

On February 8, 2021, 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: 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
Asst. Superintendent: Robert W. Rizzo
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth and Allison McVey

ANNOUNCEMENTS

Mrs. Zasowski reminded everyone at the meeting to please wear their masks properly and at all times while remaining socially distant and 6 feet apart. She advised that the Board met in an executive session prior to tonight’s meeting regarding personnel. Mrs. Zasowski also announced that earlier this week a successful President’s Council meeting was held on February 3rd. She reminded everyone of the process for making public comments both at the beginning of the meeting and at the end.

Allison McVey announced that February is Black History Month. She stated that this year’s theme is the “Black Family: Representation, Identity and Diversity.” Allison advised that in addition to school-based lessons and activities, Spring-Ford is encouraging families to attend Montgomery County’s four-week long virtual series of panel discussions for Black History Month. She added that additional information could be found on the district’s website or in the weekly updates. Allison reminded everyone that there is no school for students on February 12th due to the scheduled in-service day and on February 15th for President’s Day. She advised that the Spring-Ford Food Service Depots will be open to distribute meals on February 12th and 15th at Limerick Elementary School and the 5/6/7 Grade Center from 12:00 p.m. to 1:00 p.m.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Kristin Norwood, Collegeville, commented that while she appreciated the district’s efforts she would like to ask the administration to look at alternative solutions for the prom.

MaryJo McNamara, Royersford, asked that the administration to provide clarity on the prom and partner with the parents who are willing to help plan the event or allow the parents to take the event over themselves.

Carin Davis, Collegeville, expressed her disappointment over the proposal to hold a prom indoors with limited capacity and asked that an outdoor formal prom be considered.

II. ACTION ITEMS

Mr. DiBello was asked to provide the Personnel Committee Report prior to the vote on Item A. His report is below.

Personnel

Thomas J. DiBello

As Needed

Mr. DiBello reported that the Personnel Committee has been working with the Teacher’s Union

on a new contract as the existing one is expiring this year. He spoke of the amazing staff at Spring-Ford whose goal is to provide the best educational experience for our students. Mr. DiBello advised that the Personnel Committee along with Mrs. Leiss and Mr. Fink entered into contract negotiations with the Teacher's Union Representatives and everyone was moving in the same direction which was to do what was best for the community and students. He added that he was proud to report that at no time did the discussions get nasty and overall it was a great experience with professional and informative conversations. Mr. DiBello advised that as a result tonight the Board has a three-year agreement to vote on this evening.

Mr. Shafer asked Mr. Fitzgerald for his opinion on whether or not he should abstain from voting due to his wife being a member of the Spring-Ford Education Association. Mr. Fitzgerald replied that under the state ethics laws there is no requirement that Mr. Shafer abstain from voting and that it was Mr. Shafer's prerogative on what he wishes to do. Mr. Shafer announced that he will select to abstain from voting.

Mr. DiBello asked that Item A be separated and Mrs. Zasowski indicated that each Action Item would be voted on separately. Mr. DiBello made a motion to approve Item A and Mrs. Fazzini seconded it. The motion passed 8-0 with Mr. Shafer abstaining from voting.

- A. The Board approved the Professional Agreement between the Spring-Ford Area School District and the Spring-Ford Education Association from 2021-2022 through 2023-2024.

Mrs. Melton made a motion to approve Item B and Mrs. Fazzini seconded it.

Mr. Jackson asked when the nurses would start and Mrs. Leiss replied as soon as possible. Mr. DiBello asked if the approval was only for this current school year and Mr. Fitzgerald advised that the motion could be reworded to state "approved as Temporary Professional Employees". Below is the revised motion. The motion passed 9-0.

- B. The Board approved hiring two full-time K-12 Certified School Nurses, to be approved as Temporary Professional Employees, to assist with contact tracing, health screenings, vision screenings, and to cover the health annexes and absences.

Board discussion took place on the purpose of Item C. Mr. Rizzo and Mr. Fink provided the explanation and stated that the purpose of this contract is to help deal with the small amount of student overflow that our current transportation provider cannot accommodate.

Mrs. Fazzini made a motion to approved Item C and Mr. Jackson seconded it. The motion passed 8-1 with Mrs. Zasowski voting no.

- C. The Board approved a contract with STA for the remainder of the 2020-2021 school year for the purpose of providing 1 mini-bus to transport students at a cost of \$298.45 per for approximately 95 days. Funding shall be paid from the Transportation Budget and shall not exceed \$28,352.75.

III. PRESENTATION

Dr. Colyer presented dates for upcoming high school events. Discussion took place regarding prom and what options might exist for this event, the pros and cons of school district versus parents hosting the event and what exactly prom could look like under COVID restrictions. Dr. Colyer was asked to cancel the prom that is scheduled at the Sheridan in April and focus on trying to plan something outdoors in conjunction with the Senior Post Prom Style Event on May 15th. The suggestion was made to have students provide input and possibly allow parents to help with the planning of the event but that the district needed to be all in or all out. The board spoke about what it would take to rent tents which could essentially house 2,000 people and it was discussed that possibly it would be helpful to tap into the knowledge of those who have held

Nurse's Report

Trisha Smith

Mrs. Smith reported that in addition to what Mr. Rizzo was saying, the other thing that happened which will help prevent us from having to close schools is that the Commissioner of the Montgomery County Health Department is focusing on schools not having to close buildings when there may be some transmission in the school. She stated that they are instead trying to focus on potentially just closing down a classroom or a team or a club. Mrs. Smith provided the COVID numbers since the last board meeting stating that the nurses have processed 45 positive cases of which 19 were infectious at school and as a result the nurses were forced to quarantine 77 staff or students as close contacts. Mrs. Smith expressed her gratitude to the grades 7-12 teachers for entering information into seating charts which will help the nurses with contact tracing. She also expressed appreciation for all of the efforts the principals and teachers are doing to keep social distancing in place. Mrs. Smith also thanked Mrs. Leiss and the board for the addition of new nurses.

Solicitor's Report

Mark Fitzgerald

There was no report.

V. MINUTES

There were no comments or questions.

- A. Administration recommends approval of the January 11, 2021 Work Session minutes. **(Attachment A1)**
- B. Administration recommends approval of the January 19, 2021 Special Board Meeting minutes. **(Attachment A2)**
- C. Administration recommends approval of the January 25, 2021 Board Meeting minutes. **(Attachment A3)**

VI. PERSONNEL

Mr. Jackson asked about Item A3 wondering how the district would handle this additional shortage of nurses and Mrs. Leiss replied that the agency that provides substitutes for our nurses will provide coverage until the district has someone in place.

A. Resignations

- 1. **Elizabeth B. Daley**; Level II Administrative Assistant, Evans Elementary School, for the purpose of retirement. Effective: March 1, 2021.
- 2. **Andrea M. Smith**; Food Service Part Time (3 hours/day), Senior High School. Effective: January 27, 2021.
- 3. **Linda A. Spivey**; Registered Nurse, Brooke Elementary School, for the purpose of retirement. Effective: February 11, 2021.
- 4. **Susan S. Warren**; Instructional Assistant, 9th Grade Center. Effective: January 29, 2021.

B. Leaves of Absence

- 1. **Katelyn A. Sperring**; Elementary Teacher, Brooke Elementary School, for a child-rearing leave of absence per the Professional Agreement. Effective: January 25, 2021 through the 2020-2021 school year.

C. Support Staff

1. **Shelby J. Boothman**; Level III Secretary, Limerick Elementary School, replacing Marianne A. Quinty who had a change of status. Compensation has been set at \$16.52/hour with benefits per the Secretarial Benefit Summary. Effective: February 16, 2021.
2. **Elizabeth Rio**; Level II Administrative Assistant- Accounting Specialist, District Office, replacing Diane Obenshine who retired. Compensation has been set at \$19.23/hour with benefits per the Secretarial Benefit Summary. Effective: February 8, 2021.
3. **Jeanette E. Roberts**; Instructional Assistant, 5/6 Grade Center, replacing Tiffany S. Williams who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: February 25, 2021.

D. Change of Status

1. **Cheryl L. Santiago**; Food Service Part-Time (3.25 hours/day) Royersford Elementary School, to Food Service Full-Time (6 hours/day) Royersford Elementary School, replacing replacing Elizabeth D. Robillard who resigned. Compensation has been set at \$16.79/hour with benefits per the Food Service Benefit Summary. Effective: February 1, 2021

E. Administration recommends approval of the attached extra-curricular contracts for the 2020-2021 school year. Payments of extra-curricular stipends shall be contingent upon the reopening of schools and the ability as determined by the Administration to provide such extra-curricular offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. The district reserves the right to prorate or not pay stipends in the event of a school closure, school modification, and/or discontinuation of the activity due to pandemic or other events surrounding the pandemic.

(Attachment A4)

VII. FINANCE

Mrs. Melton asked for clarification on Item D2 and E saying they appeared to be the same service but are for two different entities and dollar amounts. Mr. Rizzo advised that the district will need to fill a gap for a 4-week period of time while a staff member is on leave. He added that filling this position has been very challenging, so we are dividing the caseload up between the two agencies.

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

B. Checks:

1. General Fund Checks
Check No. 212293 – 212400 \$ 506,455.70
2. Food Service Checks
Check No. 2077 – 2104 \$ 7,606.19
4. Capital Projects
Reserve Fund: Check No. 87 \$ 2,686.88

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| 4. | <u>General Fund, Food Service, Capital Reserve & Projects ACHs</u>
ACH 202101074 – 202101257 | \$ 2,858,855.81 |
| 5. | <u>Wires</u>
202000083 – 202000094 | \$ 2,430,244.08 |

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

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

D. Administration recommends approval of the following independent contracts:

1. **Montgomery County Intermediate Unit – Norristown, PA.** Provide the Spring-Ford Area School District with an appropriately certified Special Education Supervisor from April 12, 2021 through June 30, 2021 for a staff leave of absence. Services will be provided at a per diem rate of \$525.00. Funding will be paid from the Special Education Budget.
2. **Chester County Intermediate Unit – Downingtown, PA.** Provide speech and language services during a 4-week staff leave of absence. Funding will be paid from the Special Education Budget and shall not exceed \$6,800.00.
3. **Pediatric Therapeutic Services, Inc. – Conshohocken, PA.** Provide Board Certified Behavior Analyst services including supervision, training, direct support, programming, and consultation for the full-time autistic support class at the 5/6/7 Grade Center and provide a cohesive program both at Limerick Elementary and the 5/6/7 Grade Center. This contract will be instrumental in transitioning services from Behavior Intervention to Pediatric Therapeutic Services, Inc. Services will be provided for up to a total of 25 hours per month for 5 months at a rate of \$78.99 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$9,873.75.
4. **Valley Forge Educational Services (The Vanguard School) – Malvern, PA.** Provide food services during the 2020-2021 school year for a special needs student who receives educational services as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$600.00.
5. **SPARKS Foundation – Mohnton, PA.** Provide a Virtual STEM Class including a chat session. Students at Spring City Elementary will participate in an hour-long, hands-on chemistry lesson is based on the 3 states of matter and the basic tenets of the scientific method. There is no cost for this virtual program as it is being funded by a private donor who is a former student of Spring City Elementary School.
6. **Musicopia – Philadelphia, PA.** Provide a Virtual Mini-Artist in Residency Bucket Drumming Program with Leon Jordan for fourth grade students at Spring City Elementary. There is no cost to the district as funding will be paid through a grant from The Bard Foundation.

- 7. **Jump for Jill – New Kensington, PA.** Provide a Virtual Fitness Program for students at Limerick Elementary, Spring City Elementary and Upper Providence Elementary, Schools. Funding will be paid through a Farm to School Grant from the Pennsylvania Department of Agriculture and shall not exceed a total of \$13,218.00 (\$4,406.00 per school).
- E. Administration recommends approval of an addendum to the 3-year independent contract agreement (7/1/2020 – 6/30/2023) with Pediatric Therapeutic Services, Inc. in Conshohocken, PA which was board approved in June 2020. This addendum is necessary due to additional costs to provide speech and language services during a 4-week staff leave of absence. Funding will be paid from the Special Education Budget and shall not exceed \$4,170.00.
- F. Administration recommends approval of an addendum to the contract originally approved in June 2020 with Variety Club Camp and Developmental Center for the provision of Extended School Year services for special needs students as per their IEPs. The original contract was approved for an amount not to exceed \$32,360.00 and must be amended to accurately account for services rendered. The new contract amount shall not exceed \$32,900.00 and will be paid from the Special Education Budget.
- G. Administration recommends approval of a Letter of Agreement between the Spring-Ford Area School District and Thom Stecher and Associates for the provision of 5 total sessions of a Wellness and Self-Care Series during the 2020-2021 school year for all staff at a rate of \$250.00 per session. In addition, Thom Stecher and Associates will provide 2 Social Emotion Learning Coaching Sessions for the coaching group identified at a rate of \$650.00 per session. Funding will be paid from Title IIA Funds and shall not exceed \$2,550.00.

VIII. PROGRAMMING AND CURRICULUM

There were no questions or comments.

- A. Administration recommends the approval of the purchase of textbooks, digital licenses and teacher resources for World Languages Levels 1 and 2 (Spanish, French & German) from Vista Higher Learning. Funding will be paid from the Curriculum Budget and shall not exceed \$179,499.80.
- B. Administration recommends the approval of the purchase of textbooks, digital licenses and teacher resources for French 3 from Vista Higher Learning. Funding will be paid from the Curriculum Budget and shall not exceed \$10,739.77.

IX. CONFERENCES AND WORKSHOPS

Mrs. Zasowski commented that it is her understanding that the district will be seeing more of these conference requests with regards to Title IX which are specific to their job. Mr. Rizzo replied this was correct and with the advent of the new Title IX regulations there are additional positions or clearly defined positions within the Title IX Team so those specific people will need to get training specific to those positions. He added that as of now this is the only vendor we can find to provide this training, so we are stuck with this high-ticket price. He advised that there will be additional staff members with training requests on future agendas for approval.

- A. **Heather Nuneviller** and **Dr. Theresa Weidenbaugh**, Principals, to attend “*Title IX Hearing Officer and Decision-Maker*” virtual training and certification course on March 22 and 23, 2021. The total cost of this training and certification is \$3,398.00 (registration). No substitutes are needed.

X. OTHER BUSINESS

There were no questions or comments.

A. The following policies are submitted as a second reading for approval at next week's meeting:

1. Policy #103.1 – PROGRAMS: Nondiscrimination - Qualified Students with Disabilities **(Attachment A5)**
2. Policy #231 – PUPILS: Social Events and Class Trips **(Attachment A6)**
3. Policy #232 – PUPILS: Student Involvement in Decision-Making **(Attachment A7)**
4. Policy #234 – PUPILS: Pregnant/Married Students **(Attachment A8)**
5. Policy #252 – PUPILS: Dating Violence **(Attachment A9)**
6. Policy #301 – ADMINISTRATIVE EMPLOYEES: Creating a Position **(Attachment A10)**
7. Policy #313 – ADMINISTRATIVE EMPLOYEES: Evaluation of Employees **(Attachment A11)**
8. Policy #316 – ADMINISTRATIVE EMPLOYEES: Nontenured Employees **(Attachment A12)**
9. Policy #319 – ADMINISTRATIVE EMPLOYEES: Outside Activities **(Attachment A13)**

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

1. Policy #203.1 – PUPILS: Exclusion from School – Bloodborne Pathogens **(Attachment A14)**
2. Policy #204 – PUPILS: Attendance **(Attachment A15)**
3. Policy #308 – ADMINISTRATIVE EMPLOYEES: Employment Contract/Board Resolution **(Attachment A16)**
4. Policy #309 – ADMINISTRATIVE EMPLOYEES: Assignment and Transfer **(Attachment A17)**
5. Policy#417.1 – PROFESSIONAL EMPLOYEES: Disciplinary Procedures **(Attachment A18)**

XI. BOARD COMMENT

Mr. DiBello commented that he is excited to hear that the administration is starting to plan for the next school year as it is important to plan rather than react. He stated that he believes we need to plan that there are not going to be many changes for the next school year as come August it will not be going back to normal. He also commented stated that as they begin the budgeting process for 2021-2022 school year it is better to have an idea of items needed to support the different options. Mr. DiBello advised that at the Curriculum and Technology Committee meeting he had brought up looking at the possibility of getting cameras for certain classrooms. Mr. Rizzo replied that everything is on the table and that we will need to see what it will all look like going forward.

Mr. Jackson thanked Mr. Hunter and his team for the efforts they made in removing snow during the recent storms as they did a great job in keeping things functioning from a traffic perspective. Mr. Jackson asked Dr. Colyer to put dates to the list he presented so this can be conveyed to parents so they can make the decisions they need to make.

XII. PUBLIC TO BE HEARD

Mary Jo McNamara, Royersford, thanked the Administration for working to get students back in school 4-days a week.

Abby Deardorff, Royersford, thanked Mr. Rizzo and Mr. DiBello for acknowledging the need to prepare for next year saying she is interested in knowing what the planning will entail.

Farrah Aversano, Collegeville, requested that if the district plans on recruiting parents to help with senior events that they should recruit parents with experience and communicate the plans to all parents in order to ensure inclusive, safe, and memorable events.

XIII. ADJOURNMENT

Mrs. Fazzini made a motion to adjourn and Mrs. Melton seconded it. The motion passed 9-0. The meeting adjourned at 9:29 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary.

On January 11, 2021, the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:34 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 via Zoom
Superintendent: Dr. David R. Goodin
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth and Allison McVey

The following Board Member participated via Zoom: **Colleen Zasowski**

ANNOUNCEMENTS

Mrs. Zasowski reminded the public of the process for attendance at the meeting and for making public comments at the beginning and end of the meeting and she asked that everyone be respectful of each other. She reported that the Board met in an executive session prior to the start of this meeting tonight and on December 21st regarding personnel.

Mrs. Fazzini read a statement stating that for the past 3 years she has worked hard and contributed to the district as a school board member who cares deeply about the quality of education. She spoke of the challenges everyone in public education faced this year. Mrs. Fazzini relayed how astonished she was by the level of blame and toxicity that has occurred at board meetings targeting board members and members of the administration. She reported on protestors that came to her house and targeted her when it was late and dark, yelling, chanting through megaphones, blowing bull horns, walking around her front yard, and shining bright lights into her front windows all because they had read of Spring-Ford on social media. She asked the public and the board to be careful of what they post and realize that using social media to air grievances and stir up hatred and anger can have wider consequences. Mrs. Fazzini stated that nothing is ideal or as it used to be and to deal with so many challenges and unknowns successfully everyone needs to show understanding, respect, and resilience not anger, intimidation and blame. She expressed that she understands that people are angry, anxious and frustrated as she shares some of those emotions. She stated that many think that the district of the school board can turn a switch and magically make something happen when each new pivot in a district of close to 8,000 students is incredibly complex. She spoke about the 3 return to school plans that were voted on back in the summer and how each plan constantly had to change and evolve as every condition those plans were based on changed due to the evolving science of the virus, state and county mandates, supply and demand issues, staffing issues, funding unbudgeted expense, changes in curriculum and technology and so on. She advised that the administration and board desperately want to have students back in the buildings, especially those with the highest needs but so many pieces have to be in place to safely and legally educate in person. Mrs. Fazzini stated that she details all of this because she feels that the public does not have a sense of the enormous effort the administration, the teaching staff and the district staff have constantly been making to get students back to school and provide educational choices to families. She thanked the majority of the community who have sent emails, texts and calls over the past 8 months and for the

honest feedback, concerns and questions they have raised without personally targeting board members or administration. She added that she appreciated their input and asked those who have been the most vocal in blame and social media attacks to please return to civility and respect.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. ACTION ITEM

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

Mrs. Zasowski thanked Dr. Goodin for all he has done for Spring-Ford in his service to the district.

State Representative Joseph Ciresi thanked the board members for their service during these difficult times. Mr. Ciresi said it was with great pleasure and sadness that he was here tonight to say farewell to Dr. Goodin saying he was on the board when Dr. Goodin was hired. He spoke of the accomplishments the district has achieved over the past 10 years under Dr. Goodin's superintendency. He presented Dr. Goodin with a certificate from his office and added that he is working on a citation from the state to present to him.

Mrs. Zasowski introduced a video that was shown in honor of Dr. Goodin's retirement.

Mrs. Fazzini thanked Dr. Goodin for his years of hard work and dedication to the district and the community. She said his career has been highlighted by the district's constant advancement and recognition academically as well as in arts, music, athletics and in the area of special education. Mrs. Fazzini added that he has helped create a district to be proud of. She praised him for working collectively with the board, administration and the staff while always providing a strong moral compass for the district to follow. She stated that his work and dedication will leave a strong legacy to follow which the community and students of Spring-Ford have benefitted from during his tenure. She wished him great success in his next venture.

Mrs. Melton commented that it has been a privilege to sit next to him. She added that as a parent whose children have gone through the district, she appreciates all he brought to the district including the opportunities for students, families and the community. She stated that he will be missed and she wished him all the best as well as success and calm as he heads back home and moves onto his next stage.

Ms. Sullivan commented that although she has only worked with Dr. Goodin for a very short time, she wanted to thank him for all of his efforts and everything he has done. She added that she has had 2 generations that have gone through Spring-Ford and she appreciates all of the efforts. She wished him good luck and good health.

Mr. DiBello commented that he and Mr. Ciresi were part of the hiring of Dr. Goodin 10 years ago and he hoped that everyone remembers all that has been accomplished since Dr. Goodin was hired. He added that over Dr. Goodin's tenure the district has risen to be one of the top-ranking district's in Pennsylvania, having a blue ribbon school, setting a national tone for hybrid learning, and the successful roll out of the modernized learning initiative and the increase in AP courses offered. Mr. DiBello applauded Dr. Goodin for building one of the best administrative teams in the area. He stated that he knows this past year has been a tough one for everyone and he hoped that people do not look at

this past year as a failing year as it was nowhere near that. Mr. DiBello said that Dr. Goodin over the past 10 years has been a big part of all that was achieved. He expressed appreciation for all that was accomplished as well as the friendship they were able to develop.

Mr. Shafer stated that he was also a part of the board that hired Dr. Goodin. He spoke of those individuals who choose to become a superintendent saying it is a crazy job. He added that the community and the board have expected a lot from that position and Dr. Goodin has managed to lead the district for almost 10 years. Mr. Shafer stated that the district was very fortunate to have one superintendent for such a long time as the average tenure is about 3 years. He wished that Dr. Goodin will be able to recall this time here very fondly as he moves onto the next plan for his life. Mr. Shafer stated that the community is better off for having Dr. Goodin here over this time and he thanked him and wished him the best.

The Board presented Dr. Goodin with a gift in appreciation for his service as superintendent of the district.

- A. The Board accepted the resignation of Dr. David Goodin, Superintendent of Schools, for the purpose of retirement into the Pennsylvania Public Employees' Retirement System. The effective date of Dr. Goodin's resignation with the District shall be February 2, 2021. Dr. Goodin has accepted the position of Superintendent of Schools for Sampson County, North Carolina.

III. PRESENTATION

Robb spoke about qualifications for students to be nominated by their teachers. He introduced each student and Allison and Eshika presented each student with a certificate in recognition of their nomination.

- A. **Dr. Robert Colyer**, Senior High School Principal, **Eshika Seth** and **Allison McVey**, Student Representatives to the School Board, presented the Students of the Quarter.

Mr. Rizzo presented the plans currently in place for K-6 and 7-12. He advised that the administration's recommendation is to continue moving forward with the existing plan for K-6 which is all in-person, all virtual or cyber learning. He presented the considerations for grades 7-12 which included maintaining the current hybrid, virtual and cyber model, enhance the current model with a tiered additional 4-day cohort or eliminate the hybrid option and move to 4 day in-person model while maintaining the virtual option and cyber option. He provided the data collected which compared the previous survey results for in-person learning against the actual percentages of students who attended school. Mr. Rizzo spoke about the classroom capacity for grades 7-12 and what that meant in terms of social distancing. He spoke of the pros and cons for students attending 4 days instead of 5 as well as the feasibility of moving the asynchronous day to Friday under this scenario. Mr. Rizzo provided information on the planning for the surveys proposed for grades 7-12 and added that it would be a two-tiered survey. The first survey would be an interest survey to gather information and the second would be a commitment survey. He stated that he would like to administer the first survey tomorrow and keep it live for 3 days. Mr. Rizzo advised that when considering the full in-person model that the district cannot guarantee more than 3'6" – 4' in classrooms, cannot guarantee spacing in hallways, cannot guarantee 6' distancing on school buses and cannot guarantee 6' physical distancing during lunch. He next spoke of the attestation form obligations including following the universal face covering order and the recommendations for Pre-K to 12 schools following the identification of a case of COVID.

Mr. Rizzo advised where the district takes its guidance from which included Montgomery County Office of Public Health/CHOP Policy Lab, the Pennsylvania Department of Education and the Spring-Ford School Nurses. He next provided information regarding the “Swiss Cheese” Model of COVID-19 Mitigation in Schools. Mr. Rizzo presented the data for the weekly municipality/district incident rate and PCR positivity percentages.

Mrs. Trish Smith provided an update from the Spring-Ford nurses saying they see firsthand what the pandemic looks like in our schools and the impact when dealing with a positive case. She spoke about how the virus spreads and how contagious a person can be prior to even experiencing any symptoms. Mrs. Smith spoke of the importance of contact tracing. She advised on the process the nurses follow when someone tests positive for COVID-19 and how they then conduct contact tracing. She presented the positive case numbers for Spring-Ford staff members and students for the week of January 1st through January 8th and how this impacts the close contact quarantining that must occur due to the district not being able to consistently maintain 6’ social distancing in some instances. Mrs. Smith advised that the school nurses are overwhelmed in trying to handle all of this as it is a lengthy process and takes them away from their normal duties. She spoke of the short school closures that result due to a building reaching a set threshold percentage for positive cases and the negative impact that not being able to maintain the 6’ social distancing has on this. She added that the number of school-aged children with COVID-19 has been increasing and that it is important to take measures to minimize the risk of spread in school settings. Mrs. Smith provided an update from PDE regarding recommended instructional models. She stated that everyone wants the kids back in school but it is important that we bring them back to school COVID safe.

Rizzo reported on next steps which included the data analysis of the survey results, the continued investigation of switching the asynchronous day to Friday or Monday, and a determination of if/when the district switches to a revised learning model.

Mrs. Zasowski asked about the potential for keeping a virtual option available for families for the remainder of the year and Mr. Rizzo advised that both administration and the Spring-Ford Education Association supported that. Ms. Sullivan and Mrs. Earle expressed their support of this as well.

Mrs. Melton spoke about the building shutdowns that have occurred and the disruption this causes to families. She asked if there was an appetite to re-evaluate the number of students in the elementary classrooms. Mr. Rizzo replied that if the board is in favor of moving in this direction then administration would support looking at this to see if there is any other option.

Dr. Wright asked for an explanation on what contact tracing looks like at the 7-12 grade level and Mrs. Smith said it is basically the same process as previously explained except that it is a little more complicated due to the number of classrooms students go in and out of during the day as well as the number of students coming into school. She spoke of the challenges with contact tracing and seating charts. Mrs. Smith advised that they have had fewer close contacts that must be quarantined due to a fewer number of students in school. The importance of 6’ social distancing was stressed.

Mrs. Zasowski asked about making a motion to allow the administration to make plans for the second semester based on the results of the survey. Mr. Fitzgerald advised that a motion was not needed as the board could just issue a directive to bring back learning models based on the survey data.

Mr. DiBello made a motion to maintain the virtual option for the remainder of the 2020-2021 school year and Mrs. Zasowski seconded it. The motion passed 9-0.

The Board was in agreement to hold a Special Board Meeting next Tuesday, January 19th for the purpose of discussing the survey data and make plans for the second semester. The Policy Committee and Curriculum and Technology Committee meetings currently scheduled for that night will be moved to Thursday, January 21st.

B. **Robert Rizzo**, Assistant Superintendent, to provide an Update for the Second Semester.

IV. **BOARD AND COMMITTEE REPORTS**

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

Mrs. Zasowski reported that the Joint Operating Committee (JOC) met on January 4, 2021 for their reorganization meeting. She congratulated Mr. DiBello who was voted in as the JOC Vice President.

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

Mr. DiBello reported that no meeting had been held yet this month. He added that in the board packet on Friday was the MCIU Operating Budget which is on the agenda this month for approval.

PSBA Liaison **David Shafer**

Mr. Shafer informed the board that on March 22nd PSBA will host its Annual Advocacy Day Event which as of now is scheduled to be virtual. He commented that this is an opportunity for board members from around the state to make their voices heard with regards to additional support from the state. He advised that he would send the link to the board so that they can register for this event. Mr. Shafer reported that the General Assembly convened last week and there are 31 freshman legislators, Republicans control the Senate with 28 out of the 50 seats, and Republicans also control the House with 112 of 203 seats. He added that on February 2nd we are expecting to see the first version of Governor Wolf's budget for 2021-2022.

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

Dr. Goodin expressed his appreciation for the support of the community, administrative team and the board over the past ten years. He stated that school districts do not move forward by the efforts of one individual and added that he has been very blessed to have a highly competent and capable team to work with and he would not trade these last 10 years for anything. He commented that it has been a pleasure and an honor to serve the Spring-Ford Area School District but it is time for him to move on. Dr. Goodin advised that he is going back home and closer to his children and grandchildren working in a district that he hopefully will be able to continue his career in. He stated that he wanted to thank everyone that he has not gotten a chance to personally talk to and let them know how much he cares for them and appreciates their years of support. He wished Mr. Rizzo all the best of luck in his career. Dr. Goodin added that he has only had 2 assistant superintendents during his tenure here: one being Dr. Roche and the second is Mr. Rizzo. He stated that he is leaving the district in the very capable hands of Mr. Rizzo and the administrative team. Dr. Goodin encouraged the community to continue to support the district and help the district move forward. He added that we are currently going through a time where there are no right answers although he believes there are lots of folks who believe they have all the answers. He wished Spring-Ford all the best. He stated that he wanted to call out his administrative team that he has so enjoyed working with both past and present. He thanked Mr. Rizzo for his support and loyalty saying he came in and just picked right up providing great help and encouragement. Dr. Goodin again wished Mr. Rizzo the best in his career.

Solicitor's Report **Mark Fitzgerald**

No report.

V. MINUTES

There were no questions or comments.

- A. Administration recommends approval of the November 9, 2020 Work Session minutes. **(Attachment A1)**
- B. Administration recommends approval of the November 23, 2020 Board Meeting minutes. **(Attachment A2)**

VI. PERSONNEL

There were no questions or comments.

A. Resignations

- 1. **George S. Desko**; Physics Teacher, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
- 2. **Christine A. Dixon**; Food Service Full Time (6 hour/day), Senior High School, for the purpose of retirement. Effective: March 5, 2021.
- 3. **John A. Gnias**; Elementary Teacher, Evans Elementary School, for the purpose of retirement. Effective: June 18, 2021.
- 4. **Lisa M. Levengood**; Instructional Assistant, 8th Grade Center. Effective: December 18, 2020.
- 5. **Yvonne M. Lockbaum**; Special Education Teacher, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
- 6. **Barbara J. Paige**; Speech & Language Therapist, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
- 7. **Tracey M. Polini**; Instructional Assistant, 7th Grade Center, for the purpose of retirement. Effective: June 18, 2021.
- 8. **Dr. Heidi A. Rochlin**; Curriculum & Instruction Supervisor, District Office. Effective: June 30, 2021.
- 9. **Todd T. Roussey**; Technology Education Teacher, 9th Grade Center, for the purpose of retirement. Effective: June 18, 2021.
- 10. **Sheryl S. Wagenseller**; Elementary Teacher, 5/6 Grade Center, for the purpose of retirement. Effective: June 18, 2021.
- 11. **Melissa A. Wobensmith**; 5/6 Club #5- Morning Announcements Club, 5/6 Grade Center. Effective: November 20, 2020.
- 12. **M. Gail Wolf**; Food Service Full Time (6 hour/day), Senior High School, for the purpose of retirement. Effective: January 29, 2021.

B. Leaves of Absence

1. **AnnMarie Novia**; Elementary Teacher, Royersford Elementary School, for a child-rearing leave of absence per the Professional Agreement. Effective: January 19, 2021 through the 2020-2021 school year.
2. **Jaclyn B. Pearson**; Special Education Teacher, Senior High School for an unpaid leave of absence per Board Policy. Effective: March 21, 2021 (estimated date) for approximately 6-8 weeks.
3. **Shannon Tolas**; Special Education Teacher, Evans Elementary School, for a Sabbatical Leave per Board Policy. Effective: January 4, 2021 through the 2020-2021 school year.
4. **Joanna M. Trautman**; Guidance Counselor, Oaks Elementary School, for an extension of child-rearing leave of absence per the Professional Agreement. Effective: February 2, 2021 through the 2020-2021 school year.
5. **Amanda L. Young**; Elementary Teacher, Brooke Elementary School, for a child-rearing leave of absence per the Professional Agreement. Effective: February 20, 2021 through the 2020-2021 school year.

C. Professional Staff

1. **Lauren E. Dietrich**; Elementary Teacher, 5/6 Grade Center, replacing Mary E. Sheehan who retired. Compensation has been set at M, Step 2, \$52,000.00, prorated with benefits per the Professional Agreement. Effective: February 22, 2021.
2. **Michele I. LeHeup**; Family & Consumer Science Teacher, 9th Grade Center, replacing Cheryl C. Viscardi who retired. Compensation has been set at M, Step 3, \$52,750.00, prorated with benefits per the Professional Agreement. Effective: January 4, 2021.
3. **Rachel M. Weigel**; English Teacher, Senior High School, replacing Michelle L. Konnick who retired. Compensation has been set at M, Step 2, \$52,000.00, prorated with benefits per the Professional Agreement. Effective: To be determined.

D. Temporary Professional Staff

1. **Jamie L. Brigham**; English Teacher, 8th Grade Center, replacing Helen A. Hiles who resigned. Compensation has been set at M, Step 1, \$51,500.00, prorated with benefits per the Professional Agreement. Effective: January 4, 2021.
2. **Hannah J. Schreffler**; Music Teacher, Upper Providence Elementary School, replacing Elena M. Kinney who retired. Compensation has been set at B, Step 1, \$50,000.00, prorated with benefits per the Professional Agreement. Effective: January 7, 2021.

E. Support Staff

1. **Kevin K. Bearde**; Custodian, 7th Grade Center, replacing Larry S. Hesh who retired. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective: December 7, 2020.

2. **Gabrielle M. Fisher**; Instructional Assistant, 7th Grade Center, replacing Aimee E. Kemp who had a change of status. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: December 15, 2020.
3. **Mary C. Henderson**; Instructional Assistant, Upper Providence Elementary School, replacing Christina M. Giamo who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. (Previously Board approved in November 2020. Correction in hourly rate). Effective: November 18, 2020.
4. **Kathya Holohan**; Instructional Assistant, 5/6 Grade Center, replacing Melanie A. Pierce who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: January 11, 2021.
5. **Cole N. Lenhart**; Support Technician, Senior High School, replacing Lindsay Brock who resigned. Compensation has been set at \$19.60/hour with benefits per the Support Technician Benefit Summary. Effective: January 11, 2021.
6. **Brian P. Malloy**; Systems Technician, 7th Grade Center, replacing Brian G. Cooper who resigned. Compensation has been set at \$45,000.00, prorated with benefits per the Administrative Support Benefit Summary. Effective: December 9, 2020.
7. **Tyler S. Morris**; Instructional Assistant, 7th Grade Center, replacing Laura Gilmore who had a change of assignment. Compensation has been set at \$16.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: January 4, 2021.
8. **Jamie S. Schaffer**; Custodian, Evans Elementary School, replacing Andrew J. Coan who had a change of status. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective: January 4, 2021.

F. **Change of Status**

1. **Aimee M. Oblak**; Special Education Teacher to Special Education Supervisor - Grades 10-12, Senior High School, replacing David J. Krakower who had a change of assignment. Compensation has been set at \$115,500.00, prorated with benefits per the Act 93 Agreement. Effective: To be determined.
 2. **Marianne A. Quinty**; Secretary to Administrative Assistant, Limerick Elementary School, replacing Barbara M. Bono who retired. Compensation has been set at \$19.80/hour with benefits per the Secretary Benefit Summary. Effective: February 1, 2021.
 3. **Melissa L. Wasko**; Registered Nurse to Certified School Nurse, 5/6 Grade Center, replacing Cathy E. Bradfield who retired. Compensation has been set at M+30, Step 1, \$56,815.00, prorated with benefits per the Professional Agreement. Effective: February 2, 2021.
- G. Administration recommends approval of the 2021 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 28, 2021 through Thursday, July 29, 2021; Monday through Thursday from 8:30 AM to 2:30 PM. The appointments and payments herein shall be contingent upon the ability as determined by Administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

1. Forty (40) Special Education Teachers at a rate of \$40.00/hour.
 2. Twelve (12) 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. Sixty (60) Instructional Assistants. Rates will vary between \$16.36-\$21.89/hour depending on experience and educational degree.
- H. Administration recommends approval of the Extended School Year Coordinator position. This position will run from March 1, 2021 through August 2, 2021 at a rate of \$40.00/hour, not to exceed 210 hours.
- I. Administration recommends approval of the attached extra-curricular contracts for the 2020-2021 school year. Payments of extra-curricular stipends shall be contingent upon the reopening of schools and the ability as determined by the Administration to provide such extra-curricular offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. The district reserves the right to prorate or not pay stipends in the event of a school closure, school modification, and/or discontinuation of the activity due to pandemic or other events surrounding the pandemic.
(Attachment A3)

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. 211966 – 212292	\$ 1,318,265.63
2. <u>Food Service Checks</u>	
Check No. 2030 – 2076	\$ 3,685.20
3. <u>Capital Reserve Checks</u>	
Check No. 2093 - 2096	\$ 51,862.14
4. <u>Capital Projects</u>	
Reserve Fund: Check No. 85 – 86	\$ 164,359.24
5. <u>General Fund, Food Service, & Capital Reserve and Projects ACHs</u>	
ACH 202100686 – 202101073	\$ 4,836,350.58
6. <u>Wires</u>	
202000055 – 202000082	\$ 6,192,180.09

- C. The following monthly Board reports are submitted for your approval:
- Skyward Reports
 - Check Register (General Fund, Food Service, Capital Reserve, Capital Projects, Scholarships and Wires)
 - ACH Check Register (General Fund, Food Service, Capital Reserve, and Capital Projects)
 - Wires Register (General Fund, Food Service, Capital Reserve, and Capital Projects)
- D. Administration recommends approval of the following independent contracts:
1. **Chester County Intermediate Unit – Downingtown, PA.** Provide educational services during the 2020-2021 school year for four special needs students as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed a total of \$107,866.00.
 2. **Dr. Emily Perlis – Bryn Mawr, PA.** Conduct a comprehensive neuropsychological evaluation for an elementary student. Funding will be paid from the Special Education Budget and shall not exceed \$4,000.00.
 3. **Valley Forge Educational Services (The Vanguard School) – Malvern, PA.** Provide educational services during the 2020-2021 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$67,000.00.
- E. Administration recommends approval of an addendum to the extended contract with Stratford Friends School (settlement agreement #2019-04) originally approved in August 2020. This addendum is necessary to supplement the cost of tuition for related services that were needed in order to meet the student's needs. The total cost shall not exceed \$3,000.00 and will be paid from the Special Education Budget.
- F. Administration recommends approval of the Preliminary General Fund Budget for the 2021-2022 school year in the amount of \$182,287,341.00.
- G. Administration recommends approval to file with the Department of Education the 2021-2022 referendum exceptions estimated at \$2,000,000.00 for Special Education Expenditures and Retirement Contributions. These estimated referendum exceptions represent approximately 1.8% and could be used for allowable millage over the Act 1 State Index cap amount of 3.0%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
- H. Administration recommends approval of the 2021-2022 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2020-2021 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2021-2022 is \$117,335.00 which is a \$1,179.00 decrease from last year's amount.
- I. Administration recommends approval of a revision to the three-year contract with IXL Learning to provide a virtual personalized learning platform for special needs students in grade K-12. This contract was originally approved at the October 26, 2020 Board Meeting agenda for a three-year total of \$8,910.00. Additional funds of \$4,431.00 are needed to cover the cost of 125 secondary students. This addition brings the total three-year contract to \$13,341.00. The revised contract will be paid in three yearly installments. The revised installments per year will be: year one \$6,423.00 plus \$495.00 for professional learning

services for a total of \$6,918.00, year two \$3,212.00 and year three \$3,211.00. Funding will be paid from the Special Education Budget and shall not exceed a total of \$13,341.00 for all three years.

VIII. OTHER BUSINESS

Mrs. Zasowski asked Mr. Rizzo if this calendar was the second version and the one preferred by the administration and he replied yes.

- A. Administration recommends approval of the 2021-2022 school calendar. **(Attachment A4)**

- B. The following policies are submitted as second readings for approval at the January Board meeting:
 - 1. Policy #115 – PROGRAMS: Career and Technical Education **(Attachment A5)**
 - 2. Policy #124 – PROGRAMS: Alternative Instruction Courses **(Attachment A6)**
 - 3. Policy #125 – PROGRAMS: Adult Education **(Attachment A7)**
 - 4. Policy #126 – PROGRAMS: Class Size **(Attachment A8)**
 - 5. Policy #203 – PUPILS: Communicable Diseases and Immunization **(Attachment A9)**
 - 6. Policy #204 – PUPILS: Attendance **(Attachment A10)**
 - 7. Policy #205 – PUPILS: Postgraduate Students **(Attachment A11)**
 - 8. Policy #211 – PUPILS: Student Accident Insurance **(Attachment A12)**
 - 9. Policy #212 – PUPILS: Reporting Student Progress **(Attachment A13)**
 - 10. Policy #219 – PUPILS: Student Compliant Process **(Attachment A14)**
 - 11. Policy #224 – PUPILS: Care of School Property **(Attachment A15)**
 - 12. Policy #228 – PUPILS: Student Government **(Attachment A16)**
 - 13. Policy #230 – PUPILS: Public Performances by Students **(Attachment A17)**

IX. INFORMATIONAL ITEM

Mrs. Zasowski noted the information item. Mr. DiBello noted that this rate is established by the Federal Government and is not one that the school district makes up.

- A. Effective January 1, 2021, the IRS mileage rate will be **56 cents per mile** which is a decrease from the 2020 rate of 57.5 cents per mile.

X. BOARD COMMENT

Mr. DiBello commented that he thought there would be conversation tonight on the step forward in the superintendent process. He suggested that possibly the first step would be to put out a Request for Information (RFI) for companies that provide superintendent search services as it is a long process. Mr. DiBello stated that he was not sure if a motion was needed to do this if the board was in support of this. Mrs. Zasowski said she was in favor of this and asked Mr. Fitzgerald if a formal motion was needed. He replied that it was not needed if the board was in support of this. The board members indicated that they supported moving forward with this. Mr. DiBello advised that the Montgomery County Intermediate Unit has packets prepared for school districts of firms that provide this service. Mr. Shafer asked about the timeline for getting the information and Mr. DiBello replied that he felt the information could be obtained for this Friday's board packet. Mrs. Zasowski asked who would do the RFI and gather the information and Mr. Fitzgerald replied that the current administration would gather the information and provide it to the board members.

Mr. Jackson asked for confirmation that next week's agenda would only contain one topic which would be to discuss the survey data so that the board can digest it and make a decision and this was confirmed.

XI. PUBLIC TO BE HEARD

Kelly Olsen, Collegeville, asked the board to keep working on getting the kids back in school.

Roland Olsen, Collegeville, stated that he appreciates the survey plan and felt that the fact that the Swiss Cheese was working should be highlighted.

Michael Lebieczinski, Royersford, disputed Mrs. Fazzini's statement regarding the protest outside her home.

Mary Jo Mcnamara, Royersford, expressed her support of the district conducting the survey, reviewing the results and getting students back to school in person.

Emily Bell, Royersford, asked that consideration be given to not including IEP and ELL students in building closures if the COVID exposure did not occur in their classroom.

Kathy Morris, Royersford, asked that the district consider looking into the potential COVID testing of staff at the beginning of the week and especially after a long break.

Farrah Aversano, Collegeville, implored the board and administration to bring kids back to school on a consistent basis and give consideration to the seniors.

Melanie Bowen, Phoenixville, thanked Mrs. Fazzini for her commitment to public education and apologized that the Fazzini's were harassed.

XII. ADJOURNMENT

Mrs. Earle made a motion to adjourn and Mrs. Fazzini seconded it. The motion passed 9-0. The meeting adjourned at 10:05 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On January 19, 2021, the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:32 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle 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
Asst. Superintendent: Robert W. Rizzo
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth and Allison McVey

The following Board Member participated via Zoom: **Linda C. Fazzini**

ANNOUNCEMENTS

Mrs. Zasowski asked for a moment of silence in memory of Doug Carson a longtime Spring-Ford employee who passed away. She reminded the public of the process for attendance at the meeting and for making public comments at the beginning and end of the meeting.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no public comments.

II. PRESENTATION

Mr. Rizzo presented a PowerPoint that highlighted the second semester survey results and the spectrum of options for grades 7-12. He provided the weekly municipality/district cases and PCR positivity rates. Mr. Rizzo also advised that the original commitment rate percentages for the 2nd marking had dropped significantly from 70.1% who committed to in-person under the hybrid model down to 43% who actually attended in-person. He explained the 7-12 grade capacity in a classroom and social distancing that can be maintained depending on the number of students actually present in the classroom. Mr. Rizzo went through the survey questions and provided the data on the family response to those questions. He provided the family preference data that was able to be collected from the responses of families who participated in the survey, which was lower than hoped for. Mr. Rizzo provided the distancing guarantees can be provided and those guarantees that cannot be attained. He advised the board on the options available to them for consideration and the needs associated with those options. He cautioned that families need to understand that close contact quarantines will happen and that there may be building closures if positive case numbers reach the threshold as well functional closures if the district experiences any staffing shortages.

The board asked if any feedback was obtained from the nurses and the administration and Mr. Rizzo advised that they all support the 4 days in-person option as well as keeping the virtual and cyber options. Discussion took place on the potential need for additional nursing staff support to help with expediting contact tracing. There was conversation on

the reasons why Spring-Ford seems to be experiencing more building closures in relation to other districts that are open for in-person instruction that are not seeing the frequency of closures. Mr. Rizzo advised that he would check with other districts to find out their closure procedures. The board questioned the timeline needed to put everything in place and return grades 7-12 to in-person instruction 4 days a week and Mr. Rizzo advised that everything could be accomplished and students could return on February 4th.

Mrs. Zasowski made a motion to implement the 4-day in-person option/model as presented by the administration to coincide with the virtual and cyber models, effective Thursday, February 4, 2021 through the end of the school year. Mrs. Earle seconded it.

The floor was opened up for public comment on the motion.

Mary Jo Mcnamara, Royersford, asked when the asynchronous day would be and Mrs. Zasowski replied that it would be Wednesday.

Discussion took place regarding the desire to gather further input from the nurses on the 4-day in-person option. The board also spoke about whether or not students should be required to have their computer cameras on while participating in classes virtually. Mr. Rizzo advised that he would explore both of these discussion items and get back to the board with more information.

A question was asked as to the timeline when families would be required to commit to either returning for the 4 days in-person, remaining virtual or enrolling in cyber learning and Mr. Rizzo advised that the commitment timeline would begin tomorrow and run until Sunday, January 24th. He added that he will provide the board with an update at the January 25th Board Meeting.

The motion passed 9-0.

A. **Robert Rizzo**, Assistant Superintendent, to provide an Update on the Recent Survey Data and Educational Options for the Second Semester.

III. **BOARD COMMENT**

Mr. DiBello asked that on the agenda for January 25th that they finalize the whole screen versus non-screen issue and Mr. Rizzo advised that he would flush this out a little more and have it as a discussion item for that meeting.

Mrs. Melton asked that representatives from the nurses be in attendance at the meeting on January 25th to provide their input and Mrs. Zasowski replied that the nurses will be present at every meeting going forward to provide updates and input. Mrs. Melton asked that the nurses drill down what is needed to assist with contact tracing. Mr. Jackson asked specifically that Erin Lewandowski to come to the meeting to speak.

Mr. DiBello asked that Mr. Rizzo look into what Souderton School District is doing since they have only had to close one time and provide information on what he is able to gather. Mr. Rizzo replied that he will reach out to Souderton and report back.

IV. **PUBLIC TO BE HEARD**

Kristin Norwood, Collegeville, asked about the plans for other activities such as prom and Mr. Rizzo advised that he had already spoken to Dr. Colyer who indicated that the planning was in the works and that information will be shared as soon as possible.

Christine Grines, Royersford, questioned why the asynchronous day could not be moved to Monday or Friday and Mr. Rizzo explained that two of the main reasons are that we coordinate with the Western Center and all 3 of the sending districts are asynchronous on Wednesday and the other reason is due to the services we provide to our students that align with Wednesday being the asynchronous day and any change would require some significant shifts in the schedule.

Kate Doyle, Collegeville, thanked the district for adhering to the metrics that were agreed upon regarding building closures and for being conservative. She requested that in the event of a closure that the district return to the 2-day model going forward.

V. ADJOURNMENT

Mr. DiBello made a motion to adjourn and Mr. Shafer seconded it. The motion passed 9-0. The meeting adjourned at 8:57 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary.

On January 25, 2021, the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:31 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle and Linda C. Fazzini
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
Asst. Superintendent: Robert Rizzo
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth and Allison McVey

The following Board Member was absent: **Dr. Margaret D. Wright**

ANNOUNCEMENTS

Mrs. Zasowski announced that the board met briefly in an executive session prior to tonight's board meeting to discuss personnel. She reminded the public of the process for attendance at the meeting and for making public comments at the beginning and end of the meeting.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no public comments.

II. PRESENTATION

Mr. Rizzo 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.

- A. 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 Eshika Seth/Allison McVey

Allison reported on the events that have taken place and Eshika provided an update on the events that are coming up. Eshika and Allison provided a look back on the positives from the first semester which included highlights on athletics, events, activities that took place and clubs. They paid tribute to the Spring-Ford teachers and staff for all of their efforts during the first and second marking periods under these trying times. Eshika and Allison thanked the school board members for all of their tireless work and commitment to the well-being of the Spring-Ford community during this extremely difficult and demanding year. They passed out homemade baked goods they had prepared in honor of School Board Appreciation Month.

Policy

Wendy Earle

3rd Mon. 6:30 p.m.

Mrs. Earle reported on Policy Committee meeting that took place on January 21, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Curriculum/Technology Linda Fazzini 3rd Mon. 7:30 p.m.

Mrs. Fazzini reported on the Curriculum Committee meeting that took place on January 21, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Discussion took place on the timeline for the textbook order reported on in the committee report. The board requested that a clear, consistent message be sent to students and teachers regarding the use of computer cameras. It was determined that the use of cameras would be encouraged as a way to promote engagement but that it will be clearly conveyed that they are not a requirement. A question was raised regarding the cost and payment for the Chromebooks being proposed for purchase and it was reported that the cost would be approximately \$400.00 each and that payment would not occur until they are received.

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

Mr. DiBello reported on the Finance Committee meeting that took place on January 12, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Property Clinton Jackson 2nd Tues. 7:30 p.m.

Mr. Jackson reported on the Property Committee meeting that took place on January 12, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

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

Mrs. Melton reported on the Montgomery County School Director Legislative Committee meeting that took place on January 20, 2021 where they were joined by House Representative Napoleon Nelson of the 154th District. She reported that Representative Nelson had listened to the many challenges faced by school districts. She added that the meeting was also joined by Dr. Frank Gallagher from Souderton School District who shared some of the initiatives he is heavily involved with such as a group focused on cyber/charter school reform. Mrs. Melton commented that a statement made that resonated with her by Dr. Gallagher is that the initiative is not against choice but just in favor of a more level playing field. She added that they were also joined by Larry Feinberg, PSBA Advocacy Ambassador. Mrs. Melton stated that this meeting was their reorganization meeting and a few new members were present. Mrs. Melton announced that she had nominated Laura Johnson from Pottstown School District to serve as Chairman for the upcoming year and in turn Mrs. Melton will be serving as Ms. Johnson's Vice Chairman.

Assistant Supt. Report Robert W. Rizzo

Mr. Rizzo reported that the family commitment form had been sent out last Wednesday and a few reminders had followed. He advised that there 75.21% participation was recorded of which 41.54% chose in-person learning, 31.14% chose virtual, and 2.53% chose cyber learning. He added that about 25% had not responded. Mr. Rizzo stated that building principals were working on how to determine the placement for that last 25% so that rosters can be firmed up by Wednesday in order to move forward. He reported that he had provided the board in their Friday update on how the board could provide additional support to the nurses. He advised that two things that came out of his conversations with the nurses were first how to streamline the close contact notification process to families and staff to make it more efficient and secondly obtaining highly qualified professionals to help support the nurses by way of one or two floating Registered Nurses to help do the day to day tasks and help with contact tracing and duties that require a medical license to do so. Mr. Rizzo provided a quick update on vaccinations saying currently we are in the 1A phase and awaiting the move to 1B where our teachers are categorized. He added that he and Mrs. Leiss are regularly attending the Pandemic Liaison meetings as well as the county superintendent meetings and stated that he will keep the board apprised of anything coming out of those meetings. Mr. Rizzo reported that as requested he had reached out to the Souderton School District as well as the Wissahickon School District Superintendents to understand their approaches when dealing

with COVID precautions. He advised that they are operating very differently with Wissahickon strictly instituting 6-foot social distancing and operating under a hybrid model. Souderton advised they were not achieving 6 feet but rather 4-6 feet with a guarantee of only about 4 feet. He added that Souderton has been all-in since September and they offer two options: either all-in or full virtual non-streaming environment. Mr. Rizzo next advised that with regards to how they are determining whether to be open or closed they are working with some guidance that was provided by Montgomery County Intermediate Unit and they have opted that if they can take care of all of the contact tracing, the mitigation, the parent contacts, the case investigations and the cleaning and disinfecting in a timely manner then they may not shut down or only shut down for a very minimal amount of time. He added that if there is a determination that there was an in-school transmission then Souderton advised that they would shut down for the required two weeks.

Mr. Rizzo recognized the staff members on the agenda who have announced their retirements. He read each retiree's name and provided their years of service to the district. He noted a slight change to the school calendar saying that Wednesday, November 24th is a day off for 10-month staff and not an in-service day. He also advised that he and Dr. Colyer have been in conversations regarding end of year activities, prom and graduation and what they may look like as we are still bound by the limitations in terms of attendance due to COVID restrictions.

Discussion took place on the frequency of building closures with regards to whether the county had the authority to do this and whether the buildings could be opened up sooner if contact tracing and building cleaning/disinfecting were completed earlier. It was determined that if it could be confirmed that the positive testing was not a result of in-school transmission and contact tracing could be completed as well as building cleaning and disinfection then the building could open as soon as all measures have been accomplished. There was clarification that if it is determined that it is an in-school transmission then we must follow the county's orders and close a building for 14 days. Mrs. Trisha Smith stated that this really is an ethical issue and they work hard every day to keep students and staff safe. She spoke about social distancing and how in those areas where 6 foot social distancing cannot be maintained that there is more of a risk of in-school transmission. She stressed the desire to minimize the risk of people getting sick and she expressed the need to follow the direction provided by the experts rather than do our own thing. Mr. Fitzgerald commented that with regards to the question on having to close for a set period of time if a building were to meet the threshold for COVID cases, the Montgomery County Department of Health endorses the idea of school district's not having to necessarily close. He read the guidance from their website that stated if a district is able to complete contact tracing and environmental requirements regarding cleaning and disinfecting then students may not have to return to a virtual learning environment at all.

Nurse's Report Trisha Smith

Mrs. Smith stated that her report entails changes being made in order to try and increase efficiency. She reported that the nursing staff feels that one thing they have done very well is in protecting the high risk population. She stated that this is being accomplished through having the health annexes so that anyone with symptoms can be separated and isolated enabling the health suites to be kept clean. Mrs. Smith added that the other thing they are doing well, although it is time consuming and frustrating for all, is contact tracing. She advised that this is a necessary but major task for the nurses. She commented that by doing contact tracing that helps reduce in-school transmission. Mrs. Smith stated that the challenges they continue to face rely on staffing. She expressed that Human Resources has been working very hard to find nursing substitutes to help with nurse absences and to staff the health annexes. She added that as everyone knows right now subs are very hard to come by and not just for nurses. Mrs. Smith hoped for Board support to help find creative ways of finding some supplemental health staff as the district brings more students back to school. She spoke of improvements being made to streamline the contact tracing efforts and the goal is for better efficiency in the third quarter in order to minimize building closures not related to in-school transmission. She provided the numbers on the district's COVID positive cases and as a result the contact tracing they performed. Mrs. Smith was asked what was needed from the Board

in order to provide the additional support needed and after a brief discussion it was determined that 2 full-time nurses to float around and fill in wherever they would be needed. Mr. DiBello asked the administration to come up with a recommendation and add it as an action item for the next board meeting. Mrs. Leiss was asked if the request was out of bounds and would it be problematic and she replied that the request for 2 floating nurses was not unrealistic but it would be a challenge as it is difficult to find nurses right now. She added that they will certainly rise up to the challenge and do what they can.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald reported that with a new administration in Washington, it is anticipated that additional guidance will be coming out as it relates to school reopening and such thing as whether they will reinstate the federal leave that was in place the first half of the year. He stated that he would not be surprised over the next month or so if we see guidance come out from the federal government.

IV. MINUTES

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

- A. The Board approved the November 9, 2020 Work Session minutes. **(Attachment A1)**
- B. The Board approved the November 23, 2020 Board Meeting minutes. **(Attachment A2)**

New Minutes

- C. The Board approved the December 7, 2020 Board Reorganization Meeting minutes. **(Attachment A3)**

V. PERSONNEL

Mrs. Melton made a motion to approve items A-I and Mrs. Fazzini seconded it. The motion passed 8-0.

A. Resignations

- 1. **George S. Desko**; Physics Teacher, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
- 2. **Christine A. Dixon**; Food Service Full Time (6 hour/day), Senior High School, for the purpose of retirement. Effective: March 5, 2021.
- 3. **John A. Gnias**; Elementary Teacher, Evans Elementary School, for the purpose of retirement. Effective: June 18, 2021.
- 4. **Lisa M. Levengood**; Instructional Assistant, 8th Grade Center. Effective: December 18, 2020.
- 5. **Yvonne M. Lockbaum**; Special Education Teacher, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
- 6. **Barbara J. Paige**; Speech & Language Therapist, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
- 7. **Tracey M. Polini**; Instructional Assistant, 7th Grade Center, for the purpose of retirement. Effective: June 18, 2021.

8. **Dr. Heidi A. Rochlin**; Curriculum & Instruction Supervisor, District Office. Effective: June 30, 2021.
9. **Todd T. Roussey**; Technology Education Teacher, 9th Grade Center, for the purpose of retirement. Effective: June 18, 2021.
10. **Sheryl S. Wagenseller**; Elementary Teacher, 5/6 Grade Center, for the purpose of retirement. Effective: June 18, 2021.
11. **Melissa A. Wobensmith**; 5/6 Club #5- Morning Announcements Club, 5/6 Grade Center. Effective: November 20, 2020.
12. **M. Gail Wolf**; Food Service Full Time (6 hour/day), Senior High School, for the purpose of retirement. Effective: January 29, 2021.

New Resignations

13. **Jason R. Anspach**; Asst. Wrestling Coach (7/8/9th Grade) (1/2 Contract). Effective: January 8, 2021.
14. **Devon A. Berryann**; Instructional Assistant, Limerick Elementary School. Effective: January 19, 2021.
15. **Cynthia A. Cooper**; 7th Gr. Club #8 - Aavidum and 8th Gr. Club #10 - Aavidum. Effective: January 20, 2021.
16. **Barbara Crist**; Elementary Gifted Support Teacher, 5/6 Grade Center, for the purpose of retirement. Effective: June 18, 2021.
17. **Benjamin E. Eubanks**; Food Service Part Time (3 hour/day), Spring City Elementary School. Effective: January 29, 2021.
18. **Aimee M. Oblak**; Play Director - HS (Fall) and Sound Production - HS (Both Fall & Spring Productions) (1/2 Contract). Effective: January 11, 2021.
19. **Janette L. Pymer**; Special Education Teacher, Limerick Elementary School, for the purpose of retirement. Effective: June 18, 2021.
20. **Patricia J. Voorstad**; Chemistry Teacher, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
21. **Jeffrey M. West**; Health & Physical Education Teacher, Upper Providence Elementary School, for the purpose of retirement. Effective: March 12, 2021.

B. Leaves of Absence

1. **AnnMarie Novia**; Elementary Teacher, Royersford Elementary School, for a child-rearing leave of absence per the Professional Agreement. Effective: January 19, 2021 through the 2020-2021 school year.
2. **Jaclyn B. Pearson**; Special Education Teacher, Senior High School for an unpaid leave of absence per Board Policy. Effective: March 21, 2021 (estimated date) for approximately 6-8 weeks.

3. **Shannon Tolas**; Special Education Teacher, Evans Elementary School, for a Sabbatical Leave per Board Policy. Effective: January 4, 2021 through the 2020-2021 school year.
4. **Joanna M. Trautman**; Guidance Counselor, Oaks Elementary School, for an extension of child-rearing leave of absence per the Professional Agreement. Effective: February 2, 2021 through the 2020-2021 school year.
5. **Amanda L. Young**; Elementary Teacher, Brooke Elementary School, for a child-rearing leave of absence per the Professional Agreement. Effective: February 20, 2021 through the 2020-2021 school year.

New Leave of Absence

6. **Jennifer C. Lipp**; Elementary Teacher, 5/6 Grade Center, for a child-rearing leave of absence per the Professional Agreement. Effective: January 13, 2021 through the 2020-2021 school year.

C. Professional Staff

1. **Lauren E. Dietrich**; Elementary Teacher, 5/6 Grade Center, replacing Mary E. Sheehan who retired. Compensation has been set at M, Step 2, \$52,000.00, prorated with benefits per the Professional Agreement. Effective: February 22, 2021.
2. **Michele I. LeHeup**; Family & Consumer Science Teacher, 9th Grade Center, replacing Cheryl C. Viscardi who retired. Compensation has been set at M, Step 3, \$52,750.00, prorated with benefits per the Professional Agreement. Effective: January 4, 2021.
3. **Rachel M. Weigel**; English Teacher, Senior High School, replacing Michelle L. Konnick who retired. Compensation has been set at M, Step 2, \$52,000.00, prorated with benefits per the Professional Agreement. Effective: To be determined.

D. Temporary Professional Staff

1. **Jamie L. Brigham**; English Teacher, 8th Grade Center, replacing Helen A. Hiles who resigned. Compensation has been set at M, Step 1, \$51,500.00, prorated with benefits per the Professional Agreement. Effective: January 4, 2021.
2. **Hannah J. Schreffler**; Music Teacher, Upper Providence Elementary School, replacing Elena M. Kinney who retired. Compensation has been set at B, Step 1, \$50,000.00, prorated with benefits per the Professional Agreement. Effective: January 7, 2021.

E. Support Staff

1. **Kevin K. Bearde**; Custodian, 7th Grade Center, replacing Larry S. Hesh who retired. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective: December 7, 2020.
2. **Gabrielle M. Fisher**; Instructional Assistant, 7th Grade Center, replacing Aimee E. Kemp who had a change of status. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: December 15, 2020.

3. **Mary C. Henderson**; Instructional Assistant, Upper Providence Elementary School, replacing Christina M. Giamo who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. (Previously Board approved in November 2020. Correction in hourly rate). Effective: November 18, 2020.
 4. **Kathya Holohan**; Instructional Assistant, 5/6 Grade Center, replacing Melanie A. Pierce who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: January 11, 2021.
 5. **Cole N. Lenhart**; Support Technician, Senior High School, replacing Lindsay Brock who resigned. Compensation has been set at \$19.60/hour with benefits per the Support Technician Benefit Summary. Effective: January 11, 2021.
 6. **Brian P. Malloy**; Systems Technician, 7th Grade Center, replacing Brian G. Cooper who resigned. Compensation has been set at \$45,000.00, prorated with benefits per the Administrative Support Benefit Summary. Effective: December 9, 2020.
 7. **Tyler S. Morris**; Instructional Assistant, 7th Grade Center, replacing Laura Gilmore who had a change of assignment. Compensation has been set at \$16.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: January 4, 2021.
 8. **Jamie S. Schaffer**; Custodian, Evans Elementary School, replacing Andrew J. Coan who had a change of status. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective: January 4, 2021.
- F. **Change of Status**
1. **Aimee M. Oblak**; Special Education Teacher to Special Education Supervisor - Grades 10-12, Senior High School, replacing David J. Krakower who had a change of assignment. Compensation has been set at \$115,500.00, prorated with benefits per the Act 93 Agreement. Effective: To be determined.
 2. **Marianne A. Quinty**; Secretary to Administrative Assistant, Limerick Elementary School, replacing Barbara M. Bono who retired. Compensation has been set at \$19.80/hour with benefits per the Secretary Benefit Summary. Effective: February 1, 2021.
 3. **Melissa L. Wasko**; Registered Nurse to Certified School Nurse, 5/6 Grade Center, replacing Cathy E. Bradfield who retired. Compensation has been set at M+30, Step 1, \$56,815.00, prorated with benefits per the Professional Agreement. Effective: February 2, 2021.
- G. The Board approved the 2021 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 28, 2021 through Thursday, July 29, 2021; Monday through Thursday from 8:30 AM to 2:30 PM. The appointments and payments herein shall be contingent upon the ability as determined by Administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.
1. Forty (40) Special Education Teachers at a rate of \$40.00/hour.
 2. Twelve (12) 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. Sixty (60) Instructional Assistants. Rates will vary between \$16.36-\$21.89/hour depending on experience and educational degree.
- H. The Board approved the Extended School Year Coordinator position. This position will run from March 1, 2021 through August 2, 2021 at a rate of \$40.00/hour, not to exceed 210 hours.
- I. The Board approved the attached extra-curricular contracts for the 2020-2021 school year. Payments of extra-curricular stipends shall be contingent upon the reopening of schools and the ability as determined by the Administration to provide such extra-curricular offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. The district reserves the right to prorate or not pay stipends in the event of a school closure, school modification, and/or discontinuation of the activity due to pandemic or other events surrounding the pandemic. * New Additions since the Work Session.
(Attachment A4)

VI. FINANCE

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

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

B. Checks:

1. <u>General Fund Checks</u>	
Check No. 211966 – 212292	\$ 1,318,265.63
2. <u>Food Service Checks</u>	
Check No. 2030 – 2076	\$ 3,685.20
3. <u>Capital Reserve Checks</u>	
Check No. 2093 - 2096	\$ 51,862.14
4. <u>Capital Projects</u>	
Reserve Fund: Check No. 85 – 86	\$ 164,359.24
5. <u>General Fund, Food Service, & Capital Reserve and Projects ACHs</u>	
ACH 202100686 – 202101073	\$ 4,836,350.58
6. <u>Wires</u>	
202000055 – 202000082	\$ 6,192,180.09

C. The following monthly Board reports were approved:

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

D. The Board approved the following independent contracts:

1. **Chester County Intermediate Unit – Downingtown, PA.** Provide educational services during the 2020-2021 school year for four special needs students as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed a total of \$107,866.00.
2. **Dr. Emily Perlis – Bryn Mawr, PA.** Conduct a comprehensive neuropsychological evaluation for an elementary student. Funding will be paid from the Special Education Budget and shall not exceed \$4,000.00.
3. **Valley Forge Educational Services (The Vanguard School) – Malvern, PA.** Provide educational services during the 2020-2021 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$67,000.00.

New Independent Contracts

4. **New Story – Reading, PA.** Provide educational services during the 2020-2021 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$31,395.00.
 5. **Dr. Claudia Chernow – Dresher, PA.** Conduct a psychiatric evaluation of a secondary student. Funding will be paid from the Special Education Budget and shall not exceed \$2,500.00.
- E. The Board approved an addendum to the extended contract with Stratford Friends School (settlement agreement #2019-04) originally approved in August 2020. This addendum is necessary to supplement the cost of tuition for related services that were needed in order to meet the student’s needs. The total cost shall not exceed \$3,000.00 and will be paid from the Special Education Budget.
- F. The Board approved the Preliminary General Fund Budget for the 2021-2022 school year in the amount of \$182,287,341.00.
- G. The Board approved filing with the Department of Education the 2021-2022 referendum exceptions estimated at \$2,000,000.00 for Special Education Expenditures and Retirement Contributions. These estimated referendum exceptions represent approximately 1.8% and could be used for allowable millage over the Act 1 State Index cap amount of 3.0%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
- H. The Board approved the 2021-2022 Montgomery County Intermediate Unit’s Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2020-2021 MCIU Member Services Budget overall amount. Spring-Ford’s share, based upon enrollment, for 2021-2022 is \$117,335.00 which is a \$1,179.00 decrease from last year’s amount.
- I. The Board approved of a revision to the three-year contract with IXL Learning to provide a virtual personalized learning platform for special needs students in grade K-12. This contract was originally approved at the October 26, 2020 Board Meeting agenda for a three-year total of \$8,910.00. Additional funds of \$4,431.00 are needed to cover the cost of 125 secondary students. This addition brings the total three-year contract to \$13,341.00. The revised contract will be paid in three yearly installments. The revised installments per year will be: year one \$6,423.00 plus \$495.00 for professional learning

services for a total of \$6,918.00, year two \$3,212.00 and year three \$3,211.00. Funding will be paid from the Special Education Budget and shall not exceed a total of \$13,341.00 for all three years.

New Finance

- J. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 1101 Enterprise Drive in Limerick Township and further identified as tax parcel No. 37-00-00660-00-5 leaving the property's assessment unchanged at \$7,211,750.00 for tax years 2018, 2019 and 2020 and setting the assessment of the property at \$6,566,000.00 for tax year 2021 and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- K. The Board approved continuing with the services of the contracted Montgomery County Intermediate Unit (MCIU) provided School Psychologist for the remainder of the 2020-2021 school year. This 14-week extension is needed due to the growth in student evaluations and to avoid additional delays as a result of the COVID school closure. This is an unbudgeted expense as a result of the COVID-19 pandemic and will be funded from the Unassigned Fund Balance and shall not exceed \$51,775.00.
- L. The Board approved a contract with the Chester County Intermediate Unit (CCIU) for a School Psychologist for the remainder of the 2020-2021 school year. This 14-week contract is needed due to the growth in student evaluations and to avoid additional delays as a result of the COVID school closure. This is an unbudgeted expense as a result of the COVID-19 pandemic and will be funded from the Unassigned Fund Balance and shall not exceed \$51,775.00.
- M. The Board approved **Resolution 2021-01** establishing the elected tax collector's compensation, commencing with the 2021-2022 school year. **(Attachment A5)**

VII. NEW PROPERTY

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

- A. The Board approved purchasing a service, maintenance, and labor contract with PSX, Inc. This contract is necessary due to the expiration of several warranties on previously purchased cameras and servers. Funding will come from the Capital Reserve and shall not exceed \$6,250.00.
- B. The Board approved the purchase of 22 reflective signs at a cost of \$168.00 each for a total of \$3,696.00 and 24 non-reflective signs at a cost of \$76.00 each for a total of \$1,520.00. The purchase of these signs will be a step towards the completion of the Uniform Sign Project. Funding will come from the Capital Reserve and shall not exceed \$5,520.00.
- C. The Board approved entering into a three-year agreement renewal for a Demand Response Energy Curtailment Program with Enel X North America, Inc., effective June 1, 2021 through May 31, 2024. Funding will be reimbursed back to the district as per the agreement.
- D. The Board approved the replacement of the HVAC System at the District Office by Johnson Controls, Inc. The quote was received via Costars #008-415. Funding will come from the Capital Reserve and shall not exceed \$325,053.97.

- E. The Board approved the three-year proposal for district-wide mowing services with Charlestown Landscaping. Funding will be paid from the Maintenance Budget and shall not exceed a three-year total of \$60,000.00.
- F. The Board approved entering into a five-month agreement with Carter's Pro Quality Cleaning for supplemental custodial staffing, pending solicitor review. Full-time custodial employees will be billed at a rate of \$21.00/hour. This agreement will be effective February 1, 2021 through June 20, 2021. Funding for this service has been previously approved by the Board.

VIII. NEW PROGRAMMING AND CURRICULUM

Mrs. Melton made a motion to approve Items A-B and Mrs. Fazzini seconded it. The motion passed 8-0.

- A. The Board approved the purchase of a NAC (Network Access Controller) from On Tap Solutions Inc. including installation, configuration, license and 3-year support contract. The total cost shall not exceed \$80,000.00 and will be self-financed from the Capital Reserve and repaid from the Technology Operating Budget.
- B. The Board approved the following courses to be added for the 2021-2022 school year:

New Courses for Spring-Ford 9th Grade Center and Senior High School 2021-22

1. **Band Major (Honors) - Grades 10,11,12 - 6 periods - 1 credit**
 Honors Band promotes solo advanced study on a musical instrument. Students wishing to take Honors Credit in band will pursue this course IN CONCURRENCE to the Band Curriculum. Aspects of the two courses may be overlapped, however, they may not be completed exclusively. The student first and foremost is still a member of the band ensemble. An audition and director recommendation is required as students must display technical achievement on their instrument. Students will pursue projects in historical, societal, and musical aspects of their instrument while preparing solo performances and chamber music opportunities. Students should be confident in their skills as an instrumentalist.
2. **Vocal Ensemble Major (Honors) - Grades 10,11,12 - 6 periods - 1 credit**
 Students will focus on intermediate, vocal, and choral technique for ensemble and solo singing. This course will give the Spring-Ford Choral student the opportunity for competitive choral performance as well as developing solo/small group performance skills. Students will also be expected to take an active leadership role in the class. This is a co-curricular course and there will be evening rehearsals as well as participation in scheduled performances during and outside the school day which will be announced during the school year. All performances are mandatory. **This course is by AUDITION only.**
3. **Chorus-Major - Grades 10,11,12 - 6 periods - 1 credit**
 Chorus is a mixed choral ensemble intended to challenge the singing student and direct his/her efforts toward increased vocal technique, acquaint him/her with a variety of vocal styles, and focus his/her efforts toward musical performance. There will also be an emphasis on solo or small group performance as well as fundamental music theory. The ensemble is co-curricular and rehearses one day after school per week and performs two concerts per school. Concert performances are mandatory. **PREREQUISITE:** Director Approval is required.

4. **Orchestra Major - Grades 9,10,11,12 - 6 periods - 1 credit**
Orchestra will be provided for those students currently involved in the string music curriculum. There will also be an emphasis on solo or small group performance as well as fundamental music theory. Orchestra is co-curricular, and may require evening rehearsals in preparation for school-sponsored musical events. Students are scheduled for sectional string lessons from study halls when possible. Concert performances are mandatory. **PREREQUISITE:** Prior string orchestral experience and director approval is required.
5. **Select Strings Minor - Grades 10,11,12 - 3 periods - .5 credit**
Students will focus on fundamentals of string playing technique for ensemble performance. This course will give students an opportunity for performances during and outside the school day which will be announced during the school year. Students are scheduled for sectional string lessons from study halls when possible. All performances are mandatory. **This course is by AUDITION only.**
6. **Select Strings Major (Honors) - Grades 10,11,12 - 6 periods - 1 credit**
Students will focus on fundamentals of string playing technique for ensemble and solo performance. There will also be a focus on leadership techniques for running a rehearsal. This is a co-curricular course and may have evening rehearsals as well as participation in scheduled performances during and outside the school day which will be announced during the school year. Students are scheduled for sectional string lessons from study halls when possible. All performances are mandatory. **This course is by AUDITION only.**

IX. NEW CONFERENCES AND WORKSHOPS

Mrs. Fazzini made a motion to approve Items A-B and Mrs. Earle seconded it. The motion passed 8-0.

- A. **Wendy Earle** and **Linda Fazzini**, School Board Members, to attend “*The NSBA 2021 Virtual Conference for Public Education Leaders*” from April 10, 2021 through April 12, 2021. The total cost for this virtual conference is \$1,350.00 (registration).
- B. **Khrystin Herb**, SAP Coordinator, to attend “*PASAP Virtual Conference*” from February 21, 2021 through March 21, 2021. Due to the virtual nature of this conference the various conference sessions will be available during the month timeline for participants to log in and view any of the sessions at their convenience. The total cost for this virtual conference is \$95.00 (registration). No substitute is needed.

X. OTHER BUSINESS

Mrs. Melton made a motion to approve Item A and Mrs. Fazzini seconded it. The motion passed 8-0.

- A. Administration recommends approval of the 2021-2022 school calendar.
(Attachment A6)

Mrs. Fazzini made a motion to approve Item B and Mrs. Earle seconded it. The motion passed 8-0.

- B. The following policies were approved:
 1. Policy #115 – PROGRAMS: Career and Technical Education **(Attachment A7)**
 2. Policy #124 – PROGRAMS: Alternative Instruction Courses **(Attachment A8)**
 3. Policy #125 – PROGRAMS: Adult Education **(Attachment A9)**
 4. Policy #126 – PROGRAMS: Class Size **(Attachment A10)**

5. Policy #203 – PUPILS: Communicable Diseases and Immunization (**Attachment A11**)
6. Policy #205 – PUPILS: Postgraduate Students (**Attachment A12**)
7. Policy #211 – PUPILS: Student Accident Insurance (**Attachment A13**)
8. Policy #212 – PUPILS: Reporting Student Progress (**Attachment A14**)
9. Policy #219 – PUPILS: Student Compliant Process (**Attachment A15**)
10. Policy #224 – PUPILS: Care of School Property (**Attachment A16**)
11. Policy #228 – PUPILS: Student Government (**Attachment A17**)
12. Policy #230 – PUPILS: Public Performances by Students (**Attachment A18**)

New Other Business

There was no vote as these policies were on for a first reading.

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

1. Policy #103.1 – PROGRAMS: Nondiscrimination - Qualified Students with Disabilities (**ATTACHMENT A19**)
2. Policy #231 – PUPILS: Social Events and Class Trips (**ATTACHMENT A20**)
3. Policy #232 – PUPILS: Student Involvement in Decision-Making (**ATTACHMENT A21**)
4. Policy #234 – PUPILS: Pregnant/Married Students (**ATTACHMENT A22**)
5. Policy #252 – PUPILS: Dating Violence (**ATTACHMENT A23**)
6. Policy #301 – ADMINISTRATIVE EMPLOYEES: Creating a Position (**ATTACHMENT A24**)
7. Policy #313 – ADMINISTRATIVE EMPLOYEES: Evaluation of Employees (**ATTACHMENT A25**)
8. Policy #316 – ADMINISTRATIVE EMPLOYEES: Nontenured Employees (**ATTACHMENT A26**)
9. Policy #319 – ADMINISTRATIVE EMPLOYEES: Outside Activities (**ATTACHMENT A27**)

XI. INFORMATIONAL ITEM

Mrs. Zasowski read the informational item. No vote was needed.

- A. Effective January 1, 2021, the IRS mileage rate will be **56 cents per mile** which is a decrease from the 2020 rate of 57.5 cents per mile.

XII. BOARD COMMENT

There were no comments from the Board.

XIII. PUBLIC TO BE HEARD

Julie Mukherjee, Schwenksville, expressed concerns over 6-foot distancing not being maintained in grades 7-12.

Abby Deardorff, Royersford, thanked the board for their support of the nursing staff and allowing Trisha Smith to speak at the meeting.

Liz Rakoff, Colledgeville, voiced her disappointment in the discussion tonight on ways to avoid health directives from the county.

Michael Lebiezinski, Royersford, expressed doubt that the Montgomery County Department of Public Health had any evidence to substantiate an in-school virus transmission occurred at the 5/6/7 Grade Center.

Lyndsie Olenoski, thanked the staff and administration at Oaks Elementary School and the 5/6 Grade Center for the ingenuity they have shown in teaching students who are in-person and virtual. She also thanked the nurses for the incredible job they are doing.

Maggie Youssef, Oaks, cautioned the board against rushing through the process of opening the school building again quickly following a closure.

Mr. DiBello clarified that no one indicated that they were rushing through anything and all that is being said is that if we go through all of the necessary steps and satisfied all of the requirements then the buildings be allowed to open at that point. Mrs. Melton added that this has all been confirmed with Mrs. Smith and she is supportive. Mrs. Zasowski advised that there were 2 different scenarios spoken about tonight, one of which is a building reaching a case count threshold which can result in the time out of school being shortened if contact tracing and building cleaning and disinfecting can be accomplished and the other scenario is if an in-school transmission occurs which will require a 14-day mandate shut down and that closure cannot be shortened.

John Yonchuk, Royersford, thanked Mrs. Trisha Smith for showing her vulnerability to the board yet again and stated that this is the second meeting in a row that she has presented and practically begged the board to be more strict about social distancing and following the guidelines for safety.

Lake Deyoc, Royersford, expressed that he was happy with schools re-opening as he felt online learning was inefficient. He added that the district cannot keep shutting down schools over and over as it was affecting students on an emotional level as well as an educational level. He asked if mid-terms would take place and the response was no. He again stressed the importance of students being in classrooms and interacting with their teachers.

XIV. ADJOURNMENT

Mr. DiBello made a motion to adjourn and Mrs. Fazzini seconded it. The motion passed 8-0. The meeting adjourned at 9:33 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

**2020-2021 EXTRACURRICULAR CONTRACTS
FEBRUARY 2021**

	Contract Title	Season	Last	First	Stipend
1	Asst. Wrestling Coach (7/8/9th Grade) (1/2 Contract)	Winter	Hayes	Ryan C.	\$2,222.85
2	Volunteer Assistant Wrestling Coach -HS	Winter	Rice	Steven P.	Volunteer
3	Co-Ed Fitness Intramural # 14 - Grade 5-6- Running Club	Spring	Ames	Megan M.	\$402.00
4	Co-Ed Fitness Intramural # 15 - Grade 5-6- Running Club	Spring	Ames	Megan M.	\$402.00
5	Softball Coach (Head) (7th Grade)	Spring	Avans	Julia A.	\$2,772.00
6	Asst. Lacrosse Coach-Boys'-HS	Spring	Baker	Charles E.	\$3,991.00
7	Commencement-HS	Spring	Blackledge	Danielle C.	\$1,471.00
8	Co-Ed Fitness Intramural # 13 - Grade 7- Soccer	Spring	Bologa	Tara	\$402.00
9	Co-Ed Fitness Intramural # 16 - Grade 7- Wiffleball	Spring	Bologa	Tara	\$402.00
10	Co-Ed Fitness Intramural # 3 - Grade 7- Running Club	Spring	Bower	Melinda A.	\$402.00
11	Co-Ed Fitness Intramural # 6 - Grade 7- Wiffleball	Spring	Bower	Melinda A.	\$402.00
12	Tennis Coach-Boys'-HS	Spring	Brennan	John A.	\$6,680.43
13	Fitness Room Supervisor-Spring-HS	Spring	Brubaker	Chadwin R.	\$679.00
14	Lacrosse Coach - Girls (8th Grade)	Spring	Burger	Maureen F.	\$2,772.00
15	Asst. Track Coach-Girls' & Boys'-HS	Spring	Cain	David W.	\$3,991.00
16	Co-Ed Fitness Intramural # 4 - Grade 5-6- Walking Club	Spring	Carfagno	Tina M.	\$402.00
17	Co-Ed Fitness Intramural # 12 - Grade 5-6- Walking Club	Spring	Carfagno	Tina M.	\$402.00
18	Co-Ed Fitness Intramural # 12 - Grade 7- Soccer	Spring	Cifelli	Alexander	\$402.00
19	Asst. Baseball Coach-HS	Spring	Clarke	Cody B.	\$3,991.00
20	Asst. Softball Coach-HS	Spring	Corropolese	Shawn R.	\$5,566.10
21	5/6 Club #8- Computer Club - 4th MP - IMS	Spring	Crist	Barbara	\$402.00
22	Asst. Lacrosse Coach-Boys'-HS	Spring	Czapor	Kevin M.	\$5,301.05
23	Lacrosse Coach-Boys'-HS	Spring	Donnelly	Kevin J.	\$7,422.39
24	Baseball Coach (7th Grade)	Spring	D'Orazio	Joseph T.	\$3,861.91
25	5/6 Club #4- Chess Club - IMS	Spring	Downs	Wayne F.	\$402.00
26	Volunteer Assistant Baseball Coach- HS	Spring	Eshbach	Bryer M.	Volunteer
27	Asst. Lacrosse Coach-Girls'-HS	Spring	Furman	Kelly A.	\$3,991.00
28	7 th Gr. Club #6- Game Club	Spring	Gabel	Kate E.	\$402.00
29	Co-Ed Fitness Intramural # 5 - Grade 8- Football	Spring	Greco	Jay N.	\$402.00
30	Asst. Softball Coach-HS	Spring	Greene	Mallory R.	\$4,609.61
31	Co-Ed Fitness Intramural # 2 - Grade 5-6- Kickball	Spring	Groff	Maura F.	\$402.00
32	Co-Ed Fitness Intramural # 8 - Grade 5-6- Kickball	Spring	Groff	Maura F.	\$402.00
33	Co-Ed Fitness Intramural # 10 - Grade 8- Volleyball	Spring	Harrison, Jr.	Richard L.	\$402.00
34	Co-Ed Fitness Intramural # 11 - Grade 8- Volleyball	Spring	Harrison, Jr.	Richard L.	\$402.00
35	Co-Ed Fitness Intramural # 12 - Grade 8- Volleyball	Spring	Harrison, Jr.	Richard L.	\$402.00
36	Co-Ed Fitness Intramural # 14 - Grade 8- Dodgeball	Spring	Harrison, Jr.	Richard L.	\$402.00
37	Baseball Coach-HS	Spring	Harrison, Jr.	Richard L.	\$5,322.00
38	Volunteer Assistant Baseball Coach- MS	Spring	Heffernan	Michael A.	Volunteer
39	Baseball Coach (8th Grade)	Spring	Heffernan	Michael B.	\$3,201.66
40	Volunteer Assistant Baseball Coach- HS	Spring	Hoff	James F.	Volunteer
41	Asst. Track Coach (7/8th Grade)	Spring	Hollingsworth, Jr.	Gerald A.	\$3,866.00
42	Lacrosse Coach-Girls'-HS	Spring	Holstein	Kristi M.	\$6,146.91
43	Softball Coach-HS	Spring	Hughes	John T.	\$7,422.39
44	Lacrosse Coach - Girls' (7th Grade)	Spring	Iezzi	Shelby J.	\$2,772.00
45	Jazz Ensemble Director-HS	Spring	Jones	Seth	\$4,735.00
46	Asst. Track Coach-Girls' & Boys'-HS	Spring	Kahler	Geoffrey I.	\$5,566.10
47	Co-Ed Fitness Intramural # 8 - Grade 7- Kickball	Spring	Kenney	Joan E.	\$402.00
48	Co-Ed Fitness Intramural # 2 - Grade 7- Flag Football	Spring	Kenney	Joan E.	\$402.00
49	Co-Ed Fitness Intramural # 6 - Grade 8- Football	Spring	Kerkusz	Jason A.	\$402.00
50	Asst. Tennis Coach-Boys'-HS	Spring	Kissel	Brent E.	\$3,771.60
51	5/6 Club #15- Photography Club	Spring	Kraeer	Brian J.	\$402.00
52	Volunteer Assistant Track Coach-Boys & Girls- HS	Spring	Kraynak	John A.	Volunteer
53	Baseball Coach (7th Grade)	Spring	Laky	James R.	\$2,772.00

**2020-2021 EXTRACURRICULAR CONTRACTS
FEBRUARY 2021**

54	Co-Ed Fitness Intramural # 17 - Grade 7- Running Club	Spring	Malone	Crystal E.	\$402.00
55	Lacrosse Coach - Boys' (7th Grade)	Spring	Marcellus	Jason	\$3,201.66
56	Fitness Room Supervisor-Spring-HS	Spring	Mich, Jr.	James E.	\$679.00
57	Asst. Track Coach-Girls' & Boys'-HS (1/2 Contract)	Spring	Miedlar	Michael J.	\$1,995.50
58	Volunteer Assistant Softball Coach- HS	Spring	Miscavage	Daniel A.	Volunteer
59	Co-Ed Fitness Intramural # 7 - Grade 5-6- Kickball	Spring	Moyer	Jeffrey S.	\$402.00
60	Co-Ed Fitness Intramural # 9 - Grade 5-6- Basketball	Spring	Moyer	Jeffrey S.	\$402.00
61	Co-Ed Fitness Intramural # 10 - Grade 5-6- Kickball	Spring	Moyer	Jeffrey S.	\$402.00
62	5/6 Club #13- Board Games Club	Spring	Moyer	Jeffrey S.	\$402.00
63	Co-Ed Fitness Intramural # 6 - Grade 5-6- Basketball	Spring	Paladino	Lyndi R.	\$402.00
64	Co-Ed Fitness Intramural # 3 - Grade 5-6- Walking Club	Spring	Parsia	Amy L.	\$402.00
65	Co-Ed Fitness Intramural # 11 - Grade 5-6- Walking Club	Spring	Parsia	Amy L.	\$402.00
66	Co-Ed Fitness Intramural # 18 - Grade 5-6- Running Club	Spring	Quigley	Melissa M.	\$402.00
67	Co-Ed Fitness Intramural # 19 - Grade 5-6- Running Club	Spring	Quigley	Melissa M.	\$402.00
68	Co-Ed Fitness Intramural # 4 - Grade 7- Soccer	Spring	Reagan	Todd M.	\$402.00
69	Co-Ed Fitness Intramural # 9 - Grade 7- Flag Football	Spring	Reagan	Todd M.	\$402.00
70	Co-Ed Fitness Intramural # 10 - Grade 7- Soccer	Spring	Reagan	Todd M.	\$402.00
71	HS Club #11- Volunteer French Club Advisor	Spring	Richardson	Ann	Volunteer
72	Co-Ed Fitness Intramural # 13 - Grade 5-6- Walking Club	Spring	Rivera	Tamura J.	\$402.00
73	Co-Ed Fitness Intramural # 1 - Grade 5-6- Basketball	Spring	Rizzo	Louis M.	\$402.00
74	Festival of Arts Coordinator - HS (1/2 Contract)	Spring	Rudloff	Corrine P.	\$552.00
75	9th Grade Lacrosse Coach-Girls'	Spring	Short	Amy S.	\$3,186.00
76	Co-Ed Fitness Intramural # 5 - Grade 7- Kickball	Spring	Staino	Devon L.	\$402.00
77	Track Coach-Boys' & Girls'-HS	Spring	Stauffer	Danielle L.	\$7,990.29
78	Co-Ed Fitness Intramural # 18 - Grade 7- Wiffleball	Spring	Stauffer	Megan M.	\$402.00
79	Festival of Arts Coordinator - HS (1/2 Contract)	Spring	Strickler	Chadwick A.	\$552.00
80	9th Grade Baseball Coach	Spring	Swavely	Adam	\$4,231.80
81	Softball Coach - 8th Grade	Spring	Templeton	Mark E.	\$2,910.60
82	Asst. Baseball Coach-HS	Spring	Terry	Vincent E.	\$3,991.00
83	5/6 Club #11- Running Club	Spring	Wagner	Alyssa K.	\$402.00
84	Asst. Lacrosse Coach-Girls'-HS	Spring	Ward	Rose M.	\$4,609.61
85	Co-Ed Fitness Intramural # 7 - Grade 7- Running Club	Spring	Ward	Rose M.	\$402.00
86	Co-Ed Fitness Intramural #1 - Grade 7- Kickball	Spring	West	Cheryl A.	\$402.00
87	Co-Ed Fitness Intramural # 16 - Grade 5-6- Running Club	Spring	White	Emily E.	\$402.00
88	Co-Ed Fitness Intramural # 17 - Grade 5-6- Running Club	Spring	White	Emily E.	\$402.00
89	Co-Ed Fitness Intramural # 20 - Grade 5-6- Walking Club	Spring	White	Emily E.	\$402.00

Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination - Qualified Students with Disabilities
Code	103.1
Status	
Adopted	

Authority

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or person in parental relation, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and persons in parental relations who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective **or preventative** action be taken for substantiated allegations.

Confidentiality

Confidentiality of all parties, **witnesses, the allegations, the filing of a complaint and the investigation** shall be maintained, consistent with the district's legal and investigative obligations.

Retaliation

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Definitions

Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities. [\[11\]](#)[\[12\]](#)

Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's persons in parental relations.[\[3\]\[8\]](#)

Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.[\[13\]](#)

Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.[\[10\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Assistant Superintendent as the district's Section 504 Coordinator.[\[14\]](#)

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify persons in parental relations of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.[\[15\]\[16\]](#)

Guidelines

Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.[\[16\]\[17\]](#)

If a person in parental relation or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the person in parental relation or the district shall provide the other party with written notice.[\[18\]\[19\]\[20\]](#)

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.[\[20\]](#)

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the person in parental relation the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[\[20\]](#)

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.[\[13\]](#)

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a person in parental relation.[\[13\]](#)

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.[\[18\]](#)

Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[\[21\]\[22\]](#)

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.[\[21\]\[22\]\[23\]\[24\]\[25\]\[26\]\[27\]](#)

Parental Involvement

Persons in parental relations have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or

withhold their written consent to the evaluation and/or the provision of services.[\[13\]](#)[\[19\]](#)[\[20\]](#)[\[28\]](#)

Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)

Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[\[33\]](#)[\[34\]](#)

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[35\]](#)[\[36\]](#)[\[37\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[\[11\]](#)[\[13\]](#)[\[21\]](#)[\[29\]](#)[\[33\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)[\[43\]](#)[\[44\]](#)[\[45\]](#)[\[46\]](#)[\[47\]](#)[\[48\]](#)

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.[\[10\]](#)[\[39\]](#)[\[48\]](#)[\[49\]](#)

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's person in parental relation, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[\[13\]](#)[\[40\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a

conveyance providing transportation to or from a school or school-sponsored activity.[\[36\]](#)[\[48\]](#)

PROCEDURAL SAFEGUARDS

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the person in parental relation of a student suspected of being a qualified student with a disability, an opportunity for the person in parental relation to review relevant records, an impartial hearing with an opportunity for participation by the student's person in parental relation, and a review procedure.[\[28\]](#)[\[50\]](#)

A student or person in parental relation filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.[\[19\]](#)

Parental Request for Assistance

Persons in parental relations may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:[\[28\]](#)

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the persons in parental relations and district a written response to the request. The response to the persons' in parental relations request shall be in the persons' in parental relations native language or mode of communication.[\[28\]](#)

Informal Conference

At any time, persons in parental relations may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[\[28\]](#)

Formal Due Process Hearing

If the matters raised by the district or persons in parental relations are not resolved at the informal conference, the district or persons in parental relations may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[\[28\]](#)[\[51\]](#)

Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[\[28\]](#)

COMPLAINT PROCEDURE

This complaint procedure is in addition to and does not prevent persons in parental relations from using any option in the procedural safeguards system.[10]

Step 1 – Reporting

A student or person in parental relation who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.[52]

If the Section 504 building administrator is the subject of a complaint, the student, person in parental relation or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused **may suggest additional** witnesses and **provide** other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, persons in parental relations and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.[10][52][53][54]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) school days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, **for example, whether the investigator believes the allegations to be founded or unfounded**, within a reasonable time of the submission of the written report **to the extent authorized by the Family Educational Rights and Privacy Act (FERPA)**

and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant. [\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)

Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) school days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) school days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

Legal

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq.
4. 22 PA Code 4.4
5. 28 CFR Part 35
6. 28 CFR Part 36
7. 29 U.S.C. 794
8. 34 CFR Part 104
9. 42 U.S.C. 12101 et seq.
10. 22 PA Code 15.2
11. 42 U.S.C. 12102
12. 22 PA Code 15.7

13. 34 CFR 104.7
14. 22 PA Code 15.4
15. 34 CFR 104.32
16. 22 PA Code 15.5
17. 22 PA Code 15.6
18. 34 CFR 104.35
19. 22 PA Code 15.3
20. 34 CFR 104.34
21. 34 CFR 104.37
22. 22 PA Code 15.8
23. 22 PA Code 15.9
24. 20 U.S.C. 1232g
25. 34 CFR Part 99
26. 22 PA Code 10.2
27. 24 PS 1303-A
28. 35 PS 780-102
29. 22 PA Code 10.21
30. 22 PA Code 10.22
31. 22 PA Code 10.23
32. 22 PA Code 10.25
33. 24 PS 1302.1-A
34. 22 PA Code 15.1
35. 34 CFR 104.36
36. 22 PA Code 14.162
37. 18 Pa.C.S.A. 2709

Book	Policy Manual
Section	200 Pupils
Title	Social Events and Class Trips
Code	231
Status	First reading
Adopted	
Last Revised	

Purpose

The Board recognizes the value of student social events and class trips in enhancing and enriching the school experience for students.

Authority

The Board shall make school facilities available and provide appropriate staff for social events within the school facilities that have been approved by the Board and/or Superintendent or designee.[\[1\]](#)

Class trips and social events that take place outside of school facilities require approval by the Superintendent or designee.[\[2\]](#)

Guidelines

As voluntary participants in school social events and class trips, students shall be held responsible for compliance with district policies and rules. Infractions of those policies or rules will be subject to the same disciplinary measures applied during the regular school program.[\[3\]](#)

Participation in school events is not a right and may be denied to any student who has demonstrated disregard for the policies and rules of the district or the school.

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the conduct of student social events and class trips which include the following:

1. Designation of a staff member who shall be the district employee responsible for the event.[\[1\]](#)
2. Provision of adequate adult supervision, nurse participation or police protection, as required by the circumstances of the event.
3. Formulation of rules and regulations governing the conduct and safety of all participants and distribution of such rules and regulations to all students and adults involved.

Legal

[1. 24 P.S. 511](#)

[2. 24 P.S. 517](#)
[3. 24 P.S. 510](#)

Book	Policy Manual
Section	200 Pupils
Title	Student Involvement in Decision-Making
Code	232
Status	Active
Adopted	March 25, 1991
Last Revised	January 25, 2021

Purpose

The Board believes that students should participate in the governance of school activities at levels appropriate to their ages and competencies because:

1. Students should have a part in determining activities that affect their lives.
2. As an institution fundamental to the operation of a democratic society, the schools should strive to exemplify the democratic ideal of citizen participation in decision-making.
3. As part of their educational development, students should be provided experiences and decision-making roles to prepare them for the future.
4. Students are a valuable resource whose contributions can aid and benefit the programs of the schools.

Authority

The Board directs that students be invited to participate in activities appropriate to their maturity and competency, leading to administrative decision-making.

Suggestions for improvement may be offered by any student, provided they are of a constructive nature and contribute toward the realization of the district's educational goals.

Delegation of Responsibility

The Superintendent or designee shall develop rules to implement this policy which:

1. Provide for submission, consideration, and response to constructive student suggestions.
2. Designate the manner by which students shall be selected for participation in school matters.
3. Ensure that student participation is fairly representational of the whole student body.

Legal

[24 P.S. 510](#)

Book	Policy Manual
Section	200 Pupils
Title	Pregnant/Married Students
Code	234
Status	Active
Adopted	March 25, 1991
Last Revised	January 25, 2021

Purpose

A student who is eligible to attend district schools and is married and/or pregnant shall not be denied an educational program solely because of marital status, pregnancy, childbirth, pregnancy-related disabilities, or potential or actual parenthood. A pregnant student under the age of eighteen (18) shall not be excused from the requirements of the Compulsory Attendance Statute solely from pregnancy or maternity-related reasons. [\[1\]](#)[\[2\]](#)

Authority

The Board reserves the right to require as a prerequisite for attendance in regular classes and participation in extracurricular programs of the schools that each pregnant student present to the Superintendent or designee a written statement from a licensed physician indicating that such activity will not be injurious to her health nor jeopardize her pregnancy.

Guidelines

A pregnant student, whose mental or physical condition prevents her from attending regular classes, when such condition is certified by a licensed physician, is entitled to use of the alternate educational programs made available to District students who require homebound instruction for medical purposes. [\[3\]](#)[\[4\]](#)[\[5\]](#)

A student who has received an alternate educational program for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a licensed physician that she is physically fit to do so.

Delegation of Responsibility

The Superintendent or designee shall develop procedures for implementing this policy which include:

1. Offering counseling services to help students plan their future.
2. Cooperation with community resources to assist students.
3. Development of a curriculum for the alternate educational program to which the pregnant student may be assigned on her request.

4. Designation of a qualified staff member to act upon the licensed physician's statement regarding the examination and health of a pregnant student.

Legal

1. [24 P.S. 1326](#)
2. [22 PA Code 12.1](#)
3. [24 P.S. 510](#)
4. [24 P.S. 1327](#)
5. [28 C.F.R. § 35.108](#)

Book	Policy Manual
Section	200 Pupils
Title	Dating Violence
Code	252
Status	Active
Adopted	January 25, 2021

Purpose

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

Definitions

Dating Partner shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[\[1\]](#)

Dating Violence shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[\[1\]](#)

Authority

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[\[2\]](#)

Title IX Sexual Harassment and Other Discrimination

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged dating violence.[\[3\]](#)[\[4\]](#)

Discipline of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary requirements established by state law and Board policy.[Pol. 218.3][24 P.S. 1318.1]

Guidelines

Complaint Procedure

When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the building principal, guidance counselor, or classroom teacher.

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[\[1\]](#)

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.[\[1\]](#)[\[2\]](#)

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[\[1\]](#)

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the district's website, if available.
4. Provided to persons in parental relations.

Dating Violence Training

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, persons in parental relations and other staff may also receive training on dating violence.[\[1\]](#)

Dating Violence Education

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.[\[1\]\[5\]](#)

A person in parental relation of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.[\[1\]\[6\]](#)

At the request of the person in parental relation, the student may be excused from all or part of the dating violence education program.[\[1\]\[7\]](#)

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Legal

1. 24 P.S. 1553

2. [Pol. 218](#)

3. Pol. 103

4. Pol. 103.1

5. 71 P.S. 611.13

6. Pol. 105.1

7. Pol. 105.2

22 PA Code 12.12

20 U.S.C. 1232g

Book	Policy Manual
Section	300 Employees
Title	Creating a Position
Code	301
Status	Active
Adopted	March 25, 1991
Last Revised	January 25, 2021

Purpose

Positions for administrative, professional and support employees shall be established by the Board in order to provide the effective leadership and management necessary to operate district schools and to provide quality educational programs and services, consistent with the needs of the schools and the resources of the community.

Authority

The need for creating positions shall be determined by the Board based on the recommendation of the Superintendent. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Superintendent shall be responsible for recommending a new or additional administrative, professional or support position.

The initial salary or salary range for a new position shall be determined by the Board when creating the position based upon the recommendation of the Superintendent and supporting documentation. [\[5\]](#)

In the exercise of its authority to create a new position, the Board shall give primary consideration to the following:

1. Effective management of district programs.
2. Number of students enrolled.
3. Special needs of students.
4. Operational needs of the district.
5. Financial resources of the school community.

Delegation of Responsibility

The Superintendent or designee shall be responsible to maintain a comprehensive and up-to-date job description for all positions in the district. Job descriptions shall be prepared in accordance with relevant federal and state laws and regulations.

Recommendations for a new or additional position shall include:

1. Job description clearly stating the duties for which the position was created.
2. Title that conforms with the appropriate certificate if such certification is required.
3. Supporting data and other rationale relevant to the recommendation.

The Board reserves for itself the final determination of the number and type of staff positions deemed necessary for effective management of the district and operation of the schools. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board may, through the Superintendent, seek the advice of administrative staff when creating a new position or increasing the number of employees in existing positions.

Legal

[1. 24 P.S. 1001](#)

[2. 24 P.S. 1106](#)

[3. 24 P.S. 1107](#)

[4. 22 PA Code 4.4](#)

5. 24 P.S. 1075

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313
Status	Active
Adopted	March 25, 1991
Last Revised	January 25, 2021

Purpose

Evaluation is a continuing process in which the administrative, professional and support employees and their respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of District goals and objectives.

Authority

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions and state law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

The Board shall be informed periodically about the results of employee evaluations.

Delegation of Responsibility

The Superintendent or designee shall develop plans for the evaluation of District employees and submit for Board approval.

The Board authorizes the Superintendent to develop a Differentiated Supervision model for professional employees in accordance with the Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.

The Superintendent shall ensure that evaluation plans are reviewed periodically and updated as necessary. Evaluations shall be performed by the Superintendent or by administrator, supervisor, or principal who has supervision over the work of the employee being evaluated and is designated by the Superintendent to perform the evaluation. [\[3\]](#)

Guidelines

The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education. [\[1\]](#)[\[2\]](#)[\[3\]](#)

Professional employees are required to be evaluated at least once each year. [\[3\]](#)

Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of "needs improvement" issued by the district within ten (10) years of the first overall ratings of "needs improvement" where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Superintendent.

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.

Legal

1. [22 PA Code 19.1](#)
2. [24 P.S. 1108](#)
3. [24 P.S. 1123](#)
4. [24 P.S. 510](#)

[24 P.S. 1122](#)

[22 PA Code 19.1 et seq](#)

Book	Policy Manual
Section	300 Employees
Title	Nontenured Employees
Code	316
Status	
Adopted	

Authority

It is the policy of the Board that certain administrative and professional staff members shall be employed with the understanding that the assigned job functions are not governed by tenure law.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Nontenured administrative and professional employees shall include any position in which provision for tenure is not made by law.[\[2\]](#)[\[3\]](#)

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 1089](#)

[3. 24 P.S. 1101](#)

Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	
Adopted	

Authority

The Board recognizes that District employees have the right to enjoy private lives and to associate with others outside of school. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.[\[1\]](#)

The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.

Delegation of Responsibility

The Superintendent or designee shall disseminate this policy so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

Guidelines

The following guidelines are provided for the direction of all employees:

1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the district.
2. Do not use school property or school time to solicit or accept customers for private enterprises.
3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

Legal
[1. 24 P.S. 510](#)

Book	Policy Manual
Section	200 Pupils
Title	Bloodborne Pathogens
Code	203.1
Status	
Adopted	March 25, 1991
Last Revised	January 25, 2021

Purpose

The Board is committed to providing a safe, healthy environment for its students and employees. The purpose of this policy shall be to safeguard the health and well-being of students and employees while protecting the rights of the individual.

This policy is based on current evidence that bloodborne pathogens (including, but not limited to, HIV, Hepatitis B, and Hepatitis C) are not normally transmissible by infected individuals within the school setting, except as noted in the CDC's universal precautions for bodily fluids discussed below.

Definitions

HIV - the Human Immunodeficiency Virus (HIV), causes Acquired Immune Deficiency Syndrome (AIDS).

HBV - refers to the disease caused by HBV or Hepatitis B virus.

Bloodborne Pathogens – Disease producing microorganisms capable of being transmitted in blood, among other things, Hepatitis B (HBV) and Hepatitis C.

CDC - United States Public Health Service Centers for Disease Control and Prevention.

Infected Students - Students infected with HIV or other bloodborne pathogens, including students who are asymptomatic.

Authority

This policy shall apply to all students and employees in all programs conducted by the school district.

The Board establishes that the established Board policies, administrative regulations, and school rules that relate to illnesses and other diseases among students shall also apply to infected students.[1][2]

Delegation of Responsibility

The Superintendent or a designee shall serve as the central contact for handling and releasing all information concerning infected students.

The district shall not unlawfully discriminate against a student with a bloodborne pathogen infection. All district employees shall strive to maintain a

respectful school climate and to prohibit physical or verbal harassment of any individual or group, including infected students.[4]

All employees shall be required to consistently follow infection control/universal precautions for transmission of bloodborne pathogens in all settings and at all times, including playgrounds and school buses.

The Superintendent or a designee shall make this policy available to all students, persons in parental relations, and the public through posting on the district's website and through other efficient means of communication.

The Superintendent or a designee shall review and report the effectiveness of this policy to the Board, and make recommendations for updates to this policy based on medical research and developments.

Guidelines

Attendance

The Board shall not require routine screening tests for Bloodborne pathogen infection in the school setting, nor will such tests be a condition for school attendance.[3]

Infected students have the same right to attend school and receive services as any other students and shall be subject to the same policies and rules. Infection with a blood borne pathogen shall not be the sole factor in decisions concerning class assignments, privileges, or participation in any school-sponsored activity. [4][5]

School authorities shall determine the educational placement of infected students on a case-by-case basis by following established policies and procedures for students with chronic health problems and, where applicable, students with disabilities.

First consideration must be given to maintaining the infected student in a regular assignment. Any decision for an alternative placement must be supported by specific facts and data.

An infected student who is unable to attend school, as determined by a medical examination, shall be considered for homebound instruction or an alternative placement.[6][7][8]

An infected student may be excused from school attendance if the person in parental relation seeks such excuse based on the advice of medical or psychological experts treating the student.[2][7][9]

An infected student's placement shall be reassessed if there is a change in the student's condition or the student's need for accommodations.

Confidentiality

When an infected student's person in parental relation voluntarily disclose information regarding the student's condition, the District employee who receives this information shall obtain written consent of the person in parental relation to disclose the information to the Superintendent or designee. [10]

The Superintendent or a designee shall determine which school personnel will receive information about an infected student. The number of individuals informed of an infected student's status shall be kept to the minimum required to assure proper care and supervision of the student, as well as to protect the school population. Anonymity shall have high priority.

All district employees have a duty to preserve the confidentiality of all information concerning an infected student. Disciplinary action shall result from a breach of confidentiality by an employee.

All health records, notes and other documents referring to a student's infected status and/or condition shall be secured and kept confidential.[10][11]

Information about infected students in the school setting shall not be disclosed to the general public, other school employees or other groups without court order or the informed, written, signed and dated consent of the infected student or their person in parental relation if a legal minor.

Infection Control

Universal precautions, as recommended by the CDC, shall be followed for exposure to blood, vaginal secretions, semen or any other body fluid contaminated with blood, such as nasal secretions, sputum, vomitus, urine and feces.

Employees shall treat all body fluids as hazardous and follow universal precautions.

Employees shall notify the school nurse who will inform the building principal of all incidents of exposure to bodily fluids and when a student's health condition or behavior presents a reasonable risk of transmitting an infection.

The school district shall maintain and keep reasonably accessible all designated equipment and supplies necessary for infection control.

Staff Development

The District shall provide factual and current information on bloodborne pathogens, as well as guidance on infection control procedures, to district students and staff.

Designated district employees shall receive additional specialized training appropriate to their positions and responsibilities.

Prevention Education

The goals of Bloodborne pathogen prevention education shall be to promote healthy living and discourage the behaviors that put people at risk of acquiring HIV/HBV. Prevention education shall be taught at every level as part of the curriculum, be appropriate to students' developmental maturity, and include accurate information about reducing the risk of infection.[\[12\]](#)

Prior to Bloodborne pathogen prevention education instruction, the District shall inform the persons in parental relations that curriculum outlines and materials to be used shall be available for review.[\[12\]](#)[\[13\]](#)[\[14\]](#)

A student shall be excused from Bloodborne pathogen prevention infection education when the instruction conflicts with the religious beliefs or principles of the student or person in parental relation, upon written request of the student's person in parental relation.[\[2\]](#)[\[6\]](#)[\[15\]](#)

Legal

1. Pol. 203
2. [Pol. 204](#)
3. 35 P.S. 7601 et seq.
4. Pol. 103
5. 24 P.S. 1327
6. 22 PA Code 11.25
7. 24 P.S. 1329
8. Policy 117
9. 24 P.S. 1330
- 10.35 P.S. 7607
- 11.24 P.S. 1409
- 12.22 PA Code 4.29
- 13.22 PA Code 4.4
- 14.Pol. 105.1
- 15.Pol. 105.2
- 16.24 P.S. 1301

Book: Policy Manual

Section: 200 Pupils

Title: Attendance

Code: 204

Status: Active

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall mean no later than age six until age 18. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

Habitually truant shall mean six or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[9\]](#)

Truant shall mean having incurred three or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[9\]](#)

Person in parental relation shall mean a:[\[9\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[9]

Guidelines

Compulsory School Attendance Requirements-

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[5]

The Board shall issue notice to those persons in parental relations who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

Enforcement of Compulsory Attendance Requirements-

Student is Truant –

When a student has been absent for three days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten school days of the student's third unexcused absence.[33]

The notice shall:[33]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[33]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[33]

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[33]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[9]

The following individuals shall be invited to the SAIC:[9]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[33]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[33]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six or more days of unexcused absences.[33]

Student is Habitually Truant –

When a student under 15 years of age is habitually truant, district staff:[34]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[34]

When a student 15 years of age or older is habitually truant, district staff shall:[34]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is 15 years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[34]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[34]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[35]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[35]

Special Needs and Accommodations--

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][37][38]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[16][36][38]

Discipline--

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[33]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency, and local magisterial district judges about the district's

attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[\[1\]\[11\]](#)

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building and/or house principals, Attendance Officer, and/or Home and School Visitor shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work

Book	Policy Manual
Section	300 Employees
Title	Employment Contract/Board Resolution
Code	308
Status	Active
Adopted	March 25, 1991
Last Revised	January 25, 2021

Purpose

Administrative employees who are certificated and covered by tenure law must have an employment contract that is in conformance with the School Code. Non-certificated and non-tenured administrative employees may be covered by an employment contract or Board resolution that sets for essential elements of the terms of employment, including, but not limited to, hourly wage/salary and benefits.

Authority

The Board has the authority under law to prescribe employment conditions for district personnel. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

For the mutual benefit and protection of the district and its employees, the Board directs that, as the policy of this school district:

1. Professional employees, as defined in the School Code, shall sign an employment contract upon employment, which shall continue in force unless terminated by the employee by written resignation presented 60days in advance or terminated by the Board in accordance with law. The contract shall specify those issues required by law. [\[5\]](#)[\[6\]](#)
2. Temporary professional employees, upon attaining tenure status, shall sign a contract for professional employees. [\[7\]](#)[\[8\]](#)
3. Noncertificated administrative and support employees shall be employed through a contract or Board resolution. [\[2\]](#)[\[3\]](#)

The Board shall be notified promptly of any misunderstanding arising from the application of a given contract or resolution, or any error in salary paid to the employee.

Willful misrepresentation of facts material to employment and determination of salary shall be considered cause for dismissal of the employee.

Legal

[1. 24 P.S. 406](#)

[2. 24 P.S. 510](#)

[3. 24 P.S. 1089](#)

[4. 24 P.S. 1109.2](#)

[5. 24 P.S. 1121](#)

[6. 24 P.S. 1101](#)

[7. 24 P.S. 1108](#)

8. Pol. 313

[24 P.S. 1073](#)

Book	Policy Manual
Section	300 Employees
Title	Assignment and Transfer
Code	309
Status	Active
Adopted	March 25, 1991
Last Revised	January 25, 2021

Authority

The assignment and transfer of administrative, professional and support employees within the district shall be determined by the management, supervisory, instructional and operational needs of the schools and the school district.

The Board shall approve the initial assignment of all employees at the time of employment. The Superintendent shall approve transfers when such assignments involve a transfer from one building or supervisor to another or involve a move to a position requiring a certificate or credentials other than those required for the employee's present position. [\[1\]](#)[\[2\]](#)

Each applicant for transfer or reassignment must have current child abuse and criminal history clearances as required by law. [\[4\]](#)[\[5\]](#)

Each applicant for transfer or reassignment from a position without direct contact with students to a position with direct contact shall be required to submit a criminal background checks and an official child abuse clearance statement as required by law. Such applicants shall report, on the designated form, arrests and convictions as specified on the form. Failure to accurately report such arrests and convictions may, depending on the nature of the offense, subject the individual to disciplinary action up to and including termination and criminal prosecution. [\[3\]](#)[\[6\]](#)

Delegation of Responsibility

The Superintendent or designee shall provide a system of assignment or reassignment for district employees that includes consideration of requests for voluntary transfers.

The Superintendent may consider any of the following when making decisions regarding assignment or transfer:

1. Need to balance various skills among the schools.
2. Changing student population within the district schools.
3. Impact of proposed assignment on the educational program.
4. Employee's background, experience and preparation for the position.

5. Employee's success in former positions.
6. Employee's desire for professional growth.
7. Employee's length of service in the district and in the position presently held.
8. Recommendations of the employee's administrative supervisors.
9. Administrative and operational efficiency advanced by the proposed assignment.

The Superintendent shall only recommend a transfer of an employee, whether occasioned by a vacancy or reassignment, that the Superintendent deems to be in the best interests of the educational program of the school District.

The Superintendent, in considering any reassignment or transfer, shall ensure that low-income and minority students are not taught by unqualified, out-of-field, or inexperienced teachers at a rate greater than other students, in accordance with law.[7]

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to a vacant position will be considered.

The request of an employee who voluntarily requests reassignment or transfer shall be considered to the extent that the transfer does not conflict with the educational program and operation of the school district.

This policy shall not prevent reassignment of an employee during the school year for good cause, as determined by the Board.

Negotiated collective bargaining agreements may supersede the provisions of this policy when they proscribe conditions enumerated in or affected by this policy.

Legal

1. 24 P.S. 508

[2. 24 P.S. 510](#)

[3. 24 P.S. 111](#)

[4. 23 Pa. C.S.A. 6344.3](#)

[5. 23 Pa. C.S.A. 6344.4](#)

6. Pol. 317

7. [20 U.S.C. 6312](#)

[22 PA Code 8.1 et seq](#)

[23 Pa. C.S.A. 6301 et seq](#)

Book	Policy Manual
Section	400 Professional Employees
Title	Disciplinary Procedures
Code	417.1
Status	Revised to match PSBA 317.1 (Educator Misconduct)
Adopted	

Purpose

The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.

Authority

The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[\[1\]](#)[\[2\]](#)

Definitions

Educator - shall mean a person who holds a certificate.[\[3\]](#)

Certificate - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[\[3\]](#)

Sexual Abuse or Exploitation - shall mean any of the following:[\[4\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
 - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
 - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
 - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.
 - d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child

or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[\[3\]](#)

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

Delegation of Responsibility

Duty to Report

The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within 15days of receipt of notice from an educator or discovery of the incident, any educator:[\[5\]](#)

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that they have caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services).[\[6\]](#)
7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such misconduct to the Superintendent and their immediate supervisor, within 15days of discovery of such misconduct.[\[5\]](#)

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.[\[5\]](#)

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within 72hours of the occurrence, in the manner prescribed in Board policy.[\[5\]](#)[\[7\]](#)[\[8\]](#)

Failure to comply with the reporting requirements may result in professional disciplinary action.[\[9\]](#)

Guidelines

Investigation

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.[\[10\]](#)

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.[\[10\]](#)

Within 90days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[\[10\]](#)

Title IX Sexual Harassment and Other Discrimination

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including Title IX sexual harassment, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation into educator misconduct by the district reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including Title IX sexual harassment, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such discrimination. When warranted and to the extent feasible, the district shall conduct investigations into educator misconduct jointly with investigations conducted pursuant to discrimination policies.[\[11\]](#)[\[12\]](#)

Confidentiality Agreements

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[\[10\]](#)

Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline **under the Educator Discipline Act** shall remain confidential unless or until public discipline is imposed.[\[13\]](#)

Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[\[14\]](#)

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