

On October 22, 2018 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 and Linda C. Fazzini  
Region II: Dawn R. Heine  
Region III: 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.: Nandini M. Patel and Julianna Lelli

The following Board Members were absent: **Kelly J. Spletzer, Clinton L. Jackson, and Colleen Zasowski**

The following Board Member arrived late: **Mark P. Dehnert** (7:38 p.m.)

## **ANNOUNCEMENTS**

Julianna announced that this Wednesday is National Unity Day. She stated that Unity Day, the signature event of National Bullying Prevention Month, has been recognized in the United States since 2011. Julianna added that to participate in **Unity Day**, individuals, schools, communities, and businesses wear or display orange to show support for students who have been bullied. She urged everyone to look for the Orange this week and to make sure to spread some RAMdom Kindness around the community.

## **I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**

There were no comments from the public.

## **II. BOARD AND COMMITTEE REPORTS**

### **Student Rep. Report Nandini Patel/Julianna Lelli**

Nandini and Julianna showed a PowerPoint and video of Spirit week events. They also reported on the afternoon they spent at the Administration Building meeting with district administration, learning about all of work done by the administrators and their role in the district's day to day operations.

### **Curriculum/Technology Dawn Heine 1<sup>st</sup> Tues. 6:30 p.m.**

Mrs. Heine reported on the Curriculum/Technology Committee meeting held on 10/2/2018. The minutes from this meeting will be posted on the district website once available and approved at the committee level.

### **WMCTC Dressler, Heine, Zasowski 1<sup>st</sup> Mon. 7:00 p.m.**

There was no report as the WMCTC Joint Operating Committee did not meet.

**PSBA Liaison**

**Dr. Edward Dressler**

Dr. Dressler reported that he attended the PSBA School Leadership Conference last week. He spoke of the sessions he attended such as a talk on 21<sup>st</sup> Century Learning which focused on the Google model of being less concerned about grades and transcripts and more interested in how a student thinks. He added that class rank was not thought to be of any importance and that AP Courses should be replaced with internships. Dr. Dressler stated that Unionville-Chaddsford has recently experimented with changing start times for students. Students in high school now start at 8:00 AM as opposed to 7:35. Elementary School students will now begin their day at 9:10 AM. Dr. Dressler reported that the cost for the changes in bussing to Unionville-Chaddsford will be \$2,500.00. He added that the change of start times is also being proposed in the Radnor School District, Owen J. Roberts School District and the Phoenixville School District. Dr. Dressler next reported that the keynote speaker was Chuck Underwood who spoke about generational differences and ways to address their varied attitudes towards work and life. He stated that he found this to be a very informational discussion. Dr. Dressler advised that he also attended a talk given by Terry Madonna on PA's political landscape. Lastly, Dr. Dressler spoke of a session he attended at the end of the conference by keynote speaker Darrel Scott who founded Rachel's Challenge. Mr. Scott's daughter Rachel was a victim of the Columbine shooting and Rachel's Challenge is a cause dedicated to making school's safer. He provided a DVD video of the talk by Mr. Scott to Julianna and Nandini in hopes that our high school can set a program like this up. Dr. Dressler added that there were no surprises at the voting delegate session. He advised all of the Board Members that he will provide additional information in the weekly Board Memo and if anyone should have any interest in additional information from the sessions he attended that he could provide a password that would grant access to the information.

**Legislative Committee**

**Christina Melton**

**3<sup>rd</sup> Weds. 7:30 p.m.**

There was no report as the meeting was postponed until this Wednesday due to the PSBA meeting.

**MCIU**

**Thomas J. DiBello**

**4<sup>th</sup> Weds. 7:00 p.m.**

There was no report as the MCIU Board did not meet this month.

**Superintendent's Report      Dr. David R. Goodin**

Dr. Goodin announced that the 3<sup>rd</sup> Annual Math Night will take place on November 12th for students in K-6 and their parents. Dr. Goodin stated that the 2 previous events had been very well attended and were good programs. He advised that the Theater Department will be hosting the fall play, "*Little Women*" with shows on Friday night November 16<sup>th</sup> and the afternoon of November 17<sup>th</sup>. Dr. Goodin invited parents to bring their children out for a Mommy and Me Tea at 1:30 PM prior to the matinee performance of the play at 3:00 PM on the 17<sup>th</sup>. He added that the Mommy and Me Tea is free with an advanced ticket purchase. Dr. Goodin reported that the Spring-Ford Golden Ram Marching Band travelled to the University of Delaware to participate in the Bands of America Newark Regionals. He stated that while the bands performance was outstanding their marks landed them just shy of the finals round. Dr. Goodin commented that the students have played with great pride this year and have shown the music community what it means to be Spring-Ford proud.

**Solicitor's Report**

**Mark Fitzgerald**

Mr. Fitzgerald noted that on the agenda tonight unlike last week, the Board will see "New Other Business" which will mark the rescission of 3 Unlawful Harassment Policies due to the Board approving Policy 104 tonight.

### III. MINUTES

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

- A. The Board approved the September 17, 2018 Work Session minutes. **(Attachment A1)**
- B. The Board approved the September 24, 2018 Board Meeting minutes. **(Attachment A2)**

### IV. PERSONNEL

Mr. Dehnert made a motion to approve Items A-J and Mr. DiBello seconded it. The motion passed 6-0.

#### A. Resignations

1. **Mary C. Patton**; Instructional Assistant, 5/6<sup>th</sup> Grade Center for the purpose of retirement. Effective: October 10, 2018.
2. **Jennie C. Stokley**; Winter Cheerleading Coach, 7<sup>th</sup> Grade Center. Effective: October 5, 2018.
3. **Cheryl Traub**; Level II - Administrative Assistant, Upper Providence Elementary School. Effective: December 14, 2018.

#### New Resignations

4. **Paula H. Germinario**; Coordinator of Food Service, District Office. Effective: November 9, 2018.
5. **Patricia Glass**; TV Studio Coordinator, 7th Grade Center. Effective: October 9, 2018.
6. **Mallory R. Greene**; Fitness Room Supervisor-Winter, Senior High School. Effective: October 17, 2018

#### B. Leave of Absence

1. **Katelyn M. Reynolds**; Instructional Assistant, Royersford Elementary for an unpaid leave of absence per Board Policy. Effective: January 7, 2019 through March 30, 2019.

#### C. Professional Employee

1. **Lisa M. Morrow**; Special Education Teacher/Virtual Learning Facilitator, Senior High School. Compensation has been set at MS+30, Step 7, \$67,123.00 (prorated) with benefits per the Professional Agreement. Effective: November 1, 2018.

#### D. Temporary Professional Employees

1. **Lauren N. Edmunds**; Special Education Teacher, Royersford Elementary School replacing Laura E. Milligan who resigned. Compensation has been set at BS, Step 1, \$47,000.00 (prorated) with benefits per the Professional Agreement. Effective: To be determined, but will not exceed January 2, 2019.

2. **Rachel A. Fine**; School Psychologist, 7<sup>th</sup> Grade Center who received School Board approval in August was released earlier than expected and her effective date has been updated to September 28, 2018.

**E. Support Employees**

1. **Hope R. Embree**; Instructional Assistant, Upper Providence Elementary School replacing Kathryn Calvert A. Calvert who had a change of status. Compensation has been set at \$17.36 an hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: October 15, 2018.
2. **Timothy J. Keaveney**; School Police Officer, District-Wide. Compensation has been set at \$28.61 an hour. Effective: October 15, 2018.
3. **Kimberly A. Luciani**; Instructional Assistant, Royersford Elementary School, replacing Crystal L. Fritz who resigned. Compensation has been set at \$17.36 an hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: October 15, 2018.
4. **Adrianna Martinez**; Instructional Assistant, 5/6<sup>th</sup> Grade Center, replacing Danielle M. Imperial who resigned. Compensation has been set at \$17.36 an hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: October 22, 2018.
5. **Viola S. McCollum**; Instructional Assistant, 5/6<sup>th</sup> Grade Center, replacing Mary C. Patton who retired. Compensation has been set at \$17.36 an hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: October 22, 2018.
6. **Heather N. Miscavage**; Part-time Food Service (4 hours/day), Upper Providence Elementary School, replacing Juliet Christman who had a change of assignment. Compensation has been set at \$12.91 an hour per the Food Service Plan. Effective: October 30, 2018.
7. **Jennifer L. Seraphin**; Instructional Assistant, Oaks Elementary School, replacing Teresa I. Bickley who resigned. Compensation has been set at \$17.36 an hour (degree rate) per the Instructional Assistants' Plan. Effective: October 22, 2018.
8. **Denise L. Smith**; Part-time Food Service (3 hours/day), Senior High School, replacing Maria L. Young who resigned. Compensation has been set at \$12.91 an hour per the Food Service Plan. Effective: October 9, 2018.

**New Support Employee**

9. **Colleen N. Steube**; Instructional Assistant, Royersford Elementary School. Compensation has been set at \$16.36 an hour with benefits per the Instructional Assistants' Plan. Effective: October 22, 2018.
- F. The Board approved the attached extra-curricular contracts for the 2018-2019 school year. **(Attachment A3)**

G. The Board approved and granted a commission to **Dr. David R. Goodin** for the position of Superintendent of Schools beginning July 1, 2019 for a period of three (3) years or until June 30, 2022 and adopt the contract governing the terms of his employment. Dr. Goodin's salary for 2019-2020, beginning July 1, 2019, will be \$198,252.94.

H. The Board approved and granted a commission to **Dr. Allyn J. Roche** for the position of Assistant Superintendent of Schools beginning July 1, 2019 for a period of four (4) years or until June 30, 2023 and adopt the contract governing the terms of his employment. Dr. Roche's salary for 2019-2020, beginning July 1, 2019, will be \$180,000.00.

I. **Personnel Information Item**

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

1. **Joanna M. Trautman**

**New Personnel Motion**

J. **Change of Status**

1. **Erin G. Crew**; Manager of Communications/Marketing-Support Staff to Director of Communications/Marketing-Administration. Compensation remains the same with benefits per the Administrators' Plan. Effective: October 23, 2018.

V. **FINANCE**

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

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. 204595 – 204996 \$1,179,679.29
2. Food Service Checks  
Check No. 1146 – 1216 \$ 78,470.30
3. Capital Reserve Checks  
Check No. 2043 - 2047 \$ 357,998.85
4. Capital Projects  
Reserve Fund: Check No. 13 – 15 \$ 6,769.17  
Bond Fund: Check No. 13 - 14 \$ 463,720.87
5. General Fund, Food Service, & Capital Reserve ACHs  
ACH 181900271 – 181900402 \$1,871,656.39

6. <u>Procurement Payments and Wires</u>	
201700548 – 201700780	\$ 78,689.10
201800001 – 201800022	\$2,828,449.85

C. The following monthly Board reports were approved:

- Skyward Reports
  - Check Register (General Fund, Food Service, Capital Reserve, Capital Projects, Procurement and Wires)
  - ACH Check Register (General Fund, Food Service, Capital Reserve, and Capital Projects)

D. The Board approved the following independent contracts:

1. **Dominic Kayatta – Newark, DE.** Provide four 80-minute workshops for all staff Diversity and Cultural Sensitivity during the November 20<sup>th</sup> In-service Day. Funding will be paid by the Professional Development Budget of the General Fund and shall not exceed \$900.00.
2. **The Lincoln Center for Family and Youth – Audubon, PA.** Provide Educational services for a special needs student during the 2018-2019 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$39,499.20.
3. **Chester County Intermediate Unit – Downingtown, PA.** Provide School Year Educational services at The Learning Center for 3 special needs students as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$131,456.12.
4. **Thom Stecher & Associates – Malvern, PA.** Provide Resiliency Services for Upper Providence Elementary in conjunction with Unity Day. Funding will be paid from the Upper Providence Guidance Budget and shall not exceed \$1,000.00.
5. **TLS Teaching Learning Succeeding, LLC – Phoenixville, PA.** Provide consultation, planning and training in Assessment Principles, the Continuum of Check for Understanding including Targeted Checks for staff at Upper Providence Elementary School. Services will be provided at a rate of \$675.00 per day for 10-12 days. Funding will be paid from the Upper Providence Professional Services Budget.
6. **Mobile Ed Productions, Inc. – Redford, MI.** Provide 3 assemblies for students at Royersford Elementary entitled “BOT! The Secret World of Robots”. Funding will be paid from the Royersford Elementary Professional Services Budget and shall not exceed \$1,195.00.

#### **New Independent Contracts**

7. **Apex Learning Digital Curriculum Solutions – Seattle, WA.** Provide school year Mandarin Chinese digital curriculum services for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$600.00.

8. **Dr. Claudia Chernow – Dresher, PA.** Conduct a psychiatric evaluation for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$2,000.00.
- E. The Board approved the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Caron Foundation – Wernersville, PA.** Provide two pre-winter dance assemblies for all high school students promoting awareness on topics including vaping, drug use, making good decisions and helping a friend in need. There is no cost to the district as all costs are being covered by a grant.
  2. **Cris Johnson, Inc. – Niagara Falls, NY.** Provide an assembly for all students at Royersford Elementary entitled “No Bully Zone”. Funding will be paid by the Royersford Parent Teacher Organization and shall not exceed \$1,197.00.
  3. **Frank Murphy – Chalfont, PA.** Provide 6 presentations for all students at Royersford Elementary in conjunction with “Author Day”. Funding will be paid by the Royersford Parent Teacher Organization and shall not exceed \$500.00.
  4. **Benmor Enterprises – Bushkill, PA.** Provide a presentation entitled the “Dinosaur Dig Show” as well as 2 digs for second grade students at Royersford Elementary. Funding will be paid by the Royersford Parent Teacher Organization and shall not exceed \$525.00.
  5. **Benmor Enterprises – Bushkill, PA.** Provide a presentation entitled the “Dinosaur Dig Show” as well as 2 digs for second grade students at Oaks Elementary. Funding will be paid by the Oaks Parent Teacher Association and shall not exceed \$525.00.
  6. **A Fresh Start Fitness – Pottstown, PA.** Provide two concerts for students at Upper Providence Elementary and one concert for students at Spring City Elementary involving up-tempo music and choreographed kid inspired workouts that build self-esteem and educate students about health and nutrition. Funding will be paid by the Upper Providence Home and School Association (\$1,200.00) and the Spring City Professional Services Budget (\$800.00) and shall not exceed a total of \$2,000.00.
  7. **Prismatic Magic, LLC – Fort Worth, TX.** Provide 4 Laser Light Assemblies for students at Upper Providence Elementary and 2 Laser Light Assemblies for students at Spring City Elementary entitled “Black History Laser Tribute”. Funding will be paid by the Upper Providence Home and School Association (\$1,163.34) and the Spring City Professional Services Budget (\$581.66) and shall not exceed a total of \$1,745.00.
- F. The Board approved an addendum to the amount for a confidential settlement agreement #2018-01 originally approved at the September 24, 2018 Board Meeting. This addendum is for an additional amount not to exceed \$4,000.00. Funding will be paid from the Special Education Budget.

**VI. PROPERTY**

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

- A. The Board gave approval for snow removal services district-wide by C&C Landscaping. The cost will be \$70.00 per hour/per truck, \$95.00 per hour for skid loader and \$135.00 per hour for loader. Funding will come from the 2018-2019 Maintenance Budget.
- B. The Board gave approval for a Replacement Chiller at Spring City Elementary to S.J. Thomas Company, Inc. for a total cost of \$166,189.67 per the KPN Proposal # 201801JOCC-29. Funding will come from the Capital Reserve.
- C. The Board gave approval for the installation of a pavilion at Spring City Elementary for costs not to exceed \$23,129.75 by Recreation Resources through the COSTARS Program. Funding will come from the Capital Reserve.

**VII. PROGRAMMING AND CURRICULUM**

Mrs. Heine made a motion to approve Items A-B and Mrs. Melton seconded it. The motion passed 6-0.

- A. The Board approved Spring-Ford's Act 339 Plan as mandated by the Pennsylvania Department of Education. This plan will be edited annually to reflect changes in counselor/student ratios, goals, types of evidence, etc., but will not require annual approval. New Act 339 Plans are approved after five years, coinciding with when the Western Montgomery Career and Technology Center is audited.

**New Programming and Curriculum**

- B. The Board approved an addition to the current agreement with Broadview Networks for the purpose of adding a POTS line (Copper Telephone line) to the elevator at Limerick Elementary School. The cost will be a one-time installation fee of \$175.00 and a recurring fee of \$41.01 per month. Funding will come from the Technology Budget.

**VIII. NEW CONFERENCE/ WORKSHOP RECOMMENDATIONS**

Mrs. Melton made a motion to approve Items A-F and Mrs. Heine seconded it. The motion passed 6-0.

The following individuals were approved for attendance at the following:

<b>CODE: 580 Account: Conference/Training, registration, food, and accommodations</b>
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**DISTRICT OFFICE**

- A. **Kimberly Bast**, Director of Curriculum and Instruction, **Robert Catalano**, Director of Technology, **Sandra Bernat**, Manager of Technology, **Kathleen Cox**, Software Specialist, **Brian Cooper** and **Aaron Scott**, Systems Technicians, to attend "*The Pennsylvania Educational Technology Expo and Conference (PETE&C)*" at the Hershey Lodge and Convention Center in Hershey, PA from February 10, 2018 through February 13, 2018. The total cost of this conference is \$4,315.00 (registration, mileage, lodging and meals). No substitutes are needed.

- B. **Lora Sanderson**, Coordinator of Transportation, to attend the “*Pupil Transportation Symposium*” at Northampton Community College in Bethlehem, PA on November 14, 2018. The total cost of this conference is \$103.00 (registration and mileage). No substitute is needed.

### HIGH SCHOOL

- C. **Seth Jones**, High School Band Director, **Emily McGranahan**, High School Orchestra Director, and **Yvonne O’Dea**, High School Choir Director, to attend the “*PMEA All State Annual Conference*” in Pittsburgh, PA from April 3, 2019 through April 6, 2019. The total cost of this conference is \$4,923.00 (registration, mileage, lodging, meals and 3 days of substitute coverage for each).
- D. **Doug Reigner**, Principal, **Jennie Anderson** and **Khrystin Herb**, Teachers, **Katie Baker** and **Denise Johnston**, School Counselors, and **Bridget Mullins**, Nurse, to attend the “*SAP Conference 2018*” at the Four Falls Corporate Center in West Conshohocken, PA on November 6, 2018. The total cost of this conference is \$240.00 (registration and mileage). No substitutes are needed.
- E. **Chad Brubaker**, Media Specialist, to attend “*Meaningful Making – A Spotlight on Teaching Writing*” at the Corbett Center in Norristown, PA on November 1, 2018. The total cost of this conference is \$267.00 (registration and one day of substitute coverage).

### New Conference and Workshop

- F. **Dr. Robb Colyer** and **Mike DeCaro**, House Principals, **Tricia Falco**, College Career Coordinator, and **Patricia Flynn**, School Counselor, to attend the “*2018 SAS Institute: Innovative Students, Innovative Educators*” at the Hershey Lodge and Convention Center from December 9 through December 12, 2018. The total cost of this conference is \$1,517.24 (registration, mileage, lodging and meals). No substitutes are needed.

## IX. OTHER BUSINESS

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

- A. The following policies were approved:

1. Policy #104 – PROGRAMS: Nondiscrimination in Employment Practices (**Attachment A4**)
2. Policy #806 – OPERATIONS: Child Abuse (**Attachment A5**)
3. Policy #918 – COMMUNITY: Title I Parent and Family Engagement (**Attachment A6**)

### New Other Business

- B. In conjunction with the approval of Policy 104, the board approved the rescinding of the following policies as specific provisions of these policies are now included within the revised and updated Policy 104:
1. Policy #348 - ADMINISTRATIVE EMPLOYEES: Unlawful Harassment (**Attachment A7**)
  2. Policy #448 – PROFESSIONAL EMPLOYEES: Unlawful Harassment (**Attachment A8**)

3. Policy #548 – CLASSIFIED EMPLOYEES: Unlawful Harassment  
(Attachment A9)

**X. BOARD COMMENT**

There were no comments from the Board.

**XI. PUBLIC TO BE HEARD**

There were no comments from the public.

**XII. ADJOURNMENT**

Mrs. Melton made a motion to adjourn and Mrs. Heine seconded it. The motion passed 6-0. The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Diane M. Fern  
School Board Secretary

On September 17, 2018 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Dr. Edward T. Dressler, Linda C. Fazzini and Kelly J. Spletzer  
Region II: Dawn R. Heine  
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.: Nandini M. Patel and Julianna Lelli

The following Board Members were absent: Clinton L. Jackson and Colleen Zasowski

### **ANNOUNCEMENTS**

Mr. DiBello reported that Mrs. Ginny Prevost a well-respected Guidance Counselor at Royersford Elementary had suddenly passed away over the weekend. He commented that she would be greatly missed and that it would be difficult to find someone as dedicated as her. He asked for a moment of silence in remembrance of Mrs. Prevost.

Nandini announced that school is back in full swing and everyone is excited to get back to all things Spring-Ford. She reminded everyone to check the Spring-Ford website for information about upcoming events and important dates.

### **I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**

There were no comments from the public.

### **II. ACTION ITEM**

Mr. Dehnert made a motion to approve Item A and Mrs. Heine seconded it. The motion passed 7-0.

- A. The Board approved **Gerard B. Rogers**, Social Studies Teacher, Senior High School, to Intermediate/Middle School House Principal, replacing Michael DeCaro who had a change of assignment. Compensation will be set at \$102,500.00 prorated with benefits as per the Act 93 Administrators' Plan. Effective: September 20, 2018.

### **III. BOARD AND COMMITTEE REPORTS**

**Curriculum/Technology Dawn Heine**

**1<sup>st</sup> Tues. 6:30 p.m.**

Mrs. Heine reported on the Curriculum/Technology Committee meeting held on 9/6/2018. The minutes from this meeting will be posted on the district website once available and approved at the committee level.

Discussion took place on what may be new and exciting currently being looked at from the curriculum standpoint. There was also expression of Board Member opinions on the value of students memorizing math facts and whether Everyday Math helps our students achieve success.

**Policy**

**Colleen Zasowski**

**2<sup>nd</sup> Mon. 7:30 p.m.**

Report next week.

**Extracurricular**

**Mark Dehnert**

**2<sup>nd</sup> Mon. 6:30 p.m. (alt. months)**

Mr. Dehnert reported on the Extracurricular Committee meeting that was held on 9/12/2018. The minutes from this meeting will be posted on the district website once available and approved at the committee level.

**Finance**

**Thomas J. DiBello**

**2<sup>nd</sup> Tues. 6:30 p.m.**

Mr. DiBello reported on the Finance Committee meeting held on 9/11/2018. The minutes from this meeting will be posted on the district website once available and approved at the committee level.

**Property**

**Thomas J. DiBello**

**2<sup>nd</sup> Tues. 7:30 p.m.**

Mr. DiBello reported on the Property Committee meeting held on 9/11/2018. The minutes from this meeting will be posted on the district website once available and approved at the committee level.

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

Dr. Roche provided a quick update on the 10 day enrollment numbers which showed that there was an overall decrease in student population by 71 students as compared to last year's 10 day enrollment numbers. He reported that today all 9<sup>th</sup> grade students took part in what will be an annual event moving forward. They all participated in a powerful day of training, team building and strengthening resiliency in each student. Dr. Roche advised that ½ of the 9<sup>th</sup> grade homerooms participated in Team Building and Resiliency activities that were led by students in the 10<sup>th</sup>-12<sup>th</sup> grade Resiliency and Aevium Clubs. He added that the upper classmen have been planning for today since last year and led their peers in interacting with one another, collaborating, problem solving and working together to solve puzzles and challenges all while getting to know one another. He reported that these sessions were powerful for both the student leaders as well as the 9<sup>th</sup> grade participants. Dr. Roche next reported that at the same time, the other ½ of the 9<sup>th</sup> grade homerooms participated in specially designed "student focused" QPR training led by instructors from across Montgomery County. Dr. Roche reminded everyone that QPR stands for Question, Persuade and Refer and is a set of steps to help peers, friends, and anyone with proven suicide prevention strategies. He added that the mission of QPR is to reduce suicidal behaviors and save lives. Dr. Roche advised that the training was well received and he recognized Dr. Weidenbaugh and Dr. Colyer at the 9<sup>th</sup> grade center and Mr. Reigner, Mrs. Purdy and Mrs. Hammond for working with the student leaders on the resiliency planning. Dr. Roche reported that after 90 minutes, the homerooms switched so that each ½ had the opportunity to participate in both trainings and activities. Dr. Roche shared the final video from the QPR Training that would go live on the District Website following tonight's School Board Meeting. He stated that the theme of "You Matter" was shared at this year's convocation and the video is a simple message to the entire Spring-Ford Community.

**Solicitor's Report                      Mark Fitzgerald**

Mr. Fitzgerald reported that there were 3 policies on the agenda as a first reading. He advised that his office will be doing a final review of the policies before next week. Mr. Fitzgerald advised the Board on a Right to Know Request from Mr. Simon Campbell that districts including Spring-Ford were receiving. He stated that most of Mr. Campbell's ire is focused on the Pennsylvania School Board's Association and there are hints of that in this most recent request. Mr. Fitzgerald commented that his office is handling this for the district but wanted the Board to know that the district is not alone as every public school district, every vocational school and intermediate unit has received the same request.

**IV. MINUTES**

There were no questions or comments.

A. Administration recommends approval of the August 20, 2018 Work Session minutes. **(Attachment A1)**

B. Administration recommends approval of the August 27, 2018 Board Meeting minutes. **(Attachment A2)**

**V. PERSONNEL**

There were no questions or comments.

**A. Resignations**

1. **Crystal L. Fritz**; Instructional Assistant, Royersford Elementary School. Effective: September 13, 2018.
2. **Gerard B. Rogers**; National Honor Society, Senior High School. Effective: September 12, 2018.

**B. Professional Employee**

1. **Amy M. Skarbek**; Library Science Teacher, 7<sup>th</sup> Grade Center, replacing Patricia M. Glass who had a change of assignment. Compensation has been set at MS, Step 5, \$51,923.00 prorated with benefits per the Professional Agreement. Effective: To be determined, but no later than November 7, 2018.

**C. Temporary Professional Employees**

1. **Courtney E. Ojakovo**; Elementary Teacher, 5/6<sup>th</sup> Grade Center, replacing Andrea L. Rees who had a change of assignment. Compensation has been set at MS, Step 2, \$48,750.00, prorated with benefits per the Professional Agreement. Effective: September 27, 2018.

D. Administration recommends approval of the attached extra-curricular contracts for the 2018-2019 school year. **(Attachment A3)**

**VI. FINANCE**

A question was asked about Item G & H wondering if the amounts listed were additional funds to the original contract or the new total for the contract and it was confirmed that the amounts were additional funds to the original contract.

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. 204301 – 204594	\$1,915,082.02
2.	<u>Food Service Checks</u>	
	Check No. 1126 – 1145	\$ 43,084.96
3.	<u>Capital Reserve Checks</u>	
	Check No. 2042	\$ 209,468.80
4.	<u>Capital Projects</u>	
	Bond Fund: Check No. 12	\$ 17,910.00
5.	<u>General Fund, Food Service, &amp; Capital Reserve ACHs</u>	
	ACH 181900174 – 181900270	\$1,617,325.81
6.	<u>Procurement Payments</u>	
	201700165 – 201700547	\$ 257,880.85

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

- Skyward Reports
  - Check Register (General Fund, Food Service, Capital Reserve, Capital Projects, and Procurement)
  - ACH Check Register (General Fund, Food Service, Capital Reserve, and Capital Projects)

D. Administration recommends approval of the following independent contracts:

1. **Personal Health Care, Inc. – Valley Forge, PA.** Provide Nursing Services during the school day and on transportation for individual special needs students during the 2018-2019 school year as per their IEPs. Funding will come from the Special Education Budget and shall not exceed \$33,840.00.
2. **The Lincoln Center for Family and Youth – Audubon, PA.** Provide Educational services for two special needs students during the 2018-2019 school year as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$73,598.40.
3. **Lakeside Educational Network – North Wales, PA.** Provide Extended School Year and related services for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$7,656.20.
4. **The American National Red Cross – Philadelphia, PA.** Provide training (Adult and Pediatric First Aid/CRP/AED) by Red Cross Certified Instructors for instructional assistants during the 2018-2019 school year. Funding will be paid from the Special Education Budget and shall not exceed \$1,761.00.

5. **Education Alternatives for ABA, LLC – King of Prussia, PA.** Provide up to 1166 hours of Applied Behavior Analysis Trained Assistant Services at a rate of \$35.00 per hour for three special needs students during the 2018-2019 school year as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$40,810.00.
- E. Administration recommends approval of the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Science Explorers – Mohonton, PA.** Provide an assembly for students in grades 1-4 at Spring City Elementary about the Science Explorer's Club entitled "The Wacky World of Science and Kitchen Chemistry". There is no cost to the district.
  2. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide two assemblies for kindergarten students at Spring City Elementary entitled "Winter Secrets....About Animals in Winter". Funding will be paid by the Spring City Elementary Home and School League and shall not exceed \$220.00.
  3. **Thom Stecher & Associates – Malvern, PA.** Provide and Conduct Unity Day and Resiliency Programs district-wide for the 2018-2019 school year. Funding will come from the Pottstown Area Health and Wellness Foundation Grant and shall not exceed \$13,500.00.
- F. Administration recommends approval of a Student Assistance Program Agreement with the Richard J. Caron Foundation. Caron's Student Assistance Program will provide a program entitled PREP (Prevention Resources and Education for Parents) on November 27, 2018 in the evening as part of the district's Speaker Series. This program is designed for parents and caregivers of children in middle and high school and is facilitated by professionals in the field of addiction treatment. There is no cost to the district for this presentation as funding is provided through grants.
- G. Administration recommends approval of an addendum to the independent contract with Personal Health Care, Inc. that was originally approved at the June 28, 2018 School Board Meeting. This addendum is necessitated due to additional costs to provide nursing services during the school day and while transporting special needs students during the 2018-2019 school year. Funding will come from the Special Education Budget and shall not exceed \$33,840.00.
- H. Administration recommends approval of an addendum to the three-year independent contract agreement with Pediatric Therapeutic Services Inc., (PTS) in Conshohocken PA that was originally approved at the June 26, 2017 School Board Meeting. This addendum is necessitated due to additional costs that were needed to provide speech and language, psychology, occupational therapy, and physical therapy services during the 2017-2018 school year. Funding will come from the Special Education Budget and shall not exceed \$38,613.83.

**VII. PROGRAMMING AND CURRICULUM**

There were no questions or comments.

- A. Administration recommends approval of the purchase of Freshwork's Fresh Service as the Help Desk and Inventory Management Software. The first-year cost shall not exceed \$30,000.00 which includes a \$7,000.00 implementation cost. The yearly reoccurring cost shall not exceed \$23,000.00. Funding will come from the Technology Budget.

**VIII. NEW CONFERENCE/ WORKSHOP RECOMMENDATIONS**

There were no questions or comments.

The following individuals are recommended for attendance at the following:

<b>CODE: 580 Account: Conference/Training, registration, food, and accommodations</b>
---

**DISTRICT OFFICE**

- A. **David Boyer**, Coordinator Safety/Security/Emergency Management, to attend the "*School Safety and Security Exchange*" at the Hershey Lodge and Convention Center in Hershey, PA on November 8 and November 9, 2018. The total cost for this conference is \$421.02 (registration, mileage, lodging and meals).

**HIGH SCHOOL**

- B. **Hollie Burghardt**, AP Statistics Teacher, to attend the "*AP Workshop – Statistics*" at the Lancaster-Lebanon Intermediate Unit in Lancaster, PA on October 29, 2018. The total cost of this workshop is \$453.93 (registration, mileage and one day of substitute coverage).
- C. **Chad Brubaker, Nicole Davenport, and Barbara O'Brien**, Media Specialists, to attend "*Sustaining Meaningful Makerspaces*" at the Corbett Experience Center in Norristown, PA on October 30, 2018. The total cost of this conference is \$876.00 (registration and substitute coverage).

**IX. OTHER BUSINESS**

There were no questions or comments.

- A. Administration recommends approval for **Danielle Marone** (High School Winterguard Director) and **Lia Grauch** (High School Winterguard Assistant Director) to take the Spring-Ford High School Gold Winterguard to perform and compete at the Winterguard International Championships in Dayton, Ohio from Tuesday, April 2, 2019 through Sunday, April 7, 2019. The team is traveling via Chartered Bus and will be staying at a hotel in Dayton, Ohio. The cost of the trip shall not exceed \$500.00 per person. The Spring-Ford Music Association and staff will conduct fundraising events to help defray the costs. Students will miss a total of three days of school and will be responsible for making up any missed work. There is no cost to the district. No substitutes are needed.
- B. Administration recommends approval for the Spring-Ford Area High School Boys' Baseball Team to accept the invitation to participate in The Ripken Experience held in Myrtle Beach, South Carolina from March 20, 2019 through March 25, 2019. The Team will be traveling via Chartered Bus and will be staying in a hotel in Myrtle Beach, SC. The cost per student-athlete will be approximately \$750.00. The team will participate in two approved scrimmages and two regular season contests which are part of the 2019 schedule that permits a maximum of 20 contests and 2

scrimmages as per PIAA by laws. The High School Baseball Program and staff will conduct fundraising events to help defray the costs. Student-athletes will miss three school days and will be responsible for any missed work. The total cost to the district shall not exceed \$1,152.00 for three days of substitute coverage for the two coaches.

- C. Administration recommends approval for the Spring-Ford Area High School Boys' Lacrosse Team to accept the invitation to participate in the KSA (Kaylee Scholarship Association) – Universal Lacrosse Spring Training from March 20, 2019 through March 24, 2019 in Orlando, Florida. The cost per student-athlete will be approximately \$1,200.00 plus transportation. The High School Boys Lacrosse Program and staff will conduct fundraising events to help defray the costs. Student-athletes will miss three school days and will be responsible for any missed work. The total cost to the district shall not exceed \$1,152.00 for three days of substitute coverage for the two coaches.
- D. Administration recommends approval for the Spring-Ford Area High School Girls' Softball Team to accept the invitation to participate in the Walt Disney-ESPN Wide World of Sports spring training, scrimmages and games from March 20, 2019 through March 25, 2019 in Orlando, Florida. The program will be for varsity level competition and the team will be scheduled to participate in one approved scrimmage and four regular season contests which are part of the 2019 schedule, which permits a maximum of 20 contests and 2 scrimmages as per PIAA by laws. The total cost per student-athlete will be approximately \$1,200.00 including transportation. The High School Softball Program and staff will conduct fundraising events to help defray the costs. Student-athletes will miss three school days and will be responsible for any missed work. The total cost to the district shall not exceed \$1,728.00 for three days of substitute coverage for the three coaches.
- E. A Board majority vote is needed to select a candidate for the office of PSBA President-Elect. There is only one candidate running for this office: **Eric Wolfgang**.
- F. A Board majority vote is needed to select a candidate for the office of PSBA Vice President. There is only one candidate running for this office: **Art Levinowitz**.
- G. A Board majority vote is needed to select a candidate for the office of Eastern At-Large. Only districts in Sections 4 and 8 vote for this position. Spring-Ford is a district in Section 8. There is only one candidate running for this office: **Maura Buri**.
- H. A Board majority vote is needed to select a candidate for the office of Section 8 Advisor. Only districts in Section 8 vote for this position. Spring-Ford is a district in Section 8. There is only one candidate running for this office: **Amy Goldman**.
- I. A Board majority vote is needed to select three candidates for the office of PSBA Insurance Trust Trustees. There are only three candidates running for these three spots: **Richard Frerichs**, **William S. LaCoff** and **Nathan G. Mains**.
- J. The following policies are submitted as a first reading:
  - 1. Policy #104 – PROGRAMS: Nondiscrimination in Employment Practices (**Attachment A4**)
  - 2. Policy #806 – OPERATIONS: Child Abuse (**Attachment A5**)
  - 3. Policy #918 – COMMUNITY: Title I Parent and Family Engagement (**Attachment A6**)

**X. BOARD COMMENT**

There were no comments.

**XI. PUBLIC TO BE HEARD**

There were no comments.

**XII. ADJOURNMENT**

Mrs. Melton made a motion to adjourn and Mrs. Spletzer seconded it. The motion passed 7-0. The meeting adjourned at 8:22 p.m.

Respectfully submitted,

Diane M. Fern  
School Board Secretary

On September 24, 2018 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 and Linda C. Fazzini  
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: John Miravich  
Student Reps.: Nandini M. Patel and Julianna Lelli

The following Board Member was absent: Kelly J. Spletzer

## **ANNOUNCEMENTS**

Julianna announced that the High School kicked off Spirit Week and added that the week will be filled with various in-school activities and events leading up to the Homecoming Celebration on Saturday, September 29<sup>th</sup>. The Homecoming Parade will take place on Saturday starting at noon. Nandini added that the parade will end with a free community picnic provided by the Spring-Ford Education Association. She invited everyone to join other Ram fans for the football game at 2:00 PM in Coach McNelly Stadium where Spring-Ford will take on Methacton High School. Prior to the game there will be pre-game festivities including musical performances as well as the introduction of the Homecoming Court. Nandini advised that the Spring-Ford Homecoming Queen will be announced at halftime.

## **I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**

There were no comments from the public.

## **II. BOARD AND COMMITTEE REPORTS**

### **Student Rep. Report Nandini Patel/Julianna Lelli**

Nandini showed a PowerPoint and reported that they will be starting the monthly meetings up again where she and Julianna will be meeting with 2-3 students from each high school grade level to find out what is happening at the high school level. Nandini also expressed that they hope to visit other schools throughout the district and meet with the principal and a small group of students to hear what is happening in their buildings. Julianna reported that Open House took place at the 10-12 Grade Center on September 20<sup>th</sup>. Julianna reported on the Homecoming activities taking place this week. Nandini provided a sneak peek of Spirit Week with picture from today which was Tie-Dye Day. She added that tomorrow is Twin Day.

### **Policy**

**Colleen Zasowski**

**2<sup>nd</sup> Mon. 7:30 p.m.**

Colleen reported on policy meeting held on September 12, 2018. The minutes from this meeting will be posted on the district website once available and approved at the committee level.

**WMCTC**

**Dressler, Heine, Zasowski 1<sup>st</sup> Mon. 7:00 p.m.**

Mrs. Zasowski reported that the Joint Operating Committee met on September 10, 2018 and that the start of the school year was going well. She advised that the Western Center will be hosting a Boy Scout merit badge college in offering over 17 different merit badges for scouts on October 20<sup>th</sup>. The Western Center will also be hosting their 3<sup>rd</sup> Annual Girls' Night Out which helps market non-traditional programming to young women within the district's that send students there. Mrs. Zasowski reported that there will be an Open House on December 5<sup>th</sup> and that this is a big recruitment event for WMCTC and the on-line application window opens on October 1<sup>st</sup>. Mrs. Zasowski advised that the Western Center just reached an agreement with Montgomery County Community College where students in certain classes can earn up to 25 college credits combining their NOCTI scores, industry certifications earned and dual enrollment credits. The details on the dual enrollment classes being offered at WMCTC are being ironed out. The Western Center received a donation of a forklift which will now be available to offer another industry credential to students. Mrs. Zasowski advised that there was also a donation of a tri-axle as well as a backhoe. She commented that after the first two weeks of school the enrollment is at 552 with 222 coming from Spring-Ford. Mrs. Zasowski stated that the focus is on moving from good to great and with this in mind they have implemented at the end of each quarter and at the end of each year a Gold Standard of Teaching Award which will be given out to the teachers that are really doing an excellent job.

A question was raised on how it is determined what programs are targeted as non-traditional programs for female students. Mrs. Zasowski did not know the percentages but indicated that she would ask Mr. Moritzen. Dr. Dressler added that the Girl's Night Out highlights the non-traditional fields such as auto repair, carpentry and thing like that which have not attracted female students and the hope is to introduce them to the possibilities of careers in those fields.

**PSBA Liaison**

**Dr. Edward Dressler**

Dr. Dressler reported that PSBA is very much in favor of getting public behind Senate Bill 1095 which revised Pennsylvania's one size fits all mandate to pass 3 Keystone Exams to receive a diploma. SB 1095 establishes multiple rigorous pathways to demonstrate college and career readiness. Dr. Dressler added that the bill has passed out of Senate and is now in the House Education Committee. Mrs. Melton informed that it had passed the House Education Committee this morning and is now onto the full House. Dr. Dressler commented that it now needs to pass the full House. Mrs. Melton stated that there was some language differences and preferences and PSBA as well as the MCIU Legislative Team have been involved with this. Mrs. Melton and Dr. Dressler stressed the importance of this passing and reminded everyone that the Keystone Testing has been pushed back to the 2020-2021 school year.

**Legislative Committee**

**Christina Melton**

**3<sup>rd</sup> Weds. 7:30 p.m.**

Mrs. Melton reported that both the House and the Senate returned to session today with 9-10 voting days left until the end of the session. She advised that the Act 1 index was published at 2.3%. Mrs. Melton added that Senate Bill 1095 was a big issue. She commented that House Bill 2574 was being looked at by the House Education Committee and that this bill addresses dress codes for teachers and whether certain provisions in School Code disallowing some clothing with logos might be a violation of a teacher's first amendment rights. House Bill 1228 regarding sun screen protection was being looked at and pertains to students being permitted to apply sun screen by themselves and a doctor's note not being required. Mrs. Melton advised that they also discussed School Safety Grants- Part A which is open right now and all applications received will receive a minimum of \$25,000.00 during this school year for safety and security. She added that Part B would be a more complex process with a rationale being required as well as a specific dollar

amount. She stated that all applications are due by October 12<sup>th</sup>. Mrs. Melton reported that the Chair of the Legislative Committee resigned their seat and she as the Vice Chair was put in the vacant position. Mrs. Melton referenced a flyer that she had placed at each Board Member's seat regarding Communities United for a Student's Future.

**MCIU**

**Thomas J. DiBello**

**4<sup>th</sup> Weds. 7:00 p.m.**

There was no report as the MCIU Board will be meeting this Wednesday.

**Superintendent's Report     Dr. David R. Goodin**

Dr. Goodin urged the community to check the Spring-Ford Website for information on the launch of a Parent Speaker Series to see when meetings will be held as well as the topic the speaker will be presenting. Dr. Goodin advised that a couple weeks ago Royersford Community Days was held with a huge turnout. He commented that there were students who put together some footage from Royersford Community Days and a video of this was shown.

**Solicitor's Report**

**John Miravich**

John Miravich introduced himself and thanked the Board for having him here on behalf of Mark Fitzgerald who was unable to attend. There was no solicitor's report.

Mr. DiBello announced that the Board met in an Executive Session prior to the meeting tonight to discuss a legal matter.

**III.     MINUTES**

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

A. The Board approved the August 20, 2018 Work Session minutes. **(Attachment A1)**

B. The Board approved the August 27, 2018 Board Meeting minutes. **(Attachment A2)**

**IV.     PERSONNEL**

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

**A.     Resignations**

1. **Crystal L. Fritz**; Instructional Assistant, Royersford Elementary School. Effective: September 13, 2018.
2. **Gerard B. Rogers**; National Honor Society, Senior High School. Effective: September 12, 2018.

**B.     Professional Employee**

1. **Amy M. Skarbek**; Library Science Teacher, 7<sup>th</sup> Grade Center, replacing Patricia M. Glass who had a change of assignment. Compensation has been set at MS, Step 5, \$51,923.00 prorated with benefits per the Professional Agreement. Effective: To be determined, but no later than November 7, 2018.

**New Professional Employee**

2. **Kristina S. Altemose**; Speech/Language Therapist, District-wide Elementary Schools, replacing Christina M. Dahms who resigned. Compensation has been set at MS, Step 8, \$60,084.00, prorated with benefits per the Professional Agreement. Effective: November 26, 2018.

**C. Temporary Professional Employee**

1. **Courtney E. Ojakovo**; Elementary Teacher, 5/6<sup>th</sup> Grade Center, replacing Andrea L. Rees who had a change of assignment. Compensation has been set at MS, Step 2, \$48,750.00, prorated with benefits per the Professional Agreement. Effective: September 17, 2018.

**New Temporary Professional Employee**

2. **Christina Shank**; French Teacher, 8<sup>th</sup> Grade Center, replacing Assea Elboubkri who resigned. Compensation has been set at BS Step 2, \$47,750.00, prorated with benefits per the Professional Agreement. Effective: To be determined, but no later than November 26, 2018.

- D. The Board approved the attached extra-curricular contracts for the 2018-2019 school year. **(Attachment A3)**

**New Personnel Motions**

- E. The Board approved **Resolution 2018-33** terminating employee #70495 as presented.

**F. Support Employee**

1. **Robert St. Ledger**; Instructional Assistant, Evans Elementary School. Compensation has been set at \$17.36/hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: September 24, 2018.

**V. FINANCE**

Mr. Dehnert made a motion to approve Items A-I and Mr. Jackson 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. 204301 – 204594 \$1,915,082.02
2. Food Service Checks  
Check No. 1126 – 1145 \$ 43,084.96
3. Capital Reserve Checks  
Check No. 2042 \$ 209,468.80

- |    |   |                |
|----|---|----------------|
| 4. | <u>Capital Projects</u>                                       |                |
|    | Bond Fund: Check No. 12                                       | \$ 17,910.00   |
| 5. | <u>General Fund, Food Service, &amp; Capital Reserve ACHs</u> |                |
|    | ACH 181900174 – 181900270                                     | \$1,617,325.81 |
| 6. | <u>Procurement Payments</u>                                   |                |
|    | 201700165 – 201700547   | \$ 257,880.85  |

C. The following monthly Board reports were approved:

- Skyward Reports
  - Check Register (General Fund, Food Service, Capital Reserve, Capital Projects, and Procurement)
  - ACH Check Register Register (General Fund, Food Service, Capital Reserve, and Capital Projects)

D. The Board approved the following independent contracts:

1. **The Lincoln Center for Family and Youth – Audubon, PA.** Provide Educational services for two special needs students during the 2018-2019 school year as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$73,598.40.
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E. The Board approved the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:

1. **Science Explorers – Mohonton, PA.** Provide an assembly for students in grades 1-4 at Spring City Elementary about the Science Explorer's Club entitled "The Wacky World of Science and Kitchen Chemistry". There is no cost to the district.
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3. **Thom Stecher & Associates – Malvern, PA.** Provide and Conduct Unity Day and Resiliency Programs district-wide for the 2018-2019 school year. Funding will come from the Pottstown Area Health and Wellness Foundation Grant and shall not exceed \$13,500.00.
- F. The Board approved a Student Assistance Program Agreement with the Richard J. Caron Foundation. Caron's Student Assistance Program will provide a program entitled PREP (Prevention Resources and Education for Parents) on November 27, 2018 in the evening as part of the district's Speaker Series. This program is designed for parents and care-givers of children in middle and high school and is facilitated by professionals in the field of addiction treatment. There is no cost to the district for this presentation as funding is provided through grants.
- G. The Board approved an addendum to the independent contract with Personal Health Care, Inc. that was originally approved at the June 28, 2018 School Board Meeting. This addendum is necessitated due to additional costs to provide nursing services during the school day and while transporting special needs students during the 2018-2019 school year. Funding will come from the Special Education Budget and shall not exceed \$33,840.00.
- H. The Board approved an addendum to the three-year independent contract agreement with Pediatric Therapeutic Services Inc., (PTS) in Conshohocken PA that was originally approved at the June 26, 2017 School Board Meeting. This addendum is necessitated due to additional costs that were needed to provide speech and language, psychology, occupational therapy, and physical therapy services during the 2017-2018 school year. Funding will come from the Special Education Budget and shall not exceed \$38,613.83.

#### **New Finance**

- I. The Board approved a confidential settlement and release agreement **#2018-01** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$127,050.35.

#### **VI. PROGRAMMING AND CURRICULUM**

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

- A. The Board approved the purchase of Freshwork's Fresh Service as the Help Desk and Inventory Management Software. The first-year cost shall not exceed \$30,000.00 which includes a \$7,000.00 implementation cost. The yearly reoccurring cost shall not exceed \$23,000.00. Funding will come from the Technology Budget.

#### **VII. NEW CONFERENCE/ WORKSHOP RECOMMENDATIONS**

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

The following individuals were approved for attendance at the following:

<b>CODE: 580 Account: Conference/Training, registration, food, and accommodations</b>
---

**DISTRICT OFFICE**

- A. **David Boyer**, Coordinator Safety/Security/Emergency Management, to attend the *"School Safety and Security Exchange"* at the Hershey Lodge and Convention Center in Hershey, PA on November 8 and November 9, 2018. The total cost for this conference is \$421.02 (registration, mileage, lodging and meals).

**HIGH SCHOOL**

- B. **Hollie Burghardt**, AP Statistics Teacher, to attend the *"AP Workshop – Statistics"* at the Lancaster-Lebanon Intermediate Unit in Lancaster, PA on October 29, 2018. The total cost of this workshop is \$453.93 (registration, mileage and one day of substitute coverage).
- C. **Chad Brubaker**, **Nicole Davenport**, and **Barbara O'Brien**, Media Specialists, to attend *"Sustaining Meaningful Makerspaces"* at the Corbett Experience Center in Norristown, PA on October 30, 2018. The total cost of this conference is \$810.00 (registration, mileage and substitute coverage).

**New Conferences and Workshops**

- D. **Katie Davis**, Special Education Supervisor, **Dr. Rob Moyer**, Principal, **Nancy Quain**, School Psychologist, **Sandra Cerniglia**, **Tara Chester** and **Marisa Lacy**, ESL Teachers, to attend *"Special Education Referrals for English Learners"* at the Montgomery County Intermediate Unit in Norristown, PA on November 6, 2018. The total cost of this workshop is \$828.00 (registration and mileage). No substitutes are needed.
- E. **Melinda Borgnis**, **Janine Briggs**, **Brittany Dunbar**, **Kimberly Fallstich**, **Ashley Fogarty** and **Robert Swier**, Teachers, to attend *"SAP Training"* at the Caron Foundation in Plymouth Meeting, PA on October 18, October 25 and November 1, 2018. The total cost of this training is \$5,926.00 (registration, mileage and substitute coverage).

**VIII. OTHER BUSINESS**

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

- A. The Board gave approval for **Danielle Marone** (High School Winterguard Director) and **Lia Grauch** (High School Winterguard Assistant Director) to take the Spring-Ford High School Gold Winterguard to perform and compete at the Winterguard International Championships in Dayton, Ohio from Tuesday, April 2, 2019 through Sunday, April 7, 2019. The team is traveling via Chartered Bus and will be staying at a hotel in Dayton, Ohio. The cost of the trip shall not exceed \$500.00 per person. The Spring-Ford Music Association and staff will conduct fundraising events to help defray the costs. Students will miss a total of three days of school and will be responsible for making up any missed work. There is no cost to the district. No substitutes are needed.
- B. The Board gave approval for the Spring-Ford Area High School Boys' Baseball Team to accept the invitation to participate in The Ripken Experience held in Myrtle Beach, South Carolina from March 20, 2019 through March 25, 2019. The Team will be traveling via Chartered Bus and will be staying in a hotel in Myrtle Beach, SC. The cost per student-athlete will be approximately \$750.00. The team will participate in two approved scrimmages and two regular season contests which are part of the 2019 schedule that permits a maximum of 20 contests and 2 scrim-mages as per PIAA by laws. The High School Baseball Program and staff will conduct fundraising

events to help defray the costs. Student-athletes will miss three school days and will be responsible for any missed work. The total cost to the district shall not exceed \$1,152.00 for three days of substitute coverage for the two coaches.

- C. The Board gave approval for the Spring-Ford Area High School Boys' Lacrosse Team to accept the invitation to participate in the KSA (Kaylee Scholarship Association) – Universal Lacrosse Spring Training from March 20, 2019 through March 24, 2019 in Orlando, Florida. The cost per student-athlete will be approximately \$1,200.00 plus transportation. The High School Boys Lacrosse Program and staff will conduct fundraising events to help defray the costs. Student-athletes will miss three school days and will be responsible for any missed work. The total cost to the district shall not exceed \$1,152.00 for three days of substitute coverage for the two coaches.
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- E. The Board selected Eric Wolfgang for the office of PSBA President-Elect.
- F. The Board selected Art Levinowitz for the office of PSBA Vice-President.
- G. The Board selected Maura Buri for the office of Eastern At-Large.
- H. The Board selected Amy Goldman for the office of Section 8 Advisor.
- I. The Board selected Richard Frerichs, William S. LaCoff and Nathan G. Mains for the office of PSBA Insurance Trust Trustees.
- J. The following policies are submitted as a first reading:
  - 1. Policy #104 – PROGRAMS: Nondiscrimination in Employment Practices (**Attachment A4**)
  - 2. Policy #806 – OPERATIONS: Child Abuse (**Attachment A5**)
  - 3. Policy #918 – COMMUNITY: Title I Parent and Family Engagement (**Attachment A6**)

#### IX. BOARD COMMENT

Mr. DiBello spoke about Bill Racich and the tragic loss to district and the community. He spoke of how devastated everyone was upon hearing the news of Bill's passing. Mr. DiBello asked for a moment of silence in remembrance of Bill Racich.

Mr. Dehnert spoke about the passing of Ginny Prevost and the impact she had on the district and community. He urged everyone to consider attending a beef and beverage fundraiser to benefit the Royersford Elementary Home and School Association as well as make a donation towards a scholarship in Ms. Prevost memory that will be presented to a student from Royersford Elementary.

Mr. Dehnert commented that we continually say we want to be the top school district in the state and he stated that if we are serious about that then we need to determine what the metrics are for that goal and then set ways to achieve that. Mr. Dehnert felt that they should work on this during the upcoming school year so that next year we will have the Superintendent/District objectives for reaching that goal. Mr. Dehnert also felt that he would like to see students educated in investing, loans and all aspects regarding this so that students have an understanding of this when they get out of high school.

Mrs. Zasowski spoke about the Homecoming Parade this coming Saturday. She advised the Board that she has secured a trailer that will hold all Board Members. She asked the Board Members to let her know who will be coming and participating in the parade. She advised and invited the public to attend a SNAP Fundraiser that is sponsored by Caldwell Banker that will take place on October 13<sup>th</sup> at 7:00 PM in her barn with tickets available for purchase at the door for \$25.

**X. PUBLIC TO BE HEARD**

**Melissa Dougherty, Collegeville**, expressed that she is here with a couple of friends and they have concerns over sending children to Pope John Paul (PJP) Catholic High School and the time the students are on the bus. She stated that she lives 2 miles from the school but her child is on the bus 50 minutes. Mrs. Dougherty commented that they pay tax dollars and felt that they should be allocated a direct bus to school.

Dr. Goodin replied that there was not just one PJP bus but that the morning run for students is for them to get on the bus with the Spring-Ford students and be taken to the high school where then 2 busses transport all of the PJP students to school. He stated that for the afternoon run there are 3 busses dedicated to go to PJP and pick up the students and run them home. Dr. Goodin advised that it was not efficient for the district to run every bus in the morning to directly take the PJP students to school. He stated that the district is trying to be as efficient as it can be.

Mrs. Dougherty felt that the afternoon runs should be run in the morning as well and added that the students were suffering with having to be on a bus for 50 minutes. She disagreed with Dr. Goodin's comment about the bus schedule being efficient. He reported that the district strives to keep bus routes the same for all students not just PJP and that is to keep them under an hour. Mrs. Dougherty stated that she had a petition that 75 people had signed and she provided that petition to the Board Secretary.

**Andreina Erwin, Linfield**, asked if HR Bill 610 passes as we will be defunded and a lot of our teachers will have to leave because the money will be used for vouchers and for public school.

Mr. DiBello replied that the Board has talked about this for 3 years and they have asked the community to be involved and contact their legislators. Mrs. Erwin felt the Board was the district representatives. Mr. DiBello stated that they have gone to Harrisburg and talked about this but the public needs to get involved and contact their legislators. Mrs. Erwin did not feel that the legislators and Mr. DiBello said the Board has received the same lack of response.

Mrs. Melton advised that she viewed a presentation from the Bethlehem School District that indicated that when the Board passes a resolution the legislators chalk it up to it just being a school board but if the public gets involved then the legislators are more apt to listen.

Mrs. Erwin felt the Board should be doing more to get the public involved and the Board felt that they had tried and have urged the public to get involved. Both sides agreed that it must be a joint effort and that they need to get bills in place for the benefit of everyone.

Mrs. Erwin next asked how to make dual enrollment more attractive to parents and students. Mrs. Heine indicated that dual enrollment is talked about during the course selection process and during the parent/student course selection evening. Mrs. Heine stated that students are taking more advanced placement courses rather than dual enrollment courses. She spoke of the Global Studies Program the district embarked on with Arcadia University but that it is a struggle to get kids to start and stay in the program.

Nandini commented that the AP courses offer more variety and also they are held at the high school rather than have to travel off-site for a dual enrollment course.

Mrs. Erwin agreed that variety was at a minimum with dual enrollment courses. She did not feel the presentation was done well and that parents had to figure out how to jump through hoops to get their students

Mrs. Heine stated that she did not feel that Mrs. Erwin was talking about dual enrollment but rather independent study.

Mr. DiBello commented that he believed she was referring to students who have enough high school credits that they could start earning college credits. He said this is not dual enrollment but rather that the students can start going to college while still in high school. He felt that this was something the Curriculum Committee could look into in order to see if it would be possible to move closer to this goal.

Mrs. Erwin volunteered her time to help with this and Mr. DiBello invited her to come out to a Curriculum Committee meeting.

**XI. ADJOURNMENT**

Mr. Dehnert made a motion to adjourn and Mrs. Melton seconded it. The motion passed 8-0. The meeting adjourned at 8:32 p.m.

Respectfully submitted,

Diane M. Fern  
School Board Secretary

**2018-2019 EXTRACURRICULAR CONTRACTS  
OCTOBER 2018**

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
*1	Reading Olympics - Limerick Elementary	Spring	Alba	Alice V.	\$402.00
2	Volunteer Assistant Football Coach - HS	Fall	Algeo	James	Volunteer
*3	Asst. Wrestling Coach (7/8/9th Grade) (1/2 Contract)	Winter	Anspach	Jason R.	\$2,445.17
4	Homework Club Advisor - Grade 7 (1/2 Contract)- Building Correction	Year	Bologa	Tara	\$735.50
*5	TV Studio Coordinator, Grade 7	Year	Bologa	Tara	\$1,471.00
6	Asst. Swimming Coach-HS	Winter	Borgnis	Melinda J.	\$5,189.00
7	Asst. Wrestling Coach-HS	Winter	Busa	Michael G.	\$5,993.30
8	Asst. Track Coach-Girls' & Boys'-Winter-HS	Winter	Cain	David W.	\$5,189.00
9	Co-Ed Fitness Intramural # 1 - Oaks	Fall	Cedrone	Gillian	\$402.00
*10	Indoor Winter Color Guard Coach - 7 & 8	Winter	Eddowes	Annette	\$1,471.00
*11	Asst. Bowling Coach-Girls & Boys-HS	Winter	Greene	Mallory R.	\$3,592.00
12	Asst. Wrestling Coach (7/8/9th Grade) (1/2 Contract)	Winter	Hayes	Ryan C.	\$2,117.00
13	Co-Ed Fitness Intramural # 2 - Oaks	Fall	Henzie	Lauren M.	\$402.00
14	SAP Building Coordinator – Grade 8	Year	Hillegas	Susan L.	\$402.00
15	Volunteer Marching Band Staff	Fall	McGuigan	Frank P.	Volunteer
16	Music Director (Spring)- HS	Spring	Perry	Joseph	\$3,000.00
17	Spring Musical Orchestra Director - HS	Spring	Perry	Joseph	\$2,200.00
18	National Honor Society Advisor-HS	Year	Sabatino	Gabrielle A.	\$1,104.00
*19	HS Club #6	Year	Shaw	Heather L.	\$402.00
20	Soccer Coach - Girls' (7th Grade)	Fall	Short	Amy S.	\$2,772.00
21	Reading Olympics – Limerick Elementary	Spring	Sklenarik	Georgeiann C.	\$402.00
*22	Bowling Coach Boys' and Girls'- HS	Winter	Souder	Ryan N.	\$4,790.00
*23	Track Coach-Boys' & Girls'-HS	Spring	Stauffer	Danielle L.	\$7,263.90
*24	Reading Olympics – Limerick Elementary	Spring	Williams	Kristin K.	\$402.00
*25	Marching Band Program Planner-HS (1/2 Contract)	Fall	Wright	Michael A.	\$1,813.00

# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROGRAMS

TITLE: NONDISCRIMINATION IN  
EMPLOYMENT PRACTICES

ADOPTED:

REVISED:

**REVIEWED: September 12, 2018**

<p>1. Authority</p>	<p style="text-align: center;"><b>104. NONDISCRIMINATION IN EMPLOYMENT PRACTICES</b></p> <p>The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.[1][2][3][4][5][6][7][8][9][10][11][12][13]</p> <p>The Board encourages employees and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.</p> <p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.</p> <p><u>Retaliation</u></p> <p>The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.</p>
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2. Definitions	<p><u>Discriminatory Harassment</u></p> <p>Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.[8][15][16][17][18][19]</p> <p>For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability when such conduct is:</p> <ol style="list-style-type: none"> <li>1. Sufficiently severe, persistent or pervasive; and</li> <li>2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive work environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.</li> </ol> <p><u>Sexual Harassment</u></p> <p>Sexual Harassment is a form of discrimination on the basis of sex and is subject to this policy.</p> <p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, electronic, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or</li> <li>2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or</li> <li>3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.</li> </ol>
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<p>3. Delegation of Responsibility</p>	<p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Human Resources Director as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number and email address of the Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.</p> <p>The Compliance Officer shall be responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none"> <li>1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.</li> <li>2. Training - Provision of training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.</li> <li>3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.</li> <li>4. Complaints - Monitor and provide technical assistance to building principals or designees in processing complaints.</li> <li>5. Following the completion of any applicable investigations and appeals as noted in the below Appeals Procedures, the Compliance Officer shall promptly report to the school board any credible violations that may lead to criminal charges and/or legal action against the school district. Any information provided by the Compliance Officer to the school board must be done in a manner which will preserve the individual(s) rights to due process.</li> </ol>
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<p>4. Guidelines</p>	<p>The building principal or supervisor shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from employees or third parties:</p> <ol style="list-style-type: none"> <li>1. If the building principal or supervisor is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.</li> <li>2. Inform the employee or third party about this policy including the right to an investigation of both verbal and written complaints of discrimination.</li> <li>3. Provide relevant information on resources available in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence and rape crisis programs, and community health resources including counseling resources.</li> <li>4. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.</li> <li>5. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others</li> </ol> <p><u>Complaint Procedure – Employee/Third Party</u></p> <p>Step 1 – Reporting</p> <p>An employee or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the matter to the building principal or supervisor. Any person with knowledge of conduct which may violate this policy, is encouraged to immediately report the matter to the building principal or supervisor.</p> <p>If the building principal or supervisor is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer. The complainant or reporting employee may be encouraged to use the district’s report form, available from the building principal, supervisor or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting</p>
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	<p>aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.</p> <p>Step 2 – Investigation</p> <p>Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a discrimination investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.</p> <p>The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.</p> <p>The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place outside of school or school-sponsored activities, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person reporting the alleged discrimination, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.</p> <p>If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.</p>
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	<p>Step 3 – Investigative Report</p> <p>The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.</p> <p>The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and any other violation of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.</p> <p>Step 4 – District Action</p> <p>If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.</p> <p>If an investigation results in a finding that a different law or Board policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.</p> <p>Disciplinary actions shall be consistent with Board policies and administrative</p>
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	<p>regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none"> <li>1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.</li> <li>2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.</li> <li>3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.</li> </ol> <p>Legal</p> <ol style="list-style-type: none"> <li>1. 20 U.S.C. 1681 et seq</li> <li>2. 29 U.S.C. 206</li> <li>3. 29 U.S.C. 621 et seq</li> <li>4. 29 U.S.C. 794</li> <li>5. 42 U.S.C. 12101 et seq</li> <li>6. 42 U.S.C. 1981 et seq</li> <li>7. 42 U.S.C. 2000e et seq</li> <li>8. 42 U.S.C. 2000ff et seq</li> <li>9. 43 P.S. 336.3</li> <li>10. 43 P.S. 951 et seq</li> <li>11. U.S. Const. Amend. XIV, Equal Protection Clause</li> <li>12. Pol. 317</li> <li>13. Pol. 806</li> <li>15. 29 CFR 1604.11</li> <li>16. 29 CFR 1606.8</li> <li>17. EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993</li> <li>18. EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999</li> <li>19. EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990</li> <li>16 PA Code 44.1 et seq</li> <li>28 CFR 35.140</li> </ol>
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104. NONDISCRIMINATION IN EMPLOYMENT PRACTICES - Pg. 8

	28 CFR Part 41 29 CFR Parts 1600-1691
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# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CHILD ABUSE

ADOPTED: March 25, 1991

REVISED: September 24, 2007

**REVIEWED: September 12, 2018**

	806. CHILD ABUSE
1. Authority 24 P.S. 1205.6 23 Pa. C.S.A. Sec. 6301 Policy 333 Policy 818	The Board requires district employees, independent contractors and volunteers to comply with identification and reporting requirements for suspected child abuse, as well as the training requirement for recognition and reporting of child abuse in order to comply with the Child Protective Services Law and the School Code.
2. Definitions   23 Pa. C.S.A. Sec. 6303  24 P.S. 111 23 Pa. C.S.A. 6344	<p>The following words and phrases, when used in this policy, shall have the meaning given to them in this section:</p> <p><b>Adult</b> - an individual eighteen (18) years of age or older.</p> <p><b>Bodily injury</b> - impairment of physical condition or substantial pain.</p> <p><b>Certifications</b> - refers to the child abuse history clearance statement and state and federal criminal history background checks required by the Child Protective Services Law and/or the School Code.</p> <p><b>Child</b> - an individual under eighteen (18) years of age.</p> <p><b>Child abuse</b> - intentionally, knowingly or recklessly doing any of the following:</p> <ol style="list-style-type: none"> <li>1. Causing bodily injury to a child through any recent act or failure to act.</li> <li>2. Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.</li> <li>3. Causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act.</li> </ol>

<p>18 Pa C.S.A. 7508.2</p> <p>42 Pa C.S.A. 9799.12</p> <p>42 Pa C.S.A. 9799.24</p>	<ol style="list-style-type: none"> <li>4. Causing sexual abuse or exploitation of a child through any act or failure to act.</li> <li>5. Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.</li> <li>6. Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.</li> <li>7. Causing serious physical neglect of a child.</li> <li>8. Engaging in any of the following recent acts: <ol style="list-style-type: none"> <li>a. Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child.</li> <li>b. Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.</li> <li>c. Forcefully shaking a child under one (1) year of age.</li> <li>d. Forcefully slapping or otherwise striking a child under one (1) year of age.</li> <li>e. Interfering with the breathing of a child.</li> <li>f. Causing a child to be present during the operation of methamphetamine laboratory, provided that the violation is being investigated by law enforcement.</li> <li>g. Leaving a child unsupervised with an individual, other than the child's parent, who the actor knows or reasonably should have known was required to register as a Tier II or Tier III sexual offender, has to register for life, or has been determined to be a sexually violent predator or sexually violent delinquent.</li> </ol> </li> <li>9. Causing the death of the child through any act or failure to act.</li> <li>10. Engaging a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined in the law.</li> </ol> <p>The term <b>child abuse</b> does not include physical contact with a child that is involved in normal participation in physical education, athletic, extracurricular or recreational activities. Also excluded from the meaning of the term <b>child abuse</b> is the use of reasonable force by a person responsible for the welfare of a child for purposes of supervision, control or safety, provided that the use of force:</p> <ol style="list-style-type: none"> <li>1. Constitutes incidental, minor or reasonable physical contact in order to maintain order and control;</li> </ol>
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	<ol style="list-style-type: none"> <li>2. Is necessary to quell a disturbance or remove a child from the scene of a disturbance that threatens property damage or injury to persons;</li> <li>3. Is necessary for self-defense or defense of another;</li> <li>4. Is necessary to prevent the child from self-inflicted physical harm; or</li> <li>5 Is necessary to gain possession of weapons, controlled substances or other dangerous objects that are on the person of the child or in the child's control.</li> </ol>
24 P.S. 1205.6	<b>Direct contact with children</b> - the possibility of care, supervision, guidance or control of children or routine interaction with children.
23 Pa C.S.A. 6303 23 Pa C.S.A. 6311	<b>Independent contractor</b> - an individual other than a school employee who provides a program, activity or service who is otherwise responsible for the care, supervision, guidance or control of children pursuant to a contract. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.
23 Pa. C.S.A. Sec. 6303	<b>Perpetrator</b> – a person who has committed child abuse and is a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an individual fourteen (14) years of age or older who is responsible for the child's welfare or who has direct contact with children as an employee of child-care services, a school or through a program activity or service; an individual fourteen (14) years of age or older who resides in the same home as the child; or an adult who does not reside in the same home as the child but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or an adult who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined in the law. Only the following may be considered a perpetrator solely based upon a failure to act: a parent/guardian of the child; a spouse or former spouse of the child's parent/guardian; a paramour or former paramour of the child's parent/guardian; an adult responsible for the child's welfare; or an adult who resides in the same home as the child.
23 Pa. C.S.A. Sec. 6303	<p><b>Person responsible for the child's welfare</b> - a person who provides permanent or temporary care, supervision, mental health diagnosis or treatment, training or control of a child in lieu of parental care, supervision and control.</p> <p><b>Program, activity or service</b> - any of the following in which children participate and which is sponsored by a school or a public or private organization.</p> <ol style="list-style-type: none"> <li>1. A youth camp or program.</li> </ol>

	<ol style="list-style-type: none"> <li>2. A recreational camp or program.</li> <li>3. A sports or athletic program.</li> <li>4. A community or social outreach program.</li> <li>5. An enrichment or educational program.</li> <li>6. A troop, club or similar organization.</li> </ol>
23 Pa. C.S.A. Sec. 6303	<b>Recent act or failure to act</b> - any act or failure to act committed within two (2) years of the date of the report to the Department of Human Services of the Commonwealth or county agency.
23 Pa. C.S.A. Sec. 6303	<b>Routine interaction</b> - regular and repeated contact that is integral to a person's employment or volunteer responsibilities.
23 Pa. C.S.A. Sec. 6303	<b>School Employee</b> – an individual who is employed by a school or who provides a program, activity or service sponsored by a school. The term does not apply to administrative or other support personnel unless the administrative or other support personnel have direct contact with children.
23 Pa. C.S.A. Sec. 6303	<p><b>Serious Mental Injury</b> - a psychological condition, as diagnosed by a physician or licensed psychologist, including the refusal of appropriate treatment, that:</p> <ol style="list-style-type: none"> <li>1. Renders a child chronically and severely anxious, agitated, depressed, socially withdrawn, psychotic or in reasonable fear that the child's life or safety is threatened.</li> <li>2. Seriously interferes with a child's ability to accomplish age-appropriate developmental and social tasks.</li> </ol>
23 Pa. C.S.A. Sec. 6303	<p><b>Serious Physical Neglect</b> - any of the following when committed by a perpetrator that endangers a child's life or health, threatens a child's well-being, causes bodily injury or impairs a child's health, development or functioning:</p> <ol style="list-style-type: none"> <li>1. A repeated, prolonged or egregious failure to supervise a child in a manner that is appropriate considering the child's developmental age and abilities.</li> <li>2. The failure to provide a child with adequate essentials of life, including food, shelter or medical care.</li> </ol>

<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Sexual Abuse or Exploitation</b> - includes any of the following:</p> <ol style="list-style-type: none"> <li>1. The employment, use, persuasion, inducement, enticement, or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following: <ol style="list-style-type: none"> <li>a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.</li> <li>b. Participating in sexually explicit conversation either in person, by telephone, by cell phone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.</li> <li>c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.</li> <li>d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting, filming or through the use of a personal electronic device.</li> </ol> <p>The conduct described above does not include consensual activities between a child who is fourteen (14) years of age or older and another person who is fourteen (14) years of age or older and whose age is within four (4) years of the child's age.</p> </li> <li>2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.</li> </ol>
<p>23 Pa. C.S.A. Sec. 6303</p>	<p><b>Student</b> - an individual enrolled in a district school under eighteen (18) years of age.</p>
<p>23 Pa C.S.A. 6311</p>	<p><b>Volunteer</b> - an unpaid adult individual, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity or service is a person responsible for the child's welfare or has direct contact with children.</p>
<p>3. Delegation of Responsibility 23 Pa. C.S.A. 6344 24 P.S. 111</p>	<p>In accordance with Board policy, the Superintendent or designee shall:</p>

<p>Pol. 302, 304 24 P.S. 111 23 Pa C.S.A. 6344</p> <p>23 Pa C.S.A. 6344.3 23 Pa C.S.A. 6344.4 Policy 309</p> <p>23 Pa C.S.A. 6344.4</p> <p>Policy 916</p> <p>4. Guidelines</p>	<ol style="list-style-type: none"> <li>1. Require each candidate for employment, to submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.</li> <li>2. Require each applicant for transfer or reassignment to submit the required certifications unless the applicant is applying for a transfer from one position as a district employee to another position as a district employee of this district and the applicant's certifications are current.</li> </ol> <p>School employees and independent contractors shall obtain and submit new certifications every sixty (60) months. Independent contractors whose employees are working with the school district must also comply with the requirements of the Child Protective Services Law and applicable provisions of the Public School Code of 1949.</p> <p>Certification requirements for volunteers are addressed separately in Board Policy 916.</p> <p>The Superintendent or designee shall annually inform students, parents/guardians, independent contractors, volunteers and staff regarding the contents of this Board policy.</p> <p>The Superintendent or designee shall annually notify district staff, independent contractors, and volunteers of their responsibility for reporting child abuse in accordance with Board policy and administrative regulations</p> <p><u>Aiding and Abetting Sexual Abuse</u></p> <p>School employees, acting in an official capacity of the school district, are prohibited from assisting another school employee, contractor or agent in obtaining a new job if the school employee know, or has probable cause to believe, that such school employee, contractor or agent engaged in sexual misconduct regarding a minor or student.</p> <p>This prohibition applies only to assistance that extends beyond performance of normal processing of personnel matters including routine transmission of files or other information.</p> <p>This prohibition shall not apply if:</p> <ol style="list-style-type: none"> <li>1. The relevant information has been properly reported to law enforcement</li> </ol>
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	<p>officials and any other authority required by federal, state or local law and the matter has been officially closed or the prosecutor or law enforcement officials notified school officials that there is insufficient information to establish probable cause.</p> <ol style="list-style-type: none"> <li>2. The school employee, contractor or agent has been acquitted or otherwise exonerated of the alleged misconduct.</li> <li>3. The case or investigation remains open and no charges have been filed against, or indictment of, the school employee, contractor or agent within four (4) years of the date on which the information was reported to the law enforcement agency.</li> </ol>
24 P.S. 1205.6 Policy 333, 818	<p><u>Training</u></p> <p>The school district, and independent contractors of the school district, shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but is not be limited to, the following topics:</p> <ol style="list-style-type: none"> <li>1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.</li> </ol>
24 P.S. 2070.1a	<ol style="list-style-type: none"> <li>2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.</li> <li>3. District policy related to reporting of suspected abuse and sexual misconduct.</li> <li>4. Maintenance of professional and appropriate relationships with students.</li> </ol>
24 P.S. 1205.6	<p>Employees are required to complete a minimum of three (3) hours of training every five (5) years.</p>
23 Pa. C.S.A. 6344	<p><u>Report</u></p> <p>School employees, independent contractors and volunteers shall make a report of suspected child abuse if they have reasonable cause to suspect that a child is the victim of child abuse under any of the following circumstances:</p> <ol style="list-style-type: none"> <li>1. The school employee, independent contractor or volunteer comes into contact with the child in the course of employment, occupation and the practice of a profession or through a regularly scheduled program, activity or service.</li> </ol>

	<p>2. The school employee, independent contractor or volunteer is directly responsible for the care, supervision, guidance or training of the child.</p> <p>3. A person makes a specific disclosure to a school employee, independent contractor or volunteer that an identifiable child is the victim of child abuse.</p> <p>4. An individual fourteen (14) years of age or older makes a specific disclosure to a school employee, independent contractor or volunteer that s/he has committed child abuse.</p>
23 Pa. C.S.A. 6344	A child is not required to come before the school employee, independent contractor or volunteer in order for that individual to make a report of suspected child abuse.
23 Pa. C.S.A. 6344	A report of suspected child abuse does not require the identification of the person responsible for the child abuse.
23 Pa C.S.A. 6318	Any person who, in good faith, makes a report of suspected child abuse, regardless of whether the report is required, cooperates with an investigation, testifies in a proceeding, or engages in other action authorized by law shall have immunity from civil and criminal liability related to those actions.
23 Pa C.S.A. 6319	Any person required to report child abuse who willfully fails to do so may be subject to disciplinary action and criminal prosecution.
18 Pa. C.S.A. 4906.1	Any person who intentionally or knowingly makes a false report of child abuse or intentionally or knowingly induces a child to make a false claim of child abuse may be subject to disciplinary action and criminal prosecution.
18 Pa C.S.A. 4958	Any person who engages in intimidation, retaliation, or obstruction in the making of a child abuse report or the conducting of an investigation into suspected child abuse may be subject to disciplinary action and criminal prosecution.
23 Pa C.S.A. 6320	The district shall not discriminate or retaliate against any person for making, in good faith, a report of suspected child abuse.
	<u>Reporting Procedures</u>
23 Pa C.S.A. 6305	School employees, independent contractors or volunteers who suspect child abuse shall immediately make a written report of suspected child abuse using electronic technologies ( <a href="http://www.compass.state.pa.us/cwis">www.compass.state.pa.us/cwis</a> ) or an oral report via the statewide toll-free telephone number (1-800-932-0313). A person making an initial oral report of suspected child abuse must also submit a written
23 Pa C.S.A. 6311	

	<p>electronic report within forty-eight (48) hours after the oral report. Upon receipt of an electronic report, the electronic reporting system will automatically respond with a confirmation, providing the district with a written record of the report.</p>
<p>23 Pa. C.S.A. 6305 23 Pa. C.S.A. 6311 23 Pa. C.S.A. 6313</p>	<p>A school employee, independent contractor or volunteer who makes a report of suspected child abuse shall immediately, after making the initial report, notify the school principal and if the initial report was made electronically, also provide the principal with a copy of the report confirmation. The school principal shall then immediately notify the Superintendent or designee that a child abuse report has been made and if the initial report was made electronically, also provide a copy of the report confirmation.</p>
<p>23 Pa. C.S.A. 6305 23 Pa. C.S.A. 6311 23 Pa. C.S.A. 6313</p>	<p>When a report of suspected child abuse is made by a school employee, independent contractor or volunteer as required by law, the school district is not required to make more than one (1) report. An individual otherwise required to make a report who is aware that an initial report has already been made by a school employee, independent contractor or volunteer is not required to make an additional report. The person making an initial oral report is responsible for making the follow-up written electronic report within forty-eight (48) hours, and shall provide the school principal with a copy of the report confirmation promptly after the written electronic report has been filed. The principal shall in turn provide a copy of the report confirmation to the Superintendent or designee.</p>
<p>23 Pa. C.S.A. 6314</p>	<p>When necessary to preserve potential evidence of suspected child abuse, a school employee may, after the initial report is made, take or cause to be taken photographs of the child who is the subject of the report. Any such photographs shall be sent to the county agency at the time the written report is sent or within forty-eight (48) hours after a report is made by electronic technologies or as soon thereafter as possible. The school principal shall be notified whenever such photographs are taken.</p>
<p>24 P. S. 1302.1-A 24 P.S. 1303-A 22 Pa Code 10.2 22 Pa Code 10.21 22 Pa Code 10.22</p>	<p>If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Safe Schools Act, the Superintendent or designee shall inform local law enforcement, in accordance with applicable law, regulations and Board policy.</p>
	<p><u>Investigation</u></p>
<p>23 Pa C.S.A 6311 23 Pa. C. S.A. 6346</p>	<p>The school principal shall facilitate the cooperation with the Department of Human Services of the Commonwealth or the county agency investigating a report of suspected child abuse, including permitting authorized personnel to interview the child while in attendance at school.</p>

	<p>Upon notification that an investigation involves suspected child abuse by a school employee, the principal shall immediately implement a plan of supervision or alternative arrangement that has been approved by the Superintendent for the school employee under investigation. The plan of supervision or alternative arrangement shall be submitted to the county agency for approval.</p>
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# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: TITLE I PARENT AND  
FAMILY ENGAGEMENT

ADOPTED: March 22, 2004

REVISED:

**REVIEWED: September 12, 2018**

<p>1. Purpose</p> <p>2. Definition</p> <p>3. Authority 20 U.S.C. Sec. 6318</p>	<p style="text-align: center;"><b>918. <u>TITLE I PARENT and FAMILY ENGAGEMENT</u></b></p> <p>The Board recognizes that <b>meaningful parent and family engagement</b> contributes to the achievement of <b>state</b> academic standards by students participating in Title I reading and mathematics support programs. The Board views the education of students as a cooperative effort among the school, parents <b>and family members</b>, and community.</p> <p><b>Parent and Family (Family Member) - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.</b></p> <p><b>The Board directs the district and each of its schools with a Title I program to:</b></p> <p style="padding-left: 40px;"><b>Conduct outreach to all parents and family members.</b></p> <p style="padding-left: 40px;"><b>Include parents and family members in development of the districts overall Title I Plan and process for school review and improvement.</b></p> <p style="padding-left: 40px;"><b>Include parents and family members in development of the Title I Parent and Family Engagement Policy. The Title I Parent and Family Engagement policy shall be:</b></p> <ol style="list-style-type: none"> <li><b>1. Distributed in writing to all parents and family members.</b></li> <li><b>2. Incorporated into the district's Title I Plan.</b></li> <li><b>3. Posted to the district's publicly accessible website.</b></li> <li><b>4. Evaluated annually with parent and family involvement.</b></li> <li><b>5. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.</b></li> </ol>
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<p><b>4. Accessibility</b></p> <p><b>5. Delegation of Responsibility</b></p>	<ol style="list-style-type: none"> <li>6. Use findings of annual evaluations to design <b>evidenced-based</b> strategies for more <b>effective parent and family engagement</b> and to revise, if necessary, the <b>Title I Parent and Family Engagement</b>.</li> <li>7. Involve parents <b>and families</b> in the activities of schools served under Title I.</li> </ol> <p><b>The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.</b></p> <p>The Superintendent or designee shall ensure that the district's Title I Parent <b>and Family Engagement Policy</b>, plan and programs comply with the requirements of federal law.</p> <p><b>The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include:</b></p> <ol style="list-style-type: none"> <li>1. <b>Providing communications in clear and simple language.</b></li> <li>2. <b>Posting information for parents and family members on the district's website.</b></li> <li>3. <b>Including a telephone number for parents and family members to call with questions.</b></li> <li>4. <b>Partnering with community agencies which may include libraries, recreation centers, community based organizations and faith-based organizations to assist in sharing information.</b></li> <li>5. <b>Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.</b></li> </ol> <p><b>The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I program and provide:</b></p> <p><b>An explanation of the reasons supporting their child's selection for the program.</b></p> <ol style="list-style-type: none"> <li>1. <b>A set of goals and expectations to be addressed.</b></li> <li>2. <b>A description of the services to be provided.</b></li> <li>3. <b>A copy of this policy and the School-Parent and Family Compact.</b> <ul style="list-style-type: none"> <li>• <b>Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:</b></li> </ul> </li> </ol>
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<p>6. Guidelines 20 U.S.C. Sec. 6318</p>	<ul style="list-style-type: none"> <li>• <b>Volunteer in their child’s classroom.</b></li> <li>• <b>Support their child’s learning</b></li> <li>• <b>Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.</b></li> </ul> <p>An annual meeting of parents of participating Title I students shall be held to explain the goals and purposes of the Title I program <b>and inform them of their right to be involved.</b> Parents <b>and family</b> shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents <b>and family</b> shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.</p> <p>In addition to the required annual meeting, additional parent meetings shall be held at various times of the day and evening. At these meetings, parents shall be provided:</p> <ol style="list-style-type: none"> <li>1. <b>Timely</b> information about programs provided under Title I.</li> <li>2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet <b>according to the academic standards.</b></li> <li>3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.</li> <li>4. Opportunities to submit parent <b>and family</b> comments about the program to the district level.</li> </ol> <p>If sufficient, Title I funding may be used to facilitate parent <b>or family</b> attendance at meetings through payment of transportation and child care costs.</p> <p>Opportunities shall be provided for parents to meet with the classroom and Title I teachers to discuss their child's progress.</p> <p>Parents <b>and family</b> may be given guidance as to how they can assist at home in the education of their child.</p> <p><b>To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:</b></p> <ol style="list-style-type: none"> <li>1. <b>Establish meaningful ongoing two-way communication between the district, staff, and parent and family members.</b></li> <li>2. <b>Communicate with parent and family members about the plan and seek</b></li> </ol>
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	<p>their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.</p> <ol style="list-style-type: none"> <li>3. Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds that may impede their participation, such as limited literacy or language difficulty.</li> <li>4. Analyze and share the results of the Title I Parent/Family Survey.</li> <li>5. Post school performance data on the district's website.</li> <li>6. Distribute and discuss the School-Parent and Family Compact.</li> <li>7. Host various parent and family nights at each school building with a Title I program.</li> <li>8. Establish and support active and engaged Title I parent and family advisory councils. The council will include a majority of parents and family members of students participating in Title I programs, as well as the building principal, teachers or other appropriate staff, students, and community members. The purpose of the council shall be to focus on improved student achievement, effective classroom teaching, parent/family/community engagement in the educational process, and to facilitate communications and support.</li> <li>9. Actively recruit parents and family members to participate in school review and improvement planning.</li> <li>10. Assign district representatives to be available to work collaboratively with parents and family members, and to conduct school-level trainings to promote understanding of school data, comprehensive plans and the budgeting process.</li> <li>11. Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings to obtain input and propose school improvement initiatives.</li> </ol> <p>If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.</p>
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	<p><b><u>Building Capacity for Parent and Family Engagement</u></b></p> <p><b>The District shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:</b></p> <ol style="list-style-type: none"> <li><b>1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.</b></li> <li><b>2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:</b> <ol style="list-style-type: none"> <li><b>A. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.</b></li> <li><b>B. Using technology, including education about the harms of copyright piracy, as appropriate.</b></li> <li><b>C. Providing information, resources, and materials in a user friendly format.</b></li> <li><b>D. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.</b></li> <li><b>E. Training on how to use the parent portal as a tool to monitor grades and achievement.</b></li> </ol> </li> <li><b>3. Educating teachers, specialized instructional support personnel, principals, and other school leaders and staff, with the assistance of parents, and family members on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.</b></li> <li><b>4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children. Examples include:</b> <ol style="list-style-type: none"> <li><b>A. Engage the PTO to actively seek out and involve parents and family members through regular updates, information sessions and</b></li> </ol> </li> </ol>
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	<p>assistance with the identification of effective communication strategies.</p> <p><b>B. Train parents and family members to enhance the involvement of other parents and family members.</b></p> <p><b>C. Adopt and implement model approaches to improving parent and family engagement.</b></p> <p><b>D. Establish a district-wide parent and family advisory council to provide advice on all matters related to parent and family engagement in Title I programs.</b></p> <p><b>E. Engage community-based organizations and businesses in parent and family engagement activities.</b></p> <p><b><u>Coordinating Parent and Family Engagement Strategies</u></b></p> <p>The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by:</p> <ol style="list-style-type: none"> <li>1. Involving district and program representatives to assist in identifying specific parent and family member needs.</li> <li>2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.</li> </ol> <p><b><u>Annual Parent and Family Engagement Policy Evaluation</u></b></p> <p>The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.</p> <p>The evaluation shall identify:</p> <ol style="list-style-type: none"> <li>1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.</li> <li>2. The needs of parents and family members to assist with the learning or their children, including engaging with school personnel and teachers.</li> <li>3. Strategies to support successful school and parent and family interactions.</li> </ol> <p>The evaluation shall be conducted through:</p> <ol style="list-style-type: none"> <li>1. Establishment of a schedule and process for the policy review and revision by parents and family members.</li> <li>2. An evaluation of the effectiveness of the content and communication methods through a variety of methods.</li> <li>3. A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement</li> </ol>
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<p>Pol. 102</p>	<p>outcomes.</p> <ol style="list-style-type: none"> <li>4. <b>Focus groups.</b> Parents and family members, and community members, unable to attend the focus groups in person shall have the opportunity to participate in an alternate format.</li> <li>5. <b>Documentation of parent and family member input regarding Title I programs and activities from throughout the year.</b></li> <li>6. <b>A parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the district's Title I population.</b></li> </ol> <p><b>The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.</b></p> <p><u><b>School-Parent and Family Compact</b></u></p> <p>Each school in the district receiving Title I funds shall jointly develop with parents <b>and family members</b> of students served in the program a School-Parent <b>and Family Compact</b> outlining the manner in which parents, family members, the entire school staff, and students share responsibility for improved student achievement <b>and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's</b> academic standards. The compact shall:</p> <ol style="list-style-type: none"> <li>1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet the district's academic standards.</li> <li>2. <b>Describe</b> the ways in which parents <b>and family members</b> will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.</li> <li>3. <b>Address the importance of ongoing two-way meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.</b></li> </ol> <p><u><b>Title I Funds</b></u></p> <p><b>Unless exempt by law, the district shall reserve at least one percent (1%) of its</b></p>
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<p>PA Code Title 22 Sec. 403.1</p> <p>20 U.S.C. Sec. 6318</p> <p>Board Policy 102</p>	<p><b>Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.</b></p> <p><b>Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:</b></p> <ol style="list-style-type: none"> <li><b>1. Supporting schools and nonprofit organizations in providing professional development for the district and school personnel regarding parent and family engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.</b></li> <li><b>2. Supporting programs that reach parents and family members at home, in the community, or at school.</b></li> <li><b>3. Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.</b></li> <li><b>4. Collaborating on providing subgrants to schools to enable such schools to collaborate with community-based or other organizations or employers with a record of success in improving and increasing parent engagement.</b></li> <li><b>5. Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.</b></li> </ol> <p><b><u>Documentation of Parent and Family Engagement Practices</u></b></p> <p><b>Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communication and brochures; and meeting notes.</b></p>
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# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: March 25, 1995

REVISED: November 26, 2012

**TENTATIVE RESCINDED: October 22, 2018**

348. UNLAWFUL HARASSMENT	
1. Purpose	It is the policy of the Spring-Ford Area School district to maintain an employment environment in which harassment in any form is not tolerated.
2. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681	<p>The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals, vendors, volunteers and third parties in schools. The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals or retaliations shall occur as a result of good faith charges of harassment.</p>
3. Definition 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)	<p>For purposes of this policy, <b>harassment</b> shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion when such conduct:</p> <ol style="list-style-type: none"> <li>1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, hostile, or offensive work environment.</li> <li>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or work environment.</li> <li>3. Otherwise adversely affects an individual's employment opportunities.</li> </ol>

<p>29 CFR Sec. 1604.11 (a)</p>	<p>For purposes of this policy, <b>sexual harassment</b> shall consist of unwelcome sexual advances; requests for sexual favors; sexually motivated physical conduct or verbal, written, graphic communications, or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.</li> <li>2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.</li> <li>3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive work environment (i.e., the conduct is sufficiently serious to limit an employee's ability to participate in or benefit from the work environment.)</li> </ol> <p>Examples of conduct that may constitute sexual harassment include but are not limited to, unwelcome sexual physical contact; unwelcome ongoing or repeated sexual flirtation, advances, propositions, or remarks; sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions; graphic comments about an individual's dress or body; sexually degrading jokes, notes, stories, gestures, or pictures; spreading sexual rumors; touching an individual's body or clothes in a sexual way; displaying sexual objects; pictures, cartoons, calendars or posters; impeding or blocking movement in a sexually intimidating manner; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile, or offensive working environment.</p>
<p>4. Guidelines</p>	<p><u>Procedures</u></p> <p><b>Step 1 – Reporting</b></p> <p>Any employee who believes s/he or another employee has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to his/her immediate supervisor, Superintendent or the Director of Human Resources.</p> <p>The complainant is encouraged to use the report form; however, oral reports and other written reports will also be accepted.</p> <p>The complaint, and the identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law.</p>

<p>Pol. 317, 417, 517</p>	<p><b>Step 2 – Investigation</b></p> <p>Each complaint will be promptly investigated by the Director of Human Resources; which will be done by means of an internal investigation, OR an Administrative Committee investigation (a determination will be made in collaboration with building administration and the Superintendent).</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p><b>Step 3 – Investigative Report</b></p> <p>The investigator shall prepare a written report at the conclusion of the investigation. The report shall include a summary of the investigation, a determination of whether the complaint had been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>Copies of the report shall be provided to the complainant and the accused.</p> <p><b>Step 4 – Sanctions</b></p> <p>Reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment or work assignments.</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action which may include disciplinary action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.</p>
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# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: March 25, 1995

REVISED: November 26, 2012

**TENTATIVE RESCINDED: October 22, 2018**

	<p style="text-align: center;">448. UNLAWFUL HARASSMENT</p>
1. Purpose	<p>It is the policy of the Spring-Ford Area School district to maintain an employment environment in which harassment in any form is not tolerated.</p>
2. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681	<p>The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals, vendors, volunteers and third parties in schools. The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals or retaliations shall occur as a result of good faith charges of harassment.</p>
3. Definition 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)	<p>For purposes of this policy, <b>harassment</b> shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion when such conduct:</p> <ol style="list-style-type: none"> <li>1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, hostile, or offensive work environment.</li> <li>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or work environment.</li> <li>3. Otherwise adversely affects an individual's employment opportunities.</li> </ol>

<p>29 CFR Sec. 1604.11 (a)</p>	<p>For purposes of this policy, <b>sexual harassment</b> shall consist of unwelcome sexual advances; requests for sexual favors; sexually motivated physical conduct or verbal, written, graphic communications, or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.</li> <li>2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.</li> <li>3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive work environment (i.e., the conduct is sufficiently serious to limit an employee's ability to participate in or benefit from the work environment.)</li> </ol> <p>Examples of conduct that may constitute sexual harassment include but are not limited to, unwelcome sexual physical contact; unwelcome ongoing or repeated sexual flirtation, advances, propositions, or remarks; sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions; graphic comments about an individual's dress or body; sexually degrading jokes, notes, stories, gestures, or pictures; spreading sexual rumors; touching an individual's body or clothes in a sexual way; displaying sexual objects; pictures, cartoons, calendars or posters; impeding or blocking movement in a sexually intimidating manner; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile, or offensive working environment.</p>
<p>4. Guidelines</p>	<p><u>Procedures</u></p> <p><b>Step 1 – Reporting</b></p> <p>Any employee who believes s/he or another employee has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to his/her immediate supervisor, Superintendent or the Director of Human Resources.</p> <p>The complainant is encouraged to use the report form; however, oral reports and other written reports will also be accepted.</p> <p>The complaint, and the identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law.</p>

<p>Pol. 317, 417, 517</p>	<p><b>Step 2 – Investigation</b></p> <p>Each complaint will be promptly investigated by the Director of Human Resources; which will be done by means of an internal investigation, OR an Administrative Committee investigation (a determination will be made in collaboration with building administration and the Superintendent).</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p><b>Step 3 – Investigative Report</b></p> <p>The investigator shall prepare a written report at the conclusion of the investigation. The report shall include a summary of the investigation, a determination of whether the complaint had been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>Copies of the report shall be provided to the complainant and the accused.</p> <p><b>Step 4 – Sanctions</b></p> <p>Reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment or work assignments.</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action which may include disciplinary action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.</p>
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# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNLAWFUL HARASSMENT

ADOPTED: March 25, 1995

REVISED: November 26, 2012

**TENTATIVE RESCINDED: October 22, 2018**

	548. UNLAWFUL HARASSMENT
1. Purpose	It is the policy of the Spring-Ford Area School district to maintain an employment environment in which harassment in any form is not tolerated.
2. Authority Title VII 42 U.S.C. Sec. 2000e et seq Title IX 20 U.S.C. Sec. 1681	<p>The Board prohibits all forms of unlawful harassment of employees by all district students and staff members, contracted individuals, vendors, volunteers and third parties in schools. The Board encourages employees who have been harassed to promptly report such incidents to the designated administrators.</p> <p>The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.</p> <p>No reprisals or retaliations shall occur as a result of good faith charges of harassment.</p>
3. Definition 29 CFR Sec. 1606.8 (a) 62 Fed. Reg. 12033 (March 13, 1997) 66 Fed. Reg. 5512 (Jan. 19, 2001)	<p>For purposes of this policy, <b>harassment</b> shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation, or religion when such conduct:</p> <ol style="list-style-type: none"> <li>1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, hostile, or offensive work environment.</li> <li>2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance or work environment.</li> <li>3. Otherwise adversely affects an individual's employment opportunities.</li> </ol>

<p>29 CFR Sec. 1604.11 (a)</p>	<p>For purposes of this policy, <b>sexual harassment</b> shall consist of unwelcome sexual advances; requests for sexual favors; sexually motivated physical conduct or verbal, written, graphic communications, or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> <li>1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.</li> <li>2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual.</li> <li>3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive work environment (i.e., the conduct is sufficiently serious to limit an employee's ability to participate in or benefit from the work environment.)</li> </ol> <p>Examples of conduct that may constitute sexual harassment include but are not limited to, unwelcome sexual physical contact; unwelcome ongoing or repeated sexual flirtation, advances, propositions, or remarks; sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions; graphic comments about an individual's dress or body; sexually degrading jokes, notes, stories, gestures, or pictures; spreading sexual rumors; touching an individual's body or clothes in a sexual way; displaying sexual objects; pictures, cartoons, calendars or posters; impeding or blocking movement in a sexually intimidating manner; or any conduct that has the effect of unreasonably interfering with an employee's ability to work or creates an intimidating, hostile, or offensive working environment.</p>
<p>4. Guidelines</p>	<p><u>Procedures</u></p> <p><b>Step 1 – Reporting</b></p> <p>Any employee who believes s/he or another employee has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to his/her immediate supervisor, Superintendent or the Director of Human Resources.</p> <p>The complainant is encouraged to use the report form; however, oral reports and other written reports will also be accepted.</p> <p>The complaint, and the identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law.</p>

<p>Pol. 317, 417, 517</p>	<p><b>Step 2 – Investigation</b></p> <p>Each complaint will be promptly investigated by the Director of Human Resources; which will be done by means of an internal investigation, OR an Administrative Committee investigation (a determination will be made in collaboration with building administration and the Superintendent).</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.</p> <p><b>Step 3 – Investigative Report</b></p> <p>The investigator shall prepare a written report at the conclusion of the investigation. The report shall include a summary of the investigation, a determination of whether the complaint had been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.</p> <p>Copies of the report shall be provided to the complainant and the accused.</p> <p><b>Step 4 – Sanctions</b></p> <p>Reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment or work assignments.</p> <p>If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action which may include disciplinary action to ensure that such conduct ceases and will not recur.</p> <p>Disciplinary actions shall be consistent with Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p>If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, including termination.</p>
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