

On January 16, 2018 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

The following Board Member was absent: **Bernard F. Pettit**

ANNOUNCEMENTS

Taylor announced that the Great Kindness Challenge in Spring-Ford will kick-off in 5 days. She advised that schools across the district as well as the District Office will spread kindness throughout the community from January 22nd to January 26th. More information can be found on the district website or on each individual school's webpage.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were none.

II. BOARD AND COMMITTEE REPORTS

Student Rep. Report Taylor Stevens/Nandini Patel

Nandini reported that the second marking period will come to an end on January 25th and that mid-terms will be taking place for all high school students from January 22nd to the 25th. Nandini advised that registration to take AP tests will be open until February 7th and if anyone has any questions they can contact Mrs. Bowlby and/or Mrs. Falco in the Future Planning Center. Nandini next reported that beginning this month, monthly discussions will be held with Dr. Nugent and Dr. Weidenbaugh and two students from each of the four grade levels. The purpose for these meetings are that it will provide both students and administration an opportunity to come together and discuss what changes they would like to see and also to provide the administration with an in-depth look at all students.

Finance

Thomas J. DiBello

2nd Tues. 6:30 p.m.

Mr. DiBello reported that the Finance Committee met on January 9th where they went through the monthly reports which show that we are on target and in a few budget areas we are trending ahead of schedule which is a good thing. He added that as we get further into the year some of the expenditures will catch up to the revenue coming in. Mr. DiBello reported that for the rest of the meeting since there were new Board Members present it was thought that it would be beneficial to have Mr. Fink and staff to go through the budget, the budget process and get into detail on the seven-year rolling budget forecast. They

also discussed the 20 year Maintenance Plan which is also known as the Capital Project Plan and discussed the five-year rolling Technology Plan. The committee also received an update on the PSERS rate which has been set by the state and for the first time in 3 or 4 years they came in slightly less than what had originally been projected. Mr. DiBello stated that he had asked about the finalizing of the audit and was advised that it should be concluded in the next month or so and at that point we will be able to see what funds may be left over from last year's budget year.

Dr. Dressler asked about PSERS and whether their financial situation had improved considerably with regards to the stock market success recently. Mr. Fink replied that he has not gotten the official report back from PSERS but his guess would be that it had something to do with why they dropped the rate.

Property

Thomas J. DiBello

2nd Tues. 7:30 p.m.

Mr. DiBello reported that the Property Committee met following the Finance Committee meeting and went through old business and got an update on the high school project from Crabtree. The update indicated that the drawings are ready to be recorded at the court house and the staging area for contractors' will near the performing arts additional parking area. He added that submittal and delivery timelines were discussed and we are on target for getting the packets out to bid. Mr. DiBello reported that the goal from the Property Committee standpoint is to come to the full board in the March or April timeline to review the bids and determine if and how we are going to proceed forward. He added that they should keep in mind that this is the last stop gate as far as if it will be a go or no go decision. Mr. DiBello reported that they received an update on the auditorium lighting project will be completed January 19th. He added that the Capital Reserve Plan will be projected out to 2035 and will be ready for the February Property Committee meeting for review. Mr. DiBello reported that they discussed other projects, some that are on the agenda for review this evening, such as the sewer pit project at Spring City Elementary, 5/6 Grade Center Phase II Roof Project and Brooke folding partitions. He advised that the state came out with new thresholds on bids which is something that is done on a yearly basis. He added that each year when the thresholds change we have had to revise our policy as in the past it listed what the state thresholds were. Mr. DiBello advised that going forward we will be changing our policy to read "to be in alignment with state thresholds" which will prevent us from having to revise the policy every time the state changes the thresholds. Mr. DiBello reported that other projects discussed were the replacement of the carpet at the 5/6/7 building, the window replacement at the 9th Grade Center, LED lighting replacement at Oaks and Limerick Elementary, the repairs to Ram Stadium with the cost of the repairs being split with the Spring City American Legion, the Oaks chiller, the 8th Grade Center fire alarm, and the high school roof recoating for the science wing.

Superintendent's Report Dr. David R. Goodin

Dr. Goodin gave a shout out to the Western Center on their hiring of a new chef about 2 years ago. He reported that the district office held a luncheon there and the food was exceptional. He added that Chef Arnt has taken the program to a whole new level. Dr. Goodin advised that the district will be holding its strategic planning meeting for the community and the board on January 31st at the high school. The purpose is to help gather information on the district's strengths, weaknesses and priorities moving forward. He advised that this is done every cycle when the strategic plan is due.

Mrs. Zasowski commented on the Western Center saying she had the privilege to tour the school today and see what they are doing over there which is much more than she knew.

She stated that she really wanted to commend them on everything they are doing and feels they should be super excited about the Sports Management Program. Mrs. Zasowski added that she is happy to be joining the Board over there and is looking forward to doing exciting things at the Western Center.

Solicitor's Report Kyle Berman

There was no report.

Mr. DiBello announced that the Board met in an Executive Session prior to this evening's meeting to discuss a personnel item.

III. MINUTES

There were no questions or comments.

- A. Administration recommends approval of the November 20, 2017 Work Session minutes. **(Attachment A1)**
- B. Administration recommends approval of the November 27, 2017 Board Meeting minutes. **(Attachment A2)**
- C. Administration recommends approval of the December 4, 2017 Board Reorganization Meeting minutes. **(Attachment A3)**

IV. PERSONNEL

Mr. Dehnert asked about Item F and how much money is collected at the building level that the Accounts Receivable position would collect. Mr. Fink replied that currently the budget numbers are around \$375,000 per year and in addition there is about another \$375,000 that is collected through facilities rentals. Mr. Dehnert asked if the facility rentals are coming through the buildings and Mr. Fink replied no it currently is a process that has a lot of tentacles and no clear focus point. Mr. Fink added that the idea here is to bring it to a clear focus point with one person in control to safeguard the assets and ensure that the facility is being rented in accordance with the policy. Mr. Dehnert asked how the \$375,000 is primarily broken out and Mr. Fink replied gate admissions, non-athletic extra-curricular fees, parking permits, student activities, summer school, Cool School tuition and all of these types of items. Mr. Dehnert stated that he is not in favor of adding administration when possibly we can improve the process. He added that he did not feel there was an educational benefit to this position being done today and possibly it could be done better through process, automation and other improvements rather than just hiring someone who is going to cost the district with benefits about \$60,000 - \$70,000.

Dr. Goodin pointed out that the Business Office did reduce 2 positions since Mr. Fink took over the department. He added that as Mr. Fink has been going through and reconfiguring job duties to ensure we are running as efficiently as possible Mr. Fink did come to him about 6 months ago and advise that there was a need to add this position back. Mr. Dehnert asked if it was not a net one position as one was added back as a secretary had retired and the position was replaced with an accountant. He added that the justification was that the money from the positions being reduced could better be used for a professional person. Mr. Fink explained that the district replaced a secretarial position with an accountant position and in addition to that the department eliminated 2 other positions. Mr. Dehnert asked which positions they were and Mr. Fink replied a secretary and a census position that did a small portion of child accounting and a small portion of facilities. Mr. Dehnert asked how the work was completed once these two positions left and Mr. Fink replied that some of the work

they performed was unnecessary and some was duplication of duties which through process changes was able to be eliminated. Mr. Fink advised that he would like to bring back one of the positions but with a different skill set that he is looking for with this position than what we had prior.

Mrs. Zasowski asked if this position would be covering facilities going forward as in who is using the facilities and managing the income that is coming in and Mr. Fink replied that this position would be the focal point going forward in making sure that the use of facilities policy currently in place as well as the new one going forward are being followed as well as all paperwork for liability has been received.

Mr. Dehnert clarified that when he commented earlier that he did not mean to indicate it was an administrator position but rather administrative position.

Dr. Dressler commented that he wanted to comment on Mr. Cooper's announcement of his retirement and acknowledge the fine work he has done over all his years here. He stated that Mr. Cooper will certainly be missed for his expertise and expressed hope that the district will be able to find someone to fill his large shoes. Dr. Dressler wished Mr. Cooper all the best and stated that it will be tough to replace him and thanked him for all of his hard work.

Mr. Dehnert commented that Mr. Cooper plays a very important position in the district and has a very valuable part of the district. Mr. Dehnert asked if a plan had been formulated to replace Mr. Cooper as of yet and Dr. Goodin replied that once the Board accepts the resignation the position will be posted and he is already meeting with Mr. Cooper, Mr. Ziegler, Ms. Whitmore and Mr. Carson in order to make sure that all of the projects that are on the schedule are getting done and that there is a smooth transition. Mr. Dehnert suggested that in addition to just posting the position we actually try and recruit someone that is in the Philadelphia area that is doing this role somewhere else and is successful there as opposed to just posting the job and hoping that they apply. Dr. Goodin stated that they would try and steal somebody else.

A. Resignations

1. **Lori L. Blackburn**; Executive Secretary, District Office. Effective: January 12, 2018.
2. **Francine D. Caputo**; School Psychologist, Evans Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
3. **Stephanie Comptain-Bain**; Lacrosse Coach-Girls' (1/2 contract), Senior High School. Effective: January 12, 2018.
4. **Bruce Cooper**; Director of Planning, Operations and Facilities, for the purpose of retirement. Effective: April 4, 2018.
5. **Denise M. Emel**; Computer Club, 5/6th Grade Center, for the purpose of retirement. Effective: November 27, 2017.
6. **Denise M. Emel**; Business Education – Elementary Teacher, 5th/6th Grade Center, for the purpose of retirement. Previously approved November 26, 2017. *Revised Effective Date: To coincide with the end of the 2017-2018 first semester.*
7. **Tyler Emel**; Audio-Visual Communications Technology, Senior High School. Effective: December 19, 2017.

8. **Zachary Fisher**; Assistant Wrestling Coach, 7th/ 8th/ 9th Grades. Effective: September 29, 2017.
9. **Joanne E. Garro**; Elementary Teacher, Limerick Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
10. **Susan S. Hess**; Media Specialist, Limerick and Spring City Elementary Schools, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
11. **Regina C. Hoff**; Elementary Teacher, 5/6th Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
12. **Joan E. Kenney**; Lacrosse Coach, 8th Grade Center. Effective: December 5, 2017.
13. **Rachael Munoz**; Spanish Teacher and Spanish Club Advisor, 7th Grade Center. Effective: December 5, 2017.
14. **Kathryn A. Pogwist**; Reading Specialist, Royersford Elementary School, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
15. **Ellen D. Reilly**; English Teacher, Senior High School – 9th Grade, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
16. **William B. Racich**; Health & Physical Education Teacher, 8th Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.
17. **Margaret A. Stackhouse**; Business Teacher, Senior High School – 9th Grade, for the purpose of retirement. Effective: The last teacher work day of the 2017-2018 school year.

B. Temporary Professional Employee

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

C. Support Staff Employees

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

D. Status Change

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

E. Personnel Information Item

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

1. **Kathryn L. Ellor**

- F. Administration recommends approval of the attached job description for an Accounts Receivable Specialist. **(Attachment A4)**

- G. Administration recommends approval of the attached extra-curricular contracts for the 2017-2018 school year. **(Attachment A5)**

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

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

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

- D. Administration recommends approval of the Preliminary General Fund Budget for the 2018-2019 school year in the amount of \$165,080,371.00.
- E. Administration recommends approval to file with the Department of Education the 2018-2019 referendum exceptions for Special Education Expenditures (Approximately \$1,130,890.00) and Retirement Contributions (Approximately \$358,800.00), for a total estimated amount of \$1,489,690.00. These referendum exceptions represent approximately 1.5% and could be used for allowable millage over the Act 1 State Index cap amount of 2.4%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
- F. Administration recommends approval of the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide four assemblies for kindergarten students at Oaks Elementary entitled “Winter Secrets”. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$440.00.
 2. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide three assemblies for kindergarten students at Limerick Elementary entitled “Winter Secrets”. Funding will be paid by Limerick Elementary Home and School League and shall not exceed \$330.00.
 3. **Marion Blumenthal Lazan – Hewlett, NY.** Provide two assemblies for students in grades 5 through 7 entitled “Four Perfect Pebbles”. Funding will be split between the 5th/6th Grade Home and School Association and the 7th Grade Home and School Association and shall not exceed a total of \$1,880.00.
 4. **Art’s Alive/Robyn Burckhardt – Spring City, PA and Denise Romano Bright – Sellersville, PA.** Provide an Artist in Residence Program for all students at Evans Elementary to design and create a painted mural to be displayed in the upper hallway at Evans Elementary School. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$3,920.00.
 5. **Adam Lehrhaupt – Line Lexington, PA.** Provide three 45-minute presentations for students in grades 1-4, two mini presentations for kindergarten students and a book signing for all students at Brooke Elementary. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$1,500.00.
- G. Administration recommends approval of the following independent contracts:
1. **Mobile Ed Productions, Inc. – Redford, MI.** Provide a state-of-the-art, hands-on children’s “STEAM Museum” focused on STEAM (Science, Technology, Engineering, Art and Math) education for students at Royersford Elementary. Funding will come from the Royersford Elementary School Assembly Budget and shall not exceed \$1,195.00.
 2. **Art’s Alive/Robyn Burckhardt – Spring City, PA and Jessica Liddell – Narbeth, PA.** Provide and Artist in Residence Program for all students at Spring City Elementary to design and create a mosaic tile mural to be installed in the courtyard at Spring City

Elementary School. Funding will be split between the Spring City Home and School Association (\$3,050.00) and the Spring City Assembly Budget (\$2,000.00) and shall not exceed a total of \$5,050.00.

3. **Humanus Corporation – King of Prussia, PA.** Provide Psychological Services for special needs students who require initial psychoeducational evaluations and/or re-evaluations as per their IEPs. Services will be provided for 37.5 hours per week for 20 weeks at a rate of \$70.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$52,500.00.
4. **Kara Canale – Collegeville, PA.** Provide Psychological Services for special needs students who require initial psychoeducational evaluations and/or re-evaluations as per their IEPs. Services will be provided for 15 hours per week for 12 weeks at a rate of \$70.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$12,600.00.

VI. PROPERTY

There were no questions or comments.

- A. Administration recommends approval of the service contract for district-wide mowing for the second year of a three-year option with Black Forest Landscaping and Snowplowing Inc., as per the RFP. The total cost for Year 2 is \$1,321.00 per mowing based on an average of twenty-three mowings per year. Funding will come from the 2018-2019 General Maintenance Budget.
- B. Administration recommends approval of the continuation of the contract for district-wide cleaning services for Year 3 of a three-year RFP with Interstate Maintenance Corporation of Horsham, PA. The total cost of Contract #1 is \$796,588.92 beginning June 1, 2018 through May 31, 2019. Contract #2 is \$29.26 per hour per employee and contract #3 will be billed at \$26.00 per hour per employee. Funding will come from the 2018-2019 General Maintenance Budget.
- C. Administration recommends approval for annual repairs at Ram Stadium to be completed by Hummer Turfgrass Systems Inc. The costs are split on an annual basis between the Spring-Ford Area School District and the Spring City American Legion. Spring-Ford's portion of the annual repairs and upgrades is a total of \$3,936.00. Funding will come from the 2017-2018 Maintenance Budget.
- D. Administration recommends approval of a contract with WTI of Beachwood, Ohio, the lowest bidder through the State KPN process, for the replacement of the flat roof area at the 5/6 Grade Center side of the Flex Building. Funding will come from the Capital Reserve and shall not exceed a total cost of \$187,093.12. The work will be completed over the summer of 2018.
- E. Administration recommends approval to purchase new LED efficiency lighting to replace the old high sodium pressure lighting in the parking lots at Oaks Elementary School and Limerick Elementary School due to age and inefficiency. The lights will be purchased through Co-Stars Purchasing Agency. Funding will come from the Capital Reserve and shall not exceed \$43,000.00. The work will be completed over the summer of 2018 by in-house staff.

- F. Administration recommends approval for Tyco Simplex Grinnell of Allentown, PA to upgrade and replace the fire alarm system at the 8th Grade Center for a total cost of \$69,826.53 as per their quotation through the Pennsylvania State Contract #4400015469. Funding will come from the Capital Reserve. The work will be completed over the summer of 2018.
- G. Administration recommends approval to go out to bid and/or receive RFPs for the Maintenance Department service contracts district-wide for the 2018-2019 school year. All of these bids and RFPs will be placed on the May or June 2018 Board Agenda for approval. Funding will come from the 2018-2019 Maintenance Budget.
- H. Administration recommends approval to purchase a new energy efficient chiller from Trane Equipment through a US Communities Contract #15-JLP-023/12-10012-17-001,002,003 to replace the old inefficient outdated chiller at Oaks Elementary School. The disconnection and reconnection which includes the wiring and piping will be completed by in-house staff over the summer of 2018. Funding shall be paid from the Capital Reserve Fund and shall not exceed \$131,000.00.

VII. CONFERENCE/ WORKSHOP RECOMMENDATIONS

There were no questions or comments.

The following individuals are recommended for attendance at the following:

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

DISTRICT OFFICE

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

HIGH SCHOOL

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

VIII. OTHER BUSINESS

Mr. Dehnert questioned Item A with regards to the method of travel being changed from a flight to a bus ride. He expressed his concern with the students being on a long bus ride for a short trip and their ability to be able to perform after the long bus ride. Mr. Dehnert questioned whether the \$200 savings was worth it. He stated that in March there was also the danger of bad weather for driving.

Dr. Dressler agreed with Mr. Dehnert and commented that their option would be to vote against this.

Dr. Goodin responded that he was not sure it was the Board's decision on how they travel down to Florida as it is the band's and the booster's decision.

Mr. DiBello stated that what the Board is voting on is the cost to the district which is the cost for substitute coverage.

Mr. Dehnert commented that the Board approves the trip based on a set of circumstance which were that they were going to fly to Florida. He added that they were not just approving the substitute coverage. Mr. Dehnert again expressed concern over the students travelling by bus and potentially being tired and not performing well.

Dr. Dressler said he also is concerned over the safety issue with taking a bus to Florida.

Mrs. Zasowski questioned Item B with regards to a discussion they had about a student who was afraid of flying and they approved for the student to go by car. She asked if Item B was the student now flying and Dr. Goodin clarified that Item B was a different student who would be asking permission to travel by air with family due to health issues that would make the trip by bus impossible. He clarified that the previous discussion was in regards to a different student who would now be travelling by bus with the rest of the band.

Dr. Goodin added that the bus would leave at night and travel through the night getting the students there in the morning. Mr. Dehnert disputed the timeframe for leaving and arriving. Mr. Dehnert asked if the school district was liable if there were an accident. Dr. Goodin pointed out that the same would hold true if the band flew. Mr. Dehnert questioned if the students and parents were on board with this and Dr. Goodin replied yes.

Dr. Roche reported that he recently met with Mr. Jones, Ms. O'Dea and Ms. McGranahan on issues related to the trip such as student medications and at no point was there any conversation about anyone being upset about driving to Florida. He added that for whatever reason the decision was made to travel by bus and the Music Association is on board with this, chaperones are in place and everyone is ready to go. Dr. Roche offered to get more information, if necessary, for the Board for next week.

Mr. DiBello stated that he believes the change was due to the number of people who committed to going. Dr. Roche said he believes it is over 200 easy. Mr. Dehnert asked how many busses it would take if 200 were going and Dr. Roche replied 4 if you have 50-60 on a bus.

Mrs. Melton stated that she believes the numbers are closer to 300 if you put together the band, the vocal and the instrumental departments. Dr. Goodin advised that he can get the count for the Board for next week. Mrs. Melton added that there would be a couple trailers going as well to transport the instruments and equipment.

Mr. Jackson asked about Item B and if this is related to this trip. Dr. Goodin replied that this item has to do with a student having a medical issue and not being able to ride the bus for 15-16 hours so the parents have requested permission to be able to accompany and fly their student down to Orlando. Mr. Jackson asked what the district's legal exposure was for something like this and Dr. Goodin replied that this has already been run through legal and the Board only needs to approve the waiver that Fox Rothschild prepared for the parents to be able to do it.

Mr. DiBello noticed Clinton Fetterman entering the meeting and advised that there was some Board concern over the changing of the trip from flying to going by bus. He asked Mr. Fetterman to provide some information relating to this.

Mr. Fetterman stated that he is from Limerick Township and is the President of the Music Association and is running the trip to Disney with the Music Department. He commented that he did all of the research in working with a travel agent and stated that they normally would fly but they have over 300 people who have signed up for this trip. He stated that travelling with such a large group plus the fact that they are travelling in March during March Madness they found that many of the charter flights are used up by basketball teams and the trip costs were going over \$1600. Mr. Fetterman explained that groups over 300 rarely travel by air but rather go by bus so they will be travelling with 7 busses to Disney World. Mr. DiBello asked what the estimated time of travel was and Mr. Fetterman replied about 20 hours with stops and switching drivers. Mr. DiBello asked how the parent approval was and Mr. Fetterman replied 98% are fine with the change and the ones who cannot travel by bus were pointed to contact Dr. Goodin for the waiver that the Board will have to approve. Mr. DiBello asked if they have ever done a trip like this before by bus and Mr. Fetterman replied yes to Nashville which was 18 hours. Mr. DiBello asked how the kids handled it and Mr. Fetterman replied that they were tired had the rest of the day to rest once they arrived and then were off and running the next day. Mr. DiBello stated that the main concern from the Board perspective is the length of time the students are on the bus and the impact on their ability to perform after that long drive plus the impact educationally when they return home and have to return to school. Mr. Fetterman explained that they will be arriving back at Spring-Ford around 6PM on Tuesday and will be returning to school on the next morning.

Dr. Dressler asked if the anticipation was that there would be about 6 busses travelling and Mr. Fetterman replied yes plus 1 truck with the equipment and uniforms.

Mr. Dehnert indicated that Mr. Fetterman had answered his questions but he is concerned that the students won't be at their peak performance after a long day of travel. Mr. Fetterman responded that the kids are pretty durable and when they

travelled to Nashville they took almost every award there. He stated that the kids are awesome and have travelled before and performed well.

Mrs. Melton commented that this is pretty common with this group as all of these ensembles travel a lot and are used to being on a bus.

- A. Administration recommends approval of the revised overnight trip request from the Music Department to Orlando, Florida in March 2018 originally approved at the May 22, 2017 Board Meeting. Due to the number of participants, the Music Department will now be travelling by chartered bus rather than air which will decrease the cost from \$1,400.00 to \$1,200.00. As a result of the change in travel plans the Music Department will be leaving on the evening of Wednesday, March 14, 2018 rather than the morning of Thursday, March 15, 2018. Students will not miss any additional class time. Mr. Joseph Perry, 8th Grade Music Teacher and Co-Director for the Vocal Ensemble, will also be accompanying the Music Department on the trip so there will be a need for 3 days of substitute coverage for Mr. Perry. The total cost to the district for substitute coverage will now be \$2,304.00.
- B. Administration recommends approval of a Parent Permission and Release of Liability Waivers for a parent requesting permission to personally transport their child to and from the Music Department's trip to Orlando, Florida in March 2018 due to medical reasons.
- C. Administration recommends approval of the overnight trip request for **Douglas Reigner**, House Principal, and **Ashley Bilotti**, Business Teacher and FBLA Advisor to accompany students qualifying for the Future Business Leaders of America State Competition in Hershey, PA. Students will travel by district transportation. The cost of the trip is estimated to be \$400.00 per student for registration, lodging and meals. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for the transportation costs and substitute coverage for Ms. Bilotti. Ms. Bilotti's substitute coverage is listed under Conferences and Workshops.
- D. Administration recommends approval of the overnight trip request for **Seth Jones** (High School Band Director), **Yvonne O'Dea** (High School Choral Director) and **Emily McGranahan** (High School Orchestra Director) to accompany students qualifying for the Pennsylvania Music Educator's Association All-State Convention in Lancaster, PA from April 18, 2018 through April 21, 2018. Qualifying students and directors will travel by district van. The total cost of the trip is estimated to be \$375.00 per student for registration, lodging and meals. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for the transportation costs and substitute coverage for all three teachers. Substitute costs will be listed on the agenda under conferences once it is determined if all three teachers have students that qualify.
- E. Administration acknowledges the acceptance of the donation from the Evans Elementary Home and School Association in the amount of \$5,563.35 for the purchase of 13 iPads, corresponding cases and service agreements for the Ram QUEST Program at Evans Elementary School. There will be no cost to the district.
- F. The following policies are submitted as a second reading for approval at next week's meeting:
 - 1. Policy #246 – PUPILS: Student Wellness (**Attachment A6**)
 - 2. Policy #334 – ADMINISTRATIVE EMPLOYEES: Sick Leave (**Attachment A7**)
 - 3. Policy #534 – CLASSIFIED EMPLOYEES: Sick Leave (**Attachment A8**)

4. Policy #610 – FINANCES: Purchases Subject to Bid (**Attachment A9**)
5. Policy #611 – FINANCES: Purchases Budgeted (**Attachment A10**)
6. Policy # 707.1 – PROPERTY: Community Use of School Grounds and Playgrounds (**Attachment A11**)
7. Policy #707.2 – PROPERTY: Use of All-Weather Track by District Residents (**Attachment A12**)

IX. BOARD COMMENT

Mrs. Melton commented that the MCIU Legislative meeting is tomorrow night but one thing did come out today regarding Senate Bill 2, the education savings account bill and allowing folks to utilize the 529 Plan for private education. Mrs. Melton stated that PSBA sent out an action request for school districts to stand up against this. Mrs. Melton said she does not have a lot of background or information but anticipates that she will get more tomorrow. She added that she just wanted to give everyone a heads up and it is anticipated that a vote will occur in the next week or two.

Mr. Dehnert stated that he believes there are 2 bills; one which is federal and relates to 529 and Senate Bill 2 is regarding accounts that would be set up for students of low achieving districts in the bottom 15%. Mr. Dehnert stated that PSBA wants districts to come out against this but it really does not affect us because we are not in the bottom 15%.

Mr. DiBello commented that the bill is really taking one more step towards school vouchers. Mr. DiBello stated that short-term he agrees with Mr. Dehnert that it does not impact Springfield but long-term depending on where school vouchers go that is where it could potentially impact us. Mr. DiBello said if you have students that are going to come into your district and bringing only a percentage of money from their existing district that percentage will not cover the full cost to educate that student. He added that if it does not cover the full student cost then who makes up the difference.

Mr. Dehnert stated that he thought the bill was regarding private schools not public schools.

Mr. DiBello replied that he is just saying that this is just one of the first steps toward school vouchers and it will be interesting to follow. Mr. DiBello said he believes the reason PSBA is saying to come out against it is because they recognize that although it does not impact a majority of the public schools from our perspective, it is just one more step towards where school vouchers are going.

X. PUBLIC TO BE HEARD

There were no comments from the public.

XI. ADJOURNMENT

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

Mr. DiBello announced that the Board would be heading into an executive session following tonight's meeting to discuss a legal matter.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On November 20, 2017 the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

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

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

ANNOUNCEMENTS

There were no announcements.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. ACTION ITEMS

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

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

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

III. PRESENTATIONS

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

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

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

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

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

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

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report Taylor Stevens/Nandini Patel

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

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

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

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

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

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

Policy

Colleen Zasowski

2nd Mon. 7:30 p.m.

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

Extracurricular

Tom DiBello

2nd Mon. 6:30 p.m.

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

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

Finance

Tom DiBello

2nd Tues. 7:30 p.m.

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

Property

Joseph Ciresi

2nd Tues. 6:30 p.m.

Report next week.

Asst. Superintendent Rpt. Dr. Allyn J. Roche

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

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

Solicitor's Report

Mark Fitzgerald

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

V. MINUTES

There were no questions or comments.

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

VI. PERSONNEL

There were no questions or comments.

A. Resignations

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

B. Professional Staff Employee

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

C. Support Staff Employees

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

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

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

VII. FINANCE

There were no questions or comments.

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

B. Checks:

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

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

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

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

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

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

2. **All for KIDZ – Lynnwood, WA.** Provide an assembly for students at Royersford Elementary School entitled “The NED Show” teaching students to never give up, to encourage others and to do their best. Funding will be paid from the Royersford Elementary Assembly Budget and shall not exceed \$1,800.00.
3. **Aaron Christ – Fresh Start Fitness – Pottstown, PA.** Provide an assembly for students at Spring City Elementary entitled “Fresh Start Fitness: Fitness Concert”. Funding will be paid by the Phoenixville Community Health Foundation (\$500.00) and the Spring City Elementary Assembly Budget (\$300.00) and shall not exceed a total of \$800.00.
4. **Jack Bracale, DMD – Royersford, PA.** Perform state mandated dental screenings of students in grades 3 and 7 during the 2017-2018 school year as requested by parents/guardians. Funding will be paid from the General Fund and shall not exceed \$5.00 per screening.
5. **Education Alternatives – King of Prussia, PA.** Provide Behavioral Support services for 3 special needs students as per their IEPs. Services will be provided for 18 hours per month for 10 months at a rate of \$95.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$17,100.00.
6. **Behavior Interventions – King of Prussia, PA.** Provide Direct Trained PCA Support services for a special needs student as per the IEP. Services will be provided for 337.5 hours at a rate of \$30.00 per hour (\$10,125.00). In addition, 24 hours of Behavior Supervision services will be provided at a rate of \$100.00 per hour (\$2,400.00). Funding will be paid from the Special Education Budget and shall not exceed \$12,525.00.
7. **Chester County Intermediate Unit – Downingtown, PA.** Provide School Year Educational services for a special needs student as per the IEP. The CCIU School providing services will be TCHS-Pickering. Funding will be paid from the Special Education Budget and shall not exceed \$13,946.00.
8. **Capstone Academy – East Norriton, PA.** Provide School Year Educational services for a special needs student as per the IEP. Services will be provided for 126 days at a rate of \$430.66 per day. Funding will be paid from the Special Education Budget and shall not exceed \$54,263.60.
9. **Dr. Fernando Cavallo – Huntingdon Valley, PA.** Conduct a Psychological Evaluation of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$3,500.00.

VIII. **PROPERTY**

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

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

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

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

IX. PROGRAMMING AND CURRICULUM

There were no questions or comments.

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

X. CONFERENCE/ WORKSHOP RECOMMENDATIONS

There were no questions or comments.

The following individuals are recommended for attendance at the following:

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

DISTRICT-WIDE

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

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

XI. OTHER BUSINESS

There were no questions or comments.

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

Wrestling

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

Girls' Basketball

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

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

Indoor Boys' & Girls' Track

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

XII. BOARD COMMENT

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

XIII. PUBLIC TO BE HEARD

There were no questions or comments from the public.

XIV. ADJOURNMENT

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

Respectfully submitted,

Diane M. Fern
School Board Secretary

On November 27, 2017 the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

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

ANNOUNCEMENTS

There were no announcements.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no questions or comments from the public.

II. PRESENTATIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

III. **BOARD AND COMMITTEE REPORTS**

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

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

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

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

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

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

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

PSBA Liaison

Dr. Edward Dressler

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

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

Property

Joseph Ciresi

2nd Tues. 6:30 p.m.

There was no report.

Legislative Committee

Joseph Ciresi

3rd Weds. 7:30 p.m.

There was no report.

MCIU

Tom DiBello

4th Weds. 7:00 p.m.

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

Superintendent's Report

Dr. David R. Goodin

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

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

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

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

IV. MINUTES

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

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

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

V. PERSONNEL

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

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

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

A. Resignations

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

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

B. Professional Staff Employee

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

C. Support Staff Employees

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

VI. FINANCE

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

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

B. Checks:

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

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

C. The following monthly Board reports were approved:

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

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

- K. The Board approved the materials for PlanCon Part J, Project Accounting Based on Final Costs, for the Spring-Ford Area High School Additions and Alterations Project #3438 approved and submitted to PDE on June 25, 2015. These materials have been reviewed and approved by the Pennsylvania Department of Education, Division of School Facilities, Bureau of Budget and Fiscal Management. **(Attachment A11)**
- L. The Board approved the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide five assemblies for the kindergarten students at Brooke Elementary entitled “Winter Secrets”. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$550.00.
 2. **Benmor Enterprises – Bushkill, PA.** Provide a dinosaur presentation and dig for second grade students at Oaks Elementary entitled “Dino Dig”. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$525.00.
 3. **Benmor Enterprises – Bushkill, PA.** Provide an assembly for third grade students at Evans Elementary entitled “Rocks, Minerals and Fossil Show”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$575.00.
- M. The Board approved the following independent contracts:
1. **Kim Hogan – Easton, PA.** Provide an Artist in Residence Program for students at Upper Providence Elementary to create and install a mosaic mural to be displayed in the building. Funding will be paid from the Upper Providence Elementary Assembly Budget and shall not exceed \$6,200.00.
 2. **All for KIDZ – Lynnwood, WA.** Provide an assembly for students at Royersford Elementary School entitled “The NED Show” teaching students to never give up, to encourage others and to do their best. Funding will be paid from the Royersford Elementary Assembly Budget and shall not exceed \$1,800.00.
 3. **Aaron Christ – Fresh Start Fitness – Pottstown, PA.** Provide an assembly for students at Spring City Elementary entitled “Fresh Start Fitness: Fitness Concert”. Funding will be paid by the Phoenixville Community Health Foundation (\$500.00) and the Spring City Elementary Assembly Budget (\$300.00) and shall not exceed a total of \$800.00.
 4. **Jack Bracale, DMD – Royersford, PA.** Perform state mandated dental screenings of students in grades 3 and 7 during the 2017-2018 school year as requested by parents/guardians. Funding will be paid from the General Fund and shall not exceed \$5.00 per screening.
 5. **Education Alternatives – King of Prussia, PA.** Provide Behavioral Support services for 3 special needs students as per their IEPs. Services will be provided for 18 hours per month for 10 months at a rate of \$95.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$17,100.00.

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

VII. PROPERTY

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

Mr. Dehnert asked that Item B be separated.

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

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

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

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

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

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

VIII. PROGRAMMING AND CURRICULUM

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

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

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

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

The following individuals were approved for attendance at the following:

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

DISTRICT-WIDE

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

New Conference and Workshop

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

X. OTHER BUSINESS

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

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

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

Wrestling

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

Girls' Basketball

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

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

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

Indoor Boys' & Girls' Track

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

D. The following policies were approved:

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

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

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

XI. BOARD COMMENT

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

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

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

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

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

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

XII. PUBLIC TO BE HEARD

There were no comments from the public.

XIII. ADJOURNMENT

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

Respectfully submitted,

Diane M. Fern
School Board Secretary

On December 4, 2017 the Reorganization Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Dr. Edward T. Dressler and Bernard F. Pettit

Region II: Dawn R. Heine and Colleen Zasowski

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

Presiding Officer: Diane M. Fern, Board Secretary

Superintendent: Dr. David R. Goodin

Chief Financial Officer: James D. Fink

Solicitor: Mark Fitzgerald, Esq.

Student Reps.:

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

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

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

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

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

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

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

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

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

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

Region I: Linda C. Fazzini

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

Region II: Clinton L. Jackson

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

Region III: Christina F. Melton

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

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

Region III: Thomas J. DiBello

VIII. NOMINATIONS AND ELECTION FOR THE OFFICE OF BOARD PRESIDENT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

XVI. PUBLIC TO BE HEARD

There were no questions or comments from the public.

XVII. BOARD COMMENT

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

XVIII. ADJOURNMENT

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

Respectfully submitted,

Diane M. Fern
School Board Secretary

2018 SCHEDULE OF MEETING DATES

SPRING-FORD AREA SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS

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

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

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

SPRING-FORD AREA SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: ACCOUNTS RECEIVABLE SPECIALIST

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

REPORTS TO: Staff Accountant

ESSENTIAL FUNCTIONS:

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

POSITION TITLE:	Accounts Receivable Specialist
Position:	Non-exempt
Benefits:	Administrative Support
Work Year:	260 days (July 1 – June 30)
Physical Demands:	<p>Ability to sit at desk for extended periods of time</p> <p>Standing for limited periods of time</p> <p>Frequent bending, stooping, twisting, reaching, grasping</p> <p>Light lifting - up to 15 pounds</p> <p>Frequent carrying - up to 15 pounds</p> <p>Manual dexterity to prepare mailings and/or use office equipment</p> <p>Repetitive movement of fingers and hands for keyboarding</p>
Sensory Abilities:	<p>Visual acuity to read computer screen, correspondence</p> <p>Ability to speak clearly and distinctly</p>
Knowledge, Skills, and Other Required Abilities:	<p>Ability to weigh options, think clearly, and evaluate accurately.</p> <p>Must be cooperative, congenial, and customer service oriented.</p> <p>Must be courteous and able to deal effectively with people.</p> <p>Ability to make decisions with sound judgment.</p> <p>Must be able to concentrate with numerous interruptions.</p> <p>Ability to follow direction and prescribed workflow.</p> <p>Ability to work as a member of a team.</p> <p>Excellent oral and written communication skills.</p> <p>Excellent computer skills in Microsoft Office applications including Excel, Word, Power Point, and Outlook.</p> <p>Experience with enterprise solution software.</p> <p>Well-developed problem-solving and decision making skills.</p> <p>Well-developed planning and organization skills with strict adherence to deadlines.</p>
Work Environment:	Inside year round - Office setting
Educational Level:	<p>Associate's degree in accounting/finance or similar field.</p> <p>A minimum of (5) five years of experience in a mix of public education and private industry.</p>
License/Clearance:	<p>Act 34 - Criminal History Clearance</p> <p>Act 151 - Child Abuse History Clearance</p> <p>Act 114 – Federal Criminal History Clearance</p>

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

**2017-2018 EXTRACURRICULAR CONTRACTS
JANUARY 2018**

Contract Title	Season	Last Name	First Name	Contract Rate
Co-Ed Fitness Intramural # 14 - Grade 5-6	Spring	Ames	Megan	\$402.00
Co-Ed Fitness Intramural # 15 - Grade 5-6	Spring	Ames	Megan	\$402.00
5/6 Club #13	Spring	Arganetto	Gillian M.	\$402.00
7 th Gr. Club #10	Year	Ashley	Baisch	\$402.00
Co-Ed Fitness Intramural # 16 - Grade 5-6	Spring	Belisario	Emily	\$402.00
Co-Ed Fitness Intramural # 17 - Grade 5-6	Spring	Belisario	Emily	\$402.00
Co-Ed Fitness Intramural # 20 - Grade 5-6	Spring	Belisario	Emily	\$402.00
Volunteer Boys & Girls Track Coach	Spring	Boham	Damien	Volunteer
Volunteer Boys & Girls Track Coach - HS	Winter	Boham	Damien	Volunteer
SAP Building Coordinator – Grade 7	Year	Bologa	Tara	\$402.00
Asst. Basketball Coach-Girls'-HS - (1/2 contract)	Winter	Brittingham	Daneil	\$2,395.00
Co-Ed Fitness Intramural # 1 - Upper Providence	Winter	Cieszkowski	Katherine M.	\$402.00
5/6 Club #11	Winter	Cross	Jamie L.	\$402.00
5/6 Club #12- (1/2 contract)	Winter	Cross	Jamie L.	\$201.00
Asst. Baseball Coach-HS	Spring	Deluzio	Charles	\$3,991.00
Volunteer-Girls Basketball-HS	Winter	Doaty	Randal	Volunteer
7 th Gr. Club #12	Spring	Erb	Marilyn	\$402.00
SAP Building Coordinator – 5/6	Year	Fleisher	Alisa D.	\$402.00
9th Grade Lacrosse Coach-Girls'	Spring	Fuzi	Corey	\$3,186.00
Co-Ed Fitness Intramural # 7 - Grade 5-6	Spring	Gebhard	Kathleen D.	\$402.00
Co-Ed Fitness Intramural # 8 - Grade 5-6	Spring	Gebhard	Kathleen D.	\$402.00
HS Club #30- (Aavidum Club Advisor HS)	Year	Hammond	Susan S.	Grant Funded
Asst. Wrestling Coach (7/8/9th Grade)- (half contract)	Winter	Hayes	Ryan	\$2,117.00
Co-Ed Fitness Intramural # 2 - Upper Providence	Winter	Higgins	Christine M.	\$402.00
Co-Ed Fitness Intramural # 3 - Grade 5-6	Winter	Hill	Eric J.	\$402.00
Co-Ed Fitness Intramural # 4 - Grade 5-6	Winter	Hill	Eric J.	\$402.00
Lacrosse Coach - Girls (8th Grade Head)	Spring	Iezzi	Lucinda	\$2,772.00
Volunteer Boys & Girls Track Coach - HS	Winter	Kennedy	Kristen	Volunteer
Asst. Track Coach-Girls' & Boys'-Winter-HS	Winter	Kraynak	John	\$5,189.00
Asst. Wrestling Coach (7/8/9th Grade)- (half contract)	Winter	Kriebel	Matt	\$2,117.00
Asst. Wrestling Coach-HS	Winter	McGuigan	Tyler	\$5,189.00
Co-Ed Fitness Intramural # 9 - Grade 5-6	Winter	Moyer	Jeffrey S.	\$402.00
Co-Ed Fitness Intramural # 10 - Grade 5-6	Winter	Moyer	Jeffrey S.	\$402.00
Director of Intramurals-Grades 5/6	Year	Moyer	Jeffrey S.	\$2,251.00
8 th Gr. Club #6	2nd Semester	Okonski	Christopher	\$402.00
Asst. Indoor Color Guard Instructor - 7 & 8	Winter	Platchek	Dawn	\$1,104.00
Co-Ed Fitness Intramural # 5 - Grade 5-6	Winter	Powers	John B.	\$402.00
Co-Ed Fitness Intramural # 6 - Grade 5-6	Winter	Powers	John B.	\$402.00
HS Club #28 (1/2 contract)- (Resiliency Advisor HS)	Year	Purdy	Alynn	Grant Funded
Co-Ed Fitness Intramural # 18 - Grade 5-6	Spring	Quigley	Melissa	\$402.00
Co-Ed Fitness Intramural # 19 - Grade 5-6	Spring	Quigley	Melissa	\$402.00
Game Announcer	Year	Reagan	Todd M.	\$50/game
Volunteer Boys Basketball Coach - HS	Winter	Reber	Randy	Volunteer
Co-Ed Fitness Intramural # 17 - Grade 7	Spring	Rendick	Ryan G.	\$402.00
Co-Ed Fitness Intramural # 13 - Grade 5-6	Spring	Rivera	Tamura J.	\$402.00
Co-Ed Fitness Intramural # 2 - Grade 5-6	Winter	Rizzo	Lou	\$402.00
Co-Ed Fitness Intramural # 1 - Grade 5-6	Winter	Rizzo	Lou	\$402.00
Volunteer-Girls Basketball-HS	Winter	Roche	Philip	Volunteer
Co-Ed Fitness Intramural # 12 - Grade 5-6	Winter	Romano	Tina	\$402.00
Co-Ed Fitness Intramural # 3 - Upper Providence	Winter	Saylor	Kristen M.	\$402.00
Co-Ed Fitness Intramural # 4 - Upper Providence	Winter	Saylor	Kristen M.	\$402.00
5/6 Club #10	Winter	Sheehan	Mary E.	\$402.00
5/6 Club #12- (1/2 contract)	Winter	Sheehan	Mary E.	\$201.00
7 th Gr. Club #11	Winter	Snelling	Deanne L.	\$402.00
HS Club #29	Year	Tollefson	Laura L.	\$402.00

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: **SCHOOL WELLNESS**

ADOPTED: June 19, 2006

REVISED: March 26, 2012

REVIEWED: November 13, 2017

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

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

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

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

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

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

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

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

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

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

Nutrition Guidelines for All Food/Beverages at School

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

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

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

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

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

2. Classroom Parties and Celebrations:

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

3. Shared Classroom Snacks:

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

References:

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

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

Board Policy – 100, 102, 105, 808

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: March 25, 1991

REVISED: May 19, 1997

REVIEWED: November 13, 2017

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

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

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: March 25, 1991

REVISED: March 22, 1999

REVIEWED: November 13, 2017

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

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

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: March 25, 1991

REVISED: November 24, 2008

REVIEWED: November 13, 2017

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

610. PURCHASES SUBJECT TO BID - Pg. 2

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

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: March 25, 1991

REVISED:

REVIEWED: November 13, 2017

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

SECTION: PROPERTY

TITLE: COMMUNITY USE OF
SCHOOL GROUNDS AND
PLAYGROUNDS

ADOPTED: February 26, 1996

REVISED: August 22, 2011

REVIEWED: November 13, 2017

SPRING-FORD AREA SCHOOL DISTRICT

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

SPRING-FORD AREA SCHOOL DISTRICT

TITLE: USE OF ALL-WEATHER
TRACK BY DISTRICT
RESIDENTS

ADOPTED: April 22, 2013

REVISED:

REVIEWED: November 13, 2017

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

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