

SPRING-FORD AREA SCHOOL DISTRICT

BOARD MEETING

MONDAY, JANUARY 28, 2019

7:30 p.m. in the Cafeteria of the High School

MISSION STATEMENT

Spring-Ford Area School District strives to be educationally relevant, focused on achievement and growth, and have a priority on people so that students are fully prepared to positively contribute to their society.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

II. PRESENTATIONS

- A. **Dr. Melissa Patschke**, Principal, and **Mrs. Sue Choi**, Teacher on Special Assignment, to present on Spring City Elementary's "**Recognition of Our Veterans**".
- B. Presentation honoring the **Spring-Ford Area School District Board of Directors** who volunteer their time for the betterment of public education in our community.

III. BOARD AND COMMITTEE REPORTS

Student Rep. Report	Nandini Patel/Julianna Lelli	
Curriculum/Technology	Dawn Heine	1 <sup>st</sup> Tues. 6:30 p.m.
WMCTC	Dehnert, Dressler, Heine	1 <sup>st</sup> Mon. 7:00 p.m.
PSBA Liaison	Dr. Edward Dressler	
Legislative Committee	Christina Melton	3 <sup>rd</sup> Weds. 7:30 p.m.
MCIU	Thomas J. DiBello	4 <sup>th</sup> Weds. 7:00 p.m.
Superintendent's Report	Dr. David R. Goodin	
Solicitor's Report	Mark Fitzgerald	

IV. MINUTES

- A. Administration recommends approval of the November 19, 2018 Work Session minutes. **(Attachment A1)**
- B. Administration recommends approval of the November 26, 2018 Board Meeting minutes. **(Attachment A2)**
- C. Administration recommends approval of the December 3, 2018 Board Reorganization Meeting Minutes. **(Attachment A3)**

## V. PERSONNEL

### A. Resignations

1. **Maria Carroll**; 7<sup>th</sup> Grade Club #9, 7<sup>th</sup> Grade Center. Effective: December 12, 2018.
2. **Jacqueline A. Cody**; Science Teacher, 7<sup>th</sup> Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
3. **Marilyn Erb**; Social Studies Teacher, 7<sup>th</sup> Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
4. **Michele D. Fonte**; Instructional Support Teacher, Upper Providence Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
5. **Brittany L. Harrington**, Instructional Assistant, Senior High School. Effective: January 25, 2019.
6. **Sandra Lee Hoff**; Elementary Teacher (.5) and Gifted Teacher (.5), Brooke Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
7. **Jeffrey J. Mast**; Social Studies Teacher, 8<sup>th</sup> Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
8. **Barbara C. O'Brien**; Library Science Teacher, Senior High School, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
9. **Louise A. Plush**; English Teacher, 7<sup>th</sup> Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
10. **Susan M. Purtell**; Special Education Teacher, Brooke Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
11. **Laura M. Tuturice**; Part-time Food Service (4 hours/day), 8<sup>th</sup> Grade Center. Effective: December 17, 2018.
12. **Carol A. Vogt**; Reading Specialist, Upper Providence Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
13. **Diana M. Ward**; Family & Consumer Science Teacher, Senior High School, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.

### B. Leave of Absence

1. **Katherine Macel**; Speech & Language Therapist, Limerick Elementary School, for an unpaid leave of absence per Board Policy. Effective: April 11, 2019 through May 22, 2019.

**C. Professional Employee**

1. **Robyn J. Michael**; Elementary School Counselor, Royersford Elementary School, replacing Virginia M. Prevost. Compensation has been set at MS, Step 10, \$67,021.00 (prorated) with benefits per the Professional Agreement. Effective: To be determined.

**D. Support Employees**

1. **Brittany L. Berry**; Instructional Assistant, Evans Elementary School, replacing Carli R. Ducko who resigned. Compensation has been set at \$17.36 an hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: January 2, 2019.
2. **Amy L. Bonner**; Registered Nurse, Limerick Elementary School, replacing Erin J. Lewandoski who had a change of status. Compensation has been set at \$27.25 an hour with benefits per the Registered Nurses' Plan. Effective: December 17, 2018.
3. **Benjamin E. Eubanks**; Part-time Food Service (3 hours/day), Spring City Elementary School, replacing Clarisse Boyer who had a change of status. Compensation has been set at \$12.91 an hour per the Food Service Plan. Effective: January 2, 2019.
4. **Robert R. Greenwood**; School Police Officer, Senior High School, replacing Timothy J. Keaveney who resigned. Compensation has been set at \$28.60 an hour with benefits. Effective: January 7, 2019.
5. **Jessica M. Kemp**; Level II - Administrative Assistant, District Office, replacing Deborah A. Smith who had a change of status. Compensation has been set at \$18.65 an hour with benefits per the Secretarial Plan. Effective: January 2, 2019.
6. **Deborah A. Oliver**; Level III - Secretary (10 month), 5/6/7<sup>th</sup> Grade Center, replacing Laura Piland who had a change of status. Compensation has been set at \$16.20 an hour with benefits per the Secretarial Plan. Effective: January 22, 2019.
7. **Michael R. Poteete**; Part-time Food Service (4 hours/day), Oaks Elementary School, replacing Mary M. Cass who resigned. Compensation has been set at \$12.91 an hour per the Food Service Plan. Effective: January 22, 2019.

**New Support Employee**

8. **Lori A. Stumpfrock**; Staff Accountant, Administration Building, replacing Samuel A. Mersky who resigned. Compensation has been set at \$50,000.00 prorated with benefits. Effective: January 29, 2019.

**E. Change of Status**

1. **Sydney E. McGill**; Level III – Secretary to Level II – Administrative Assistant, District Office-Human Resources. Compensation has been set at \$18.65 an hour with benefits per the Secretarial Plan. Effective: January 29, 2019.

**F. Substitute Employees**

1. **Jessica A. Lydon** Athletic Trainer Substitute \$40.00/hour
2. **Michele J. Monaco** Athletic Trainer Substitute \$40.00/hour

G. Administration recommends approval of the 2019 Extended School Year Program (ESY) and the positions identified below to be held at the 5/6<sup>th</sup> Grade Center. The program will be held June 20, 2019 through July 25, 2019; Monday through Thursday from 8:30 AM to 2:30 PM.

1. Thirty (30) Special Education Teachers at a rate of \$40.00/hour.
2. Eight (8) Special Education Teachers-Tutors at a rate of \$40.00/hour.
3. Five (5) Special Education Teachers with WILSON experience for individual students as per the students' ESY IEP's at a rate of \$40.00/hour.
4. Four (4) Speech Therapists at a rate of \$40.00/hour.
5. One (1) Behavior Specialist at a rate of \$40.00/hour.
6. One (1) School Counselor at a rate of \$40.00/hour.
7. One (1) Certified School Nurse at a rate of \$40.00/hr.
8. Fifty-Five (55) Instructional Assistants. Rates will vary between \$16.36-\$20.63/hr. depending on experience and educational degree.

H. Administration recommends approval of the attached extra-curricular contracts for the 2018-2019 school year. \* Designates new additions since the work session  
**(Attachment A4)**

**VI. FINANCE**

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. General Fund Checks  
Check No. 205455 – 205963 \$ 1,833,829.56
2. Food Service Checks  
Check No. 1290 – 1421 \$ 140,214.81
3. Capital Reserve Checks  
Check No. 2049 \$ 1,372.50
4. Capital Projects  
Reserve Fund: Check No. 21 – 26 \$ 14,745.54  
Bond Fund: Check No. 20 - 25 \$ 1,295,697.90
5. General Fund, Food Service, & Capital Reserve ACHs  
ACH 181900660 – 181900916 \$ 2,660,343.80
6. Procurement Payments and Wires  
20180186 - 20180197 \$ 1,278.99

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

- 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. 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. **Musicopia – Philadelphia, PA.** Provide a Bucket Drumming Mini-Artist in Residency Program for fourth grade students at Spring City Elementary. There is no cost to the district for this program as it is being funded by the Robert L. and Agnes Cook Bard Foundation.
2. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide 3 one-hour presentations for the kindergarten classes at Brooke Elementary School entitled “Winter Secrets – Animals in Winter”. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$330.00.
3. **Stephanie Grace – Douglasville, PA.** Provide a total of 3 musical assemblies at Upper Providence Elementary (2) and Spring City Elementary (1) promoting positive messages in conjunction with Aavidum. Funding will be paid by the Upper Providence Home and School Association (\$500.00) and Spring City Elementary Professional Services Budget (\$250.00) and shall not exceed a total of \$750.00.
4. **Robyn Burckhardt, Art’s Alive – Spring City, PA.** Provide an Artist-in-Residency Program at Upper Providence Elementary in connection with the Clay Tile Mosaic Mural in the Courtyard Area. Funding will be paid by the Upper Providence Home and School Association and shall not exceed \$1,050.00.
5. **The National Theatre for Children – Minneapolis, MN.** Provide 2 assemblies for students at Upper Providence Elementary entitled “The Conservation Caper”. There is no cost to the district for this assembly.
6. **Shua Life Skills, Ron Shuali – Highland Park, NJ.** Provide 2 assemblies for students at Limerick Elementary in conjunction with building confident, healthy and calm learners. Funding will be paid by the Limerick Elementary Home and School League and shall not exceed \$1,250.00.
7. **Full Effect Productions – Cliffwood, NJ.** Provide 2 assemblies for students at Upper Providence Elementary entitled “The Magic of Sharks”. Funding will be paid by the Upper Providence Elementary Home and School Association and shall not exceed \$990.00.
8. **The Montgomery County SPCA – Conshohocken, PA.** Provide a presentation for second grade students at Royersford Elementary School entitled “Pet Care”. There is no cost to the district for this presentation.

E. Administration recommends approval of the following independent contracts:

1. **Kim Hogan – Bethlehem, PA.** Provide an Artist-in-Residency Program for students at Spring City Elementary in connection with a glass mosaic mural project which will be displayed in the building for all to view. Funding will be paid from the Spring City Elementary Professional Services Budget and shall not exceed \$3,190.00.
2. **Chester County Intermediate Unit – Downingtown, PA.** Provide PCA services for a special needs student as per the IEP. Services will be provided for 6.4 hours per day for 140 days at a rate of \$32.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$29,120.00.
3. **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 \$25,235.60.
4. **Devereux PA Children's Behavioral Health Services, Mapleton – Malvern, 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 \$20,448.00.
5. **Lakeside Educational Network – North Wales, PA.** Provide a one-to-one instructional assistant and tutoring services as part of the Lakeside Mobile Support Program for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$10,595.00.
6. **Chester County Intermediate Unit – Downingtown, PA.** Provide a Psychiatric Evaluation, 3 Psychological Evaluations and a Personal Care Assistant for special needs students. Funding will be paid from the Special Education Budget and shall not exceed \$38,741.24.
7. **Personal Health Care, Inc. – Valley Forge, PA.** Provide Nursing services during the school day and during transportation to and from school 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 \$33,840.00.
8. **Chester County Intermediate Unit (The Learning Center) – Downingtown, 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 \$31,661.74.
9. **The Pathway School – Jeffersonville, PA.** Provide Educational services for a special needs student during the remaining 2018-2019 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$49,500.00.
10. **Behavior Interventions, Inc. – King of Prussia, PA.** Provide Registered Behavior Technician (RBT) services for a special needs student for the remainder of the 2018-2019 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$19,320.00.

11. **Kara Canale – Collegeville, PA.** Provide Psychological services for students who require initial psychoeducational evaluations and/or reevaluations. Services will be provided for 15 hours per week for 12 weeks at a rate of \$70.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$12,600.00.
  12. **Education Alternatives for ABA, LLC. – King of Prussia, PA.** Provide increased Direct Trained PCA support services for a special needs student for the remainder of the school year as per the IEP. Services will be provided at an increased rate of \$35.00 per hour to accommodate certification needed to meet the student's needs. This is an amendment to the contract originally approved in August for a rate of \$32.00 per hour. In addition, Education Alternatives will provide up to an additional 100 hours of Behavior Supervision and support at a rate of \$95.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$11,615.00.
- F. Administration recommends approval of the Preliminary General Fund Budget for the 2019-2020 school year in the amount of \$170,897,412.00.
- G. Administration recommends approval to file with the Department of Education the 2019-2020 referendum exceptions for Special Education Expenditures (Approximately \$2.4 million) and Retirement Contributions (Approximately \$25,000.00), for a total estimated amount of \$2,425,000.00. These referendum exceptions represent approximately 2.2% and could be used for allowable millage over the Act 1 State Index cap amount of 2.3%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
- H. Administration recommends approval of the 2019-2020 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase over the 2018-2019 overall budget amount. Spring-Ford's share for 2019-2020 is \$118,045.00 which is a \$1,138.00 increase over last year's amount.
- I. Administration recommends approval of a three-year agreement with MyPayment Network (SchoolPay) for providing merchant services and software used to accept payments online. The initial set up fee is \$2,500.00 and annual service fees of \$850.00 per year (waived for year one). Other fees are to be passed on to the payers.

## **VII. PROPERTY**

- A. Administration recommends approval of the service contract for district-wide mowing for the third year of a three-year option with Black Forest Landscaping and Snowplowing, Inc., as per the RFP. The total cost for Year 3 is \$1,333.00 per mowing based on an average of twenty-three mowings per year. Funding will come from the General Maintenance Budget.

## **VIII. PROGRAMMING AND CURRICULUM**

- A. Administration recommends approval of the following new curricular resources for the 2019-2020 school year. Funding will come from the Curriculum Budget and shall not exceed **\$52,500.00**.

### **Course**

1. 10<sup>th</sup> Grade Social Studies  
(\$50,000.00)

### **Textbook**

World History & Geography  
Modern Times, c.2018

*6 years online access for all students and teachers*

*\*All teacher materials have been provided free of charge for the purchase above*

2. Accounting (10-12 Center)      Accounting: An Integrated  
(\$2,500.00)                              Approach, 6<sup>th</sup> Edition

**IX. NEW CONFERENCE/ WORKSHOP RECOMMENDATIONS**

The following individuals are recommended for attendance at the following:

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

- A. **Dr. Allyn R. Roche**, Assistant Superintendent, **Elizabeth Leiss**, Director of Human Resources, **David Krakower**, Supervisor of Special Education, to attend the “*Greater Philadelphia Teacher Job Fair*” at the Oaks Expo Center in Oaks, PA on April 3, 2019. The total cost of this conference is \$425.00 (registration). No substitutes are needed.
- B. **Michael McDaniel**, Director of Athletics, to attend the “*PreK-12 Title IX Administrator Certification Course*” in Lansdale, PA from January 27 through January 29, 2019. The total cost of this course is \$899.00 (registration). No substitute is needed.
- C. **Katie Davis**, **Amy Hiller** and **Christine Raber**, Special Education Supervisors, to attend the “*2019 PDE Bureau of Special Education Annual Conference*” at the Hershey Lodge and Convention Center in Hershey, PA from March 11 through March 13, 2019. The total cost of this conference is \$1,464.00 (registration, mileage, lodging and meals). No substitutes are needed.
- D. **Edward Koneski**, Grounds Foreman, and **Gregory Detwiler**, Grounds Crew, to attend “*The 2019 Eastern PA SportsTurf Conference*” at the Maple Shade Conference Center in East Earl, PA on January 16, 2019. The total cost of this conference is \$170.00 (registration). No substitutes are needed.

**HIGH SCHOOL**

- E. **Douglas Reigner**, House Principal, and **Carol Scheck**, Business Teacher/FBLA Advisor, to attend “*Future Business Leaders of America-State Leadership Competition and Conference*” at the Hershey Lodge and Convention Center from April 8, 2019 through April 10, 2019. Ms. Scheck will attend on April 8<sup>th</sup> and 9<sup>th</sup> while Mr. Reigner will attend on April 9<sup>th</sup> and 10<sup>th</sup> and accompany those students who have advanced to the state level of competition. The total cost to attend this conference is \$1,067.00 (registration, lodging, and 2 days of substitute coverage for Ms. Scheck).
- F. **Khrystin Herb**, SAP Coordinator, to attend the “*PASAP-PAMLE Conference*” in State College, PA from February 23, 2019 through February 26, 2019. The total cost of the conference is \$599.00 (mileage, meals and 2 days of substitute coverage).

**EVANS**

- G. **Laura McNeil Murphy**, Certified School Nurse, to attend “*PA School Nurse Association Conference*” in State College, PA from March 29, 2019 through March 31, 2019. The total cost of the conference is \$1,072.76 (registration, mileage, lodging, meals and 1 day of substitute coverage).



## **New Conference and Workshop**

- H. **Jessica Saloky**, Modernized Learning Coach, to attend “*PETE & C*” in Hershey, PA from February 10, 2019 through February 13, 2019. Ms. Saloky will be taking the place of Robert Catalano who was previously approved to attend. The total cost of this conference is \$1,008.52 (registration, mileage, lodging and meals). No substitute is needed.

## **X. OTHER BUSINESS**

- A. The following policies are submitted for approval:

1. Policy #006 – LOCAL BOARD PROCEDURES: Meetings (**Attachment A5**)
2. Policy #217 – PUPILS: Graduation Requirements (**Attachment A6**)

- B. Administration recommends approval of the overnight trip request for **Douglas Reigner**, House Principal, and **Carol Scheck**, Business Teacher and FBLA Advisor to accompany students qualifying for the Future Business Leaders of America State Competition in Hershey, PA from April 8<sup>th</sup> through April 10<sup>th</sup>, 2019. Students will travel by district transportation. The cost of the trip is estimated to be \$425.00 per student for registration, lodging and meals. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for the transportation costs and 2 days of substitute coverage for Ms. Scheck.

- C. Administration recommends approval of the overnight trip request for **Robert Swier**, Business Education Teacher, and **Kaylee Wallis**, English Teacher, to accompany students qualifying for the DECA State Competition in Hershey, PA from February 20<sup>th</sup> through February 22<sup>nd</sup>, 2019. Students will travel via chartered transportation. The cost of the trip is estimated to be \$400.00 per student for registration, transportation, lodging and meals. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for 3 days of substitute coverage for Mr. Swier and Ms. Wallis.

- D. Administration recommends approval of the 2019-2020 school calendar. (**Attachment A7**)

- E. The following policy is listed as a first reading:

1. Policy #815.1 – OPERATIONS: District-Issued Devices: Student Use, Rights and Responsibilities (**Attachment A8**)

## **XI. INFORMATIONAL ITEM**

- A. Effective January 1, 2019, the IRS mileage rate will be **58 cents per mile** which is an increase from the 2018 rate of 54.5 cents per mile.

## **XII. BOARD COMMENT**

## **XIII. PUBLIC TO BE HEARD**

## **XIV. ADJOURNMENT**

On November 19, 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:	Linda C. Fazzini
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: **Dr. Edward T. Dressler, Clinton L. Jackson, Kelly J. Spletzer** and **Colleen Zasowski**

## **ANNOUNCEMENTS**

There were no announcements.

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

There were no comments from the public.

### **II. ACTION ITEMS**

Mr. Dehnert made a motion to approve Items A-K and Mrs. Heine seconded it. The motion passed 5-0.

- A. The Board approved **Resolution #2018-34** honoring **Emily Adam** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A1**)
- B. The Board approved **Resolution #2018-35** honoring **Jessica Casey** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A2**)
- C. The Board approved **Resolution #2018-36** honoring **Rylee DePetrillo** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A3**)
- D. The Board approved **Resolution #2018-37** honoring **Annika Giesa** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A4**)
- E. The Board approved **Resolution #2018-38** honoring **Ryan Henkels** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A5**)
- F. The Board approved **Resolution #2018-39** honoring **Nathan Kalish** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A6**)
- G. The Board approved **Resolution #2018-40** honoring **Matthew Mest** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A7**)

- H. Administration recommends approval of **Resolution #2018-41** honoring **Isabella Nimmerichter** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A8**)
- I. The Board approved **Resolution #2018-42** honoring **Hannah Russell** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A9**)
- J. The Board approved **Resolution #2018-43** honoring **Hunter Stanaitis** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A10**)
- K. The Board approved **Resolution 2018-44** recognition of the **Spring-Ford Area High School Golden Ram Marching Band** for successfully placing first at the Cavalcade of Bands Patriot Open Championship. (**Attachment A11**)

### III. PRESENTATIONS

Mr. Fink presented a PowerPoint on the 2019-2020 Proposed Preliminary Budget which included the Act 1 timeline for the budget approval process, challenges in preparing the preliminary budget, and the highlights of the preliminary budget. The current budget shortfall is at \$4,456,260.00. Mr. Fink cautioned that this is a work in progress and the Business Office staff and Finance Committee will continue to meet with building administration to streamline the numbers. He added that this is not the final budget and that the numbers will change between now and the adoption of the final budget in June.

A question was asked with regards to the 7 year rolling forecasted budget and based on where we were with those numbers how accurate were we with the forecast. Mr. Fink replied that the numbers were accurate as they really did not change much. He added that they updated the model a couple years ago and they revise it when there are going to be major expenditures and then refined the model when needed.

- A. **Mr. James D. Fink**, Chief Financial Officer, to present the 2019-2020 Proposed Preliminary Budget for the Spring-Ford Area School District.

Dr. Goodin expressed pride on the fact that Spring-Ford continues to do quite well on the assessments students take. He added that Spring-Ford excelled in a number of areas and that there were two areas identified that we will need to focus on and that the work on addressing these two areas has already begun.

Mrs. Bast stated that she is proud of the students, teachers, and the sense of community exhibited in our classrooms. She spoke about the New Education Law: ESSA (Every Student Succeeds Act) which took the place of the No Child Left Behind Act. Mrs. Bast advised that under ESSA the district is required to have a public facing report card which is the Future Ready PA Index. She added that as part of federal accountability under ESSA there are select indicators from the Future Ready Index used to identify CSI (Comprehensive Support Improvement) and TSI (Targeted Support Improvement). Mrs. Bast explained that there are 3 components of the Future Ready PA Index which are: State Assessment Measures, On-Track Measures and College and Career Readiness Measures. She next provided an overview of what the Future Ready PA Index looks like when someone accesses it. She went through each schools Future Ready Index page and explained the data for each building.

Dr. Nugent presented the data on the Keystone Exams, Advanced Placement Exams and SAT scores for students in grades 9-12 all of which indicated high achieving results.

Mrs. Bast spoke about action steps to be taken to keep the district moving in the right path and increase our scores in areas that need to be increase and help maintain the excellent results we are achieving in a majority of the areas. Those action steps included data analysis, data meetings, ensuring that learning at SF is assessment driven, responsive and engaging. Mrs. Bast advised that the Curriculum and Instruction Department along with the teaching staff will be looking for curriculum gaps and make improvements where needed.

B. **Dr. David Goodin**, Superintendent, **Mrs. Kimberly Bast**, Director of Curriculum and Instruction, **Dr. Patrick Nugent**, Principal 10-12 Grade Center and **Dr. Theresa Weidenbaugh**, Principal 9<sup>th</sup> Grade Center, to present an overview of the 2017-2018 Spring-Ford Area School District Assessment Data.

#### IV. **BOARD AND COMMITTEE REPORTS**

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

Dawn reported on the Curriculum/Technology Meeting held on November 7, 2018. The minutes from this meeting will be posted on the district website once available and approved at the committee level.

**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 held on November 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 November 13, 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 Meeting held on November 13, 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 reported that next week the district will be partnering with The Caron Foundation and their Student Assistance Program to host a presentation called PREP: Prevention Resources and Education for Parents, a program designed for parents and caregivers of children in middle school and high school. He added that the program is facilitated by professionals in the field of addiction treatment and that the goals of the session are to provide information on current youth drug trends such as vaping, to empower parents and caregivers with effective communication skills when talking with their children about alcohol, tobacco and other drug use, review the importance of establishing clear rules and consequences at home regarding substance use, evaluate resiliency factors that help protect kids from substance use and provide local resources if addiction support is needed. Dr. Roche advised that the session will take place in the Principal's Conference Room at the 10-12 Grade Center on Tuesday, November 27<sup>th</sup> at 6:30 PM. He added that additional information can be found on the district website and that registration for the session is recommended. Dr. Roche next reported that Pennsylvania has passed a new school safety legislation mandating the establishment of the *Safe2Say Something Anonymous Reporting System (S2SS)* for use by every school entity by January 14, 2019. He added that

Chief Boyer will be serving at the district lead for this program and will be working with the administrators, faculty and staff members on the Safe2Say Something Program Training to ensure a smooth transition for the start of the program. He added that the program is similar to the Spring-Ford RAM Watch and will collect feedback and tips from anywhere at any time to share any information about potential school shooting, violence, student self-harm and other topics including bullying, drug use and other acts of victimization and funnel that information through police and professional staff and then shared with District staff with plans for intervention. Dr. Roche stated that more information will be out in early January to our community and staff as the program goes live state-wide on January 14<sup>th</sup>. He thanked Chief Boyer and his department for taking on the role of the initial liaison for Safe2Say Something. He also thanked faculty, staff and administrators for their efforts on a series of great November events that took place across the district.

Dr. Roche recognized Mrs. Maria Kardick who is on the agenda for retirement and noted that she has worked 34 years at Spring-Ford and a total of 40 years in education. He congratulated her on her upcoming retirement.

**Solicitor's Report                      Mark Fitzgerald**

There was no report.

**V. MINUTES**

There were no questions or comments.

- A. Administration recommends approval of the October 15, 2018 Work Session minutes. **(Attachment A12)**
- B. Administration recommends approval of the October 22, 2018 Board Meeting minutes. **(Attachment A13)**

**VI. PERSONNEL**

Mr. DiBello recognized Mrs. Kardick and thanked her for her many years of service to the district. He acknowledged the fact that over her tenure she has had the ability to impact many students. He stated that she will be greatly missed and thanked her for everything over the years she has given the district.

**A. Resignations**

- 1. **Mary M. Cass**; Part-time Food Service (4 hours/day), Oaks Elementary School. Effective: November 9, 2018.
- 2. **Maria B. Kardick**; Library Science Teacher, 8<sup>th</sup> Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
- 3. **Carli Rose Ducko**; Instructional Assistant, Evans Elementary School. Effective: November 2, 2018.
- 4. **Susan C. Miscavage**; Choreographer Spring Musical, Senior High School. Effective: October 22, 2018.
- 5. **Reesa G. Wurtz, Ed.D.**; School Psychologist, Upper Providence Elementary School, for the purpose of retirement. Effective: January 2, 2019.

**B. Leaves of Absence**

1. **Jennifer L. Haberacker**; Instructional Assistant, Upper Providence Elementary School, for an unpaid leave of absence per Board Policy. Effective: December 4, 2018 through December 21, 2018.
2. **Katie A. Haberman**; Administrative Assistant, 5/6<sup>th</sup> Grade Center, for an unpaid leave of absence per Board Policy. Effective: November 22, 2018 (estimated date) for approximately 6-8 weeks.
3. **Anna E. Haring**; Instructional Support Teacher, Evans Elementary School, for an extension of child-rearing leave per the Professional Agreement. Effective: January 25, 2019 through the end of the 2018-2019 school year.
4. **Kiera M. Phillips**; Elementary Teacher, Upper Providence Elementary School, for a child-rearing leave per the Professional Agreement. Effective: February 23, 2019 through the end of the 2018-2019 school year.

**C. Support Staff**

1. **Bernadette Crenshaw**; IT Support Technician, Upper Providence Elementary School. Compensation has been set at \$19.40 an hour with benefits. Effective: November 19, 2018.

**D. Change of Status**

1. **Erin J. Lewandoski**; Registered Nurse, Limerick Elementary School, to Certified School Nurse, Oaks Elementary School, replacing Trisha Smith who had a change of assignment. Compensation has been set at BS, Step 1, \$47,000.00 prorated with benefits per the Professional Agreement. Effective: December 3, 2018.
2. **Laura Piland**; Level III-Secretary (10 month), 5/6/7 Grade Center, to Level II - Administrative Assistant, Upper Providence Elementary School, replacing Cheryl A. Traub who resigned. Compensation has been set at \$19.60 an hour with benefits per the Secretarial Plan. Effective: December 17, 2018.

**E. Substitutes**

- |                              |                            |
|------------------------------|----------------------------|
| 1. <b>Leanne M. Bath</b>     | Office/Clerical Substitute |
| 2. <b>Diane Bell</b>         | Office/Clerical Substitute |
| 3. <b>Susan C. Colasanti</b> | Office/Clerical Substitute |
| 4. <b>Lauren M. Drakeley</b> | Office/Clerical Substitute |
| 5. <b>Leahann N. Edleman</b> | Office/Clerical Substitute |
| 6. <b>Sue Lyn Fennimore</b>  | Food Service Substitute    |
| 7. <b>Lynn J. Lombardo</b>   | Food Service Substitute    |
| 8. <b>Marianne Quinty</b>    | Office/Clerical Substitute |
| 9. <b>Erin A. Stead</b>      | Food Service Substitute    |

- F. Administration recommends approval of the attached extra-curricular contracts for the 2018-2019 school year. **(Attachment A14)**

**VII. FINANCE**

There were no questions or comments.

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

B. Checks:

1.	<u>General Fund Checks</u>	
	Check No. 204997 – 205454	\$ 1,431,335.25
2.	<u>Food Service Checks</u>	
	Check No. 1217 – 1289	\$ 109,642.64
3.	<u>Capital Reserve Checks</u>	
	Check No. 2048	\$ 113,114.00
4.	<u>Capital Projects</u>	
	Reserve Fund: Check No. 16 – 20	\$ 33,518.54
	Bond Fund: Check No. 15 - 19	\$ 676,056.99
5.	<u>General Fund, Food Service, &amp; Capital Reserve ACHs</u>	
	ACH 181900403 – 181900659	\$ 2,921,200.14
6.	<u>Procurement Payments and Wires</u>	
	201800023 – 201800031	\$ 1,308,317.75
	20180027 – 20180185	\$ 271,033.97

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

- 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. 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. **Benmor Enterprises – Bushkill, PA.** Provide an assembly entitled "Rocks, Minerals, and Fossil Show along with dig workshops for third grade students at Brooke Elementary. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$525.00.
2. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide five assemblies for kindergarten students at Evans Elementary entitled "Winter Secrets: Animals in Winter". Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$550.00.

3. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide six assemblies for fourth grade students at Evans Elementary entitled “Intro to Watersheds and Human Impacts”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$1,116.00.
  4. **A Fresh Start Fitness – Pottstown, PA.** Provide a kid inspired workout that builds self-esteem and educates students about health and nutrition for students at Evans Elementary. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$1,000.00.
  5. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide three assemblies for kindergarten students at Upper Providence Elementary School entitled “Winter Secrets.....Animals in Winter”. Funding will be paid by the Upper Providence Home and School Association and shall not exceed \$330.00.
  6. **Benmor Enterprises – Bushkill, PA.** Provide an assembly entitled “Rocks, Minerals, and Fossil Show along with dig workshops for third grade students at Evans Elementary. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$575.00.
- E. Administration recommends approval of the following independent contracts:
1. **Stars on the Move – Swarthmore, PA.** Provide five live Planetarium Shows for 4<sup>th</sup> grade students at Upper Providence Elementary featuring stars, planets, constellations, sun and the moon of the current seasonal sky. Funding will be paid from the Upper Providence Elementary Professional Services Budget and shall not exceed \$500.00.
  2. **Eric Geoffrey Belcher – Philadelphia, PA.** Provide an assembly for students at Spring City Elementary entitled “Give and Take Jugglers” featuring aerial fabric, trapeze, juggling and tight wire walking. Funding will be paid from the Spring City Professional Services Budget and shall not exceed \$950.00.
  3. **National Circus Project – Westbury, NY.** Provide a five-day Artist in Residency Program related to Physical Education for students at Evans Elementary School. Fourth grade students at the conclusion will perform at a school-wide assembly during the day as well as an evening performance for their families. Funding will be split between the Evans Elementary Home and School Association and the Evans Elementary Professional Services Budget and shall not exceed \$6,500.00.
  4. **Humanus Corporation – King of Prussia, PA.** Provide Psychological services for special needs students as per their IEPs. Services will be provided for 32 hours per week for 3 weeks at a rate of \$70.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$6,720.00.
  5. **Tiffany Miller-Fell – Philadelphia, PA.** Conduct an Independent Evaluation for a special needs student at the secondary level. Funding will be paid from the Special Education Budget and shall not exceed \$2,500.00.
- F. Administration recommends approval to make public the 2019 - 2020 Proposed Preliminary Budget for the required 20 days and advertise the Board’s intent to adopt the Preliminary Budget on January 28, 2019.



- G. Administration recommends approval to seek bids and/or participate in the Montgomery County Intermediate Unit bids for supplies for the 2019 - 2020 school year. Supplies would include but not be limited to custodial, art, paper, physical education, science, technology education and furniture.
- H. Board approval is being sought of a yearly membership for Dr. David Goodin with School Research Nexus. The total cost of this yearly membership is \$3,175.00 and is part of his Superintendent's Contract. The membership will cover all his expenses for attendance at the yearly Elite Fall Symposium.

**VIII. PROPERTY**

There were no questions or comments.

- A. Administration recommends approval for water testing by Criterion Laboratories, Inc. Funding will come from the Maintenance Budget and shall not exceed \$18,925.00.

**IX. PROGRAMMING AND CURRICULUM**

There were no questions or comments.

- A. Administration recommends approval to submit to PDE the Spring-Ford Area School District's "District Level Comprehensive Plan" effective July 1, 2019 through June 30, 2022.

**X. 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>
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**DISTRICT OFFICE**

- A. **Dr. Edward Dressler**, Board Member, to attend "*The 2019 National School Board's Association Annual Conference*" at the Philadelphia Convention Center from March 30, 2019 through April 1, 2019. The total cost of this conference is \$1,290.00 (registration, mileage and meals). No substitute is needed.
- B. **Mary Davidheiser**, Controller, to attend "*The 64<sup>th</sup> Annual PASBO Conference*" at the Hershey Lodge and Convention Center in Hershey, PA from March 5, 2019 through March 8, 2019. The total cost of this conference is \$1,215.00 (registration, mileage, lodging and meals). No substitute is needed.
- C. **Robert Catalano**, Director of Technology, to attend "*FETC: The Future of Education Technology Conference*" in Orlando, Florida from January 27, 2019 through January 30, 2019. The total cost of this conference is \$1,930.00 (registration, transportation, lodging and meals). No substitute is needed.
- D. **Carol Ganister**, PIMS and Data Specialist, to attend "*PDE Data Summit 2019*" in Hershey, PA from March 24, 2019 through March 27, 2019. The total cost of this summit is \$932.18 (registration, mileage, lodging and meals). No substitute is needed.

**5/6 GRADE CENTER**

- E. **Elaine Sandilos**, School Psychologist, to attend "*Neuropsychology of Mathematics*" at the Montgomery County Intermediate Unit in Norristown, PA on December 3, 2018. The total cost of this conference is \$155.00 (registration). No substitute is needed.

**BROOKE**

- F. **Sharon Abrams** and **Zachary Laurie**, Teachers, to attend "*Meaningful Making: Books and Bots*" at the Corbett Center in Norristown, PA on January 29, 2019. The total cost of this conference is \$698.00 (registration, mileage and substitute coverage).

**DISTRICT-WIDE**

- G. **Wendy Taylor**, Instructional Literacy Coach K-6, to attend "*Bridging the Writing and Reading Strategies Books – Understanding Texts and Reading*" at the Montgomery County Intermediate Unit in Norristown, PA on December 4, 2018. The total cost of this conference is \$220.00 (registration and mileage). No substitute is needed.
- H. **Christine Raber**, Special Education Supervisor, **Marlene Kimble** and **Deanne Snelling**, Teachers, to attend "*Challenging the Gifted*" at the Bucks County Intermediate Unit on December 12, 2018. The total cost for this conference is \$927.00 (registration, mileage and substitute coverage).

**XI. OTHER BUSINESS**

There were no questions or comments.

- A. The following policies are submitted as a first reading:

1. Policy #006 – LOCAL BOARD PROCEDURES: Meetings (**Attachment A15**)
2. Policy #217 – PUPILS: Graduation Requirements (**Attachment A16**)

- B. Administration recommends approval for Annette Eddowes Kiernan (Director) and Dawn Platchek (Assistant Director) to take the Spring-Ford Middle School Indoor Guard to compete in the 2019 Tournament Indoor Association Atlantic Coast Championships in Wildwood, NJ from Thursday, May 2<sup>nd</sup> through Sunday, May 5<sup>th</sup>, 2019. The Indoor Guard will be traveling by bus and staying in Wildwood, NJ at a location to be determined at a later date. The estimated cost of the trip is \$220.00 per person based on the cost of the same trip in 2018. The event runs from Thursday, May 2<sup>nd</sup> until Sunday May 5<sup>th</sup>, 2019. A preliminary schedule for the event will not be available until April 2019 therefore, the exact dates and times cannot be determined as of November 1, 2018. Departure and Arrival times may be adjusted to accommodate the performance schedule. Students will miss a few hours of school on the day of departure and any full days thereafter. The students will be responsible for any missed work. There will be no cost to the school district and no substitutes are needed.
- C. Administration recommends approval for Kris Jennings (Band Director), Alex Cifelli and Joe Perry (Choral Directors) and Ashley Baisch (Orchestra Director) to take the Spring-Ford Middle School Concert Band, Orchestra and 7th/8th Grade Chorus to perform at the 2019 Music in the Parks Festival in Upper Marlboro, MD on Saturday, May 18th, 2019. The Middle School Music Department will be traveling by chartered

bus. The cost of the trip shall not exceed one hundred twenty-five dollars (\$125.00) per person. The Spring-Ford Music Association will conduct fundraising events to help defray the costs. There will be no cost to the district and no substitutes are needed.

- D. Administration recommends the approval for all 2018-2019 Winter Athletic Teams/ Individuals that qualify for post season play to be granted permission for overnight travel, when deemed necessary by the Athletic Department, and approved by the Superintendent or their Designee. The School Board will be notified of this travel and Board approval will be sought at the next scheduled Board meeting. Funding will be paid from the Athletic Budget.
- E. Administration recommends approval of the following high school winter sport teams for overnight travel during the 2018-2019 school year. There will be no cost to the district for lodging and meals as this will be paid from the respective team's Booster Club Account. The total cost to the district will be \$192.00 for two ½ day substitutes on December 7<sup>th</sup> for the Cumberland Valley Tournament.

**Wrestling**

- 1. **Cumberland Valley Tournament – Mechanicsburg, PA**  
Cumberland Valley High School  
Depart 12/07/18 - Return 12/08/18  
Meals and lodging provided by the Wrestling Team Booster Club Account  
The team will use district transportation
- 2. **Liberty Holiday Wrestling Classic – Bethlehem, PA**  
Liberty High School  
Depart 12/27/18 – Return 12/29/18  
Meals and lodging provided by the Wrestling Team Booster Club Account  
The team will use district transportation

**Girls' Basketball**

- 3. **North Allegheny High School – Wexford, PA**  
Depart 02/01/19 – Return 02/02/19  
Meals and lodging provided by the Girls' Basketball Team Booster Club Account  
The team will use district transportation

**Indoor Boys' & Girls' Track**

- 4. **New Balance Games (Runners/Throwers/Jumpers must qualify) – New York, NY**  
The Armory  
Depart 01/19/19 – Return 01/20/19  
Meals and lodging will be provided by the Indoor Track Team Booster Club Account  
The team will use district transportation

**XII. BOARD COMMENT**

There were no Board comments.

**XIII. PUBLIC TO BE HEARD**

There were no comments from the public.

**XIV. ADJOURNMENT**

Mr. Dehnert made a motion to adjourn and Mrs. Heine seconded it. The motion passed 5-0. The meeting adjourned at 9:17 p.m.

Respectfully submitted,

Diane M. Fern  
School Board Secretary

On November 26, 2018 the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:33 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 and Colleen Zasowski
Region III:	Mark P. Dehnert
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 **Christina F. Melton**

## **ANNOUNCEMENTS**

Mr. DiBello announced that the Spring-Ford Booster Club was hosting a fundraiser by selling holiday wreaths. He encouraged people to stop by the displays they had set up and purchase a wreath while helping to support the Booster Club.

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

There were no questions or comments from the public.

### **II. PRESENTATIONS**

Mr. Seth Jones introduced and asked each of the students who were selected to participate in the 2019 Tournament of Roses Honor Band to come forward. He expressed his excitement that the students will be representing Spring-Ford as they travel to Pasadena, California and appear on national television when they march the 7 miles and perform as part of the honor band in the Tournament of Roses Parade. Each student was presented with a Resolution in honor of their achievement.

- A. Presentation of **Resolution #2018-34** honoring **Emily Adam** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A1**)
- B. Presentation of **Resolution #2018-35** honoring **Jessica Casey** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A2**)
- C. Presentation of **Resolution #2018-36** honoring **Rylee DePetrillo** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A3**)
- D. Presentation of **Resolution #2018-37** honoring **Annika Giesa** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A4**)
- E. Presentation of **Resolution #2018-38** honoring **Ryan Henkels** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A5**)

- F. Presentation of **Resolution #2018-39** honoring **Nathan Kalish** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A6**)
- G. Presentation of **Resolution #2018-40** honoring **Matthew Mest** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A7**)
- H. Presentation of **Resolution #2018-41** honoring **Isabella Nimmerichter** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A8**)
- I. Presentation of **Resolution #2018-42** honoring **Hannah Russell** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A9**)
- J. Presentation of **Resolution #2018-43** honoring **Hunter Stanaitis** on being selected to participate in the 2019 Tournament of Roses Honor Band. (**Attachment A10**)

Mr. Jones stated that there were 170 students in the Marching Band this year. He asked all of the band members that were present to come forward. Mr. Jones expressed how proud he was of the band and how they excelled since the start of the season. Mr. Jones advised that he would present each of the band members with their Board Resolution in honor of their first place finish at the Calvalcade of Bands Championship.

- K. Presentation of **Resolution 2018-44** recognition of the **Spring-Ford Area High School Golden Ram Marching Band** for successfully placing first at the Cavalcade of Bands Patriot Open Championship. (**Attachment A11**)

Dr. Weidenbaugh stated that their presentation tonight was about the QPR and team building activity that took place at the 9<sup>th</sup> Grade Center in September. She commented that the goal is to make this an annual event. Dr. Weidenbaugh explained what QPR training is and advised that the membes of the 9<sup>th</sup> Grade Student Government would each provide an overview of this.

Sam Burns, Dylan Morgan, Nina Aquilante, Claire Lanzisera, Julia Ward, Cooper Stone, Connor O'Dea, Ellie Hanson, Victoria Hanson and Aruj Bardan spoke about how QPR helps students, when it can be used, contact information to call and refer students for help and team building activities they participated in. The students explained one team building activity entitled "Magic Carpet" which the Board Members came forward and participated in.

- L. **Dr. Theresa Weidenbaugh**, Principal, to present on the QPR/Team Building Day at the 9<sup>th</sup> Grade Center.

Mrs. Colleen Zasowski stated that she was making a presenation tonight as a representative from Coldwell Banker. She reported that Coldwell Banker held their 3<sup>rd</sup> Annual Party for a Party to raise funds for SNAP. Mrs. Zasowski advised that at this year's event they raised \$2,675.00. Terry Musser commented that he has spent 32 years selling real estate in the Collegeville area. He stated that the Spring-Ford Area School District is a desireable area that people want to live in. Kelly Musser reported that she was a 2008 Graduate and that she loved her time at Spring-Ford and is proud to be a part of the community to help in any way she can. Mrs. Zasowski presented a check to the SNAP Representatives from Coldwell Banker.

Mr. DiBello reported that the School Board met in an executive session prior to the meeting this evening to discuss a personnel item.

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

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

Nandini and Julianna presented a PowerPoint that highlighted the Halloween parades that took place at the elementary buildings. They discussed their visit this past month to the 7<sup>th</sup> and 8<sup>th</sup> Grade Centers and spoke about the activities taking place in those buildings which included Operation Backpack, the multi-cultural dinner, the fall play, Candy Grams, the Turkey-ist Teacher competition, high school course selection for 8<sup>th</sup> grade students as well as the assembly held on setting goals and preparing for high school. Nandini and Julianna also spoke about other district events taking place such as parent-teacher conferences, the High School Production of Little Women, a Mommy & Me Tea and American Education Week. They reported that their monthly meetings with High School Administration and some of their peers will be starting up again on December 5<sup>th</sup> and advised that they will be visiting two more buildings in December to report on at the January Board meeting.

#### **Policy                                      Colleen Zasowski                                      2<sup>nd</sup> Mon. 7:30 p.m.**

Mrs. Zasowski reported on the meeting that took place on November 12, 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 the Use of Facilities Policy and changes which could impact some groups who use our facilities. It was advised that a presentation on this policy would take place at one of the January Board Meetings and that concerned representatives of those groups are encouraged to come out to view the presentation. A question was also raised about the locked door change in policy and that concerns have been raised due to it causing people attending events to be stuck outside waiting for someone to open a door for them to let them in. Dr. Roche advised that there was no change in the policy as the policy is still in place but rather a reinforcement directive from our Director of Security Chief Boyer to address how to secure our buildings. Dr. Roche reiterated that this was not a change in policy but an adjustment in practice where doors were left wide-open during use of facility rentals. A question was raised as to how much security this actually provides. A suggestion was made to further look at this with Chief Boyer and Mr. Hunter at the next Property Committee meeting and potentially make the locked door piece a guideline or separate policy rather than have it as part of the Use of Facilities Policy.

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

Dr. Dressler reported that the Joint Operating Committee at the WMCTC met on November 5, 2018 where Mr. Moritzen gave his report. He advised that there were 50 attendees at the recently held Girls Night Out event. He also reported that the Western Center will be hosting an Open House on December 5<sup>th</sup> for new enrollees. The community turkey dinner was held and was the 20<sup>th</sup> consecutive sell out. The next community dinner will take place on January 7<sup>th</sup> and will be an Italian Buffet. Dr. Dressler reported that the Western Center will be applying for a \$120,000 grant for safe schools funding. He also advised that the Western Center recently purchased a 3D Anatomy Table for the Health Services Program. The JOC was introduced to the new Auto Technology Teacher. It was reported that the Western Center had 138 perfect attendance students which is a great accomplishment for these students. Dr. Dressler advised that Mr. Moritzen had invited the Upper Perkiomen Chamber of Commerce for a breakfast meeting to discuss cooperative opportunities for local businesses at the Western Center. He added that there was also an event held by the Occupational Activities Committee where 100 business representatives came in to advise the school on directions that may be of interest for the school to consider

taking. Dr. Dressler commended Mr. Moritzen for the great work he is doing to try to coordinate the programs being worked on at school with the community and the needs of the community.

Dr. Dressler spoke about the Board Goes Back to School Day that he participated in at the 9<sup>th</sup> Grade Center during American Education Week. He thanked Dr. Weidenbaugh for allowing him to experience modernized learning. He reported on the classes that he attended and thanked Dr. Roche for having lunch with him in the cafeteria. He also thanked Dr. Weidenbaugh and her staff for allowing him to visit during the day.

Mr. Dehnert requested that Mr. Moritzen be invited to come to a future board meeting to discuss how they are addressing technical jobs of the future and addressing careers that are in demand. Dr. Dressler advised that he would pass the invitation along and it was suggested that the invite come from Dr. Goodin.

**PSBA Liaison                      Dr. Edward Dressler**

Dressler said students of Boyertown High School are taking their case to the Supreme Court with regards to fighting their lost appeal of the challenge to the Boyertown policy that allows transgender students to use bathrooms and locker rooms matching their gender identity. They have asked the U.S. Supreme Court to hear their case. Dr. Dressler stated that we will all have to wait and see how this is decided as it may impact policies in all school districts across Pennsylvania. Dr. Dressler advised that PSBA reported that 73% of the teachers in Pennsylvania are women but only 28% are superintendents.

**Legislative Committee      Christina Melton                      3<sup>rd</sup> Weds. 7:30 p.m.**  
There was no report.

**MCIU                                      Thomas J. DiBello                      4<sup>th</sup> Weds. 7:00 p.m.**  
There was no report.

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

Dr. Goodin reminded everyone of the many holiday concerts taking place in our buildings during this season. He advised that additional information is available on the district's website regarding the dates, times and locations of the concerts.

Mr. DiBello spoke about the various events held throughout the district on Veteran's Day in honor of our veterans.

**Solicitor's Report                      Mark Fitzgerald**

Mr. Fitzgerald reminded the Board and the public that next Monday the Board Reorganization meeting will take place. He advised that the Board Secretary Mrs. Fern will be sending notification letters to the Board Members.

**IV. MINUTES**

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

A. The Board approved the October 15, 2018 Work Session minutes. **(Attachment A12)**

B. The Board approved the October 22, 2018 Board Meeting minutes. **(Attachment A13)**



**V. PERSONNEL**

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

**A. Resignations**

1. **Mary M. Cass**; Part-time Food Service (4 hours/day), Oaks Elementary School. Effective: November 9, 2018.
2. **Maria B. Kardick**; Library Science Teacher, 8<sup>th</sup> Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
3. **Carli Rose Ducko**; Instructional Assistant, Evans Elementary School. Effective: November 2, 2018.
4. **Susan C. Miscavage**; Choreographer Spring Musical, Senior High School. Effective: October 22, 2018.
5. **Reesa G. Wurtz, Ed.D.**; School Psychologist, Upper Providence Elementary School, for the purpose of retirement. Effective: January 2, 2019.

**New Resignation**

6. **Timothy J. Keaveney**; School Police Officer, District-wide. Effective: November 20, 2018.

**B. Leaves of Absence**

1. **Jennifer L. Haberacker**; Instructional Assistant, Upper Providence Elementary School, for an unpaid leave of absence per Board Policy. Effective: December 4, 2018 through December 21, 2018.
2. **Katie A. Haberman**; Administrative Assistant, 5/6<sup>th</sup> Grade Center, for an unpaid leave of absence per Board Policy. Effective: November 22, 2018 (estimated date) for approximately 6-8 weeks.
3. **Anna E. Haring**; Instructional Support Teacher, Evans Elementary School, for an extension of child-rearing leave per the Professional Agreement. Effective: January 25, 2019 through the end of the 2018-2019 school year.
4. **Kiera M. Phillips**; Elementary Teacher, Upper Providence Elementary School, for a child-rearing leave per the Professional Agreement. Effective: February 23, 2019 through the end of the 2018-2019 school year.

**C. Support Staff**

1. **Bernadette Crenshaw**; IT Support Technician, Upper Providence Elementary School. Compensation has been set at \$19.40 an hour with benefits. Effective: November 19, 2018.

**D. Change of Status**

1. **Erin J. Lewandoski**; Registered Nurse, Limerick Elementary School, to Certified School Nurse, Oaks Elementary School, replacing Trisha Smith who had a change of assignment. Compensation has been set at BS, Step 1, \$47,000.00 prorated with benefits per the Professional Agreement. Effective: December 3, 2018.
2. **Laura Piland**; Level III-Secretary (10 month), 5/6/7 Grade Center, to Level II - Administrative Assistant, Upper Providence Elementary School, replacing Cheryl A. Traub who resigned. Compensation has been set at \$19.60 an hour with benefits per the Secretarial Plan. Effective: December 17, 2018.

**E. Substitutes**

- |                              |                            |
|------------------------------|----------------------------|
| 1. <b>Leanne M. Bath</b>     | Office/Clerical Substitute |
| 2. <b>Diane Bell</b>         | Office/Clerical Substitute |
| 3. <b>Susan C. Colasanti</b> | Office/Clerical Substitute |
| 4. <b>Lauren M. Drakeley</b> | Office/Clerical Substitute |
| 5. <b>Leahann N. Edleman</b> | Office/Clerical Substitute |
| 6. <b>Sue Lyn Fennimore</b>  | Food Service Substitute    |
| 7. <b>Lynn J. Lombardo</b>   | Food Service Substitute    |
| 8. <b>Marianne Quinty</b>    | Office/Clerical Substitute |
| 9. <b>Erin A. Stead</b>      | Food Service Substitute    |

- F. The Board approved the attached extra-curricular contracts for the 2018-2019 school year. **(Attachment A14)**

**VI. FINANCE**

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

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

**B. Checks:**

- |  |  |                 |
|--|--|-----------------|
| 1. <u>General Fund Checks</u>                                    |  |                 |
| Check No. 204997 – 205454  |  | \$ 1,431,335.25 |
| 2. <u>Food Service Checks</u>                                    |  |                 |
| Check No. 1217 – 1289  |  | \$ 109,642.64   |
| 3. <u>Capital Reserve Checks</u>                                 |  |                 |
| Check No. 2048   |  | \$ 113,114.00   |
| 4. <u>Capital Projects</u>                                       |  |                 |
| Reserve Fund: Check No. 16 – 20                                  |  | \$ 33,518.54    |
| Bond Fund: Check No. 15 - 19                                     |  | \$ 676,056.99   |
| 5. <u>General Fund, Food Service, &amp; Capital Reserve ACHs</u> |  |                 |
| ACH 181900403 – 181900659  |  | \$ 2,921,200.14 |

6. <u>Procurement Payments and Wires</u>	
201800023 – 201800031	\$ 1,308,317.75
20180027 – 20180185	\$ 271,033.97

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** 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. **Benmor Enterprises – Bushkill, PA.** Provide an assembly entitled “Rocks, Minerals, and Fossil Show along with dig workshops for third grade students at Brooke Elementary. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$525.00.
2. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide five assemblies for kindergarten students at Evans Elementary entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$550.00.
3. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide six assemblies for fourth grade students at Evans Elementary entitled “Intro to Watersheds and Human Impacts”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$1,116.00.
4. **A Fresh Start Fitness – Pottstown, PA.** Provide a kid inspired workout that builds self-esteem and educates students about health and nutrition for students at Evans Elementary. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$1,000.00.
5. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide three assemblies for kindergarten students at Upper Providence Elementary School entitled “Winter Secrets.....Animals in Winter”. Funding will be paid by the Upper Providence Home and School Association and shall not exceed \$330.00.
6. **Benmor Enterprises – Bushkill, PA.** Provide an assembly entitled “Rocks, Minerals, and Fossil Show along with dig workshops for third grade students at Evans Elementary. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$575.00.

E. The Board approved the following independent contracts:

1. **Stars on the Move – Swarthmore, PA.** Provide five live Planetarium Shows for 4<sup>th</sup> grade students at Upper Providence Elementary featuring stars, planets, constellations, sun and the moon of the current seasonal sky. Funding will be

paid from the Upper Providence Elementary Professional Services Budget and shall not exceed \$500.00.

2. **Eric Geoffrey Belcher – Philadelphia, PA.** Provide an assembly for students at Spring City Elementary entitled “Give and Take Jugglers” featuring aerial fabric, trapeze, juggling and tight wire walking. Funding will be paid from the Spring City Professional Services Budget and shall not exceed \$950.00.
  3. **National Circus Project – Westbury, NY.** Provide a five-day Artist in Residency Program related to Physical Education for students at Evans Elementary School. Fourth grade students at the conclusion will perform at a school-wide assembly during the day as well as an evening performance for their families. Funding will be split between the Evans Elementary Home and School Association and the Evans Elementary Professional Services Budget and shall not exceed \$6,500.00.
  4. **Humanus Corporation – King of Prussia, PA.** Provide Psychological services for special needs students as per their IEPs. Services will be provided for 32 hours per week for 3 weeks at a rate of \$70.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$6,720.00.
  5. **Tiffany Miller-Fell – Philadelphia, PA.** Conduct an Independent Evaluation for a special needs student at the secondary level. Funding will be paid from the Special Education Budget and shall not exceed \$2,500.00.
- F. The Board approved making public the 2019-2020 Proposed Preliminary Budget for the required 20 days and advertise the Board’s intent to adopt the Preliminary Budget on January 28, 2019.
- G. The Board approved seeking bids and/or participating in the Montgomery County Intermediate Unit bids for supplies for the 2019-2020 school year. Supplies would include but not be limited to custodial, art, paper, physical education, science, technology education and furniture.
- H. The Board approved a yearly membership for Dr. David Goodin with School Research Nexus. The total cost of this yearly membership is \$3,175.00 and is part of his Superintendent’s Contract. The membership will cover all his expenses for attendance at the yearly Elite Fall Symposium.

#### **New Finance Motion**

- I. The Board approved the renewal agreement with Ursinus College for the rental of their pool facilities for the District’s Swim Team’s practices and meets. Funding will come from the Athletic Budget and shall not exceed \$6,500.00.

### **VIII. PROPERTY**

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

- A. Administration recommends approval for water testing by Criterion Laboratories, Inc. Funding will come from the Maintenance Budget and shall not exceed \$18,925.00.

**IX. PROGRAMMING AND CURRICULUM**

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

- A. The Board approved submitting to PDE the Spring-Ford Area School District's "District Level Comprehensive Plan" effective July 1, 2019 through June 30, 2022.

**New Programming and Curriculum**

- B. The Board approved a lease agreement and related services agreement with Toshiba, Inc. for the use of a Canon Digital Press in the Print Shop located in Upper Providence Elementary. The leased equipment will replace the equipment currently leased from Xerox and service from Stewart Business Solutions. The base monthly cost of the equipment lease from Toshiba will not exceed \$4,400.00 and is comparable to the current costs from Xerox/Stewart Business solutions. Funding will come from the Technology Budget.
- C. The Board approved a lease agreement modification and related services with Toshiba, Inc. for the use of a color copier in the 10-12 Grade Center Print Shop. The leased equipment will be an addition to the equipment currently leased and serviced from Toshiba, Inc. The base monthly cost of the equipment lease from Toshiba will not exceed \$250.00 per month and will be paid from the Technology Budget.

**X. NEW CONFERENCE/ WORKSHOP RECOMMENDATIONS**

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

The following individuals were approved for attendance at the following:

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

- A. **Dr. Edward Dressler**, Board Member, to attend "*The 2019 National School Board's Association Annual Conference*" at the Philadelphia Convention Center from March 30, 2019 through April 1, 2019. The total cost of this conference is \$1,290.00 (registration, mileage and meals). No substitute is needed.
- B. **Mary Davidheiser**, Controller, to attend "*The 64<sup>th</sup> Annual PASBO Conference*" at the Hershey Lodge and Convention Center in Hershey, PA from March 5, 2019 through March 8, 2019. The total cost of this conference is \$1,215.00 (registration, mileage, lodging and meals). No substitute is needed.
- C. **Robert Catalano**, Director of Technology, to attend "*FETC: The Future of Education Technology Conference*" in Orlando, Florida from January 27, 2019 through January 30, 2019. The total cost of this conference is \$1,930.00 (registration, transportation, lodging and meals). No substitute is needed.
- D. **Carol Ganister**, PIMS and Data Specialist, to attend "*PDE Data Summit 2019*" in Hershey, PA from March 24, 2019 through March 27, 2019. The total cost of this summit is \$932.18 (registration, mileage, lodging and meals). No substitute is needed.

**5/6 GRADE CENTER**

- E. **Elaine Sandilos**, School Psychologist, to attend "*Neuropsychology of Mathematics*" at the Montgomery County Intermediate Unit in Norristown, PA on December 3, 2018. The total cost of this conference is \$155.00 (registration). No substitute is needed.

**BROOKE**

- F. **Sharon Abrams** and **Zachary Laurie**, Teachers, to attend "*Meaningful Making: Books and Bots*" at the Corbett Center in Norristown, PA on January 29, 2019. The total cost of this conference is \$698.00 (registration, mileage and substitute coverage).

**DISTRICT-WIDE**

- G. **Wendy Taylor**, Instructional Literacy Coach K-6, to attend "*Bridging the Writing and Reading Strategies Books – Understanding Texts and Reading*" at the Montgomery County Intermediate Unit in Norristown, PA on December 4, 2018. The total cost of this conference is \$220.00 (registration and mileage). No substitute is needed.
- H. **Christine Raber**, Special Education Supervisor, **Marlene Kimble** and **Deanne Snelling**, Teachers, to attend "*Challenging the Gifted*" at the Bucks County Intermediate Unit on December 12, 2018. The total cost for this conference is \$927.00 (registration, mileage and substitute coverage).

**New Conference and Workshop**

- I. **Chadwin Brubaker**, Media Specialist, to attend "*Raspberry Pi and Electronic Circuits*" at the Montgomery County Intermediate Unit in Norristown, PA on January 16, 2019 and March 21, 2019. The total cost for this conference is \$714.00 (registration, meals and 2 days of substitute coverage).

**XI. OTHER BUSINESS**

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

- A. The following policies are submitted as a first reading:

1. Policy #006 – LOCAL BOARD PROCEDURES: Meetings (**Attachment A15**)
2. Policy #217 – PUPILS: Graduation Requirements (**Attachment A16**)

- B. The Board gave approval for Annette Eddowes Kiernan (Director) and Dawn Platchek (Assistant Director) to take the Spring-Ford Middle School Indoor Guard to compete in the 2019 Tournament Indoor Association Atlantic Coast Championships in Wildwood, NJ from Thursday, May 2<sup>nd</sup> through Sunday, May 5<sup>th</sup>, 2019. The Indoor Guard will be traveling by bus and staying in Wildwood, NJ at a location to be determined at a later date. The estimated cost of the trip is \$220.00 per person based on the cost of the same trip in 2018. The event runs from Thursday, May 2<sup>nd</sup> until Sunday May 5<sup>th</sup>, 2019. A preliminary schedule for the event will not be available until April 2019 therefore, the exact dates and times cannot be determined as of November 1, 2018. Departure and Arrival times may be adjusted to accommodate the performance schedule. Students will miss a few hours of school on the day of departure and any full days thereafter.

The students will be responsible for any missed work. There will be no cost to the school district and no substitutes are needed.

- C. The Board gave approval for Kris Jennings (Band Director), Alex Cifelli and Joe Perry (Choral Directors) and Ashley Baisch (Orchestra Director) to take the Spring-Ford Middle School Concert Band, Orchestra and 7th/8th Grade Chorus to perform at the 2019 Music in the Parks Festival in Upper Marlboro, MD on Saturday, May 18th, 2019. The Middle School Music Department will be traveling by chartered bus. The cost of the trip shall not exceed one hundred twenty-five dollars (\$125.00) per person. The Spring-Ford Music Association will conduct fundraising events to help defray the costs. There will be no cost to the district and no substitutes are needed.
- D. The Board gave approval for all 2018-2019 Winter Athletic Teams/Individuals that qualify for post season play to be granted permission for overnight travel, when deemed necessary by the Athletic Department, and approved by the Superintendent or their Designee. The School Board will be notified of this travel and Board approval will be sought at the next scheduled Board meeting. Funding will be paid from the Athletic Budget.
- E. The Board gave approval for the following high school winter sport teams for overnight travel during the 2018-2019 school year. There will be no cost to the district for lodging and meals as this will be paid from the respective team's Booster Club Account. The total cost to the district will be \$192.00 for two ½ day substitutes on December 7<sup>th</sup> for the Cumberland Valley Tournament.

### **Wrestling**

- 1. **Cumberland Valley Tournament – Mechanicsburg, PA**  
Cumberland Valley High School  
Depart 12/07/18 - Return 12/08/18  
Meals and lodging provided by the Wrestling Team Booster Club Account  
The team will use district transportation
- 2. **Liberty Holiday Wrestling Classic – Bethlehem, PA**  
Liberty High School  
Depart 12/27/18 – Return 12/29/18  
Meals and lodging provided by the Wrestling Team Booster Club Account  
The team will use district transportation

### **Girls' Basketball**

- 3. **North Allegheny High School – Wexford, PA**  
Depart 02/01/19 – Return 02/02/19  
Meals and lodging provided by the Girls' Basketball Team Booster Club Account  
The team will use district transportation

### **Indoor Boys' & Girls' Track**

- 4. **New Balance Games (Runners/Throwers/Jumpers must qualify) – New York, NY**  
The Armory  
Depart 01/19/19 – Return 01/20/19  
Meals and lodging will be provided by the Indoor Track Team Booster Club Account  
The team will use district transportation

**XII. BOARD COMMENT**

There were no comments from the Board.

**XIII. PUBLIC TO BE HEARD**

There were no comments from the public.

**XIV. ADJOURNMENT**

Mrs. Spletzer made a motion to adjourn and Mrs. Heine seconded it. The motion passed 7-0. The meeting adjourned at 8:48 p.m.

Respectfully submitted,

Diane M. Fern  
School Board Secretary



On December 3, 2018 the Reorganization Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:35 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Dr. Edward T. Dressler, Linda C. Fazzini and Kelly J. Spletzer  
Region II: Dawn R. Heine, Clinton L. Jackson and Colleen Zasowski  
Region III: Mark P. Dehnert, Thomas J. DiBello and Christina F. Melton  
Presiding Officer: Diane M. Fern, Board Secretary  
Superintendent: Dr. David R. Goodin  
Chief Financial Officer: James D. Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Nandini M. Patel and Julianna Lelli

- I. **CALL TO ORDER AND ATTENDANCE** (By Diane Fern, Board Secretary)  
Board Secretary, Mrs. Fern, opened the meeting with the call to order and the recording of the attendance.
- II. **PLEDGE OF ALLEGIANCE**  
The Pledge of Allegiance was recited.
- III. **PURPOSE OF THE MEETING** (By Mark Fitzgerald, Solicitor)  
Mr. Fitzgerald explained that the Pennsylvania School Code requires that annually during the first week of December the Members of the School Board meet and reorganize.
- IV. **PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**  
There were no comments from the public.
- V. **NOMINATION AND ELECTION OF TEMPORARY BOARD PRESIDENT**  
Mrs. Fern opened the floor for nominations of a Temporary Board President. Mr. Jackson nominated Mr. Dehnert. There were no other nominations. Mr. DiBello made a motion to close the nominations and Mrs. Spletzer seconded it. The motion passed 9-0 to close the nominations. The Board elected Mr. Dehnert as the Temporary Board President by a vote of 9-0.
- VI. **NOMINATIONS AND ELECTION FOR THE OFFICE OF BOARD PRESIDENT**  
Mr. Dehnert opened the floor for nominations of a Board President. Mrs. Zasowski nominated Mr. DiBello. Mrs. Spletzer made a motion to close the nominations and Mrs. Heine seconded it. The motion passed 9-0 to close the nominations. The Board elected Mr. DiBello as the Board President by a vote of 9-0.
- VII. **NOMINATIONS AND ELECTION FOR THE OFFICE OF BOARD VICE PRESIDENT**  
Mr. DiBello opened the floor for nominations of a Board Vice President. Mr. Jackson nominated Mrs. Zasowski. Mr. Dehnert made a motion to close the nominations and Mrs. Spletzer seconded it. The motion passed 9-0 to close the nominations. The Board elected Mrs. Zasowski as the Board Vice President by a vote of 9-0.

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

Mr. DiBello asked Mrs. Melton if she wanted to continue as the representative to the Montgomery County School Directors Legislative Committee and she replied yes. Mr. DiBello designated Mrs. Melton to continue to serve as the representative. He indicated that he will remain as the alternate.

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

Mr. DiBello asked Dr. Dressler if he wanted to continue to serve as the PSBA Liaison and he replied yes. No one else indicate a desire to serve in this capacity. Mr. Dehnert made a motion to appoint Dr. Dressler to continue to serve as the PSBA Liaison and Mr. Jackson seconded it. The motion passed 9-0.

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

Mr. DiBello indicated that he would like to continue to serve as the Representative to the Spring City American Legion. No one else indicated a desire to serve in this capacity. Mr. Dehnert made a motion to approve Mr. DiBello to continue serving as the Representative to the Spring City American Legion and Mrs. Zasowski seconded it. The motion passed 9-0.

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

<b>Colleen Zasowski</b>	<b>2018</b>
Dr. Edward T. Dressler	2019
Dawn R. Heine	2020

Mr. Jackson nominated Mr. Dehnert to serve as the Vocational-Technical School Joint Operating Committee Member.

Mrs. Heine nominated Mrs. Melton to serve as the Vocational-Technical School Joint Operating Committee Member.

Mr. DiBello asked for a show of hands in the vote for Mr. Dehnert to serve as the Vocational-Technical School Joint Operating Committee Member. Mr. Dehnert, Mr. Jackson, Mrs. Zasowski, Mr. DiBello and Mrs. Spletzer voted for Mr. Dehnert.

Mr. DiBello asked for a show of hands in the vote for Mrs. Melton to serve as the Vocational-Technical School Joint Operating Committee Member. Dr. Dressler, Mrs. Heine, Mrs. Melton and Mrs. Fazzini voted for Mrs. Melton.

DECEMBER 3, 2018

Mr. Dehnert was elected by a vote of 5-4 to serve as the Vocational-Technical School Joint Operating Committee Member for the three-year term expiring in 2021.

- XII.** Mr. Dehnert made a motion to approve the Listing of Work Session/Board Meeting Dates and Mr. Jackson seconded it. The motion passed 9-0.

The Board approved the attached Listing of Work Session/Board Meeting Dates for 2019. **(ATTACHMENT A1)**

**XIII. PUBLIC TO BE HEARD**

There were no comments from the public.

**XIV. BOARD COMMENT**

There were no comments from the Board.

**XV. ADJOURNMENT**

Mr. Dehnert made a motion to adjourn and Mrs. Spletzer seconded it. The motion passed 9-0. The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Diane M. Fern  
School Board Secretary

## **2019 SCHEDULE OF MEETING DATES**

### **SPRING-FORD AREA SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS**

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

	<u><b>WORK SESSION</b></u>	<u><b>BOARD MEETING</b></u>
JANUARY	22 (*Tues)	28
FEBRUARY	19 (*Tues)	25
MARCH	18	25
APRIL	15	23 (*Tues)
MAY	20	28 (*Tues)
JUNE	17	24
JULY	Emergency Only as Called by the Board President Or Superintendent of Schools	
AUGUST	19	26
SEPTEMBER	16	23
OCTOBER	21	28
NOVEMBER	18	25
DECEMBER	2 (Organizational meeting and board meeting)	9 (Optional)

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

**2018-2019 EXTRACURRICULAR CONTRACTS  
JANUARY 2019**

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	Head Cheerleading Winter-7th Grade	Winter	Barnett	Rebecca C.	\$1,875.00
2	Asst. Track Coach-Girls' & Boys'-HS	Spring	Boham	Damien	\$3,991.00
3	7 <sup>th</sup> Gr. Club #9	Year	Bologa	Tara	\$402.00
4	Choreographer Spring Musical - HS	Spring	Colgan	Caitlyn H.	\$3,000.00
5	Asst. Baseball Coach-HS	Spring	Deluzio	Charles T.	\$3,991.00
6	Sound Production -HS (Both Fall & Spring Productions) (1/2 Contract)	Spring	Denning	Joshua C.	\$735.50
7	Fitness Room Supervisor-Winter-HS	Winter	Donnelly	Kevin J.	\$679.00
8	Volunteer Assistant Track Coach -Boys' & Girls'- HS	Winter	Donoghue	Ross	Volunteer
9	Co-Ed Fitness Intramural # 18 - Grade 7	Spring	Gabel	Kate E.	\$402.00
10	Volunteer Assistant Track Coach -Boys' & Girls'- HS	Winter	Giovagnoli	Heather L.	Volunteer
11	Indoor Percussion Asst. Director - HS (1/2 Contract)	Winter	Hapstack	Kelli T.	\$1,107.50
12	Volunteer Assistant Baseball Coach-Boys-HS	Spring	Heffernan	Michael A.	Volunteer
13	Baseball Coach (8th Grade)	Spring	Heffernan	Michael B.	\$2,910.60
14	Lacrosse Coach-Girls'-HS	Spring	Holstein	Kristi M.	\$5,588.10
*15	Lacrosse Coach - Girls (8th Grade)	Spring	Kenney	Joan E.	\$3,681.91
16	Volunteer Assistant Basketball Coach - Boys'- HS	Winter	Kurtz	Matthew R.	Volunteer
17	Set Builder - All Productions - HS (Both Fall & Spring Productions) (1/2 Contract)	Spring	Love, Jr.	Richard M.	\$600.00
18	8 <sup>th</sup> Gr. Club #8	Spring	Papa	Jennifer M.	\$402.00
19	Indoor Percussion Asst. Director - HS (1/2 Contract)	Winter	Soares	Sofia G.	\$1,107.50
20	Set Designer -All Productions-HS (1/2 Contract)	Spring	Swartz	Heidi G.	\$800.00
21	Asst. Lacrosse Coach-Girls'-HS	Spring	Ward	Rose M.	\$4,190.55
22	8 <sup>th</sup> Gr. Club #12	Spring	Wise	Laura A.	\$402.00
23	Volunteer Assistant Wrestling Coach -HS	Winter	Zimmie	Brendan S.	Volunteer

# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: March 25, 1991

REVISED: August 24, 2015

**REVIEWED: November 12, 2018**

	006. MEETINGS
SC 407 65 Pa. C.S.A. Sec. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including small group rules shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) Board members present at a meeting (monthly Work Session and/or Action Meeting). No business shall be transacted at a meeting without a quorum, but the Board members at such a meeting may adjourn to another time.</p> <p>In the case of an emergency or other personal conflict, each school board member can attend up to three (3) school board meetings per calendar year remotely utilizing audio/video technology (phone, video conferencing, Skype). The school board member must notify the School Board President and the Superintendent at least twenty-four (24) hours in advance of the school board meeting to request attendance at the meeting remotely and specify the technology that will be used. To clarify further, a quorum of five (5) Board members must still be physically present at the meeting and any school board member attending a meeting remotely using audio/video technology maintains normal school board member rights and privileges (speaking, voting, etc.) even though they are not physically present at the meeting location.</p>
SC 405, 426, 427, 428	<p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. <b>Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.</b> The act of any person so</p>

	designated shall be legal and binding.
	Section 4. <u>Notice</u>
65 Pa. C.S.A. Sec. 703, 709	Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.
65 Pa. C.S.A. Sec. 703, 709	a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.
65 Pa. C.S.A. Sec. 703, 709	b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
65 Pa. C.S.A. Sec. 703, 709	c. Notice of all rescheduled meetings shall be given by notification on the school district website, television station and the district social media network and posting of notice at the District Office at least twenty-four (24) hours prior to the time of the meeting.
65 Pa. C.S.A. Sec. 703	d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.
65 Pa. C.S.A. Sec. 709	e. Notice of all public meetings shall be advertised once in one (1) daily newspaper circulating in Montgomery and Chester Counties. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.
SC 423	Notice of all regular and special Board meetings shall be given by the Board Secretary to Board members not later than two (2) days prior to the time of the meeting.
SC 423 65 Pa. C.S.A. Sec. 709	Notice of executive sessions, if not previously announced, shall be provided, in writing, to Board members at least twenty-four (24) hours prior to the executive session.
	Section 5. <u>Regular Meetings</u>
SC 421 65 Pa. C.S.A. Sec. 701 et seq	Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.

<p>SC 423, 426 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>a. Agenda</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board, which shall include all recommendations from standing committees at each regular meeting. The agenda shall be provided to each school director at least two (2) days before the meeting.</p> <p>Any additions or changes to the prepared agenda may be requested by a Board member or the Superintendent and must be approved by a majority vote of the Board members present.</p> <p>b. Order of Business</p> <p>The order of business for regular meetings shall be as follows, unless altered by the President at the Board meeting:</p> <ul style="list-style-type: none"> <li>• Call to Order and Roll Call</li> <li>• Pledge of Allegiance</li> <li>• <b>Announcements</b></li> <li>• Public to be Heard <b>on Agenda Items Only</b></li> <li>• Presentation</li> <li>• Board Committee Reports</li> <li>• <b>Superintendent/Assistant Superintendent Report</b></li> <li>• <b>Solicitor's Report</b></li> <li>• Approval of the Minutes</li> <li>• Personnel</li> <li>• Finance</li> <li>• Property</li> <li>• Programming and Curriculum</li> <li>• Conference/Workshop Recommendations</li> <li>• Other Business</li> <li>• Information Items</li> <li>• <b>Board Comment</b></li> <li>• Public to be Heard</li> <li>• Adjournment</li> </ul> <p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</p>
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<p>SC 426</p>	<p>The President may call a special meeting at any time and shall call a special meeting upon presentation of written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p> <p>The order of business for special meetings shall be as follows unless altered by the President or a majority of those present and voting:</p> <ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Roll Call</li> <li>• Public to be Heard</li> <li>• Announcement</li> <li>• Reading of Notice of Meeting</li> <li>• Transaction of Business for Which Meeting was Called and/or Other Business Properly Brought Before the Meeting</li> <li>• Public to be Heard</li> <li>• Adjournment</li> </ul>
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>Section 7. <u>Hearing Of Citizens</u></p> <p>A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules.</p> <p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present or attending the meeting remotely (using audio/video technology) and voting, except as provided by statute or Board procedures. All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p>
<p>SC 609, 687</p>	<p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p>
<p>SC 687</p>	<p>1. Transfer of budgeted funds.</p>
<p>SC 634</p>	<p>2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another.</p>
<p>SC 687</p>	<p>3. Incur a temporary debt or borrow money upon an obligation.</p>
<p>SC 324</p>	<p>4. Incur a temporary debt to meet an emergency or catastrophe.</p>
<p></p>	<p>5. Elect to a teaching position a person who has served as a Board member and who has resigned.</p>

SC 707	6. Convey land or buildings to the municipality co-terminus with the school district.
SC 803	7. Adopt or change textbooks without the recommendation of the Superintendent.
SC 1129	8. Dismiss, after a hearing, a tenured professional employee.
	b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
SC 508	1. Fixing the length of school term.
SC 508 Pol. 108	2. Adopting textbooks recommended by the Superintendent.
SC 508, 1071, 1076	3. Appointing the district Superintendent and the Assistant Superintendent(s).
SC 508	4. Appointing teachers and principals.
SC 508 Pol. 604	5. Adopting the annual budget.
SC 508 Pol. 005, 606	6. Appointing tax collectors and other appointees.
SC 508 Pol. 605	7. Levying and assessing taxes.
SC 508	8. Purchasing, selling, or condemning land.
SC 508	9. Locating new buildings or changing the location of old ones.
SC 508 Pol. 107	10. Adopting planned instruction.
SC 508	11. Establishing additional schools or departments.
SC 508, 621	12. Designating depositories for school funds.
	13. Expending district funds.

SC 508 Pol. 610	14. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).
SC 508	15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	16. Combining or reorganizing into a larger school district.
SC 508	17. Entering into contracts with and making appropriations to the Intermediate Unit for the district's proportionate share of the cost of services provided or to be provided by the Intermediate Unit.
SC 508, 514, 1080	18. Dismissing, after a hearing, a nontenured employee.
SC 212	19. Adoption of a corporate seal for the district.
SC 702	20. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	21. Vacating and abandoning property to which the Board has title.
SC 1503	22. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.
Pol. 004	23. Removing a school director.
Pol. 004	24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	25. Removing an officer of the Board.
Pol. 005	26. Removing an appointee of the Board.
Pol. 003	27. Adopting, amending or repealing Board policy.
	<p><b><u>Abstention from Voting</u></b></p> <p>A school director shall be required to abstain from voting <b>consistent with the requirements of the State Ethics Act and/or the Public School Code as applicable. The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.</b></p>

<p>SC 518 65 Pa. C.S.A. Sec. 706</p>	<p>Section 9. <u>Minutes</u></p> <p>The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:</p> <ul style="list-style-type: none"> <li>a. The date, place, and time of the meeting.</li> <li>b. The names of Board members present.</li> <li>c. The presiding officer.</li> <li>d. The substance of all official actions.</li> <li>e. Actions taken.</li> <li>f. Recorded votes and a record by individual members of all roll call votes taken.</li> <li>g. The names of all citizens who appeared officially and the subject of their testimony.</li> </ul>
<p>65 Pa. C.S.A. Sec. 705</p>	<p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.</p>
<p>SC 407</p>	<p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p>
<p>SC 407 Pol. 800, 801</p>	<p>Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting.</p> <p>The Board reserves the right to have verbatim minutes when the Board deems necessary.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 10. <u>Adjournment</u></p> <p>The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.</p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 11. <u>Executive Session</u></p> <p>The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding</p>

	<p>officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.</p> <p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none"> <li>a. Employment issues.</li> <li>b. Labor relations.</li> <li>c. Purchase or lease of real estate.</li> <li>d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.</li> <li>e. Matters that must be conducted in private to protect a lawful privilege or confidentiality.</li> <li><b>f. School safety and security, of a nature that if conducted in public, would be reasonably likely to impair the effectiveness of school safety measures.</b></li> </ul> <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p><u>Section 12. Work Sessions</u></p>
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	<p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.</p> <p><u>Section 13. Committee Meetings</u></p>
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	<p>Committee meetings may be called at any time by the Committee Chairperson, with proper public notice, or when requested to do so by two (2) members of the committee.</p> <p>A majority of the total membership of a committee shall constitute a quorum. If a quorum is not reached, the chairperson may designate a member of the Board in attendance to serve on the committee for that particular meeting.</p>
65 Pa. C.S.A. Sec. 701 et seq	<p>Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.</p> <p>A majority of the committee or the Chairperson may invite school district employees, consultants or other persons who may have special knowledge of the area under investigation.</p>

	<p>Board members who are not committee members but who attend committee meetings may not make committee recommendations to the Board, but may participate in the discussion.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903</p>
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# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: GRADUATION  
REQUIREMENTS

ADOPTED: March 25, 1991

REVISED: February 22, 2016

**REVIEWED: November 12, 2018**

217. GRADUATION REQUIREMENTS	
1. Purpose	The Board will acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding a diploma at graduation ceremonies.
2. Authority Title 22 Sec. 4.24, 4.51, 4.52	The Board shall adopt the graduation requirements students must achieve, which shall include course completion and grades, and proficiency on district and state assessments.
SC 1611, 1613 Title 22 Sec. 4.24 Pol. 102, 127, 213	The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by the Pennsylvania Department of Education, as well as those established by the Spring-Ford Area School District Board of Directors.
SC 1614 Title 22 Sec. 4.12, 4.24, 11.27 34 CFR Sec. 300.102, 300.305 Pol. 113	The Board may permit an identified student with a disability to participate in graduation ceremonies with his/her graduating class, even though the student will not be granted a diploma and will continue to receive educational services.
SC 1613 Title 22 Sec. 4.12 Pol. 102	<p>A requirement for graduation shall be the completion of work and studies representing the instructional program assigned to grades 9 through 12. Credits toward graduation can only be earned when a student is in grade 9 through 12. High School courses taken by students in grades below 9<sup>th</sup> grade shall not count toward graduation requirements.</p> <p>The Board requires that each candidate for graduation shall have earned at least twenty-two (22) credits and demonstrate proficiency on district and state assessments to receive a diploma and be involved in the commencement ceremony.</p>

217. GRADUATION REQUIREMENTS - Pg. 2

3. Delegation of Responsibility	The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.
4. Guidelines Pol. 213, 216	Accurate recording of each student's achievement of academic standards shall be maintained, as required by law and state regulations.
	Students shall be informed of graduation requirements and the amount of credits they are required to complete.
Pol. 212	Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements. Written notification shall be sent to parents/legal guardians of students in danger of not fulfilling graduation requirements at the end of the student's junior year and at the conclusion of the second and third marking periods of the student's senior year.
	A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants.
Title 22 Sec. 11.4, 11.8	The fourth year of high school shall not be required if the student has been accepted by an accredited institution of higher learning and has completed all requirements for graduation.
	<u>Early Graduation</u>
	Students requesting early graduation must submit a written request executed by their parent/guardian to do so through their high school counselor, who shall confer with the student and parent prior to recommending the request for approval by the high school principal, Superintendent and Board.
	Students desiring to graduate early must:
	1) Request permission for early graduation by June 1 <sup>st</sup> of his/her sophomore year (10 <sup>th</sup> grade),
	2) Have attended Spring-Ford Area School District for one (1) complete school year, and
	3) Have a <b>cumulative GPA of ninety-five percent (95%) or higher</b>
	By June 1 <sup>st</sup> of his/her sophomore year, the student will submit a plan detailing the manner in which all graduation requirements (twenty-two (22) credits and proficiency on district and state assessments) will be satisfied. By June 30 <sup>th</sup> , the Superintendent or designee will respond to the student and parent(s)/guardian(s)



	<p>regarding approval/denial of the submitted plan.</p> <p>Each course taken offsite and/or on-line needs to be separately approved using the Course Advancement Approval Process to ensure that the course meets the expectation of the Spring-Ford Area School District and graduation requirements. Courses taken offsite and/or on-line are not calculated toward GPA and/or honor roll.</p> <p><u>Early College Admissions – Seniors Only</u></p> <p>Students requesting participation in an early college admissions program must submit a written request executed by their parent/guardian to their child's high school guidance counselor, who shall confer with the student and parent/guardian prior to recommending the request for approval by the high school principal, Superintendent and Board. Application for early college admission must be submitted by June 1<sup>st</sup> of their junior year.</p> <p>Students who request permission for early admissions application must have completed the 11<sup>th</sup> grade and <b>have a cumulative GPA of ninety percent (90%) or higher</b>, and have been in attendance in the Spring-Ford Area School District for one (1) complete school year.</p> <p>The student must maintain a C average in his/her freshman year of college work and must be considered a full-time student before the school district will approve a request for a Spring-Ford diploma. Credits presented for the diploma must include all courses mandated by the State Board of Education regulations which have not been completed prior to college entrance.</p> <p>It shall be the obligation of the student to maintain communication with the home school before leaving for college in September and between semesters to finalize details of graduation and for information concerning student activities.</p> <p><u>Dual Enrollment</u></p> <p>Students currently enrolled in the eleventh (11<sup>th</sup>) or twelfth (12<sup>th</sup>) grade may enroll in Dual (credit) Enrollment course options subject to the restrictions noted in the established guidelines. To remain eligible for continued enrollment, students must maintain a 70% average; and must conform to the State Board of Education curriculum regulations for dual high school and college enrollment. All dual enrollment students will be subject to the following guidelines:</p> <p><u>Part-Time Dual Enrollment</u></p> <ul style="list-style-type: none"> <li>• Dual credit classes may count only toward elective graduation requirements.</li> </ul>
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	<ul style="list-style-type: none"> <li>Any dual credit student carrying over 7.0 credits will not have their second semester dual credit course calculated in <b>their</b> GPA.</li> <li>All students must register for dual enrollment courses through their Spring-Ford Senior High School counselor.</li> <li>Dual enrollment placement tests determine math course selection, however if a similar course has previously been completed and credit awarded, a student will not receive additional Spring-Ford credit.</li> <li>Only seniors who take dual credit classes are eligible for open campus. Open campus allows senior students to arrive late or leave early on the days/semester the dual credit class does not meet.</li> <li>If previously scheduled, students are not permitted to drop a spring semester dual credit class.</li> <li>Senior Final Exam Exemption does not apply for these college classes.</li> <li>On a case-by-case basis and with pre-approval by the student's house principal, college courses may be substituted for graduation requirements imposed by the school district.</li> </ul> <p><u>Full-Time Dual Enrollment</u></p> <ul style="list-style-type: none"> <li>All students must register for dual enrollment courses through their Spring-Ford Senior High School counselor.</li> <li>Any junior enrolling as a full-time dual enrollment student must take at least three (3) credit courses in their first semester and four 3-credit courses each semester following and be on track to meet the Spring-Ford graduation requirements.</li> <li>Any senior enrolling as a full-time dual enrollment student is required to take three 3-credit courses both semesters and must remain on track to meet Spring-Ford graduation requirements. Note that English, math, science, and social studies are required and must align with Spring-Ford Senior High School course offerings (approved via the student's counselor).</li> <li>Participation in PIAA requires students to be enrolled in four (4) courses per semester and passing each course with at least a 70% average.</li> <li>All full-time dual enrollment students must have scored proficient or advanced on all required Keystone end-of-course exams.</li> </ul>
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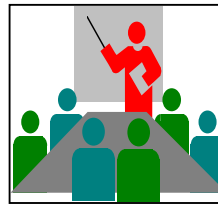
<p>SC 1611</p>	<ul style="list-style-type: none"> <li>• All dual enrollment courses must be approved by the student's guidance counselor one semester in advance.</li> <li>• Any course taken to replace a Spring-Ford required course must be approved prior to the last day of the previous school year, i.e. English Comp 101, American National Government 124, Health and PE.</li> <li>• All dual enrollment health courses will equal <b>.40</b> Spring-Ford Senior High School credit.</li> <li>• All dual enrollment Physical Education courses will equal <b>.40</b> Spring-Ford Senior High School credit.</li> <li>• All dual enrollment (3 or more) credit courses will receive one (1) Spring-Ford High School credit.</li> <li>• Full-time dual enrollment students are recommended to meet with their counselor once a semester.</li> <li>• Students may not take winter session (condensed) courses for Spring-Ford Senior High School credit.</li> <li>• Any dual credit student carrying over 7.0 credits will not have their second semester dual credit course calculated in <b>their</b> GPA.</li> <li>• Dual enrollment placement tests determine math course selection, however if a similar course has previously been completed and credit awarded, a student will not receive additional Spring-Ford credit.</li> <li>• Students are responsible for checking that all prerequisite requirements have been met before registering for a course.</li> <li>• Senior Final Exam Exemption does not apply for these college classes.</li> <li>• Students participating in full-time dual enrollment are not eligible to be considered for commencement speaker.</li> </ul> <p style="text-align: center;"><b>DIPLOMAS FOR ELIGIBLE VETERANS</b></p> <p><u>Veterans of World War II</u></p> <p>In order to recognize and honor veterans who left high school prior to graduation to serve in World War II, the Board shall grant a diploma to a veteran who completes the required application and meets the following requirements:</p>
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<p>SC 1611</p>	<ol style="list-style-type: none"> <li>1. Was honorably discharged from the Armed Forces of the United States of America.</li> <li>2. Served in the United States military between September 16, 1940 and December 31, 1946.</li> <li>3. Attended high school between 1937 and 1946 and would have been a member of a graduation class during the years 1941 through 1950 but did not graduate due to entry into military service.</li> </ol> <p><u>Veterans of Korean War</u></p> <p>In order to recognize and honor veterans who left high school prior to graduation to serve in Korean War, the Board shall grant a diploma to a veteran who completes the required application and meets the following requirements:</p> <ol style="list-style-type: none"> <li>1. Was honorably discharged from the Armed Forces of the United States of America.</li> <li>2. Served in the United States military between June 27, 1950 and January 31, 1955.</li> <li>3. Attended high school between 1947 and 1955 and would have been a member of a graduation class during the years 1951 through 1957 but did not graduate from high school due to entry into military service.</li> </ol> <p>Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.</p> <p>The Superintendent shall submit to the Board for its approval the names of veterans eligible for a high school diploma.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1611, 1613, 1614</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.12, 4.24, 4.51, 4.52, 11.4, 11.5, 11.8, 11.27</p> <p>Individuals With Disabilities Education Act, Title 34, Code of Federal Regulations – 34 CFR Part 300</p> <p>Board Policy – 102, 113, 127, 212, 213, 214, 216, 233</p>
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**2019-2020  
SPRING-FORD AREA SCHOOL DISTRICT  
STUDENT SCHOOL CALENDAR**

**DRAFT**

Aug 21st	W	Staff In-Service K-12
Aug 22nd	TH	Staff In-Service K-12
Aug 23rd	F	Staff In-Service K-12
Aug 26th	M	First Day of School for Students
Aug 30th	F	No School for Students & 10 Month Employees
Sept 2nd	M	Labor Day (school closed)
Sept 30th	M	No School for Students & 10 Month Employees
Oct 9th	W	No School for Students & 10 Month Employees
Oct 14th	M	Staff In-Service K-12
Nov. 5th	T	Staff In-Service K-12
Nov 25th	M	Parent Conferences K-12
Nov 26th	T	Parent Conferences K-12
Nov 27th	W	No School for Students & 10 Month Employees
Nov 28th	TH	Thanksgiving Break (school closed)
Nov 29th	F	Thanksgiving Break (school closed)
Dec 23rd	M	Winter Break (school closed)
Dec 24th	T	Winter Break (school closed)
Dec 25th	W	Winter Break (school closed)
Dec 26th	TH	Winter Break (school closed)
Dec 27th	F	Winter Break (school closed)
Dec 30th	M	Winter Break (school closed)
Dec 31st	T	Winter Break (school closed)
Jan 1st	W	Winter Break (school closed)
Jan 20th	M	Martin Luther King Day (school closed)
Feb 14th	F	Conferences/In-Service
Feb 17th	M	President's Day (school closed)
Apr 8th	W	No School for Students & 10 Month Employees
Apr 9th	TH	Spring Break (school closed)
Apr 10th	F	Spring Break (school closed)
Apr 13th	M	Spring Break (school closed)
Apr 28th	T	Staff In-Service K-12
May 25th	M	Memorial Day (school closed)
June 15th	M	Tentative Last Day for Students
June 16th	T	Tentative Last Day for Teachers



**Legend**

No School for Students	
Staff In-Service days	
Add'l Emergency Days	

The 2019-2020 calendar has 3 emergency days built into it in the event of school cancellations. If additional days are needed, the following days will be converted into student/teacher school days: November 25, November 26, February 17, April 8 and/or April 9.

The calendar will be revised as needed throughout the school year by the Board to reflect 180 student days and 190 teacher days.

	Student Days		Teacher Days	12 month
	Elem	Second		
Aug	4	4	7	23 Jul
Sept	19	19	19	22 Aug
Oct	21	21	22	21 Sep
Nov	15	15	18	23 Oct
Dec	15	15	15	21 Nov
Jan	21	21	21	22 Dec
Feb	18	18	19	23 Jan
Mar	22	22	22	20 Feb
Apr	17	17	18	22 Mar
May	20	20	20	22 Apr
June	11	11	12	21 May
	183	183	193	22 Jun
				262

7/19	8/19	9/19	10/19
S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
11/19	12/19	1/20	2/20
S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
3/20	4/20	5/20	6/20
S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W TH F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: DISTRICT-ISSUED DEVICES:  
STUDENT USE, RIGHTS AND  
RESPONSIBILITIES

ADOPTED:

REVISED:

REVIEWED: January 17, 2019

	<p style="text-align: center;"><b>815.1. DISTRICT-ISSUED DEVICES: STUDENT USE, RIGHTS AND RESPONSIBILITIES</b></p>
1. Purpose	<p>The Board of School Directors recognizes the need to establish regulations for student use of District-Issued Devices consistent with the educational mission of the school district.</p>
2. Definitions	<p><i>Device</i> – refers to an identified Laptop, Tablet or other device issued by the District to a specific District student for use in connection with the academic program. This includes, but is not limited to, Laptop/Device issued by the District in connection with the Modernizing Learning Initiative, Spring-Ford Learning Initiative, Individualized Education Programs and Service Agreements for identified students with special needs, and other educational purposes.</p> <p><i>Modernizing Learning Initiative/Spring-Ford Learning Initiative</i> – The goal of Modernizing Learning is to maximize student engagement and increase differentiation in the classroom. The District initiative is to provide students with 21st Century learning environments both at home and in school, and to give all students increased access to technology resources and devices.</p> <p><i>Network Administrator</i> - an Information System Professional responsible for the day-to-day maintenance and upkeep of SFASD-Network.</p> <p><i>Remote Access of Devices</i> – a situation where a District employee or agent, using client management software, accesses a Device issued to a student and in the student's possession. Software maintenance, which will download software and configuration changes automatically when a student connects to the SFASD-Network with the Device, does not constitute remote access of the Device.</p> <p><i>SFASD-Network</i> – refers to the District's wide area network which permits the following uses, among others, by authorized students:</p> <ol style="list-style-type: none"> <li>a. Internet access;</li> <li>b. Network shared resources such as printers; and</li> </ol>

<p>3. Authority</p>	<p>c. Network folder shares and backup folders.</p> <p><i>Software maintenance</i>- any software or configuration changes sent out to all Devices, even if it only affects certain Devices, that is necessary for the maintenance and security of the SFASD-Network and to ensure that only authorized software is installed on the Devices.</p> <p><i>System Integrity</i> – refers to the maintenance of accurate and consistent information throughout the SFASD-Network.</p> <p><u>Rules for District Issued Devices</u></p> <ol style="list-style-type: none"> <li>1. The Superintendent or designee shall provide formal notification to district parents and guardians whose child is eligible to be issued a Device before distribution containing information relating to specific policies and procedures regarding district issued Devices.</li> <li>2. Each student and the student’s parent or guardian must sign an agreement for the Device detailing the terms and conditions set forth in this and other policies and acknowledging receipt of Guidelines for use of the Device.</li> <li>3. The restrictions set forth in Policy No. 815, SFASD-Network: Student Use, Rights and Responsibilities apply in their entirety to district issued Devices whether or not the device is connected to SFASD-Network.</li> <li>4. A student does not need to be asked for permission prior to remote software maintenance or to resolve a technical issue with a Device. Software maintenance may involve the correction of altered code or programming and in some cases may remove files from the Device if the files are deemed to be a threat to the operation or security of the SFASD-Network or are stored in unauthorized software.</li> <li>5. Student files and documents stored on district issued Device may be viewed in the following circumstances: <ol style="list-style-type: none"> <li>a. After the Device has been returned by the student to the District: <ol style="list-style-type: none"> <li>1. At the end of a school year; or</li> <li>2. Any other time the student has been reasonably notified of the need to permanently return the Device.</li> </ol> </li> <li>b. If the District has a reasonable suspicion that the student is violating District Policies, Rules, and Student Handbook, authorized District administrators may take immediate custody of the Device and review student files. “Reasonable suspicion” means reasonable grounds</li> </ol> </li> </ol>
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<p>4. Delegation of Responsibility</p>	<p>exists that the search will uncover evidence that the student violated the law or school rules or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will a District employee access a Device remotely for the purpose of this subsection.</p> <p>c. Pursuant to Policy 815, that sets forth the ability of the District to access or review such files.</p> <p>d. Teachers and other school personnel may provide assistance to a student in locating that student's files in the presence of and at the request of the requesting student.</p> <p>6. In the event that the parent/guardian or student refuse to sign the required agreement for Device use, the Superintendent or designee shall be responsible for ensuring that the District uses its best efforts to make necessary accommodations for the student to ensure that the student's education is not adversely affected.</p> <p>7. The Superintendent shall establish regulations ensuring:</p> <p>a. adequate and timely training in connection with use of Devices of students to whom Devices are issued; and</p> <p>b. periodic orientations for parents and guardians of students to whom Devices are issued.</p> <p><u>Sanctions</u></p> <p>A student's failure to abide by the rules and regulations of this policy will subject the student to the usual disciplinary procedures of the District as established in the applicable Student Code of Conduct or in District policies. Students may also have access to their Device limited during the school day if deemed appropriate.</p> <p>Parents, guardians and students may also be held financially responsible for all uninsured damage, loss or theft of the Device while the Device is in the possession, custody or control of student.</p> <p>Any theft of District-Issued Device must be accompanied by a written police report. All repairs to technology devices will be facilitated by the District technology staff. No outside vendors or other individuals are authorized to make repairs to District technology and Devices.</p> <p>The Superintendent of Schools and/or a designee shall create guidelines as cross-referenced below which describe how the policy will be implemented.</p>
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	<p>References:</p> <p>Policy No. 815, SFASD-Network: <i>Acceptable Use of Electronic Communications System - Student Use, Rights and Responsibilities</i></p> <p>Policy 345, 445, 545 – SFSD Staff-Student Communication/Relations</p> <p>Policy No. 224, <i>Care of School Property</i></p> <p>Policy No. 249, <i>Bullying and Cyber Bullying</i></p> <p>Policy No. 237 Electronic Communications</p> <p>Policy No. 218 Student Discipline</p>
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