

On January 27, 2020 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:	Wendy Earle, Linda C. Fazzini and Dr. Margaret D. Wright
Region II:	Clinton L. Jackson and David R. Shafer
Region III:	Thomas J. DiBello, Christina F. Melton and Diane C. Sullivan
Presiding Officer:	Colleen Zasowski
Superintendent:	Dr. David R. Goodin
Chief Financial Officer:	James D. Fink
Solicitor:	Mark Fitzgerald, Esq.
Student Reps.:	Julianna Lelli and Eshika Seth

ANNOUNCEMENTS

There were no announcements.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. PRESENTATIONS

Dr. Siggins thanked the Board for the opportunity to come here this evening along with one of his School Counselors and Aavidum Club Advisor Ms. Cyndy Cooper, Student Leaders and Student Representatives from the 8th Grade Center to speak about the Aavidum Club. Dr. Siggins stated that at the 8th Grade Center one of their goals is to provide students with as many social emotional learning opportunities as possible and the Aavidum Club is one of those avenues for doing that. Ms. Cooper spoke about what the Aavidum Club is and how it began. Students spoke about the Aavidum Club, what takes place at their meetings, their mission and how they go about achieving the goals of their mission.

- A. **Dr. Michael Siggins**, Principal, along with Staff and Student Representatives to present an overview of the 8th Grade Center's "**Aavidum Club**".

Mr. Rizzo introduced Seth Jones and asked him to come forward and speak about the trip to Atlanta, Georgia. Mr. Jones spoke about the band trip and asked several of his band students to talk about the trip, the competitions and their overall experience at the Chick-Fil-A Peach Bowl in Atlanta Georgia. They all expressed appreciation for the opportunity they had to travel and represent the Music Department at Spring-Ford Area High School.

- B. Recognition of **Seth Jones** and the **Spring-Ford Area High School Golden Ram Marching Band** for their recent appearance, competition and performance at the "**2019 Chick-fil-A Peach Bowl**" in Atlanta, GA.

Dr. Goodin recognized the School Board on behalf of the students, administration, staff and the community for all of the time they volunteer and the work they do to make Spring-Ford the successful district it is.

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

III. **BOARD AND COMMITTEE REPORTS**

Student Rep. Report Julianna Lelli/Eshika Seth

Julianna and Eshika presented their December/January report which provided information on events that took place such as winter concerts, holiday festivities, winter break, Keystone Exams, R.I.F. Days, midterm exams, talent shows, food drives, book fairs the ending of the second quarter and the start of the 3rd quarter. They next talked about upcoming events such as the Great Kindness Challenge, food drives, report cards, National School Counselor Week, the Vex Robotics Competition and Self-Care Night run by the Aevidum Club. Julianna and Eshika put together a thank you video in honor of School Board Appreciation Month.

WMCTC DiBello/Melton/Zasowski 1st Mon. 7:00 p.m.

Mrs. Melton reported on the Joint Operating Committee meeting at the Western Center that took place on January 6th. She advised that this was their reorganization meeting and added that there were a number of new board members that had joined the committee including the three Spring-Ford representatives. Mrs. Melton added that they viewed a presentation by the automotive class students who had recently travelled to Las Vegas to attend a conference. She reminded everyone that enrollment is still open and that things are starting to pick up.

PSBA Liaison David Shafer

Mr. Shafer reported that he contacted PSBA to notify them that he is official liaison for the district. Mr. Shafer stated that as the PSBA Liaison he will be providing the board and public with timely and important updates. Mrs. Zasowski asked Mr. Shafer to keep his eyes and ears open to any information for the call for applications to present at the PSBA Conference. Mr. Shafer stated that he did inquire about this and that he was advised that the announcements regarding this would be coming out sometime towards the end of January.

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

Mrs. Melton reported that the Montgomery County Legislative Committee met on January 14, 2020. She advised that property tax reduction/elimination was a topic discussed. She reminded the Board Members of the Advocacy Day taking place in Harrisburg as well as the Legislative Breakfast that will be taking place at the MCIU. She reported that the Special Education Funding Formula Commission requested an extension on their report. Mrs. Melton advised that Governor Wolf had introduced a mental health initiative but as of yet no funding had been discussed on how this will be supported. She commented that Governor Wolf's budget address is scheduled for February 4th but it is unclear what will be proposed as part of the budget. Mrs. Melton reported on bills that were recently signed which included House Bill 97 which is now Act 93, Senate Bill 743 which is now Act 111, and House Bill 49. She stated that a key items to keep an eye on is House Bill 355, changes to the educator evaluation system, and Senate Bill 850. Mr. DiBello commented that one bill not mentioned is House Bill 1069 which was unanimously passed in the House and pertains to meeting agendas and when they must be posted and what actions that can be taken if something is brought for action in a meeting but does not appear on the agenda. Mr. Fitzgerald responded that he has heard of iterations of this proposed bill and he provided an example of a collective bargaining agreement which could not be voted on unless it stood up for

public review for as much as two weeks which goes against everything that state labor law dictates. He added that it will be interesting to see if these types of initiatives can comport with the other requirements of state law.

MCIU

Thomas J. DiBello

4th Weds. 7:00 p.m.

Mr. DiBello reported that the MCIU Board met and discussed normal business as usual. He pointed out that the one main thing discussed is that the Executive Chairperson, Dr. George is retiring from the MCIU and moving onto a new position as the coordinator of all Intermediate Units in Pennsylvania. He reported that they also discussed the facelift of the original intermediate unit building that is currently going on and that it is a \$10-\$12 million upgrade. Mr. DiBello reported that there were a lot of change orders being put through and that he was the only MCIU Board Member who pushed back and made it clear that he would not be approving them.

Superintendent's Report Dr. David R. Goodin

Dr. Goodin reported that this week Spring-Ford is participating in the Great Kindness Challenge which is a proactive and positive bullying prevention initiative to improve school climate and increase student engagement. He stated that students, staff members as well as board members received a check list to record their acts of kindness. He encouraged everyone to participate this week by spreading acts of kindness.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald spoke about the discussion held last week regarding the schedule for policy reviews over the next several months, if not years, as it relates to reviewing all of the district policies. He reported that last week the district received correspondence from a public interest law firm called Independence Law Center posing questions with regards to Policy 220 a student expressions policy claiming that it is overly restrictive. Mr. Fitzgerald advised that the policy the district has in place is from 2005 and is a PSBA policy. He added that hundreds of school districts received this same correspondence this day. Mr. Fitzgerald stated that in some internal discussions there are later iterations of Policy 220 and the plan is to review them and determine what the best course of action will be. He commented that he will keep the board posted on this.

IV. MINUTES

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

- A. The Board approved the November 18, 2019 Work Session minutes. **(Attachment A1)**
- B. The Board approved the November 25, 2019 Board Meeting minutes. **(Attachment A2)**
- C. The Board approved the December 2, 2019 Board Reorganization Meeting Minutes. **(Attachment A3)**

V. PERSONNEL

Mr. DiBello made a motion to approve Items A-I and Mrs. Fazzini seconded it. The motion passed 9-0.

A. Resignations

- 1. **Bruce D. Brobst**; Health & Physical Education Teacher, Senior High School, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.

2. **Stephanie Compton-Bain**; Lacrosse Coach, 7th Grade Center. Effective: November 26, 2019.
3. **Angeline C. Cremins**; Math Teacher, 8th Grade Center, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
4. **Danitza E. Lerten**; Instructional Assistant, Limerick Elementary School, for the purpose of retirement. Effective: December 4, 2019.
5. **Deborah S. Longwell**; ELD Teacher; Senior High School, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
6. **Barbara J. Monahan**; Elementary Teacher, Brooke Elementary School, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
7. **Mark M. Morgan**; Asst. Track Coach, 7/8th Grade. Effective: January 3, 2020.
8. **Aimee M. Oblak**; Theatre Business Manager, Senior High School. Effective: December 16, 2019.
9. **Jane E. Piersol**; English Teacher, 8th Grade Center, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
10. **Nancy E. Quain**; School Psychologist, Brooke Elementary School, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
11. **Arlene B. Reagan**; Elementary Teacher, Evans Elementary School, for the purpose of retirement. Effective: The last teacher day of 2019-2020 school year.
12. **Ryan G. Rendick**; Assistant Tennis Coach-Boys', Senior High School. Effective: January 13, 2020.
13. **Kenneth E. Ridgeway**; English Teacher, 7th Grade Center, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
14. **Elaine Sandilos, Ph.D.**; School Psychologist, 5/6th Grade Center, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
15. **JoAnn N. Sibley**; Elementary Teacher, 5/6th Grade Center, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
16. **Rhonda J. Zimmerman**; Math Teacher, 7th Grade Center, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.

New Resignation

17. **Rachael M. Friend**; Elementary Teacher, Royersford Elementary School. Effective: No later than March 19, 2020.

B. Leaves of Absence

1. **Michele L. Konnick**; English Teacher, Senior High School, is requesting a sabbatical leave of absence per Board Policy. Effective: December 14, 2019 through the end of the 2019-2020 school year.
2. **Ashley A. Monziona**; Special Education Teacher, Evans Elementary School, is requesting an unpaid leave of absence per board policy. Effective: January 15, 2020 for approximately 12 weeks.
3. **Elyse F. Ohms**; Special Education Teacher, 5/6th Grade Center, is requesting a child rearing leave of absence per the Professional Agreement. Effective: The first semester of the 2020-2021 school year.

C. Support Staff:

1. **Marianne A. Quinty**; Level III – Secretary, Limerick Elementary School replacing Deborah Devine who retired. Compensation has been set at \$16.20/hour with benefits per the Secretarial Plan. Effective: December 2, 2019.

D. Status Change

1. **Gwendolyn Phillips**; School Police Officer, Senior High School, to Lieutenant, Senior High School. Compensation has been set at \$33.44/hour with benefits. Effective: January 28, 2020.
2. **Deborah L. Sanford**; Level III – Secretary, District Office, to Level I – Executive Secretary, Senior High School, replacing Cheryl S. Heiser who retired. Compensation has been set at \$22.45/hour with benefits per the Administrative Support Benefit Summary. Effective: January 6, 2020.
3. **Mary Timbario**; Part-time Food Service (4.5 hrs./day), Senior High School – 9th Grade, to Part-time Food Service (5.75 hrs./day), 5/6th Grade Center, replacing Billie J. Amerine who resigned. Compensation has been set at \$17.35/hour. Effective: December 9, 2019.

New Status Change

4. **Lauren N. Raugh**; Instructional Assistant, Royersford Elementary School, to Behavioral Specialist, Upper Providence Elementary School, replacing Stephanie Compton-Bain who resigned. Compensation has been set at MS, Step 1, \$49,500.00 prorated with benefits per the Professional Agreement. Effective: February 18, 2020.
5. **Aaron G. Scott**; Systems Technician, District Office, to Junior Network Systems Administrator, District Office. Compensation will be set at \$29.23/hour with benefits per the Administrative Support Benefit Summary. Effective: January 29, 2020.

E. Tenure

1. **Ryan M. Robison**
2. **Brian J. Kraeer**

- F. The Board approved the 2020 Extended School Year Program (ESY) and the positions identified below to be held at the 5/6/7 Grade Center. The program will be held Monday, June 29, 2020 through Wednesday, July 29, 2020; Monday through Thursday from 8:30 AM to 2:30 PM.
1. Thirty (30) Special Education Teachers at a rate of \$40.00/hour.
 2. Eight (8) Special Education Teachers-Tutors at a rate of \$40.00/hour.
 3. Five (5) Special Education Teachers with WILSON experience for individual students as per the students' ESY IEP's at a rate of \$40.00/hour.
 4. Four (4) Speech Therapists at a rate of \$40.00/hour.
 5. One (1) Behavior Specialist at a rate of \$40.00/hour.
 6. One (1) School Counselor at a rate of \$40.00/hour.
 7. One (1) Certified School Nurse at a rate of \$40.00/hour.
 8. Fifty-Five (55) Instructional Assistants. Rates will vary between \$16.36-\$21.25/hour depending on experience and educational degree.
- G. The Board approved the attached extra-curricular contracts for the 2019-2020 school year.
* Designates new additions since last week's work session agenda. **(Attachment A4)**
- H. The Board approved the Memorandum of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding four extra-curricular positions for the 2019-2020 school year.

New Personnel Motion

- I. The Board approved the Extended School Year Coordinator position. This position will run from April 1, 2020 through July 29, 2020 at a rate of \$40.00/hour, not to exceed 210 hours.

VI. FINANCE

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

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

B. Checks:

1. General Fund Checks
Check No. 208892 – 209379 \$2,891,075.70
2. Food Service Checks
Check No. 1813 – 1829 \$ 9,510.99
3. Capital Reserve Checks
Check No. 2080– 2082 \$ 189,427.58
4. Capital Projects
Reserve Fund: Check No. 65 – 66 \$ 23,077.68

5. <u>General Fund, Food Service, & Capital Reserve and Projects ACHs</u>		
ACH 192000571 – 192000829		\$4,611,754.45
6. <u>Procurement Payments and Wires</u>		
201900034 – 201900050		\$2,485,891.13
190000044 – 190000150		\$ 37,950.21

C. The following monthly Board reports were approved:

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

D. The Board approved the following independent contracts:

1. **Friendship HLH&A, Inc. – Royersford, PA.** Provide adult and pediatric first aid, CPR, and AED training for up to 75 Spring-Ford staff members. Funding shall be paid from the Curriculum Budget and shall not exceed \$1,110.00.
2. **Communication Associates, LLC - Karen Clapper – Collegeville, PA.** Provide speech and language services during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$3,450.00.
3. **Central Montco Technical High School – Plymouth Meeting, PA.** Provide educational services during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$12,000.00.
4. **Chester County Intermediate Unit – Downingtown, PA.** Provide educational services including related services and 1:1 services during the 2019-2020 school year for seven special needs students as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$230,617.34.
5. **Foundations Behavioral Health - LifeWorks Schools – Doylestown, PA.** Provide educational services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$41,300.00.
6. **Cottage Seven Academy – Pottstown, PA.** Provide educational services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$21,200.00.
7. **Dr. Kara Schmidt – Swarthmore, PA.** Conduct two separate independent educational evaluations for 2 special needs students as per the IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$4,600.00 per evaluation for a total of \$9,200.00.

8. **Chester County Intermediate Unit – Downingtown, PA.** Provide a personal care assistant during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$21,520.00.
 9. **Mobile Ed Productions, Inc. – Redford, MI.** Provide a state-of-the-art, hands-on, children's "STEAM Museum" focused on STEAM Education for students at Royersford Elementary. Funding will come from the General Fund and shall not exceed \$1,295.00.
 10. **Science Explorers – Mohonton, PA.** Provide one assembly and three workshops for 3rd and 4th grade students at Spring City Elementary. Funding will be paid from the General Fund and shall not exceed \$1,640.00.
- E. The Board approved the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Thom Stecher & Associates – Malvern, PA.** Provide Unity Day and Resiliency services district-wide during the 2019-2020 school year. Funding will be paid through the Pottstown Area Health and Wellness Grant and shall not exceed \$11,000.00.
 2. **Jessica Liddell – Narberth, PA.** Provide an Artist-in-Residency Program for 4th grade students at Upper Providence Elementary in connection with the design and creation of four fused glass panels. Funding will be paid through the EITC Educational Foundation Grant and shall not exceed \$4,200.00.
 3. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide a total of six assemblies for 4th grade students at Evans Elementary School entitled "Intro to Watersheds/Human Impact". Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$1,170.00.
 4. **Benmore Enterprises – Bushkill PA.** Provide two assemblies for 2nd grade students at Limerick Elementary entitled "Dinosaur Dig". Funding will be paid by the Limerick Elementary Home and School League and shall not exceed \$525.00.
 5. **PA Friends of Agriculture Foundation – Camp Hill, PA.** Provide three days of lab classes in a Mobile Agriculture Education Science Lab for students at Limerick Elementary. Funding will be paid by the Limerick Elementary Home and School League and shall not exceed \$1,500.00.
 6. **Musicopia – Leon Jordan - Philadelphia, PA.** Provide a Mini Artist-in-Residency Program for 4th grade students at Spring City Elementary expanding student's musical knowledge and increasing their confidence through Bucket Drumming. Funding will be paid through the Robert L. and Agnes Cook Bard Foundation. There is no cost to the district.
- F. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 200 Schell Lane in Upper Providence Township and further identified as tax parcel No. 61-00-02423-19-8 setting the assessments of the property at (i) \$2,290,500.00 for tax year 2019 (school tax year 2019-20) and (ii) \$2,218,500.00 for tax year

2020 (school tax year 2020-21) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.

- G. The Board approved the Preliminary General Fund Budget for the 2020-2021 school year in the amount of \$176,348,666.00.
- H. The Board approved filing with the Department of Education the 2020-2021 referendum exceptions for Special Education Expenditures (estimated \$2.4 million) and Retirement Contributions (estimated \$25,000.00), for a total estimated amount of \$2,425,000.00. These estimated referendum exceptions represent approximately 2.21% and could be used for allowable millage over the Act 1 State Index cap amount of 2.6%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
- I. The Board approved the 2020-2021 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2019-2020 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2020-2021 is \$118,513.00 which is a \$469.00 increase over last year's amount.
- J. The Board approved the renewal agreement with Ursinus College for the rental of their pool facilities for the District's Swim Team's practices and meets. Funding will come from the Athletic Budget and shall not exceed \$6,500.00.
- K. The Board approved the one-year renewal agreement with School Maps Online of Westminster, Colorado for the continued services of providing the Spring-Ford community with a responsive and mobile friendly online tool that shows attendance boundaries and provides additional school district mapping services as outlined in the contract. Funding will come from the Communications/Marketing Budget and shall not exceed \$2,000.00.
- L. The Board approved the purchase of Q-Interactive a 1:1 iPad-based testing system that helps administer, score, and report 20 different clinical assessments. The system will be beneficial to our school psychologists, SLPs, and educational diagnosticians. Funding will come from the Special Education Budget and shall not exceed \$11,000.00.
- M. The Board approved an addendum to the agreement with the Chester County Intermediate Unit for Extended School Year services for special needs students. The contract was previously approved at the June 2019 School Board Meeting. This addendum is necessary due to additional related services that were not calculated in the previously approved agreement. Funding will be paid from the Special Education Budget and shall not exceed \$664.85.
- N. The Board approved an addendum to the amount of a confidential settlement and release agreement **#2019-01** previously approved at the March 2019 School Board Meeting in an amount not to exceed \$1,550.00. This addendum to the original settlement, which authorized tuition for two school years, is necessary due to a change in tuition values. Funding will be paid from the Special Education Budget.
- O. The Board approved an addendum to a confidential settlement and release agreement **#2019-04** previously approved at the August 2019 School Board Meeting. This addendum to the original settlement is necessary as the district is now agreeing to transport the student to the approved private placement. There will be no additional cost to the district.

- P. The Board approved a confidential settlement and release agreement **#2020-01** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$59,000.00.

VII. PROPERTY

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

- A. The Board gave approval for the Phase II Window Replacement by S.J. Thomas Company, Inc. at the 9th Grade Center. Funding will come from the Capital Reserve and shall not exceed \$385,000.00, KPN-201801JOCC-26.

VIII. PROGRAMMING AND CURRICULUM

Mr. Jackson asked that Items A-B be separated. Mr. DiBello made a motion for Item C and Mr. Jackson seconded it. The motion passed 9-0.

Mr. Jackson raised concern over approving Items A-B when the approval is contingent upon pending solicitor review. He felt that the vote on these motions should wait until the solicitor has reviewed and approved them. Mr. Fitzgerald stated there was discussion last week pertaining to the contractual status with this and he suggested that if there were any further discussion that needed to be had on why a specific provision was in there then he would prefer if it be done in an executive session. Mr. Fitzgerald stated that these motions would move forward the authorization but the district would still be in contact with the vendor to see if changes to the current master service agreement could be made. Mr. Jackson questioned why the Board would move forward with this when we do not know what the solicitor's review would be or what the potential comments back from the vendor will entail. Mr. DiBello stated that he had the same concerns as Mr. Jackson and thought that all would be ironed out by this week. Mr. Fitzgerald advised that he would prefer an executive session to discuss this further.

Mrs. Wright made a motion to table Items A-B until February and Mr. Jackson seconded it. The motion passed 9-0.

- A. The Board tabled the vote on the purchase of an Offsite Backup as part of the of the district's ongoing technology security plan. Quotes were received through government contract via Costars. The total one-time cost shall not exceed \$33,000.00 for appliance and installation and will be self-financed initially from the Capital Reserve. A recurring cost of no more than \$52,000.00 per year for operation and storage on a five-year term will come out of the Technology Budget. Approval is contingent upon the pending review by the Solicitor's Office.
- B. The Board tabled the vote on the purchase of a Network Access Controller (NAC) as part of the of the district's ongoing technology security plan. Quotes were received through government contract via Costars. The total one-time cost shall not exceed \$113,000.00 for appliance, configuration, installation and training. This is a three-year term on the device and will be self-financed initially from the Capital Reserve. Approval is contingent upon the pending review by the Solicitor's Office.

New Programming and Curriculum Motion

- C. The Board gave approval for the 2020 Cool School Program to run from June 22, 2020 – July 10, 2020. This program will be open to all elementary students. Approximately 40 teachers will instruct the courses and their reimbursement will be at the contract

established rate of \$30.00 per hour plus benefits. A stipend of \$5,000.00 will be paid to the Coordinator of the Cool School Program. There will be no cost to the district as all expenses will be covered by the student tuition fees.

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

Mrs. Melton made a motion to approve Items A-L and Mrs. Earle seconded it.

Mr. Jackson questioned Item H wondering why it was necessary to travel all the way to New York and Columbia University for this conference and Mr. Rizzo provided explanation

Mrs. Melton and Mrs. Earle were in agreement to amend the motion and the second to remove H. The amended motion is to approve Items A-L minus H. The motion passed 9-0.

Mrs. Fazzini made a motion to approve Item H and Mr. Shafer seconded it. The motion passed 8-1 with Mr. Jackson voting no.

The following individuals were approved for attendance at the following:

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

DISTRICT OFFICE

- A. **Dr. David R. Goodin**, Superintendent, to attend the *"PASA Leadership Forum: Responsive Schools, Resilient Students"* in State College, PA from March 29 through March 31, 2020. The total cost of the conference is \$969.00 (registration, transportation, lodging, meals). No substitute is needed.
- B. **Erin Crew**, Director of Communications, Marketing & Media, and **Andrew Rothermel**, Manager of Communications Media, to attend the *"PenSPRA Symposium"* in Shippensburg, PA from March 26 through March 27, 2020. The total cost of the conference is \$900.00 (registration, transportation, lodging). No substitutes are needed.
- C. **Robert Rizzo**, Assistant Superintendent, **Elizabeth Leiss**, Director of Human Resources, **Dr. Percell Whitaker**, Supervisor of Special Education, to attend the *"Greater Philadelphia Teacher Job Fair"* at the Oaks Expo Center in Oaks, PA on April 1, 2020. The total cost of this conference is \$425.00 (registration). No substitutes are needed.
- D. **Michael McDaniel**, Director of Athletics, to attend the *"Pennsylvania State Athletic Director's Association Conference"* in Hershey, PA from March 24 through March 27, 2020. The total cost of this conference is \$1,140.00 (registration, transportation, lodging, meals). No substitute is needed.

FACILITIES/MAINTENANCE

- E. **Gregory Detwiler**, Grounds Crew, to attend the *"2020 Eastern Pennsylvania Golf, Lawn, Landscape and Sports Turf Conference"* in East Earl, PA on January 24, 2020. The total cost of this conference is \$85.00 (registration). No substitute is needed.
- F. **Edward Koneski**, Grounds Lead, to attend the *"KAFMO/PRPS Athletic Field Conference"* in East Earl, PA on February 21, 2020. The total cost of this conference is \$60.00 (registration). No substitute is needed.

EVANS

- G. **Laura McNeil Murphy**, Certified School Nurse/District Health Coordinator K-6, to attend the *"PA School Nurse Association Conference"* in State College, PA from March 27 through March 29, 2020. The total cost of this conference is \$1,092.00 (registration, transportation, lodging, meals and one day of substitute coverage).

UPPER PROVIDENCE

- H. **Dr. Melissa Patschke**, Principal, to attend the *"Leadership Institute for School Change: Adult Development"* at Columbia University in New York from June 2 through June 3, 2020. The total cost of this conference is \$1,595.00 (registration). No substitute is needed.

DISTRICT-WIDE

- I. **Sue Choi, Jacqueline Clarke-Havrilla, Mark Moyer, Dr. Robin Moyer, and Heather Nuneviller**, Principals, to attend *"Introduction to Responsive Classroom for K-8 Educators"* in Lafayette Hill, PA on March 6, 2020. The total cost for this conference is \$1,088.87 (registration, mileage). No substitutes are needed.
- J. **Dr. David R. Goodin**, Superintendent, **Lori Bignotti, Dr. Teresa Carboy, Sue Choi, Jacqueline Clarke-Havrilla, Mark Moyer, Dr. Robin Moyer, and Dr. Melissa Patschke**, Principals, to attend the *"Pa Leadership Summit"* in Lancaster, PA from August 2 through August 4, 2020. The total cost of this conference is \$4,400.00 (registration, transportation, lodging). No substitutes are needed.
- K. **Seth Jones**, High School Band Director, **Emily McGranahan**, High School Orchestra Director, and **Yvonne O'Dea**, High School Choir Director, to attend the *"PMEA All State Annual Conference"* in Mount Pocono, PA from April 22, 2020 through April 25, 2020. The total cost of this conference is \$4,216.28 (registration, mileage, lodging, meals and 3 days of substitute coverage for each).

New Conference/Workshop

- L. **Kristina Altemose**, Speech Therapist, to attend *"PROMPT Training"* in Bensalem, PA from February 21, 2020 through February 23, 2020. The total cost of this conference is \$1,000.00 (registration, mileage). No substitute is needed.

X. OTHER BUSINESS

Mr. DiBello made a motion to approve Items A, B, D and Mr. Shafer seconded it.

Mrs. Melton questioned Item B2 wondering about the fact that she did not see an audit provision where Spring-Ford would have the right to audit a third party to ensure background checks and child abuse clearances were obtained. Mr. Fitzgerald explained that it was not necessary as those provisions were required by law and under Section 111 so it was not needed as part of the policy.

The motion passed 9-0.

- A. The Board approved the 2020-2021 school calendar. **(Attachment A5)**

B. The following policies were approved:

1. Policy #705.2 – PROPERTY: School Police Incidents (**Attachment A6**)
2. Policy #818 – OPERATIONS: Contracted Services (**Attachment A7**)
3. Policy #830 – OPERATIONS: Reporting Use of Force (**Attachment A8**)
4. Policy #834 – OPERATIONS: Use of Force (**Attachment A9**)

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

1. Policy #208 – PUPILS: Withdrawal from School (**Attachment A10**)
2. Policy #225 – PUPILS: Students and the Police (**Attachment A11**)
3. Policy #705 – PROPERTY: Safety (**Attachment A12**)
4. Policy #709 – PROPERTY: Building Security (**Attachment A13**)
5. Policy #911 – COMMUNITY: News Media Relations (**Attachment A14**)

D. The following policy was rescinded and retired:

1. Policy #248 – PUPILS: Sexual Harassment (**Attachment A15**)

XI. INFORMATIONAL ITEMS

Mr. DiBello recognized Oaks Elementary Parent Teacher Association for their generous donation.

- A. Effective January 1, 2020, the IRS mileage rate will be **57.5 cents per mile** which is a decrease from the 2019 rate of 58 cents per mile.
- B. Administration gratefully acknowledges the acceptance of a donation from the **Oaks Elementary Parent Teacher Association** in the amount of \$15,000.00 to be used to help create a positive impact on students by fulfilling teacher wish lists including items such as robotics, art mattes, resources for reading specialists, listening centers, book bins, guided math items and manipulative letters.

XII. BOARD COMMENT

Mrs. Zasowski announced that the Board met in an executive session last week following the conclusion of the Board Work Session regarding security.

Dr. Goodin announced that there are many retirements taking place this year. He expressed appreciation on the many years of service of those individuals retiring. Dr. Goodin spoke of the Board creating a position of lieutenant in the Spring-Ford Police Department. He invited Chief Boyer to come forward and officially present Officer Gwendolyn Phillips with her lieutenant bars.

Chief David Boyer invited Gwendolyn Phillips to come forward along with her parents. He spoke of Officer Phillips time with Spring-Ford in the capacity of a police officer. He announced that Officer Phillips will now be Lieutenant Phillips. Officer Phillips parents pinned her lieutenant bars on her.

Lieutenant Phillips thanked the School Board, Dr. Goodin and Chief Boyer for the opportunities they have provided for her. She expressed that she never dreamed that when she started her employment with Spring-Ford that it would turn into what is now.

Mr. DiBello and Mrs. Zasowski acknowledged the Spring-Ford Police Department and stated that they hope that Spring-Ford will be given an opportunity to present at the PSBA School Leadership Conference on its Police Department.

Mr. DiBello spoke about the many staff members who will be retiring and expressed congratulations to the many teachers on their years of service and their pending retirements.

Mr. DiBello initiated discussion on the unfinished topics from previous meetings that included later school start times, full-day kindergarten and ½ days of school. He also expressed his irritation with the school calendar information being leaked throughout the community before the Board had a chance to discuss and vote on a calendar. Mr. DiBello requested that the Board either move forward with investigating the unfinished topics he mentioned or put them to bed.

Board Members provided their input on whether they felt the topics should be pursued. Some members expressed that they had heard input from community members while others indicated that they had heard nothing. A concern was raised over governing the district by reacting to social media. It was mentioned that administration had not come forward with a recommendation that there was a need to proceed with any of these initiatives. After much discussion it was decided that these topics would be discussed further in the upcoming months after looking into the implications and what it would cost to implement these initiatives.

XIII. PUBLIC TO BE HEARD

Denis Rees, Upper Providence Township, commented that he was a parent of two Spring-Ford graduates. He acknowledged the time and thought process that each Board Member puts into their work on the board. He expressed that he felt the School Board does a good job even though he may not always agree with them. He added that in his opinion the Administration does a good job as well. Mr. Rees commended the district on the condition of its buildings. He lastly acknowledged the taxpayers who support the district's efforts and stated that at the end of the day they are the ones who make the school district run.

XIV. ADJOURNMENT

Mrs. Melton made a motion to adjourn and Mr. Jackson seconded it. The motion passed 9-0. The meeting adjourned at 9:15 PM.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On November 18, 2019 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:38 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Dr. Edward T. Dressler, Linda C. Fazzini and Kelly J. Spletzer

Region II: Dawn R. Heine, Clinton L. Jackson and Colleen Zasowski

Region III: Mark P. Dehnert and Christina F. Melton

Presiding Officer: Thomas J. DiBello

Superintendent: Dr. David R. Goodin

Chief Financial Officer: James D. Fink

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Julianna Lelli and Eshika Seth

The following Board Members were absent:

ANNOUNCEMENTS

Eshika reminded parents of seniors that the Future Planning Center is offering extended hours on November 25th for the completion of college applications before the Thanksgiving break. She added that Mrs. Sussman and Mrs. Benner will be available from 8 AM to 8 PM to assist students in completing their college applications. Students who have not yet begun the college application process are encouraged to attend this event as completing applications this early may result in a more favorable admission review.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

Mr. DiBello announced that the Board met in an executive session prior to the meeting this evening to discuss security.

II. ACTION ITEM

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

- A. The Board approved **Resolution 2019-33** commending the **Spring-Ford High School Boys' Football Team**, Head Coach **Chad Brubaker**, Assistant Coaches **Steve Entenman, Jim Mich, Charles Nesley, Steve Schein, Chad Strickler, Bob Swier**, Volunteer Coaches **Jim Algeo, Eric Hill, Ian MacMillan** and **Steve Moyer** for winning the 2019 Pioneer Athletic Conference (PAC) Football Championship. (**Attachment A1**)

III. PRESENTATIONS

Mr. McDaniel introduced and the Board recognized the 8th Grade Girls' Soccer Team and their coach on their undefeated season.

- A. Recognition of the **8th Grade Girls' Soccer Team** and their Coach **Zoe Jacobs** on their Undefeated Season.

Mr. McDaniel introduced and the Board recognized the High School Boys' Football Team and their coaches on winning the 2019 Pioneer Athletic Conference.

- B. Presentation of **Resolution 2019-33** commending the **Spring-Ford High School Boys' Football Team**, Head Coach **Chad Brubaker**, Assistant Coaches **Steve Entenman, Jim Mich, Charles Nesley, Steve Schein, Chad Strickler, Bob Swier**, Volunteer Coaches **Jim Algeo, Eric Hill, Ian MacMillan** and **Steve Moyer** for winning the 2019 Pioneer Athletic Conference (PAC) Football Championship. **(Attachment A1)**

Dr. Weidenbaugh thanked the Board for the opportunity to present this evening. She advised that they will be talking about the Chromebooks that were deployed to all 9th grade students this summer before school started. Dr. Weidenbaugh commented that she has six 9th grade students with her this evening and they are going to talk about how laptops have changed their learning environment. She added that five years ago the board and administration had the vision of making sure that students were 21st Century ready and what would be the best responsible way of doing that. Dr. Weidenbaugh stated that the Board also wanted to ensure that teachers were given the proper training and professional development before students began using these devices in the classroom.

Jack Baumgardner spoke about the use of laptop carts and how they were a great idea at first but as time has passed laptops and carts have worn down. He spoke about the slowness in the time to log into the laptops and the opening up saved work and other tabs which could take up to 10 minutes of class time. Jack stated that with the new personal laptops students are able to get more work done, learn more, have longer battery life and the response time is much quicker.

Sahil Desai commented that the new laptops give students a better way to organize their work and be more flexible with what they are able to do. He stated that students are able to complete their work whenever they need to and access it at any time via their Google accounts since it is saved online. Sahil added that the laptops allow them to save a lot of paper and never lose their work since it is all in one space online. Sahil stated that he is able to compartmentalize his work into different folders. He added that all of these features help to make his backpack lighter since he does not have to carry his work around a lot of different binders.

Katherine Black spoke about Nearpod which is an interactive tool. She asked each of the Board Members to login to Nearpod to participate in an interactive demonstration. Katherine advised that Nearpod can be used as an easy note-taking program that saves the information to a Google drive. She commented that Nearpod also allows for many engaging features such as a collaboration board which keep students on their toes. Katherine asked Board Members to respond via the Nearpod app to the question, "what technology did you have in school"? The anonymous responses were shown and it was obvious how much technology had changed over the years.

Sunidhi Srinivas spoke about how Google Classroom has revolutionized learning and is a tool that teachers can use to essentially create a virtual classroom and eliminates the need for paper worksheets. She added that by entering a given code students can join classes in which teachers can create and distribute assignments. Sunidhi stated that what makes Google Classroom a unique tool is the online teacher-student interface which provides for an enhanced way to learn.

Grace Deitrick spoke about the helpful use of a Stylus for many subjects, homework and projects. Grace spoke about some of the apps available for using a stylus. She specifically highlighted and spoke about the Kami app and the Chrome Canvas app and provided a demonstration of how it worked.

Caleb Little spoke how laptops have improved how homework is done. He stated that laptops can store all textbooks for multiple classes in one device making it easier to carry to and from school. Caleb spoke about how using Google Classroom also improves communication between teachers and their students. He spoke about reading assignments and how being able to access books online have helped with regards to students having books available to them with no danger of losing the book or ripping the book. Caleb pointed out that the entire presentation tonight was put together using Google Classroom and their laptops.

- C. **Dr. Theresa Weidenbaugh**, 9th Grade Center Principal, along with 9th Grade Students, **Jack Baumgardner**, **Katherine Black**, **Grace Deitrick**, **Sahil Desai**, **Caleb Little** and **Sunidhi Srinivas** to present on the “**Benefits of Laptops and How They Have Changed the Way Students Learn**”.

Mr. Hunter explained that a Facilities Condition Assessment is similar to a home assessment someone would have done on their house but in this case it is done on all of our school buildings. He showed slides with pictures from the assessment which depicted what people see from the outside when looking at our buildings and then some of the actual older mechanics that are in place in our buildings that are not always visible to the public. He spoke of the next steps which included utilizing the data collected to determine immediate, short-term and long-term needs to develop a Capital Improvement Plan for the upcoming fiscal year and for a 10 year capital improvement plan including budgetary requirements. Dr. Goodin pointed out that the study went through every building and every aspect of every building and provided us with an overall status of our buildings. Mr. Hunter spoke about the useful service life of the mechanics in the buildings.

Discussion took place on how much money would be needed over the ten-year time period to take care of the items of concern spoken about in the facilities condition assessment report and where those funds would come from. Mr. Hunter replied that they are still in the process of determining a budget for this and he would not want to speculate on a total cost. Mr. DiBello spoke about the annual debt service drop off that is coming within the next three years and the potential for redirecting those funds to some of the capital projects.

- D. **Robert Hunter**, Director of Planning, Operations and Facilities, to present on the “**Facilities Condition Assessment**” recently completed by ICS Consulting.

Mr. Fink spoke about the budget timeline, the challenges in preparing the preliminary budget, and the 2020-2021 preliminary budget highlights. He advised that currently the budget gap is at \$4.8 million and that the Act 1 Index cap this year is at 2.6%. He reported that the next steps are to look deeper into the expenses by evaluating them from a ground up approach by department/building, filing for the PDE exceptions for special education expenses and retirement contributions and keep a watchful eye on Harrisburg and the state budget. Mr. Fink reminded everyone that the district's budget is 80% personnel based, much of which is dictated by the professional contract and other agreements in place.

- E. **Mr. James D. Fink**, Chief Financial Officer, to present the **2020-2021 Proposed Preliminary Budget** for the Spring-Ford Area School District.

IV. BOARD AND COMMITTEE REPORTS

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

Mrs. Heine reported on the Curriculum/Technology Committee meeting that took place on November 6, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Policy Colleen Zasowski 2nd Mon. 7:30 p.m.

Mrs. Zasowski reported on the Policy Committee meeting that took place on November 11, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

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

Mrs. Melton reported on the Extracurricular Committee meeting that took place on November 11, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Finance Thomas J. DiBello 2nd Tues. 6:30 p.m.

Mr. DiBello reported on the Finance Committee meeting that took place on November 12, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Property Thomas J. DiBello 2nd Tues. 7:30 p.m.

Mr. DiBello reported on the Property Committee meeting that took place on November 12, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Asst. Superintendent Rpt. Robert Rizzo

Mr. Rizzo spoke about the two Drama Department productions he attended this fall which included the 5/6 Grade Center's production of The Music Man Junior and the High School's production of The Diary of Anne Frank. He acknowledged the fantastic job done by all of the cast and crew for both productions saying that Theater is alive and well here at Spring-Ford. Mr. Rizzo reported that 4 High School Aevium Club Members and their advisor attended the Statewide Suicide Task Force Listening Session that was held in Radnor Township. He added that the goal of the session was to understand what is happening with suicides across the state and that information brought before the panel would be shared with other members of the Statewide Task Force. Mr. Rizzo spoke of new district initiatives, the first highlights Spring-Ford Employees caught doing great work with our students and the second highlights students who have a positive impact on their community. Mr. Rizzo advised that this week is American Education Week and provides an opportunity to celebrate public education and honor individuals who are making a difference in ensuring every child receives a quality education. Mr. Rizzo personally thanked all of the Spring-Ford Professional Staff for the tireless work they do each and every day for students. He next thanked all of the staff and students for taking time to honor our Veterans through assemblies, classroom-based activities and guest appearances. He expressed his thanks to all of the Veterans for their service to the country and the community. Mr. Rizzo gave an update on upcoming district events including the hiring event hosted by Substitute Teacher Services and Parent-Teacher Conferences.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald reported that about three-weeks ago every school district in the Commonwealth received notification from PDE that they will now be in the business of notifying LEA's of every arrest or conviction of the respective employees of a school district. He stated that this is

an absolute game changer on how we find out about issues involving our employees. Mr. Fitzgerald stated that he has mixed feelings about this because districts will now receive notice of an employee who may have potentially had an unfortunate run in or a minor incident and from a legal perspective we are now on notice of it and we in turn will have to report it back to PDE through the state reporting mandatory reporting forms. Mr. Fitzgerald commented that this opens up Pandora's Box for what the current statute outlines and what we are going to have to do with regards to this information. Mr. Fitzgerald advised that he will keep the Board apprised of any additional information regarding this.

V. MINUTES

There were no questions or comments.

- A. Administration recommends approval of the October 21, 2019 Work Session minutes. **(Attachment A2)**
- B. Administration recommends approval of the October 28, 2019 Board Meeting minutes. **(Attachment A3)**

VI. PERSONNEL

There were no questions or comments.

A. Resignations

- 1. **Billie J. Amerine**; Part-time, Food Service (5.75 hours/day), 5/6th Grade Center. Effective: November 22, 2019.
- 2. **Eileen Sullivan**; Part-time, Food Service (3 hours/day), 5/6th Grade Center. Effective: December 20, 2019.

B. Leaves of Absence

- 1. **Catherine W. Cabrera**; Speech Therapist, Oaks Elementary School, for a military leave of absence per Board Policy. Effective: November 7, 2019 through November 8, 2019.
- 2. **Racquel C. Richter**; Science Teacher, 8th Grade Center, for an extension of child-rearing leave per the Professional Agreement. Effective: January 27, 2020 through the end of the 2019-2020 School year.

- C. Administration recommends approval of the attached job description for Junior Network Systems Administrator. **(Attachment A4)**
- D. Administration recommends approval of the attached extra-curricular contracts for the 2019-2020 school year. **(Attachment A5)**

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. 208573 – 208891	\$1,209,409.52
2. <u>Food Service Checks</u>	
Check No. 1806 – 1812	\$ 1,955.25
3. <u>Capital Reserve Checks</u>	
Check No. 2078– 2079	\$ 137,302.94
4. <u>Capital Projects</u>	
Reserve Fund: Check No. 60 – 64	\$ 328,052.77
5. <u>General Fund, Food Service, & Capital Reserve and Projects ACHs</u>	
ACH 192000442 – 192000570	\$2,192,330.81
6. <u>Procurement Payments and Wires</u>	
201900025 – 201900033	\$1,520,688.66
190000001 – 190000043	\$ 12,840.17

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

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

D. Administration recommends approval of the following independent contracts:

1. **Robert Rivset – Springfield, MA.** Provide 2 assemblies at Evans Elementary School and 1 at Spring City Elementary School entitled “Robert Rivset’s Mindfulness in Schools and Healthy Choices” highlighting the five mindful growth habits: Empathy, Flexibility, Persistence, Resilience and Optimism. Funding will be paid from the General Fund and shall not exceed \$1,200.00 (Evans \$800.00 and Spring City \$400.00).
2. **American National Red Cross – Philadelphia, PA.** Provide adult and pediatric First Aid/CPR/AED training for instructional assistants during the 2019-2020 school year by Red Cross certified instructors. Funding will be paid from the Special Education Budget and shall not exceed \$3,052.00.
3. **Buxmont Academy – Pipersville, PA.** Provide educational services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$21,849.80.
4. **Silver Springs - Martin Luther School – Plymouth Meeting, PA.** Provide educational services, a 1:1 PCA and related services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$100,582.00.

5. **Epic Health Services (PA) LLC dba Aveanna Healthcare – Atlanta, GA.** Provide a home health aide at school during the 2019-2020 school year for a special needs student as per the IEP. Funding will come from the Special Education Budget and shall not exceed \$4,455.00.
 6. **Lakeside Educational Network – North Wales, PA.** Provide services through the Lakeside Mobile Support Program for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$12,468.60.
- E. Administration recommends approval of the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Michael Straka – Bushkill, PA.** Provide a presentation for 3rd grade students at Evans Elementary School entitled “Rocks, Minerals and Fossil Show”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$575.00.
 2. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide a total of 5 assemblies for kindergarten students at Evans Elementary School entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$550.00.
 3. **Adragone Aeroponics – Glenmoore, PA.** Provide an Aeroponic Gardening Presentation for students in grades 1 through 4 at Spring City Elementary School. Funding will be paid by the Spring City Elementary Home and School Association and shall not exceed \$200.00.
 4. **Pamela J. Gaal – Limerick, PA.** Provide a Dog Safety Assembly for 4th grade Students at Brooke Elementary School. There is no cost for this assembly.
 5. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide a total of 4 assemblies for kindergarten students at Brooke Elementary School entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$440.00.
- F. Administration recommends approval of an addendum to the 3 year contract with Pediatric Therapeutic Services, Inc. (PTS) from June 26, 2017. This addendum is necessary due to additional services that are needed to provide psychology and occupational therapy services for special needs students during the 2019-2020 school year. Funding will be paid from the Special Education Budget and shall not exceed \$96,411.00.
- G. Administration recommends approval to make public the 2020-2021 Proposed Preliminary Budget for the required 20 days and advertise the Board’s intent to adopt the Preliminary Budget on January 27, 2020.
- H. Administration recommends approval for the Board of School Directors to authorize Fox Rothschild LLP to enter into an agreement for the property located at 200 Limerick Center Road in Limerick Township and further identified as tax parcel No. 37-00-02143-00-7 setting the assessment of the property at \$566,950 for tax year 2020 (school tax

year 2020-21) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.

- I. Administration recommends approval of a proposal between Thom Stecher & Associates of Malvern, PA and the Spring-Ford Area School District for the 2019-2020 school year. Thom Stecher & Associates will provide ongoing professional development and data collection through the development of a district-wide Social Emotional Learning committee and affording the district the opportunity to engage with regional and national researchers and implementers in a data-based organization change model. The total cost of the proposal is \$13,200.00 and will be paid from Title IIA Funds.
- J. Administration recommends approval to enter into a contract with a parent of a special needs student to provide transportation, at the IRS approved rate, during the 2019 Extended School Year Program to and from The Melmark School in Berwyn, PA. Funding will come from the Special Education Budget and shall not exceed \$1,000.00.
- K. Administration recommends approval to seek bids and/or participate in the Intermediate Unit bids for supplies for the 2020-2021 school year. Supplies would include but not be limited to custodial, art, paper, physical education, science, technology education and furniture.
- L. Administration recommends approval of an agreement with RDS Vending, LLC of Norristown, PA to install and maintain a snack vending machine at the Administration Building. There will be no cost to the district.
- M. Administration recommends approval for the establishment of a High School DECA Student Activity Account.
- N. Administration recommends approval for the establishment of a High School Animal Rescue Club Student Activity Account.
- O. Administration recommends approval for the establishment of a 7th Grade Crafting Club Student Activity Account.
- P. Administration recommends approval to close the account for the Class of 2019 from the High School Activity Account.

VIII. PROPERTY

There were no questions or comments.

- A. Administration recommends approval to purchase a 2019 Ford F-450 Dump Truck from Fred Beans Ford, West Chester, PA, COSTARS Purchasing Agreement for a cost not to exceed \$54,209.00. Funding will come from the Capital Reserve.

IX. PROGRAMMING AND CURRICULUM

- A. Administration recommends approval of the following new courses for the 2020-2021 school year. Board approval is requested so that administration may begin the process of planning for curriculum development, budgeting, and inclusion of the course in the student's course guide.

NEW COURSES FOR SPRING-FORD SENIOR HIGH SCHOOL 2020-2021**1. AP Microeconomics:**

This major course will provide a rigorous course offering for those students interested in Global Studies and/or Social Studies and will enrich the curriculum of Spring-Ford's Social Studies and AP Program. Currently, Spring-Ford offers AP Macroeconomics. AP Microeconomics would serve as a complementary course for students interested in a deeper study of economic systems. From College Board: AP Microeconomics is a college-level course that introduces students to the principles of economics that apply to the functions of individual economic decision-makers. The course also develops students' familiarity with the operation of product and factory markets, distributions of income, market failure, and the role of government in promoting greater efficiency and equity in the economy. Students learn to use graphs, charts and data to analyze, describe and explain economic concepts

Cost:

Initial Curriculum Development (36.0 Hours)	\$ 1,440.00
AP Training (Current Staff Trained)	\$ 0
Textbooks (50 @ \$200 ea.)	<u>\$10,000.00</u>
TOTAL	\$11,440.00

2. Innovation Studio/Media/Communications Minor:

This course is designed to increase student understanding of software, equipment, and related techniques in the audio, broadcasting, and makerspace areas of the Innovation Center of the 10-12 Media Center. Once certified in each studio, students can work on larger, long-term products for both themselves and faculty / staff in the building.

Cost:

Initial Curriculum Development (12.0 Hours)	\$ 480.00
TOTAL	\$ 480.00

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 OFFICE

- A. **Elizabeth Leiss**, Director of Human Resources, to attend "*PA Association of School Personnel Administrators (PASPA) Annual Conference*" in Harrisburg, PA from February 25 through February 28, 2020. The total cost of the conference is \$1,265.00 (registration, transportation, lodging and meals). No substitute is needed.
- B. **Rachael Fenyus**, Senior Accountant, and **Sydney McGill**, Administrative Assistant-Human Resources, to attend "*Skyward Users Conference: Skyward iCon*" in St. Petersburg, Florida from February 26 through February 28, 2020. The total cost of the conference is \$3,281.00 (registration, transportation, lodging and meals). No substitutes are needed.

- C. **Carol Ganister**, PIMS and Data Specialist, to attend “*Data Summit – 2020 Vision*” in Hershey, PA from March 15 through March 18, 2020. The total cost of the conference is \$1,000.60 (registration, transportation, lodging and meals). No substitute is needed.
- D. **David Boyer**, Coordinator of Safety, Security and Emergency Preparedness, and **Terry Heydt**, School Police Officer, to attend the “*Sig Sauer P320 Armorers School and Certification*” at the Abington Police Department on February 21, 2020. The total cost of this training is \$520.00 (registration). No substitutes are needed.

DISTRICT-WIDE

- E. **Laura McNeil Murphy**, Certified School Nurse/District Health Coordinator K-6, and **Trisha Smith**, Certified School Nurse/District Health Coordinator 7-12, to attend “*School Nurses: Enhance Effective Medical Emergency Response Teams at All School Sites*” in Frazer, PA on January 13, 2020. The total cost of this conference is \$1,015.80 (registration, transportation, meals and one day of substitute coverage for each).

OAKS

- F. **Susan J. Kelly**, Instructional Assistant, to attend “*Scaffolding Literacy Instruction for Diverse Learners: Scaffolds to Support Writing Instruction*” at the Montgomery County Intermediate Unit in Norristown, PA on December 4, 2019. The total cost of this conference is \$342.00 (registration and one day of substitute coverage).

XI. OTHER BUSINESS

There were no questions or comments.

- A. Administration recommends approval for **Annette Eddowes Kiernan** (Director) and **Dawn Platchek** (Assistant Director) to take the **Spring-Ford Middle School Indoor Guard** to compete in the 2020 Tournament Indoor Association Atlantic Coast Championships in Wildwood, NJ from Thursday, April 30th through Sunday, May 3rd, 2020. The Indoor Guard will be traveling by bus and staying in Wildwood, NJ at a location to be determined at a later date. The estimated cost of the trip is \$220.00 per person based on the cost of the same trip in 2019. A preliminary schedule for the event will not be available until April 2020 therefore, the exact dates and times cannot be determined as of November 25, 2019. Departure and Arrival times may be adjusted to accommodate the performance schedule. Students will miss a few hours of school on the day of departure and any full days thereafter. The students will be responsible for any missed work. There will be no cost to the school district and no substitutes are needed.
- B. Administration recommends the approval for all 2019-2020 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 2019-2020 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 \$384.00 for two ½ day substitutes on December 6th for the Cumberland Valley Tournament and two ½ day substitutes on January 18th for the Rockyard Duals Tournament.

Wrestling

1. **Cumberland Valley Tournament – Mechanicsburg, PA**
Cumberland Valley High School
Depart 12/06/19 - Return 12/07/19
Meals and lodging provided by the Wrestling Team Booster Club Account
The team will use district transportation
2. **Liberty Holiday Wrestling Classic – Bethlehem, PA**
Liberty High School
Depart 12/27/19 – Return 12/29/19
Meals and lodging provided by the Wrestling Team Booster Club Account
The team will use district transportation
3. **Rockyard Duals – Holland, PA**
Council Rock South High School
Depart 1/18/20 – Return 1/19/20
Meals and lodging provided by the Wrestling Team Booster Club Account
The team will use district transportation

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

1. Policy #705.2 – PROPERTY: School Police Incidents (**Attachment A6**)
2. Policy #818 – OPERATIONS: Contracted Services (**Attachment A7**)
3. Policy #830 – OPERATIONS: Reporting Use of Force (**Attachment A8**)
4. Policy #834 – OPERATIONS: Use of Force (**Attachment A9**)

XII. BOARD COMMENT

Mr. Dehnert commented that although he will not be on the Board he wanted to caution the incoming Board with regards to the sleep study and later start times that when considering pushing back start times for the elementary students that he has heard from friends who are teachers in other districts that the younger students are struggling at the end of the day due to the later time they are being dismissed. He added that a lot of the younger students will still be dropped off at their regular time at day care due to parent's work schedules and will be in school later due to the times being pushed back and this will have a greater impact on their learning.

Mr. DiBello spoke about the ribbon cutting ceremony for the high school expansion saying it was great to see the number of residents who showed up. He stated that it was a great day and there was a lot of excitement and support. Mr. DiBello commented that everyone was excited to see the athletic expansion and the performing arts expansion and it was well worth the effort over the last several years. Mr. DiBello stated that he wanted to point out that there are rumors out there that there was a police threat at one of our schools and we haphazardly sent our students to school. Mr. DiBello stated that the thing with rumors is that they are 99.9% untrue and we as a district, especially working with our police department, would never ever put our students, administration or teachers in harm's way.

Mrs. Zasowski stated that since she will not be here next week she wanted to thank the outgoing Board Members; Mark Dehnert, Dr. Dressler, Kelly Spletzer and Dawn Heine for their service. She commented that it has been her privilege to serve with all of them. She thanked all of them for what they brought to the table and all they have taught her and especially for all of their endless hours of volunteerism.

Mr. Jackson said he agrees with Mr. DiBello and the last couple of months there have been many things said about this district. He stated that we have been ostracized and criticized. He added that this is a good board sitting here and a caring board and most of the board members have kids in the district. Mr. Jackson stated that every decision they make impacts them as much as it impacts you. He expressed that he has been honored to serve with all of the board members through this first part of the school year and he will miss those outgoing board members.

XIII. PUBLIC TO BE HEARD

There were no comments from the public.

XIV. ADJOURNMENT

Mrs. Heine made a motion to adjourn and Mr. Jackson seconded it. The motion passed 9-0. The meeting adjourned at 9:38 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On November 25, 2019 the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:35 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I:	Dr. Edward T. Dressler
Region II:	Dawn R. Heine and Clinton L. Jackson
Region III:	Mark P. Dehnert and Christina F. Melton
Presiding Officer:	Thomas J. DiBello
Superintendent:	Dr. David R. Goodin
Chief Financial Officer:	James D. Fink
Solicitor:	Mark Fitzgerald, Esq.
Student Reps.:	Eshika Seth

The following Board Members were absent: **Linda Fazzini, Kelly J. Spletzer and Colleen Zasowski**

The following Student Representative to the School Board was absent: **Julianna Lelli**

ANNOUNCEMENTS

Eshika reminded everyone that there will be no school for students this week. She advised that Rowdy the Ram will be making the most of his time off by supporting the Spring-Ford community in visiting some of his favorite small businesses. She added that the Shop Small Movement is all about supporting small businesses. Eshika invited everyone to visit the Spring-Ford social media sites to follow Rowdy as he Shops Small this week.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. PRESENTATION

Dr. Murray shared a PowerPoint of the 2018-2019 School District data assessments. She presented PSSA Data for the district and state for the elementary levels grades 3 through 8. Dr. Kelly spoke about the Math and ELA Action Steps to be taken. She spoke about Spring-Ford Learning which helps to provide professional development to teachers every day. Dr. Nugent next presented the assessment data which included Keystone Exams, Advanced Placement Exams, ACT and SAT for the district and the state for students in grades 9-12. She provided points of pride for the district which showed that the district achieved 95% in the 2019-20 Future Ready Index which exceeded the statewide goal or interim target. She advised that the district is ranked among the top schools in Montgomery County, has an overall trend of growth within the district, and data shows that cohorts of students who remain in Spring-Ford show growth over time.

Board discussion took place on the results and a request was made for a comparison of our district's results with 10-12 other high ranked school districts in Pennsylvania instead of a comparison with state average.

- A. **Dr. Kelly Murray**, Director of Curriculum and Instruction, **Dr. Patrick Nugent**, High School 10-12 Principal, and **Dr. Teresa Weidenbaugh**, 9th Grade Center Principal, to present an overview of the “**2018-2019 Spring-Ford Area School District Assessment Data**”.

III. **BOARD AND COMMITTEE REPORTS**

Student Rep. Report Julianna Lelli/Eshika Seth

Eshika reported on events happening in the district which include Thanksgiving break, the 5/6 musical production, the high school fall play, the high school expansion ribbon cutting ceremony, the middle school winter play, the start of the second quarter and Halloween parties at the elementary schools. Eshika next reported on events coming up which included holiday shops at the elementary schools, the winter Keystone Exams, the winter holiday concerts, the winter break, the semi-formal dance for 11/12 grade students, and dine out nights for Limerick and Royersford Elementary Schools.

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

Dr. Dressler reported that the WMCTC Joint Operating Committee met on November 4, 2019 on the same night as the community dinner. Dr. Dressler complimented Mrs. Arnt on the fine food presentation. Dr. Dressler advised that 4 members from the board will be retiring along with the director's secretary Mrs. Lewis. He reported that there are 26 students in the co-op program and 3 more filling out the paperwork. He informed that 100 new students have applied for enrollment into the Western Center Program. Dr. Dressler commented that on November 14th the Western Center hosted another Girl's Night Out meeting to introduce young women to non-traditional careers. He stated that there were 65 in attendance. He reported on upcoming events which included an open house on December 11th, a community dinner on January 13th and an indoor car show in conjunction with a craft fair on February 29th. Dr. Dressler acknowledged and offered congratulations to Spring-Ford student Olivia Raimondi on becoming the first officially licensed cosmetologist from the Western Center and securing employment as a result. Mrs. Heine added that there were a number of Western Center students and faculty members who recently travelled to Vegas to attend the SEMA Convention and they will be providing a presentation at the JOC meeting in January. She stated that from what she heard the students very much enjoyed the convention and were reluctant to leave it during their time there. The early reports are that what the students learned and experienced has been life changing for many of them.

PSBA Liaison Dr. Edward Dressler

Dr. Dressler commented that it is just about time for the Board to appoint a new PSBA Liaison and he expressed hope that the new representative would attend the PSBA Conference and the NSBA Conference as well as attend the local PSBA meetings. He advised that the New School Board Director and Advanced Director Training Programs are being offered at Radnor High School on December 7 for a small fee. He next reported that there are several House Bills that PSBA is supporting. He added that PSBA helped to stop the House Bill 1800 which is the School Voucher Bill and they are also dealing with anti-vaping bills. Dr. Dressler advised that a bill was passed that restored the school police arrest powers and will more than likely be signed by the Governor very soon.

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

Mrs. Melton reported that the Legislative Committee met last week and discussed the Special Education Funding Commission report which will be coming out. They also spoke about Charter Reform which continues to move forward. Legislative Bills discussed included topics such as a Business Finance Course for students, restoring authority to school police, raising the legal age for purchasing tobacco products including

vaping products from 18 to 21, the requirement of school director candidates to submit 10 signatures for nomination, the elimination of straight party voting and the change in educator evaluator systems which focus more on the teaching staff as opposed to how students are performing in standardized tests and assessments.

MCIU

Thomas J. DiBello

4th Weds. 7:00 p.m.

Mr. DiBello reported that the MCIU Board met last week and other than normal business the main report was that Dr. John George will be retiring as the Executive Director next year and in January the Board will be focusing on how and when they will move forward with replacing him. The hope is to have time for transition so that Dr. George can bring his replacement up to speed and continue forward with the expectations of the Board.

Superintendent's Report Dr. David R. Goodin

Dr. Goodin introduced a video of the ribbon cutting ceremony and open house for the high school addition. He reported that this week parent-teacher conference are taking place and that it is encouraging to see parents involved in their student's education. He wished everyone a Happy Thanksgiving. Dr. Goodin extended his thanks to the outgoing School in the district.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald reminded everyone that next Monday the Board will hold their reorganization meeting.

Mr. DiBello recognized the outgoing Board Members and on behalf of the Board presented them with ram statues and certificates from PSBA for their years of service. He spoke about each of them, their years of service, their committee involvement as Board Members and all they were involved in.

Dr. Dressler commented that ten years ago when he first came onto the board, the board and the administration was much different than what it is now. He spoke about his current and past experiences on the board, the school board committees he served on and his work as a board member through the changes that took place in superintendents, assistant superintendents, curriculum directors, Western Center Directors, and board members. Dr. Dressler stated that over the years they have assembled a top notch administrative and teaching core that is forward thinking and really has advanced this district to some pretty high levels. He expressed pride in being a part of this and he acknowledged and thanked the administration for doing all of the really hard work. Dr. Dressler expressed sadness at leaving the board which has been part of his life for so many years, stated that he had a wonderful time serving the school district, he will think of everyone fondly and he wished everyone the best.

Mrs. Heine commented that she would like to echo all of the same sentiments that Dr. Dressler expressed. She stated that she joined the board just after Dr. Goodin and Dr. Roche came to the district. She added that they have seen several iterations of curriculum during this time. She added that while she has served on Curriculum Committee all of her eight years she has also served the Western Center Joint Operating Committee Board and on the Policy Committee for seven of the eight years. Mrs. Heine commented that the fact that they are all able to come together as a group and work for the betterment of our students is what she is most proud of.

Mr. Dehnert commented that the only constant in his 12 years on the board has been Diane Fern who made his being on the school board so much easier. Mr. Dehnert expressed that he felt Mrs. Fern was excellent at her job and although he may be able

to be replaced, he was not sure about her. Mr. Dehnert spoke about first coming to the district 47 years ago at the age of 15 and how the area and the schools have changed since then. Mr. Dehnert stated that nothing he ever did in his time on the board was done for political or personal reasons. He commented that he felt it was his job to question anything he felt he needed answers on in order to make the right decision and in order to try to balance having a quality education with having something the taxpayers could afford. He thanked everyone for their support over his 12 years.

Mr. Jackson and Mrs. Melton expressed their appreciation for all of the time and effort the outgoing board members gave during their years of service on the board.

State Representative Joseph Ciresi commented that he served about the same number of years with each of the outgoing board members. He stated that being a board member takes a lot of time, energy, sometimes screaming from the public and doing the right thing. Mr. Ciresi stated that Spring-Ford is a district of distinction and he recalled how they used to talk about moving the district from good to great but now the great has come. He added that there is always room to grow from the great to beyond. He expressed that he is proud to say he was a member of the board but more proud to say he is a member of this community and in support of public education. Mr. Ciresi expressed confidence that the remaining board members and the newly elected board members would continue the tradition that will make this district stand out. Mr. Ciresi commented that it is nice to be able to be in Harrisburg and have people know who Spring-Ford is out of the 500 school districts in the state. Mr. Ciresi next presented the outgoing board members with citations on behalf of his office recognizing their time on the board and spoke about each of them and their contributions to the district.

IV. MINUTES

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

A. The Board approved the October 21, 2019 Work Session minutes. **(Attachment A1)**

B. The Board approved the October 28, 2019 Board Meeting minutes. **(Attachment A2)**

V. PERSONNEL

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

A. Resignations

1. **Billie J. Amerine**; Part-time, Food Service (5.75 hours/day), 5/6th Grade Center. Effective: November 22, 2019.
2. **Eileen Sullivan**; Part-time, Food Service (3 hours/day), 5/6th Grade Center. Effective: December 20, 2019.

New Resignations

3. **Stephanie C. Compton-Bain**; Behavioral Specialist, Senior High School. Effective: To be determined, but will not exceed January 14, 2020.
4. **Amy Hostetler**; Art Teacher, Senior High School. Effective: November 19, 2019.

B. Leaves of Absence

1. **Catherine W. Cabrera**; Speech Therapist, Oaks Elementary School, for a military leave of absence per Board Policy. Effective: November 7, 2019 through November 8, 2019.
2. **Racquel C. Richter**; Science Teacher, 8th Grade Center, for an extension of child-rearing leave per the Professional Agreement. Effective: January 27, 2020 through the end of the 2019-2020 School year.

New Leave of Absence

3. **Mary E. Sheehan**; Elementary Teacher, 5/6th Grade Center, is requesting a Sabbatical Leave per Board Policy. Effective: January 2, 2020 through December 31, 2020.

- C. The Board approved the attached job description for Junior Network Systems Administrator. **(Attachment A3)**
- D. The Board approved the attached extra-curricular contracts for the 2019-2020 school year. **(Attachment A4)**

New Personnel Motions

E. Support Staff:

1. **Brian Bogdon**; Maintenance III, replacing Edward Nugent who retired. Compensation has been set at \$30.00/hour with benefits per the Maintenance Benefit Summary. Effective: December 15, 2019.

F. Substitute:

1. **Jessica Fontain-Burgess** Office/Clerical Rate: \$14.20/hour

VI. FINANCE

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

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

B. Checks:

1. General Fund Checks
Check No. 208573 – 208891 \$1,209,409.52
2. Food Service Checks
Check No. 1806 – 1812 \$ 1,955.25
3. Capital Reserve Checks
Check No. 2078– 2079 \$ 137,302.94

4. Capital Projects
Reserve Fund: Check No. 60 – 64 \$ 328,052.77
 5. General Fund, Food Service, & Capital Reserve and Projects ACHs
ACH 192000442 – 192000570 \$2,192,330.81
 6. Procurement Payments and Wires
201900025 – 201900033 \$1,520,688.66
190000001 – 190000043 \$ 12,840.17
- C. The following monthly Board reports were approved:
- Skyward Reports
 - Check Register (General Fund, Food Service, Capital Reserve, Capital Projects, Procurement, Scholarships and Wires)
 - ACH Check Register (General Fund, Food Service, Capital Reserve, and Capital Projects)
- D. The Board approved the following independent contracts:
1. **Robert Rivset – Springfield, MA.** Provide 2 assemblies at Evans Elementary School and 1 at Spring City Elementary School entitled “Robert Rivset’s Mindfulness in Schools and Healthy Choices” highlighting the five mindful growth habits: Empathy, Flexibility, Persistence, Resilience and Optimism. Funding will be paid from the General Fund and shall not exceed \$1,200.00 (Evans \$800.00 and Spring City \$400.00).
 2. **American National Red Cross – Philadelphia, PA.** Provide adult and pediatric First Aid/CPR/AED training for instructional assistants during the 2019-2020 school year by Red Cross certified instructors. Funding will be paid from the Special Education Budget and shall not exceed \$3,052.00.
 3. **Buxmont Academy – Pipersville, PA.** Provide educational services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$21,849.80.
 4. **Silver Springs - Martin Luther School – Plymouth Meeting, PA.** Provide educational services, a 1:1 PCA and related services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$100,582.00.
 5. **Epic Health Services (PA) LLC dba Aveanna Healthcare – Atlanta, GA.** Provide a home health aide at school during the 2019-2020 school year for a special needs student as per the IEP. Funding will come from the Special Education Budget and shall not exceed \$4,455.00.
 6. **Lakeside Educational Network – North Wales, PA.** Provide services through the Lakeside Mobile Support Program for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$12,468.60.

New Independent Contracts

7. **Family Stages – Oreland, PA.** Provide a presentation for students at Spring City Elementary School entitled “Anansi the Trickster”. Funding will be paid from the General Fund and shall not exceed \$525.00.
 8. **Come Alive Communications – West Grove, PA.** Provide translated special education documents from English to Portuguese for a special needs student during the 2019-2020 school year as per the IEP. Funding will come from the Special Education Budget and shall not exceed \$4,310.60.
 9. **Chester County Intermediate Unit – Downingtown, PA.** Provide a Portuguese psychologist for a bilingual evaluation and interpreter for related service evaluations. Funding will be paid from the Special Education Budget and shall not exceed \$2,352.84.
- E. The Board approved the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Michael Straka – Bushkill, PA.** Provide a presentation for 3rd grade students at Evans Elementary School entitled “Rocks, Minerals and Fossil Show”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$575.00.
 2. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide a total of 5 assemblies for kindergarten students at Evans Elementary School entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$550.00.
 3. **Adragone Aeroponics – Glenmoore, PA.** Provide an Aeroponic Gardening Presentation for students in grades 1 through 4 at Spring City Elementary School. Funding will be paid by the Spring City Elementary Home and School Association and shall not exceed \$200.00.
 4. **Pamela J. Gaal – Limerick, PA.** Provide a Dog Safety Assembly for 4th grade Students at Brooke Elementary School. There is no cost for this assembly.
 5. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide a total of 4 assemblies for kindergarten students at Brooke Elementary School entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$440.00.

New 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:

6. **Michael Straka – Bushkill, PA.** Provide four presentations for 3rd grade students at Brooke Elementary School entitled “Rocks, Minerals and Fossil Show”. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$525.00.

7. **Montgomery County SPCA – Conshohocken, PA.** Provide an assembly for 2nd grade students at Royersford Elementary School entitled “Pet Care”. There is no cost for this assembly.
- F. The Board approved an addendum to the 3 year contract with Pediatric Therapeutic Services, Inc. (PTS) from June 26, 2017. This addendum is necessary due to additional services that are needed to provide psychology and occupational therapy services for special needs students during the 2019-2020 school year. Funding will be paid from the Special Education Budget and shall not exceed \$76,411.00.
- G. The Board approved making public the 2020-2021 Proposed Preliminary Budget for the required 20 days and advertise the Board’s intent to adopt the Preliminary Budget on January 27, 2020.
- H. The Board authorized Fox Rothschild LLP to enter into an agreement for the property located at 200 Limerick Center Road in Limerick Township and further identified as tax parcel No. 37-00-02143-00-7 setting the assessment of the property at \$566,950 for tax year 2020 (school tax year 2020-21) and for each subsequent tax year until a change in the property’s assessment pursuant to applicable law.
- I. The Board approved a proposal between Thom Stecher & Associates of Malvern, PA and the Spring-Ford Area School District for the 2019-2020 school year. Thom Stecher & Associates will provide ongoing professional development and data collection through the development of a district-wide Social Emotional Learning committee and affording the district the opportunity to engage with regional and national researchers and implementers in a data-based organization change model. The total cost of the proposal is \$13,200.00 and will be paid from Title IIA Funds.
- J. The Board approved entering into a contract with a parent of a special needs student to provide transportation, at the IRS approved rate, during the 2019 Extended School Year Program to and from The Melmark School in Berwyn, PA. Funding will come from the Special Education Budget and shall not exceed \$1,000.00.
- K. The Board approved seeking bids and/or participating in the Intermediate Unit bids for supplies for the 2020-2021 school year. Supplies would include but not be limited to custodial, art, paper, physical education, science, technology education and furniture.
- L. The Board approved an agreement with RDS Vending, LLC of Norristown, PA to install and maintain a snack vending machine at the Administration Building. There will be no cost to the district.
- M. The Board approved the establishment of a High School DECA Student Activity Account.
- N. The Board approved the establishment of a High School Animal Rescue Club Student Activity Account.
- O. The Board approved the establishment of a 7th Grade Crafting Club Student Activity Account.
- P. The Board approved closing the account for the Class of 2019 from the High School Activity Account.

New Finance Motion

- Q. The Board approved a confidential settlement and release agreement **#2019-06** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$8,500.00.

VII. PROPERTY

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

- A. The Board approved purchasing a 2019 Ford F-450 Dump Truck from Fred Beans Ford, West Chester, PA, COSTARS Purchasing Agreement for a cost not to exceed \$54,209.00. Funding will come from the Capital Reserve.

VIII. PROGRAMMING AND CURRICULUM

Mrs. Heine made a motion to approve Items A1 and A2 and Mrs. Melton seconded it.

Mr. Dehnert expressed reservations about the Microeconomics course and in addition the textbooks for the course but stated that in the spirit of moving forward he was not going to oppose this.

The motion passed 6-0.

- A. The Board approved the following new courses for the 2020-2021 school year. Board approval is requested so that administration may begin the process of planning for curriculum development, budgeting, and inclusion of the course in the student's course guide.

NEW COURSES FOR SPRING-FORD SENIOR HIGH SCHOOL 2020-2021

1. AP Microeconomics:

This major course will provide a rigorous course offering for those students interested in Global Studies and/or Social Studies and will enrich the curriculum of Spring-Ford's Social Studies and AP Program. Currently, Spring-Ford offers AP Macroeconomics. AP Microeconomics would serve as a complementary course for students interested in a deeper study of economic systems. From College Board: AP Microeconomics is a college-level course that introduces students to the principles of economics that apply to the functions of individual economic decision-makers. The course also develops students' familiarity with the operation of product and factory markets, distributions of income, market failure, and the role of government in promoting greater efficiency and equity in the economy. Students learn to use graphs, charts and data to analyze, describe and explain economic concepts

Cost:

Initial Curriculum Development (36.0 Hours)	\$ 1,440.00
AP Training (Current Staff Trained)	\$ 0
Textbooks (50 @ \$200 ea.)	<u>\$10,000.00</u>
TOTAL	\$11,440.00

2. **Innovation Studio/Media/Communications Minor:**

This course is designed to increase student understanding of software, equipment, and related techniques in the audio, broadcasting, and makerspace areas of the Innovation Center of the 10-12 Media Center. Once certified in each studio, students can work on larger, long-term products for both themselves and faculty / staff in the building.

Cost:

Initial Curriculum Development (12.0 Hours)	\$ 480.00
TOTAL	\$ 480.00

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

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

The following individuals were approved for attendance at the following:

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

- A. **Elizabeth Leiss**, Director of Human Resources, to attend “*PA Association of School Personnel Administrators (PASPA) Annual Conference*” in Harrisburg, PA from February 25 through February 28, 2020. The total cost of the conference is \$1,265.00 (registration, transportation, lodging and meals). No substitute is needed.
- B. **Rachael Fenyus**, Senior Accountant, and **Sydney McGill**, Administrative Assistant-Human Resources, to attend “*Skyward Users Conference: Skyward iCon*” in St. Petersburg, Florida from February 26 through February 28, 2020. The total cost of the conference is \$3,281.00 (registration, transportation, lodging and meals). No substitutes are needed.
- C. **Carol Ganister**, PIMS and Data Specialist, to attend “*Data Summit – 2020 Vision*” in Hershey, PA from March 15 through March 18, 2020. The total cost of the conference is \$1,000.60 (registration, transportation, lodging and meals). No substitute is needed.
- D. **David Boyer**, Coordinator of Safety, Security and Emergency Preparedness, and **Terry Heydt**, School Police Officer, to attend the “*Sig Sauer P320 Armorers School and Certification*” at the Abington Police Department on February 21, 2020. The total cost of this training is \$520.00 (registration). No substitutes are needed.

DISTRICT-WIDE

- E. **Laura McNeil Murphy**, Certified School Nurse/District Health Coordinator K-6, and **Trisha Smith**, Certified School Nurse/District Health Coordinator 7-12, to attend “*School Nurses: Enhance Effective Medical Emergency Response Teams at All School Sites*” in Frazer, PA on January 13, 2020. The total cost of this conference is \$1,015.80 (registration, transportation, meals and one day of substitute coverage for each).

OAKS

- F. **Susan J. Kelly**, Instructional Assistant, to attend “*Scaffolding Literacy Instruction for Diverse Learners: Scaffolds to Support Writing Instruction*” at the Montgomery County Intermediate Unit in Norristown, PA on December 4, 2019. The total cost of this conference is \$342.00 (registration and one day of substitute coverage).

X. OTHER BUSINESS

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

- A. The Board gave approval for **Annette Eddowes Kiernan** (Director) and **Dawn Platchek** (Assistant Director) to take the **Spring-Ford Middle School Indoor Guard** to compete in the 2020 Tournament Indoor Association Atlantic Coast Champion-ships in Wildwood, NJ from Thursday, April 30th through Sunday, May 3rd, 2020. The Indoor Guard will be traveling by bus and staying in Wildwood, NJ at a location to be determined at a later date. The estimated cost of the trip is \$220.00 per person based on the cost of the same trip in 2019. A preliminary schedule for the event will not be available until April 2020 therefore, the exact dates and times cannot be determined as of November 25, 2019. Departure and Arrival times may be adjusted to accommodate the performance schedule. Students will miss a few hours of school on the day of departure and any full days thereafter. The students will be responsible for any missed work. There will be no cost to the school district and no substitutes are needed.
- B. The Board gave approval for all 2019-2020 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 for following high school winter sport teams for overnight travel during the 2019-2020 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 \$384.00 for two ½ day substitutes on December 6th for the Cumberland Valley Tournament and two ½ day substitutes on January 18th for the Rockyard Duals Tournament.

Wrestling

- 1. **Cumberland Valley Tournament – Mechanicsburg, PA**
Cumberland Valley High School
Depart 12/06/19 - Return 12/07/19
Meals and lodging provided by the Wrestling Team Booster Club Account
The team will use district transportation
- 2. **Liberty Holiday Wrestling Classic – Bethlehem, PA**
Liberty High School
Depart 12/27/19 – Return 12/29/19
Meals and lodging provided by the Wrestling Team Booster Club Account
The team will use district transportation
- 3. **Rockyard Duals – Holland, PA**
Council Rock South High School
Depart 1/18/20 – Return 1/19/20
Meals and lodging provided by the Wrestling Team Booster Club Account
The team will use district transportation

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

1. Policy #705.2 – PROPERTY: School Police Incidents (**Attachment A5**)
2. Policy #818 – OPERATIONS: Contracted Services (**Attachment A6**)
3. Policy #830 – OPERATIONS: Reporting Use of Force (**Attachment A7**)
4. Policy #834 – OPERATIONS: Use of Force (**Attachment A8**)

NEW OTHER BUSINESS

- E. The Board gave approval of the Parent Permission and Release of Liability Waivers for a parent requesting permission to personally transport their two children home from the Music Department's trip to Atlanta, Georgia in December 2019.
- F. The Board acknowledged the acceptance of a donation from **Corbett, Inc.** for new Ram Country TV (RCTV) Studio furniture. There will be no cost to the district.

XI. BOARD COMMENT

There were no comments from the board.

XII. PUBLIC TO BE HEARD

There were no comments from the public.

XIII. ADJOURNMENT

Mrs. Heine made a motion to adjourn and Mr. Dehnert seconded it. The motion passed 6-0. The meeting adjourned at 9:42 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On December 2, 2019 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:	Linda C. Fazzini
Region II:	Clinton L. Jackson
Region III:	Thomas J. DiBello and Christina F. Melton
Presiding Officer:	Diane Fern (Board Secretary)
Superintendent:	Dr. David R. Goodin
Chief Financial Officer:	James D. Fink
Solicitor:	Mark Fitzgerald, Esq.
Student Reps.:	Julianna Lelli and Eshika Seth

The following Board Member participated via phone: **Wendy Earle** (Sworn in previously. Provided Board Secretary with proof of taking oath of office and being officially sworn in.)

The following newly elected Board Members were present but not officially sworn in as of the start of the meeting: **Dr. Margaret D. Wright, David R. Shafer, Diane C. Sullivan, Colleen Zasowski**

- I. **CALL TO ORDER AND ATTENDANCE** (By Diane Fern, Board Secretary)
Board Secretary, Mrs. Fern, opened the meeting with the call to order and the recording of the attendance.
- II. **PLEDGE OF ALLEGIANCE**
The Pledge of Allegiance was recited.
- III. **PURPOSE OF THE MEETING** (By Mark Fitzgerald, Solicitor)
Mr. Fitzgerald explained that the Pennsylvania School Code requires that annually during the first week of December the Members of the School Board meet and reorganize.
- IV. **PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**
There were no comments from the public.
- V. **NOMINATION AND ELECTION OF TEMPORARY BOARD PRESIDENT**
Mrs. Fern opened the floor for nominations of a Temporary Board President. Mr. Jackson nominated Mr. DiBello. There were no other nominations. Mrs. Melton made a motion to close the nominations and Mrs. Fazzini seconded it. The Board elected Mr. DiBello as the Temporary Board President by a vote of 4-0.

Mr. DiBello introduced the Honorable Judge Richard H. Welsh who conducted the swearing in and oath of office for the newly elected and re-elected School Board Members.

VI. SWEARING IN OF THE NEWLY ELECTED BOARD MEMBERS ADMINISTERED BY THE HONORABLE JUDGE RICHARD H. WELSH

Judge Welsh invited Dr. Margaret D. Wright to come forward along with anyone she had accompanying her from her family. Judge Welsh administered the oath of office and Dr. Wright took her place at the board table.

Region I: Dr. Margaret D. Wright

Judge Welsh invited David R. Shafer to come forward along with anyone he had accompanying him from his family. Judge Welsh administered the oath of office and Mr. Shafer took his place at the board table.

Region II: David R. Shafer

Judge Welsh invited Diane C. Sullivan to come forward along with anyone she had accompanying her from her family. Judge Welsh administered the oath of office and Ms. Sullivan took her place at the board table.

Region III: Diane C. Sullivan

VII. SWEARING IN OF REELECTED BOARD MEMBER ADMINISTERED BY THE HONORABLE JUDGE RICHARD H. WELSH

Judge Welsh invited Colleen Zasowski to come forward along with anyone she had accompanying her from her family. Judge Welsh administered the oath of office and Mrs. Zasowski took her place at the board table.

Region II: Colleen Zasowski

VIII. NOMINATIONS AND ELECTION FOR THE OFFICE OF BOARD PRESIDENT

Mr. DiBello opened the floor for nominations of a Board President. Mrs. Melton nominated Mrs. Zasowski. There were no other nominations. Mr. Jackson made a motion to close the nominations and Mrs. Fazzini seconded it. The motion passed 9-0 to close the nominations. The Board elected Mrs. Zasowski as the Board President by a vote of 9-0.

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

Mrs. Zasowski opened the floor for nominations of a Board Vice President. Ms. Sullivan nominated Ms. Earle. Mrs. Zasowski nominated Mr. DiBello. There were no other nominations. Mrs. Fazzini made a motion to close the nominations and Mr. Jackson seconded it. The motion to close the nominations passed 9-0. There was a roll call vote with Mr. Shafer, Mr. Jackson, Mr. DiBello, Mrs. Zasowski, Mrs. Melton and Mrs. Fazzini voting for Mr. DiBello. Dr. Wright, Ms. Sullivan and Ms. Earle voted for Ms. Earle. Mr. DiBello was elected as the School Board Vice President by a vote of 6-3.

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. **Christina F. Melton** presently serves in this capacity and **Thomas J. DiBello** serves as the alternate.

Mrs. Zasowski designated Mrs. Melton to continue as the representative to the Montgomery County School Directors Legislative Committee and Mr. Jackson to serve as the alternate.

- XI.** The Board shall appoint a **PSBA Liaison** to represent the Spring-Ford Area School District.

Mr. DiBello nominated Mr. Shafer. There were no other nominations. Mr. Jackson made a motion to close the nominations and Mrs. Fazzini seconded it. The motion to close the nominations passed 9-0. The Board elected Mr. Shafer to serve as the PSBA Liaison by a vote of 9-0.

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

Mrs. Melton made a motion to appoint Mr. DiBello as the Representative to the Spring City American Legion and Mrs. Fazzini seconded it. The motion passed 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:

Dr. Edward T. Dressler	2019
Dawn R. Heine	2020
Mark P. Dehnert	2021

Mrs. Melton nominated Mrs. Zasowski to serve as the Vocational-Technical School Joint Operating Committee Member for the term expiring in 12/2022. Mr. Jackson made a motion to close the nominations and Mrs. Fazzini seconded it. The motion to close the nominations passed 9-0. Mrs. Zasowski was elected by a vote of 9-0 to serve as the Vocational-Technical School Joint Operating Committee Member for the three-year term expiring 12/2022.

- Nominations for the Vocational-Technical School Operating Committee Member to fill the vacancy in the **three-year term** (expiring in 12/2022), which occurs this year, namely the seat held by **Dr. Edward T. Dressler, Jr.** (No second is needed for nominations)

Mr. Shafer nominated Mrs. Melton to serve as the Vocational-Technical School Joint Operating Committee Member for the term expiring in 12/2020. Mr. Jackson made a motion to close the nominations and Mr. DiBello seconded it. The motion to close the nominations passed 9-0. Mrs. Melton was elected by a vote of 9-0 to serve as the Vocational-Technical School Joint Operating Committee Member for the one-year term expiring 12/2020.

- Nominations for the Vocational-Technical School Operating Committee Member to fill the vacancy in the **one-year remaining term** (expiring 12/2020), which occurs this year, namely the seat held by **Dawn R. Heine**. (No second is needed for nominations)

Dr. Wright nominated Ms. Earle to serve as the Vocational-Technical School Joint Operating Committee Member for the term expiring in 12/2021.

Mr. Jackson nominated Mr. DiBello to serve as the Vocational-Technical School Joint Operating Committee Member for the term expiring in 12/2021.

Mr. DiBello made a motion to close the nominations and Mrs. Fazzini seconded it. The motion to close the nominations passed 9-0. There was a roll call vote with Mr. Shafer, Mr. Jackson, Mr. DiBello, Mrs. Zasowski, Mrs. Melton and Mrs. Fazzini voting for Mr. DiBello. Dr. Wright, Ms. Sullivan and Ms. Earle voted for Ms. Earle. Mr. DiBello was elected by a vote of 6-3 to serve as the Vocational-Technical School Joint Operating Committee Member for the two-year term expiring 12/2021.

- Nominations for the Vocational-Technical School Operating Committee Member to fill the vacancy in the **two-year term** which occurs this year (expiring in 12/2021), namely the seat held by **Mark P. Dehnert**. (No second is needed for nominations)

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

XIV. The Board approved the attached Listing of Work Session/Board Meeting Dates for 2020. (ATTACHMENT A1)

Mr. DiBello made a motion to authorize the signature of Colleen Zasowski as the Board President so she can sign all documentation on behalf of the Board and Mrs. Melton seconded it. The motion passed 9-0.

XV. The Board authorized the signature of Colleen Zasowski as the Board President so that she can sign all documentation on behalf of the Board.

XVI. PUBLIC TO BE HEARD

There were no comments from the public.

XVII. BOARD COMMENT

Mrs. Melton welcomed the new board members and stated that they all have a passion to do the right thing and move the district forward. She expressed confidence that they will all do this. She added that one of the best things about the board table is that they can disagree in a constructive way and when they do this it only makes them better. Mrs. Melton commented that she was looking forward to hearing new creative ideas and working together to better the district.

XVIII. ADJOURNMENT

Mrs. Melton made a motion to adjourn and Mr. Shafer seconded it. The motion passed 9-0. The meeting adjourned at 7:51 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

**2019-2020 EXTRACURRICULAR CONTRACTS
JANUARY 2020**





	Contract Title	Season	Last	First	Stipend
1	Asst. Swimming Coach-HS	Winter	Agnew	Mark E.	\$5,189.00
2	Softball Coach (Head) (7th Grade)	Spring	Avans	Julia A.	\$2,772.00
3	Asst. Lacrosse Coach-Boys'-HS	Spring	Baker	Charles E.	\$3,991.00
4	Asst. Track Coach-Girls' & Boys'-HS	Spring	Boham	Damien D.	\$3,991.00
5	Asst. Track Coach-Girls' & Boys'-Winter-HS	Winter	Boham	Damien D.	\$5,189.00
6	Scoreboard Operator (as needed)	Year	Brennan	John A.	\$50/game
7	Lacrosse Coach - Girls (8th Grade)	Spring	Burger	Maureen F.	\$2,772.00
8	Asst. Track Coach-Girls' & Boys'-HS	Spring	Cain	David W.	\$3,991.00
9	Scoreboard Operator (as needed)	Year	Camilleri	Kimberly A.	\$50/game
10	Asst. Baseball Coach-HS	Spring	Clarke	Cody B.	\$3,991.00
11	Choreographer Spring Musical - HS	Spring	Colgan	Caitlyn H.	\$3,000.00
12	Volunteer Assistant Wrestling Coach -HS	Winter	DeCiantis	Karl A.	Volunteer
13	Sound Production -HS (Both Fall & Spring Productions) (1/2 Contract)	Spring	Denning	Joshua C.	\$735.50
14	Volunteer Assistant Baseball Coach- HS	Spring	Eshbach	Bryer M.	Volunteer
15	Asst. Lacrosse Coach-Girls'-HS	Spring	Furman	Kelly A.	\$3,991.00
16	Theater Business Manager-HS (1/2 Contract)	Year	German	Kelly L.	\$936.50
17	Asst. Track Coach-Girls' & Boys'-HS (1/2 Contract)	Spring	Giovagnoli	Heather L.	\$2,095.28
18	Volunteer Assistant Baseball Coach- MS	Spring	Heffernan	Michael A.	Volunteer
19	Baseball Coach (8th Grade)	Spring	Heffernan	Michael B.	\$3,201.66
20	Volunteer Assistant Baseball Coach- HS	Spring	Hoff	James F.	Volunteer
21	Volunteer Assistant Wrestling Coach- MS	Winter	Hontz	Thomas J.	Volunteer
22	Volunteer Assistant Track Coach-Boys & Girls- HS	Spring	Kraynak	John	Volunteer
23	Asst. Basketball Coach-Girls'-HS (1/2 Contract)	Winter	Labick	Matthew W.	\$2,395.00
24	Color Guard Club- 5/6	Winter	Marone	Danielle M.	\$402.00
25	Asst. Indoor Color Guard Instructor-HS (1/2 Contract)	Winter	Noone	Rachael A.	\$1,107.50
*26	Asst. Basketball Coach-Girls'-HS (1/2 Contract)	Winter	Roche, Jr.	Philip T.	\$2,395.00
27	Asst. Indoor Color Guard Instructor-HS (1/2 Contract)	Winter	Rowedder	Melissa E.	\$1,107.50
28	Set Designer -All Productions-HS (1/2 Contract)	Spring	Swartz	Heidi G.	\$800.00
29	Indoor Percussion Asst. Director - HS (1/2 Contract)	Winter	Thurston	Luke M.	\$1,107.50
30	Volunteer Assistant Track Coach-Boys & Girls- HS	Spring	Varady	Matthew J.	Volunteer

**2020-2021
SPRING-FORD AREA SCHOOL DISTRICT
STUDENT SCHOOL CALENDAR**

DRAFT: January 21, 2020

Aug 25th	T	Staff In-Service K-12
Aug 26th	W	Staff In-Service K-12
Aug 27th	TH	Staff In-Service K-12
Aug 31st	M	First Day of School for Students
Sept 4th	F	No School for Students & 10 Month Employees
Sept 7th	M	Labor Day (school closed)
Sept 28th	M	No School for Students & 10 Month Employees
Oct 12th	M	Staff In-Service K-12
Nov 3rd	T	Staff In-Service K-12
Nov 23rd	M	Conferences/In-Service
Nov 24th	T	Conferences/In-Service
Nov 25th	W	No School for Students & 10 Month Employees
Nov 26th	TH	Thanksgiving Break (school closer)
Nov 27th	F	Thanksgiving Break (school closer)
Dec 24th	TH	Winter Break (school closed)
Dec 25th	F	Winter Break (school closed)
Dec 28th	M	Winter Break (school closed)
Dec 29th	T	Winter Break (school closed)
Dec 30th	W	Winter Break (school closed)
Dec 31st	TH	Winter Break (school closed)
Jan 1st	F	Winter Break (school closed)
Jan 18th	M	Martin Luther King Day (school closed)
Feb 12th	F	Conferences/In-Service
Feb 15th	M	President's Day (school closed)
Mar 31st	W	No School for Students & 10 Month Employees
Apr 1st	TH	Spring Break (school closed)
Apr 2nd	F	Spring Break (school closed)
Apr 5th	M	Spring Break (school closed)
May 18th	T	Staff In-Service K-12
May 31st	M	Memorial Day (school closed)
June 17th	TH	Tentative Last Day for Students
June 18th	F	Tentative Last Day for Teachers

Legend

No School for Students	
Staff In-Service days	
Add'l Emergency Days	
First/Last Day for Students	

The 2020-2021 calendar has 3 emergency days built into it in the event of school cancellations. If additional days are needed, the following days will be converted into student/teacher school days: November 23, November 24, February 15, March 31 and/or April 1.

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

	Student Days		Teacher Days	12 month
	Elem	Second		
Aug	1	1	4	23 Jul
Sept	19	19	19	21 Aug
Oct	21	21	22	22 Sep
Nov	15	15	18	22 Oct
Dec	17	17	17	21 Nov
Jan	19	19	19	23 Dec
Feb	18	18	19	21 Jan
Mar	22	22	22	20 Feb
Apr	19	19	19	23 Mar
May	19	19	20	22 Apr
June	13	13	14	21 May
	183	183	193	22 Jun
				261

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

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

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

ATTACHMENT A																											
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SCHOOL POLICE INCIDENTS

ADOPTED:

REVISED:

REVIEWED:

	705.2. SCHOOL POLICE INCIDENTS
1. Purpose	The purpose of this policy is to provide guidance for the School Police Officer(s) responding to calls for service and dealing with incidents on school property during normal school hours or during school sanctioned events on/off school property before, during, or after normal school hours.
2. Responsibility	<p>Responding to calls for service or conducting investigations on school property requires understanding the limitations placed on law enforcement officers by law and the responsibility of school authorities for supervision of children under their care.</p> <p>It is the responsibility of the School Police Officer(s) to conduct investigations and related police business on school property in conformance with accepted legal practices and the responsibility of the school officials to manage the educational environment.</p>
3. Guidelines	<p>A. <u>Interviewing Students</u></p> <ol style="list-style-type: none"> 1. Except in emergency situations or circumstances of arrest, the School Police Officer(s) who wishes to interview students on school property, shall notify the building principal or designee. 2. School officials shall summon students to an appropriate area for the purpose of questioning. 3. School officials may be present as observers during the interviews. 4. Police Officer(s) shall not use school employees to conduct interviews as a part of the investigation. 5. Police Officer(s) may question school officials with regard to their knowledge of students, their activities, and other matters.

	<p>B. <u>Arrest of Students</u></p> <ol style="list-style-type: none">1. Police Officers shall notify the building principal or designee before making an arrest of a student during normal school hours unless exigent circumstances exist that would jeopardize the safety of the officer or others. The Police Officer(s) is responsible to notify the youth's parent, guardian or a responsible adult of the youth's arrest.2. Students will not be removed from school property during school hours without notifying the school principal or his/her designee.3. The use of handcuffs or other restraining devices shall be used when deemed necessary to ensure the safety of the arrestee, the police officers and others.4. The arrest of the student shall be conducted to minimize the disruption of school activities. <p>C. <u>Searching Students and Property</u></p> <ol style="list-style-type: none">1. Police searches of students and property on school property must be reasonable. <p>D. <u>Reporting Incidents to Police Officer(s)</u></p> <ol style="list-style-type: none">1. The following incidents will be referred to the police for investigation<ol style="list-style-type: none">a. Assaultb. Assault of a student with injuryc. Use of a weapon in an assault or attempted assaultd. Report of a weapon or explosive on school propertye. Possession or use of alcohol or narcoticsf. Bomb threatsg. Threats of physical harm to school officials or propertyh. Pornography
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	<ul style="list-style-type: none">i. Sexual assault, rapej. Burglary or theftk. Vandalisml. Arsonm. Trespass or loitering on school grounds during school hoursn. Alcohol, tobacco, vapingo. Controlled substances <p>2. Incidents shall be reported in a timely manner and provide specific information, if known, with regards to who was involved, when the incident took place and when the incident occurred.</p> <p>E. <u>Parameters for Building Security</u></p> <ul style="list-style-type: none">1. Principals from each school shall be aware of and understand existing school and School Police Policies and Procedures.2. The School Police Department shall be provided the names of students who have been suspended from school and the length of the suspension. <p>F. <u>Use of School Police Vehicles</u></p> <p>The use of District vehicles by school police officers for the purpose of “hot pursuit” is forbidden.</p> <p>G. <u>Motor Vehicle Stops</u></p> <p>School Police Officers shall have the authority to conduct motor vehicle stops on school property for traffic violations occurring on school property or when there is a known warrant for an individual in the vehicle.</p> <p>H. <u>Intoxicated Individuals</u></p> <ul style="list-style-type: none">1. Students determined to have used alcohol or who may be under the influence of a controlled substance (“Intoxicated Individuals”) shall be turned over to the building principal for disciplinary action outlined in the Student Code of Conduct.2. The building principal and the Superintendent or his/her designee shall be
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	<p>notified of any staff members determined to be an Intoxicated Individual on school property.</p> <p>3. Intoxicated Individuals shall be arrested according to applicable state law and local ordinances.</p> <p>I. <u>Medical Treatment of Individuals</u></p> <p>1. School Police Officers shall administer medical treatment to students, staff, or school visitors on an emergency basis only.</p> <p>2. School Police Officers shall be required to maintain certification for first aid, CPR, and the use of an A.E.D.</p> <p>3. Narcan® (Naloxone) shall be administered in accordance with Board Policy 823.</p> <p>J. Extra-Duty or “<u>Moonlighting</u>”</p> <p>1. It is the policy of the Spring-Ford Area School District Police Department (Department) to allow its personnel to engage in extra-duty employment that does not conflict with primary job assignments or obligations to the Department, and that does not discredit or embarrass the Department or diminish public confidence in law enforcement, or in the Department’s commitment to integrity.</p> <p>2. A police officer engaged in any extra-duty employment is subject to call-out in case of an emergency, and may be expected to leave his/her off-duty or outside employment in such situations.</p> <p>3. Approval for extra-duty employment may be withdrawn upon the discovery of any conflict of interest or any violation of the conditions for approval stated in this policy, when such employment interferes with the employee’s primary duties or if Department disciplinary standards are violated.</p> <p>4. School Police Officers shall be permitted to work as police officers or security guards by employers other than the District only with the completion and approval of the required application by the Coordinator of Safety, Security, and Emergency Preparedness (CSSEP), the Superintendent, and the Director of Human Resources. (Attachment: Extra-Duty and/or Moonlighting application)</p> <p>K. Media</p> <p>1. The District is committed to operate effectively by obtaining support from</p>
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	<p>the public. In order to ensure public trust and support, the District is committed to informing the community, through the news media, of events within the public domain that are handled by, or involve the District. The District will, however, control the dissemination of public information to protect the constitutional rights of an accused, to avoid interfering with a Department investigation, or because it is legally privileged. All District correspondence with the media shall comply with Board Policy 911 News Media Relations.</p> <p><u>References:</u> Board Policy 823 Board Policy 911</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CONTRACTED SERVICES

ADOPTED: March 25, 1991

REVISED:

	818. CONTRACTED SERVICES
1.Purpose	<p>In its effort to provide cost-effective programs, the Board uses outside independent contractors for a variety of purposes. The district is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the district. This policy is adopted to outline those requirements and the manner in which the district shall direct and monitor contractor compliance.</p>
2. Definitions	<p>For purposes of this policy, contractor employee shall include an individual who:</p> <ol style="list-style-type: none"> 1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and 2. Has or will have direct contact with children.
SC 111	<p>Direct Contact with Children - the possibility of care, supervision, guidance or control of children or routine interaction with children.[1]</p> <p>For purposes of this policy, independent contractor shall mean an individual or entity that contracts with the district to provide services.</p>
3. Authority	<p>The district is required by law to ensure that independent contractors and contractor employees comply with the mandatory background check requirements for criminal history and child abuse certifications, the employment history review requirement, and the arrest and conviction reporting requirements.[2][3][4]</p>
4. Guidelines	<p>Prior to using contracted services, a written contractual agreement shall be entered into between the district and the independent contractor and maintained centrally by the district in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:</p> <ol style="list-style-type: none"> 1. Mandatory requirements for criminal history background checks, child abuse certifications, employment history reviews, and arrest and conviction

	<p>reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.[5]</p> <p>2. A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle owned, leased or operated by the independent contractor in connection with school district services.[6][7][8][9][10]</p> <p>3. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.</p> <p>The Superintendent or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.[2][3][4][5][11]</p> <p>Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.</p> <p><u>Pre-Employment Requirements</u></p> <p><i>Employment History Review -</i></p> <p>Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a contractor employee to perform work for the district in a position or assignment involving direct contact with children. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.[4]</p> <p>Independent contractors shall inform the district, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the district objects to the assignment, the independent contractor may not assign the contractor employee to the district.[4]</p> <p>Independent contractors shall, upon request, provide the district to which a contractor employee is assigned access to the employee's employment history review records.</p>
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Criminal History -

Prior to assignment of contractor employees to perform work for the district in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[\[2\]](#)[\[3\]](#)

Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. Contractor employees shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.[\[3\]](#)

Tuberculosis Test -

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[12\]](#)[\[13\]](#)

Arrest and Conviction Reporting Requirements

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the district and who have direct contact with children, to notify the independent contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Contractor employees shall also be required to report to the independent contractor, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.[\[3\]](#)[\[11\]](#)

If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator in a founded or indicated report, from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Superintendent or designee.

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[3\]](#)[\[11\]](#)

Contractor employees who provide transportation services shall immediately notify the independent contractor and the district's transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges.[\[14\]](#)

Educator Misconduct

If the Superintendent reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Superintendent or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Board policy 317.1.[\[15\]](#)[\[16\]](#)

Training

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[\[1\]](#)

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[\[17\]](#)
3. District policy related to reporting of suspected abuse and sexual misconduct.[\[18\]](#)
4. Maintenance of professional and appropriate relationships with students.[\[19\]](#)

Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.[\[1\]](#)

Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.

Child Abuse Reporting

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[\[18\]](#)[\[20\]](#)

Legal	<p><u>Confidentiality</u></p> <p>No contractor employee shall be permitted access to confidential student information unless the district has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building principal.[21][22]</p> <ol style="list-style-type: none"> 1. 24 P.S. 1205.6 2. 23 Pa. C.S.A. 6344 3. 24 P.S. 111 4. 24 P.S. 111.1 5. 55 PA Code 3490.132 6. 49 CFR Part 382 7. 67 PA Code 71.3 8. 75 Pa. C.S.A. 1612 9. 75 Pa. C.S.A. 3802 10. Pol. 810.1 11. 23 Pa. C.S.A. 6344.3 12. 24 P.S. 1418 13. 28 PA Code 23.44 14. 75 Pa. C.S.A. 1606 15. 24 P.S. 2070.9a 16. Pol. 317.1 17. 24 P.S. 2070.1a et seq. 18. Pol. 806 19. Pol. 824 20. 23 Pa. C.S.A. 6311 21. Pol. 113.4 22. Pol. 216 24 P.S. 1362 22 PA Code 8.1 et seq. 23 Pa. C.S.A. 6301 et seq. 75 Pa. C.S.A. 1601 et seq. Pol. 610 Pol. 810
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: REPORTING USE OF FORCE

ADOPTED:

REVISED:

REVIEWED:

	<p style="text-align: center;">830. REPORTING USE OF FORCE</p> <p>1. Purpose It is the purpose of this policy to provide Spring-Ford Area School District Police Officers with guidelines for reporting use of force.</p> <p>2. Authority The authority to use force carries with it the need for accountability in order to safeguard the rights of the public and preserve the integrity of the Spring-Ford Area School District Police Department. As such, it is the policy of the Spring-Ford Area School District that use of force, as designated herein, shall be reported in a timely, complete, and accurate manner by involved Spring-Ford Area School District Police Officers and as prescribed by this policy. Police use of force shall be recognized as physical force as defined in Board Policy 834 Use of force by police shall not include handcuffs when used as a restraint in arrest and transport activities, transport by vehicle, physical removal of peacefully resisting demonstrators, display of weapon (un-holstering or brandishing of firearm), presence of police officers, horses or canines, or policy issuance of tactical commands (verbal judo).</p> <p>3. Guidelines A. <u>Responsibility for Reporting</u> <ol style="list-style-type: none"> 1. Spring-Ford Area School District Police Officers shall make an immediate verbal report to their supervisors following any use of force and shall file a Use-of-Force Report. 2. All Use-of-Force Reports shall specify the actions of the subject person that necessitated the use of force, the reason why the officer used force, as well as any subject person complaints of injury, medical treatment received, or refusal of medical treatment. 3. The officer shall notify any assisting officer if force was used on the subject person, or if the subject person has an injury or complaint of pain. 4. Supervisory officers shall investigate and report on uses of force directly to the Superintendent. B. <u>Subject Persons in Custody or Detention and Medical Attention</u> </p>
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	<ol style="list-style-type: none">1. Spring-Ford Area School Police Officers shall seek immediate medical treatment for any Subject Person in custody or detained (Investigative Detention) for any of the following reasons:<ol style="list-style-type: none">a. If the Subject Person requests medical attention.b. Upon the Officer's observation, the subject person has an apparent injury.c. If there is a question of an injury, the officer shall ask the Subject Person if they are injured or ill.2. Spring-Ford Area School Police Officers shall complete a report on any person who has been injured or who reports being injured in a manner designated by the Spring-Ford Area School District. <p>C. <u>Supervisory Responsibilities</u></p> <ol style="list-style-type: none">1. For any use of force, an officer's immediate supervisor shall be summoned and shall respond to the location on a priority basis.2. In any instance of use of force, the supervisor shall prepare a Use of Force Report that shall include:<ol style="list-style-type: none">a. The officer's and subject person's description of the incident, statements of actions taken, injuries sustained and medical treatment provided.b. Identification and interview(s) of witnesses as appropriate.c. Documenting, as necessary, the scene of the incident.d. Interviews of any health care provider concerning the injuries sustained and their consistency with uses of force.e. Statements (including tape recordings) of witnesses, subject person(s), and medical personnel.f. Copies of medical reports.g. Photographs or videotapes of injuries.h. Any other information or material pertinent to a complete understanding of the incident.3. The immediate supervisor shall notify the Coordinator of Safety, Security,
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<p>4. Definitions</p>	<p>and Emergency Preparedness (CSSEP) and/or the Superintendent in cases involving injury or complaint of injury, hospitalization, or death of a person resulting or allegedly resulting from an officer's use of force.</p> <p>4. The CSSEP shall review all Use-of-Force Reports to determine their adherence to policy and procedures, and completeness of the report. Where further documentation or investigation is warranted, the CSSEP shall continue with the investigation.</p> <p>5. The CSSEP shall submit his findings and conclusions to the Superintendent.</p> <p>6. In any incident that involves serious bodily injury or death from an officer's use of force, the involved officer may be reassigned pending the outcome of the investigation and any possible administration adjudication.</p> <p><u>Use of Force</u> - For purposes of this policy, Use of Force is the amount of effort required by police to compel compliance from a person. Except as noted below, this includes any use of force occurring while the officer is acting in an official law enforcement capacity.</p> <p><u>Physical Force</u> - Use of any part of the officer's body to compel compliance.</p> <p><u>Police Presence</u> - Mere police presence can resolve some situations making further escalation of force unnecessary.</p> <p><u>Dialogue</u> - Dialogue used by an officer can serve to diffuse potentially violent confrontations. The manner and form in which an officer speaks to a person can be an effective means of exerting control over the situation. The use of profanity or disrespectful or argumentative conduct on the part of the officer is unacceptable.</p> <p><u>Taser</u> - A Taser is intended to temporarily incapacitate a person or an animal. Officers attempting to perform an official function and meeting resistance are authorized to use a Taser. Tasers can be used before or after empty handed control depending on the type and degree of resistance being encountered. An officer is not permitted to use a Taser unless qualified in its proficient use as determined by Spring-Ford Area School District training procedures.</p> <p><u>Empty Handed Control</u> - This type of force may be as little as a hand on the arm of a person or could escalate to a higher level of physical force. The purpose of this level of force is to gain control and compliance while minimizing the risk of injury to the officer, the person being controlled, and innocent bystanders. The use of choke holds (vascular or otherwise) or similar control techniques are prohibited unless the use of lethal force is authorized.</p> <p><u>Deadly Force</u> - An officer is not permitted to use lethal weapons unless qualified in</p>
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830. REPORTING USE OF FORCE - Pg. 4

	<p>their proficient use as determined by Spring-Ford Area School District training procedures. Officers should be aware that, while commonly related to the use of a firearm, deadly force could be realized through a variety of measures, such as impact and less lethal weapons.</p> <p>References:</p> <p>18 Pa.C.S. § 501 et seq. Board Policy No. 834</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: USE OF FORCE

ADOPTED:

REVISED:

REVIEWED:

	834. USE OF FORCE
1. Purpose	The purpose of this policy is to provide Spring-Ford Area School District Police Officers with guidelines on the use of deadly and non-deadly force.
2. Authority	The Spring-Ford Area School District recognizes and respects the value and special integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of the Spring-Ford Area School District that police officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officers and others. Further, Spring-Ford Area School Police Officers are trained to a higher level of care when interacting with our students, staff, and visitors. The District expects the highest form of professionalism and care from all School Police Employees.
3. Guidelines	<p data-bbox="456 1136 971 1171">A. <u>Parameters For Use of Deadly Force</u></p> <ol data-bbox="505 1207 1544 1885" style="list-style-type: none"> <li data-bbox="505 1207 1544 1465">1. Police Officers are authorized to use deadly force in order to: <ol style="list-style-type: none"> <li data-bbox="553 1283 1468 1360">a. Protect the students, staff, visitors and other officers from what is reasonably believed to be a threat of death or serious bodily harm, or <li data-bbox="553 1396 1533 1465">b. Prevent the escape of a fleeing felon whom the officer has probable cause to believe will pose a significant threat to human life should escape occur. <li data-bbox="505 1501 1544 1579">2. Before using a firearm, police officers shall identify themselves and state their intent to shoot, <u>where feasible</u>. <li data-bbox="505 1614 1544 1885">3. A Police Officer may also discharge a weapon under the following circumstances: <ol style="list-style-type: none"> <li data-bbox="553 1724 867 1759">a. During range practice. <li data-bbox="553 1795 1451 1885">b. To destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured.

	<p>4. Police Officers shall adhere to the following restrictions when their weapon is exhibited:</p> <ul style="list-style-type: none">a. Except for maintenance or during training, Police Officers shall not draw or exhibit their firearm unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.b. Officers are prohibited from firing warning shots under any circumstances.c. Officers shall not discharge a firearm at or from a moving vehicle except under the following conditions:<ul style="list-style-type: none">1) As a last resort measure of self-defense when the actor is using deadly force by means other than the vehicle.2) As a last resort measure of self-defense when a vehicle is being driven in a manner deliberately intended to kill or injure an officer or other person.3) As a last resort to prevent the escape of a fleeing felon when the use of deadly force is otherwise justified. <p>B. <u>Parameters For Use of Non-Deadly Force</u></p> <ul style="list-style-type: none">1. Where deadly force is not authorized, officers shall use only that level of force on the force continuum that is reasonably necessary to de-escalate the incident and bring it under control.2. Police Officers are authorized to use Department approved non-deadly force techniques and issued equipment for resolution of incidents as follows:<ul style="list-style-type: none">a. To protect himself/herself or another from physical harm.b. To restrain or subdue a resistant individual.c. To bring an unlawful situation safely and effectively under control. <p>C. <u>Use of Force Continuum</u> – The following is a use of force continuum that will serve as a guideline for officers when deciding the appropriate level of force to be used. Nothing in this continuum will require that officers use all lower levels of force before using the appropriate level. Circumstances and reasonableness will determine what level of force on the continuum that an officer will employ.</p> <ul style="list-style-type: none">1. Police Presence – Mere police presence is not considered a use of force.
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	<p>Mere police presence may resolve some situations making further escalation of force unnecessary.</p> <ol style="list-style-type: none"> 2. Dialogue/Verbal Commands – Dialogue used by an officer is not considered a use of force. Dialogue used by an officer can serve to diffuse potentially violent confrontations. The manner and form in which an officer speaks to a person can be an effective means of exerting control over the situation. The use of profanity or disrespectful or argumentative conduct on the part of the officer is unacceptable. 3. Taser (Physical Force) – Tasers are intended to temporarily incapacitate a person or an animal. Officers attempting to perform an official function and meeting resistance are authorized to use the Taser. They can be used before or after empty handed control depending on the type and degree of resistance being encountered. An officer is not permitted to use the Taser unless qualified in their proficient use as determined by Spring-Ford Area School District training procedures. 4. Empty Handed Control (Physical Force) – This type of force can be as little as a hand on the arm of a person or could escalate to a higher level of physical force. The object of this level of force is to gain control and compliance while minimizing the risk of injury to the officer, the person being controlled, or innocent bystanders. The use of choke holds (vascular or otherwise) or similar control techniques are prohibited unless the use of lethal force is authorized. 5. Deadly Force – An officer is not permitted to use lethal weapons unless qualified in their proficient use as determined by Spring-Ford Area School District training procedures. Officers should be aware that, while commonly related to the use of a firearm, deadly force could be realized through a variety of measures, such as impact and less lethal weapons. <p><u>D. Reporting Requirements</u></p> <ol style="list-style-type: none"> 1. The Coordinator of Safety, Security, and Emergency Preparedness (CSSEP) shall investigate all Use of Force incidents on or off campus involving Spring-Ford School Police Officers. 2. The CSSEP will collaborate with the local jurisdiction if a School Police Officer has a Use of Force incident off campus. 3. In the event that the CSSEP is involved in a Use of Force incident the local jurisdiction having authority will be notified. The local jurisdiction will investigate and report to the Superintendent per Memorandum of Understanding with the local jurisdiction.
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<p>4. Definitions</p>	<p><u>Deadly Force</u>: Any use of force that is likely to cause death or serious bodily harm.</p> <p><u>Non-Deadly Force</u>: Any use of force other than that which is considered deadly force.</p> <p><u>School Police Officer (Peace Officer)</u>: Any person who by virtue of his office or public employment is vested by law with a duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses.</p> <p><u>Taser</u>: A Taser is intended to temporarily incapacitate a person or an animal.</p> <p>References:</p> <p>18 Pa.C.S. § 501 <u>et seq.</u> Board Policy No. 830</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WITHDRAWAL FROM SCHOOL

ADOPTED: March 25, 1991

REVISED:

	208. WITHDRAWAL FROM SCHOOL
1.Purpose 24 P.S. § 13-1326	<p>The Board affirms that even though law requires attendance of only students of compulsory school age, it is in the best interests of both students and the community that students complete the educational program that will equip them with required skills and increase their chances for a successful and fulfilling life beyond the schools.</p>
2.Authority	<p>The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the district should be used to assist the student in reaching his/her career goals. No student of compulsory school age will be permitted to withdraw without the written consent of a parent and other justification.</p>
3.Delegation of Responsibility	<p>The Superintendent shall develop procedures for withdrawal from school which:</p> <ul style="list-style-type: none"> make counseling services available to any student who wishes to withdraw; make every effort to satisfy the student's future educational needs; approve the withdrawal of students attending college full-time; help the student define his/her own educational life goals and help plan the realization of those goals; inform the student of the tests for a Commonwealth Secondary School Diploma and General Educational Development and the Certificate of Preliminary Education; point out to the student the opportunities available in the armed forces; and assure the timely return of all district-owned supplies and equipment in the possession of the student.

208. WITHDRAWAL FROM SCHOOL - Pg. 2

24 P.S. § 13-1326 PA Code Title 22 Sec. 11.4, Sec. 5.15 Sec. 4.72	
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENTS AND THE POLICE

ADOPTED: March 25, 1991

REVISED:

REVIEWED:

	225. STUDENTS AND THE POLICE
1. Purpose	<p>The Board recognizes that compulsory attendance laws impose on the Board the custodianship of the public school children of the district while they are present in the schools. Additionally, this policy serves to identify when the District shall allow police agencies other than Spring-Ford School Police (SFSP) to conduct criminal investigations which may include interview, interrogation, evidence collection, investigatory detention and possibly custodial arrest of a student while at school during school hours of operation.</p> <p>If the criminal investigation may have Title IX implications between two students, the Director of Human Resources shall be notified as soon as it is practical.</p>
2. Authority	<p>When police (other than SFSP) request permission to conduct a criminal investigation including interview or interrogation of a student at school, the principal shall</p> <p>inform the Coordinator of Safety, Security, and Emergency Preparedness (CSSEP) and the Superintendent;</p> <p>When possible, all criminal investigations by police other than SFSP Officers should occur off campus and not during school hours. All criminal investigations based on their exigencies and severity of the offense shall be pre-coordinated with the SFSP and the Superintendent.</p> <p>Whenever the Superintendent or delegate has determined that the police have a legitimate purpose to conduct a criminal investigation including interviewing or interrogating a student within the confines of a school building, the principal or his/her representative shall be present throughout the proceedings.</p> <p>When the police request permission to arrest a student at school, the principal shall:</p> <p>inform the CSSEP and Superintendent;</p> <p>When possible, all arrests by police other than Spring-Ford School Police Officers should occur off campus and not during school hours. Arrests should</p>

	<p>be pre-coordinated only in situations where felony charges may be forthcoming and there may be exigency of circumstances in which the investigating agency cannot wait for an off campus interaction or off-hours time table. SFSP will assist and insure that school operations are not interrupted by the investigation and/or arrest.</p> <p>No student shall be released to police authorities without proper warrant, appropriate evidence or written parental permission, except in the event of emergency or for the protection of life or property as determined by the CSSEP and the Superintendent.</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION:

PROPERTY

TITLE:

SAFETY

ADOPTED:

March 25, 1991

REVISED/REVIEWED:

October 26, 2009

	705. SAFETY
1. Purpose	The Board recognizes that district facilities must be maintained and operated in a condition that prioritizes the safety of students, staff and visitors.
2. Authority	The Board directs the district to provide facilities and equipment deemed necessary for the safe conduct of the educational programs and operations of the schools, including the provision of protective devices where needed for safety purposes.
3. Delegation of Responsibility	The Superintendent or designee shall develop and present to the Board for its approval a school safety plan that addresses school safety issues and prevention of accidents and fire and includes applicable requirements of law and regulations.
	The Superintendent or designee and the Coordinator of Safety, Security, and Emergency Preparedness (CSSEP) shall:
SC 1518	1. Ensure curriculum to instruct students in safety and fire prevention.
SC 1517, 1518	2. Provide required drills to instruct students in safety procedures.
	3. Review and evaluate annually district safety rules and plans.
	Administrators shall inform all staff and students of school safety rules at the beginning of the school year.
4. Guidelines	Threat Assessment Teams and/or Safety committees shall be established to promote the district's goals concerning safe schools and a safe working environment. It shall be the responsibility of the safety committees and/or the CSSEP to:
Title 34	1. Evaluate the current district safety program.
Sec. 129.1001 – 129.1011	2. Conduct periodic inspections to locate and identify safety and health hazards.
77 P.S. Sec. 1038.2	3. Review incident and accident report and investigation forms.

	<p>4. Evaluate for effectiveness newly implemented safety equipment or health and safety procedures.</p> <p>The safety committees shall meet as required and minutes shall be taken and maintained.</p> <p>The Superintendent or designee and/or the CSSEP shall ensure that all committee members are adequately trained.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510, 1517, 1518</p> <p>Department of Labor and Industry Regulations – 34 PA Code Sec. 129.1001 – 129.1011</p> <p>Certification of Safety Committee – 77 P.S. Sec. 1038.2</p> <p>Board Policy – 805</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: March 25, 1991

REVISED:

REVIEWED:

	709. BUILDING SECURITY
1. Purpose	<p>The Board recognizes the need to maintain security of school facilities for reasons of criminal activity after hours such as burglary, theft, and institutional vandalism. Building integrity must be provided in the event of a person or persons who may intend to harm or students, staff or community by hiding within the school interior areas. Toward this end, a program of building security shall be administered by the Superintendent with the cooperation of the individual building principals. The need for access shall be the underlying principle in determining who shall have keys for access to school properties.</p>
2. Authority	<p>The Superintendent shall determine, in accordance with these guidelines, who will be entitled to building(s) keys and who may have after-hour access to the facilities of this district.</p>
3. Delegation of Responsibility	<p>Access to school buildings and grounds may be established by the Superintendent in accordance with the following:</p> <p>Unlimited Access - Superintendent or designee, Coordinator of Safety, Security, and Emergency Preparedness (CSSEP), Director of Facilities, and or CFO.</p> <p>Limited Access - Building principals to their assigned building, head building custodians to their assigned building, extracurricular sponsors or supervisors for their area or activity in coordination with the Spring-Ford School Police and security contractors.</p> <p>Possession of keys shall be in accordance with the following principles:</p> <p>A log of key assignments shall be maintained by the office of the Director of Facilities or other designated office.</p> <p>Duplicate keys unassigned shall be maintained in a safe or a secured box.</p> <p>Individuals assigned keys may not duplicate or loan them.</p>

<p>4. Guidelines</p>	<p>All keys must be surrendered when there is no longer a need or upon request of the Superintendent, his/her designee, or the CSSEP.</p> <p>The loss of a key must be reported to the Superintendent or his/her designee upon discovery.</p> <p>Overnight key loans may be made by request to the Superintendent or his/her designee in coordination with the CSSEP and Director of Facilities.</p> <p>Use of keys for unauthorized purposes will be cause for surrender of keys and replacement of affected locks.</p> <p>A set of master keys and/or duplicates of keys shall be kept in the custody of the Superintendent or his/her designee and the Director of Facilities.</p> <p>After hours entry to school buildings shall be controlled in accordance with these rules:</p> <p>The building custodian on duty shall restrict entry to one controlled point.</p> <p>Entry to a school building shall be prohibited when a person authorized as representative for the building is not present.</p> <p><u>Parameters for Building Security</u></p> <ol style="list-style-type: none"> 1. The building principal shall designate the entrance(s) of the respective buildings to be used at the start of each school day. 2. All students and visitors shall use the designated entrance(s). Exceptions would allow for entry by District employees through doors that are locked and the employee has a key to access that door or if the District provides for a person/security personnel to monitor a door other than the designated entry door(s). All District employees shall individually swipe badges to gain entry to any District facility. 3. The entry door(s) shall be equipped with an electronic locking system and a video camera. 4. In all school buildings, video equipment shall be placed in a location that a District employee can view at all times. 5. Video equipment shall have recording capabilities. 6. Master keys or other means of entry into multiple areas shall be limited for each building to the building and district administration, the head custodian, Maintenance Department, and Security Department.
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709. BUILDING SECURITY - Pg. 3

	<ol style="list-style-type: none">7. Building alarms shall be activated when the building is not in use.8. All building doors shall be locked at all times. Daily checks shall be made to ensure that security is maintained.9. All building windows accessible from the ground will be closed and locked when not in use.
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: NEWS MEDIA RELATIONS

ADOPTED: March 25, 1991

REVISED:

	911. NEWS MEDIA RELATIONS
1.Purpose	<p>The successful operation of the school program depends upon public support and understanding of the school and its program.</p> <p>Representatives of the local press, television, and radio are an important link in communications between the District and community. Maintenance of good working relationships with media representatives is essential to meeting the objectives of the District-community relations program which requires the support and cooperation of the news media.</p>
2.Authority	<p>The Board recognizes its responsibility to keep the public informed about school affairs. Similarly, a responsibility to give careful consideration to responsible communication to the public is acknowledged. In striving to meet these obligations, efforts will be made to provide the public with information about curricular and extracurricular programs, issues of current concern, and the problems and needs of the schools.</p> <p>Both District-prepared publications and public communications media will be utilized in the most effective manner to bring schools closer to the community they serve.</p>
3.Delegation of Responsibility	<p>The District is committed to providing up-to-date information about the District and its activities in a timely and appropriate manner. The Board designates the Superintendent or Director of Communications, Marketing, and Media (DCMM) as the spokesperson for the District when the media requests information. The Board further designates the Athletic Director and Coaches as spokespersons for the District when the media requests information about those teams and sports. No employee or board member should provide information on behalf of the District or School without prior approval from the Superintendent or DCMM (if school related).</p>
4.Information Sharing	A. Regular Communications

	<p>The District will provide regular communication to the public by sharing information about activities, happenings, curriculum, assessments, goals, events, etc. The primary source of regular communications with current parents/guardians, as well as faculty and staff, will be electronic via the District’s website and electronic communication applications.</p> <p>B. Media Requests</p> <p>With the exception of Board meetings, media who wish to film, photograph, or interview Spring-Ford Area School District faculty and staff members, students, or Board Members should make a request through the DCMM. Any time a member of the media is on District property during the school day, the DCMM or designee will serve as an escort to minimize disruption at the school and to assist with additional requests.</p> <p>C. Emergency and Crisis Communication</p> <p>During an emergency or crisis, all media requests will be directed to the DCMM or designee so that the crisis response team may give their full attention to relief efforts. The District will work as quickly as possible to provide accurate information first to faculty/staff and parents/guardians, before providing information to the media. During an emergency or crisis situation, media will not be permitted inside the affected school building(s) and access to students and faculty/staff on school property and/or during the school day will be limited. The DCMM may recommend an external area near the site of the emergency to allow for media access.</p>
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: SEXUAL HARASSMENT

ADOPTED: March 25, 1995

REVISED: April 23, 2001

	248. SEXUAL HARASSMENT
1. Purpose	<p>The Spring-Ford Area School District is committed to assuring equal educational opportunities to all persons and does not discriminate on the basis of sex. Furthermore, the Spring-Ford Area School District is committed to maintaining an educational environment for all its students which is free from any type of sexual harassment.</p>
2. Authority Sec. 703 of Title VII of Civil Rights Acts of 1964; Sec. 5(a) PHRC Act; Title IX of the 1972 Education Amendment	<p>The School Board of the Spring-Ford Area School District will not tolerate any behavior by staff or students which constitutes sexual harassment of a student.</p>
3. Definition OCR guidelines on Sexual Harassment, Federal Regulations Volume 62, #49; PHRC Guidelines; PA Bulletin Vol. II, H-5 Policy Memo	<p>For the purpose of this policy, sexual harassment of a student will be defined as follows:</p> <ol style="list-style-type: none"> 1. Unwelcome sexual advances. 2. Requests for sexual favors. 3. Other inappropriate verbal or physical conduct or written communication of an intimidating, hostile, or offensive sexual nature. 4. Unwelcomed touching.

<p>Office of Civil Rights USDE March 1997</p> <p>4. Guidelines</p>	<p>5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.</p> <p>Where:</p> <ol style="list-style-type: none">1. Submission to such conduct is made either explicitly a term or condition of the student's status in a course, program, or activity.2. Submission to or rejection of such conduct by a student is used as a basis for academic or other decisions affecting such student.3. Such conduct is so severe, persistent or pervasive that it substantially effects an individual's ability to participate in or benefit from an educational program or activity, or otherwise denies an individual access to the school's educational resources. <p><u>Procedures</u></p> <p>Any student who alleges sexual harassment by any staff member or student in the Spring-Ford Area School District may complain directly to his/her principal or the Director of Personnel (Spring-Ford Area School District, Title IX Coordinator).</p> <p>Each complaint will be promptly investigated utilizing developed internal guidelines.</p> <p><u>Sanctions</u></p> <p>Any person found violating this policy will receive appropriate disciplinary action.</p>
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