

On February 21, 2017 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:34 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

The following Board Member was absent: **Todd R. Wolf**

ANNOUNCEMENTS

Taylor announced that the Spring-Ford Educational Foundation 5K Run/Walk is just around the corner. She advised that the 5K benefits the Senior Impact Dinner and that beginning with the class of 2006, Spring-Ford has honored individuals nominated by graduating seniors who have made an impact on their educational experience. A dinner is held for nominees and the seniors who nominated them to celebrate how each individual has impacted his/her life. Taylor reminded everyone that the 5K will take place on Friday, April 21, 2017. Registration opens at 5:30 p.m. with the Kids Fun Run beginning at 6:15 p.m. and 5K beginning at 6:30 p.m. For additional information and online registration please go to the district's website.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Arthur Lebofsky, 408 Peters Way, Phoenixville, asked about Finance Letter A with regards to federal grants. He asked if the district receives any money through federal grants which impact the district's programs. Dr. Goodin replied that we receive Title I, Title II and Title III federal grant money. Mr. Lebofsky asked if there was any flow through money from the federal to the state that comes to the district and Mr. Fitzgerald responded that the district also receives some IDEA funding for special education. Mr. Lebofsky stated that the reason he mentions this is that he is hoping that the Board is carefully monitoring what is occurring on the federal level under the Department of Education with the appointment of the new Secretary of Education who seems to be generally opposed to programs that are funded by the federal government to the state level. He urged the Board on behalf of the children of the district to monitor and closely watch and if necessary disavow anything that would come from the department of education that would seem to hurt the children of our district. He thanked the Board Members for their time.

Mr. DiBello responded that it really does not matter who was recently appointed as the Board on an annual basis continually look at funds and programs both at the federal and state level. He added that they look at how any decisions made impact our children and

the community at large. Mr. DiBello stated that Spring-Ford is very fortunate as far as where we are financially due to roughly the 84% of the funding that comes from the local tax base. Mr. DiBello commented that the district gets minimal dollars from the federal government so whatever is decided at the federal level is going to have a minimal impact at Spring-Ford.

Mr. Lebofsky stated that he appreciated Mr. DiBello's comments. He spoke of his past experience working in a fellowship with the U.S. Senate. He expressed his concern on the funding from the federal government due to the past comments made by the newly appointed Secretary of Education.

Mr. DiBello reiterated that the district looks at every program and everything that is past at the federal and state level continuously and understand the impacts good or bad that it may have on our students.

Mr. Lebofsky thanked Mr. DiBello and stated that he feels diligence is really required at this point.

II. **ACTION ITEM**

Dr. Goodin introduced Robert G. Catalano, the candidate for the Director of Technology position. Dr. Godin stated that Mr. Catalano comes to us with a vast amount of experience and he is pleased to be able to recommend him for approval this evening.

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

Mr. Ciresi welcomed Mr. Catalano and stated that they look forward to working with him in continuing to look toward the future for integrating technology into our education.

- A. Administration recommends approval of **Robert G. Catalano**; Director of Technology, District Office, replacing Justin C. Webb who resigned. Compensation will be set at \$120,000.00 prorated with benefits per the Administrator's Plan. Effective: To be determined.

III. **PRESENTATION**

Mrs. Long stated that she along with Mrs. DeAngelis are excited to share with every-one a wonderful video production put together by Steve Bonetz on the Bird Feeder Watch Program at Brooke Elementary. Mrs. Long stated that she has brought a few Brooke Students with her this evening who are featured in the video. Mrs. Long commented that birdwatching is something that everyone can do in their own backyards which can spark some student learning and some science based inquiry learning. The video was shown.

Mrs. Long introduced each of the students present and in the video. She next introduced Mrs. Mary DeAngelis who is the media center specialist at Brooke Elementary. Mrs. Long stated that Mrs. DeAngelis has really spearheaded this project and is hitting all of the things that she must hit under the umbrella of media specialist but has found a really nice way of taking a personal passion and spark some inquiry based learning for the students.

Mrs. DeAngelis reported that some of the standards they are addressing with this project are migration, adaptations, data gathering and data reporting. She stated that she is excited to share with the elementary students that they can be a part of a real citizen science project by contributing data which helps the scientists at Cornell.

Mrs. Spletzer asked how long the Cornell experiment runs and whether there was a definitive time and Mrs. DeAngelis replied that it runs from November to April. Mrs. Spletzer asked if this was every year and the reply was yes. Mrs. Spletzer asked if there were any plans to bring this to other elementary schools and Mrs. DeAngelis stated that she would be happy to share the information with the other buildings.

Mrs. Long stated that this is something that anyone can go to the Cornell website and sign up to do. She added that this project has really sparked an interest by their students. Mrs. Long commented that they are very fortunate that the Brooke Home and School was generous enough to make the purchase for the binoculars that the students use as this really does make quite a difference and they are very thankful to the home and school for this.

Mr. DiBello commented that he had the pleasure of sitting down with Mrs. DeAngelis and hearing about this project when he was at Brooke helping out with the Winter Carnival. He stated that the excitement does not come out in the video. He asked if Cornell would be receptive to other schools participating in this project and the response was yes, there are many, many, people participating both at home and in schools. Mr. DiBello asked the students how much fun they are having watching the birds and they all responded yes.

Dr. Goodin asked if any rare birds had ever come to the feeders and what that bird may be and the response was a Cedar Waxwing. Dr. Goodin asked what the specific name was for the activity of someone who watches birds and the response was Ornithology.

Mr. Ciresi asked what the most common bird was that visited the bird feeder and the response was the White-Breasted Nuthatch and the European Starling. The students reported that the European Starling was an invasive species. Mrs. DeAngelis advised that the students were able to see firsthand why this bird is labeled as an invasive species as there were 50 of them that descended at one time into the area and devoured all of the food in the bird feeders. Dr. Goodin asked if this was the same bird that they refer to as cow birds which you see flying in large groups and Mrs. DeAngelis explained that they were different species of birds as the ones the students saw were the European Starlings. Mr. Ciresi thanked them for the great presentation and said that it is great to see the kids involved in this type of activity and it is something that they will take with them the rest of their life. He added that he agreed with Mr. DiBello and would love to see this expanded to the other schools.

- A. **Mary Pat Long**, Principal, and **Mary DeAngelis**, Media Specialist, to present on the Bird Watching/Learning Lab that has been incorporated into the Brooke Elementary School student library experience.

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report Daniel Ciresi/Taylor Stevens

Danny reminded seniors that it is that time of year for impact award nominations. He advised that any senior can nominate any Spring-Ford staff member that has had a huge impact on their life. The Senior Impact Awards dinner will be held on Tuesday, April 25th at the 5/6/7 Grade Center cafeteria. Senior English teachers have posted a link on their Fusion pages, where nomination forms can be found and submitted by the deadline of March 8th. Danny announced that the senior trip to Pocono Valley will be on May 30th and the cost of the trip is \$100 which includes two meals and an all you can eat ice cream bar, S'mores and full access to the entire facility including zip lining, multiple swimming pools and many other activities. Trip money is due to either Mrs. Oblak in or Mrs. German by March 24th. Danny advised that

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with Penn State having their THON just this past weekend it is now time for our school to do the same. He added that for anyone interested in helping set up the annual mini THON, there is a meeting March 1st, at 2:30, in room 221. Danny announced that the Spring-Ford Area High School Theatre will present Fiddler on the Roof on March 3rd and March 4th. Tickets are \$12 for adults, \$10 for students and senior citizens. Danny wished the Spring-Ford Basketball Team good luck as they play a district playoff game in Cheltenham this evening. Danny advised that today both he and Taylor along with Dr. Nugent made a trip to Pottsgrove High School to meet with two of their school board student representatives as well as two from the Pottstown School District. He stated that it was a great afternoon with great discussion regarding how each school board works and what they can do to collaborate with each other and make each other better. Danny advised that they were able to share great insight and ideas and that he hoped to see this council expanded to all of the schools in the PAC in the future. Danny thanked Dr. Nugent for setting this council up for them. Mr. Ciresi asked Danny what they learned and what we are doing well and what we could change? Danny replied that what he learned from Pottsgrove was that they use social media a lot to promote what is going on in the school and here the student representatives do not have a social media page so possibly that is something that could be done. Danny said that they were able to share with Pottstown about ideas for how to get their students more involved since we get great student involvement here. Danny stated that they shared information about our spirit week as it helps get students involved. Danny added that they talked with the Principals and Faculty of each school along with the Superintendent's from those districts and some school board members. Danny reported that they found it interesting to hear what the other school board representatives do.

Curriculum/Technology

Dawn Heine

1st Tues. 6:30 p.m.

Report next week.

Policy

Colleen Zasowski

2nd Mon. 7:30 p.m.

Mrs. Zasowski reported that the Policy Committee met on February 13th and reviewed the Electronic Records Retention Policy which has been updated and is on the agenda for a first reading tonight. The committee next reviewed the Assessment of Student Progress and proposed clarifications and the discussion on this will occur again next month. Mrs. Zasowski reported that they also discussed co-curricular activities and discussed the costs for trips and competitions beyond a certain level. Also discussed was the preapproval process for such competitions and defining the difference between extra-curricular and co-curricular activities. The committee addressed the policy on the use of facilities and viewed new classifications and the proposed fee schedule based on Class 1, 2, 3 or 4. The committee will continue to define the parameters of this policy and will meet again next month.

Extracurricular

Tom DiBello

2nd Mon. 6:30 p.m.

Report next week.

Finance

Tom DiBello

2nd Tues. 7:30 p.m.

Mr. DiBello reported that the Finance Committee met on February 14th and reviewed the monthly reports which showed that right now we are on target with budgeted expenses and revenues. The 2017-2018 budget was briefly discussed and Mr. Fink and his staff are working diligently on getting into the five-year forecasted plan as well as diving in to each of the buildings and understanding their expenses. Mr. DiBello stated that it was anticipated that when the Finance Committee meets in March they will go over all of Mr. Fink's findings in order to iron out the budget for the 2017-2018 school year. Mr. DiBello added that they are looking at what the state has proposed as far as an increase in public education funding which is approximately \$100 million. Mr. DiBello stated that what this translates to with

regards to Spring-Ford is roughly an additional \$200,000 in the budget. Mr. DiBello reported that they are anxious to see what the state will raise the PSERS contribution amount to for the district. He added that the state talks about education getting more funding but then they quietly increase the contribution amount for PSERS which not only takes away the additional funding but even more. Mr. DiBello stated that they are also looking at banking options as it is always in the district's best interest to continually look at competitive pricing. He advised that Mr. Fink's department has been doing their due diligence on those banks and they will be making a recommendation at the next Finance Committee meeting which will be brought to the entire Board.

Mr. Ciresi announced that the Board met in an executive session tonight prior to the meeting to discuss personnel.

Property

Joseph Ciresi

2nd Tues. 6:30 p.m.

Mr. Ciresi reported that the Property Committee met on February 14th and had a pretty extensive meeting. The committee discussed the possible high school expansion and they are waiting for reports to come back from Crabtree in the next few days and they will discuss this further at the March Property Meeting. Mr. Ciresi reminded everyone of the Town Hall Meeting on March 23rd in the High School 10-12 Auditorium at 7:00 PM. He stated that the public is invited to come out for this meeting and find out more information on the project. The committee also discussed the replacement of furniture in the high school media center and bids on this will be coming back soon. Mr. Ciresi next reported that they received an update on construction of the Innovation Area which was formerly called Makerspace. He added that there will be a bid going out on the new lighting system for the high school auditorium for a dimmer control and for the dimmers to interact along with the controls for the stage lights. Repairs will be made to the bleachers as part of a regular yearly maintenance. The committee began to discuss bids for the replacement of the turf at the high school as it has played out its life at this point. This work will take place over the summer months. Mr. Ciresi stated that the committee discussed the replacement of the sign at Upper Providence Elementary with an electronic digital sign which would serve all 4 buildings located on the property. Mr. Cooper reported to the committee on the custodial service savings over the past 5 years and the amount was approximately \$7.7 million that the district has saved. Mr. Ciresi reported that they talked about the rigging at the high school which has been tested, passed code and is ready to go for the upcoming show. The committee spoke about the district playgrounds which all need maintenance done to them on a yearly basis per the code which changes every year. Discussion also took place on the possibility in the future of having a distribution center district-wide and also looking into the high school track and field and how we use the area as far as sheds go and what other opportunities exist for there.

Asst. Superintendent Rpt. Dr. Allyn J. Roche

Dr. Roche reported that Ram Country TV is now streaming 24/7 on the RCTV web site. He added that the stream will mirror what is showing on RCTV Comcast Channel 969 and Verizon 44. The community can see district programs, sporting events, school board meetings, and information boards for the different Spring-Ford schools. Dr. Roche next advised parents of children living in the Spring-Ford Area School District who will be five years old by August 31, 2017 that they are eligible for kindergarten in the 2017-2018 school year. He stated that kindergarten registration will begin on February 22, 2017 and end on March 29, 2017 ideally so that the district can compile the enrollment and staffing numbers for the start of the next school year. Parents should visit the district's website and select Student Registration on the left side of the page. He advised that once the online registration information is complete, parents will be prompted to select a date and time

for the appointment, which will be held at their child's elementary school. Parents who are unsure of their elementary school, or are unable to select an appointment, may call 610-705-6120. Dr. Roche announced that parents and children in grades K-6 are invited to attend the district's family literacy night on March 21st from 6 to 7:30 p.m. at Upper Providence Elementary School. Families will have the opportunity to participate in various station activities that are related to reading, writing, speaking, and listening. Everyone is asked to bring a gently used book to be used as part of a book swap. Dr. Roche advised that on this evening's agenda is the proposed 2017-2018 school calendar which will hopefully be approved at next week's meeting. He added that the plan for the current year's calendar is to have the revised 2016-2017 calendar on the March agenda for approval to finalize the dates for graduation, the last student day and the last teacher day.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald reported on two issues; one having a short-term impact and the other having potentially a long-term impact. Mr. Fitzgerald spoke of a district court in Texas that issued an injunction with regards to overtime rules. He stated that this district as did every other district and employer put into place an expansion of who would be eligible for overtime in response to an order issued by President Obama. The court is now asking the current Department of Labor and Department of Justice what their position is on an order that was executed by the last president. Mr. Fitzgerald added that he thinks the conventional wisdom was that there would be a new order clarifying the position of the Executive Branch but that has not occurred. Mr. Fitzgerald advised that what occurred today was a request for a 60 day extension on a response by the Department of Justice and Department of Labor so right now it is still in limbo. He added that one of the issues that observers are indicating is that the AFLCIO may now intervene to advocate for this order by President Obama. Mr. Fitzgerald reported that the other issue is a matter out of the Northern District of California who rendered an opinion that indicated that aggrieved applicants of open positions can bring a disparate impact claim even if the policy for hiring was neutral. Mr. Fitzgerald explained that in this case the company in question only made available to its' applicants who were at college age the ability to apply via an online program for those open positions. The court ruled that this was a disparate impact towards individuals that are beyond college age, possibly over 40, and thus individuals over 40 can bring a claim stating that in this case a neutral policy still discriminated against their ability to get a job. Mr. Fitzgerald stated that districts do not have policies that discriminate but sometimes districts and many employers have policies that are neutral on its' face but can actually discriminate in the impact on people.

Mr. Dehnert asked for an example of how this could affect the district and Mr. Fitzgerald replied that in the court case the company was targeting individuals that were 2-3 years out of college which resulted in people possibly over 40 not getting the job as you are focusing on specific demographic. Mr. Fitzgerald added that a school district could be affected in that we want to hire everyone on Step 1 which could be considered discriminatory to those who are on higher steps. Mr. Dehnert added that we do offer people that have experience lower steps on the pay scale and asked how this would be discriminatory. Mr. Fitzgerald replied that this would not discriminate but what would be the issue is if we sought a blanket policy to exclusively hire on Step 1.

Mr. Pettit asked if there was any chance of this going up to the Supreme Court and Mr. Fitzgerald responded that it seems that everything these days is going up to the Supreme Court. He added that the issue here is young as it is in a District Court the 9th Circuit and the 11th Circuit has a law that is completely opposite to it so if it goes it won't go for at least a couple of years. Mr. Fitzgerald commented that if the balance of power on the Supreme

Court shifts then it would probably be more of a management friendly court which would obviously be good for where the findings would be.

Dr. Dressler asked in terms of policies if there was a School Board policy, state policy or local policy on Board Members being required to attend meetings to a certain number or be absent to a certain number. Mr. Fitzgerald replied that there is no specific policy as it relates to a requirement to attend meetings per say. Dr. Dressler questioned if you can be elected to the Board and then never attend and Mr. Fitzgerald responded theoretically yes, however, failure to attend meetings does give the Board the ability to act on what they could perceive to be a vacancy but that would be a determination of the Board. Dr. Dressler questioned whether this would be based on a motion and Mr. Fitzgerald stated that it is not as clear cut as that as unfortunately as a position on the Board is a property right so theoretically they would be afforded some level of due process.

Mr. Dehnert stated that we have a policy which he believes stated 3 consecutive meetings if not attended then the Board could vote to remove you. Mr. Fitzgerald replied that everybody does have a removal policy on it but there is not a requirement that you have to remove the person as it is not a mandatory requirement.

Dr. Dressler questioned whether Mr. Dehnert had indicated that we have a policy and Mr. Dehnert replied yes that we have a policy that says 3 consecutive meetings if you do not attend then the Board can remove you. Mr. Fitzgerald confirmed that this was from the school code. Mr. Dehnert stated that under this policy they could vote to remove someone who missed 3 meetings. Mr. Dehnert stated that he was not sure if it was clear whether it meant 3 work session or 3 regular meetings. Mr. Fitzgerald said this issue comes up in a number of districts for whatever reason and the law is unclear as to whether the work session would be one of those meetings and whether the one meeting a board member attends cures the other two. Mr. Fitzgerald added that ultimately if this were to occur the Board would have to bring forth a notice to the individual that they have missed meetings and they could cure this before it even went to due process.

Mrs. Zasowski asked what the clear process was if they wanted to have a discussion about this and what the steps would be. Mr. Fitzgerald responded that the steps would be to put the Board Member on notice of the failure to attend and the steps that the Board could take to remove that individual based on policy.

V. MINUTES

There were no questions or comments.

- A. Administration recommends approval of the January 17, 2017 Work Session minutes. **(Attachment A1)**
- B. Administration recommends approval of the January 23, 2017 Board Meeting minutes. **(Attachment A2)**

VI. PERSONNEL

There were no questions or comments.

A. Resignations

- 1. **Melissa A. Albitz**; Administrative Assistant-Technology, District Office, for the purpose of retirement. Effective: February 17, 2017.

2. **Anne Marie Brown**; School Counselor, 5th/6th Grade Center. Effective: March 27, 2017.
3. **Jamie L. Gray**; Asst. Track Coach-Girls & Boys, Senior High School. Effective: February 9, 2017.
4. **Jennifer Holcomb**; Instructional Assistant, Senior High School. Effective: January 31, 2017.
5. **Jessica M. Houck**; Instructional Assistant, Upper Providence Elementary School. Effective: February 17, 2017.
6. **Jennifer H. Reid**; Food Service, Part-time 3 hour/day, Senior High School-9th Grade. Effective: February 10, 2017.
7. **Kyle J. Smolsky**; Instructional Assistant, Brooke Elementary School. Effective: February 3, 2017.

B. Leaves of Absence

1. **Kim M. Hagendorf**; Instructional Assistant, Brooke Elementary School, for an unpaid leave of absence per Board Policy. Effective: February 1, 2017 through March 29, 2017.
2. **Catherine W. Cabrera**; Speech Teacher, Oaks Elementary, for a military leave of absence per Board Policy. Effective: April 2, 2017 through May 18, 2017.

C. Temporary Professional Employee

1. **Stephanie C. Hundermark**; Behavior Specialist, Senior High School. Compensation has been set at MS+18, Step 3, \$54,000.00, prorated with benefits per the Professional Agreement. Effective: To be determined.

D. Support Staff Employees

1. **Ava M. Gonteski**; Secretary (Level III), District Office. Compensation has been set at \$16.20/hour (degree rate) with benefits per the Secretarial Plan. Effective: March 13, 2017.
2. **Danielle M. Imperial**; Instructional Assistant, 5th/6th Grade Center, replacing Linda Rossi who resigned. Compensation has been set at \$17.36/hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: February 21, 2017.
3. **Joseph B. Mayo**; Information System Administrator, Senior High School-9th Grade Center, replacing Sarah K. Sacks who retired. Compensation has been set at \$75,000.00, prorated with benefits. Effective: February 6, 2017.

E. Change of Status

1. **Katie A. Davis**; Special Education Teacher, Senior High School-9th Grade Center, to Supervisor of Special Education (Grades 7-9), Senior High School-9th Grade

Center. Compensation will be set at \$115,000.00, prorated with benefits per the Administrators' Plan. Effective: February 28, 2017.

F. Support Staff Substitutes

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| 1. Donna L. Kelly | Substitute Food Service |
| 2. Kathleen O. Kelsh | Substitute Food Service |
| 3. Tonia M. Leonard | Substitute Food Service |
| 4. Patricia M. Mastrangelo | Substitute Food Service |
| 5. Vincenzo Selli | Substitute Food Service |
| 6. Laura M. Tuturice | Substitute Food Service |

G. Personnel Information Item

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

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| 1. Trisha Smith | Certified School Nurse | Oaks Elementary School |
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H. Administration recommends approval of the 2017 Extended School Year Program (ESY) and the positions identified below to be held at the 5/6th Grade Center. The program will be held June 22, 2017 through July 27, 2017; Monday through Thursday from 8:30 AM to 2:30 PM.

1. Twenty-six (26) Special Education Teachers at a rate of \$30.00 per hour.
2. Eight (8) Special Education Teachers-Tutors at a rate of \$30.00 per hour.
3. Four (4) Speech Therapists at a rate of \$30.00 per hour.
4. One (1) Behavioral Specialist at a rate of \$30.00 per hour.
5. Five (5) Teachers-Tutors with WILSON experience for individual students as per the students' ESY IEP's at a rate of \$30.00 per hour.
6. Fifty-three (53) Instructional Assistants. Rates will vary between \$16.36 – \$19.35 per hour depending on experience and educational degree.
7. One (1) Certified School Nurse or Registered Nurse (5 hours/day), \$30.00 per hour.

I. Administration recommends approval of the 2017 Cool School Program. 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 **Kristin A. Landis as 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.**

J. Administration is seeking approval to offer the Pre-Kindergarten Summer Readiness Program during the summer of 2017 for the third consecutive year. All Pre-K students will be invited to participate in a screening progress to qualify for the summer program which will run from July 10th through August 11th. The program will run 4 days a week for those 5 five weeks at Brooke Elementary School. Students will be instructed in the areas of Reading Readiness, Listening and Speaking, Math Readiness, Fine Motor Readiness, and Social/Emotional Readiness. The program will be staffed by one teacher and one instructional assistant per classroom. Funding has been built into the Curriculum and Instruction Budget and shall not exceed \$17,000.00 (cost for 2 teachers, 2 assistants, materials).

- K. Administration recommends approval of the attached extra-curricular contracts for the 2016-2017 school year. **(Attachment A3)**

VII. FINANCE

Dr. Dressler commented on the special needs finances and said that he wanted the public to be aware that if you add up all of the numbers for special education it comes to \$180,000 just for this one session. He added that this gives people an idea of how much money we have to spend on this one list alone but yearly it is in the millions. Dr. Dressler stated that he actually took some time to look at the numbers and spoke to a neighbor of his who was a school psychologist in order to see if the numbers are reasonable and in line and it was confirmed they were in fact what the costs are for these particular services. Dr. Dressler advised that this is where a lot of the tax dollars are going and then clarified that he is not saying they should not go there but when you want to know where the money goes this is a big obligation of ours that we gladly fulfill.

- 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. 164081 – 164558	\$2,608,781.54
ACH 161700330 - 161700416	\$ 748,364.90

2. Capital Reserve Checks

Check No. 1233	\$ 462.78
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3. Food Service Checks

Check No. 13261 – 13314	\$ 106,997.94
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4. Procurement Payments

201601572 – 201601685	\$ 99,929.62
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- C. The following monthly Board reports are submitted for your approval:

- Cash Balances – Liquidity
- Skyward Reports
 - General Fund Check Register
 - Capital Reserve Check Register
 - Food Service Check Register
 - Procurement Check Register
 - Summary Revenue Report
 - Summary Expense Report

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

1. **Benmor Enterprises – Bushkill, PA.** Provide an assembly for 3rd grade students at Brooke Elementary School entitled “Rocks, Minerals and Fossil Show” as well as two 30 minute dig workshops. Funding will be paid from the Brooke Elementary Home and School Association and shall not exceed \$525.00.
 2. **Zuzu Acrobats, Inc. – Kirkland, WA.** Provide two assemblies for students in 1st grade through 4th grade for students at Upper Providence Elementary School in conjunction with Black History Month. Funding will be paid by the Upper Providence Home and School Association and shall not exceed \$1,000.00.
 3. **Musicopia – Philadelphia, PA.** Provide an assembly for students at Spring City Elementary entitled “Recycled Sounds with Dende Macdeo”. There is no cost to the district for this assembly as this is being funded through the Bard Foundation Grant and the PA Council on the Arts.
 4. **Musicopia – Philadelphia, PA.** Provide a musical mini Artist in Residency Program for 4th grade students at Spring City Elementary entitled “Bucket Drumming with Leon Jordan”. There is no cost to the district for this assembly as this is being funded through the Bard Foundation Grant and the PA Council on the Arts.
 5. **Aaron Christ – Fresh Start Fitness – Pottstown, PA.** Provide 3 assemblies (2 at Limerick Elementary and 1 at Spring City Elementary) entitled “Fresh Start Fitness: Fitness Concert”. Funding shall be split between the Limerick Home and School League (\$810.00) and the Spring City Elementary Assembly Budget (\$496.00) and shall not exceed a total of \$1,306.00.
- E. Administration recommends approval of the following independent contracts:
1. **Chester County Intermediate Unit – Downingtown, PA.** Provide educational and related services during the 2016-2107 school year for a special needs student attending The Learning Center (Options Program). Funding will be paid from the Special Education Budget and shall not exceed \$50,597.50.
 2. **Chester County Intermediate Unit – Downingtown, PA.** Provide a one-to-one assistant for the last two quarters of the 2016-2017 school year for a special needs student attending The Vanguard School as per the IEP. Services will be provided for 7.5 hours per day for 90 days at a rate of \$75.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$21,600.00.
 3. **Dr. Emily Perlis – Bryn Mawr, PA.** Provide an independent educational evaluation for a special needs student. This motion replaces one that appeared on the November 2016 Board agenda for the district to reimburse the parent for this service but a request was made for the district to issue payment directly to the psychologist. Funding will be paid from the Special Education Budget and shall not exceed \$3,800.00.
 4. **Lakeside Educational Network – Souderton Vantage Academy.** Provide educational services during the 2016-2017 school year for a special needs student as per the IEP. Services will be provided for 90 days at a rate of \$236.25 per day. Funding will be paid from the Special Education Budget and shall not exceed \$21,262.50.

5. **Education Alternatives – Limerick, PA.** Provide educational services for the 2016- 2017 school year for a special needs student as per the IEP. Direct Program Supervision will be provided for 20 hours per month for 9 months at a rate of \$95.00 per hour (\$17,100.00). In addition, one staff member trained in CPI Nonviolent Crisis Intervention will provide PCA services for 140 hours per month for 9 months at a revised rate of \$35.00 per hour (\$44,100.00). Funding will be paid from the Special Education Budget and shall not exceed \$61,200.00.
 6. **Dr. Claudia Chernow – Dresher, PA.** Conduct a psychiatric evaluation of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$2,000.00.
 7. **Education Alternatives – Limerick, PA.** Provide Applied Behavior Analysis/CPI services for the 2016-2017 school year for a special needs student as per the IEP. Services will be provided for 6.5 hours per day for 60 days at a rate of \$35.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$13,650.00.
 8. **Dr. Lisa Hain – Narvon, PA.** Conduct a neuropsychological evaluation for a special needs student and participate in the follow up meeting. Funding will be paid from the Special Education Budget and shall not exceed \$3,500.00.
 9. **Devereux Advanced Behavioral Health (Dr. Rand Coleman) – King of Prussia, PA.** Conduct classroom observations of a special needs student and provide consultation with school personnel. Funding will be paid from the Special Education Budget and shall not exceed \$2,000.00.
 10. **FreeCycle Action Sports Team, LLC – Adamstown, PA.** Provide two assemblies for students at Evans Elementary School in conjunction with pro-social and counseling programs focusing on healthy, responsible choices, respecting others and never giving up. Funding will be paid from the Evans Elementary Guidance Budget and shall not exceed \$1,570.00.
 11. **Benmor Enterprises – Bushkill, PA.** Provide an assembly for 3rd grade students at Evans Elementary School entitled “Rocks, Minerals and Fossil Show” as well as three 30 minute digs. Funding will be paid from the Evans Elementary Assembly Budget and shall not exceed \$575.00.
- F. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 180 Mill Road (Condo 3-D) in Upper Providence Township and further identified as tax parcel No. 61-00-03682-50-5 setting the assessments of the property at \$5,827,940 for tax year 2016 (school tax year 2016-17) and \$5,817,570 for tax year 2017 (school tax year 2017-18) and for each subsequent tax year until a change in the property’s assessment pursuant to applicable law.
- G. Board approval is needed to declare identified televisions and audio/visual equipment as obsolete and authorize administration to contract with Sycamore for the disposal of such obsolete equipment at no cost to the district.

VIII. PROPERTY

There were no questions or comments.

- A. Administration recommends approval of a contract with WTI, Beachwood, Ohio, the lowest bidder through the State KPN process, for the replacement of the High School flat roof area and the roof of the 7th Grade Center side of the flex building. The cost for these roof replacements will be \$334,073.02 for the High School and \$190,018.12 for the 7th Grade Center. Funding will come from the Capital Reserve and shall not exceed \$524,091.14. The work will be completed over the summer of 2017.
- B. Administration recommends approval to contract with Earth Engineering and Master Locators to complete site work for the High School additions. The work is required for the design work to be completed for the placement of the footings and compaction loads for the project and to obtain final costs for the schematic design. This work was referenced in the contract approved for Crabtree and is the responsibility of the school district. Funding will come from the General Fund and shall not exceed \$15,000.00.

IX. PROGRAMING AND CURRICULUM

There were no questions or comments.

- A. Administration recommends approval of the following new curricular resources for 2017-2018. Funding will be made from the 2016-2017 Curriculum Budget and shall not exceed \$339,000.00.

<u>Course</u>	<u>Textbook</u>	<u>Publisher</u>
1. 8 th Gr. Social Studies (\$62,013.27)	Discovering Our Past, A History of the United States	Glencoe McGraw Hill Columbus, Ohio
<i>6 years consumable and online access for all students and teachers</i>		
2. HS Microsoft Office 1&2 (\$15,901.88)	Bundle: Microsoft Office 365 & Office 2016 Student Addition	Cengage Learning Independence, KY
3. Introduction to Microsoft (\$5,255.25)	Discovering Computers, Essentials, Digital Technology, Data & Devices	Cengage Learning Independence, KY
4. Math Grades 6, 7 & 8 (\$178,355.92) Materials (\$5,500.00)	Glencoe Math Course 1, Glencoe Math Course 2, Glencoe Math Course 3	Glencoe McGraw Hill Columbus, OH
<i>Seven years of E access and consumables</i>		

****All Teacher materials have been provided free of charge for the purchase above.***

- | | | |
|---|---|----------------------|
| 5. Algebra I & Geometry (7-12)
(\$69,260.00)
Materials (\$2,000.00) | CPM: College Prep Math Alg I
CPM: College Prep Math Geometry | CPM
Elk Grove, CA |
| <i>Eight years of E access and free professional development</i> | | |

- B. Administration recommends approval of the following new curricular resource for 2017-2018. Funding will be made from the 2017-2018 Curriculum Budget and shall not exceed \$114,000.00.

1. Math Grades 5 & 6 (\$76,000.00)	Glencoe: My Math	Glencoe McGraw Hill Columbus, OH
<i>Seven years of E access and consumables</i>		

****All Teacher materials have been provided free of charge for the purchase above.***

2. Algebra II (9-12) (\$38,000.00)	CPM: College Prep Math Algebra II	CPM Elk Grove, CA
<i>Eight years of E access and free professional development</i>		

X. CONFERENCE/ WORKSHOP RECOMMENDATIONS

There were no questions or comments.

The following individuals are recommended for attendance at the following:

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

DISTRICT-WIDE

- A. **Kim Bast**, Director of Curriculum and Instruction, **Dr. Patrick Nugent**, **Dr. Melissa Patschke** and **Dr. Michael Siggins**, Principals, to attend the “*PASA 2017 Education Congress: Delving Deeper into the Every Student Succeeds Act*” in Camp Hill, PA on March 29th and March 30, 2017. The total cost for this conference is \$2,171.20 (registration, mileage, and lodging). No substitutes are needed.
- B. **Cathy Bradfield** and **Laura McNeil Murphy**, Certified School Nurses and Department Chairs, to attend “*PA School Nurse Association Conference*” in State College, PA from March 31, 2017 through April 2, 2017. The total cost for this conference is \$1,772.00 (registration, mileage, lodging, meals and one day of substitute coverage for both nurses).
- C. **Carol Ganister**, PIMS and Data Specialist, to attend “*PDE Data Summit – 2017*” in Hershey, PA from March 12 through March 15, 2017. The total cost for this conference is \$862.07 (registration, mileage, lodging and meals). No substitute is needed.
- D. **Deborah Eaton**, **Janet Rudinsky**, **Susan Snyder** and **Catherine Wright**, Teachers, to attend “*Hybrid Learning Institute*” at Lehigh Carbon Community College on March 21, 2017. The total cost to attend is \$600.00 (one day of substitute coverage for each of the teachers).

HIGH SCHOOL

- E. **Tricia Falco**, College Career Coordinator, to attend “*Pennsylvania State System of Higher Education Counselor Information Day*” at Millersville University on March 13, 2017. The total cost to attend this conference is \$62.64 (mileage). No substitute is needed.
- F. **Rachelle Hafer**, Gay Straight Alliance Advisor, to attend “*5th Annual Rainbow Connection Leadership Conference*” at West Chester University on April 7, 2017. The total cost for this conference is \$168.36 (mileage and one day of substitute coverage).

- G. **Jaclyn Ritter**, English Teacher, to attend *"2017 AP Summer Institute – AP Capstone"* at Goucher College in Baltimore, MD from June 26 through June 30, 2017. The total cost to attend is \$1,960.00 (registration, mileage, lodging and meals). No substitute is needed.
- H. **Marissa Bowlby**, College Career Coordinator, to attend *"PACAC Southeastern PA College Counseling Workshop"* at Cabrini University on March 3, 2017. There is no cost for this workshop and no substitute is needed.

5TH/6TH GRADE CENTER

- I. **Jen Smith**, Speech Pathologist, and **Shonna Schulz**, Teacher, to attend *"We've Assessed with the VB-Mapp, Now What?"* at the Montgomery County Intermediate Unit in Norristown, PA on March 7, 2017. The total cost for the conference is \$150.00 (one day of substitute coverage for Ms. Schulz).
- J. **Sue Boring**, Instructional Assistant, and **Jen Smith**, Speech Pathologist, to attend *"Use of ABA Programming in the Classroom: Evidence-based Teaching Strategies"* at the Montgomery County Intermediate Unit in Norristown, PA on April 20, 2017. The total cost for the conference is \$150.00 (one day of substitute coverage).
- K. **Shonna Schulz**, Autistic Support Teacher, to attend *"Increasing Academic Rigor for Classrooms Implementing ABA Programs"* at the Montgomery County Intermediate Unit in Norristown, PA on May 23, 2017. The total cost for this conference is \$75.00 (1/2 day of substitute coverage).
- L. **Danielle Imperial**, Instructional Assistant, to attend *"CPI Training"* at the Montgomery County Intermediate Unit in Norristown, PA on March 8 and March 9, 2017. The total cost for this training is \$330.00 (mileage and two days of substitute coverage).

LIMERICK

- M. **Kathryn Ellor**, Autistic Support Teacher, and **Caren Yucha**, Speech Pathologist, to attend *"Language Acquisition Through Motor Planning CHOP"* at CHOP in Philadelphia, PA on March 24, 2017. The total cost of this conference is \$498.00 (registration and one day of substitute coverage for each teacher).

UPPER PROVIDENCE

- N. **Dr. Reesa Wurtz**, Psychologist, to attend *"Calming an Overactive Brain"* in King of Prussia, PA on March 24, 2017. The total cost for this conference is \$79.00 (registration). No substitute is needed.

XI. OTHER BUSINESS

There were no questions or comments.

- A. Administration recommends approval for all Spring Athletic Teams/Individuals that qualify for post season play to be granted permission for overnight travel, when deemed necessary by the Athletic Department, and approved by the Superintendent or their Designee. The School Board will be notified of this travel and Board approval will be sought at the next scheduled Board meeting. Funding will be paid from the Athletic Budget.

- B. Administration recommends approval of the 2017-2018 school calendar. **(Attachment A4)**
- C. The following policy is submitted for a first reading:
 - 1. Policy #801.1 – OPERATIONS: Electronic Records Retention **(Attachment A5)**

XII. BOARD COMMENT

Mr. Dehnert commented that as we see more and more houses being built in the Oaks sending area he would like to know what we are doing to plan for that long term. Dr. Goodin stated that they are monitoring the attendance at Oaks and they have also taken steps to move one of the district-wide programs that we had housed at Oaks to Brooke Elementary where we have room in order to create some breathing room at Oaks. Dr. Goodin stated that this is the immediate plan right now and they will continue to monitor the numbers and the projections as they get information on the house sales and registrations that are coming in. Mr. Dehnert said he thinks we should consider taking a look at the houses being built and those people not living there yet and consider possibly sending them to Spring City Elementary where there is capacity as it would be tougher to do it later after people live here rather than for those who do not live here yet.

Mr. Ciresi stated that the much larger issue which he has mentioned for 3-4 years is to look at the district in general and redistrict and move attendance boundaries. He added that he understands that the word redistricting makes people's hair stand up but we have redistricted before and it has worked without a problem. Mr. Ciresi stated that he is strong advocate for Spring City Elementary as it is a great school. He reiterated that we need to look at a plan to redistrict boundaries for the elementary schools and in turn that will give us a better idea of the needs for the future may be with whether we may need to expand a school or build a school. Mr. Ciresi said he is not advocating for either one of these options right now but we will have a better understanding rather than wait until that school again is at capacity. Mr. Ciresi stated that redistricting has to be in the vocabulary of our district because of the growth that we have had.

Mrs. Zasowski commented that when someone does go and look at a property in the Oaks and they think that they are going to a certain elementary school then we send them somewhere else then this could create a nightmare for the real estate transaction in and of itself. Mr. Dehnert responded not if you tell the developer which school the students are attending then his diligence would be to tell the client that. Mrs. Zasowski stated that she believes it would have to go beyond that as there are so many pieces of the puzzle and so many players that it would have to be put out there. She added that she agrees with Mr. Ciresi that if we are going to think about moving people around then the best way to do that fairly and upfront would be to redistrict as there would not be any grey areas. Mr. Dehnert stated that we are going to wake up one day and say that Oaks is at 100+ percent and we do not want to wait that long. Mrs. Zasowski agreed with Mr. Dehnert.

Mrs. Heine stated that she agrees that we do not want to wait that long but she feels that what Mr. Ciresi has suggested is a much needed effort in order to move forward. Mrs. Heine reported that she has been through the redistricting twice as far as the elementary schools and the second one went much smoother than the first one but the transition still happened. Mrs. Heine commented that there was great communication and great linking of kids from different schools coming together as a community. Mrs. Heine stated that she agreed with Mr. Ciresi in that it can be done as it has been done but we need to start looking at it so that we are not in the situation that Mr. Dehnert spoke about with waking up one morning or one year and realize that we are above capacity to manage the building.

Mr. Dehnert questioned if this was an official asking for administration to start the process or form some kind of committee to start taking a look at it practically now. Mr. Ciresi asked the Board if they had an appetite to give a directive to the administration to start the process for looking into this and Mr. Dehnert replied he does.

Mr. DiBello said he believes they are jumping the gun a little bit as they did a feasibility study, they know what is going on and the administration is watching the enrollment numbers. Mr. DiBello felt that what they should be saying to the administration is for them to come back with a plan to the Board as far as what the next year, two years or three years look like and within that plan he would think that administration would be talking about the possibilities of redistricting or redrawing the lines. Mr. DiBello said he did not agree that they could just say pick a school and now we are going to send kids to that school. Mr. DiBello recommended that the Board ask the administration to come back with a strategy with what the next three to four years look like and within that strategy he would hope that they would be recommending looking at and studying what redistricting would look like.

Mr. Dehnert felt that both he and Mr. DiBello were saying the same thing which was to pro-actively look at where we are going and the long term solution, whatever it may be, so that we do not wake up a year or two years from now and find that we are at capacity. He added that he did not know what the projection may be whether it be next year, two years or five years from now.

Dr. Goodin commented that as a matter of course and operation on a regular basis they watch the student registrations, the housing starts and where they are occurring. He stated that they did feel there was capacity at one of the elementary schools so they chose to take a district program out of the Oaks area. Dr. Goodin said this is certainly something that is on their radar because they do see the growth like everyone else does. Dr. Goodin added that he did not think that they would be looking at a complete redistricting and redrawing complete boundary lines as much as targeting some boundary lines for specific schools.

Dr. Dressler asked if the option of using temporary buildings was ever considered for classrooms and Dr. Goodin replied that they have not had to cross that path yet. Mr. Ciresi added that it was a road that we do not want to go down as Spring-Ford has a checkered past with portable units. Dr. Dressler questioned what was meant by checkered past and Mr. Ciresi replied that both he and Mr. Pettit were on the Board when this went down years ago and one of the commitments they said was that they would hold off until the dying hour because of how controversial they were. Dr. Dressler stated that he goes right down Egypt Road and at the next school district he sees them and they don't seem to be so checkered there. Mr. Ciresi said that is another school district. Mr. Pettit commented that this is not a road that we want to take. Mr. DiBello commented that the temporary buildings that they put out today are 200% better than anything that Spring-Ford brought in 10-15 years ago. Dr. Goodin agreed with Mr. DiBello saying that he has seen some of the modulares that have been put out on school sites in the past and they were just emptied out trailers that were hooked together and considered a classroom. He stated that this is not what they are talking about anymore as the modulares that are brought in now are quite nice.

Mr. Ciresi stated that he is not debating what the modular would look like and whether they would do it or not as it gets to the whole study overall as a modular is not going to take care of the issue at hand.

Mrs. Spletzer commented that there needs to be a breakeven point where you look at the projections starting with the feasibility study we had done, looking at the buildings that are coming in and saying what our school can handle and figuring out what the projected number is where we know we have an issue and if that is going to be two, three or four years and then we can back in to start looking at it.

Mr. Dehnert stated that the feasibility study did project that Oaks was going to be over capacity soon so he believes that at a minimum they need to have a presentation on what they are doing. He suggested that they hear the presentation and then consider what the next step should be.

Mr. Ciresi asked Dr. Goodin to put together a presentation to the Board on the when, where and how in the next couple of months. Dr. Goodin agreed to do this.

XIII. PUBLIC TO BE HEARD

Linda Fazzini, Upper Providence, stated that she is here to ask the public to write, call, email or use social media to tell the stated legislators that we are strongly against SB 76, the Property Tax Bill. Mrs. Fazzini stated that she moved to the district over 20 years ago and has had children attending Spring-Ford for over 15 years. She stated that when she moved here Spring-Ford was not a particularly good school district but over the last 20 years especially the last 10 she has watched the school district become an educational powerhouse. She stated that she believes it is a very strong school district and she has been very happy with it. Mrs. Fazzini said she can personally attest that the district K-12 takes children and creates responsible hard working young adults who are successful. She commented that she wants the school district to continue to thrive and improve but is concerned that this bill will severely hurt our school district and our state. Mrs. Fazzini reported that bill that is being reintroduced was defeated by 1 vote in 2015 and it is being misrepresented as a bill that will help taxpayers. She advised that she read over the previous bill as the new bill has not been put out yet but they are saying that it is very similar. Mrs. Fazzini stated that the bill ends property tax for corporations as well as school property taxes but this only helps homeowners in the short term. She added that this bill will devastate funding to the public schools, increase sales tax in the state from 6% to 7%, it also expands the sales tax to additional sales and services including food. Mrs. Fazzini said she believes strongly in property tax reform but does not believe this is the bill that is the answer to that. She added that Pennsylvania already has the 6th most regressive tax system in the nation and the bill would raise and expand the sales tax, increase personal income tax shifting even more burden to the lower and middle income residents and only benefit large companies, wealthy landowners and the real estate industry. Mrs. Fazzini commented that the large companies and the realtors are the people pushing this agenda and righting the strong anti-tax movement that is currently in this country. She stated that this will not reduce the overall taxes for most of the people in the school district but will increase it and allows corporations to avoid paying their own share. Mrs. Fazzini urged the public to please contact their legislators and let them know that you oppose this bill.

Mrs. Zasowski stated that she appreciates everything that Mrs. Fazzini said but as a realtor she wants her to know that realtors who do understand the Property Tax Reform Bill are not supporting it because it will have detrimental effects on the property as well. She added that property values will go down therefore their income will go down and sales will come to a halt. Mrs. Zasowski commented that if you truly understand what the bill is all about then you are not for it.

Andreina Erwin, Linfield, asked about the \$9 million over budget that the Board had talked about and what the impact was to the taxpayers for that and if the district had to pay interest on that amount? Mr. Ciresi clarified that she was talking about the original construction of the expansion and explained that they had taken out a bond for \$36 million and there was \$9 million left over. He stated that they paid part of it back towards the bond but not the full amount so yes there was an impact to the taxpayers on the \$9 million that was leftover. Mrs. Erwin commented that some people are opposing the new addition which it is clear that we need and if we are talking about over population in our school it is more than clear that we need the addition. Mrs. Erwin said she wants to make sure that we will not go to referendum to try and stop this addition. Mrs. Erwin spoke about the new PISA results for math, reading and science which showed sadly that the United States did not crack the top ten in ranking. She stated that we are always talking about how good Spring-Ford School District is but we must understand that we have to compete globally. Mrs. Erwin showed the report she had with her showing the PISA averages. Mrs. Erwin spoke about the town hall meeting and said she would like to invite our senators to the meeting. She also extended an invitation to State Representative Tom Quigley. Mrs. Erwin spoke about the newly appointed Secretary of Education and questioned how her views will impact our school district and education. She added that she would like to make sure that the school district emphasizes dual enrollment and believes that parents need to know that kids have the opportunity to start this in 9th grade. Mr. Ciresi commented that Ms. Crew had invited all of the Pennsylvania elected officials to the town hall meeting and as of now we have heard back from the governor who is unable to attend.

Christina Melton, Limerick Township, stated that she wanted to piggyback on Mrs. Fazzini's comments saying she was hoping that possibly through the Legislative Committee or the Intermediate Unit that Spring-Ford might be able to put together some kind of form letters that parents and members of the community can utilize to send to the legislators. She added that it is really important the message be clear, concise and really express what we need to have happen as it relates to the Property Tax Reform Bill. Mrs. Melton stated that she felt it would be helpful to put together some really strong letters that would represent the district's position and that which would benefit our students, our community and our parents. Mr. Ciresi responded that he knows some of the districts have put out resolutions against the Property Tax Reform Bill and possibly Mr. Fitzgerald could bring some samples of what he has seen in other districts. Mr. Fitzgerald stated that a good number of districts have done this and he knows that Great Valley put out a YouTube video on the ins and outs of the proposed bill. Mr. Ciresi stated that he thinks as a Board they should consider that in order to put out the message in a formal way to make our public aware of it. He added that as a Board they need to accept that this is what they stand for and how they feel about it before they put out a letter. Mr. Ciresi commented that as a whole Board the message needs to come from them and he asked that this topic be put on the agenda for discussion at the next board meeting.

Arthur Lebofsky, Phoenixville, stated that he supports the 5K and requested that they create an age category for 70 and above. Mr. Lebofsky commented that he was at a meeting of the Upper Providence Recreation Commission and they were looking at the remaining land in the township. He reported that they gave an interesting statistic as they said that Upper Providence is 91% built out. Mr. Lebofsky expressed that as the Board is doing their study of where the district heads from this particular point that they make sure they are in touch with the town to try and guide some of the decision making. Mr. Lebofsky stated that he was sure the district already has this type of relationship with the town. He next commended Brooke Elementary on their excellent presentation on bird watching as it was special to see that kind of staff and student involvement in that

kind of learning. He advised that there is a section under National Science Foundation Grants which is referred to as Informal Science Education and they are looking to give money away as very few grants are applied for in that particular category. Mr. Lebofsky stated that if the district would like to expand this type of program to other schools then National Science Foundation monies might be available so it may be worth looking into on their website under Informal Science Education

XIV. ADJOURNMENT

Mr. Pettit made a motion to adjourn and Mrs. Heine seconded it. The motion passed 8-0. The meeting adjourned at 8:43 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On January 17, 2017 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

The following Board Members were absent: **Kelly J. Spletzer** and **Todd R. Wolf**

ANNOUNCEMENTS

Danny wished all students good luck on their mid-term exams which begin this Thursday and run through Tuesday of next week. Danny stated that it is a stressful week for students.

Mr. Ciresi congratulated Mrs. Fern on becoming a grandmother and also wished Mr. Pettit a happy birthday.

Mr. Ciresi commented that recently in the SoundOff section of the paper it was stated that it was a shame that we do not hold holiday concerts and Mr. Ciresi said this is once again someone just calling in to cause controversy because if anyone knows Spring-Ford they know we hold holiday concerts. Mr. Ciresi said it is unfortunate that anyone can call and say anything they want without it being verified and that they do this on purpose to make the district look bad. Mr. Ciresi clarified that there are definitely concerts being held throughout the district around the holiday time and he asked that when something like this is called into the paper that it be verified before it gets printed. Mr. Ciresi reported that at the last meeting there was discussion to invite our state representatives to the board meeting tonight and he advised that this had been done. Mr. Ciresi commented that all of our local state representatives declined the invitation without giving a reason why or offering another date. He stated that he wanted the public to be aware that the invitation letter had been sent and the invite was declined. Mr. Ciresi advised that there are a lot of people in the district who do things without ever being mentioned or honored for it and he wanted to bring up one person in particular who had just passed away. Mr. Ciresi spoke about Judy Ward, a resident of Royersford, and had 7 children go through the district. Mr. Ciresi stated that Judy Ward was a big part of the beginning discussions on the Ireland Exchange Program and helped raise money to bring the first principals from Ireland here. Mr. Ciresi added that Mrs. Ward should be acknowledged for her efforts in starting this program. Mr. Ciresi asked the Educational Foundation and the Board to consider putting together an award in the future for those people who do stuff in the district and who never ask for credit and do it for the betterment of our children and the community. Mr. Ciresi suggested a

"Volunteer of the Year Award". He suggested that possibly this could be discussed at a future Community Relations Committee meeting.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Sharon Romer, Royersford Borough Tax Collector, spoke about the resolution on the agenda with regards to establishing the tax collectors compensation starting in the 2018-2019 school year. Mrs. Romer questioned the attachment to the resolution stating that it was an old resolution and not the more recent one that had been approved 4 years ago which reflected a flat base for each of the 4 tax collectors of \$9,000. Mrs. Romer stated that Royersford Borough and Spring City Borough are small municipalities while Upper Providence and Limerick are very large. She commented that she felt Royersford and Spring City were being discriminated or punished in some way as her compensation will go from \$9,000 plus .80 cents per bill down to a little bit over \$3,000. Mrs. Romer stated that all of the tax collectors are very dedicated in their job and do not just collect taxes from July to December as they collect them all year round. She expressed that she is very upset over this and that she has been a tax collector since July 2001. She stated that she is not sure that those who collect taxes would want to do it for \$3,000. She next asked what the district's expectations were of them and if it was to just collect taxes and forward the calls, letter and emails to the school district if they are only going to pay per bill. Mrs. Romer added that they do way more than just collect taxes and she spoke of the accommodations that she makes for her customers. Mrs. Romer pointed out that the district has never had an issue with her submitting her stuff on time. Mr. Ciresi stated that this issue will be discussed when the Board gets to the Finance section of the meeting. Mrs. Romer commented that she is truly dedicated to the residents of Royersford Borough and that she is not just a tax collector but also a friend.

Mr. Fitzgerald stated that it may need to be noted for the record that the resolution is brought tonight by statute and at this point we must approve a resolution by February 1st of this year to be effective on July 1st of 2018 as per the directive of state law. Mr. Fitzgerald stated that the adjustment in rate is based in part on the discontinuation of the per capita tax which occurred about a year and a half ago. Mrs. Romer pointed out that she still collects per capita taxes for Royersford Borough.

Mr. Dehnert asked if we were not changing anything if there would still be a need for a resolution and Mr. Fitzgerald replied yes.

Discussion took place on the attachment of resolution 97-1 as opposed to 2013-05 which was deemed to be a clerical error.

II. PRESENTATION

Dr. Goodin presented a PowerPoint which provided an update on the "State of the Spring-Ford School District". He spoke about the district's vision statement and mission statement. He talked about all of the recent highlights the district is proud of. Dr. Goodin presented the enrollment numbers including the special education population. He spoke about the revenue and expenditures. Dr. Goodin discussed the many programs various programs available to students in the district. He next broke down the per pupil cost for regular education students and special education students. Dr. Goodin spoke about the curriculum and instruction highlights along with the addition of 2 curriculum supervisors and 4 instructional coaches. He next provided an update on STEAM Education taking place at all grade levels as well as the district-wide Modernized Learning initiative. Dr. Goodin highlighted the Communications Department and spoke of the various ways Ms. Erin Crew, Manager of Communications and Marketing, and Mr. Steven Bonetz, Manager of Communications Media and Audio/Visual

Specialist, use to keep the parents and community informed on all of the district happenings. He advised that the district Facebook page has 4455 followers, 2047 followers on Twitter and 346 Instagram followers. Dr. Goodin also spoke of the many wide and diverse extra-curricular activities available to students. He provided an overview of the district's many facilities which are kept in excellent condition. Dr. Goodin concluded his presentation with a recap of the highlights from each building and stated that each building has a unique climate and culture while providing programs that are educationally relevant, focused on achievement and growth and place a priority on people.

Mr. Ciresi thanked Dr. Goodin for his presentation and stated that when you look at the district, all of the accomplishments, the number of classes offered and all that we have going on here there is a lot taking place.

Mr. DiBello stated that he is extremely proud of Spring-Ford, the administration and the staff as the successes we are seeing here are directly related to them as well as Dr. Goodin. Mr. DiBello commented that Spring-Ford has come a long way in the last few years with national recognition and high rankings nationally and in the state. He stated that Spring-Ford is performing as one of the top school districts in Pennsylvania and we have seen our advancement in the Newsweek rankings as well. Mr. DiBello stated that Dr. Goodin spent a lot of time talking about the successes but he read in the Mercury that the district had a lot of failed programs and he asked Dr. Goodin to comment on these failed programs. Dr. Goodin replied that he was not aware of any that would be classified as a failed program and Mr. DiBello stated that neither was he and he finds it frustrating to see this propaganda. Mr. DiBello again expressed his pride in the district, the staff and the administration saying that they are all doing an extremely great job here and deserve the recognition they are receiving.

Mrs. Zasowski added that sometimes they do not realize how many wonderful things Spring-Ford is doing and when you put a picture together like that it is good for them all to see the many, many accomplishments that Spring-Ford has. Mrs. Zasowski stated that this is all a credit to the teachers, the staff and everyone that implements these wonderful programs for our students. Mrs. Zasowski commented that sometimes without the picture that Dr. Goodin just created you get stuck in the mundane and going from day to day not really and truly recognizing the accomplishments. She thanked Dr. Goodin for putting this together for them.

Mr. Ciresi thanked Dr. Goodin for the time and energy he put into this presentation and stated that he wished the three state representatives were here tonight to hear the presentation so they could get a much better understanding of our district so that they take us as a point of pride when they speak about us on the floor of the House of Representatives, to their colleagues around the state and to the governor.

A. **Dr. David R. Goodin**, Superintendent of Schools, to present the "State of the Spring-Ford Area School District".

III. **BOARD AND COMMITTEE REPORTS**

Student Rep. Report
Report Next Week

Daniel Ciresi/Taylor Stevens

Curriculum/Technology Dawn Heine

1st Tues. 6:30 p.m.

Mrs. Heine reported that the Curriculum & Technology Committee met on January 3rd and began the meeting with the good news that the Spring-Ford Family Tech Nigh is scheduled for January 9th at 6:30 p.m. in the Hurda Learning Center with 120 families scheduled thus far to attend. On the curriculum side there was a discussion on class rank with regards to a proposal of possibly eliminating it as it was felt that it was placing our students at a disadvantage. Mrs. Heine stated that information on this discussion was shared in the weekly Board packet and the committee is recommending that a task force be formed to further investigate this issue. The task force would include students, parents, teachers, administrators and school board members. The task force will conduct meetings and discussions to determine if class rank is best suited for Spring-Ford. Mrs. Heine reported that information from the task force would be shared at the Curriculum and Technology meeting and reviewed by the Board to make a final decision. She added that elimination, if so warranted, would be done in a phased approach. The committee also received a STEAM update, a math/science update, and an ELA update. Mrs. Heine reported that there is a new 8th grade Social Studies resource that will be on the February Board agenda for approval. She added that Mrs. Bast and her team will also be looking at the feasibility of bringing the high school government books and level 4 world language resources forward in March or April. Mrs. Heine reported that on the Technology side they received an update on the Smartboard refresh. It was also reported that students in grades 7-12 will have email capability through Office 365. Students in grades 7 and 8 will have faculty only email. Students in grades 9-12 will have faculty email as well as the capability to email students within grades 9-12. Mrs. Heine advised that an additional benefit of opening email to students will be that all staff and students of Spring-Ford will have the ability to use a full version of Office 365 on laptops and/or mobile devices at no cost. This benefit will be extended K-12. The committee also received a security camera project update, a telephone system project update and a network project update. Mrs. Heine reported that the committee spoke about the plans for next year for the continuation of the modernized learning initiative at the high school. Mrs. Heine stated that Mrs. Bast has plans to spend a full day at Spring City Elementary and Royersford Elementary Schools to observe the Hybrid Learning Programs taking place there, offer support, answer questions and gather feedback.

Mr. DiBello asked about the phone system and whether this was already worked into the budget as he thought it was planned out for 3 years. Mr. Fink replied yes that money had been put aside last year and again this year and continuing forward for this. Mr. DiBello added that his understanding is the money was to be taken out of the Capital Reserve to put the phone system in and then the money budgeted would be used to replenish the Capital Reserve and Mr. Fink confirmed this was correct. Mr. DiBello asked about Mrs. Heine's report that the WhiteBoard and Camera Proposal would go to the Leadership Team and then the Board and he asked if the proposal would not go to the Finance Committee first. Mrs. Heine responded that the proposal would go to the Leadership Team first and then to the Finance Committee as well. Mr. DiBello asked for additional information on the security cameras Mrs. Heine reported on. Mrs. Heine advised that this was being done as a result of the security analysis that was done 3 years ago and since then cameras have been refreshed in separate phases. She stated that Phase 1 and Phase 2 have been completed and this is for Phase 3.

Mr. Ciresi asked about the SmartBoards saying that one of our policies states that if a home and school organization gives us a gift of higher value items such as playground equipment that there is a percentage that goes into a fund to maintain it or replace it in the future, he asked if there was any money in a fund to replace some of the SmartBoards at the elementary level. Mr. Fink responded that the additional money put in is to maintain the equipment not necessarily to replace it. Mrs. Heine stated that she had asked Mr. Webb the same question and was advised that the money is strictly for maintenance not for replacement especially with

the number of boards we have throughout the district. Mr. Ciresi asked if we have ever accessed the money for maintenance and Mr. Fink said from time to time for basic repairs as nothing terribly serious has happened to any of them.

Mrs. Zasowski commented on the committee's discussion about class rank saying that from the literature she has read there seems to be mixed feelings as to whether it is a good decision to drop the rank or to keep the rank. Mrs. Zasowski asked if these same discussions are taking place in the curriculum meetings and are there mixed feelings about doing this as well as an understanding that it may limit some students ability to apply to certain schools or for certain scholarships. Mrs. Heine stated that the decision is not being made strictly at the curriculum meeting but rather what is being recommended is to move forward with forming the task force to investigate it further. Mrs. Heine reported that at their meeting Dr. Nugent informed them that they did reach out to West Point who does use class rank as a requirement for admission and were advised that if Spring-Ford does not have class rank then they would utilize test scores as an indicator for admission. Mrs. Heine reiterated that this is all discussion at this point and there are no decisions being made. Discussions are on whether the elimination would be feasible to move forward with and in doing so they have also discussed the idea of keeping the class rank number but keeping it under wraps so that for those schools that have specific requirements it would be in a sealed envelope. Mrs. Heine advised that this is all preliminary discussion and an example provided to them was one of two students who applied for the same scholarship and for one student a class rank was put on the application and on the other it was not. Mrs. Heine noted that the student's application with the class rank was disqualified when in actuality they had a higher class rank than the other student. Mrs. Heine added that the counselor had an opportunity to resubmit the application and when it was done without the class rank the student was then awarded the scholarship. Mrs. Heine stated that this is a topic that is taking place at many schools as well and yes the data is very mixed. Mrs. Heine commented that this is the purpose for developing a task force so that they can bring various people such as parents, students, administrators and board members together to determine if this is something we want to pursue.

Dr. Dressler commented that the problem is that there are so many high achieving students at Spring-Ford as evidenced at the awards ceremonies that take place. He added that you could potentially have a straight "A" student being ranked at 125 and be penalized in competition with a student in another school where their grades may not be as good but their ranking may be higher. Dr. Dressler stated that we are trying to avoid those students who may be high achieving but have a lower ranking being penalized. Dr. Dressler stated that it is a complicated issue no doubt but one that needs to be looked at. He indicated that he has done a survey of local schools and most of the ones he looked at do not look at ranking but rather grades. He added that the task force will need to work very hard to come up with a reasonable criteria for deciding on whether to keep it or do away with it.

Mr. Pettit asked if we surveyed the college admission offices to see which ones require ranking and which ones do not. Mrs. Heine replied that the statistics were not readily available and this is one of the reasons why she suggested including the college and career coordinators in the discussions especially since both of our coordinators have previously worked in the offices of college admissions. Mr. Pettit stated that he felt it would be very helpful to know this in advance of any of our students applying anywhere.

Danny spoke from his personal experience having gone through the college application process this year and said that he would list his class rank but include the number of students in his class. He did not feel that this hindered his application process in any way since colleges were able to see what his ranking was in relation to having 600 kids in his senior class. Danny felt

that omitting the class ranking would hinder the chances of the valedictorian, the salutatorian, and the top ten in the class as the ranking would not show that they achieved this in a class numbering 600. Danny stated that he understood that this was a debatable topic. He commented that he personally feels that class rank is something you should be proud of as in this big of a school and high ranking school to be ranked in the top 20% or 50% of the class is something to take pride in. Dr. Dressler commented that this is the reason why they want to have a task force that includes students, teachers, administrators, parents and board members so that they can get all perspectives on this.

Mr. Dehnert stated that he agreed with Danny that competition is healthy as well as being proud of a high ranking. He commented that if we know what schools don't require it then we don't submit the ranking to that school. Mr. Dehnert expressed that he felt it was a mistake by colleges to eliminate a lot of the measures that make it very subjective as to who gets into their schools and he feels this is part of the dumbing down of America.

Mr. DiBello commented that this has been going on for the past couple of years and is one of those questions that will be debated for years. Mr. DiBello stated that he is in agreement with Mr. Dehnert that he does not support with fully doing away with the competitive levels as he thinks that this is happening too much across the board the way it is. Mr. DiBello stated that he believes before we engage a task force there are a lot of unanswered questions that we need to do the research on. He added that we need to understand and get the information as far as having a sampling on what schools require. He suggested that one reason students may be impacted by their class rank is because they are not properly listing the number of students in their class. Mr. DiBello felt that once they have all of this information that they could consider possibly setting up a task force.

Mrs. Zasowski stated that the competition piece is a grey area because there are some advantages to removing it or having it in a sealed envelope. Mrs. Zasowski felt that those students who really wanted to know their class rank could find a way to obtain this information and the ones who want to know are those students who have worked so hard to earn it and earned the right to know where they rank. Mrs. Zasowski did not feel that this right should be taken away from those students. Mrs. Zasowski suggested that possibly the task force could do some of what Mr. DiBello was saying and Mrs. Heine responded that this is part of what the goal is which is to gather that information and provide it to everyone.

Mr. Ciresi said that he agrees with Mr. DiBello and Mr. Dehnert on this as he is not a fan of removing class rank either and as Danny stated the students are competitive with this and work to try and get ahead of other students. Mr. Ciresi stated that this discussion is not new to Spring-Ford as when Skyward came out there was a complete debate on whether class rank should be in Skyward. Mr. Ciresi said it was argued back then to have the number in Skyward against the administration who wanted to take the number out. Mr. Ciresi added that he thinks we look into things a little too much as if a college does not want class rank then do not put it on the application and if a college does not understand that we come from a district of 600 in a class and another kid came from a district of 200 and their kid is ranked higher then maybe you should be looking at another college. Mr. Ciresi commented that he would rather not spend the time of our administration, our district, our teachers and our residents to talk about a subject that is pretty simple which is to say leave class rank here and if they don't want it put on a college application then don't put it down. Mr. Ciresi said he would rather look at a task force to spend the time to figure out how we can become more stringent, add more rigor to our curriculum, make sure our

kids are getting into the colleges they want to get into and get the scholarships they want to get because of the rigor of the education and not class rank.

Dr. Dressler spoke about schools such as Penn State where you have thousands of applicants and where the cutting off of certain levels can eliminate a lot of very exceptional students. Dr. Dressler cautioned that you must also take a look at there being a lot of higher ranking high schools in this region who are doing away with class rank and you must ask yourself why they are doing that. Dr. Dressler said there are issues to be looked at and to say we are just wasting our time is inappropriate.

Mr. DiBello commented that he does not want to give the impression that he is saying it is a waste of time but what he is recommending is that before moving forward with going with a task force that there is a lot of information that administration and the Future Planning Center should gather so that we are talking with specifics and not a "what if" scenario. Mr. DiBello stated that we need to get a sampling of what schools require what and a comparison of the larger universities compared to the smaller universities. He added that a good thing is that our students in the last couple of years are being accepted widely across the country which again is something for us to be proud of. Mr. DiBello said all he is recommending is that before we go to a task force step we get the details around what the requirements of the universities are and what they are asking for.

Mr. Ciresi stated that he does not disagree but feels that we need to get the sampling from colleges on what they are looking for. He reiterated that he feels we may be better off to take a task force and look into what we should be doing elsewhere curriculum wise. Mr. Ciresi questioned what the problem would be with having class rank listed in the Skyward System but it not going anywhere and us keeping it internally.

Dr. Roche advised that applications ask about class rank and if you don't have it or do have it then you cannot hide that information. Dr. Roche added that you cannot have it both ways as if they ask you then you have to be forthright and honest with it. Mr. Ciresi said he would like to hear from a college that asks for class rank and if you don't have it then what do they do. Mrs. Heine responded that they do utilize test scores and this is why even a lot of the local private schools do not have class rank. Mr. Ciresi commented that it was a moot point then. Mrs. Heine replied that as Dr. Roche indicated if you have it then you must disclose it. Mr. Ciresi gave the example of two students both having GPA's of 98.6 and one student has a class rank and the other does not then what do they do? Mrs. Heine responded that they can use that class rank as a first eliminator if an applicant of the same criteria does not have a class rank. Mr. Ciresi felt that this was a really poor way to go about it as he did not think this was fair.

Dr. Dressler commented that they are not going to resolve this question at this board meeting as this is all things that the task force must look at and this arguing back and forth could be equated to the discussions on the fitness center.

Mrs. Zasowski said she believes the board is turning this around in terms of do we want class rank or do we not. She stated that if we have it then it must be disclosed when asked for on a college application. Mrs. Zasowski added that there are advantages to having it and advantages to not having it and this is what the group needs to decide. Mrs. Zasowski said the question is if we don't want it anymore then what are the repercussions of that. Mrs. Heine responded that this is what needs to be reviewed as well as what is best for the students as they must have everything they need in order to be able to succeed.

Danny asked if they were to do away with class rank would you also be eliminating the valedictorian and the salutatorian and Mrs. Heine replied no they would still be honored as being the top in their class.

Mr. DiBello stated that there is a lot of work to be done for a recommendation to come back to the board before we go to a task force. Mr. DiBello commented that the reason he keeps going down this road is because two years ago they did a task force to look at the utilization of technology in the classroom with curriculum as part of Project Lead the Way and rolling out the STEM Program. Mr. DiBello advised in going to these meetings there were a lot of parents, students, teachers and administration that were invited and the first meeting was well attended, the second was a bit smaller and each meeting thereafter got smaller and smaller. Mr. DiBello stated that this is why he is recommending that a lot of work be done before you engage a task force because you won't get a big involvement out of that group based on past history of what we have seen with task forces here at Spring-Ford. Mr. DiBello added that personally he does not necessarily agree with doing away with class rank but he is willing to listen to get the facts and more detail. He stated that he believes a lot of work needs to happen before we go to a task force.

Mr. Ciresi asked that they go back and look at the minutes from 2004, 2005 or 2006 as he believes it was Mr. Rocchio at that time who spoke about class rank and the change to the distinguished honors ranking because one of the arguments was that we had too many distinguished honor students and it needed to be made more exclusive. Mr. Ciresi said there were class ranking discussions in those meeting minutes. Mr. Ciresi suggested that this information be brought back to curriculum and then to the Board before going to a task force. Mr. Ciresi stated that his opinion is that it should stay but he is willing to listen to anything. Mr. Ciresi cautioned jumping to anything and spending hours on what to do with ranking as opposed to what we should do with programs to add to the district to make it more rigorous for our students.

Dr. Goodin asked for clarification saying his understand is that they are not going to do a task force yet but rather administration was going to look at the issue and some of the variables involved and then come back to the committee. Mr. Ciresi confirmed this was correct.

Finance

Tom DiBello

2nd Tues. 7:30 p.m.

Mr. DiBello reported that the Finance Committee met on January 10th and as usual began by reviewing the monthly reports and at this point in the school year the financials are progressing in accordance with the plan with assessments trending a little higher than expected, charter school and cyber schools trending as expected and food services is showing an improvement in participation and is running ahead of what was budgeted. The committee also discussed two assessment appeal settlements. Mr. DiBello advised that at this time of year the district normally evaluates where our banking is done and the fees charged for services. He added that Business Office is doing their due diligence to determine where it is best to have the district accounts and if a change is made there will be a recommendation for Board approval. Mr. DiBello reported that the committee did have a budget update and were advised that the budget books have gone out to the individual buildings and we are basically into a number crunching and will basically be looking at a February timeframe to really start driving deep into the budget. He noted that there is approximately a \$4 million deficit that will need to be worked through. Mr. DiBello reported that the committee looked at what is happening at the state level with regards to the budget and he reminded everyone that as the state was in the process of finishing up last year's budget there was roughly a \$1.4 billion deficit that was built into the budget and there are probably expected changes that will occur as the last reports

indicate that they have not been making up any of the shortfall. Mr. DiBello advised that at the Finance Committee they reported that in the 2015-2016 school year and the 2016-2017 school year both years Spring-Ford did get a slight bump in basic education funding. He added that in 15-16 Spring-Ford received approximately \$300,000 and in 16-17 we received approximately \$400,000. Mr. DiBello advised that what we do not see when there is all this excitement over increased funding coming from the state is that there is no talk of an increase in PSERS. Mr. DiBello reported that in those same years of 15-16 and 16-17 the PSERS increase was about \$1.3 million and \$1.2 million for those periods. Mr. DiBello added that there is a projected PSERS percentage that we have to contribute on top of what we are required to pay in for that year and quietly the state increases the percentage and this usually occurs right after we get the additional funding from the state. Mr. DiBello reported that in 15-16 the PSERS percentage was increased by .34% which equates to a little over \$200,000 back to the state in addition to what was already projected and in 16-17 it was increased by .53% which equates to \$330,000. Mr. DiBello stated that he is pointing all of this out because when you see that we are getting \$300,000 and \$400,000 more and if you total those you believe we are getting about \$700,000 from the state in the last two years minus the just over \$400,000 that was the PSERS increase you can see that you really didn't get much of an increase in the basic education funding. Mr. DiBello stated that at the last couple of meetings he has suggested and he would like to see the Board agree to move forward and start the planning for a town hall meeting in March to discuss the high school expansions. Mr. DiBello stated that he believes it is important that they provide the community the opportunity to come out and listen to what is going on, hear what is fact and what is fiction and ask questions. Mr. DiBello stated that if this meeting takes place he would suggest that the Board have Mr. Fink clearly explain the district's borrowing position, the debt service, how the expansion would be financed and what the impacts could or would be to the community itself. Mr. DiBello reported that the Finance Committee discussed the topic of tax collector compensation as the timeline for this is that it must be in place by February 15th so it must be Board approved at the January 23rd meeting. Mr. DiBello stated that he wanted to make it clear that the only thing put forward so far is a recommendation from the committee to the Board and then the Board will have to decide and give direction so that they can have a resolution in place next week for approval. Mr. DiBello stated that the reason for the change in taxpayer compensation is because the school district did eliminate the per capita tax which means 64% of the district tax bills were eliminated. Mr. DiBello advised that when they looked at the compensation the previously approved \$9,000 base salary for the 4 tax collectors was due to the volume of the per capita tax bills. Mr. DiBello broke down the way the tax collectors were being paid and advised that they were receiving \$.80 per bill and then there were also interim bills and installment bills. Mr. DiBello said the committee looked at the current compensation per tax bill and had determined that when looking at the overall range we were below the average across the county. He advised that the committee is proposing that there be an increase in real estate tax per bill compensation from 80 cents per bill to \$2.00 per bill. Mr. DiBello stated that he felt at the time that this was a reasonable recommendation and they had no intention of penalizing anyone as well as no intention of saying one tax collector is worth more than another. Mr. DiBello stated that he would welcome discussion from the Board on this and that decision needs to be made on it tonight so that the resolution can be prepared and in place for the meeting next week. Mr. DiBello added that the per capita taxes that some tax collectors still process are imposed by the municipalities not the school district so any issues regarding them would have to be taken up with the individual municipality.

Mrs. Romer commented from the audience but her comments could not be heard clearly to be transcribed. Mr. DiBello replied that a recommendation had to be put on the table and they put one out they felt was fair as a recommendation for a starting point.

Mr. Dehnert commented that when he looks at the change for compensation he did not feel that it took into account that there was a fixed amount of work that must be done no matter how many bills they have as there are expenses that tax collectors have. He added that he felt that there should have been some dialogue with the tax collectors before this went into place in order to get their input. Mr. Dehnert stated that if they pay the job too little then the quality of people to do the job will be very poor and then the school district will have a lot of headaches dealing with complaints from the taxpayers. Mr. Dehnert pointed out that when you look at the change in compensation and the information provided you will see that the compensation for Limerick Township and Upper Providence Township goes up a little bit while the compensation for Royersford Borough and Spring City Borough goes down 75% and 66% which is pretty dramatic considering that all 4 municipalities do not have to do per capita tax. Mr. Dehnert stated that if this resolution needed to be done this month then they probably should have started reviewing it earlier and not waited to January to do it. He felt that this was not fair to the two smaller municipalities and felt there should be a more equitable compensation in place for Royersford and Spring City.

Mr. Ciresi stated that he believes the one thing that must be factored in is that the amount of tax bills going out in Upper Providence is 8051 and the number for Royersford is 1608 and the equitability is that everyone is making the same amount of money per bill. He stated that this is nothing against any of the municipalities but rather to even out the playing field with them all getting paid the same amount of money per bill.

Mr. DiBello re-emphasized that prior to the district doing away with the per capita bill every tax collector was getting \$.80 per bill. Mr. DiBello stated that everything prior the district doing away with the per capita tax was figured out based on a per bill and every tax collector was paid the same amount per bill. Mr. DiBello advised that the district cannot pay tax collectors for bills they are not sending out. Mr. DiBello stated that the district is being fair and equitable as we were before to each collector as everyone was getting \$.80 per bill and what is being recommended is increasing it to \$2.00 per bill. Mr. DiBello commented that this is the discussion item and if there is disagreement over raising the rate from \$.80 to \$2.00 then it needs to be discussed. Mr. DiBello added that the discussion on the amount of work being done to collect the taxes should not take place as the school district is not responsible for paying for the work that has to be done but rather paying per tax bill sent as has been done for many, many years. Mr. DiBello stated that if the district wants to hire tax collectors and pay them a salary then that is a whole other conversation but the district did away with the per capita bill which eliminated 64% of the work.

Mr. Dehnert asked why the compensation for Limerick Township and Upper Providence Township went up if they have less work to do and their compensation was increased. Mr. Dehnert questioned why their compensation would not be reduced as well as the other two municipalities. He added that if all 4 of them are doing less work then why would we increase the compensation for two of them.

Mr. DiBello asked where we were increasing the compensation for two of them and Mr. Dehnert stated that he was looking at the information that was provided in the Friday Board packet. Mr. DiBello stated that the total compensation package is based on the bills. Mr. Dehnert stated that the figures given to them in the memo on Friday was that Limerick's estimated compensation was \$16,000 and that goes up to \$17,000, Upper Providence was \$16,800 and goes up to \$17,700 which is an increase. Mr. DiBello replied that everything is based on the per bill. Mr. Dehnert stated that he is talking about the real numbers and Mr. DiBello commented that he was looking at the board memo and the table Mr. Dehnert was looking at and every tax collector is getting the same amount per bill. Mr. DiBello added that of course the Limerick and Upper

Providence compensation will go up a little bit as they have 3 times the amount of bills. Mr. Dehnert stated that they are doing less work than they did before. Mr. Dehnert stated that if the argument is that we have to reduce the compensation for Spring City and Royersford because they are doing less work then the other two municipalities are doing less work too but yet their compensation goes up. Mr. Dehnert and Mr. DiBello disagreed on the compensation and the calculations.

Mr. Fink explained that the arrangement that was done 4 years ago where the per capita tax was included in the model that was used at the time, the total compensation to Limerick was approximately \$23,000 and with the elimination of the per capita tax then what we are saying now is that their compensation would now go down to \$17,000. Mr. Fink stated that if you look at the smallest of the 4 municipalities then Royersford was targeted at \$10,500 and if nothing was done then they would still go to about \$10,500 under the same plan if it was not altered at all. Mr. Fink added that the main reason for this is that the base pay included a certain number of per capita tax bills per municipality of 5,000 which the two smaller ones were always being paid the full amount but not doing the same volume of bill processing.

Mr. DiBello commented that the \$9,000 the district was paying the tax collectors as a base was about 95% of what they would have collected with doing all of the bills. Mr. DiBello stated that every time they did this they did it fair and equitably. He added that to say that we are doing something different for Royersford and Spring City is not accurate as everything is the same as the per bill is the same across the board. Mr. DiBello advised that Limerick has approximately 8,000 bills, Upper Providence has roughly 8,200 bills, Royersford has approximately 1,500 bills and Spring City has roughly 1,100 bills so everything they are doing is based on per bill and that is how the numbers all work out.

Mr. Dehnert stated that he understands the math but for him to sit there and make a recommendation it would be pretty difficult because he would want to discuss with the taxpayers what their expenses are and the work involved so that he can make an estimate of what fair compensation would be. Mr. Dehnert added that he does not have this information so it would just be an arbitrary guess and not based on the actual work they do to be the tax collector of just the property tax bills for the district. Mr. Dehnert suggested that Mr. Fink talk with the tax collectors between now and Monday and come back with what may be a more equitable change in the compensation then this. Mr. Dehnert expressed hope that this could be done before the end of the day on Friday so that the Board could have the information to review before Monday night.

Dr. Dressler suggested that there may be some fixed expenses in running an office like this that is above and beyond this \$2.00 compensation that we are not taking into account here. Mr. Fink noted that the school district does reimburse the tax collectors for their paper cost and all of those types of things too and this is not changing and is written directly into the tax collector compensation policy.

Mr. DiBello stated that in the policy there are a whole slew of expenses that the district reimburses the tax collectors for. Mrs. Rex shouted out from the audience but her comments could not be heard on the tape in order to be transcribed. Mr. Ciresi did respond to her that they were not going to get into a debate over what it costs to run their offices. Mr. Ciresi pointed out that Mrs. Rex should have voiced her concerns during the public comment section of the agenda but because he understood why she was here he would let her come forward and speak now.

Mary Rex, Spring City Tax Collector, commented that she pays \$650.00 for her computer program, she has a printer, a computer and she uses a couple cartridges a year. Mrs. Rex stated that she has never charged the district for these things as the only thing she has

ever charged the district for its stamps. She also stated that the district does not pay for the computer tax program. Mrs. Rex commented that if you subtract this off of the \$2,400 then what does she have. She pointed out that she is at the office all of the time collecting bills. Mrs. Rex advised that she is going to resign and she does not know anyone who would want to do this job ever nor would she recommend it to anybody.

Mrs. Zasowski commented that she agrees with Mr. Dehnert in that it would have been nice to have some conversation with the tax collectors. Mrs. Zasowski advised that the Finance Committee meetings are open meetings and the tax collectors could have gone to those meetings and voiced their opinions and concerns. A comment was yelled out from the tax collectors that this topic was not on the agenda and Mr. Ciresi stated that it was on the agenda. Mr. Dehnert disagreed and said that he looked at the agenda and to his recollection it was not on there. Mr. Fink confirmed that it was on the agenda and Mr. Ciresi asked that rumors not be started as it was on the agenda. Mrs. Zasowski said she thinks that it does look on paper that Limerick and Upper Providence are getting a raise but it is not that they are getting a raise as it is just how the calculations are done. She added that those municipalities are still doing less bills without the per capita but they are being paid an equal compensation across the board.

There was additional yelling out from the audience which could not be heard to be transcribed. Mr. Ciresi responded that he is not going to argue or debate this from the floor as this is not the way they do it but the Business Office should be able to share from their knowledge of how the tax process works and they do know what each tax collector does as far as the process. Mr. Ciresi stated that they are trying to come up with a fair and equitable process that each tax collector makes the same amount per bill and this is really what the conversation must come down to.

Mrs. Heine stated that in the Board packet there was a notation that Spring-Ford is within the range from other districts and she asked if other districts are managing the same process that we are as far as a different number of bills being collected in the different municipalities. Mr. Fink replied that some districts handle it differently in that some pay a salary and then divide it by the number of tax bills to get to a per bill number and others follow a process similar to our old one which was to have a floor and then a lower per bill fee. Mr. Fink stated that he looks at it more in the aggregate and says what is the final cost out the door divided by the number of tax bills in order to determine what the tax bill rate is. Mr. Fink stated that Spring-Ford falls in line with the other districts as the range falls between \$1.50 up to \$4.00.

Mr. DiBello stated that the tax collectors are not only collecting Spring-Ford taxes but also the county/borough taxes and he hears what the two tax collectors are saying and he feels that they did put forth a fair and equitable per bill pricing. Mr. DiBello said he struggles with the idea that Spring-Ford needs to pay operating expenses for the tax collectors also to collect other municipality and county taxes but he is willing to keep it at \$2.00 per tax bill, keeping the same amount for the interim bills and installment bills but put in a base rate of \$2,000 which could be put towards their expenses. Mr. DiBello added that he thinks there will have to be some type of disclaimer on what we are reimbursing and what the \$2,000 is used for. Mr. DiBello said he cannot see doing anything more than that.

Again there was yelling out from the audience which could not be heard or transcribed. Mr. Ciresi in response said that the base rate was explained several times but he asked Mr. Fink to explain this one more time so that everyone from the public understands where it came from. Mr. Fink stated that he cannot explain where it came from because it happened long before his time here but he can say that the base rate for the past 4 years

or up to and including the time up until the end of the next school year was \$9,000 and that amount included 5,000 processed per capita tax bills. Mr. Fink commented that his feeling on this is that once the per capita change happened then the formula changes to the point where the level of work or processing between the municipalities becomes very fragmented. Mr. Fink stated that Royersford and Spring City were not producing the 5,000 processed per capita tax bills level as they were at 3,500 and 2,400 respectively.

Mr. DiBello reported that when they revisited this last time and came up with the \$9,000 base they leveled it and made the base the same for everyone. He added that the \$9,000 was an upfront payment that they would be collecting compensation on the actual tax bills themselves. Mr. DiBello stated that he is recommending to the Board that they raise the per bill from \$.80 to \$2.00 but also provide an additional \$2,000 per tax collector to offset their expenses but there has to be something that stipulates that we are not going to give them \$2,000 and then also reimburse them for their expenses.

Mr. Fink indicated that the policy that is in place right now includes reasonable expenses under the taxpayer code which would include things such as paper, ink, stamps, envelopes and even software so that must be kept in mind as the Board moves forward. Mrs. Romer yelled from the audience which could not be heard or transcribed. Mr. Fink replied that he had not seen anything. Mr. Ciresi added that they cannot go back to what happened prior to now. Mr. Ciresi stated that he agrees with Mr. DiBello and would be willing to give the \$2,000 base and the \$2.00 per bill across the board as he feels this is fair to everyone.

Mr. Fitzgerald stated that his concern would be that if it was couched as a reimbursement component instead of within the base as part of compensation they could be running afoul with some of our obligations under statute to reimburse. Mr. Fitzgerald commented that if the Board is going to do this then they should do it as part of base compensation and then there will still be access to the policy as it relates to reimbursement for expenses. Mr. Fitzgerald added that he did not think the board could supplant the reimbursement requirements simply with a base.

Mr. Ciresi asked how they could do this as if someone were to have a computer program that costs \$5,000 and another has one that costs \$600 then what does the statute say and Mr. DiBello replied that the way the policy is written is that it says reasonable. Mr. Ciresi asked what reasonable meant and Mr. DiBello said you cannot have one tax collector have \$600 for software and another come in with a \$5,000 bill as this would not be reasonable. Mr. Fitzgerald stated that he would just structure it as base compensation and then the expenses would be referred to the policy.

Mr. Dehnert asked the Mrs. Romer and Mrs. Rex how many hours they spend a year collecting Spring-Ford real estate taxes. Mr. Ciresi stated that he did not think it was fair to ask this question when the other two tax collectors were not present. Mr. Ciresi asked Mr. Dehnert to make a recommendation if he wanted to make one and he felt that as a Board they could come up with a fair and equitable number with regards to what they are willing to pay as a district.

Mr. Fitzgerald commented that a number of districts have eliminated the per capita tax and stated that he did not know what their subsequent resolutions looked like but this is something to explore. Mr. Fitzgerald added that an alternative resolution could be drawn up for Board consideration. Mr. Ciresi asked Mr. Fink if he had looked into what other districts were doing as this was not just a number pulled out of a vacuum and Mr. Fink confirmed this was correct.

Mr. DiBello cautioned asking the tax collectors about the number of hours they work as they are not employees of the district and we are paying a fee and the fee is that we are giving a per bill price. Mr. DiBello said he understands that this is less than what they got in previous years but the district did away with the per capita tax and one of the reasons we did away with it was because the expenses to collect it were not worth it to the district. Mr. DiBello questioned if they are doing away with the per capita tax then why would they keep the same expenses in place. Mr. DiBello stated that the district has the responsibility of seeing that the bills are sent out and we are within the range of what other districts are paying. Mr. DiBello added that he is making a stretch by saying that he is willing to give a base salary of \$2,000 which will cost the taxpayers of the 4 municipalities another \$8,000 as it is not the district paying this but the taxpayers. Mr. DiBello commented that if we need to research this more then we shall but he was not sure what else we could do as Mr. Fink did research this but as of yet he was not hearing any other suggestions from the Board.

Dr. Dressler asked Mr. Fink if it was clearly delineated in the policy as to what expenses can be compensated and the response was yes. Dr. Dressler asked if the tax collectors were aware of all of the items that were compensable and Mr. Fink said they should be and he hoped so. Mrs. Romer spoke from the audience which could not be heard or transcribed.

Mr. DiBello commented that he apologizes but Mrs. Romer was present in the meetings when they were doing the tax collector policy and she was present when they went through it in detail. He added that what she was told in the past he cannot attest to but they are telling her that all her reasonable expenses will be reimbursed by the district and he does not know what else he can say to her as they are trying to be as fair and equitable as possible. Mr. DiBello stated that they raised the per bill rate from \$.80 to \$2.00 and he is even willing to give another \$2,000 as a base salary but he refuses to give any more money.

Mr. Ciresi stated that they need to have a resolution for Monday night and Mr. DiBello has made a recommendation that we give a \$2,000 base and \$2.00 per bill. Mr. Ciresi asked if the Board felt that was a fair resolution that they can move with on Monday night. Mrs. Zasowski stated that this does not include the reimbursement for expenses and Mr. Ciresi confirmed that was correct and whatever the policy states is what will be reimbursed. None of the Board Members objected to this. Mr. Ciresi asked that the resolution be revised for Monday night.

Property

Joseph Ciresi

2nd Tues. 6:30 p.m.

Mr. Ciresi reported that at the Property Committee meeting they talked about the high school expansion with Crabtree, Pat Nugent and Bruce Cooper who were there at the meeting and indicated that they have been meeting with the different groups. Mr. Ciresi stated that as Mr. DiBello eluded to they want to hold a town hall meeting to talk about where they are with the performing arts area and the physical education area. Mr. Ciresi reported that this will be presented at the next Property Committee meeting they will be putting together some of the more in-depth details. Mr. Ciresi stated that there is a need for new furniture in the library and a proposal was presented on this. Dr. Goodin spoke about the Center for Innovation formerly known as Makerspace. The committee talked about some improvements to the auditorium lighting and in order for the board to run the lights to talk to the board on the stage for the lights it is necessary that they both are digital so there is a proposal for an upgrade of this. Mr. Ciresi stated that the bleachers were looked at in order to make sure they are structurally sound which is something that has to be done on a regular basis and the report showed that they were sound. Mr. Ciresi

reported that they are also had some conversation on replacing the turf field. Mr. Ciresi advised that the district has been getting a reimbursement from PECO for participating in the Demand Response Program and this seems to be winding down as it was only accessed once last year. Mr. Ciresi stated that Mr. Cooper advised them that Limerick Home and School had proposed putting in a greenhouse and a motion for this is on the agenda tonight. Mr. Ciresi stated that the Interstate contract is up for renewal and there is also an RFP out for district-wide lawn mowing.

Asst. Supt. Rpt. Dr. Allyn J. Roche

Dr. Roche reported that the spring elementary parent-teacher conferences for grades K-6 are scheduled for Friday, February 17th. Dr. Roche also reported that the Spring-Ford Area School District was recognized as one of 433 districts across the U.S. and Canada in the 7th Annual AP District Honor Roll. He advised that the Honor Roll honors districts who have increased access to Advanced Placement course work while simultaneously maintaining or increasing the percentage of students earning scores of 3 or higher on AP Exams. Dr. Roche indicated that this puts Spring-Ford as one of only 44 districts in Pennsylvania that made the list. Dr. Roche asked that everyone mark their calendars for Friday, April 21st for the Spring-Ford 5K.

Solicitor's Report Mark Fitzgerald

There was no report but he wanted to note that there has been a lot of discussion tonight with regard to various contracts such as ones for security cameras and other technology initiatives. Mr. Fitzgerald stated that he just wanted to make sure that to the extent that we are hitting bidding thresholds that we are adhering to the \$19,700 which is the new adjusted bidding threshold for going out for public bid or quote threshold which is about \$11,000 - \$19,700. Mr. Fink confirmed this was being done.

IV. MINUTES

There were no questions or comments.

- A. Administration recommends approval of the November 21, 2016 Work Session minutes. **(Attachment A1)**
- B. Administration recommends approval of the November 28, 2016 Board Meeting minutes. **(Attachment A2)**
- C. Administration recommends approval of the December 5, 2016 Board Reorganization Meeting minutes. **(Attachment A3)**

V. PERSONNEL

Mr. Ciresi stated that he would like to wish Carolyn Salerno a great retirement as he knows her personally and she is a great teacher and a great person. He wished her well on her retirement. Mr. Ciresi also wished Justin Webb well as he will be leaving the district to take a job closer to home. Mr. Ciresi wished Mr. Webb luck in his endeavors.

A. Resignations

- 1. **Joanne M. Drewicz**; Elementary Teacher, Royersford Elementary School, for the purpose of retirement. Effective: June 15, 2017.
- 2. **Dorothea A. Gallagher**; Secretary, Senior High School. Effective: January 6, 2017.

3. **Susan M. Mercer**; Elementary Teacher, Evans Elementary School, for the purpose of retirement. Effective: June 15, 2017.
4. **Miranda J. Paradise**; Elementary Teacher, Oaks Elementary School. Effective: January 24, 2017.
5. **Linda Rossi**; Instructional Assistant, 5/6th Grade Center. Effective: January 13, 2017.
6. **Sarah K. Sacks**; Information Systems Analyst, District Office, for the purpose of retirement. Effective: February 3, 2017.
7. **Carolyn M. Salerno**; Special Education Teacher, Senior High School – 9th Grade, for the purpose of retirement. Effective: June 15, 2017.
8. **Donna L. Viscuso**; Instructional Assistant, Senior High School, for the purpose of retirement. Effective: January 3, 2017.
9. **Justin C. Webb**; Director of Technology, District Office. Effective: January 20, 2017.

B. Temporary Professional Employees

1. **Brian M. Kraeer**; Elementary Teacher, 5/6th Grade Center, replacing Barbara C. Good who retired. Compensation has been set at BS, Step 2, \$45,900.00, prorated with benefits per the Professional Agreement. Effective: January 30, 2017.
2. **Ryan M. Robison**; Social Studies Teacher, 8th Grade Center, replacing David M. Frankel who retired. Compensation has been set at BS, Step 1, \$44,700.00, prorated with benefits per the Professional Agreement. Effective: January 25, 2017.

C. Support Staff Employees

1. **Cheryl Nave**; Part-time Food Service (3 hours/day), 5/6th Grade Center, replacing Kristi DePetrillo who resigned. Compensation has been set at \$12.91/hour per the Food Service Plan. Effective: December 5, 2016.
2. **David G. Kinch**; Instructional Assistant, 8th Grade Center, replacing Sarah Fulton who resigned. Compensation has been set at \$17.36/hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: December 19, 2016.
3. **Ashley M. Miller**; Instructional Assistant, 5/6th Grade Center, replacing Gina Davila who resigned. Compensation has been set at \$17.36/hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: January 3, 2017.

D. Change of Status

1. **Joan E. Bickley**; Clerical Assistant, Senior High School, to Secretary, Senior High School, replacing Dorothea A. Gallagher who resigned. Compensation has been set at \$15.94/hour with benefits per the Secretarial Plan. Effective: January 17, 2017.

E. Personnel Information Item

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

1. **Kelly A. Grant** 8th Grade Center

F. Administration recommends approval of the attached extra-curricular contracts for the 2016-2017 school year. **(Attachment A4)**

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. 163401 – 164080	\$3,873,839.13
ACH 161700221 - 161700329	\$ 894,828.32

2. Capital Reserve Checks

Check No. 1228-1232	\$ 61,755.29
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3. Food Service Checks

Check No. 13163 – 13260	\$ 139,074.21
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4. Procurement Payments

201601388 – 201601571	\$ 189,557.25
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C. The following monthly Board reports are submitted for your approval:

- Cash Balances – Liquidity
- Skyward Reports
 - General Fund Check Register
 - Athletic Fund Check Register
 - Capital Reserve Check Register
 - Food Service Check Register
 - Summary Revenue Report
 - Summary Expense Report

D. Administration recommends approval of the Preliminary General Fund Budget for the 2017-2018 school year in the amount of \$157,935,917.00.

E. Administration recommends approval to file with the Department of Education the 2017-2018 referendum exceptions for Special Education Expenditures (Approximately \$1,353,792.00) and Retirement Contributions (Approximately \$420,742.00), for a total estimated amount of \$1,774,534.00. These referendum exceptions represent 1.7% and could be used for allowable millage over the Act 1 State Index cap amount of 2.5%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.

- F. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 1600 Black Rock Road in Upper Providence Township and further identified as tax parcel No. 61-00-01252-00-1 setting the assessments of the property at \$20,513,000 for tax year 2016 (school tax year 2016-17) and \$20,476,500 for tax year 2017 (school tax year 2017-18) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- G. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 594 W. Ridge Pike (Condo 1) in Limerick Township and further identified as tax parcel No. 37-00-03770-00-9 setting the assessments of the property at \$619,150 for tax year 2012 (school tax year 2012-13), \$661,850 for tax year 2013 (school tax year 2013-14), \$676,800 for tax year 2014 (school tax year 2014-15), \$613,810 for tax year 2015 (school tax year 2015-16), \$599,940 for tax year 2016 (school tax year 2016-17), and \$598,870 for tax year 2017 (school tax year 2017-18) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- H. Administration recommends approval of the disposal of unsold pianos that are no longer in use within the district.
- I. Administration recommends approve of **Resolution 2017-01** which establishes the elected tax collector compensation commencing for the 2018-2019 school year. **(Attachment A5).**
- J. 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. **Jacy Good and Steve Johnson – White Plains, NY.** Provide 2 assemblies for the 9th and 10th grade high school students entitled "Hang Up and Drive". Funding will be paid by the High School Student Council and shall not exceed \$1,500.00.
 - 2. **Thom Stecher & Associates – Malvern, PA.** Provide Resiliency Services for the 2016-2017 school year district-wide in support of Unity Day and Resiliency Programs taking place in the schools. Funding will be paid from the Pottstown Area Health and Wellness Foundation Grant and shall not exceed \$5,000.00.
 - 3. **PMHCC, Inc./SE Regional MH Services Coordination Office – Norristown, PA.** Provide Youth Mental Health First Aid Training for 90 staff member participants district-wide. Services will include three concurrent trainings of 30 participants per training for a total of 8 hours of curriculum training per session. Funding will be paid from the Pottstown Area Health and Wellness Foundation Grant and shall not exceed \$4,500.00.
- K. Administration recommends approval of the following independent contracts:
 - 1. **Corey Jones – Westerville, OH.** Provide 2 assemblies for all students at Royersford Elementary School entitled "Good Choice, Bad Choice, My Choice". Funding will be paid from the Royersford Elementary Assembly Budget and shall not exceed \$1,300.00.

2. **Visiting Nurse Group, Inc. – Exton, PA.** Provide Nursing services during the 2016-2017 school year for a special needs student as per the IEP. Services will be provided for 9 hours per day for 118 days at a rate of \$43.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$45,666.00.
3. **The Pathway School – Norristown, PA.** Provide Educational services during the 2016-2017 school year for a special needs student as per the IEP. Services will be provided for 108 days at a rate of \$283.33 per day. Funding will be paid from the Special Education Budget and shall not exceed \$30,599.64.
4. **Kara Canale – Collegeville, PA.** Provide Psychological services during the 2016-2017 school year for students who require initial psychoeducational evaluations and/or re-evaluations, write reports, attend IEP meetings, and maintain communication with school staff and parents. Services will be provided for 37.5 hours per week for 12 weeks at a rate of \$70.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$31,500.00.
5. **Deaf-Hearing Communication Centre – Swarthmore, PA.** Provide Professional Sign Language Interpretation services for meetings and events held within the school for special needs students/families as per the IEPs. This is an updated contract due to an increase in fees as of January. Services will be provided for a total of 24 hours during the 2016-2017 school year. Funding will be paid from the Special Education Budget and shall not exceed \$1,548.00.
6. **The Montgomery County Intermediate Unit – Norristown, PA.** Provide Behavior Consultation services during the 2016-2017 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$13,500.00.
7. **The Chester County Intermediate Unit – Downingtown, PA.** Provide Educational services for a special needs student during the 2016-2017 school year at The Learning Center (Career Academy Program) as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$27,462.49.
8. **The Chester County Intermediate Unit – Downingtown, PA.** Provide Educational services for two special needs students during the 2016-2017 school year at Technical County High School (TCHS) – Pickering Campus as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$55,650.80.
9. **LifeWorks Schools at Foundation Behavioral Health – Doylestown, PA.** Provide Educational services for a special needs student as per the IEP. Services will be provided for 95 days at a rate of \$320.00 per day. Funding will be paid from the Special Education Budget and shall not exceed \$30,400.00.
10. **Bucks County Intermediate Unit – Doylestown, PA.** Provide Speech and Language Therapy services for a special needs student who will be attending LifeWorks Schools at Foundation Behavioral Health. Funding will be paid from the Special Education Budget and shall not exceed \$1,980.00.

11. **Theraplay, Inc. - West Chester, PA.** Provide Direct Speech and Language Therapy for a special needs student as per the IEP. Services will be provided for 1 hour per week for 24 weeks at a rate of \$90.00. Funding will be paid from the Special Education Budget and shall not exceed \$2,160.00.

VII. PROPERTY

There were no questions or comments.

- A. Administration recommends approval of the service contract for district-wide mowing for the first year of a three-year option with Black Forest Landscaping & Snowplowing, Inc., as per the RFP. The total cost for Year 1 is \$1,309.00 per mowing based on an average of twenty-three mowings per year. Funding will come from the 2017-2018 General Maintenance Budget.
- B. Administration recommends approval of the continuation of the contract for district-wide cleaning services for Year 2 of a three-year RFP with Interstate Maintenance Corporation of Horsham, PA. The total cost of Contract #1 is \$777,159.96 beginning June 1, 2017 through May 31, 2018. Contract #2 is \$28.85 per hour per employee and Contract #3 will be billed at \$26.00 per hour per employee. Funding will come from the 2017-2018 General Maintenance Budget.
- C. Administration is recommending to have Schiller and Hersch Associates, Inc., Blue Bell, PA oversee the specification and bidding for the High School Auditorium Dimming System and LED Lighting retrofit per hourly base as per their fee schedule. Funds will come from the Capital Reserve and shall not exceed \$8,000.00.

VIII. CONFERENCE/ WORKSHOP RECOMMENDATIONS

Mr. Dehnert asked about Item D wondering why we were sending 3 teachers to the same conference in Erie. He questioned if it would not be possible to send 1 teacher since it is a significant cost and ask that person to come back and give an in-service on what they found out for all of the music people throughout the district. Dr. Roche replied that this is tied to students qualifying for all-state. Mr. Dehnert asked how many students and Dr. Roche stated that he does not know if they all qualified yet but we needed to get this on the agenda as soon as possible and that it is possible that they all may not be going if their students do not qualify but Mr. Jones would be accompanying the instrumental students, Mrs. McGranahan the strings students and Mrs. O'Dea the vocal students. Mr. Dehnert questioned why one person could not take all three and Dr. Roche stated that it would not be possible as they help out with the various groups while they are performing. Mr. Dehnert stated that it is a one to one relationship and Dr. Roche corrected him saying that it is not one to one as one teacher may have 7 students qualify. Dr. Roche stated that this is no different than the wrestling coaches travelling with the wrestlers. He added that there are 3 separate groups that qualify and they are in the process of finding out the students that qualified. Mr. Dehnert stated that he felt they needed a policy that discusses things like conferences and extra activities because we could have a situation where one group sees another group going to conferences and we are paying thousands of dollars and they apply in their subject area and we could get a large request. Mr. Dehnert commented that he felt there needed to be criteria as to what qualifies what students can go to, how much we would pay and what the expectations are when they go to these things. Mr. Dehnert felt it would be good to have guidelines or a policy in place on the criteria for how these things are done so we don't see people start getting ideas that you paid for one group to go to a conference and then they have an expectation that they should be able to go to because their subject is just as important as the others.

Dr. Dressler commented that in reference to this particular conference, Mr. Jones is the president of the PMEA and it is a point of pride for us to have him there representing us. Dr. Dressler reported that he just saw Mr. Jones make a musical presentation in Lower Moreland and he is a good representative for us and does a fine job speaking in front of these groups. Dr. Dressler stated that for us to pay Mr. Jones expenses for this is a good thing to spread the word of what a good school district this is and particularly in the arts.

Dr. Goodin reminded the Board that this is a matter of students qualifying to attend this and it is not a matter of them electing to go as they must actually qualify for it. Dr. Goodin stated that it is not unreasonable for the district to pay for students to attend this stuff or the chaperones. Dr. Goodin added that we would do the same thing for sports if a team or an individual athlete went to states as we would pay for that because they qualified to do it.

Dr. Dressler pointed out that the competition is very strict and stiff so it is a great honor for them to go to these state competitions. He stated that the district should take a lot of pride in this.

Mr. Dehnert stated that he is talking about other groups and kids could try out for a debate club or some other type of club so there really should be some type of criteria for how and what the process is as well as what the limit is on what we would spend and where we would send people.

Dr. Dressler said he would like to think that the superintendent could make those decisions.

Mr. Ciresi suggested that Mr. Dehnert bring this conversation up at the Policy Committee meeting.

Dr. Roche commented that this discussion is already in the works and we have a policy on this. He stated that Policy 122 deals with co-curricular activities. Dr. Roche stated that the minutes of the last Policy Committee meeting showed that they discussed several things regarding this policy and one of those discussions was on this exact issue of how far we go on what is paid for in terms of students and/or qualifying for things. Dr. Roche stated that Mr. Dehnert mentioned a couple different things as far as other departments but the one specific thing he spoke about has to do with students and students qualifying for that as well and part of that requirement is that the teachers need to go. Dr. Roche stated that there are other opportunities where there are teachers that request to go to a conference or workshop and that is vetted through the principals as well as through the department chairs or curriculum folks to see that it is tied to criteria such certification, is it a mandatory piece, is it something that is a nice to have, what does the budget look like and other approval processes. Dr. Roche indicated that often the requests do not even make it out of the building level for final scrutiny on being placed on the agenda. Dr. Roche informed the Board that Policy 122 is being looked at to add a section in there about student travel as far as qualifying. Dr. Roche stated that it is the opinion of the administration that we need a pre-approval of what we are requesting and not simply going out to qualify for something. Dr. Roche stated that administration needs to know ahead of time what is being applied for so that it is in the pipeline in case you qualify and we will advise what we will cover if you qualify. Mr. Dehnert asked if this was going to be in the new policy and Dr. Roche replied yes.

Mr. DiBello stated that we have to be careful of policy after policy as there are a lot of conferences and stuff that is paid for by other organizations. Mr. DiBello said he is more concerned with a policy in place as far as handling the money for these trips that students are going on which is a whole other conversation. Mr. DiBello stated that he feels that the administration has been doing a fine job and he understands what Dr. Roche referred to with there needing to be a pre-approval process. Dr. Roche replied that administration feels that

they need a little more structure to the policy to be able to handle some of the situations because what they don't want to happen is that a qualification happens and we then say we do not have money to pay for it and then they come up to the microphone. Dr. Roche stated that they just want to be upfront with this. Mr. DiBello cautioned against us being too rigid and Dr. Roche replied no but there have been a couple situations in the past couple of years.

The following individuals are recommended for attendance at the following:

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

DISTRICT OFFICE

- A. **Dr. Allyn Roche**, Assistant Superintendent, and **Elizabeth Leiss**, Director of Human Resources to attend the *"Mandated Reporter Certified Training"* at HealthSpark Foundation in Colmar, PA on February 13, 2017. The total cost for this training is \$30.00 (registration). No substitutes are needed.
- B. **Christine Raber**, Supervisor of Special Education, and **Katie Davis**, Coordinator of Special Education, to attend *"2017 PDE Bureau of Special Education Annual Conference"* at the Hershey Lodge and Convention Center from March 8th through March 10th, 2017. The total cost of this conference is \$739.00 (registration, mileage and lodging). No substitutes are needed.

HIGH SCHOOL

- C. **Ashley Bilotti**, Business Teacher/FBLA Advisor and **Douglas Reigner**, 9th Grade House Principal/Director of High School Student Activities, to attend *"Future Business Leaders of America State Leadership Competition and Conference"* at the Hershey Lodge and Convention Center in Hershey, PA from April 3rd through April 5th, 2017. Ms. Bilotti will attend April 3rd and April 4th, Mr. Reigner will attend April 4th and April 5th and accompany those students who have advanced to the state level of competition. The total cost to attend this conference is \$923.00 (registration, lodging and two days of substitute coverage for Ms. Bilotti).
- D. **Seth Jones**, Band Director, **Emily McGranahan**, Orchestra Director, and **Yvonne O'Dea**, Choral Director, to attend *"PMEA All-State Conference and In-Service"* in Erie, PA from April 19th through April 22nd, 2017. Mr. Jones, Ms. McGranahan and Mrs. O'Dea will accompany students who have qualified for All-State Ensembles. The total cost for this conference is \$3,522.00 (registration, lodging, meals and three days of substitute coverage for all three teachers).
- E. **Yvonne O'Dea**, Choral Director, to attend the *"National Association for Music Education Eastern Division Conference"* in Atlantic City, NJ from April 5th through April 8th, 2017. Mrs. O'Dea will be accompanying Jarod Moyer, a student, who was selected to the All-East Honor's Ensemble. The total cost for this conference is \$1,348.38 (registration, mileage, lodging, meals and three days of substitute coverage).
- F. **Jamie Scheck**, Teacher/Head Varsity Baseball Coach and **Ryan Souder**, Teacher/Assistant Varsity Baseball Coach, to attend the *"Be the Best Baseball Coaches Convention"* in Atlantic City, NJ on January 27, 2017. The total cost for this conference to the district is \$300.00 (for one day of substitute coverage for both teachers). All other costs are being picked up by the employees and the Athletic Booster Club.

- G. **Chadwin Brubaker**, Media Specialist/Head Football Coach, **Dale Bergman**, Teacher/Assistant Football Coach and **James Mich, Jr.**, Teacher/Assistant Football Coach, to attend the *“2017 PSFCA Coaches Clinic”* in State College, PA from February 8, 2017 through February 10, 2017. Mr. Brubaker will attend the entire conference and Mr. Bergman and Mr. Mich will attend only on February 10, 2017. The total cost of this conference for the district is \$600.00 (two days of substitute coverage for Mr. Brubaker and one day of substitute coverage for both Mr. Bergman and Mr. Mich). All other costs are being paid through the Athletic Booster Club.
- H. **Jeanette Walker**, Teacher, to participate in the *“APEX Learning Comprehensive Courses Professional Development On-Line”*. The total cost for this three hour on-line training is \$600.00 (registration) and will be paid from the Curriculum and Instruction Budget.

BROOKE

- I. **Jo-Ann Messer** and **Patricia Stroop**, Special Education Teachers, to attend *“Zones of Regulation-Strategies to Foster Self-Regulation, Emotional Control Social Skills and Executive Functioning in Students”* in Mount Laurel, NJ on February 23, 2017. The total cost of this conference is \$542.00 (registration, mileage and one day of substitute coverage for Mrs. Messer).

OAKS

- J. **Sandra Cerniglia** and **Tara Chester**, ESL Teachers, to attend *“Utilizing the Learning A-Z Bundle ESL”* at the MCIU in Norristown, PA on January 10, 2017. The total cost of this conference is \$338.79 (mileage and one day of substitute coverage for both teachers). Substitute coverage is being paid from Title III Funds.

IX. OTHER BUSINESS

There were no questions or comments.

- A. Administration recommends approval to send **Jarod Moyer**, Spring-Ford High School Senior, to the 2017 National Association for Music Education Eastern Division Conference. Jarod was selected to the All-East Honor's Ensemble taking place in Atlantic City, New Jersey from April 5th through April 8th, 2017. Jarod will be accompanied by Mrs. Yvonne O'Dea. The total cost for Jarod to attend shall not exceed \$500.00 (registration, lodging, meals and local transportation while in attendance).
- B. The following policies are submitted as a second reading with approval at next week's board meeting:
1. Policy #117 – PROGRAMS: Homebound Instruction (**Attachment A6**)
 2. Policy #201.1 – PUPILS: Admission of Beginners/Early Entrance (**Attachment A7**)
 3. Policy #247 – PUPILS: Hazing (**Attachment A8**)
- C. Administration recommends the approval of a Memorandum of Understanding (MOU) with Montgomery County Children and Youth and Chester County Children and Youth which outlines the transportation plan for students in Foster Care, according to the new ESSA (Every Student Succeeds Act) regulations. This MOU is due to the state on January 31, 2017.

- D. Administration acknowledges the acceptance of a donation and installation of a plastic bottle greenhouse in the courtyard at Limerick Elementary School as part of an Eagle Scout Project. This greenhouse will allow plants and seedlings to be grown all year long and is in line with the Green Initiatives taught in the schools. There will be no cost to the district.

X. BOARD COMMENT

Mrs. Zasowski reported that there is a critical SNAP meeting tomorrow night in order to pull together a number of volunteers. She advised that if they do not get a number of volunteers the program is in jeopardy of coming to an end and the program will be gone. Mrs. Zasowski spoke of the importance of the program and that it not only protects the lives of our students but also the lives of people in the community who may be at risk driving on roads on prom night. Mrs. Zasowski asked students to get in touch with her and let her know what they would like to see at the event so that she can make it happen. Mrs. Zasowski pleaded with the public to come out to the meeting and volunteer to help at the event even if only for a short period of time. Mrs. Zasowski suggested that possibly the Board could collectively donate a prize that would be conditional on the attendance of at over 75% of the junior and senior the class. She asked the Board to consider donating a prize with conditions to SNAP for that evening.

Mr. Ciresi commented that they have been very passionate about this over the years with this same type of conversation. Mr. Ciresi stated that they have pleaded with the home and schools to get involved with this at the elementary level up because eventually it is pay it forward. Mr. Ciresi added that over the years he has seen the massive decline and disinterest by the students. He reported that he had been chastised in the SoundOff column of the newspaper for suggesting that they look for a \$50,000 sponsor in order to bring in a headliner for entertainment in order to keep the kids there. Mr. Ciresi stated that in the beginning SNAP was a novelty but the kids have become bored with it and if they are going to save this for the students then they need to know what the kids want as opposed to having a group of 30-40-50 year olds make decisions on what they feel the kids want. Mr. Ciresi stated that it is disgusting that they have to compete with parents holding house parties with alcohol involved. He commented that he does not want to see this program disappear and he would like to see some type of email blast sent out via the Skyward System to parents advising them of the meeting.

Mr. DiBello stated that the problem is the growing trend in the district of house parties and every year more parents are hosting more house parties. Mr. DiBello commented that this is what we are competing against and how it will be until God forbid something happens. He added that when something happens then parents will come to a board meeting screaming and yelling at the Board asking why the district does not have something in place to protect their children on prom night. Mr. DiBello stated that they have gotten notice out about SNAP and have talked about it on various shows as well as board meetings but this unfortunately is one of those things that seems to be going away. Mr. DiBello advised that until parents realize the risk they are taking by having these house parties then this is what we are competing against.

Danny commented on the big name entertainment suggestion and said that the only thing that would appeal to students and get a lot more people there would be a famous performer that everyone knows but the price would be very high. Mr. DiBello stated that there is no way that this could happen. Mr. DiBello commented that this was unfortunate and he feels they as a Board have done everything they can but it is up to the parents

and the high school parents need to make a decision on whether this is something worthwhile or not.

Mrs. Heine stated that this really does start at the elementary level and parents at this level need to get involved now or the program is not going to exist. She added that this is a way for those parents to pay it forward and hopefully others will take suit and it will minimize the fight to have house parties. Mr. DiBello cautioned that they have to keep in mind that the home and schools at the elementary level struggle to get volunteers and if they can't get the current high school parents at the 9th grade level interested then it is not going to happen at the elementary level. Mr. DiBello stated that he applauds Mrs. Zasowski's enthusiasm but there has been a lot of advertisement for volunteers and involvement in SNAP.

Mr. DiBello made a motion to have a town hall meeting in March 2017 possibly in the second or third week and Mrs. Heine seconded it.

Mr. Dehnert suggested putting a motion on the agenda regarding this for next week's meeting instead of just throwing motions out as he felt this would be the right protocol. Mr. Pettit did not understand why it needed to wait until next week and Mr. Ciresi said it was just for a town hall meeting and not a big deal.

Mr. Ciresi opened the floor up for public comment on this motion and there was none. The motion passed 7-0.

Mr. DiBello commented that he knows it was brought up earlier this evening and he asked if there were any schools in the district that did not have a holiday concert and Dr. Goodin replied he believed that the only one that did not was Spring City. Mr. Ciresi asked why this would be and Dr. Goodin stated that he did not know. Mr. Ciresi stated that they needed an answer to this because if every other school is having one then why wouldn't Spring City have a concert. Mr. DiBello said he would like to have an explanation too.

XI. PUBLIC TO BE HEARD

There were no comments.

XII. ADJOURNMENT

Mr. Dehnert made a motion to adjourn and Mr. Pettit seconded it. The motion passed 7-0. The meeting adjourned at 10:24 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On January 23, 2017 the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

The following Board Members were absent: **Joseph P. Ciresi** and **Todd R. Wolf**

ANNOUNCEMENTS

Taylor announced that January is School Director Recognition Month. She reported that 4,500 board of school directors serve Pennsylvania's 500 public school districts as volunteers without pay and continue to keep adequate school funding at the top of the list of the most important educational concerns facing public schools. Taylor, on behalf of the Spring-Ford Area High School student body, thanked the nine school directors for their continued service to the students, families and community members of the Spring-Ford Area School District.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. PRESENTATION

Erin Cohen, 2017 President of the Spring-Ford Chamber of Commerce, stated that to celebrate their 25th anniversary this year they had many different nominees and one of those was for the 2017 Community Impact. Ms. Cohen commented that when it comes to community impact the award this year went to the Spring-Ford Area School District an organization that demonstrates volunteerism, community involvement, and a positive impact on our community on a daily basis and in many different forms. Ms. Cohen stated that Spring-Ford encourages their students to seek their passion and help their community to be a better place to live in. Spring-Ford raises funds and takes collections to help students in need with programs such as Operation Backpack. The district encourages participation in programs such as Project Lead the Way and the Spring-Ford Project Outreach. Ms. Cohen added that the district supports physical and mental health in their students, their families and the communities they live in every single day. Ms. Cohen presented the 2017 Community Impact Award to Dr. Goodin and Mr. DiBello on behalf of the school district.

Mr. DiBello stated that it is always great to be recognized in the community and as a Board they are excited for the successes they have seen over the past couple of years.

A. Presentation by the **Spring-Ford Chamber of Commerce** to the Spring-Ford Area School District.

Dr. Nugent stated that this evening they wanted to take a moment to update the community and the Board on some updates that have been taking place in the High School Media Center. He commented that the library environment from past years has changed significantly as some books have been replaced with ebooks, research is done via the internet and some of the data bases provided to students. Dr. Nugent reported that throughout the country a movement called Makerspace has been taking place in libraries and media centers. Dr. Nugent introduced a video on Makerspaces that provided an explanation on what a Makerspace is, showed a Makerspace in operation and also provided an overview of the construction project and the future plans for the Makerspace in the Spring-Ford Area High School. Dr. Nugent reported that they did present this idea to the Curriculum and Instruction Committee several months ago, a motion was placed on the board agenda and approval was given to move forward with this project. Dr. Nugent advised that they did find funding from outside sources and he has continued to find outside funding so thus far this project has been accomplished without taxpayer money. He added that the Education Foundation provided a 3D printer for this new space. Dr. Nugent stated that they are very excited for what lies ahead and added that this initiative mirrors the STEM Program. Dr. Nugent reported that currently the anticipated grand opening will take place in September.

Mrs. Spletzer asked how this new initiative is being communicated to the student population so they will know when it is ready for them to come down and check it out and Mr. Brubaker replied that currently it is on a curiosity level as students know there is construction going on but there are also signs in the hallway announcing where the media center is headed. Mrs. Spletzer asked if the Makerspace would be open to all and Mr. Brubaker responded absolutely that everything in the media center is open to everybody.

Mr. DiBello asked about the oversight of the students and whether it would be the media center staff and Mrs. O'Brien stated that they will be overseeing students while in all of the areas of the media center. She added that they will definitely know what is going on but they will have to set up a process and a set of procedures for students in order to make sure that they know how to use the equipment, are responsible while using the equipment and that staff know what they are creating. Mr. DiBello stated that this is a long transition away from the libraries as we know them but students will still have access to online materials, periodicals and books but so much of the material now is online. Mr. Brubaker advised that they have been doing research for quite a while in terms of professional literature and they have visited other libraries. He added that Penn State's library is turning into a very similar model. Mr. Brubaker stated that they have researched to make sure that everyone who may use the space has been accounted for in the process. Mr. Brubaker reference the monitoring of the students and said they are also looking into possibly setting up some type of a video system to help with this. Mr. DiBello expressed that this is an exciting thing and is a great transitional step for our students going onto college or a trade school.

Dr. Dressler asked about the outside funding source and who they may be so that they could be given proper recognition. Dr. Nugent replied that Jersey Mike's did a fundraiser for the High School so money from that was earmarked for this project, Lifetouch Photograph has been supportive, Jostens offers educational grants and Mr. Nugent indicated that he has

been knocking on all their doors and asking for whatever he can get. Dr. Nugent added that they are very fortunate to be where they are and feel they are in very good shape but it may be a process to get to the end line. He stated that everyone is very anxious to get to the September opening. Dr. Dressler asked if there was any thoughts to moving this concept into other buildings and Dr. Nugent replied not yet as they are just trying to get this one open first.

Dr. Goodin commented that with regards to Dr. Dressler's question about extending this program to other schools he wanted to note that we have put a RamQUEST Program in place in the elementary schools and at the middle level we have STEM classes.

Mr. DiBello reiterated that the Spring-Ford Educational Foundation donated the 3D printer and stated that there is definitely an interest by them in contributing to other projects as well.

Dr. Nugent commented that this concept is supported by industry in the business world and it does piggyback off of the Project Lead the Way (PLTW) courses and hopefully it will create an interest for other students who will then sign up for the PLTW courses.

Dr. Dressler thanked Dr. Nugent for all of the hard work on these initiatives. Dr. Nugent stated that he wanted to thank Mrs. O'Brien and Mr. Brubaker as they have been the driving force behind this. Dr. Nugent stated that he has been supportive of their efforts as they had looked at the media center which really had no one in it and was a dying space but over the last three years they have revived it and they hope that the students have seen this as well. Dr. Nugent added that when this project is up and running it will not be like the library of old where students were shushed but a more active space

Mrs. Zasowski commented that this project sounds like it will have a buzz feed all of its own. She stated that she believed that when they hold their grand opening then it will really click for the rest of the students that maybe are not hands on right now but hopefully will be once they see all that is available to them.

Mrs. Heine stated that she loves the fact that Dr. Nugent and the library staff are forward thinking about this and what will be next. She added that she likes that we are not settling and becoming complacent with the space and this will only add value to every thing we do here. She thanked them for continuing to see this forward.

B. Presentation on Upgrades to the High School Media Center.

Dr. Goodin stated that tonight we are here to thank the volunteers that give their time and energy to serve on our School Board. He thanked the Board Members for all they do and contribute towards the furtherment of the school district. Dr. Goodin stated that their efforts continue to guide and support faculty and administration helping them to help the students. Dr. Goodin said the 9 Board Member are all givers. He thanked all of the Board for giving their time, energy, expertise and resources to the furtherment of the school district. Dr. Goodin stated that each of them are an embodiment of volunteerism. Dr. Goodin introduced a video that expressed appreciation to the School Board Members for all that they do. Dr. Goodin presented each Board Member with a token of appreciation.

Mr. DiBello thanked Dr. Goodin for recognizing the Board.

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 Daniel Ciresi/Taylor Stevens

Danny reported that tomorrow marks the end for all mid-terms for high school students. He announced that if there are any junior or senior male students interested in participating in Mr. Spring-Ford this year they will need to sign up. Danny stated that this event is always a fun, comical night and he would encourage students to sign up. Danny reminded freshman and sophomore students that they can buy their Winter Ball tickets at lunch up until February 2nd at a cost of \$20 per ticket. Danny reported that the AP Test registration deadline ends on January 31st. Students can register through the AP website which can be found through the High School homepage. The student council is holding a book drive until January 31st to benefit CHOP. Danny announced that any student wishing to order a yearbook must do so by the deadline of March 13th. Danny advised that all underclassmen will begin to pick their classes for next year which is a very important process. He added that anyone with questions regarding this should contact their house guidance counselors or the counselors in the Future Planning Center. Danny provided information on the athletic events coming up and encouraged students to come out and support the home team. Danny commented that as seniors they are officially done half of their final high school year and the remaining months will go by very quickly. He encouraged all seniors to try and enjoy the remaining time as it will soon be time to graduate.

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

Dr. Dressler reported that the Joint Operating Committee held their first meeting of the year on January 9th. The JOC first met for an executive session to discuss personnel issues followed by the reorganization meeting. Dr. Dressler reported that at the reorganization meeting the JOC chose Patricia Grimm as the new chairperson and Dawn Heine as the Vice Chairperson. Dr. Dressler stated that that regular meeting then began with the executive director's report. Mr. Moritzen advised that there were 21 students are presently working in the Co-op Program, 148 applicants have applied online for the Western Center Programs and 26 of those applicants were for the new Sports Medicine Program. Dr. Dressler thanked Mr. Bonetz and his crew for preparing the video on the new Sports Medicine promotional video. Dr. Dressler reported that there were 27 participants for the Girls' Night Out and hopefully these numbers will grow in the future. Dr. Dressler added that the open house had a very large turnout and there seems to be a lot of interest in the programs out there. The viability of the Environmental Design Program is being studied as the enrollment figures have been consistently low. He added that the low enrollment was not a result of the instruction quality but more a question of the interest by students. Dr. Dressler reported that Mr. Weneck reported that the Culinary Arts Program Community Dinner that took place the same night as the meeting had a sellout of 175 people with this being the 7th straight sellout. Dr. Dressler advised that the next dinner taking place next month will have a Cajun Dinner theme and there are already 50 people in the community signed up to attend. Dr. Dressler advised anyone interested to get their reservation in fast. The Western Center Culinary Art Chef is proposing that they look into holding an English High Tea event in the near future possibly on Thursday and Fridays in the early afternoon. Dr. Dressler reported that over the holiday break there was an Iron Chef Competition where members of the three sending school district's school boards judged the preparations from the various Culinary Arts groups. Dr. Dressler stated that the meeting ended with a discussion led by Chairperson Grimm that there was a heroin task force being looked at to help deal with the heroin crisis in all school districts in our communities.

Community Relations

Colleen Zasowski

3rd Mon. 6:30 p.m.

Mrs. Zasowski reported that the Community Relations Committee met last week and talked about domestic violence information that will be presented to Dr. Siggins and Mrs. Nuneviller. They are waiting for information to come from the Women's Center of Montgomery County on this. The information from the Women's Center targets students in 7-12 grades and included informational assemblies as well as a play entitled "Mirror Mirror". More information on this will follow and be disseminated accordingly. Mrs. Zasowski stated that they also discussed the new website and all indications are that it is on target to be rolled out for the start of the next school year. Mrs. Zasowski advised that there was a parent presentation on opioid crisis in November and that Upper Perkiomen School District had formed a task force which is what Dr. Dressler referred to in his report. Mrs. Zasowski reported that Family-Tech night took place on January 9th and was successful as there were 60+ who were in attendance at this event. Mrs. Zasowski spoke about the email rollout that is taking place and Mr. Bonetz will be putting together a how-to video regarding this. She next reported on upcoming events such as a Parent Camp on January 28th, a Vex Robotics Challenge on February 18th, and Mindfulness with Brian Aikens taking place in the spring. Mrs. Zasowski added that a new comprehensive course book format for grades 9-12 was released. She reported that in addition to all of this taking place they also discussed community outreach and stated that Spring-Ford is reaching out to the community via social media through Facebook, Twitter, Instagram, Vimeos and Ram Review. Other suggestions on alternative avenues to reach those community members who may not have children in the district but would like to have information shared with them. The final topic discussed was in regards to SNAP and an open house was held where two new chair people for next year were on hand. Mrs. Zasowski reported that it was evident to see the new roots taking place for recruiting volunteers as several new volunteers were present at the open house. Mrs. Zasowski encouraged students to attend the meetings and the event itself as well as parents and community members to help support the event. Mrs. Zasowski reported that they are still in need of many volunteers and prizes. The thoughts are that they will be able to pull off the event this year but they are short on prizes. Mrs. Zasowski stated that this is her second request to the Board to show their support by donating a prize to be won by a student in attendance at the SNAP event. Mrs. Zasowski commented that she was not asking for a monetary donation but she is asking for them to consider donating a prize.

Legislative Committee

Joseph Ciresi

3rd Weds. 7:30 p.m.

There was no report

MCIU

Tom DiBello

4th Weds. 7:00 p.m.

Mr. DiBello reported that they have their first meeting of the year coming up this Wednesday night.

Personnel

Bernard Pettit

(As Needed)

Mr. Pettit reported that the Personnel Committee met with representatives from the teacher's union and there is a follow up meeting to further discuss the teacher's contract on Thursday the 26th.

PSBA Liaison

Dr. Edward Dressler

Dr. Dressler reported that the issue of doing away with Property Tax has arisen again. Previously it had been defeated by one vote prior to the November election. Dr. Dressler stated that since the election two people have been voted onto the State Senate who are in favor of the initiative that was presented back then so the bill is now being resurrected as it seems he may have enough support to get this to pass. Dr. Dressler provided a brief

review of the legislation saying it would increase the state's income tax rate to 4.95% from 3.7% and this would provide an estimated \$5 billion. The remainder needed to make up the difference in what would be lost doing away with property tax would come from increasing the state sales tax to 7% and eliminating exemptions from many transactions including groceries, clothing, shoes, legal accounting and financial services, dry cleaning, funeral services, lawn services, basic television services, trash pickup, liquor, beer, non-prescription drugs, and tickets to sporting events and concerts. Dr. Dressler reported that this bill is not supported by the Pennsylvania School Board Association because they believe that this type of income is so different and comes with a great degree of fluctuation depending on the economy. He added that when you are dealing with money from income tax and sales tax it can fluctuate considerably and PSBA predicts shortfalls in the funding so they are not in favor of this. Dr. Dressler cautioned that he believes that there is a good chance that it could pass and there is talk that it could be implemented in June of this year. Dr. Dressler reported that in addition to this PSBA is raising a red flag that there seems to be a projected shortage of teachers as since 2010 Pennsylvania has seen a 58% deduction in the number of teaching certificates.

Mr. DiBello spoke about property tax reform saying that on paper it seems like a good idea for legislators to do away with property tax but with wonderful ideas there are always issues. One issue right now is that the state budget for 2017-2018 is looking at about a \$2 billion deficit and they are also looking at how they are going to make up the \$1.4 billion deficit from this year's budget. In addition they are also trying to figure out is in moving forward they still do not know how they are going to be able to sustain the property tax increases across the state. Mr. DiBello advised that he is all for property tax reduction but unfortunately right now the state cannot afford to take on what they are going to pass as it seems that it is pretty sure the Senate will pass it but it is unclear if the House will pass it or the Governor will sign it. Mr. DiBello added that there are two aspects of the bill and one is those districts with a debt will continue to have a property tax. He stated that from Spring-Ford's perspective our annual debt service is about \$15 million so our direct pass back to the community is not going to be as high as some other districts that have a much higher debt than what we have. Mr. DiBello stated that he was not sure what this would translate to with regards to millage but it would probably be somewhere around 20%-30% of what we currently have in place. Mrs. Spletzer said this was only for debt that was on the books for 2013. Mr. DiBello continued that there were many holes in the bill and one is that they don't know if they are going to be able to make up the \$14 billion that is planned and also they have not figured out how they are going to sustain it. Mr. DiBello added that with a district like Spring-Ford that gets roughly 82% of their taxes from the local tax base no one has come forward and actually said how the state was going to make up in property tax reform the roughly \$100 million that we currently get from the taxes. Mr. DiBello stated that he does not want to give the impression that he is against property tax reform as he pays the taxes like anyone else but on the flip side what they are talking about putting in place will not work. Mr. DiBello said he felt they had a pretty aggressive schedule to have this in place in June as he felt they had several areas that they still needed to figure out. Mr. DiBello added that it is believed that districts would only get a 1% - 1.5% increase per year and Mrs. Spletzer stated that it is tied to the consumer price index. Mr. DiBello commented that they have been warned that if you increase sales tax and you take away all of the exceptions, most likely that is going to translate to less purchases, personal income tax will go up which will create less spendable income. Mr. DiBello stated that he is optimistic that something good is going to come out of this but he is also scared as a board member because Spring-Ford has come so far in the last several years and has become one of the top

districts in the state and even in the country and he fears that without the funding that programs will be cut and class sizes will increase.

Dr. Dressler added that this reform takes away a lot of control from the local government and shifts it to the state government.

Mrs. Spletzer commented that in her opinion this would be the worst thing that could happen for the Spring-Ford School District. She stated that it is said that the state says that all of the money will go into special bucket for right now but we know that down the road when they need to tap into that then who will have control over stopping them.

Mr. DiBello reported that New Jersey tried to go down that road and what ended up happening was that their property taxes actually got higher and their education systems started fail. Mr. DiBello reiterated that he is not against property tax reform but what he supports is smart property tax reform and we have not seen that yet.

Dr. Dressler stated that one important component to this is that if the school district is going to try and spend more than the allotment that is deemed appropriate for them they need to seek a voter referendum to increase that allotment.

Superintendent Report Dr. David R. Goodin

Dr. Goodin stated that on tonight's agenda you will find some retirements and he wanted to acknowledge those retirements tonight. He read off the list of retirees that appeared on the agenda and spoke about their length of service to the district. Dr. Goodin thanked all of them for their years of service to the district and for their dedication to the students of the district. He wished them much happiness in their retirement. Dr. Goodin recognized Mrs. Leiss who year after year heads up the United Way Fund Drive for the district. Dr. Goodin stated that United Way gives to many local charities in the community and we appreciate their work. Dr. Goodin said he wanted to acknowledge Mrs. Leiss and her office for overseeing this project every year. Dr. Goodin reported that the College Board each year recognizes AP District Honor Rolls and out of the last 7 years since it has been in existence Spring-Ford has been recognized 5 times. Dr. Goodin advised that the annual AP Honor Roll recognizes districts for increasing access to advanced placement course work while maintaining or increasing the percentage of students earning scores of 3 or higher on AP Exams. Dr. Goodin added that honor roll districts defy the expectation that expanding access automatically results in the decline in the percentage of exams earning scores of 3 or better. Dr. Goodin stated that reaching these goals indicates that our district has successfully identified and motivated academically prepared students who are likely to benefit from rigorous AP course work. Dr. Goodin congratulated the faculty and the administration at the high school as well as the Board for their continued support of the AP Program in the district. Dr. Goodin announced that the district is currently offering 24 AP courses at the high school level.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald spoke about Letter C under Other Business with regards to the MOU between the school district and the Chester and Montgomery County Office of Children and Youth saying he would like to add a sentence at the end of the current paragraph stating that "The final version this MOU is subject to final review of the solicitor's office". Mr. Fitzgerald stated that this needed to be added because they received an updated draft from Montgomery County on Friday that is currently being reviewed and he wants to make sure that it is consistent with our intent as well.

IV. MINUTES

Mr. Pettit made a motion to approve Items A-D and Mr. Dehnert seconded it. The motion passed 7-0.

- A. The Board approved the November 21, 2016 Work Session minutes. **(Attachment A1)**
- B. The Board approved the November 28, 2016 Board Meeting minutes. **(Attachment A2)**
- C. The Board approved the December 5, 2016 Board Reorganization Meeting minutes. **(Attachment A3)**
- D. The Board approved the December 5, 2016 Board Meeting minutes. **(Attachment A4)**

V. PERSONNEL

Mr. Dehnert made a motion to approve Items A-G and Mr. Pettit seconded it. The motion passed 7-0.

A. Resignations

1. **Joanne M. Drewicz**; Elementary Teacher, Royersford Elementary School, for the purpose of retirement. Effective: June 15, 2017.
2. **Dorothea A. Gallagher**; Secretary, Senior High School. Effective: January 6, 2017.
3. **Susan M. Mercer**; Elementary Teacher, Evans Elementary School, for the purpose of retirement. Effective: June 15, 2017.
4. **Miranda J. Paradise**; Elementary Teacher, Oaks Elementary School. Effective: January 24, 2017.
5. **Linda Rossi**; Instructional Assistant, 5/6th Grade Center. Effective: January 13, 2017.
6. **Sarah K. Sacks**; Information Systems Analyst, District Office, for the purpose of retirement. Effective: February 3, 2017.
7. **Carolyn M. Salerno**; Special Education Teacher, Senior High School – 9th Grade, for the purpose of retirement. Effective: June 15, 2017.
8. **Donna L. Viscuso**; Instructional Assistant, Senior High School, for the purpose of retirement. Effective: January 3, 2017.
9. **Justin C. Webb**; Director of Technology, District Office. Effective: January 20, 2017.

New Resignations

10. **Joni Lynn Conlin**; Family and Consumer Science Teacher, Senior High School-9th Grade Center, for the purpose of retirement. Effective: June 15, 2017.
11. **Jonathan B. Landis**; Field Technician-10 month, Senior High School-9th Grade Center. Effective: February 3, 2017.

B. Temporary Professional Employees

1. **Brian M. Kraeer**; Elementary Teacher, 5/6th Grade Center, replacing Barbara C. Good who retired. Compensation has been set at BS, Step 2, \$45,900.00, prorated with benefits per the Professional Agreement. Effective: January 30, 2017.
2. **Ryan M. Robison**; Social Studies Teacher, 8th Grade Center, replacing David M. Frankel who retired. Compensation has been set at BS, Step 1, \$44,700.00, prorated with benefits per the Professional Agreement. Effective: January 25, 2017.

C. Support Staff Employees

1. **Cheryl Nave**; Part-time Food Service (3 hours/day), 5/6th Grade Center, replacing Kristi DePetrillo who resigned. Compensation has been set at \$12.91/hour per the Food Service Plan. Effective: December 5, 2016.
2. **David G. Kinch**; Instructional Assistant, 8th Grade Center, replacing Sarah Fulton who resigned. Compensation has been set at \$17.36/hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: December 19, 2016.
3. **Ashley M. Miller**; Instructional Assistant, 5/6th Grade Center, replacing Gina Davila who resigned. Compensation has been set at \$17.36/hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: January 3, 2017.

New Support Staff Employee

4. **Amanda C. Hegedus**; Instructional Assistant, Limerick Elementary School. Compensation has been set at \$17.36/hour (degree rate) with benefits per the Instructional Assistants' Plan. Effective: January 30, 2017

D. Change of Status

1. **Joan E. Bickley**; Clerical Assistant, Senior High School, to Secretary, Senior High School, replacing Dorothea A. Gallagher who resigned. Compensation has been set at \$15.94/hour with benefits per the Secretarial Plan. Effective: January 17, 2017.

E. Personnel Information Item

The individual listed below has completed three (3) years of satisfactory service as a temporary professional employee and was approved for tenure status:

1. **Kelly A. Grant** 8th Grade Center

- F. The Board approved the attached extra-curricular contracts for the 2016-2017 school year. **(Attachment A5)**

New Personnel Motion

G. Leave of Absence

1. **Pamela Dalbey**; Spanish Teacher, Senior High School-9th Grade Center, for an unpaid leave of absence per Board Policy. Effective: February 1, 2017 for up to 6-8 weeks.

VI. FINANCE

Mr. Dehnert asked that Item I be separated. Mr. Pettit made a motion to approve Items A-H and Mrs. Spletzer seconded it. The motion passed 7-0.

Mr. Dehnert made a motion to approve Items J-K and Mr. Pettit seconded it. The motion passed 7-0.

Mr. Dehnert stated that he wanted to make an alternative motion for Letter I with the plan that he sent to the Board Members today. Mr. Dehnert advised that his recommendation changes the resolution to state that the tax collectors would be paid \$2.00 for the first 2,000 tax bills, \$1.25 for all of the tax bills above 2,000 bills, a base rate of \$4,680, \$1.00 for interim bills, and \$1.00 for the installments for the second and third. Mr. Dehnert said he is suggesting this because he feels that the way the resolution is constructed underpays Spring City and Royersford tax collectors and if we want to keep good people in those jobs that serve the taxpayers, and Royersford and Spring City deserve to have good people, then we should compensate them fairly. There was no second for Mr. Dehnert's motion. The motion did not pass.

Mr. Pettit made a motion to approve Item I as originally proposed and Mrs. Heine seconded it.

Mr. DiBello stated that he would like to recommend a slight change to the resolution. He suggested that instead of paying the \$2,000 on a weekly or bi-weekly basis that it be paid out on a quarterly basis as this would be cleaner and easier financially. Mr. DiBello made a motion to make this slight change and Mr. Pettit seconded it.

Mr. Fitzgerald suggested that the amendment be approved to add a quarterly payout subject to the final revision by the administration and then they can vote on the underlying motion which is essentially the resolution.

The amendment to the resolution motion passed 5-2 with Mr. Dehnert and Mrs. Spletzer voting no.

Mr. Pettit made a motion to approve the amended resolution and Dr. Dressler seconded it.

Mrs. Spletzer commented that she was not here last week and listened to the discussions that took place and also spent extensive time looking at the information that Mr. Dehnert provided today as well as going back and forth with Mr. Fink today. Mrs. Spletzer stated that she understands that there were some issues about the disparity that appears the different jurisdictions are going to receive but after understanding that in doing away with the per capita tax where those first \$5,000 of the tax collector income was for the first 5,000 per capita tax bills sent out. Mrs. Spletzer stated that since we have done away with the per capita tax then that is about \$5,000 per jurisdiction that we are not incurring

that expense any longer then it make sense to make the pay cut that way as opposed to taking the pay cut from some jurisdictions just because they have less taxpayers and allocating that to the other jurisdictions.

Mr. Dehnert commented that the current resolution does not take into account that there is a fixed amount of work that is involved and is not dependent on the number of tax bills. Mr. Dehnert stated that they will be discouraging any person of quality from being a tax collector in those two jurisdictions.

Mrs. Heine commented that this was debated last week that going to go with a flat rate per bill is the fairest way to do this and it is unfortunate that they have 4 municipalities with varied ranges of real estate bills. Mrs. Heine felt that Mr. Dehnert's proposal penalized those jurisdictions that had larger tax collections to do because he wanted to pay them less on anything over and above 2,000 real estate tax bills when the same amount of work is done for the first 2,000 as is done for the rest.

Mr. Dehnert stated that he spoke to the Royersford and Spring City tax collectors after last week's meeting and got an understanding about the substantial effort they put into the job and are will basically get barely minimum wage or less for the amount of hours they must put in.

Mrs. Heine disagreed with this saying that is why the \$2,000 was added back to account for this as the remaining expenses are covered by the district in accordance with the law.

Mrs. Zasowski stated that the district is leveling the playing field and they should be paid the same amount for the same job.

The motion passed 6-1 with Mr. Dehnert voting no.

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. 163401 – 164080	\$3,873,839.13
ACH 161700221 - 161700329	\$ 894,828.32

2. Capital Reserve Checks

Check No. 1228-1232	\$ 61,755.29
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3. Food Service Checks

Check No. 13163 – 13260	\$ 139,074.21
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4. Procurement Payments

201601388 – 201601571	\$ 189,557.25
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- C. The following monthly Board reports were approved:
- Cash Balances – Liquidity
 - Skyward Reports
 - General Fund Check Register
 - Athletic Fund Check Register
 - Capital Reserve Check Register
 - Food Service Check Register
 - Summary Revenue Report
 - Summary Expense Report
- D. The Board approved the Preliminary General Fund Budget for the 2017-2018 school year in the amount of \$157,935,917.00.
- E. The Board approved filing with the Department of Education the 2017-2018 referendum exceptions for Special Education Expenditures (Approximately \$1,353,792.00) and Retirement Contributions (Approximately \$420,742.00), for a total estimated amount of \$1,774,534.00. These referendum exceptions represent 1.7% and could be used for allowable millage over the Act 1 State Index cap amount of 2.5%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
- F. The Board authorized Fox Rothschild LLP to enter into an agreement for the property located at 1600 Black Rock Road in Upper Providence Township and further identified as tax parcel No. 61-00-01252-00-1 setting the assessments of the property at \$20,513,000 for tax year 2016 (school tax year 2016-17) and \$20,476,500 for tax year 2017 (school tax year 2017-18) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- G. The Board authorized Fox Rothschild LLP to enter into an agreement for the property located at 594 W. Ridge Pike (Condo 1) in Limerick Township and further identified as tax parcel No. 37-00-03770-00-9 setting the assessments of the property at \$619,150 for tax year 2012 (school tax year 2012-13), \$661,850 for tax year 2013 (school tax year 2013-14), \$676,800 for tax year 2014 (school tax year 2014-15), \$613,810 for tax year 2015 (school tax year 2015-16), \$599,940 for tax year 2016 (school tax year 2016-17), and \$598,870 for tax year 2017 (school tax year 2017-18) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- H. The Board gave approval for the for the disposal of unsold pianos that are no longer in use within the district.
- I. The Board approved the amended **Resolution 2017-01** which establishes the elected tax collector compensation commencing for the 2018-2019 school year. **(Attachment A6).**
- J. 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. **Jacy Good and Steve Johnson – White Plains, NY.** Provide 2 assemblies for the 9th and 10th grade high school students entitled “Hang Up and Drive”. Funding will be paid by the High School Student Council and shall not exceed \$1,500.00.
 2. **Thom Stecher & Associates – Malvern, PA.** Provide Resiliency Services for the 2016-2017 school year district-wide in support of Unity Day and Resiliency Programs taking place in the schools. Funding will be paid from the Pottstown Area Health and Wellness Foundation Grant and shall not exceed \$5,000.00.
 3. **PMHCC, Inc./SE Regional MH Services Coordination Office – Norristown, PA.** Provide Youth Mental Health First Aid Training for 90 staff member participants district-wide. Services will include three concurrent trainings of 30 participants per training for a total of 8 hours of curriculum training per session. Funding will be paid from the Pottstown Area Health and Wellness Foundation Grant and shall not exceed \$4,500.00.
- K. The Board approved the following independent contracts:
1. **Corey Jones – Westerville, OH.** Provide 2 assemblies for all students at Royersford Elementary School entitled “Good Choice, Bad Choice, My Choice”. Funding will be paid from the Royersford Elementary Assembly Budget and shall not exceed \$1,300.00.
 2. **Visiting Nurse Group, Inc. – Exton, PA.** Provide Nursing services during the 2016-2017 school year for a special needs student as per the IEP. Services will be provided for 9 hours per day for 118 days at a rate of \$43.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$45,666.00.
 3. **The Pathway School – Norristown, PA.** Provide Educational services during the 2016-2017 school year for a special needs student as per the IEP. Services will be provided for 108 days at a rate of \$283.33 per day. Funding will be paid from the Special Education Budget and shall not exceed \$30,599.64.
 4. **Kara Canale – Collegeville, PA.** Provide Psychological services during the 2016-2017 school year for students who require initial psychoeducational evaluations and/or re-evaluations, write reports, attend IEP meetings, and maintain communication with school staff and parents. Services will be provided for 37.5 hours per week for 12 weeks at a rate of \$70.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$31,500.00.
 5. **Deaf-Hearing Communication Centre – Swarthmore, PA.** Provide Professional Sign Language Interpretation services for meetings and events held within the school for special needs students/families as per the IEPs. This is an updated contract due to an increase in fees as of January. Services will be provided for a total of 24 hours during the 2016-2017 school year. Funding will be paid from the Special Education Budget and shall not exceed \$1,548.00.
 6. **The Montgomery County Intermediate Unit – Norristown, PA.** Provide Behavior Consultation services during the 2016-2017 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$13,500.00.

7. **The Chester County Intermediate Unit – Downingtown, PA.** Provide Educational services for a special needs student during the 2016-2017 school year at The Learning Center (Career Academy Program) as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$27,462.49.
8. **The Chester County Intermediate Unit – Downingtown, PA.** Provide Educational services for two special needs students during the 2016-2017 school year at Technical County High School (TCHS) – Pickering Campus as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$55,650.80.
9. **LifeWorks Schools at Foundation Behavioral Health – Doylestown, PA.** Provide Educational services for a special needs student as per the IEP. Services will be provided for 95 days at a rate of \$320.00 per day. Funding will be paid from the Special Education Budget and shall not exceed \$30,400.00.
10. **Bucks County Intermediate Unit – Doylestown, PA.** Provide Speech and Language Therapy services for a special needs student who will be attending LifeWorks Schools at Foundation Behavioral Health. Funding will be paid from the Special Education Budget and shall not exceed \$1,980.00.
11. **Theraplay, Inc. - West Chester, PA.** Provide Direct Speech and Language Therapy for a special needs student as per the IEP. Services will be provided for 1 hour per week for 24 weeks at a rate of \$90.00. Funding will be paid from the Special Education Budget and shall not exceed \$2,160.00.

New Independent Contracts

12. **Custer's Garage – Pottstown, PA.** Provide Transportation services for elementary Curriculum Based Instruction trips for special needs students as outlined in their IEPs. Transportation will be provided for up to 50 total trips during the 2016-2017 school year at an average rate of \$250.00 per trip. Funding will be paid from the Special Education Budget and shall not exceed \$12,500.00.
13. **Montgomery County Intermediate Unit – Norristown, PA.** Provide a Bilingual Psychologist and Speech Clinician to complete an evaluation for an Early Intervention Student. Funding will be paid from the Special Education Budget and shall not exceed \$3,000.00.

VII. PROPERTY

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

- A. The Board approved the service contract for district-wide mowing for the first year of a three-year option with Black Forest Landscaping & Snowplowing, Inc., as per the RFP. The total cost for Year 1 is \$1,309.00 per mowing based on an average of twenty-three mowings per year. Funding will come from the 2017-2018 General Maintenance Budget.
- B. The Board approved the continuation of the contract for district-wide cleaning services for Year 2 of a three-year RFP with Interstate Maintenance Corporation of Horsham, PA. The total cost of Contract #1 is \$777,159.96 beginning June 1, 2017 through May 31, 2018. Contract #2 is \$28.85 per hour per employee and Contract #3 will be billed

at \$26.00 per hour per employee. Funding will come from the 2017-2018 General Maintenance Budget.

- C. The Board approved having Schiller and Hersch Associates, Inc., Blue Bell, PA oversee the specification and bidding for the High School Auditorium Dimming System and LED Lighting retrofit per hourly base as per their fee schedule. Funds will come from the Capital Reserve and shall not exceed \$8,000.00.

VIII. CONFERENCE/ WORKSHOP RECOMMENDATIONS

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

The following individuals were approved for attendance at the following:

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

DISTRICT OFFICE

- A. **Dr. Allyn Roche**, Assistant Superintendent, and **Elizabeth Leiss**, Director of Human Resources to attend the *"Mandated Reporter Certified Training"* at HealthSpark Foundation in Colmar, PA on February 13, 2017. The total cost for this training is \$30.00 (registration). No substitutes are needed.
- B. **Christine Raber**, Supervisor of Special Education, and **Katie Davis**, Coordinator of Special Education, to attend *"2017 PDE Bureau of Special Education Annual Conference"* at the Hershey Lodge and Convention Center from March 8th through March 10th, 2017. The total cost of this conference is \$739.00 (registration, mileage and lodging). No substitutes are needed.

HIGH SCHOOL

- C. **Ashley Bilotti**, Business Teacher/FBLA Advisor and **Douglas Reigner**, 9th Grade House Principal/Director of High School Student Activities, to attend *"Future Business Leaders of America State Leadership Competition and Conference"* at the Hershey Lodge and Convention Center in Hershey, PA from April 3rd through April 5th, 2017. Ms. Bilotti will attend April 3rd and April 4th, Mr. Reigner will attend April 4th and April 5th and accompany those students who have advanced to the state level of competition. The total cost to attend this conference is \$923.00 (registration, lodging and two days of substitute coverage for Ms. Bilotti).
- D. **Seth Jones**, Band Director, **Emily McGranahan**, Orchestra Director, and **Yvonne O'Dea**, Choral Director, to attend *"PMEA All-State Conference and In-Service"* in Erie, PA from April 19th through April 22nd, 2017. Mr. Jones, Ms. McGranahan and Mrs. O'Dea will accompany students who have qualified for All-State Ensembles. The total cost for this conference is \$3,522.00 (registration, lodging, meals and three days of substitute coverage for all three teachers).
- E. **Yvonne O'Dea**, Choral Director, to attend the *"National Association for Music Education Eastern Division Conference"* in Atlantic City, NJ from April 5th through April 8th, 2017. Mrs. O'Dea will be accompanying Jarod Moyer, a student, who was selected to the All-East Honor's Ensemble. The total cost for this conference is \$1,348.38 (registration, mileage, lodging, meals and three days of substitute coverage).

- F. **Jamie Scheck**, Teacher/Head Varsity Baseball Coach and **Ryan Souder**, Teacher/Assistant Varsity Baseball Coach, to attend the *"Be the Best Baseball Coaches Convention"* in Atlantic City, NJ on January 27, 2017. The total cost for this conference to the district is \$300.00 (for one day of substitute coverage for both teachers). All other costs are being picked up by the employees and the Athletic Booster Club.
- G. **Chadwin Brubaker**, Media Specialist/Head Football Coach, **Dale Bergman**, Teacher/Assistant Football Coach and **James Mich, Jr.**, Teacher/Assistant Football Coach, to attend the *"2017 PSFCA Coaches Clinic"* in State College, PA from February 8, 2017 through February 10, 2017. Mr. Brubaker will attend the entire conference and Mr. Bergman and Mr. Mich will attend only on February 10, 2017. The total cost of this conference for the district is \$600.00 (two days of substitute coverage for Mr. Brubaker and one day of substitute coverage for both Mr. Bergman and Mr. Mich). All other costs are being paid through the Athletic Booster Club.
- H. **Jeanette Walker**, Teacher, to participate in the *"APEX Learning Comprehensive Courses Professional Development On-Line"*. The total cost for this three hour on-line training is \$600.00 (registration) and will be paid from the Curriculum and Instruction Budget.

BROOKE

- I. **Jo-Ann Messer** and **Patricia Stroop**, Special Education Teachers, to attend *"Zones of Regulation-Strategies to Foster Self-Regulation, Emotional Control Social Skills and Executive Functioning in Students"* in Mount Laurel, NJ on February 23, 2017. The total cost of this conference is \$542.00 (registration, mileage and one day of substitute coverage for Mrs. Messer).

OAKS

- J. **Sandra Cerniglia** and **Tara Chester**, ESL Teachers, to attend *"Utilizing the Learning A-Z Bundle ESL"* at the MCIU in Norristown, PA on January 10, 2017. The total cost of this conference is \$338.79 (mileage and one day of substitute coverage for both teachers). Substitute coverage is being paid from Title III Funds.

IX. OTHER BUSINESS

Mr. DiBello asked that Item C be separated.

Mr. Pettit made a motion to approve Items A, B and D and Mrs. Spletzer seconded it. The motion passed 7-0.

- A. The Board approved sending **Jarod Moyer**, Spring-Ford High School Senior, to the 2017 National Association for Music Education Eastern Division Conference. Jarod was selected to the All-East Honor's Ensemble taking place in Atlantic City, New Jersey from April 5th through April 8th, 2017. Jarod will be accompanied by Mrs. Yvonne O'Dea. The total cost for Jarod to attend shall not exceed \$500.00 (registration, lodging, meals and local transportation while in attendance).

B. The following policies were approved:

1. Policy #117 – PROGRAMS: Homebound Instruction (**Attachment A7**)
2. Policy #201.1 – PUPILS: Admission of Beginners/Early Entrance (**Attachment A8**)
3. Policy #247 – PUPILS: Hazing (**Attachment A9**)

Mr. DiBello asked Mr. Fitzgerald to reread the statement he wanted included in the motion. Mr. Fitzgerald stated that the motion should include the following as the last sentence. "The final version of both MOU's will be subject to final review of the solicitor's office".

Mr. DiBello made a motion to approve Item C with the amended wording and Mrs. Heine seconded it. The motion passed 7-0.

- C. The Board approved a Memorandum of Understanding (MOU) with Montgomery County Children and Youth and Chester County Children and Youth which outlines the transportation plan for students in Foster Care, according to the new ESSA (Every Student Succeeds Act) regulations. This MOU is due to the state on January 31, 2017. The final version of both MOU's will be subject to final review of the solicitor's office.
- D. The Board approved the acceptance of a donation and installation of a plastic bottle greenhouse in the courtyard at Limerick Elementary School as part of an Eagle Scout Project. This greenhouse will allow plants and seedlings to be grown all year long and is in line with the Green Initiatives taught in the schools. There will be no cost to the district.

X. BOARD COMMENT

Mr. DiBello stated that tentatively they are scheduling the Town Hall Meeting for March 23rd most likely at the 9th Grade Center. He advised everyone to watch for more information regarding this. Mr. DiBello next commented that when we had been talking about developing a focus group with regards to making sure we had enough information before talking about doing away with class ranking he had mentioned that once before they developed a focus group for something different. He stated that the first couple of the focus group meetings were pretty good but at each meeting they saw less and less participation from the community. Mr. DiBello stated that he had struggled to remember what those meetings had been for but then remembered during the week that they had been for the modernized learning initiative at the high school. Mr. DiBello had thought previously that the focus group may have been for Project Lead the Way but they were not. He reported that PLTW meets twice a year and they are extremely important as they go along with our certification. Mr. DiBello reported that the meetings they had have been extremely successful and will continue to be extremely successful in the future. Mr. DiBello stated that for clarity once again he wanted to say that the proposed resolution that they were updating from the last time was fair and equitable. Mr. DiBello stated that each tax collector received \$9,000 and there was a stipulation as far as how \$5,000 of that went towards the per capita and \$4,000 went towards operations plus a \$.80 per bill. Mr. DiBello added that the resolution that was just approved this evening was an increase per bill from \$.80 to \$2.00 per bill as well as contributing \$2,000 on top what they are allowed to put in for reimbursement of expenses from the district. Mr. DiBello said he just wanted to make sure that everyone is clear on this that a portion of the cost for the soft-ware the tax collectors use is reimbursable based on the percentage of bills they collect for Spring-Ford. Mr. Fink confirmed this is correct. Mr. DiBello said he cannot attest for what was done in

the past. He added that they need to be realistic on the money that is coming into the district and the decision made has no bearing on one community versus another. Mr. DiBello stated that if Spring City or Royersford are not in the position moving forward to collect the Spring-Ford taxes then one option could be for us to do this in-house.

Mr. Dehnert commented that the tax collectors were only being paid \$10,000 under the old formula and the taxes collected amount to millions of dollars. Mr. Dehnert stated that in fairness the district never talked with the people doing the work to find out what it takes to do that work. He added that fairness is not in the eyes of the people doing the work but only in the eyes of some of the people on the Board.

Dr. Dressler stated that in the interest of fairness from his eyes he feels it is important for tax collectors to be aware of what are reasonable expenses that they can be reimbursed for as the reimbursement has been a little bit stringent. He felt that the tax collectors need to become a little more aware of what are reimbursable expenses. Mr. Fink commented that he believes the expenses are very clear in the tax collector manual.

XI. PUBLIC TO BE HEARD

Christina Melton, Limerick Township, thanked the Board for working tirelessly and putting forth all their time, effort and who volunteer to make the district better by providing educational opportunities for our students and who certainly have brought a lot of positive growth and development to the community.

XII. ADJOURNMENT

Mr. Pettit made a motion to adjourn and Mrs. Heine seconded it. The motion passed 7-0. The meeting adjourned at 8:52 p.m.

Respectfully submitted,

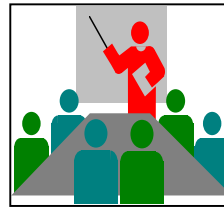
Diane M. Fern
School Board Secretary

**2016-2017 EXTRACURRICULAR CONTRACTS
FEBRUARY 2017**

Contract Title	Season	Last Name	First Name	Contract Rate
Chorus - 7/8th Grade (1/2 contract)	Year	Cifelli	Alexander	\$936.50
Blue and Gold Director - Grade 8 (1/2 contract)	Year	Cifelli	Alexander	\$936.50
Volunteer Assistant Baseball Coach - HS	Spring	Heffernan, Sr.	Michael	Volunteer
Theater Orchestra Director - HS	Spring	Perry	Joseph	\$1,104.00
Asst. Color Guard Coach - Grades 7 & 8	Fall	Wappes	Emily C.	\$1,104.00

**2017-2018
SPRING-FORD AREA SCHOOL DISTRICT
STUDENT SCHOOL CALENDAR**

DRAFT
ATTACHMENT A4



Aug 22nd	T	Staff In-Service K-12
Aug 23rd	W	Staff In-Service K-12
Aug 24th	TH	Staff In-Service K-12
Aug 28th	M	First Day of School for Students
Sept 1st	F	No School for Students & 10 Month Employees
Sept 4th	M	Labor Day (school closed)
Sept 21st	TH	No School for Students & 10 Month Employees
Oct 9th	M	Staff In-Service K-12
Nov 7th	T	Staff In-Service K-12
Nov 20th	M	Parent Conferences K-12
Nov 21st	T	Parent Conferences K-12
Nov 22nd	W	No School for Students & 10 Month Employees
Nov 23rd	TH	Thanksgiving Break (school closed)
Nov 24th	F	Thanksgiving Break (school closed)
Dec 25th	M	Winter Break (school closed)
Dec 26th	T	Winter Break (school closed)
Dec 27th	W	Winter Break (school closed)
Dec 28th	TH	Winter Break (school closed)
Dec 29th	F	Winter Break (school closed)
Jan 1st	M	Winter Break (school closed)
Jan 15th	M	Martin Luther King Day (school closed)
Feb 16th	F	Conferences/In-Service
Feb 19th	M	President's Day (school closed)
Mar 28th	W	No School for Students & 10 Month Employees
Mar 29th	TH	Spring Break (school closed)
Mar 30th	F	Spring Break (school closed)
Apr 2nd	M	Spring Break (school closed)
May 15th	T	Staff In-Service K-12
May 28th	M	Memorial Day (school closed)
June 13th	W	Tentative Last Day for Students
June 14th	TH	Tentative Last Day for Teachers

Legend

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

The 2017-2018 calendar has 3 emergency days built into it in the event of school cancellations. If additional days are needed, the following days will be converted into student/teacher school days: November 20, November 21, February 19, March 28 and/or March 29.

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

	Student Days		Teacher Days	12 month
	Elem	Second		
Aug	4	4	7	21 Jul
Sept	18	18	18	23 Aug
Oct	21	21	22	21 Sep
Nov	16	16	19	22 Oct
Dec	16	16	16	22 Nov
Jan	21	21	21	21 Dec
Feb	18	18	19	23 Jan
Mar	19	19	19	20 Feb
Apr	20	20	20	22 Mar
May	21	21	22	21 Apr
June	9	9	10	23 May
	183	183	193	21 Jun
				260

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

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

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ELECTRONIC RECORDS
RETENTION

ADOPTED: January 25, 2010

REVISED: October 24, 2011

REVIEWED: February 13, 2017

	801.1. ELECTRONIC RECORDS RETENTION
1. Purpose	<p>In today's school district environment, employees and students create and maintain an increasing portion of their records using computers. Electronic records must be managed alongside traditional records to ensure compliance with state and federal regulations and to preserve institutional history.</p> <p>The purpose of this policy is to inform all school district employees of the requirements and responsibilities for management and disposition of electronic records.</p>
2. Authority	<p>The electronic records retention policy set forth herein applies to all employees of the school district and applies to all electronic records that are made or received in the transaction of the school district or in the operations of the school district.</p>
3. Definitions	<p>The term electronic record means any record that is created, received, maintained or stored on school district workstations or servers, flash drives, CD's, archival or backup drives or media. Examples include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Electronic mail (e-mail). 2. Word processing documents, spreadsheets, power points, photo story. 3. Databases, videos, pod casts, vod casts, voice mail. <p>The term Document Custodian shall mean the originator of an email message or the creator of any other electronic document, if that person is a school district employee, School Board member, contractor or agent (collectively "district personnel"); otherwise it is the school district employee to whom the message is addressed or to whom the electronic document is sent. If the record is transferred, then that person becomes the Document Custodian.</p>

<p>4. Guidelines</p> <p>65 P.S. Sec. 67.101 et seq Pol. 801</p>	<p>Where multiple school district employees are the recipient of an electronic document from a non-district personnel, the individual to whom the document is addressed shall forward or otherwise transfer the document to the individual with primary responsibility over the subject of the document on a day-to-day basis, who will then be the Document Custodian, as above.</p> <p>For electronic documents relating to district personnel's official role within the district that originate outside the district and are transmitted to district personnel who are not school district employees, the recipients of such electronic records shall forward a copy of the electronic document to the school district employee with primary responsibility over the topic of the electronic document or, where the nonschool district employee has that primary responsibility, to a designated member of the district administration for retention.</p> <p>Where district personnel who are not school district employees are the Document Custodians of electronic documents relating to that district personnel's official role within the district, such district personnel shall maintain such electronic documents in a manner and using such a medium that permits the Technology Director to access and archive those documents. Where these individuals maintain such electronic documents off-site and/or using a medium otherwise inaccessible to the Technology Director, such individuals shall periodically transfer copies of these documents to appropriate district employees for disaster recovery storage.</p> <p>No school district employee shall maintain electronic documents of the district on machines other than those permitted by the Technology Director.</p> <p>Official records retention and disposition schedules are the general and departmental program schedules that have been approved by the Superintendent or his/her designee.</p> <p><u>General Requirements</u></p> <p>Maintenance and disposal of electronic records, as determined by the content, is the responsibility of the Document Custodian and must be in accordance with guidelines established by the Board of School Directors and also in compliance with approved records retention and disposition schedules. Failure to properly maintain electronic records may expose the school district and individuals to legal risks.</p> <p>The Technology Director is responsible for ensuring compliance with this policy and with the public records act. This individual will ensure the necessary actions take place to be in compliance with this policy through coordination with the building principal or other appropriate administrator.</p>
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When an employee leaves the school district or is transferred to a different building, the immediate supervisor, in conjunction with the Technology Director, is responsible for designating a new custodian and ensuring that records in the separating employee's possession are properly transferred to the new custodian.

The Technology Director is responsible for the transfer of the electronic records to the new custodian before the accounts are scheduled to be deleted.

Each employee is responsible for periodically reviewing any application files, documents, spreadsheets, databases or other electronic records to ensure the timely deletion of records that are no longer needed to conduct school district business, which will allow adequate storage space on school district servers. Document custodians shall also be responsible for deletion of documents on any records retention or destruction schedule set by the Board.

Electronic Mail

Work-related email is a school district record and must be treated as such. Email that does not meet the definition of a public record, e.g., personal email or junk email, should be deleted immediately from the email user's account. Use of the email system is reserved for school district purposes and does not include use for personal purposes. However, all email will be preserved by the archiving server pending final deletion at the end of the retention period.

Audio Records

Voice mail and other electronically recorded audio files will be disposed of in a manner consistent with other electronic files. In accordance with applicable law, including but not limited to Pennsylvania's wiretapping laws, the school district reserves the right to record telephone conversations for safety, security and quality control purposes.

Spring-Ford Area School District email servers are NOT intended for long-term records retention. The school district does utilize an archival server for long-term records retention. Email records **for faculty, administration, and staff** will be retained for a period of twenty-four (24) months and then deleted from the archive servers except as provided for under Litigation Holds. **Email records for students will be retained until graduation or until no longer attending our district for educational purposes except as provided for under Litigation Holds.**

As a clerical function with respect to non-email electronic documents, employees are directed to archive as appropriate or delete files that are older than twenty-four (24) months. Employees choosing to archive documents older than twenty-four (24) months shall do so using a medium other than district online storage spaces.

<p>Pol. 317, 417, 517</p>	<p><u>Instant Messaging</u></p> <p>The school district does not maintain any records relating to the use of instant messaging by individuals.</p> <p><u>Backup Files</u></p> <p>Information Technology Services performs a backup on a regular schedule of the email and electronic files stored on servers for disaster recovery. These backups are to be used for system restoration purposes only. The Technology Director or the technology staff is not the Document Custodian of messages or records, which may be included in such backups.</p> <p><u>Litigation Holds</u></p> <p>When litigation against the school district or its employees is filed or threatened, the law imposes a duty upon the school district to preserve all documents and records that pertain to the issues. As soon as the Superintendent is made aware of pending or threatened litigation, a litigation hold directive will be issued to the Document Custodians. The litigation hold directive overrides any records retention schedule that may have otherwise called for the transfer, disposal or destruction of the relevant documents, until the hold has been cleared by the Superintendent after consultation with the solicitor. Email and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the Technology Director until the hold is released. No employee who has been notified of a litigation hold may alter or delete an electronic record that falls within the scope of that hold. Violation of the hold may subject the individual to disciplinary action, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.</p> <p><u>Security Of Electronic Records</u></p> <p>The school district shall implement and maintain an effective records security program that incorporates the following:</p> <ol style="list-style-type: none">1. Ensure that only authorized personnel have access to electronic records.2. Provide for backup and recovery of electronic records to protect against information loss. Documented disaster recovery plans and procedures shall be established for all electronic records systems by the Technology Director. Disaster recovery plans and procedures must be reviewed and updated at least annually.
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<p>Pol. 317, 417, 517</p> <p>5. Delegation of Responsibility</p> <p>SC 433</p>	<p>3. Ensure school district personnel are trained to safeguard sensitive or classified electronic information.</p> <p>4. Minimize the risk of unauthorized alteration or erasure of electronic records.</p> <p><u>Enforcement</u></p> <p>Failure to comply with the <i>Electronic Records Retention Policy</i> and associated guidelines and procedures will result in disciplinary action and penalties applicable by law.</p> <p><u>Review</u></p> <p>This policy will be reviewed periodically by the Technology Director in cooperation with other administrators to ensure the policy remains current with the evolving technology structure of the school district.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 433, 518</p> <p>Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.</p> <p>Board Policy – 317, 417, 517, 801</p>
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