

On February 18, 2020 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:41 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

The following Student Representative was absent: Eshika Seth

ANNOUNCEMENTS

Mrs. Zasowski announced that the Board met in an executive session prior to tonight's meeting regarding personnel.

Julianna announced that on Saturday, March 14th SNAP will host a Bingo, Designer Bag and Basket Night and that all proceeds from the event will go towards next year's post prom.

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. Mr. Jackson asked who is paying for the students to attend and the response was that they pay their own way. The motion passed 9-0.

- A. The Board approved the overnight trip request for **Robert Swier**, Business Education Teacher, and **Cheryl Murgia**, Broadcast Productions Teacher, to accompany students qualifying for the DECA State Competition in Hershey, PA from February 19, 2020 through February 21, 2020. Students will travel via chartered transportation. The cost of the trip is estimated to be \$400.00 per student for registration, transportation, lodging and meals. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district will be \$1,152.00 for 3 days of substitute coverage for Mr. Swier and Mrs. Murgia.

III. PRESENTATION

Chief Boyer advised that a lot of research and study has been done since he has arrived in the district with regards to the district's A.L.I.C.E. Program. He turned the presentation over to Lieutenant Phillips and Officer Heydt.

Lieutenant Phillips explained that A.L.I.C.E. is an options-based response to a violent critical incident. She also identified what A.L.I.C.E. stands for which is Alert, Lockdown, Inform, Counter, Evacuate/Escape. Lieutenant Phillips discussed the objectives of A.L.I.C.E. Training.

Officer Heydt spoke of the goals of the A.L.I.C.E. Training and the upcoming plans for the program district-wide. He explained the special considerations that go into effect when planning A.L.I.C.E. drills and advised that the district will never do an unannounced active shooter drill. He added that all students, staff and parents will be informed well in advance of the drills and their nature. Officer Heydt stated that drills and announcements are done in an age-appropriate manner and that drills will never subject students to simulations or role playing that could be overwhelming or traumatic.

Mrs. Zasowski asked if the recent drill at the high school was successful and Lieutenant Phillips replied yes and that they also requested feedback from administrators and staff members on their impression of the drill.

Mrs. Melton asked if local borough or township police are included and informed and the response was yes.

Dr. Wright asked how many A.L.I.C.E. drills are done each year and it was advised that they are done on a quarterly basis.

Chief Boyer stressed that they are working very hard on this and that the drills are very age appropriate and done in order to provide students with choices so that by the time they reach high school level they are making their own situational awareness decisions not only in a school environment but in everyday life.

A. **Chief David Boyer**, Coordinator of Safety, Security and Emergency Preparedness, to present on the Spring-Ford Area School District's **A.L.I.C.E. Program**.

IV. BOARD AND COMMITTEE REPORTS

Curriculum/Technology Linda Fazzini 2nd Mon. 7:30 p.m.

Mrs. Fazzini reported on the Curriculum/Technology Committee meeting that took place on February 10, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Community Relations Colleen Zasowski 1st Tues. 7:30 p.m. (alt. months)

Mrs. Zasowski reported on the Community Relations Committee meeting that took place on February 4, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

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

Mr. DiBello reported on the Finance Committee meeting that took place on February 11, 2020. 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 February 11, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Asst. Superintendent Rpt. Robert Rizzo

Mr. Rizzo spoke about the Pennsylvania Student Assistance Program explaining the role of SAP which is to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. He added that the primary goal of the Student Assistance Program is to help students overcome these barriers. Mr. Rizzo stated that at the conclusion of this week, we will have completed training and will begin planning to have fully-implemented SAP Teams in all of our Spring-Ford buildings. He advised that on December 13th, Spring-Ford participated in its first Polar Plunge. He explained that the proceeds from the event benefit the athletes of Special Olympics PA. Mr. Rizzo thanked Dr. Colyer, Dr. Kollar, Mr. Krakower and Mrs. Walker as well as 2 students for going "all in" for a great cause. A video was shown of the event. Mr. Rizzo highlighted Alynn Purdy and Susan Hammond as part of his "Caught in the Act" portion of his report. He spoke of how these two staff members work tirelessly with the Resiliency and Aavidum Students to increase student's leadership skills, social and emotional well-being, team building skills, acceptance, and positive relationships. He presented a picture taken during the Aavidum's Self-Care Night held on January 31st. Mr. Rizzo next showcased Junior Edan Castile as part of his "Student Spotlight" portion of his report. He reported that Edan's areas of accelerated study included AP Language and Composition, Dual Credit Communications and Honors History. He also advised that Edan developed a post cast entitled "PSRN: Philly Sports Report Nation" which was nominated for Best Minor Music Video in the Phoenixville Film Festival. Mr. Rizzo commented that Edan plans to pursue a communications degree after his graduation in 2021 and added that he has been selected to receive the High School Leadership Award. If Edan chooses to enroll at Weidner University he will take part in the prestigious Apogee Leadership Scholars Program and receive a \$20,000 scholarship over four years. Mr. Rizzo provided information on some upcoming events and advised that the Future Planning Center is looking for Career Month Speakers for the month of March. He invited anyone who would like to highlight their jobs/careers and is comfortable talking with a group of teenagers to please contact the Future Planning Center. He also announced that the Senior High School Musical will be 42nd Street and will take place on March 6th and 7th. He encouraged everyone to purchase their tickets for this entertaining show.

Mr. DiBello reported that the High School Boys' Wrestling Team won the PAC Championship, the High School Girls' Basketball Team won the PAC Championship and added that there was an organization that ranked girls' softball teams by state with one being selected per state and the Spring-Ford High School Girls' Softball Team was ranked for Pennsylvania as being the top softball team in the state.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald reported that they received notice from the Independence Law Center with regards to Student Expression Policy 219. He noted that the policy is coming back with revisions to be consistent with case law over the last several years. He added that it will possibly be on next week's agenda for a first reading. Mr. Fitzgerald shared that over the last month he has been receiving a number of emails from a prolific Right to Know requestor, Simon Campbell. He stated that he would not be surprised if districts would start seeing a ramp up of Right to Know Requests from this individual.

V. MINUTES

There were no questions or comments.

- A. Administration recommends approval of the January 21, 2020 Work Session minutes. (Attachment A1)

- B. Administration recommends approval of the January 27, 2020 Board Meeting minutes. **(Attachment A2)**

VI. PERSONNEL

There were no questions or comments.

A. Resignations

1. **Mary C. Cassidy**; Instructional Assistant, Oaks Elementary School. Effective: March 5, 2020.
2. **Brent E. Kissel**; Art Consultant-7th Grade, Club #1, Club #2; 7th Grade Center. Effective: February 4, 2020.
3. **Lynn M. Moritz**; Part-time Food Service (4 hrs./day), 8th Grade Center. Effective: February 20, 2020.
4. **Mary Kate Purdy**; Club #14, 8th Grade Center. Effective: February 5, 2020.

B. Substitute:

1. **Kelly A. Connor** Office/Clerical Rate: \$14.20/hour
- C. Administration recommends approval of **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. Compensation will be set at \$40.00/hour.
- D. Administration recommends approval of **Joan D. Flack** as an Instructional Assistant for the Pre-K Summer Readiness Program. Compensation will be set at the Instructional Assistant's current hourly rate plus benefits (FICA & Retirement).
- E. Administration recommends approval of the attached extra-curricular contracts for the 2019-2020 school year. **(Attachment 3)**

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. General Fund Checks
Check No. 209380 – 209720 \$1,073,945.25
2. Food Service Checks
Check No. 1830 – 1837 \$ 3,527.40
3. Capital Reserve Checks
Check No. 2083 – 2084 \$ 636,968.00
4. Capital Projects
Reserve Fund: Check No. 67 – 78 \$ 313,231.60

5. General Fund, Food Service, & Capital Reserve and Projects ACHs
ACH 192000830 – 192000960 \$1,458,950.25
6. Wires
201900051 – 201900053 \$ 748,351.35

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)

D. Administration recommends approval of the following independent contracts:

1. **Michael Straka – Bushkill, PA.** Provide an assembly for second grade students at Spring City Elementary entitled “Dinosaur Dig”. Funding will be paid from the General Fund and shall not exceed \$400.00.
2. **Dr. Claudia Chernow – Dresher, PA.** Conduct a psychiatric evaluation for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$3,200.00.
3. **Chester County Intermediate Unit – Downingtown, PA.** Provide behavior specialist services during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$23,508.00.
4. **Personal Health Care, Inc. – Valley Forge, PA.** Provide nursing services during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$6,384.00.
5. **Silver Springs Martin Luther School – Philadelphia, PA.** Provide educational services including a 1:1 personal care assistant during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$5,180.00.
6. **Chester County Intermediate Unit – Downingtown, PA.** Provide psychology services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$56,951.10.

E. Administration recommends approval of the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:

1. **All for KIDZ, Inc. – Lynnwood, WA.** Provide an assembly for all students at Royersford Elementary entitled “NED’s Kindness Adventure”. There is no charge for this assembly.

2. **Brian Lies – Duxbury, MA.** Provide three author presentations; one each at Oaks Elementary, Brooke Elementary and Limerick Elementary focusing on engaging students in learning the process of becoming an author/illustrator. Funding will be paid equally by each school's Home and School or Parent Teacher Association and shall not exceed a total of \$5,625.00 (\$1,800.00 each plus \$75.00 from each school to cover lodging).
 3. **The Montgomery County SPCA – Conshohocken, PA.** Provide a presentation for second grade students at Oaks Elementary on how to properly care for pets. There is no charge for this presentation.
 4. **Kim Hogan – Bethlehem, PA.** Provide an Artist-in-Residence Program for all student at Royersford Elementary School in connection with a glass mosaic mural project. Funding will be paid by the Spring-Ford Education Association (\$5,000.00) and the Royersford Elementary PTO (\$1,222.72) and shall not exceed a total of \$6,222.72.
- F. Administration recommends approval to fund 25 hours of tutoring services for a special needs student as per the IEP to be provided in the areas of reading and math. Funding will be paid from the Special Education Budget and shall not exceed \$1,688.00.
- G. Administration recommends approval of a confidential settlement and release agreement **#2020-02** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$34,000.00.
- H. Administration recommends approval of a confidential settlement and release agreement **#2020-03** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$30,000.00.

VIII. PROPERTY

There were no questions or comments.

- A. Administration recommends approval for the replacement of the Fire Alarm System by Johnson Controls at Limerick Elementary School. Funding will come from the Capital Reserve and shall not exceed \$161,601.38, Pennsylvania Contract #4400015469.
- B. Administration recommends approval to purchase (33) replacement Unit Ventilators from Daikin Applied Americas, Inc. for Brooke Elementary School. Funding will come from the Capital Reserve and shall not exceed \$273,190.00, Omnia/National IPA Cooperative contract #R150505.
- C. Administration recommends approval for the installation of (33) replacement Unit Ventilators by S.J. Thomas Company, Inc. at Brooke Elementary School. Funding will come from the Capital Reserve and shall not exceed \$105,000.00, KPN Contract.
- D. Administration recommends approval of the purchase of (1) additional camera at the 5/6/7 Grade Center and (1) replacement camera at the High School to replace an Avigilon Camera. Funding will come from the Capital Reserve and shall not exceed \$8,750.10, PSX CoStars Quote #008-340.

IX. PROGRAMMING AND CURRICULUM

There were no questions or comments.

- A. Administration recommends approval of a contract amendment between the Springfield Area School District and Norstar Networks for additional E-911 licenses for the phone system. Funding will be paid from the Technology Budget and shall not exceed \$5,500.00.
- B. Administration recommends approval of an agreement to purchase Chrome Education licenses for the Modernized Learning Initiatives for the 2020-2021 school year. The cost of the licenses shall not exceed \$55,000.00 and will be paid from the Capital Reserve and then replenished from the Technology Budget over the next 4 years.
- C. Administration recommends approval to purchase Middle School Marching Band uniforms from DeMoulin Brothers & Company. Funding will come from the Unassigned Fund Balance and shall not exceed \$98,078.25.
- D. Administration recommends approval of the following new textbooks and curricular resources for the 2020-2021 school year. Funding will come from the Curriculum Budget and shall not exceed \$159,281.47.

Course

Textbook

- | | |
|--|---|
| 1. K-2 Social Studies
(\$11,000.00 annual subscription) | Scholastic News |
| 2. Grades 3-5 Social Studies
(\$148,281.47) | My World Interactive (2019), Pearson
Student Edition plus digital courseware
7 year license |

X. CONFERENCE/ WORKSHOP RECOMMENDATIONS

Additional information on Item A was requested and Dr. Goodin indicated that he will include additional information in this week's board memo. Dr. Goodin stated that he is familiar with the company, The Flippen Group, hosting this conference and stated that the gentleman who started this company works with schools and the program impacts the totality of school culture. He added that it does not just focus on how students behave and the expectations for their behavior but also how adults interact with those students. Dr. Goodin commented that the program is more prominent in the western part of the United States. He added that the purpose of sending someone to this conference is to find out in-depth what the program is, how it works and what it would look like. Dr. Goodin advised that in talking with one of the representatives we were able to receive a scholarship to cover the registration in order to send someone out to look at the program. Dr. Goodin added that it is an expensive, multi-year program so this is not something he wants to enter into lightly so he would like to send Mr. Rizzo out to gather the information and bring back a recommendation on whether this is something we would like to see for the district. Dr. Goodin indicated that he will put more information on this in the weekly memo and expressed that he felt that in order to make a recommendation to the Board, he would like to have better information other than what is on their website. Discussion took place on the pros and cons of sending a district representative out to California for 4 days to train and gather information on this program. Mr. Rizzo explained Social Emotional Learning is one of his goals and stated that while in attendance he will go through 2 days of training and whether the district decides to go with this program or not, he will be able to bring back the information to share with district staff.

The following individuals are recommended for attendance at the following:

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

DISTRICT OFFICE

- A. **Robert Rizzo**, Assistant Superintendent, to attend *“Capturing Kids’ Hearts 1”* training in Sacramento, California from March 23 through March 26, 2020. The total cost of this training is \$1,600.00 (transportation, lodging and meals). No substitute is needed.
- B. **Gwendolyn Phillips**, Lieutenant, to attend the *“FBI-LEEDA Command Leadership Institute”* in Abington, PA. There are 3 parts to this training with the first taking place from March 9 through March 13, 2020, the second from May 11 through May 15, 2020 and the third from August 17 through August 21, 2020. The total cost for all of the training is \$2,085.00 (registration). No substitute is needed.

FACILITIES/MAINTENANCE

- C. **Kenneth Rhoads**, HVAC Mechanic, to attend the *“Metasys System Extended Architecture for Building Operators”* in Sparks, Maryland from April 27 through April 29, 2020. The total cost for this conference is \$906.25 (mileage, lodging and meals). No substitute is needed.

HIGH SCHOOL

- D. **Kristin Rouyer**, French Teacher, to attend the *“PITT CHS New Teacher Orientation and Training”* at the University of Pittsburgh on May 15, 2020. This training is the final step to being permitted to teach dual enrollment French courses. The total cost for this training is \$523.00 (mileage, lodging and one day of substitute coverage).

ROYERSFORD

- E. **Melissa Shimukonas**, Teacher, to attend *“Oppositional, Aggressive, Attention-Seeking, & Uncooperative Children/Teens/Young Adults”* in King of Prussia, PA on March 19, 2020. The total cost of this conference is \$411.99 (registration and one day of substitute coverage).

XI. OTHER BUSINESS

There were no question or comments.

- A. The following policies are submitted as a second reading for approval at next week’s meeting:
 - 1. Policy #208 – PUPILS: Withdrawal from School (**Attachment A4**)
 - 2. Policy #225 – PUPILS: Students and the Police (**Attachment A5**)
 - 3. Policy #705 – PROPERTY: Safety (**Attachment A6**)
 - 4. Policy #709 – PROPERTY: Building Security (**Attachment A7**)
 - 5. Policy #911 – COMMUNITY: News Media Relations (**Attachment A8**)
- B. The following policies are submitted as a first reading:
 - 1. Policy #150 – PROGRAMS: Title I – Comparability of Services (**Attachment A9**)
 - 2. Policy #808 – OPERATIONS: Food Services (**Attachment A10**)

XII. BOARD COMMENT

Mr. Jackson asked about senior skip days questioning whether the district endorses this and Dr. Goodin replied unequivocally no. Mr. Jackson stated that he just wanted to hear it for the record.

Mrs. Zasowski brought up discussion from a previous meeting on the later start time issue saying that there was a piece included in the board memo regarding ideology and thoughts behind sleep and teenagers as well as information on the impact to the district and a survey that had been prepared. She asked the Board to give administration direction to circulate the survey in order to get some parent responses on paper.

Discussion amongst the Board took place on what the first step should be whether it be a plan, a survey or beginning with educating students and parents on sleep deprivation. It was determined that the Board would participate in a retreat to discuss the district's next steps for looking into later start times and the overall issue of sleep deprivation.

Mr. DiBello expressed his frustration with the attendance of the Student Representatives at Board Meetings. He stated that the purpose of having 2 representatives was to have both of them present at meetings and not for them to alternate at the meetings.

XIII. PUBLIC TO BE HEARD

There were no questions from the public.

XIV. ADJOURNMENT

Mrs. Melton made a motion to adjourn and Mr. Jackson seconded it. The motion passed 9-0. The meeting adjourned at 9:08 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On January 21, 2020 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle, Linda C. Fazzini and Dr. Margaret D. Wright
Region II: David R. Shafer
Region III: Thomas J. DiBello and Christina F. Melton
Presiding Officer: Colleen Zasowski
Superintendent: Dr. David R. Goodin
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth

The following Board Member was absent: **Clinton L. Jackson**

The following Board Member arrived late: **Diane C. Sullivan**

The following Student Representative was absent: **Julianna Lelli**

ANNOUNCEMENTS

Eshika welcomed everyone to a new year and almost a new marking period. She reminded everyone that grades for marking period 2 would be posted to Skyward on February 5th after 4:00 PM.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

Ms. Sullivan arrived at 7:31 p.m.

II. PRESENTATION

Mrs. Choi thanked the Board for the opportunity to come out this evening and make this presentation. She also thanked her staff and students for helping to prepare the presentation. The students spoke about the activities and events that have taken place at Spring City Elementary including the opening and dedication of their new pavilion, the Spring City Fire Company coming out to visit in connection with Fire Prevention Week, the connections Spring City Elementary students have with Spring-Ford High School school students, the baseball connection they had with Babe Ruth's Grandson, their Veterans Day Celebration where they hosted over 50 veterans, the candy that they collected following Halloween that they sent to our troops overseas, the Grandfriends Breakfast where students invite their grandfriends to visit the school and have breakfast with them, and their Garden Project where students grow healthy foods in a controlled hydroponic environment. Mrs. Choi spoke about the kicking off of the Great Kindness Challenge next week and stated that students painted rocks with positive sayings on them for the Board Members as well as ones that they will share with the community as a reminder and thank you

- A. **Mrs. Sue Choi**, Principal, along with Spring City Elementary Students to present on the Classroom Experiences and Events that Highlight the “Connections Spring City Elementary has to the Community”.

III. BOARD AND COMMITTEE REPORTS

Curriculum/Technology Linda Fazzini 2nd Mon. 7:30 p.m.

Mrs. Fazzini reported on the Curriculum/Technology Committee meeting that took place on January 13, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Policy Colleen Zasowski 2nd Mon. 6:30 p.m.

Mrs. Zasowski reported on the Policy Committee meeting that took place on January 13, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Extracurricular David Shafer 1st Tues. 7:30 p.m. (alt. months)

Mr. Shafer reported on the Extracurricular Committee meeting that took place on January 7, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

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

Mr. DiBello reported on the Finance Committee meeting that took place on January 14, 2020. 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. DiBello reported on the Property Committee meeting that took place on January 14, 2020. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Asst. Superintendent Rpt. Robert Rizzo

Mr. Rizzo congratulated the Spring-Ford High School Teachers for squeaking past the Student Team during the airing of the Spring-Ford edition of ClassH Room. He thanked Ms. Crew, all of the students, teachers and Rowdy Ram for making possible this a fun and exciting event. Mr. Rizzo highlighted Upper Providence Elementary Teacher Bill Culp as this month's staff member “Caught in the Act”. He next highlighted Kyle Rosenblum, a Spring-Ford Alumni of the Class of 2016 during this month's “Student's Spotlight”. Mr. Rizzo reported on the upcoming events which included the Aavidum Club hosting a Self Care Night, the Future Planning Center's celebration of Career Month in March and their search for Speakers for these events, the launching of Spring-Ford's Podcast and that the first two episodes are available on Apple Podcast, Spotify, the Spring-Ford Website or wherever you may listen online.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald advised that he placed at all Board Member's places a copy of a legal impendium that his firm put together and he stated that it had some very useful information for them in it for their reading pleasure. He suggested that the being with the reading of the sections on the Sunshine Laws, Right to Know Law and the Human Resource section.

IV. MINUTES

There were no questions or comments.

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

V. PERSONNEL

There were no questions or comments.

A. Resignations

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

13. **Kenneth E. Ridgeway**; English Teacher, 7th Grade Center, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
14. **Elaine Sandilos, Ph.D.**; School Psychologist, 5/6th Grade Center, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
15. **JoAnn N. Sibley**; Elementary Teacher, 5/6th Grade Center, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.
16. **Rhonda J. Zimmerman**; Math Teacher, 7th Grade Center, for the purpose of retirement. Effective: The last teacher day of the 2019-2020 school year.

B. Leaves of Absence

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

C. Support Staff:

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

D. Status Change

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

E. Tenure

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

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

VI. FINANCE

There were no questions or comments.

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

B. Checks:

1. General Fund Checks
Check No. 208892 – 209379 \$2,891,075.70
2. Food Service Checks
Check No. 1813 – 1829 \$ 9,510.99
3. Capital Reserve Checks
Check No. 2080– 2082 \$ 189,427.58
4. Capital Projects
Reserve Fund: Check No. 65 – 66 \$ 23,077.68
5. General Fund, Food Service, & Capital Reserve and Projects ACHs
ACH 192000571 – 192000829 \$4,611,754.45
6. Procurement Payments and Wires
201900034 – 201900050 \$2,485,891.13
190000044 – 190000150 \$ 37,950.21

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

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

D. Administration recommends approval of the following independent contracts:

1. **Friendship HLH&A, Inc. – Royersford, PA.** Provide adult and pediatric first aid, CPR, and AED training for up to 75 Spring-Ford staff members. Funding shall be paid from the Curriculum Budget and shall not exceed \$1,110.00.
2. **Communication Associates, LLC - Karen Clapper – Collegeville, PA.** Provide speech and language services during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$3,450.00.
3. **Central Montco Technical High School – Plymouth Meeting, PA.** Provide educational services during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$12,000.00.
4. **Chester County Intermediate Unit – Downingtown, PA.** Provide educational services including related services and 1:1 services during the 2019-2020 school year for seven special needs students as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$230,617.34.
5. **Foundations Behavioral Health - LifeWorks Schools – Doylestown, PA.** Provide educational services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$41,300.00.
6. **Cottage Seven Academy – Pottstown, PA.** Provide educational services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$21,200.00.
7. **Dr. Kara Schmidt – Swarthmore, PA.** Conduct two separate independent educational evaluations for 2 special needs students as per the IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$4,600.00 per evaluation for a total of \$9,200.00.
8. **Chester County Intermediate Unit – Downingtown, PA.** Provide a personal care assistant during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$21,520.00.
9. **Mobile Ed Productions, Inc. – Redford, MI.** Provide a state-of-the-art, hands-on, children's "STEAM Museum" focused on STEAM Education for students at Royersford Elementary. Funding will come from the General Fund and shall not exceed \$1,295.00.

10. **Science Explorers – Mohonton, PA.** Provide one assembly and three workshops for 3rd and 4th grade students at Spring City Elementary. Funding will be paid from the General Fund and shall not exceed \$1,640.00.
- E. Administration recommends approval of the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Thom Stecher & Associates – Malvern, PA.** Provide Unity Day and Resiliency services district-wide during the 2019-2020 school year. Funding will be paid through the Pottstown Area Health and Wellness Grant and shall not exceed \$11,000.00.
 2. **Jessica Liddell – Narberth, PA.** Provide an Artist-in-Residency Program for 4th grade students at Upper Providence Elementary in connection with the design and creation of four fused glass panels. Funding will be paid through the EITC Educational Foundation Grant and shall not exceed \$4,200.00.
 3. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide a total of six assemblies for 4th grade students at Evans Elementary School entitled “Intro to Watersheds/Human Impact”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$1,170.00.
 4. **Benmore Enterprises – Bushkill PA.** Provide two assemblies for 2nd grade students at Limerick Elementary entitled “Dinosaur Dig”. Funding will be paid by the Limerick Elementary Home and School League and shall not exceed \$525.00.
 5. **PA Friends of Agriculture Foundation – Camp Hill, PA.** Provide three days of lab classes in a Mobile Agriculture Education Science Lab for students at Limerick Elementary. Funding will be paid by the Limerick Elementary Home and School League and shall not exceed \$1,500.00.
 6. **Musicopia – Leon Jordan - Philadelphia, PA.** Provide a Mini Artist-in-Residency Program for 4th grade students at Spring City Elementary expanding student’s musical knowledge and increasing their confidence through Bucket Drumming. Funding will be paid through the Robert L. and Agnes Cook Bard Foundation. There is no cost to the district.
- F. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 200 Schell Lane in Upper Providence Township and further identified as tax parcel No. 61-00-02423-19-8 setting the assessments of the property at (i) \$2,290,500.00 for tax year 2019 (school tax year 2019-20) and (ii) \$2,218,500.00 for tax year 2020 (school tax year 2020-21) and for each subsequent tax year until a change in the property’s assessment pursuant to applicable law.
- G. Administration recommends approval of the Preliminary General Fund Budget for the 2020-2021 school year in the amount of \$176,348,666.00.
- H. Administration recommends approval to file with the Department of Education the 2020-2021 referendum exceptions for Special Education Expenditures (estimated \$2.4 million) and Retirement Contributions (estimated \$25,000.00), for a total estimated amount of \$2,425,000.00. These estimated referendum exceptions represent approximately 2.21%

and could be used for allowable millage over the Act 1 State Index cap amount of 2.6%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.

- I. Administration recommends approval of the 2020-2021 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2019-2020 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2020-2021 is \$118,513.00 which is a \$469.00 increase over last year's amount.
- J. Administration recommends approval of the renewal agreement with Ursinus College for the rental of their pool facilities for the District's Swim Team's practices and meets. Funding will come from the Athletic Budget and shall not exceed \$6,500.00.
- K. Administration recommends approval of the one-year renewal agreement with School Maps Online of Westminster, Colorado for the continued services of providing the Spring-Ford community with a responsive and mobile friendly online tool that shows attendance boundaries and provides additional school district mapping services as outlined in the contract. Funding will come from the Communications/Marketing Budget and shall not exceed \$2,000.00.
- L. Administration recommends approval to purchase Q-Interactive a 1:1 iPad-based testing system that helps administer, score, and report 20 different clinical assessments. The system will be beneficial to our school psychologists, SLPs, and educational diagnosticians. Funding will come from the Special Education Budget and shall not exceed \$11,000.00.
- M. Administration recommends approval of an addendum to the agreement with the Chester County Intermediate Unit for Extended School Year services for special needs students. The contract was previously approved at the June 2019 School Board Meeting. This addendum is necessary due to additional related services that were not calculated in the previously approved agreement. Funding will be paid from the Special Education Budget and shall not exceed \$664.85.
- N. Administration recommends approval of an addendum to the amount of a confidential settlement and release agreement **#2019-01** previously approved at the March 2019 School Board Meeting in an amount not to exceed \$1,550.00. This addendum to the original settlement, which authorized tuition for two school years, is necessary due to a change in tuition values. Funding will be paid from the Special Education Budget.
- O. Administration recommends approval of an addendum to a confidential settlement and release agreement **#2019-04** previously approved at the August 2019 School Board Meeting. This addendum to the original settlement is necessary as the district is now agreeing to transport the student to the approved private placement. There will be no additional cost to the district.
- P. Administration recommends approval of a confidential settlement and release agreement **#2020-01** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$59,000.00.

VII. PROPERTY

There were no questions or comments.

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

VIII. PROGRAMMING AND CURRICULUM

Mr. DiBello stated that he had a lot of questions regarding Items A and B but felt that it needed to be done in an Executive Session. Mrs. Zasowski confirmed with Mr. Fitzgerald that an Executive Session was warranted and he stated that due to the subject matter to be discussed since it had to do with security then it would be permissible for it to take place as an Executive Session. It was decided that an Executive Session would be held following the adjournment of tonight's meeting.

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

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

Mrs. Zasowski questioned Item "H" asking for additional information on this conference. Mr. Rizzo explained the rationale behind the conference and advised that Dr. Patschke would bring the information obtained at this conference back to share with other administrators.

The following individuals are recommended for attendance at the following:

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

DISTRICT OFFICE

- A. **Dr. David R. Goodin**, Superintendent, to attend the "*PASA Leadership Forum: Responsive Schools, Resilient Students*" in State College, PA from March 29 through March 31, 2020. The total cost of the conference is \$969.00 (registration, transportation, lodging, meals). No substitute is needed.
- B. **Erin Crew**, Director of Communications, Marketing & Media, and **Andrew Rothermel**, Manager of Communications Media, to attend the "*PenSPRA Symposium*" in Shippensburg, PA from March 26 through March 27, 2020. The total cost of the conference is \$900.00 (registration, transportation, lodging). No substitutes are needed.

- C. **Robert Rizzo**, Assistant Superintendent, **Elizabeth Leiss**, Director of Human Resources, **Dr. Percell Whitaker**, Supervisor of Special Education, to attend the “*Greater Philadelphia Teacher Job Fair*” at the Oaks Expo Center in Oaks, PA on April 1, 2020. The total cost of this conference is \$425.00 (registration). No substitutes are needed.
- D. **Michael McDaniel**, Director of Athletics, to attend the “*Pennsylvania State Athletic Director’s Association Conference*” in Hershey, PA from March 24 through March 27, 2020. The total cost of this conference is \$1,140.00 (registration, transportation, lodging, meals). No substitute is needed.

FACILITIES/MAINTENANCE

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

EVANS

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

UPPER PROVIDENCE

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

DISTRICT-WIDE

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

X. OTHER BUSINESS

Mrs. Zasowski asked about Item A with regards to the different versions of the calendar that had been shared with the Board Members in order to provide direction on what they will be voting on next week. Dr. Goodin provided explanation on the two versions with one being the start of the 2020-2021 school year on August 24th and the other being August 31st. He explained that there were some considerations to an early start which had been considered. Dr. Goodin stated that it appeared that a lot of the districts in Montgomery County are planning on going back to school on August 31st as well as the two sending districts to the Western Center. Dr. Goodin was asked what the recommendation from the Administration was and he replied that at this point, once all of the variables were considered, it would be August 31st. Discussion took place on the various pros and cons for the start and end date of the 2020-2021 school year. It was decided that the calendar reflecting a start date of August 31st was the recommendation from the Administration and will be the one to be voted on next week by the Board.

- A. Administration recommends approval of the 2020-2021 school calendar. **(Attachment A5)**
- B. The following policies are submitted as a second reading for approval at next week's meeting:
 - 1. Policy #705.2 – PROPERTY: School Police Incidents **(Attachment A6)**
 - 2. Policy #818 – OPERATIONS: Contracted Services **(Attachment A7)**
 - 3. Policy #830 – OPERATIONS: Reporting Use of Force **(Attachment A8)**
 - 4. Policy #834 – OPERATIONS: Use of Force **(Attachment A9)**
- C. The following policies are submitted as a first reading:
 - 1. Policy #208 – PUPILS: Withdrawal from School **(Attachment A10)**
 - 2. Policy #225 – PUPILS: Students and the Police **(Attachment A11)**
 - 3. Policy #705 – PROPERTY: Safety **(Attachment A12)**
 - 4. Policy #709 – PROPERTY: Building Security **(Attachment A13)**
 - 5. Policy #911 – COMMUNITY: News Media Relations **(Attachment A14)**
- D. The following policy is being brought forward to be rescinded and retired:
 - 1. Policy #248 – PUPILS: Sexual Harassment **(Attachment A15)**

XI. INFORMATIONAL ITEMS

Mrs. Melton acknowledged the generous donation by the Oaks Elementary Parent Teacher Association.

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

XII. BOARD COMMENT

Mr. DiBello acknowledged the Music Programs trip to Atlanta, Georgia and their appearance in the Peach Bowl Parade. He stated that they also competed while down there and walked away with 11+ awards.

Mrs. Zasowski reported that next week the Board will be presenting the Band with a commendation in recognition of their accomplishments. She also spoke about Mr. McDaniel and Mr. Rizzo working on a booklet that will address students participating in multiple activities including athletics and all extra-curriculars. Mr. Rizzo added that Mr. McDaniel is working very hard at building a robust document to cover all areas. He stated that the primary document deals with coaching and how to be an appropriate coach and educator in meeting the needs of students. Mr. Rizzo advised that there is also a section directed towards parents in order to understand their role as well as the role of the students. Discussion took place on previous years where students were held accountable for participating in school-based activities and missing time with their respective sport's team. The goal of the booklet is to be completely transparent with our process and what it means to commit to one organization versus committing to something else and how families and students can help navigate this with their coach and sponsor. Concerns were raised over students being faced with hard consequences for participating in two different overlapping Spring-Ford activities. Also discussed were the pros to there being consequences for those students in certain situations possibly where a student not being in game shape may occur and for safety reasons they do not play. Mr. Rizzo explained that punishing students for attending a school function is nowhere in the district's vernacular the main goal of this is to have the families and the coaches keep the lines of communication open with each other to determine the best interest of the child, whatever that may look like. Dr. Goodin added that the district wants to make sure that no student is placed in an either/or situation. Mrs. Zasowski requested that in the interim while waiting for this booklet to be compiled that some type of message be relayed so that coaches are not having to make any decisions as we are moving into the timing for the Limerick to Limerick Student Exchange Program. Mr. Rizzo assured that the process and philosophy will be shared.

Mrs. Zasowski reminded the Board that they will be meeting in an Executive Session to discuss the 2 motions under Programming and Curriculum.

Mrs. Melton reminded the Board of two dates to keep in mind 3/23/20 which is the Day of Action in Harrisburg and 3/27/20 is the date of the Legislative Breakfast at the MCIU.

XIII. PUBLIC TO BE HEARD

Melanie Bowen, Upper Providence Township, commented that she wanted to advise that she became aware of the 2020-2021 School Calendar because it was posted as an attachment to tonight's Work Session agenda. She stated that she wanted the Board to know that this is how the public became aware of it. Mrs. Zasowski stated that they were made aware of discussions and Facebook threads about two weeks ago before the agenda was published. Mr. DiBello added that it was longer than that and stated that the agenda was not created until last week and the stuff was already out as he was already receiving calls from people weeks ago. Ms. Bowen reiterated that she was reporting on how she became aware.

XIV. ADJOURNMENT

Mrs. Melton made a motion to adjourn and Mrs. Fazzini seconded it. The motion passed 8-0. The meeting adjourned at 9:02 p.m.

Respectfully submitted

Diane M. Fern
School Board Secretary

On January 27, 2020 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

ANNOUNCEMENTS

There were no announcements.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. PRESENTATIONS

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

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

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

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

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

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

III. **BOARD AND COMMITTEE REPORTS**

Student Rep. Report Julianna Lelli/Eshika Seth

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

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

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

PSBA Liaison David Shafer

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

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

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

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

MCIU

Thomas J. DiBello

4th Weds. 7:00 p.m.

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

Superintendent's Report Dr. David R. Goodin

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

Solicitor's Report

Mark Fitzgerald

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

IV. MINUTES

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

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

V. PERSONNEL

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

A. Resignations

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

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

New Resignation

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

B. Leaves of Absence

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

C. Support Staff:

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

D. Status Change

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

New Status Change

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

E. Tenure

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

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

New Personnel Motion

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

VI. FINANCE

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

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

B. Checks:

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

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

C. The following monthly Board reports were approved:

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

D. The Board approved the following independent contracts:

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

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

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

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

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

VII. PROPERTY

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

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

VIII. PROGRAMMING AND CURRICULUM

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

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

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

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

New Programming and Curriculum Motion

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

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

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

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

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

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

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

The following individuals were approved for attendance at the following:

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

DISTRICT OFFICE

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

FACILITIES/MAINTENANCE

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

EVANS

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

UPPER PROVIDENCE

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

DISTRICT-WIDE

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

New Conference/Workshop

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

X. OTHER BUSINESS

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

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

The motion passed 9-0.

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

B. The following policies were approved:

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

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

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

D. The following policy was rescinded and retired:

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

XI. INFORMATIONAL ITEMS

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

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

XII. BOARD COMMENT

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

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

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

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

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

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

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

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

XIII. PUBLIC TO BE HEARD

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

XIV. ADJOURNMENT

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

Respectfully submitted,

Diane M. Fern
School Board Secretary

**2019-2020 EXTRACURRICULAR CONTRACTS
FEBRUARY 2020**

	Contract Title	Season	Last	First	Stipend
1	String Jamboree - 7/8 Grade Director	Spring	Baisch	Ashley E.	\$520.00
2	String Jamboree - 4th Grade Director	Spring	Hwang	Sunny	\$440.00
3	Lacrosse Coach - Girls' (7th Grade)	Spring	Iezzi	Shelby J.	\$2,772.00
4	String Jamboree - 5/6 Grade Director	Spring	Katzianer	Kristen K.	\$440.00
5	String Jamboree - High School Director	Spring	McGranahan	Emily C.	\$560.00
6	Volunteer Assistant Basketball Coach -Girls'- HS	Winter	Moley	Marisa	Volunteer

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: WITHDRAWAL FROM SCHOOL

ADOPTED: March 25, 1991

REVISED:

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

208. WITHDRAWAL FROM SCHOOL - Pg. 2

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

SECTION: PUPILS

TITLE: STUDENTS AND THE POLICE

ADOPTED: March 25, 1991

REVISED:

REVIEWED:

	225. STUDENTS AND THE POLICE
1. Purpose	<p>The Board recognizes that compulsory attendance laws impose on the Board the custodianship of the public school children of the district while they are present in the schools. Additionally, this policy serves to identify when the District shall allow police agencies other than Spring-Ford School Police (SFSP) to conduct criminal investigations which may include interview, interrogation, evidence collection, investigatory detention and possibly custodial arrest of a student while at school during school hours of operation.</p> <p>If the criminal investigation may have Title IX implications between two students, the Director of Human Resources shall be notified as soon as it is practical.</p>
2. Authority	<p>When police (other than SFSP) request permission to conduct a criminal investigation including interview or interrogation of a student at school, the principal shall</p> <p style="padding-left: 40px;">inform the Coordinator of Safety, Security, and Emergency Preparedness (CSSEP) and the Superintendent;</p> <p style="padding-left: 40px;">When possible, all criminal investigations by police other than SFSP Officers should occur off campus and not during school hours. All criminal investigations based on their exigencies and severity of the offense shall be pre-coordinated with the SFSP and the Superintendent.</p> <p>Whenever the Superintendent or delegate has determined that the police have a legitimate purpose to conduct a criminal investigation including interviewing or interrogating a student within the confines of a school building, the principal or his/her representative shall be present throughout the proceedings.</p> <p>When the police request permission to arrest a student at school, the principal shall:</p> <p style="padding-left: 40px;">inform the CSSEP and Superintendent;</p> <p style="padding-left: 40px;">When possible, all arrests by police other than Spring-Ford School Police Officers should occur off campus and not during school hours. Arrests should</p>

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

SECTION:

PROPERTY

TITLE:

SAFETY

ADOPTED:

March 25, 1991

REVISED/REVIEWED:

October 26, 2009

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

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

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: March 25, 1991

REVISED:

REVIEWED:

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

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

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

SECTION: COMMUNITY

TITLE: NEWS MEDIA RELATIONS

ADOPTED: March 25, 1991

REVISED:

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

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

SECTION: 100 PROGRAMS

TITLE: TITLE 1 – COMPARABILITY OF SERVICES

ADOPTED:

REVISED:

	150. TITLE I – COMPARABILITY OF SERVICES
1. Purpose	The equivalent distribution of district resources is one means the district shall use to ensure all students receive a quality education. This policy demonstrates the district's commitment to ensure that no discrimination occurs in the distribution of resources funded by state and local sources, regardless of the receipt of federal funds.
2. Authority	<p>The Board directs that each district school receiving Title I funds must use state and local funds to provide services that, taken as a whole, are at least comparable to services in those schools in the district that do not receive Title I funds.[1]</p> <p>If all schools in the district receive Title I funds, the Board directs that state and local funds shall be used to provide services that, taken as a whole, are substantially comparable in each school.[1]</p> <p>The Board acknowledges that comparability may be measured on a grade-span by grade-span basis or a school-by-school basis.</p>
3. Definition	For purposes of this policy, grade span is defined as a similar two-grade span difference or less. For example, a grade span of K-2 to K-4, not a grade span of K-2 to K-5.
4. Delegation of Responsibility	<p>If the district has more than one (1) building per grade span, the Chief Financial Officer (CFO) or designee shall complete a Detailed School Data Sheet.</p> <p>Regardless of buildings per grade span, the Chief Financial Officer (CFO) or designee shall annually complete a Comparability Assurance Form to provide written assurance of equivalence among schools, including the provision of curriculum materials; instructional supplies; and teachers, administrators and other staff.</p>
5. Guidelines	<p><u>Method of Determination</u></p> <p>For purposes of determining Title I comparability, the district shall use a current year student to staff ratio calculation or a previous year per-pupil expenditure determination, whichever is more favorable to the district.</p>

Legal	<p><u>Allowable Exclusions</u></p> <p>For the purposes of determining comparability, the district may exclude:[1]</p> <ol style="list-style-type: none">1. State and local funds expended for language instruction education programs.[2]2. Excess costs associated with providing services to students with disabilities.[3][4][5]3. Unpredictable changes in enrollment or personnel assignments occurring after the beginning of the school year.4. Other expenditures from supplemental state or local funds consistent with the intent of Title I. <p><u>Complaints</u></p> <p>Complaints by individuals and organizations regarding implementation of equivalence between schools shall be processed in accordance with Board policy.[6]</p> <p><u>1. 20 U.S.C. 6321</u></p> <ol style="list-style-type: none">2. Pol. 1383. Pol. 103.14. Pol. 1135. Pol. 1146. Pol. 906
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SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: March 25, 1991

REVISED:

	808. FOOD SERVICES
1.Purpose	<p>The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.</p>
2.Authority	<p>The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[1][2][3][4][5][6][7][8][9][10]</p> <p>The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[11][12]</p> <p>Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[4][13]</p> <p>Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A nonprogram food shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. Nonprogram foods include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[13][14]</p>
3.Delegation of Responsibility	<p>Operation and supervision of the food service program shall be the responsibility of the Chief Financial Officer (CFO).</p> <p>The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[4]</p> <p>Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the [3][4] Superintendent or designee.</p>

<p>4. Guidelines</p>	<p>The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[2][3][4][6][7][8][9][10]</p> <p>The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[15][16][17][18]</p> <p>The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.</p> <p>The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[11]</p> <p>To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[19]</p> <ol style="list-style-type: none"> 1. Be carefully selected to contribute to students' nutritional well-being and health. 2. Meet the nutrition standards specified in law and regulations and approved by the Board. 3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits. 4. Be served in age-appropriate quantities, at reasonable prices. <p>The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.</p> <p>All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[4]</p> <p>Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[4]</p>
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Free/Reduced-Price School Meals and Free Milk

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[\[20\]\[21\]](#)

The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:[\[20\]\[21\]](#)

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The district may also conduct direct certification on a weekly or monthly basis.

Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[\[22\]\[23\]\[24\]\[25\]](#)

School Meal Service and Accounts

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in his/her school meal account, except when the student's parent/guardian has specifically provided written notice to the district to

	<p>withhold a school food program meal.[3]</p> <p>When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[3][20][21]</p> <p>Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.[3]</p> <p>School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12, in addition to the communications made to the student's parent/guardian; such communication shall be made to the individual student in a discreet manner.[3]</p> <p>The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian.[3]</p> <p>District schools shall be prohibited from:[3]</p> <ol style="list-style-type: none">1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes. It shall not constitute public identification or stigmatization of a student for a school to serve a student an alternate meal instead of a school food program meal if the student is not eligible for participation in the school food program and owes greater than \$50 for school food program meals in a school year. In this case, the student may be served an alternate meal instead of a school food program meal until the student's unpaid balance for school meals is paid or a payment plan has been established with the school to reduce the unpaid balance.2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.
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	<p>This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.</p> <p>The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.</p> <p>The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures.</p> <p><u>Collection of Unpaid Meal Charges</u></p> <p>Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.</p> <p><u>Procurement</u></p> <p>Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[26][27][28]</p> <p><u>Professional Standards for Food Service Personnel</u></p> <p>The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, professional standards include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[6][7][18][29]</p> <p><u>School Food Safety Inspections</u></p> <p>The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][30]</p> <p>The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.</p> <p><u>School Food Safety Program</u></p>
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Legal	<p>The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[8][10][16]</p> <p>The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][30][31]</p> <p>1. 2 CFR Part 200</p> <p>2. 24 P.S. 1335</p> <p>3. 24 P.S. 1337</p> <p>4. 24 P.S. 504</p> <p>5. 24 P.S. 807.1</p> <p>6. 42 U.S.C. 1751 et seq</p> <p>7. 42 U.S.C. 1773</p> <p>8. 7 CFR Part 210</p> <p>9. 7 CFR Part 215</p> <p>10. 7 CFR Part 220</p> <p>11. FNS Instruction 113-1 (USDA)</p> <p>12. 7 CFR 210.23</p> <p>13. 42 U.S.C. 1760</p> <p>14. 7 CFR 210.14</p> <p>15. 3 Pa. C.S.A. 5713</p> <p>16. 42 U.S.C. 1758(h)</p> <p>17. 7 CFR 210.13</p> <p>18. 7 CFR 210.30</p> <p>19. Pol. 246</p> <p>20. 42 U.S.C. 1758</p> <p>21. 7 CFR Part 245</p> <p>22. 7 CFR 15b.40</p> <p>23. Pol. 103.1</p> <p>24. Pol. 113</p> <p>25. Pol. 209.1</p> <p>26. Pol. 610</p> <p>27. Pol. 626</p> <p>28. Pol. 827</p> <p>29. 7 CFR 210.15</p>
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	<u>30. 7 CFR 220.7</u> <u>31. 7 CFR 210.9</u> <u>P.L. 111-296</u> <u>7 CFR Part 15</u> Pol. 103 PDE – “Revised Meals for Students with Insufficient Funds and Local Meal Charge Policies” Memorandum, issued August 30, 2019
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