Ciresi and Mr. Spletzer. He thanked them for the service they have rendered to the district on behalf of the community. He stated that they have both certainly done the yeoman's work in moving the district forward and making sure that things were happening in the district. Dr. Goodin expressed thanks for the time they have committed. He presented them with farewell gifts as tokens of the district's appreciation.

Mrs. Spletzer stated that it is bittersweet tonight. She commented that the 4 years she has spent serving the students and the community in Spring-Ford has been an honor and an experience that she will cherish forever. Mrs. Spletzer stated that she loves this district and she is glad to have been a part of this and seeing behind the scenes. She expressed that it has been a very humbling but great experience.

Mr. Ciresi advised that he will hold his farewell comments for the end of the meeting but wanted to thank Mrs. Spletzer for her service and sitting at the table as a Board Member, a community member and a parent. He added that serving on the Board takes a lot of time out of your life and changes your life in a lot of ways. He stated that he believes they grow from this experience but that it does not go without its pluses and minuses and you often hear that it is a thankless job. He added that the energy they give is far from thankless. He again expressed his thanks to her for her service as a Board Member.

Solicitor's Report **Mark Fitzgerald**
There was no report.

IV. MINUTES

Mr. Pettit made a motion to approve Items A-B and Mrs. Heine seconded it. The motion passed 8-0.

A. The Board approved the October 16, 2017 Work Session minutes. **(Attachment A8)**

B. The Board approved the October 23, 2017 Board Meeting minutes. **(Attachment A9)**

V. PERSONNEL

Mr. Ciresi advised that they will not be voting on Item C1 as the candidate had changed their mind and would not be accepting the position.

Mr. Dehnert made a motion to approve Items A-B and Mrs. Heine seconded it. The motion passed 8-0.

Mr. Ciresi asked for a motion for Items C2 – E and noted that under E on the listing of extracurricular contracts that Susan Hammond would be removed. Mr. Dehnert made the motion and Mrs. Heine seconded it. The motion passed 8-0.

A. Resignations

1. **Sandy H. Bean**; Custodian, Spring City Elementary School, for the purpose of retirement. Effective: December 8, 2017
2. **Denise M. Emel**; Business Education - Elementary Teacher, 5th/6th Grade Center, for the purpose of retirement. Effective: January 24, 2018.
3. **Dana Freas**; Instructional Assistant, Oaks Elementary School. Effective: November 17, 2017.
4. **Ashley A. Miller**; Instructional Assistant, 7th Grade Center. Effective: November 15, 2017.

5. **Crystal C. Stubbs**; School Psychologist, 7th Grade Center. Effective: November 7, 2017.
6. **Travis S. Wagner**; Assistant Swimming Coach, Senior High School. Effective: November 15, 2017.

B. Professional Staff Employee

1. **Katelyn M. Loveland**; Special Education Teacher, 5/6th Grade Center, replacing Kyla Kaczerski who had a change of assignment. Compensation has been set at MS, Step 3, \$48,581.00, prorated with benefits per the Professional Agreement. Effective: December 4, 2017.

C. Support Staff Employees

1. **Cori L. Fuzi**; Instructional Assistant, 7th Grade Center, replacing Ashley A. Miller who resigned. Compensation has been set at \$17.36 an hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: To be determined.
 2. **Carol Y. Keene**; Part-time Food Service (4 hours/day), 8th Grade Center, replacing Anne Falcone who had a change of assignment. Compensation has been set at \$12.91 an hour per the Food Service Plan. Effective: November 9, 2017.
 3. **Sharon D. Ritson**; Level III Secretary, Senior High School-9th Grade, replacing Joan E. Bickley who resigned. Compensation has been set at \$15.20 an hour (degree rate) with benefits per the Secretarial Plan. Effective: November 8, 2017.
 4. **Patricia B. Winston**; Instructional Assistant, Royersford Elementary School, replacing Corinda D. Bergey who resigned. Compensation has been set at \$17.36 an hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: November 6, 2017.
- D. The Board approved **Leah Stallard** to be hired as a Homebound Instructor. Compensation will be set at \$40.00/hour. Effective: November 7, 2017.
- E. The Board approved the attached extra-curricular contracts for the 2017-2018 school year with the revision as stated by Mr. Ciresi. **(Attachment A10)**

VI. FINANCE

Mr. Pettit made a motion to approve Items A-M and Mrs. Heine seconded it. The motion passed 8-0.

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

B. Checks:

1. General Fund Checks
Check No. 201186 – 201688 \$2,148,139.13

2. <u>Food Service Checks</u>	
Check No. 451 – 538	\$ 119,881.15
3. <u>Capital Reserve Checks</u>	
Check No. 2016 - 2017	\$ 114,287.42
4. <u>General Fund, Food Service, & Capital Reserve ACHs</u>	
ACH 171800200 - 171800284	\$ 1,207,877.39
5. <u>Procurement Payments</u>	
201700045 - 201700119	\$ 138,787.12

C. The following monthly Board reports were approved:

- Skyward Reports
 - General Fund Check Register
 - Food Service Check Register
 - Capital Reserve Check Register
 - ACH Check Register
 - Procurement Check Register
 - Summary Revenue Report
 - Summary Expense Report

- D. The Board gave approval to make public the 2018-2019 Proposed Preliminary Budget for the required 20 days and advertise the Board's intent to adopt the Preliminary Budget on January 22, 2018.
- E. The Board gave approval to seek bids and/or participate in the Montgomery County Intermediate Unit bids for supplies for the 2018-2019 school year. Supplies would include but not be limited to custodial, art, paper, physical education, science, technology education and furniture.
- F. The Board approved the High School Activities accounts for the 2017-2018 school year. Each activity group has completed signature records and a listing of officers.
- G. The Board approved the 8th Grade Center Activities accounts for the 2017-2018 school year. Each activity group has completed signature records and a listing of officers.
- H. The Board approved the 7th Grade Center Activities accounts for the 2017-2018 school year. Each activity group has completed signature records and a listing of officers.
- I. The Board approved the establishment of the Class of 2021 High School Activities account.
- J. The Board approved a General Release Agreement between the district and the parents of a Spring-Ford Area School District student for the reimbursement of medical expenses not otherwise paid for or covered by a third party. The total reimbursement shall not exceed \$7,000.00.

- K. The Board approved the materials for PlanCon Part J, Project Accounting Based on Final Costs, for the Spring-Ford Area High School Additions and Alterations Project #3438 approved and submitted to PDE on June 25, 2015. These materials have been reviewed and approved by the Pennsylvania Department of Education, Division of School Facilities, Bureau of Budget and Fiscal Management. **(Attachment A11)**
- L. The Board approved the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide five assemblies for the kindergarten students at Brooke Elementary entitled “Winter Secrets”. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$550.00.
 2. **Benmor Enterprises – Bushkill, PA.** Provide a dinosaur presentation and dig for second grade students at Oaks Elementary entitled “Dino Dig”. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$525.00.
 3. **Benmor Enterprises – Bushkill, PA.** Provide an assembly for third grade students at Evans Elementary entitled “Rocks, Minerals and Fossil Show”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$575.00.
- M. The Board approved the following independent contracts:
1. **Kim Hogan – Easton, PA.** Provide an Artist in Residence Program for students at Upper Providence Elementary to create and install a mosaic mural to be displayed in the building. Funding will be paid from the Upper Providence Elementary Assembly Budget and shall not exceed \$6,200.00.
 2. **All for KIDZ – Lynnwood, WA.** Provide an assembly for students at Royersford Elementary School entitled “The NED Show” teaching students to never give up, to encourage others and to do their best. Funding will be paid from the Royersford Elementary Assembly Budget and shall not exceed \$1,800.00.
 3. **Aaron Christ – Fresh Start Fitness – Pottstown, PA.** Provide an assembly for students at Spring City Elementary entitled “Fresh Start Fitness: Fitness Concert”. Funding will be paid by the Phoenixville Community Health Foundation (\$500.00) and the Spring City Elementary Assembly Budget (\$300.00) and shall not exceed a total of \$800.00.
 4. **Jack Bracale, DMD – Royersford, PA.** Perform state mandated dental screenings of students in grades 3 and 7 during the 2017-2018 school year as requested by parents/guardians. Funding will be paid from the General Fund and shall not exceed \$5.00 per screening.
 5. **Education Alternatives – King of Prussia, PA.** Provide Behavioral Support services for 3 special needs students as per their IEPs. Services will be provided for 18 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 \$17,100.00.

6. **Behavior Interventions – King of Prussia, PA.** Provide Direct Trained PCA Support services for a special needs student as per the IEP. Services will be provided for 337.5 hours at a rate of \$30.00 per hour (\$10,125.00). In addition, 24 hours of Behavior Supervision services will be provided at a rate of \$100.00 per hour (\$2,400.00). Funding will be paid from the Special Education Budget and shall not exceed \$12,525.00.
7. **Chester County Intermediate Unit – Downingtown, PA.** Provide School Year Educational services for a special needs student as per the IEP. The CCIU School providing services will be TCHS-Pickering. Funding will be paid from the Special Education Budget and shall not exceed \$13,946.00.
8. **Capstone Academy – East Norriton, PA.** Provide School Year Educational services for a special needs student as per the IEP. Services will be provided for 126 days at a rate of \$430.66 per day. Funding will be paid from the Special Education Budget and shall not exceed \$54,263.60.
9. **Dr. Fernando Cavallo – Huntingdon Valley, PA.** Conduct a Psychological Evaluation of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$3,500.00.

VII. PROPERTY

Mr. Ciresi advised that Item B will be revised to reflect that it is subject to final review and approval of the agreement with the township by the administration.

Mr. Dehnert asked that Item B be separated.

Mr. Dehnert made a motion to approve Item A and Mrs. Heine seconded it. The motion passed 8-0.

- A. The Board gave approval to purchase a replacement Security ATV from Sports 'N Turf of Pottstown as per their quote (#QUO-20289-101117) to include a \$5,500.00 trade-in of the existing vehicle. Funding will be paid from the Capital Reserve and shall not exceed \$16,692.41.

Mrs. Heine made a motion to approve Item B and Mr. Pettit seconded it.

Mr. Dehnert asked why we would need to put money into an escrow account if the project has not been approved yet. Mr. Fitzgerald explained that if the funds are put into escrow then they obviously would be returned to us if the project were to be forfeited at some point. He added that these were preliminary steps that would have to be taken now to move forward when bids are brought forward later on in the winter or early spring. Mr. Dehnert stated that this was anticipation of bids being brought forward and Mr. Fitzgerald replied that was correct.

The motion passed 7-1 with Mr. Dehnert voting no.

- B. The Board gave approval for \$250,000.00 to be added for soft cost expenditures to be used for Limerick Township, escrow fees and recording fees for the High School Addition Project, subject to final review and approval of the agreement with the township by the administration

VIII. PROGRAMMING AND CURRICULUM

Mr. DiBello made a motion to approve Items A-B and Mrs. Heine seconded it. The motion passed 8-0.

- A. The Board approved entering into a 3 year software license agreement with Frontline Education for the use of the Time and Attendance software solution as part of the implementation of the electronic time keeping system initiative for non-exempt district employees. Funding will be paid from the annual Technology Budget and shall not exceed a total of (\$51,500.00) \$15,000.00 per year for 3 years plus a one-time implementation fee of \$6,500.00.
- B. The Board approved the modification of the Spring-Ford Area High School Social Skills course for the 2018-2019 school year. Special needs students currently taking this Social Skills instruction course do not receive credit. Credit will now be given to those students successfully completing the course. There will be no cost to the district for this modification.

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

Mr. Dehnert made a motion to approve Items A-C and Mr. Pettit seconded it. The motion passed 8-0.

The following individuals were approved for attendance at the following:

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

DISTRICT-WIDE

- A. **Kimberly Bast**, Director of Curriculum & Instruction, **Heidi Rochlin**, Curriculum Supervisor for Math and Science, **Dr. Robb Colyer** and **Dr. Rob Moyer**, Principals, to attend the “SAS Institute” in Hershey, PA from December 3 through December 5, 2017. The total cost of this conference is \$1,160.20 (registration, transportation, meals). No substitutes are needed.
- B. **Robert Catalano**, Director of Technology, **Sandra Bernat**, Manager of Technology Operations, and **Kathleen Cox**, Software Specialist, to attend “PETE&C 2018” at the Hershey Lodge and Convention Center from February 11 through February 14, 2018. The total cost of this conference is \$2,134.00 (registration, mileage lodging and meals). No substitutes are needed.

New Conference and Workshop

- C. **Gregory Detwiler**, Lead Grounds Maintenance, and **Edward Koneski**, Grounds Maintenance, to attend “2018 Eastern PA Turf Conference” in East Earl, PA on January 10, 2018. The total cost for this conference is \$170.00 (registration). No substitutes are required.

X. OTHER BUSINESS

Mr. Dehnert made a motion to approve Items A-D and Mrs. Spletzer seconded it. The motion passed 8-0.

- A. The Board gave approval for **Annette Eddowes-Kiernan**, MS Indoor Guard Instructor and **Dawn Platchek**, Assistant Director, to take the **Spring-Ford Middle School Indoor Guard** to compete in the 2018 Tournament Indoor Association Atlantic Coast Champion-

- ships in Wildwood, NJ from Wednesday, May 2nd through Sunday, May 6th, 2018. The indoor guard will be traveling by bus and staying at a motel in Wildwood, NJ to be determined at a later date. The estimated cost of the trip is \$220.00 per person based on the cost of the same trip in 2017. The event runs from Thursday, May 3rd until Sunday, May 6th, 2018. A preliminary schedule for the event will not be available until April 2018 therefore, the exact dates and times cannot be determined as of yet. If the students are to perform Thursday, May 3rd the guard will leave on Wednesday, May 2nd. If they are scheduled to perform on Friday the guard will leave on Thursday, May 3rd. The day and time of return is also to be determined by the performance schedule. Students will miss a few hours of school on the day of departure and any full days thereafter. The students will be responsible for any missed work. No substitutes are needed.
- B. The Board gave approval for all 2017-2018 Winter Athletic Teams/Individuals that qualify for post season play to be granted permission for overnight travel, when deemed necessary by the Athletic Department, and approved by the Superintendent or their Designee. The School Board will be notified of this travel and Board approval will be sought at the next scheduled Board meeting. Funding will be paid from the Athletic Budget.
- C. The Board gave approval of the following high school winter sport teams for overnight travel during the 2017-2018 school year. There will be no cost to the district for lodging and meals as this will be paid from the respective team's Booster Club Account. The total cost to the district will be \$96.00 for a ½ day substitute on December 8th for the Cumberland Valley Tournament.

Wrestling

1. **Cumberland Valley Tournament – Mechanicsburg, PA**
Cumberland Valley High School
Depart 12/08/17 - Return 12/09/17
Meals and lodging provided by the Wrestling Team Booster Club Account
The team will use district transportation
2. **Hurricane Classic Tournament – Bethlehem, PA**
Liberty High School
Depart 12/27/17 – Return 12/29/17
Meals and lodging provided by the Wrestling Team Booster Club Account
The team will use district transportation

Girls' Basketball

*These tournaments replace the tournament previously approved for Puerto Rico which was cancelled due to the damage from Hurricane Maria.

3. **Tina Thompson She's Got Game Tournament–National Showcase-Washington, DC**
St. John Carroll High School and Elizabeth Seton High School
Depart 12/08/17 – Return 12/10/17
Meals and lodging provided by the Girls' Basketball Team Booster Club Account
The team will use district transportation

4. **Susan G. Komen Ball 4 Cure – National Showcase – Queens, NY**
Nazareth High School
Depart 01/19/18 – Return 01/21/18
Meals and lodging provided by the Girls' Basketball Team Booster Club Account
The Team will use district transportation
5. **North Allegheny Junior Varsity & Varsity Games – Wexford, PA**
North Allegheny High School
Depart 02/02/18 – Return 02/03/18
Meals and lodging provided by the Girls' Basketball Team Booster Club Account
The Team will use district transportation

Indoor Boys' & Girls' Track

6. **The Hispanic Games (Runners/Throwers/Jumpers must qualify) – New York, NY**
The Armory
Depart 01/06/18 – Return 01/07/18
Meals and lodging will be provided by the Indoor Track Team Booster Club Account.
The team will use district transportation
7. **New Balance Games (Runners/Throwers/Jumpers must qualify) – New York, NY**
The Armory
Depart 01/20/18 – Return 01/21/18
Meals and lodging will be provided by the Indoor Track Team Booster Club Account
The team will use district transportation

D. The following policies were approved:

1. Policy #204 – PUPILS: Attendance (**Attachment A12**)
2. Policy #434 – PROFESSIONAL EMPLOYEES: Sick Leave (**Attachment A13**)

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

1. Policy #246 – PUPILS: Student Wellness (**Attachment A14**)
2. Policy #334 – ADMINISTRATIVE EMPLOYEES: Sick Leave (**Attachment A15**)
3. Policy #534 – CLASSIFIED EMPLOYEES: Sick Leave (**Attachment A16**)
4. Policy #610 – FINANCES: Purchases Subject to Bid (**Attachment A17**)
5. Policy #611 – FINANCES: Purchases Budgeted (**Attachment A18**)
6. Policy # 707.1 – PROPERTY: Community Use of School Grounds and Playgrounds (**Attachment A19**)
7. Policy #707.2 – PROPERTY: Use of All-Weather Track by District Residents (**Attachment A20**)

XI. BOARD COMMENT

Dr. Dressler commented that things will not be the same on the Board without Mr. Ciresi and there be a void that will not be easily filled. He added that Mr. Ciresi always came up with good ideas for the betterment of the program here. Dr. Dressler wished him the best of luck.

Mr. Pettit expressed his appreciation for all of the hard work that Mr. Ciresi has done on behalf of the district, the board, the students and the community. Mr. Pettit stated that Mr. Ciresi is owed a strong debt of gratitude as he is one of the main reasons for

this district thriving and improving the way it has during the time he has been on the Board.

Mr. DiBello thanked Mrs. Spletzer for being on the Board and said he agrees with Dr. Dressler that when you lose Board Members it is very difficult to fill a seat. Mr. DiBello stated that he knows there are new members coming on and the Board is excited that they will be joining them. He added that when Mrs. Spletzer came onto the Board four years ago she hit the ground running and never looked back. He stated that she helped them accomplish many achievements, have lots of successes, provided guidance and support. Mr. DiBello expressed his appreciation for everything Mrs. Spletzer has done and stated that she hopes she comes back in the future. Mr. DiBello commented that Mr. Ciresi was the driving force behind many initiatives in the district such as the Strings Program, the Limerick to Limerick Exchange Program, the Board Back to School Program, the Administrators with Class Program and the Arboretum Project. Mr. DiBello spoke of the success of each of those programs. He stated that he hoped that Mr. Ciresi comes back to School Board meetings. He stated that both Mr. Ciresi and Mrs. Spletzer will be missed as they were strong Board Members and he wished them success in whatever they may do.

Mr. Ciresi thanked everyone for their comments. He stated that he has had the honor to sit at the board table for 12 years and serve with some great people; some who still sit at the table and some who have moved on and those who have passed on. He commented that he has often said that he did not grow up here but chose to live here and raise a son here. He added that he has loved every minute as a Board Member but the time has come to move on. Mr. Ciresi stated that he has aspirations to move onto a new position within the state. He commented that he will miss the fun times, the bad times and added that they have disagreed at times but out of that came great resolution. Mr. Ciresi stated that he wants to say thanks to Mr. Pettit who was the first Board President he served with and was a great leader and mentor to him. Mr. Ciresi thanked Mr. McDaniel, Mr. Cooper and Mr. Ziegler for being someone that he could go to for advice on multiple topics even if it was not in their areas and for always being honest with him. Mr. Ciresi acknowledged Mrs. Fern saying she has served as the Board Secretary for all those years. He stated that she is more to them than a secretary as she has been an adviser to him and a friend. Mr. Ciresi thanked her for all she has done and being able to tell him when he has been out of line. Mr. Ciresi stated that Mr. DiBello has been a partner he was worked with for 8 years and nothing ever became political between them. He commented that they came from different political parties but never brought politics to the board table. Mr. Ciresi added that while they may not agree on different subjects in politics they showed that when you are working for a goal and a purpose it does not matter as they worked as a team for 8 years. Mr. Ciresi expressed that he cannot thank Mr. DiBello enough as together at the board table they were a great team and he said he will miss that a lot. Mr. Ciresi addressed Dr. Goodin and Dr. Roche saying to keep up the good work as they were both great hires and knows that they will lead the district. He added that even though he is leaving the board he is not leaving Spring-Ford. Mr. Ciresi stated that he will now take his seat with two great people sitting in the audience; Mrs. Pettit and Mrs. DiBello. He stated that he has appreciated and has loved every minute sitting at the board table and is grateful for everything the staff has done for him and his son. He commented that he and his wife will continue to be a big part of Spring-Ford and everything that happens in this district as this will not be the last of him being involved. Mr. Ciresi congratulated the new incoming Board Members and thanked them for the work they are about to do as the job is far from thankless. Mr. Ciresi said he would like to quote Carol Burnette in

saying "I'm so glad for the time we had together" that was very short and he knows their paths will cross again and he looks forward to the opportunity to work with each of them again. He invited everyone to come out and support the arts from December 1st through the 14th to see him at the Steel River Playhouse in the show "A Christmas Carol" where he plays the part of Scrooge. Mr. Ciresi announced that there was cake in the back of the room and invited everyone to have some.

XII. PUBLIC TO BE HEARD

There were no comments from the public.

XIII. ADJOURNMENT

Mr. Pettit made a motion to adjourn and Mr. DiBello seconded it. The motion passed 8-0. The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On December 4, 2017 the Reorganization 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: Dr. Edward T. Dressler and Bernard F. Pettit

Region II: Dawn R. Heine and Colleen Zasowski

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

Presiding Officer: Diane M. Fern, Board Secretary

Superintendent: Dr. David R. Goodin

Chief Financial Officer: James D. Fink

Solicitor: Mark Fitzgerald, Esq.

Student Reps.:

The following Student Representatives were absent: **Taylor Stevens and Nandini M. Patel**

I. CALL TO ORDER AND ATTENDANCE (By Diane Fern, Board Secretary)
Board Secretary, Mrs. Fern, opened the meeting with the call to order and the recording of the attendance.

II. PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was recited.

III. PURPOSE OF THE MEETING (By Mark Fitzgerald, Solicitor)
Mr. Fitzgerald explained that the Pennsylvania School Code requires that annually during the first week of December the Members of the School Board meet and reorganize. He added that unlike last year when there were 9 holdover Board Members this year we will have new Board Members. The holdover Board Members will begin the legislative term by identifying a Temporary Board President.

IV. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY
There were no comments from the public.

V. NOMINATION AND ELECTION OF TEMPORARY BOARD PRESIDENT
Mrs. Fern opened the floor for nominations of a Temporary Board President. Mr. DiBello nominated Mr. Pettit. There were no other nominations. Mrs. Heine made a motion to close the nominations and Mr. Dehnert seconded it. The motion passed 6-0 to close the nominations. The Board elected Mr. Pettit as the Temporary Board President by a vote of 6-0.

Mr. Pettit introduced the Honorable Judge Maurice Saylor who will conduct the swearing in of the new and recently re-elected School Board Members.

Judge Saylor extended the apologies of Judge Gadzicki who was not able to be at the meeting due to a prior commitment tonight. Judge Saylor informed everyone that he is a judge serving in the Gilbertsville area.

VI. SWEARING IN OF THE NEWLY ELECTED BOARD MEMBERS ADMINISTERED BY THE HONORABLE JUDGE MAURICE SAYLOR

Judge Saylor invited Linda C. Fazzini to come forward along with anyone she had accompanying her from her family. Judge Saylor administered the oath of office.

Region I: Linda C. Fazzini

Judge Saylor invited Clinton L. Jackson to come forward along with anyone he had accompanying him from his family. Judge Saylor administered the oath of office.

Region II: Clinton L. Jackson

Judge Saylor invited Christina F. Melton to come forward along with anyone she had accompanying her from her family. Judge Saylor administered the oath of office.

Region III: Christina F. Melton

VII. SWEARING IN OF REELECTED BOARD MEMBER ADMINISTERED BY THE HONORABLE JUDGE WALTER GADZICKI

Judge Saylor invited Thomas J. DiBello to come forward along with anyone he had accompanying him from his family. Judge Saylor administered the oath of office.

Region III: Thomas J. DiBello

VIII. NOMINATIONS AND ELECTION FOR THE OFFICE OF BOARD PRESIDENT

Mr. Pettit opened the floor for nominations of a Board President. Mr. Dehnert nominated Tom DiBello. Mrs. Heine made a motion to close the nominations and Mrs. Zasowski seconded it. The motion passed 9-0. The Board elected Mr. DiBello as the Board President by a vote of 9-0.

Mr. DiBello thanked his fellow Board Members for their support in electing him Board President. He stated that he knows they are looking forward to a really successful school year in 2018. Mr. DiBello welcomed the new Board Members and advised them to get ready with the fire hoses as it will be a lot of fun over the next couple of weeks getting up to speed with everything that is going on in the district.

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

Mr. DiBello opened the floor for nominations of a Board Vice President. Mr. Jackson nominated Dawn Heine. Mrs. Zasowski made a motion to close the nominations and Mr. Dehnert seconded it. The motion passed 9-0. Mr. DiBello declared Mrs. Heine as the Board Vice President. Mr. DiBello realized that they had not officially voted for Mrs. Heine to be the Board Vice President and questioned Mr. Fitzgerald saying that there had been no other nominations and there was a vote of 9-0 to close the nominations, did they still need to verbally vote on the nomination. Mr. Fitzgerald replied that he took the close the nomination

vote to be two-fold and a unanimous vote in favor of Mrs. Heine. Mrs. Heine was elected as the Board Vice President by a vote of 9-0.

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

Mr. DiBello designated Christina Melton as the representative from Spring-Ford to serve on the Montgomery County School Directors Legislative Committee. He added that if the Board is fine with it he would like to continue serving as the alternate. There were no objections raised so Mrs. Melton will serve as the Member and Mr. DiBello will serve as the alternate.

- XI. The Board shall appoint a **PSBA Liaison** to represent the Spring-Ford Area School District. **Dr. Edward T. Dressler** presently serves as the representative.

Mr. DiBello made a motion to appoint Dr. Edward Dressler as the representative from Spring-Ford to serve as the PSBA Liaison and Mr. Dehnert seconded it. Dr. Dressler was elected as the PSBA Liaison by a vote of 9-0.

- XII. The Board shall appoint a **Representative** to the **Spring City American Legion**. **Mr. DiBello** presently serves as the representative.

Mr. Pettit made a motion to appoint Mr. DiBello as the Spring-Ford representative to the Spring City American Legion and Mrs. Heine seconded it. Mr. DiBello was elected as the Spring-Ford representative to the Spring City American Legion by a vote of 9-0.

- XIII. **VOCATIONAL-TECHNICAL SCHOOL JOINT OPERATING COMMITTEE MEMBERS**
Members of the Joint Operating Committee for the Area Vocational-Technical School serve three year terms. One term expires each year to assure continuity in the operation of the joint program. The most recent representatives and the date of expiration for their terms are as follows:

Dawn R. Heine	2017 (three-year term)
Joseph P. Ciresi	2018 (one-year term)
Dr. Edward T. Dressler	2019

Mr. Pettit made a motion to elect Mrs. Heine for the Vocational-Technical School Operating Committee Member to fill the vacancy in the **three-year term** which occurs this year and Mrs. Zasowski seconded it. The motion passed 9-0. Mrs. Heine was elected to the Area Vocational-Technical School to serve the three-year term.

Mr. Pettit made a motion to elect Mrs. Zasowski for the Vocational-Technical School Operating Committee Member to fill the vacancy in the **one-year term** left on Mr. Ciresi's seat. Mr. Jackson nominated Mr. Dehnert and Mrs. Melton nominated Mrs. Zasowski. There was a roll call vote with Mr. Dehnert and Mr. Jackson voting for Mr. Dehnert. Dr. Dressler, Mrs. Zasowski, Mr. Pettit, Mrs. Heine, Mr. DiBello, Mrs. Fazzini and Mrs. Melton

voted for Mrs. Zasowski. Mrs. Zasowski was elected to the Vocational-Technical School Operating Committee to serve the remaining one-year term.

XIV. The Board approved the attached Listing of Work Session/Board Meeting Dates for 2018. **(ATTACHMENT A1)**

XV. The Board authorized the signature of Thomas J. DiBello as the Board President so that he can sign all documentation on behalf of the Board.

XVI. PUBLIC TO BE HEARD

There were no questions or comments from the public.

XVII. BOARD COMMENT

Dr. Goodin welcomed the new Board Members and stated that he and his Administrative Team look forward to working with them. He added that they look forward to getting to know each of them.

XVIII. ADJOURNMENT

Mr. Pettit made a motion to adjourn and Mrs. Heine seconded it. The motion passed 9-0. The meeting adjourned at 7:46 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

2018 SCHEDULE OF MEETING DATES

SPRING-FORD AREA SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

**ALL WORK SESSIONS AND BOARD MEETINGS WILL BE HELD
IN THE SENIOR HIGH SCHOOL CAFETERIA ON THE THIRD AND FOURTH
MONDAY OF THE MONTH AT 7:30 P.M.
UNLESS DESIGNATED OTHERWISE.**

	<u>WORK SESSION</u>	<u>BOARD MEETING</u>
JANUARY	16 (*Tues)	22
FEBRUARY	20 (*Tues)	26
MARCH	19	26
APRIL	16	23
MAY	21	29 (*Tues)
JUNE	18	25
JULY	Emergency Only as Called by the Board President Or Superintendent of Schools	
AUGUST	20	27
SEPTEMBER	17	24
OCTOBER	15	22
NOVEMBER	19	26
DECEMBER	3 (Organizational meeting and board meeting)	10 (Optional)

* TUESDAY SESSION DUE TO MONDAY BEING A SCHEDULED
HOLIDAY OFF FROM SCHOOL

SPRING-FORD AREA SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: ACCOUNTS RECEIVABLE SPECIALIST

PURPOSE / GOAL: This position will be primarily responsible to account for and deposit incoming funds including taxes, rentals, fee collections, eFunds, etc. Assistance with other duties in the accounting office will be also be assigned as needed.

REPORTS TO: Staff Accountant

ESSENTIAL FUNCTIONS:

- Prepare, distribute, track and reconcile invoices to 3rd parties.
- Assist the Staff Accountant in managing the electronic funds receipts system including daily and monthly reconciliations, and ledger entries.
- Manage accounts receivable aging reports to insure timely receipts. Follow up with customers as required.
- Assist the Staff Accountant in managing the district's cash receipts including the collection of funds at the district's buildings, logging deposits/drops, verifying cash counts, preparing journal entries, and bank deposits.
- Coordinate facilities usage and rentals to 3rd parties including reviewing applications, preparing fee quotes, scheduling, coordinating customer requests between internal departments, issuing invoices, maintaining records, collection and recording receipts/payments.
- Assist with the registration and receipts for summer program offerings.
- Assist the Staff Accountant in the review and coding of purchase requisitions as needed.
- Performs other such duties as required and/or assigned by the Staff Accountant, Controller and/or Chief Financial Officer.

POSITION TITLE: Accounts Receivable Specialist

Position: Non-exempt

Benefits: Administrative Assistant

Work Year: 260 days (July 1 – June 30)

Physical Demands: Ability to sit at desk for extended periods of time
 Standing for limited periods of time
 Frequent bending, stooping, twisting, reaching, grasping
 Light lifting - up to 15 pounds
 Frequent carrying - up to 15 pounds
 Manual dexterity to prepare mailings and/or use office equipment
 Repetitive movement of fingers and hands for keyboarding

Sensory Abilities: Visual acuity to read computer screen, correspondence
 Ability to speak clearly and distinctly

Knowledge, Skills, and Other Required Abilities: Ability to weigh options, think clearly, and evaluate accurately.
 Must be cooperative, congenial, and customer service oriented.
 Must be courteous and able to deal effectively with people.
 Ability to make decisions with sound judgment.
 Must be able to concentrate with numerous interruptions.
 Ability to follow direction and prescribed workflow.
 Ability to work as a member of a team.
 Excellent oral and written communication skills.
 Excellent computer skills in Microsoft Office applications including Excel, Word, Power Point, and Outlook.
 Experience with enterprise solution software.
 Well-developed problem-solving and decision making skills.
 Well-developed planning and organization skills with strict adherence to deadlines.

Work Environment: Inside year round - Office setting

Educational Level: Associate's degree in accounting/finance or similar field.
 A minimum of (5) five years of experience in a mix of public education and private industry.

License/Clearance: Act 34 - Criminal History Clearance
 Act 151 - Child Abuse History Clearance
 Act 114 – Federal Criminal History Clearance

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Director of Human Resources of any and all reasonable accommodation that will be required.

**2017-2018 EXTRACURRICULAR CONTRACTS
JANUARY 2018**

	Contract Title	Season	Last Name	First Name	Contract Rate
1	Co-Ed Fitness Intramural # 14 - Grade 5-6	Spring	Ames	Megan	\$402.00
2	Co-Ed Fitness Intramural # 15 - Grade 5-6	Spring	Ames	Megan	\$402.00
3	5/6 Club #13	Spring	Arganetto	Gillian M.	\$402.00
4	7 th Gr. Club #10	Year	Ashley	Baisch	\$402.00
5	Co-Ed Fitness Intramural # 3 - Royersford	Spring	Baumgardner	Celeste D.	\$402.00
6	Co-Ed Fitness Intramural # 16 - Grade 5-6	Spring	Belisario	Emily	\$402.00
7	Co-Ed Fitness Intramural # 17 - Grade 5-6	Spring	Belisario	Emily	\$402.00
8	Co-Ed Fitness Intramural # 20 - Grade 5-6	Spring	Belisario	Emily	\$402.00
9	Volunteer Boys & Girls Track Coach - HS	Spring	Boham	Damien	Volunteer
10	Volunteer Boys & Girls Track Coach - HS	Winter	Boham	Damien	Volunteer
11	SAP Building Coordinator – Grade 7	Year	Bologa	Tara	\$402.00
12	Asst. Basketball Coach-Girls'-HS - (1/2 contract)	Winter	Brittingham	Daniel	\$2,395.00
13	Co-Ed Fitness Intramural # 1 - Upper Providence	Winter	Cieszkowski	Katherine M.	\$402.00
14	Lacrosse Coach - Girls' - (7th Grade Head)	Spring	Compton-Bain	Stephanie C.	\$2,772.00
15	Reading Olympics – 5/6 (5th Grade)	Year	Craig	Jessica M.	\$402.00
16	Reading Olympics – 5/6 (6th Grade)	Year	Craig	Jessica M.	\$402.00
17	5/6 Club #11	Winter	Cross	Jamie L.	\$402.00
18	5/6 Club #12- (1/2 contract)	Winter	Cross	Jamie L.	\$201.00
19	Reading Olympics – 5/6 (5th Grade)	Year	Davidheiser	Juliet R.	\$402.00
20	Asst. Baseball Coach-HS	Spring	Deluzio	Charles	\$3,991.00
21	Volunteer-Girls Basketball-HS	Winter	Doaty	Randal	Volunteer
22	7 th Gr. Club #12	Spring	Erb	Marilyn	\$402.00
23	SAP Building Coordinator – 5/6	Year	Fleisher	Alisa D.	\$402.00
24	9th Grade Lacrosse Coach-Girls'	Spring	Fuzi	Corey	\$3,186.00
25	Co-Ed Fitness Intramural # 7 - Grade 5-6	Spring	Gebhard	Kathleen D.	\$402.00
26	Co-Ed Fitness Intramural # 8 - Grade 5-6	Spring	Gebhard	Kathleen D.	\$402.00
27	HS Club #30- (Aevidum Club Advisor HS)	Year	Hammond	Susan S.	Grant Funded
28	Asst. Wrestling Coach (7/8/9th Grade)- (half contract)	Winter	Hayes	Ryan	\$2,117.00
29	Co-Ed Fitness Intramural # 2 - Upper Providence	Winter	Higgins	Christine M.	\$402.00
30	Co-Ed Fitness Intramural # 3 - Grade 5-6	Winter	Hill	Eric J.	\$402.00
31	Co-Ed Fitness Intramural # 4 - Grade 5-6	Winter	Hill	Eric J.	\$402.00
32	7 th Gr. Club #13	Year	Hoinowski	Michael	\$402.00
33	Lacrosse Coach - Girls (8th Grade Head)	Spring	Iezzi	Lucinda	\$2,772.00
34	Volunteer Boys & Girls Track Coach - HS	Winter	Kennedy	Kristen	Volunteer
35	Reading Olympics – 5/6 (6th Grade)	Year	Kirby	Yvonne N.	\$402.00
36	5/6 Club #15	Spring	Kraeer	Brian	\$402.00
37	Asst. Track Coach-Girls' & Boys'-Winter-HS	Winter	Kraynak	John	\$5,189.00
38	Asst. Wrestling Coach (7/8/9th Grade)- (half contract)	Winter	Kriebel	Matt	\$2,117.00
39	Set Builder - All Productions - HS (Both Fall & Spring Productions)- (1/2 contract)	Year	Love	Richard M.	\$600.00
40	Asst. Wrestling Coach-HS	Winter	McGuigan	Tyler	\$5,189.00
41	Fitness Room Supervisor-Spring-HS	Spring	Mich, Jr.	James E.	\$679.00
42	Co-Ed Fitness Intramural # 4 - Royersford	Spring	Michener	Lisa M.	\$402.00
43	Co-Ed Fitness Intramural # 9 - Grade 5-6	Winter	Moyer	Jeffrey S.	\$402.00
44	Co-Ed Fitness Intramural # 10 - Grade 5-6	Winter	Moyer	Jeffrey S.	\$402.00
45	Director of Intramurals-Grades 5/6	Year	Moyer	Jeffrey S.	\$2,251.00
46	8 th Gr. Club #6	2nd Semester	Okonski	Christopher	\$402.00
47	Co-Ed Fitness Intramural # 11 - Grade 5-6	Spring	Parsia	Amy	\$402.00
48	Asst. Indoor Color Guard Instructor - 7 & 8	Winter	Platchek	Dawn	\$1,104.00
49	Co-Ed Fitness Intramural # 5 - Grade 5-6	Winter	Powers	John B.	\$402.00
50	Co-Ed Fitness Intramural # 6 - Grade 5-6	Winter	Powers	John B.	\$402.00
51	HS Club #28 (1/2 contract)- (Resiliency Advisor HS)	Year	Purdy	Alynn	Grant Funded
52	Co-Ed Fitness Intramural # 18 - Grade 5-6	Spring	Quigley	Melissa	\$402.00
53	Co-Ed Fitness Intramural # 19 - Grade 5-6	Spring	Quigley	Melissa	\$402.00
54	Game Announcer	Year	Reagan	Todd M.	\$50/game
55	Volunteer Boys Basketball Coach - HS	Winter	Reber	Randy	Volunteer
56	Co-Ed Fitness Intramural # 17 - Grade 7	Spring	Rendick	Ryan G.	\$402.00
57	Co-Ed Fitness Intramural # 13 - Grade 5-6	Spring	Rivera	Tamura J.	\$402.00
58	Co-Ed Fitness Intramural # 2 - Grade 5-6	Winter	Rizzo	Lou	\$402.00
59	Co-Ed Fitness Intramural # 1 - Grade 5-6	Winter	Rizzo	Lou	\$402.00
60	Volunteer-Girls Basketball-HS	Winter	Roche	Philip	Volunteer
61	Co-Ed Fitness Intramural # 12 - Grade 5-6	Winter	Romano	Tina	\$402.00
62	Co-Ed Fitness Intramural # 3 - Upper Providence	Winter	Saylor	Kristen M.	\$402.00
63	Co-Ed Fitness Intramural # 4 - Upper Providence	Winter	Saylor	Kristen M.	\$402.00
64	5/6 Club #10	Winter	Sheehan	Mary E.	\$402.00
65	5/6 Club #12- (1/2 contract)	Winter	Sheehan	Mary E.	\$201.00
66	7 th Gr. Club #11	Winter	Snelling	Deanne L.	\$402.00
67	HS Club #29	Year	Tollefson	Laura L.	\$402.00
68	Asst. Lacrosse Coach-Girls'-HS	Spring	Ward	Rose M.	\$4,190.55

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: **SCHOOL WELLNESS**

ADOPTED: June 19, 2006

REVISED: March 26, 2012

REVIEWED: November 13, 2017

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

<p>42 U.S.C. Sec. 1751 nt</p>	<p>Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.</p> <p>The Superintendent or designee shall annually report to the Board, if requested, on the district's compliance with law and policies related to school wellness. The report may include:</p> <ol style="list-style-type: none"> 1. Assessment of school environment regarding school wellness issues. 2. Evaluation of food services program. 3. Review of all foods and beverages sold in schools for compliance with established nutrition guidelines. 4. Listing of activities and programs conducted to promote wellness, nutrition and physical activity, including curriculum and physical education program. 5. Recommendations for policy and/or program revisions. 6. Suggestions for improvement in specific areas. 7. Feedback received from district staff, students, parents/guardians, community members and Wellness Committee. 8. Report on district-wide BMI results <p>An assurance that district guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law shall be provided annually by the Business Office.</p> <p>The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy. In addition, at least once every three (3) years, the district shall update or modify this policy, as needed, based upon the most recent assessment by the Wellness Committee and/or as district and community needs and priorities change.</p>
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<p>4. Guidelines 7CFR Sec. 210.15</p>	<p>The Wellness Committee shall provide periodic reports to the Superintendent or designee regarding the status of its work, as required.</p> <p>Recordkeeping</p> <p>The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:</p> <ol style="list-style-type: none"> 1. The written School Wellness policy. 2. Posting of the current School Wellness policy on the district website 3. Documentation of efforts to review and update the School Wellness policy, including who was involved in the review and any minutes from the Wellness Committee regarding the policy review process. <p>Wellness Committee</p> <p>The district shall establish a Wellness Committee comprised of, but not limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, school health professional, physical education teacher, student, parent/guardian, and a member of the public. It shall be the goal that the committee membership will include representatives from each school building and reflect the diversity of the community.</p> <p>The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing a School Wellness policy that complies with law to recommend to the Board for adoption.</p> <p>The Wellness Committee may review and consider evidence-based strategies and techniques in establishing goals and making recommendation for nutrition education and promotion, physical activity and other school based activities that promote school wellness as a part of the policy development and revision process.</p> <p><u>Nutrition Education</u></p> <p>The goal of nutrition education is to teach, encourage and support healthy eating by students. Promoting school health and nutrition enhances readiness for learning and increases student achievement.</p>
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<p>SC 1513 Pol. 102, 105</p>	<p>Nutrition education will be provided within the sequential, comprehensive health education program in meeting the State Board of Education curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.</p> <p>Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.</p> <p>Nutrition education lessons and activities shall be age-appropriate.</p> <p>Nutrition curriculum shall be behavior focused.</p> <p>Nutrition education shall be integrated into other subjects to complement but not replace academic standards based on nutrition education.</p> <p>Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.</p> <p>Consistent nutrition messages shall be disseminated throughout the district, schools, classrooms, cafeterias, homes, community and media.</p> <p>The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development in their related fields.</p> <p>Nutrition education may extend beyond the school environment by engaging and involving families and communities.</p> <p><u>Nutrition Promotion</u></p> <p><u>Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.</u></p> <p><u>Physical Activity</u></p> <p>District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.</p>
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	<p>District schools shall contribute to the effort and strive to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity most days of the week as recommended by the Centers for Disease Control and Prevention Opportunities. That time will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.</p> <p>Students shall be encouraged to participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness, and performance benefits inside and outside of the school environment.</p> <p>Age-appropriate physical activity opportunities, such as recess; before and after school; during lunch; clubs; intramurals; and interscholastic athletics, shall be provided to meet student needs and interests, in addition to planned physical education.</p> <p>A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.</p> <p>Extended periods of student inactivity, one and one-half (1.5) hours or more, shall be discouraged.</p> <p>Physical activity breaks shall be provided for elementary students during classroom hours and highly encouraged as often as possible at the intermediate, middle and high school levels.</p> <p>Physical activity shall not be used or withheld as a form of punishment.</p> <p>Before and/or after-school programs shall provide developmentally appropriate physical activity for participating children.</p> <p><u>Physical Education</u></p> <p>Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.</p> <p>Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.</p> <p>A comprehensive physical education course of study that focuses on providing</p>
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	<p>students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.</p> <p>A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.</p> <p>Physical education shall be taught by certified health and physical education teachers.</p> <p>Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.</p> <p>Safe and adequate equipment, facilities and resources shall be provided for physical education courses.</p> <p>Appropriate professional development shall be provided for physical education staff.</p> <p>Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.</p> <p><u>Other School Based Activities</u></p> <p>District schools shall provide adequate space, as defined by the district, for eating and serving school meals.</p> <p>Students shall be provided a clean and safe meal environment.</p> <p>Meal periods shall be scheduled at appropriate hours, as defined by the district.</p> <p>Drinking water shall be available at all meal periods and throughout the school day.</p> <p>Students shall have access to hand washing or sanitizing before meals and snacks.</p> <p>Access to the food service operation shall be limited to authorized staff.</p> <p>Administrators, teachers, food service personnel, students, parents/guardians, and community members shall be encouraged to serve as positive role models.</p>
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Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.

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

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

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

Students and parents/guardians may be involved in menu selection through various means, such as taste testing and surveys.

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

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

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

The district shall maintain a healthy school environment, including but not limited to indoor air quality, in accordance with the district's programs and applicable laws and regulations.

Nutrition Guidelines for All Food/Beverages at School

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

Foods **and beverages** provided through the National School Lunch or School Breakfast Programs shall comply with federal nutrition standards under the School Meals Initiative.

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare

<p>Policy 229</p> <p>7CFR 210.11</p>	<p><u>Competitive Foods/Beverages</u></p> <p>Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). There standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.</p> <p>Competitive foods are defined as foods and beverages offered at school or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.</p> <p>For purposes of this policy, school campus means any area of property under the jurisdiction of the school that students may access during the school day and the school day means the period from midnight before school begins until thirty (30) minutes after the end of the official student day.</p> <p>Fundraiser Exemptions</p> <p>Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.</p> <p>The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year; up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. Exempt fundraisers are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.</p> <p>Each school shall contact the Superintendent or designee in writing to request a fundraiser exemption.</p> <p>Non-Sold Competitive Foods</p> <p>Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.</p> <p>If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:</p>
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1. Rewards and Incentives:

- a. Food and beverages shall not used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.)**

2. Classroom Parties and Celebrations:

- a. Classroom parties/celebrations with food/beverages shall be limited to not more than one (1) per month in each classroom.**
- b. Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.**

3. Shared Classroom Snacks:

- a. Shared classroom snacks are not permitted in district schools.**

References:

School Code – 24 P.S. Sec. 504.1, 1337.1, 1422, 1422.1, 1512.1, 1513

Child Nutrition and WIC Reauthorization Act of 2004 – 42 U.S.C. Sec. 1751 notes

Board Policy – 100, 102, 105, 808

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: March 25, 1991

REVISED: May 19, 1997

REVIEWED: November 13, 2017

	334. SICK LEAVE
1. Purpose SC 1154	There shall be a sick leave policy for administrative employees that ensures that such employees will receive no less than the minimum sick leave provided under law for professional employees.
2. Definition SC 1154	<p>Sick leave is defined as leave taken by a regular, fulltime employee of the school district who is absent from assigned duty because of personal disability due to illness or injury.</p> <p>The district will provide administrators with up to twelve (12) days annually for sick leave; of which all shall be cumulative and is intended for non-work related use only.</p>
3. Authority	<p>The Board reserves the right to require of any administrator claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability.</p> <p>The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employee's own accumulated sick leave is exhausted.</p> <p>The Superintendent shall report to the Board the names of those administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.</p> <p>The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.</p> <p>The following conditions shall be part of this policy.</p> <p><u>Eligibility</u></p> <p>A sick leave absence shall commence when the administrator or agent, if the administrator is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the</p>

<p>SC 1154</p>	<p>Superintendent or designee.</p> <p>Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared for other gainful employment, or has engaged in any activity which would raise doubts regarding the validity of the sick leave request.</p> <p><u>Proof Of Disability</u></p> <p>An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability. The district reserves the right to request a second opinion.</p> <p><u>Duration Of Leave</u></p> <p>Upon the expiration of all currently earned and accumulated sick leave, the Board may grant unpaid leave for the remainder of the school year. Each request shall be considered on its own merit.</p> <p><u>Records</u></p>
<p>SC 1154</p> <p>School Code 1154</p>	<p>The personnel records of the district for administrators shall show the attendance of each employee, and such days as that administrator may be absent shall be recorded with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each administrator, which shall be made available to the employee in accordance with law.</p>

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: March 25, 1991

REVISED: March 22, 1999

REVIEWED: November 13, 2017

	534. SICK LEAVE
1. Purpose	Regularly employed classified employees eligible for benefits will receive sick leave as per the individual group plans.
2. Definition	Sick leave is defined as leave taken by an employee of the School District who is absent from assigned duty because of personal disability due to illness or injury and is intended for non-work related use only.
3. Authority	<p>The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability.</p> <p>The Board shall consider the application of any eligible employee for an extension of unpaid sick leave (pursuant to law where applicable) when the employee's accumulated sick leave is exhausted.</p> <p>The Superintendent shall report to the Board the names of those employees absent for noncompensable cause or whose claim for sick leave pay cannot be justified.</p> <p>The misuse of sick leave shall be considered a serious infraction and subject to disciplinary action.</p> <p>The following conditions shall be part of this policy.</p> <p><u>Eligibility</u></p> <p>A sick leave absence shall commence when the employee or agent, if the employee is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the Superintendent or designee.</p> <p>Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee has engaged in or prepared in a work stoppage, or has engaged in any activity which would raise doubts regarding the validity of the</p>

SC 1154	<p>sick leave request.</p> <p><u>Proof Of Disability</u></p> <p>Any employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability. The District reserves the right to request a second opinion.</p> <p><u>Duration Of Leave</u></p> <p>Upon the expiration of all currently earned and accumulated sick leave, an employee may request that the Board grant unpaid leave for the remainder of the school year.</p> <p>Each request shall be considered on its' own merit.</p> <p><u>Records</u></p> <p>The personnel records of the District shall show the attendance of each employee, and such days as that employee may be absent for sick leave purposes shall be recorded with the reason for such absence noted. A record shall be made annually of the unused sick leave days accumulated by each employee, and shall be reported to the employee.</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: March 25, 1991

REVISED: November 24, 2008

REVIEWED: November 13, 2017

610. PURCHASES SUBJECT TO BID	
1. Authority SC 751, 807.1	It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law.
SC 120, 751, 807.1 UGG	<u>Supplies</u> Furniture, equipment, and school supplies to be purchased by the district shall comply with all applicable legal requirements governing bidding & purchasing thresholds published annually by the Pennsylvania Department of Labor and Industry and/or Federal guidelines, when applicable.
SC 751	<u>Contracts</u> All contracts for construction, reconstruction, repairs, maintenance or work on any school building as property shall comply with all applicable legal requirements governing bidding & purchasing thresholds published annually by the Pennsylvania Department of Labor and Industry and/or Federal guidelines, when applicable.
62 Pa. C.S.A. Sec. 4602, 4603	<u>Electronic Bidding</u> The Board may receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.
62 Pa. C.S.A. Sec. 4603	The district shall electronically maintain the confidentiality of the bid until the bid opening.
2. Delegation of Responsibility	Bid specifications and bid documents shall be prepared by the administrator responsible for overseeing the purchase and reviewed by the solicitor.
SC 807.1	Bid specifications shall provide for alternates wherever possible.
SC 751, 807.1	The administrator shall combine like items of supply and material whenever it is feasible, and permissible under statute, and not split purchases to avoid these

610. PURCHASES SUBJECT TO BID - Pg. 2

<p>3. Guidelines SC 807.1</p> <p>SC 751</p>	<p>requirements for bidding.</p> <p>Bids shall be opened publicly by the administrator before one (1) or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.</p> <p>The Board recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 751, 807.1</p> <p>Uniform Grant Guidance - UGG</p> <p>Local Government Unit Electronic Bid Act – 62 Pa. C.S.A. Sec. 4601 et seq.</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: March 25, 1991

REVISED:

REVIEWED: November 13, 2017

	611. PURCHASES BUDGETED
1.Purpose SC 751	It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid be made in a manner that ensures the best interests of the district.
2.Authority SC 807.1	All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Business Manager.
SC 609	All purchase order requests must be referred to the Building Principal who shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the district.
SC 1-120, 7-751, 807.1, UGG	<p>Furniture, equipment, textbooks, school supplies and other appliances (herein called "supplies") to be purchased by the district, unless exempt by statute, shall comply with all applicable legal requirements governing bidding & purchasing thresholds published annually by the Pennsylvania Department of Labor and Industry and/or Federal guidelines, when applicable..</p> <p>All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property (herein called "work"), unless exempt by statute, shall comply with all applicable legal requirements governing bidding & purchasing thresholds published annually by the Pennsylvania Department of Labor and Industry and/or Federal guidelines, when applicable..</p>
3.Guidelines	In the interests of economy, fairness and efficiency in its business dealings, the Board requires that items commonly used in various schools or units thereof be standardized whenever possible.

SECTION: PROPERTY

TITLE: COMMUNITY USE OF
SCHOOL GROUNDS AND
PLAYGROUNDS

ADOPTED: February 26, 1996

REVISED: August 22, 2011

REVIEWED: November 13, 2017

SPRING-FORD AREA SCHOOL DISTRICT

<p>1. Purpose SC 775</p> <p>2. Authority SC 775</p> <p>3. Guidelines</p>	<p>707.1. COMMUNITY USE OF SCHOOL GROUNDS AND PLAYGROUNDS</p> <p>As a service to the community and in accordance with laws, the Spring-Ford Area School District will allow the use of public school grounds, fields and playgrounds by individuals for recreational purposes (subjective to availability).</p> <p>No use of school grounds and playgrounds is permitted during the hours school is in session or when a use of facilities permit has been issued for a specific area, field or campus. Appropriate signage will be placed at each school.</p> <p>In general, permission to use the general school grounds and playgrounds for individual use is permitted when such use will not interfere in any way with the regular extra-curricular programs and activities of the school or facility and/or if it conflicts with a school district issued permit to use the facility. Permission to request a permit to the use of school grounds, fields and buildings for individual and association, group and organizational use is described in Policy 707 – Use of Facilities.</p> <p><u>Rules For Grounds and Playground Use</u></p> <ol style="list-style-type: none"> 1. Maintain proper conduct. The use of obscene language is not permitted. 2. Users of the grounds or playgrounds will respect the personal property of others. 3. Users of the grounds or playgrounds will refrain from causing intentional harm as well as conduct that would alter, damage or be injurious to any district property, equipment or furnishings. The use of the facilities will not be permitted during inclement weather or following inclement weather that would damage grass fields and field playing surfaces. 4. Use, possession, or distribution of illegal drugs, drug paraphernalia, tobacco or alcohol is strictly forbidden as well as the possession of weapons. 5. No skateboards, motorized recreational vehicles, three-wheel and four-wheel all-terrain vehicles, dirt bikes, and snowmobiles are allowed.
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<p>4. Delegation of Responsibility</p>	<p>6. Roller skating, roller blading and bike riding are permitted on paved areas only, not on tennis courts or the track or where otherwise prohibited by appropriate signage.</p> <p>7. No pets are permitted on school district property (all campuses) including all buildings, playing fields, playgrounds, stadiums and walking pathways</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities and on school district property.</p> <ol style="list-style-type: none"> 1. Possession, use or distribution of illegal drugs and/or alcoholic beverages. 2. Possession of weapons. 3. Conduct that would alter, damage or be injurious to any district property, equipment, or furnishings. 4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations. 5. Use of Tobacco products. <p><u>Violations</u></p> <p>The district reserves the right to remove from district premises any individual or organization, who fails to comply with the terms and conditions of this policy.</p> <p>In the event an individual or organization violates this policy or the terms under which permission was granted to use school facilities, that individual or organization forfeits the right to the use of the school grounds and playgrounds and forfeits the right to submit future written requests to use district property, unless otherwise decided by the board. Such actions shall be considered as trespassing on school property and may subject the offender to criminal prosecution.</p> <p>It is the responsibility of parents/guardians to control the conduct of their children on school grounds and playgrounds.</p>
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	<p>References:</p> <p>School Code – 24 P.S. Sec. 775</p>
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SECTION: PROPERTY

TITLE: USE OF ALL-WEATHER
TRACK BY DISTRICT
RESIDENTS

ADOPTED: April 22, 2013

REVISED:

REVIEWED: November 13, 2017

SPRING-FORD AREA SCHOOL DISTRICT

	707.2. USE OF ALL-WEATHER TRACK BY DISTRICT RESIDENTS
1. Purpose	The Spring-Ford Area School District is an integral part of the community. The members of the Board of School Directors restate their belief that, because the school buildings and facilities belong to the people of the community, they should be made available for community purposes, provided that such use does not interfere with the educational programs of the schools-
2. Authority	The school district will, through appropriate administrative procedures, make available to the community the all-weather track at Coach McNelly Stadium during established times and as appropriately determined by the school administration. The members of the Spring-Ford Area School District Board of School Directors shall reserve the right to deny the use of the all-weather track at Coach McNelly Stadium based on this policy.
3. Guidelines	<ol style="list-style-type: none"> 1. An initial cost will be charged to a district resident in order to obtain an access card. To apply for a card, one must be 18 years of age and a current resident of the Spring-Ford Area School District. An annual renewal fee will be charged on the original issue date of the access card. Access cards are obtained by completing the <i>Agreement and Release of Liability Form</i> and the <i>Track Registration Form</i> by contacting the District Office to-set up an appointment to obtain an access card. 2. The loss of an access card must be reported to the District Office upon discovery to deactivate the card. In the event of a lost access card, the individual will be charged a fee for a replacement card. Upon receipt of payment, a replacement access card will be issued by the District. 3. The track facility will be opened from dawn to dusk, every non-student day, weekend day and during all school breaks, to district residents who have approved access with certain restrictions. Access to the track is for the running/walking lanes and not for use of the turf field, areas between the end-zone and the running/walking track, bleachers, bathrooms or other areas.

	<ol style="list-style-type: none">4. Track usage is prohibited during the school day and/or if there is a Home sporting event, practice (sports, band, event or rental) utilizing the track and/or turf field.5. Residents who have obtained an access card are not permitted to share their access card with others. Any child(ren) under the age of 18 may enter with their parent or legal guardian and must be accompanied at all times by their parent or legal guardian who has obtained their access card from the district office. Sharing or using the access card multiple times to allow others into the running/walking area is strictly prohibited. Violations of this type of access card misuse shall result in a six (6) month suspension of the access card.6. Licensed vehicles may be operated only on driveways and parking lots. Unlicensed motor vehicles, including but not limited to mini-bikes, snowmobiles, ATV's and the like, shall not be operated on district property.7. Residents are NOT permitted to use the turf field, high jump pads, and pole vault pads. The access card is for use of the all-weather track only. Use of other areas or and/or equipment shall result in a six (6) month suspension of the access card.8. Maintain proper conduct. The use of obscene language is not permitted9. Users of the all-weather track will respect the personal property of others.10. No bikes, skateboards, roller skates or rollerblades are allowed on the track area.11. No high heeled shoes are permitted on the track, only footwear with rubber soles is permitted.12. No strollers of any type are permitted inside the track fence.13. Items that may cause damage to the synthetic surface are not permitted inside the track perimeter fencing. These items include, but are not limited to: Food, Gum, and Sunflower Seeds14. No pets are permitted on school district property (all campuses) including all buildings, playing fields, playgrounds, stadiums and walking pathways.
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	<p>15. Water is permitted.</p> <p>Additional regulations may be developed by the administration for specific buildings or grounds.</p> <p><u>Prohibited Activities</u></p> <p>The following activities are strictly prohibited in school facilities and on school district property.</p> <ol style="list-style-type: none">1. Possession, use or distribution of illegal drugs and/or alcoholic beverages.2. Possession of weapons.3. Conduct that would alter, damage or be injurious to any district property, equipment, or furnishings.4. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.5. Use of Tobacco products. <p><u>Violations</u></p> <p>The district reserves the right to remove from district premises any individual or organization, who fails to comply with the terms and conditions of this policy.</p> <p>In the event an individual or organization violates this policy or the terms under which permission was granted to use school facilities, that individual forfeits the use of the access card as well as the right to submit future written requests to use district property, unless otherwise decided by the board. Such actions shall be considered as trespassing on school property and may subject the offender to criminal prosecution.</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: FIELD TRIPS/
EDUCATIONAL TRIPS

ADOPTED: March 25, 1991

REVISED: October 26, 2015

REVIEWED: January 17, 2018

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

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

	<p>2. Field trips/educational trips for Grades K-12 must be planned in accordance with established guidelines.</p> <p><u>Overnight Field Trips/Educational Trips</u></p> <p>The following will control all field trips/educational trips of more than a single day in duration that are conducted in lieu of regular school programming:</p> <ol style="list-style-type: none">1. All students must have parent permission forms completed and signed.2. Approval must be secured from the Board at least six (6) months prior to the scheduled dates of the trip. No request for an overnight trip will be considered unless the trip is described in detail listing a complete itinerary and the plan for financing all necessary expenses.3. After approval, the trip sponsor or sponsors must conduct an evening meeting to which all parents of the students are to be invited. The primary purpose of the meeting will be to explain in detail the trip proposed, length of trip, cost of trip, and how the money will be raised. One (1) week after the meeting, approval of the trip by the parents will be requested in writing. If more than twenty-five percent (25%) of the parents of the children to be involved in the overnight trip reject the trip, it must be cancelled. <u>Four (4) months prior to the overnight field trip, seventy-five percent (75%) of the students must be committed by written permission and requested deposit to participate in the trip.</u>4. Forty (40) days prior to the trip, eighty percent (80%) of the anticipated expenses of the trip must be accumulated or the trip must be cancelled and the money refunded. Funds acquired through fund raising projects shall be expended for other approved field trips, instructional materials, or contracted instructional services approved by the building principal and Superintendent.5. The plan shall include explicit provisions for financing the necessary expenses of those students who would otherwise be financially unable to take part in the trip. <p><u>Specialized Field Trips/Educational Trips</u></p> <p>Exceptions to the timelines may be made by the Superintendent for trips which result from student academic or extracurricular competition.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 517</p> <p>Board Policy – 000, 103.1, 105, 113, 210, 210.1</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: ASSESSMENT OF STUDENT
PROGRESS

ADOPTED: March 25, 1991

REVISED: April 24, 2017

REVIEWED: January 17, 2018

	213. ASSESSMENT OF STUDENT PROGRESS
1. Purpose Pol. 212, 216	The Board recognizes that a system of assessing student achievement can help the student, teachers, and parents/guardians to understand and monitor the student's progress toward personal educational goals (See Pol. 212 and 216).
2. Definition	<p>Assessment shall be the system of measuring and recording student progress and achievement which enables the student, parents/guardians and teachers to:</p> <ol style="list-style-type: none"> 1. Determine the students' attainment of established academic standards. 2. Learn the student's strengths and weaknesses. 3. Plan an educational and vocational future for the student in the areas of the greatest potential for success. 4. Know where interventions are needed to meet the expected performance level on standards. <p>Such assessment shall measure the student's progress on all course standards.</p>
3. Authority SC 1531, 1532	The Board directs that the instructional program of this district include a system of assessment for all pupils which is consistent with the educational goals of the district.
4. Delegation of Responsibility	<p>The Superintendent shall develop procedures for assessment which include the following:</p> <ol style="list-style-type: none"> 1. Each student should know what end result and achievements are expected at the outset of any course of study. 2. Each student should be kept informed of his/her personal progress during the course of a unit of study. 3. Methods of assessment shall be appropriate to the course of study and the maturity of students, including formative and summative assessments.

5. Guidelines

4. Assessment should effectively evaluate and provide feedback to students on their performance.
5. Students should be encouraged to evaluate their own achievements.
6. All reporting systems are subject to continual review and revision.

The progress report/report card is the communication to the home concerning the child's performance in school.

Elementary –

Spring-Ford Area School District uses a standards-based report card in grades K-4 and measures student performance on a 4-3-2-1 scale. The goal for students is to attain a “3” – consistently demonstrating mastery of grade level standards. Though some children may exceed and earn a “4”, this is not the expectation with standards-based grading. The elementary standards-based report cards and progress reports use the following indicators of progress:

	Descriptor	Explanation
4	Consistently Exceeds	Demonstrates at all times, requires little to no teacher assistance
3	Consistently Demonstrates	Demonstrates at this time, requires minimal teacher assistance
2	Developing	Demonstrates progress towards mastery, requires some teacher assistance
1	Area of Concern	Demonstrates difficulty with skills, requires constant teacher assistance

Intermediate –

In grades five and six, Spring-Ford Area School District utilizes progress reports that are standards-based and sent home periodically. Quarterly reporting is done on a report card using the grading scale below.

A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	65-69	Below Average

F Below 65 Failure

Honor Roll – Recognition on a Quarterly Basis

To be placed on Honor Roll, a student must earn a ninety percent (90%) or above grade point average with all grades of A, ninety percent (90%), or B, eighty percent (80%), in all major and minor subjects in the given marking period.

To be placed on the Distinguished Honor Roll, a student must earn a ninety-five percent (95%) or above grade point average with all As, ninety percent (90%), in major subjects and must not have more than one (1) B, eighty percent (80%), in his/her minor subjects in a given marking period.

Middle –

In grades seven and eight, Spring-Ford Area School District use this scale and adhere to the following procedures:

A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	65-69	Below Average
F	Below 65	Failure

Honor Roll – Recognition on a Quarterly Basis

To be placed on Honor Roll, a student must earn a ninety percent (90%) or above grade point average with all grades of A, ninety percent (90%), or B, eighty percent (80%), in all major and minor subjects in the given marking period.

To be placed on the Distinguished Honor Roll, a student must earn a ninety-five percent (95%) or above grade point average with all As, ninety percent (90%), in major subjects and must not have more than one (1) B, eighty percent (80%), in his/her minor subjects in a given marking period.

Extracurricular Eligibility

To be eligible to participate in an extracurricular activity, a student must maintain a seventy percent (70%) or above grade point average in his/her four (4) major subjects.

High School –

In grades 9-12, Spring-Ford Area School District will use this scale and adhere to the following procedures:

A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	65-69	Below average
F	Below 65	Failure

Honor Roll – Recognition on a Quarterly Basis

Each marking period, a student may earn a designation of “Honor Roll” or “Distinguished Honor Roll” on his or her report card.

To **qualify for** Honor Roll, a student must earn a ninety percent (90%) or **greater Grade Point Average (GPA) with marking period grades of A**, ninety to **hundred** percent (90%-**100%**), or **B**, eighty to **eighty-nine** percent (80%-**89%**), in all subjects.

To **qualify for** Distinguished Honor Roll, a student must earn a ninety-five percent (95%) or **greater GPA with marking period grades of A**, ninety to **hundred** percent (90%-**100%**), in **all** major subjects, **with no** more than one (1) **B**, eighty to **eight-nine** percent (80%-89%), in **all** minor subjects.

Weighting is not used in calculating honor roll GPA.

Senior Academic Recognition Banquet

Any senior who has earned a cumulative weighted grade point average (beginning in 9th grade) of ninety-five percent (95%) or above at the end of the third marking period of his/her senior year will be invited to the Academic Recognition Banquet.

Criteria For Weighted Grades

Advanced Placement and honors courses (grades 9-12) will receive additional grade weighting if the student achieves a seventy percent (70%) or above in the course.

Extracurricular Eligibility

To be eligible to participate in an extracurricular activity, a student must maintain a seventy percent (70%) or above grade point average in his/her four (4) major subjects.

213. ASSESSMENT OF STUDENT PROGRESS - Pg. 5

<p>School Code 1531, 1532</p> <p>PA Code Title 22 Sec. 4.51, 4.52</p>	
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