

MARCH 18, 2019

On March 18, 2019 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 and Linda C. Fazzini

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

Region III:

Presiding Officer: Thomas J. DiBello

Superintendent: Dr. David R. Goodin

Chief Financial Officer: James D. Fink

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Nandini M. Patel and Julianna Lelli

The following Board Member participated via phone: **Mark P. Dehnert**

The following Board Members were absent: **Christina F. Melton** and **Kelly Spletzer**

## **ANNOUNCEMENTS**

Julianna announced that on Thursday, March 21<sup>st</sup>, everyone should wear their most colorful, spunky socks in celebration of people with Down Syndrome and the many ways that they make our world brighter. She added that people around the world will be celebrating along with us.

Nandini advised the Board that she has been accepted and has committed to Penn State University to study Biology. She reported that she will start her college career at Penn State Berks but will transfer to Penn State Main Campus for future years.

## **I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**

**Chris Yohn, Upper Providence Township**, stated that he is here this evening for the Policy 707 update. He added that he is the recreation director for Spring-Ford Youth Basketball and that he attended one of the meetings over the summer and one again in January. Mr. Yohn stated that the update affects them greatly as they have over 1500 kids in the league and as it is written it would be a big change for them.

**Marty Magazzolo, Upper Providence Township**, stated that he has had children go through the district and is also a member of Spring-Ford Youth Basketball. Mr. Magazzolo commented that although he understands the intent of Policy 707 which is to try and balance out the costs, he felt it was a pretty big burden to put upon an organization that is not for profit. He stated that they are looking to understand what the timeframe is and what potential remediation activities they have.

## II. ACTION ITEMS

Mr. DiBello reported that Item A is being moved off as an Action Item and put on for voting next week. He added that he wanted to move Property, Item G, up as an Action Item.

Mr. DiBello opened the floor up for public comment on Item B since it was moved to an Action Item. There were no comments.

Mr. DiBello announced that Mr. Dehnert was participating in the meeting via phone from Australia. Mr. Dehnert was out of the country for business reasons.

Mrs. Fazzini made a motion to approve Items A-B and Mr. Jackson seconded it. The motion passed 7-0.

~~Administration recommends approval to amend the current telephone contract to purchase three analog phone lines for the elevators in Royersford, Brooke and Oaks Elementary Schools. This will make the elevators compliant with current fire code standards. The total cost will be a one-time installation fee of \$210.00 (\$70.00 per building) and a recurring fee of \$134.55 per month (\$44.85 per building). Funding will come from the Technology Budget. \*Will be placed on next week's agenda for approval.~~

- A. The Board gave approval for design services by Crabtree, Rohrbach & Associates for Ram Stadium sewer connections. Funding will come from the Maintenance Budget and shall not exceed \$18,000.00.
- B. The Board approved moving forward with the purchase of one police vehicle. The vehicle will be procured through the Costars Purchasing Agreement and shall not exceed \$42,000.00. Funding will come from the Capital Reserve.

## III. PRESENTATIONS

Ms. Bignotti thanked the Board for the opportunity to come to the Board meeting to highlight Limerick Elementary's High Five Pro-Social expectations for behavior. She stated that when she first arrived at Limerick she noticed a lack of school-wide common language for expectations and she brought the concept of High Five Behaviors with her from her previous school. Ms. Bignotti advised that Mr. Hughes the school counselor has been a pivotal part of bringing it to life at Limerick.

Mr. Hughes stated that he will be talking about how they took Ms. Bignotti's High Five Behaviors and incorporated them into everyday school life in Limerick Elementary. He went through the High Five Rules and stated that they are posted outside of every classroom. Those rules were; Be Responsible, Be Respectful, Be There, Be Ready, Follow Directions, and Use Self Control. Mr. Hughes advised that each classroom teacher, instructional assistant, specialists and cafeteria staff receive High Five slips to give to any student who represents one of the High Five Behaviors. Students receive one slip to take home to show their parents and the second slip is placed in a box for a weekly drawing where 4-5 slips are drawn to receive of a high five pencil. Mr. Hughes next spoke about the quarterly celebration assemblies where the entire school gathers once a quarter in the gym and they highlight some of the things that have been done. Mr. Hughes stated that for specific High Five Award winners each quarter they take one of the behaviors and choose those students who were exemplifying the behavior in the classroom and those students have their names called, they have their paper read off with their achievement on it, and they receive a big high five from Ms. Bignotti along with a certificate. The students have one certificate that they can take home for their parents to display and the

other certificate is put up on the Limerick High Five Wall of Fame located in the main lobby. Mr. Hughes invited the Limerick Teachers to come forward and read the slips of the students they have nominated. He added that the students will then comment on how they feel the High Five Program is working in their school.

Kristin Williams, 4<sup>th</sup> Grade Teacher, stated that she selected 2 young men to receive their awards for Respectful Behavior. She presented the certificates to Evan Dinh and Bryce Moyer and explained how they exemplify respectful behavior. Evan stated that he felt it was important to show respectful behavior because you want to treat others the way you want to be treated. Bryce stated that he felt it was important to be respectful of the teacher and other students by not talking when the teacher is talking so that everyone can hear what is being said.

Laura Goodhart, 2<sup>nd</sup> Grade Teacher, stated that she chose Chloe Bentman and Ryan Breyer as they exemplify all of the High Five Behaviors all of the time as they are always helpful and kind both in the classroom and on the playground. Chloe stated that one way of demonstrating a High Five Behavior is by helping a classmate pick up their things when their pencil box falls. Ryan said he modeled High Five Behavior when he saw someone on the playground looking sad and he went over and played with them.

Erin Marcellus, 3<sup>rd</sup> Grade Teacher, stated that she chose Victoria Sebrell as she is always demonstrating respect with the adults in the school and her peers. Ms. Marcellus added that Victoria is a leader in the classroom in a wonderful way and has mastered the skill of sharing a disagreeing opinion and still delivering it respectfully. Victoria stated that she was excited to be recognized at the school assembly by her teacher as she knows only 2 people per class and per grade get this honor per marking period so it felt special.

Mr. Hughes commented that as you can hear from the students, this is a school-wide initiative that has impacted them well beyond the classrooms. He introduced Mr. Riordan and Mrs. Stroop, Limerick Teachers in attendance, saying they are all part of this team to make the High Five Behaviors a fabric of their life at Limerick. Mr. Hughes stated that this has been well accepted at Limerick and they are looking forward continuing this for many more years.

A. **Ms. Lori Bignotti**, Principal, and **Mr. John Hughes**, School Counselor, along with Students and Teachers to present on Limerick Elementary's "**High Five Pro-Social Campaign**".

Mrs. Zasowski spoke about the history of Policy 707 as far as the past updates, those over the last 3 years and the most recent work of the Policy Committee. She stated that they have been working diligently to revise Policy 707 keeping in mind that Spring-Ford is about the education and school first but also wanting the members and affiliated members of our community to have access to use our facilities in order to keep their programs alive. Mrs. Zasowski stated that with regards to the fees they tried to keep in mind the information that was provided to them by Mr. Cooper, Mr. Hunter and Mr. Fink so none of the numbers being presented were made in isolation by just one person as it was a group effort. She added that many eyes went onto this information and many discounts were provided in order to make it more palatable. Mrs. Zasowski reported that one of the first things they did was to look at other local districts regarding how they were handling their use of facilities in comparison to what we are doing. She stated that they also looked at The 422 SportsPlex and All Sports Center.

Dr. Roche spoke of the substantive changes to the policy such as the timeline for applications for rental to be submitted, the appropriate use of facilities, fees established by the Business Office, long-term facility rental agreements, building and door security during rentals. Dr. Roche next explained the various organization classifications.

Mrs. Zasowski advised on the difference between rental fees and service charges. She next spoke about the various classifications and whether those groups would incur a rental fee or a service charge for use of facilities. Mrs. Zasowski went through and showed a rental fee schedule comparison of the fees under the current policy fees versus the fees under the new policy. She provided an explanation of what the service charge hourly rates include.

Dr. Roche highlighted the service charge schedule comparison of the current charges versus the new charges based on the various classifications and the facility being rented. Dr. Roche added that there were 4 addendums connected to the policy which included the certificate of insurance, the hold harmless clause, the facility rental fee and service charge schedule and the application for use of school facilities. He stated that they put these in as addendums in the event that a change needed to be made it would be just a change to an addendum rather than a change to the overall policy.

Mrs. Zasowski pointed out that there used to be 4 free events that an organization could have and the Policy Committee has made the recommendation to take this down to 1 free event. She stated that one of the reasons for this was so that a better job of tracking the events could be done. She added that they also wanted to make sure that everything in the policy could be enforceable. She reminded everyone that if they are using the facility for an extended period of time that they are invited to work with Mr. Fink to hopefully find an amicable meeting ground so that the organizations can accomplish their goals and the district can try to become a little more whole than what we are now.

After lengthy discussion and objections raised to lowering the free events from 4 down to 1 as well as allowing organizations to contact Mr. Fink regarding negotiating an amicable price, the decision was made for the Policy Committee to take another look at their recommended changes. A request was also made to work out the figures for total cost "all in" for an organization if they were to continue to use the facilities the same way they currently do so that they can see what the potential impact to that organization may be. Mr. Fink was asked to try and figure out what the impact of the new fees will be for the district and the overall budget.

Mrs. Zasowski said she will report back next week after the Policy Committee meets tomorrow night on the requests made by the Board this evening.

Mr. Fitzgerald offered the opinion that with regards to the long-term usage provision, he believes the Board should be relying on the schedules as they are objective and clear and it does not put Mr. Fink or the organization into that subjective mindset. He added that if they need to deviate from the schedules then they should create an objective criteria that is being adhered to consistently. Mr. Fitzgerald stated that this should be built into the policy in that subsection or in the administrative regulations.

The Policy Committee was thanked for the work they have put into this policy over the years.

B. **Mrs. Colleen Zasowski**, Board Vice President, and **Dr. Allyn J. Roche**, Assistant Superintendent, to present the final Policy Committee recommendations for Policy 707: Use of School Facilities.

**IV. BOARD AND COMMITTEE REPORTS**

**Curriculum/Technology Dawn Heine**

**1<sup>st</sup> Tues. 6:30 p.m.**

Mrs. Heine reported on the Curriculum/Technology Committee Meeting held on March 5, 2019. The minutes from this meeting will be posted on the district website once approved at the committee level.

**Finance Thomas J. DiBello**

**2<sup>nd</sup> Tues. 6:30 p.m.**

Mr. DiBello reported on the Finance Committee Meeting held on March 12, 2019. The minutes from this meeting will be posted on the district website once approved at the committee level.

**Property Thomas J. DiBello**

**2<sup>nd</sup> Tues. 7:30 p.m.**

Mr. DiBello reported on the Property Committee Meeting held on March 12, 2019. The minutes from this meeting will be posted on the district website once approved at the committee level.

Chief David Boyer introduced School Police Officer Robert Greenwood and spoke of his law enforcement background. Officer Greenwood stated that he is happy to be here and that he enjoys meeting the students.

Mr. Dehnert stated that in light of the Board just approving the purchase of a new police car, he would like to see what the plan is for growing the police force and vehicles and how we are going to use them throughout the district. Mr. DiBello informed Mr. Dehnert that the Board is going to hold an executive session next Monday and part of that will be to talk about security which is now permitted topic for discussion.

**Asst. Superintendent Rpt. Dr. Allyn J. Roche**

There was no report.

**Solicitor's Report Mark Fitzgerald**

Mr. Fitzgerald reported that his firm is reviewing the Police Procedures Manual and suggested that when complete that it should come before the Board for an affirmative approval. He stated that it is not going to be a classic policy per say but he would like the Board's stamp of approval on it.

Mr. DiBello announced that the High School Color Guard Gold Team has been ranked 16<sup>th</sup> in the country. Mr. DiBello commented that this is extremely impressive as just a few short years ago we began to build out our Color Guard Program and now we have 2 teams and the competition is very fierce.

**V. MINUTES**

There were no questions or comments.

A. Administration recommends approval of the February 19, 2019 Board Meeting minutes.  
**(Attachment A1)**

B. Administration recommends approval of the February 25, 2019 Board Meeting minutes.  
**(Attachment A2)**

**VI. PERSONNEL**

There were no questions or comments.

**A. Resignations**

1. **Carol Y. Keene**; Part-time Food Service (4 hours/day), 8<sup>th</sup> Grade Center. Effective: March 5, 2019.
2. **Tiffany M. Landis**; Instructional Assistant, Upper Providence Elementary School. Effective: March 22, 2019.

**B. Leaves of Absence**

1. **Brian G. Cooper**; Systems Technician, Senior High School-9<sup>th</sup> Grade, for a military leave of absence per Board Policy. Effective: April 7, 2019 through April 19, 2019.
2. **Allison R. Eddinger**; Certified School Nurse, 5/6<sup>th</sup> Grade Center, for a child-rearing leave per the Professional Agreement. Effective: May 10, 2019 through the end of the 2019-2020 school year.
3. **Debora Huber**; Instructional Assistant, 7th Grade Center, for an unpaid leave of absence per Board Policy. Effective: March 6, 2019 through March 29, 2019.
4. **Suzanne D. Laurie**; ESL Teacher, 5/6<sup>th</sup> Grade Center; for an extension of child-rearing leave per the Professional Agreement. Effective: August 21, 2019 through the 2019-2020 school year.

**C. Substitute Employee**

1. **Maria G. Romano** Food Service Substitute

D. Administration recommends approval of the following Special Education Teachers to be hired for the 2019 Extended School Year – Professional Staff including: Speech & Language Service and Tutor Programs. Compensation will be set at \$40.00 per hour plus benefits (FICA & Retirement). Funding will be from IDEA funds.

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1. <b>Ashley L. Brod</b>      | 11. <b>Brenda A. Haydt</b>      |
| 2. <b>Krista M. Brooke</b>    | 12. <b>Emily M. McCallister</b> |
| 3. <b>Kathryn A. Calvert</b>  | 13. <b>Barbara J. McGuigan</b>  |
| 4. <b>April Collins</b>       | 14. <b>Lindsay N. Miller</b>    |
| 5. <b>Karen M. DeLange</b>    | 15. <b>Shana L. Savard</b>      |
| 6. <b>Allison L. Dorn</b>     | 16. <b>Kyle J. Smolsky</b>      |
| 7. <b>Lauren N. Edmunds</b>   | 17. <b>Chris R. Talley</b>      |
| 8. <b>Maura K. Finnegan</b>   | 18. <b>Tara Talley</b>          |
| 9. <b>Kathleen D. Gebhard</b> | 19. <b>Megan L. Taylor</b>      |
| 10. <b>Emily E. Marzewski</b> | 20. <b>Gina G. Walters</b>      |

E. Administration recommends approval of the attached extra-curricular contracts for the 2018-2019 school year. **(Attachment A3)**

**VII. FINANCE**

There were no questions or comments.

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

B. Checks:

1.	<u>General Fund Checks</u>	
	Check No. 206256 – 206494	\$1,109,723.67
2.	<u>Food Service Checks</u>	
	Check No. 1472 – 1532	\$ 89,785.00
3.	<u>Capital Reserve Checks</u>	
	Check No. 2052	\$ 2,655.00
4.	<u>Capital Projects</u>	
	Reserve Fund: Check No. 28-29	\$ 2,977.25
	Bond Fund: Check No. 27-30	\$ 444,406.72
5.	<u>General Fund, Food Service, &amp; Capital Reserve ACHs</u>	
	ACH 181901022 – 181901145	\$1,638,153.61

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

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

D. Administration recommends approval of the following independent contracts:

1. **J-Line Dance Crew – New York, NY.** Provide an anti-bullying assembly focusing on respect, responsibility, setting life goals, and overcoming obstacles for students in 1<sup>st</sup> through 4<sup>th</sup> grade at Evans Elementary School. Funding will be paid from the Evans Elementary Professional Services Budget and shall not exceed \$795.00.
2. **Magic Touch Entertainment – Canadensis, PA.** Provide two assemblies entitled "Brainshow" for students at Spring City Elementary School. Funding will be paid from Spring City Elementary Professional Services Budget and shall not exceed \$1,750.00
3. **Kara Canale – Collegeville, PA.** Provide Psychological services for students who require initial psychoeducational evaluations and/or reevaluations. This contract is an extension of the previously approved contract in January 2019. Services will be provided for 15 hours per week for 12 weeks at a rate of \$70.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$12,600.00.

E. Administration recommends approval of a confidential settlement and release agreement **#2019-01** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$90,550.00.

- F. Administration recommends approval to sign a 5-year contract with Crown Castle for the 10GB dark fiber connectivity between all the district buildings. This is a renewal of the current agreement which is due to expire on 6/30/2019. This was an RFP issued under Category 1 E-Rate, the lowest bid was selected. The total cost is a monthly recurring charge of no more than \$5,200.00 for 60 months.
- G. Administration recommends approval to move forward with the purchase of the Coach McNelly Stadium IP Camera Solution. The camera system quotation PSX 18Q8027 will be procured through the Costars Purchasing Agreement and shall not exceed \$25,000.00. Funding will come from the School Safety and Security Grant Program 2018 (Part A).
- H. Administration recommends approval for the establishment of a 7<sup>th</sup> Grade Aevium Student Activity Account.

### VIII. PROPERTY

Mr. Dehnert questioned Letter I saying he believed the 9<sup>th</sup> Grade Center was refurbished sometime in the early 2000's and he thought this included windows. He stated that if this was the case then he would have expected the windows to last longer than 17-18 years. Mr. Hunter responded that he would have to get the actual installation date of the windows. He added that the 9<sup>th</sup> Grade Center windows are experiencing window failure where they are no longer functioning and opening. Mr. Hunter advised that this was brought up for replacement last year and he is following through with one of the projects previously established. Mr. DiBello asked if it was all windows at the 9<sup>th</sup> Grade Center being replaced and Mr. Hunter replied that it was Phase 1 which is 51 windows not counting storefront windows.

- A. Administration recommends approval for the following custodial supplies to be purchased thru the Costars Purchasing Agency. Funding will come from the Maintenance Budget.

1. PA Paper	\$ 104,441.56
2. Hillyard	\$ 95,845.72
3. WB Mason	\$ 39.90
4. Franklin Cleaning	\$ 13,793.70
5. General Chemical	\$ 7,492.20
6. Grainger	\$ 8,972.41

- B. Administration recommends approval for the replacement of the Oaks Elementary School fire alarm equipment by Johnson Controls for a cost of \$74,859.41, PA State Contract #4400015469. Funding will come from the Capital Reserve.
- C. Administration recommends approval for the replacement of fiberglass pipe insulation at Royersford Elementary School by S.J. Thomas Company Inc. for a cost of \$98,152.41, contract KPN-201801JOCC-26. Funding will come from the Capital Reserve.
- D. Administration recommends approval for the replacement of fiberglass pipe insulation at the 8<sup>th</sup> Grade Center by S.J. Thomas Company Inc. for a cost of \$143,376.91, contract KPN-201801JOCC-26. Funding will come from the Capital Reserve.
- E. Administration recommends approval to award to the lowest responsible bidder, Advanced Disposal Service, for district-wide trash disposal and recycling for a total yearly amount of \$49,741.12. Funding will come from the Maintenance Budget.



- F. Administration recommends approval to award to the lowest responsible bidder, A.J. Bolinski for the open top roll-off dumpster at a cost of \$160.00 per haul and \$75.00 per ton. Funding will come from the Maintenance Budget.
- G. ~~Administration recommends approval for design services by Crabtree, Rohrbaugh & Associates for Ram Stadium sewer connections. Funding will come from the Maintenance Budget and shall not exceed \$18,000.00. \*Moved to Action Item B~~
- H. Administration recommends approval to purchase new LED lighting for the parking lots at the 9<sup>th</sup> Grade Center and Evans Elementary School thru the Costars Purchasing Agency. Funding will come from the Capital Reserve and shall not exceed \$46,560.14.
- I. Administration recommends approval for Phase 1 Window Replacement at the 9<sup>th</sup> Grade Center by S.J. Thomas Company, Inc. at a cost of \$272,877.22. Funding will come from the Capital Reserve.

## IX. PROGRAMMING AND CURRICULUM

There were no questions or comments.

- A. Administration recommends approval to purchase 700 student laptops as part of the district's ongoing Modernized Learning Initiative for all 9<sup>th</sup> grade students for the 2019-2020 calendar year. Four competing quotes were received through the government contract via Costars. The total equipment cost shall not exceed \$280,000.00 and will be self-financed initially from the Capital Reserve Fund, which will be replenished in equal annual installments of \$70,000.00 from the 2019-2020 through the 2023-2024 Technology Budgets.
- B. Administration recommends approval of the following new textbooks and curricular resources for the 2019-2020 school year. Funding will come from the Curriculum Budget and shall not exceed \$460,000.00.

<u>Course</u>	<u>Textbook</u>
1. Health and PE (11 <sup>th</sup> ) (\$60,000.00)	<i>Glencoe Health</i> Modern Times, c.2018 <i>Class set with 6 years online access for all students</i>
<i>*Teacher materials provided free of charge for the purchase above</i>	
2. Grades K-4 Math *(\$247,000.00) Includes PD, manipulatives teacher materials, student materials are ordered by buildings	<i>Everyday Mathematics 4+</i> <i>7 year Digital License Agreement</i>
*(\$54,000.00 EDM teacher materials, \$144,000.00 manipulatives, \$49,000.00 PD)	
3. Digital Content (\$153,000.00)	<i>ST Math</i> with Fluency Component New to Brooke, Evans, Limerick, Oaks, UPE Continue at Spring City, Royersford, 5/6

## X. CONFERENCE/ WORKSHOP RECOMMENDATIONS

There were no questions or comments.

The following individuals are recommended for attendance at the following:

<b>CODE: 580 Account: Conference/Training, registration, food, and accommodations</b>
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#### DISTRICT OFFICE

- A. **Erin Crew**, Director of Communications, Marketing and Media, to attend the “*PenSPRA Symposium*” at Shippensburg University on March 28 and March 29, 2019. The total cost of the conference is \$350.00 (registration, mileage and lodging). No substitute is needed.

#### XI. OTHER BUSINESS

There were no questions or comments.

- A. The following policies are listed as a second reading for approval at next week’s meeting:

1. Policy #323 – ADMINISTRATIVE EMPLOYEES: Tobacco Use (**Attachment A4**)
2. Policy #423 – PROFESSIONAL EMPLOYEES: Tobacco Use (**Attachment A5**)
3. Policy #523 – CLASSIFIED EMPLOYEES: Tobacco Use (**Attachment A6**)

- B. Administration recommends approval for the Spring-Ford Area School District Graduation Commencement to be set for the evening of Friday, June 14, 2019 at 7:00 PM in Coach McNelly Stadium. In the event of bad weather, commencement will be moved indoors to the High School 10-12 Grade Center.

- C. Administration recommends approval for the travel of **Dr. Patrick J. Nugent**, High School 10-12 Principal, and **Ms. Ingris Hess**, German Teacher, to Stuttgart, Germany to explore a German Exchange Program with Friedrich–Eugens-Gymnasium (FEG). FEG is a high performance school offering academic programs focusing on Science and Engineering as well as International Languages. The total cost shall not exceed \$6,500.00 (transportation, lodging, meals and four days of substitute coverage for Ms. Hess).

- D. The following policy is listed as a first reading:

1. Policy #707 – PROPERTY: Use of School Facilities (**Attachment A7**)

#### XII. BOARD COMMENT

Dr. Dressler reported that today the representatives from Ursinus College who administer the Science in Motion Program came and presented their offerings so that we can best utilize all that they have to offer.

Mrs. Bast commented that this went very well as we had some teachers, Mrs. Fazzini, Mrs. Rochlin and herself in attendance and able to talk with the two professors who present. She added that they shared some documentation which will be distributed to all of our science teachers. Mrs. Bast stated that they were very happy to discover that many classrooms are already utilizing the program.

#### XIII. PUBLIC TO BE HEARD

**Clinton Fetterman, Limerick Township**, commented that they have 4 indoor units that start rehearsing from December and compete and rehearse through the end of April. He added that every Saturday they are either in the cafeteria, Auxiliary Gym or the Main Gym rehearsing before they go to competition and he questioned if the hours they spend in the facilities rehearsing would be billable for fees. Dr. Roche replied no, that the groups are all part of Class 1A as it is all school related unless they are using the facilities for a fundraising event.

**Bill Dengler, Upper Providence**, stated that he used to be a board member for the organization being talked about earlier. He thanked the Policy Committee for all of their work on the Use of Facilities Policy. He advised that he has been in attendance at many of the meetings over the past two and a half years and he knows that a lot of the issues have been going back and forth. Mr. Dengler commented that in the end what the School Board does every day when they come to these meetings and the work they put in at their daily jobs is the same work that the people who run the leagues put in. He stated that they all have the same thing in common and that is that everyone is doing it for the kids. He added that the classroom education and the education on the court all goes hand in hand towards what makes Spring-Ford one of the best around. Mr. Dengler stated that over the last 15 years he had the privilege of going all over Southeastern Pennsylvania and into New Jersey working with different basketball organizations and other student organizations and he is very proud of what we have here but he is afraid that we are running the risk of losing it. He advised that they have never turned anyone down from their league because they couldn't pay as they always found a way to make sure a kid could play. He commented that every day every organization that is part of this school is trying to do fundraising to try and get more money from the same people. Mr. Dengler stated that they do not want to have to try and compete with every other organization for the same dime but at the same time parents need something to do with their kids. He commented that every so often you hear stories about making sure kids exercise and during the dark days of winter they are one of the only organizations providing that and they get to provide that because of the help they get from the school district. Mr. Dengler asked the Board to think long and hard about what they are going to do and the impact it will have. He stated that when you look at the raw numbers you are looking at raising fees almost 50% to 100% from what they currently are and the impact that will have on families will be incredible. He added that the dollars everyone is asking for can only go so far but what we give the kids from this program cannot be replaced. Mr. Dengler stated that this is a large school district and many kids manage to get through the change of moving from their elementary school to the 5-7 Grade Center by knowing other kids they have met through the outside programs. He commented that these things reach way into education and you cannot separate the youth organization and what they provide for kids from the education provided by the school district. Mr. Dengler stated that the thing he is proudest of is what they have done for their senior division in expanding the league to 400+ kids. He spoke of the crowds coming in to watch the basketball games and that although the kids may not become professional basketball players or high school basketball players they are making memories that help get them through high school and that they will talk about for years in addition to building some skills. He asked the Board to take a really hard look at this before making a decision. Mrs. Zasowski responded that when she first started to speak tonight she specifically said that they are not in any way trying to eliminate an activity that the kids benefit so much from. She stated that she knows this firsthand as a parent of twins who are in Spring-Ford Youth Basketball and she knows what they get out of it. She added that in no way are they trying to handicap the organization or limit the function of what the group does but at the same time we are trying to find a balance that can be palatable and acceptable. She asked that no one jump the gun about what the numbers look like until they can work some magic with Mr. Fink. She asked that everyone understand that they have thought long and hard for 3 years about revising this current policy that is not really in effect. Mrs. Zasowski commented that they need to make this something that works for them and not something that we have and do not look at. Mr. Dengler stated that he has read many of the drafts of the policy and has seen the many changes and he appreciates them but where the policy is going to end up he has no more clarity on tonight from when he walked into the meeting and in fact has probably less.

Mr. DiBello stated that he believes everything will be clear at some point when they are able to adopt the policy change. He commented that what did not come out of the presentation and he believes that what our community does not understand is the amount of people and the amount of organizations that are utilizing our facilities as well as the amount of organizations who are contacting us to use our facilities. Mr. DiBello added that our buildings are used and if we allowed it then they would be used 24/7. He stated that our number one priority is to provide the facilities for our students during the day and in the evening associated to the school activities themselves and then everything else is secondary. Mr. DiBello commented that a policy like this is important because of the amount of use and the cost of usage associated with the use so it needs to be in place and it needs to be fair and equitable for everyone.

**XIV. ADJOURNMENT**

Mrs. Heine made a motion to adjourn and Mrs. Zasowski seconded it. The motion passed 7-0. The meeting adjourned at 9:48 p.m.

Respectfully submitted,

Diane M. Fern  
School Board Secretary

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

Region I: Linda C. Fazzini and Kelly J. Spletzer  
Region II: Dawn R. Heine and Colleen Zasowski  
Region III: Mark P. Dehnert and Christina F. Melton  
Presiding Officer: Thomas J. DiBello  
Superintendent: Dr. David R. Goodin  
Chief Financial Officer: James D. Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Nandini M. Patel and Julianna Lelli

The following Board Member was absent: **Dr. Edward T. Dressler** and **Clinton L. Jackson**

## **ANNOUNCEMENTS**

There were no announcements.

### **I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**

There were no comments from the public.

### **II. PRESENTATIONS**

Mrs. Havrilla commented that she is very proud to present tonight the Random Act of Kindness and the Leadership Club Students. She acknowledged the Club Advisor, Stephanie Cooper and the students for going above and beyond by creating these outstanding groups. The students spoke of where the idea for the club came from, how the club first started with 4<sup>th</sup> grade students at Evans Elementary, the work they did in forming this club and the activities they do in spreading kindness through their school.

A. **Jacqueline Clarke Havrilla**, Principal, and **Stephanie Cooper**, 4th Grade Teacher, along with students to present on the Evans Elementary **“RAK/Leadership Club”**.

### **III. BOARD AND COMMITTEE REPORTS**

**Curriculum/Technology**      **Dawn Heine**      **1<sup>st</sup> Tues. 6:30 p.m.**

Mrs. Heine reported on the Curriculum/Technology Committee Meeting held on February 5, 2019. The minutes from this meeting will be posted on the district website once approved at the committee level.

**Policy**      **Colleen Zasowski**      **2<sup>nd</sup> Mon. 7:30 p.m.**

Mrs. Zasowski reported on the Policy Committee Meeting held on February 19, 2019. The minutes from this meeting will be posted on the district website once approved at the committee level.

February 19, 2019

**Community Relations**

**Colleen Zasowski**

**2<sup>nd</sup> Mon. 6:30 p.m. (alt. months)**

Mrs. Zasowski reported on the Community Relations Committee Meeting held on February 19, 2019. The minutes from this meeting will be posted on the district website once approved at the committee level.

**Finance**

**Thomas J. DiBello**

**2<sup>nd</sup> Tues. 6:30 p.m.**

Mr. DiBello reported that the Finance Committee did not meet this month due to weather but he asked Mr. Fink to provide a brief update on the consultant position for Food Services. Mr. Fink advised that they have talked in the recent past about the potential of going out to RFP to look at an outsource solution for food service while also looking internally. Mr. Fink stated that he has had multiple discussions with PDE and the process of doing the RFPs is very complex, meticulous and micromanaged by PDE. Mr. Fink advised that the overall cost to hire the consultant will not exceed \$8,500.00 and will be paid from the Food Services Budget. A question was asked as to the types of proposals the district will be soliciting for and Mr. Fink replied that they have put into the request 3 things that the district will be looking for from the potential bidder. The first being that the food service management company would manage using district employees. The second is for the food service management to do everything. The third is for the food service management company to come in and initially manage and through an attrition process hire employees.

**Property**

**Thomas J. DiBello**

**2<sup>nd</sup> Tues. 7:30 p.m.**

Mr. DiBello reported that the Property Committee did not meet this month due to weather but he asked Mr. Hunter to provide a brief update on the status of the high school expansion project. Mr. Hunter advised that 55% of the overall project has been completed, 64.9% is completed by time, and 50.8% is completed by cost. Mr. Hunter added that the overall project remains on schedule for the July 24, 2019 completion date. He stated that most of the contingency time and flow time has been used for inclement weather. Mr. Hunter reported that the net change orders to date are \$83,053.47 which is 14.8% of the overall contingency budget.

**Asst. Superintendent Rpt. Dr. Allyn J. Roche**

Dr. Roche reported that starting tomorrow, he and Chief Boyer will start a series of trainings with all students in grades 5 through 12. He reminded everyone that the Safe2Say Something Program is first, a training program focused on youth violence prevention as well as signs and signals of individuals who might be at risk of hurting themselves or others. He added that second, the training is about the importance for everyone to speak up and say something about what you have witnessed, what you heard about might happen or that you know someone who needs help. Dr. Roche advised that the third part of the training is to explain the anonymous reporting system that is now available for anyone to report and submit tips to trained professionals across the state to filter the information and determine if the information is a life safety concern or a non-life safety concern. He reported that students will be introduced to the three ways (phone app, website or phone call) to report tips to Safe2Say Something. He added that the RAM WATCH Program will continue internally at Spring-Ford and the information that is submitted into RAM WATCH will be directed to the building administration team, as it has since the beginning of the program. Dr. Roche stated that additional information is available on the District website. Dr. Roche shared that Spring-Ford has partnered with many local organizations to host and support the Spring-Ford Community. He invited everyone to attend the Shattering the Stigma event next Monday, February 25<sup>th</sup> at 6:00 p.m. in the Hurda Center at the High School 10-12 Grade Center. Dr. Roche commented that Shattering the Stigma is designed for students in grades 7 through 12 and their families to promote the mental health resources and supports available to them within the community. The program will provide education from a diverse group of guests from Spring-Ford Counseling Services, law enforcement from Royersford, Limerick and Upper Providence, EMS, mental

health professionals and medical professionals. Dr. Roche advised that a light dinner will be provided and all will receive information and advocacy information through presentations, small break-out sessions, and written material. He added that additional information can be found on the District's Facebook and main webpage.

**Solicitor's Report                      Mark Fitzgerald**

Mr. Fitzgerald advised that due to the absence of Mrs. Fern, the Board Secretary, who is out recovering from surgery, and since there is no Assistant Secretary of the Board, the Board should deputize Ms. Erin Crew as the Assistant Secretary of the Board for situations just like this so that there can be somebody in standby mode for these types of situations.

Mrs. Spletzer nominated Erin Crew as the Assistant Secretary of the Board and Mrs. Melton seconded it. The motion passed 7-0. Ms. Erin Crew was elected as the Assistant Secretary of the Board.

**IV. MINUTES**

There were no questions or comments.

- A. Administration recommends approval of the January 22, 2019 Board Meeting minutes.  
**(Attachment A1)**
- B. Administration recommends approval of the January 28, 2019 Board Meeting minutes.  
**(Attachment A2)**

**V. PERSONNEL**

There were no questions or comments.

**A. Resignations**

- 1. **Greta L. Ertzgard**; Instructional Assistant, 5/6<sup>th</sup> Grade Center. Effective: February 15, 2019.
- 2. **Phyllis A. Kitchick**; Instructional Assistant, Brooke Elementary School, for the purpose of retirement. Effective: The last work day of the 2018-2019 school year.
- 3. **Christine M. Kramer**; Special Education Teacher, 7<sup>th</sup> Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
- 4. **Anne Marie Spohn**; Elementary Teacher, 5/6<sup>th</sup> Grade Center, for the purpose of retirement. Effective: October 7, 2019.

**B. Temporary Professional Employee**

- 1. **Danielle M. Hennigan**; Special Education Teacher, Senior High School – 9<sup>th</sup> Grade, replacing Janine Briggs who had a change of status. Compensation has been set at BS, Step 2, \$47,750.00 (prorated) with benefits per the Professional agreement. Effective: February 11, 2019.

**C. Support Employees**

1. **Susan L. Bing**; Part-time, Food Service (4 hours/day), 8<sup>th</sup> Grade Center, replacing Laura Marie Tuteurice who resigned. Compensation has been set at \$12.91/hour per the Food Service Plan. Effective: January 31, 2019.

**D. Tenure Status**

1. **Allison R. Eddinger**
2. **Briana L. Hayes**
3. **Lindsay N. Miller**

- E. Administration recommends approval for **Jennifer A. Wentworth** to be hired as a Homebound Instructor. Compensation will be set at \$40.00/hour. Effective: February 25, 2018.

- F. Administration recommends approval of the Extended School Year Coordinator position. This position will run from April 1, 2019 through July 25, 2019 at a rate of \$40.00/hour, not to exceed 180 hours.

- G. Administration recommends approval of the attached extra-curricular contracts for the 2018-2019 school year. **(Attachment A3)**

**VI. FINANCE**

Mr. Dehnert questioned Item E, numbers 5 and 6, wondering why there was a difference in the prices for what seemed to be a similar service and Dr. Roche replied that they were different types of evaluations based upon the needs of the IEP.

- 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. 205964 – 206255 \$ 1,327,624.59
2. Food Service Checks  
Check No. 1422 – 1471 \$ 102,612.94
3. Capital Reserve Checks  
Check No. 2050-2051 \$ 123,891.62
4. Capital Projects  
Reserve Fund: Check No. 27 \$ 2,705.04  
Bond Fund: Check No. 26 \$ 322,492.73
5. General Fund, Food Service, & Capital Reserve ACHs  
ACH 181900917 – 181901021 \$ 1,879,931.70



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

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

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. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide two assemblies for kindergarten students at Royersford Elementary entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Royersford Elementary Parents Teacher Organization and shall not exceed \$268.00.
2. **Mobile Ed Productions, Inc. – Redford, MI.** Provide a portable hands-on STEAM Museum along including 6 sessions for students at Limerick Elementary. Funding will be paid by the Limerick Elementary Home and School League and shall not exceed \$1,195.00.
3. **Benmore Enterprises – Bushkill, PA.** Provide two assemblies for second grade students on the study of dinosaurs at Limerick Elementary entitled “Dino Dig”. Funding will be paid by the Limerick Elementary Home and School League and shall not exceed \$525.00.
4. **Bryn Mawr Rehab - Malvern, PA.** Provide two assemblies at the 10-12 Grade Center for all juniors and seniors. The assemblies will take place on Thursday, April 25, 2019 and the timing of the assembly is purposeful in the hopes that our students will make good choices, especially during prom season. There is no cost to the district as these assemblies are funded through a grant provided by Bryn Mawr Health.

E. Administration recommends approval of the following independent contracts:

1. **Jessica Gorlin-Liddell – Narberth, PA.** Provide an Artist-in-Residence Program for students at Upper Providence Elementary. Students along with the artist will create a Mosaic Mural for the Courtyard to complement the murals previously created. Funding will be split between the Upper Providence Home and School Association (\$2,000.00) and the General Fund (\$2,200.00) and shall not exceed a total of \$4,200.00.
2. **Science Explorers – Mohonton, PA.** Provide an on-site field trip for students in third and fourth grade at Spring City Elementary including an assembly entitled “Motion Commotion” and three workshops. Funding will be paid from the General Fund and shall not exceed \$1,150.00.
3. **Buxmont Academy – Pipersville, PA.** Provide educational services for a special needs student during the remaining 2018-2019 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$17,424.80.

4. **Chester County Intermediate Unit – Downingtown, PA.** Provide Psychological Evaluations for students as needed. Funding will be paid from the Special Education Budget and shall not exceed \$19,370.00.
  5. **Dr. Kara Schmidt – Swarthmore, PA.** Conduct an independent educational evaluation for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$4,500.00.
  6. **Dr. Claudia Chernow – Dresher, PA.** Conduct a Psychiatric Evaluation for a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$2,000.00.
- F. Administration recommends approval to enter into a three year agreement with Box Clever Incorporated for the use of their Bus Status System application. The application will provide parents/guardians more transparency with regards to the day-to-day status of their student(s) transportation status. The cost shall not exceed \$5,500.00 per year and will be funded from the Transportation Budget.
- G. Administration recommends approval of a contract with Vanco Company of Bloomington, MN to provide ASAP Connected (online registration and payment system) that parents can use to register their child(ren) for the Cool School Summer Program. The cost for this program is a \$500.00 one-time implementation fee and \$1,800.00 per year for a minimum of 350 students plus fees for online payment processing. There will be no cost to the district provided the minimum registrations are met as all costs will be paid from the registration fees collected for the Cool School Program.
- H. Administration recommends approval to enter into an agreement with MWB Consulting, LLC for consulting services in advising, preparing, evaluating and analyzing the Request for Proposal process for food services management outsourcing. The total cost of the agreement will not exceed \$8,500.00 and will be funded from the Food Services budget.

## **VII. PROGRAMMING AND CURRRICULUM**

There were no questions or comments.

- A. Administration recommends approval of the 2019 Cool School Program to run from June 24, 2019 – July 18, 2019. 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.

## **VIII. CONFERENCE/ WORKSHOP RECOMMENDATIONS**

Mr. Dehnert questioned Item A wondering if it was necessary for the district to send 13 people to the conference. Dr. Roche explained that Skyward is the district's main student and financial management system and that with all of the new personnel in the Business Office it was very important for them to go. He added that many are simply going for one day to attend sessions specific to their job duties while a few are staying for both days. Dr. Roche commented that this was discussed in great length by district office administration to determine who would be best suited to go and what sessions they should attend that will be specifically related to their job duties.

Mr. DiBello asked how many modules we use for Skyward and Mr. Fink replied that it is used for many of our various departments in the Business Office, Human Resources, Special Education and Health Services.

The following individuals are recommended for attendance at the following:

<b>CODE: 580 Account: Conference/Training, registration, food, and accommodations</b>
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#### **DISTRICT OFFICE**

- A. **Mary Davidheiser**, Controller, **Tracy Bogucki**, Food Service Administrative Assistant, **Rachael Fenyus**, Senior Accountant, **Ava Gonteski** and **Kate Haberman**, Special Education Administrative Assistants, **Melody Hendricks**, Human Resource Executive Secretary, **Jessica Kemp**, Child Accounting Administrative Assistant, **Joseph Mayo**, Information Systems Administrator, **Sydney McGill**, Human Resource Administrative Assistant, **Mary Newett**, Accounts Receivable Administrative Assistant, **Mark Smith**, Payroll Specialist, **Trisha Smith**, Certified School Nurse, **Lori Stumpfrock**, Staff Accountant, to attend "*Keystone State Skyward User Group*" in Harrisburg, PA on April 16 and April 17, 2019. The total cost for this conference is \$4,138.19 (registration, mileage, lodging, meals and one day of substitute coverage for Ms. Smith). No other substitutes are needed.
- B. **Dr. Allyn R. Roche**, Assistant Superintendent, **Erin Crew**, Director of Communications, Marketing and Media, and **Andrew Rothermel**, Manager of Communications Media, to attend "*The National School Public Relations Association (NSPRA) National Seminar*" in Washington, DC from July 14 through July 17, 2019. The total cost of this seminar is \$4,589.00 (registration, mileage, lodging and meals). No substitutes are needed.
- C. **Mary Davidheiser**, Controller, and **Catherine Gardy**, K-12 Literacy Supervisor, to attend "*The Pennsylvania Association Federal Program Coordinators (PAFPC) 2019 Annual Conference*" at Seven Springs Mountain Resort in Champion, PA from May 5 through May 8, 2019. The total cost of this conference is \$3,186.00 and will be paid with Title I Funds.
- D. **Gwendolyn Phillips**, School Police Officer, to attend the "*Mid-Atlantic Association of Women in Law Enforcement Annual Conference*" at CamelBack Lodge in Tannersville, PA on April 8 and April 9, 2019. The total cost of this conference is \$380.00 (registration, mileage and lodging). No substitute is needed.
- E. **David Boyer**, Chief of Police, and **Robert Greenwood**, School Police Officer, to attend "*Emergency Disaster Incident Training Symposium*" at Normandy Farm Hotel in Blue Bell, PA on May 7 and May 8, 2019. The total cost of this symposium is \$374.24 (registration and mileage). No substitutes are needed.

#### **IX. OTHER BUSINESS**

There were no questions or comments.

- A. The following policy is listed as a second reading for approval at next week's meeting:

- 1. Policy #815.1 – OPERATIONS: District-Issued Devices: Student Use, Rights and Responsibilities (**Attachment A4**)

- B. Administration gratefully acknowledges the acceptance of a donation from **Adam Rauscher**, a resident of Royersford, of an HP DesignJet 800 Plotter for the 10-12 Grade High School Innovation Center. Mr. Rauscher will deliver the Plotter to the High School. There will be no cost to the district.

**X. BOARD COMMENT**

Mr. DiBello reported that he attended the Upper Providence Supervisor's Meeting on February 4<sup>th</sup> as there seemed to be a lot of confusion related to the road in front of Oaks Elementary School. Mr. DiBello stated that there was some group that was interested in somebody cutting that road through to be used as an emergency entrance and/or exit. Mr. DiBello commented that there was a belief that the school district owned the road and the property. Mr. DiBello advised that he informed them at the meeting that the school district does not own the property or the road but if Upper Providence would like to cut that road through then that is their prerogative.

**XI. PUBLIC TO BE HEARD**

Mr. Fitzgerald reminded everyone that the Board will be keeping to the 3 minute time limit for speaking.

**Kate Doyle, Upper Providence**, stated that she has two students that attend Evans Elementary school. She stated that she is here to urge the district to disseminate the abundant amount of research that has come out substantiating that chronic adolescent sleep deprivation is a public health issue and investigate solutions, including the viability of later school start times for middle and high school. Ms. Doyle stated that when she first read about the benefits of later school start times for teens, she was struck by this being a matter of biology. In just one of the many hormonal changes that occur during adolescence, the release of sleep-inducing melatonin is delayed 2 hours until approximately 11 p.m. She indicated that no matter what teens do, their bodies are not ready to go to sleep until around 11 p.m. She added that research also shows that teens need a minimum of 8-1/2 to 10 hours of sleep on a nightly basis and at that point, it's a matter of math. Ms. Doyle commented that teens should not be awake until at least 7:30 in order to complete their sleep cycles, especially the last phase when emotional regulation and memory consolidation occur. She advised that many schools across America, like ours, have students standing at bus stops or in class when science and medicine indicate they should still be asleep. She stated that over time, this leads to what the American Academy of Pediatrics, the CDC and the AMA say significantly contributes to chronic adolescent sleep deprivation. Ms. Doyle stated that the consequences of early school start times are increased negative risk-taking behavior, increased risk for obesity, increased risk for emotional disturbances like depression, anxiety and suicidal thoughts and behavior, impaired judgement, and deficits in learning and problem solving. She added that in the years since she first read about this topic, the theories have continued to be supported by the significant results when schools start at 8:30 or later. Ms. Doyle reported that nineteen studies, including longitudinal studies of more than 70,000 students, show that sleep duration does increase with later school start times and also show greater effects the later the start time, in other words, the students go to bed at the same time and get the extra sleep intended. Ms. Doyle stated that the increased sleep duration with later school start times shows benefits in emotional regulation and depression, safety and risk-taking,

cognitive and academic performance, and even athletic performance. She added that current evidence from these studies also supports reduction in car accidents, improved mood, improved attendance, alertness in class and less tardiness. Ms. Doyle acknowledged that she knows changes to school start times is not a simple task but stated that hundreds of schools across the country have successfully overcome the challenges presented by having later school start times for adolescents and have often found that the expected challenges were not as difficult as anticipated. She added that these schools are willing to share their experiences, tools and resources to support communities undergoing this process. She offered support as well and urged the School Board to take into account what is best for the mental and physical well-being of the students and consider making the study of adolescent sleep needs and secondary start times a goal for the 2019-2020 school year.

**Karen Weingarten, Royersford**, stated that she has three children at the Intermediate School. She reported that there are eleven local districts to us that are considering a study or starting a preliminary investigation of a sleep study. She added that two local districts have actually made a commitment to change their start time and nationwide hundreds have already changed to a later start time. Ms. Weingarten stated that starting later has shown significant benefits and has been proven positive by scientists as reported in the CDC study a couple of weeks ago. She commented that they have seen districts who have made this change win state championships although we cannot draw a direct correlation to this. Ms. Weingarten stated that what we do not know is whether this would benefit Spring-Ford but based on what other districts have learned and what their studies have said, the answer is yes. She added that the national studies also tell us yes and based on the scientific research about the necessary amount of sleep for teens the answer is yes. Ms. Weingarten indicated that what they really want to find out is if this would be appropriate for Spring-Ford students. She advised that they have a group of parents that are actively involved with the national and local Start School Later Initiative and they are here to help if needed. Ms. Weingarten added that what they would like from the Board is not a commitment to change and not start thinking about all of the logistics but rather a commitment to making the study of adolescent sleep needs and later start times a goal for the next school year. She reiterated that they are not asking for change or to hear about the obstacles as they know there are obstacles and opposition and they are prepared to hear about that. She stated that what matters is where our students fit compared to all of the other districts. Ms. Weingarten said she is asking the Board to commit to doing a study as part of the health and wellness objectives for the next year.

**Parker Sheehan, 9<sup>th</sup> Grade Student**, stated that she is an honor roll student and a member of the Color Guard. She commented that she loves Spring-Ford but she is exhausted and so are all of her friends. Ms. Sheehan advised that she cannot fall asleep before 11 or 12 no matter what she does. She added that she does not have a phone or a television in her room. Ms. Sheehan stated that she wakes up at 6:00 a.m. and leaves for the bus stop at 6:45 a.m. She commented that even waking up one hour later for practices on Saturday makes a huge difference as she has so much more energy and feels so much more better. Ms. Sheehan reported

that as part of an essay she wrote in 7<sup>th</sup> grade she learned that it is normal for teens to naturally fall asleep later. She added that lack of sleep can be detrimental to mental and physical health. She advised that other schools in the area are looking into later start times and she believes Spring-Ford should too because it might make the district even better than it already is.

**Mrs. Spletzer** stated that as a parent of students in the district saying she has seen the struggles of the lack of sleep on them and felt that a study to gauge patterns of our students is a bad idea. She added that it may provide valuable information to decide if a later start time is something that may be beneficial to our district.

**Kate Doyle** stated that a study to gauge the sleep patterns of our students is usually one of the first things that most school districts do as they need to understand where their students are in the event they do make any changes. She added that later school start times is not the only thing that you can do as there is a whole list that she can send to the Board that do not have as many obstacles but the later school start times is just the one that has the biggest impact. Ms. Doyle advised that they are working with the Montgomery County Board of Health to develop a validated school survey which several schools are interested in seeing and conducting this survey and she would be happy to provide this information to the district as well.

**Mr. DiBello** commented that he does not really buy into most of this but his position is that if we have 8,000 students and the majority of the parents want to change the start time then he is fine with changing the start time. He did not feel that the district needed a lot of fancy studies as he could get studies that would say anything he wanted them to say. Mr. DiBello indicated that he is hearing that a lot of parents in the Phoenixville School District are not happy with the change in school start times. He asked Mr. Fitzgerald if we would have to open up contract negotiations with the teachers as this would change the teacher day. Mr. Fitzgerald confirmed if there were issues in the collective bargaining agreement then this would have to be looked at. Mrs. Spletzer stated that Phoenixville did not move the time by much and added that we are already at 7:40 a.m. Mrs. Melton confirmed that Phoenixville was at 8:05 a.m. and Mr. DiBello said he heard that they have not finalized the time and may be moving the time back a little bit due to the parents being upset.

**Mrs. Melton** commented that they need to look at logistics and if the plan was only to move the start time by 20 minutes then she is not sure the logistics have a significant impact. Mr. DiBello added that he is not supportive of making a 15-20 minute change and if we are going to make a significant impact then he is more interested in what the studies are saying which would be a high school start time of 9:00 or 9:30.

**Nandini Patel** stated that when this discussion first came up, she and Julianna took the initiative to talk to some other high schoolers and middle schoolers. She indicated that they found that although the students are tired in the morning the delayed start would push back the after-school activities which would impact homework time so either way they will be going to bed later. Nandini stated that the majority of the students she asked want to keep the start times where they are as it is not too early or too late.

**Mr. Dehnert** commented that there are a lot of moving parts to changing the start time including daycare that parents have both before and after school, transportation issues which becomes very expensive if bus runs must be duplicated, the ability to get bus drivers for the additional runs as we are already dealing with shortages, and elementary kids getting home in the dark. He added that he believes and has read stories where you can adjust your internal body clock. Mr. Dehnert spoke of students needing discipline in getting to bed

and getting their rest. He also raised the point that he thought it would be tough to get teachers to take extra-curricular contracts if it required they stay later after school as many have families to get home to. Mr. Dehnert did not agree that this should be a parental decision as some parents may want it one year and then opt against it the next year. He commented that the Board could not change the start times year after year to accommodate the parents' wishes for any given year. He felt that the Board is elected to make decisions and they should do that.

**Mrs. Zasowski** added that some schools are finding that high school students who may have missed one period at the end of the day to leave for an after school competition are now missing possibly 2 periods of academics due to the different start and end times of the competitor schools. She agreed with Mr. DiBello in that there should only be an in-depth study if we are considering making a significant change in the start times. Mrs. Zasowski questioned whether students are tired due to being overscheduled or could they possibly lack the self-discipline to put down the electronic devices.

**Mrs. Melton** asked the parents who spoke if they could forward the list they spoke of regarding other possible things that could be done rather than move start times to see if there is something the Board could do that might be able to be implemented more easily and more timely. Mr. DiBello asked for an idea of what one of the things on the list might be and Ms. Doyle replied scheduling mid-terms and finals later in the day rather than first thing in the morning so that students can get extra sleep and be able to perform at their best.

**Mr. Dehnert** disputed this saying he felt if you were to ask elementary teachers about student performance later in the day they would indicate that the students are more tired and worn out so pushing times back to have students finish later would impact their ability to learn. He added that many parents work so they will have to still get their kids up at the same time to get their children to daycare just to have them be in school longer and be more worn out so they will not be very productive in terms of learning. Mr. Dehnert stated that this is not just about high school kids as we must also be cognizant of the other grades and the impact on them.

**Dr. Goodin** spoke of the research he has done regarding impact on transportation and the logistics on what we can and cannot do. He added that he also provided the Board with information provided by Hanover Research that they had prepared for the Chester County Intermediate Unit regarding the issues of sleep and sleep deprivation.

Mr. DiBello asked the Board if there was an appetite for doing the research to find out if there is an interest in pursuing a change in start times. No one from the Board expressed interest in making a motion to pursue this.

## **XII. ADJOURNMENT**

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

Respectfully submitted,

Erin Crew  
Assistant Board Secretary

Diane Fern  
Board Secretary

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

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

## **ANNOUNCEMENTS**

Nandini announced that tickets are on sale for the 3<sup>rd</sup> Annual Spring-Ford SNAP Basket Raffle. She advised that this year's post prom theme is "Going to the Movies". She invited everyone to bring family, food and friends on March 16<sup>th</sup> to attend this fundraiser for SNAP. Nandini stated that tickets were available online and she urged anyone interested to buy their tickets early as it will be a sellout. Additional information can be found on the district's website.

## **I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**

There were no comments from the public.

## **II. PRESENTATIONS**

Alex Cifelli thanked the Board and Administration saying he looks forward to this meeting every year as he gets the opportunity to show off the hard work and effort of 150 Spring-Ford students for the past 12 weeks. He stated that this year's production is "Once on This Island" and he provided the background on the show and the story behind the show. He urged everyone to come out and see this high energy show that is almost entirely set to music. Mr. Cifelli advised that the students would be performing the opening number from the show entitled "We Dance". He added that the shows will take place on March 1<sup>st</sup> and 2<sup>nd</sup> at 7PM with a matinee on March 2<sup>nd</sup> at 1PM. The students performed the opening number.

- A. **Alexander Cifelli**, Teacher and Spring Musical Director, to provide a glimpse of the Spring-Ford Area High School's Spring Musical ***Once on This Island***.

Dr. Siggins stated that they are very excited to be here tonight to talk about a program that is at all of the secondary level schools entitled Ram Buddies. He introduced Mrs. Jeffers saying she facilitates this program along with her two assistants, Mrs. Copenhaver and Ms. Levengood.

Ms. Jeffers gave background on the start of the Ram Buddies Program. Ms. Jeffers provided information on the activities that take place as part of the program. Students in Mrs. Jeffers special needs class spoke about their Ram Buddies, the interaction they have with them and recalled some of their favorite memories from this year. The



students who act as Ram Buddies to the special needs students spoke of their role as a Ram Buddy, the activities they participate in and the rewarding, amazing and positive experience they have by participating in this program.

Dr. Siggins spoke about the positive impact these special needs students have him and how they help him place everything in perspective. He thanked the students and especially their parents for bringing them out to the meeting tonight.

- B. **Dr. Michael Siggins**, Principal, and **Mrs. Victoria Jeffers**, Learning Support Teacher, along with students to present on the 8<sup>th</sup> Grade Center's "**Ram Buddies**" Program.

Dr. Ruppert said the High School is pleased to announce that 5 seniors have been named as Finalists in the 2019 National Merit Scholarship Program. She introduced each student and they were presented with a certificate in recognition of this great accomplishment. Dr. Ruppert spoke of the process the students went through in order to be named as Finalists and be eligible for monetary awards.

- C. **Dr. Elaine Ruppert**, 12<sup>th</sup> Grade House Principal, to recognize the following students on being named as "Finalists" in the 2019 National Merit Scholarship Program.

**Anya Aggarwal**  
**Sarah E. Chiaradonna**  
**Megan A. Englert**  
**Kristine Luo**  
**Caitlin McGee**

### III. BOARD AND COMMITTEE REPORTS

#### **Student Rep. Report                      Nandini Patel/Julianna Lelli**

Julianna presented a PowerPoint highlighting some of the events that took place in February throughout the district. Also included was a video of the 100 Day of School Celebrations that took place district-wide. Nandini spoke about the Irish Exchange Program and advised that the students from Ireland arrived on February 8 and left on February 22<sup>nd</sup>. Nandini spoke of the various trips and events the Irish Exchange Students participated in. Nandini reported that the Spring-Ford students who are part of the Exchange Program will be traveling to Ireland on April 5<sup>th</sup> and will return on April 20<sup>th</sup>. Julianna spoke of the VEX Robotics Competition which was held on February 16<sup>th</sup>. Julianna reminded everyone that the Spring Musical is coming up on March 1<sup>st</sup> and 2<sup>nd</sup>. Nandini advised that they are thinking about starting a Student Ambassador Program which would involve a select group of students chosen to represent Spring-Ford High School at various school and community-related activities during the school year. She added that along with the Student Representatives to the School Board they would be the "Face of the District". Nandini spoke about the requirements for a student to be considered for the role of a School Board Ambassador. Nandini advised that there would be an application process and Julianna added that there would also be an essay question and that students would need two letters of recommendation. Julianna stated that they are hoping to begin advertising and accepting applications from high school students in grades 9-12 with the goal of having 2 per grade. They asked the Board for financial help in order to purchase blazers for the Student Ambassador Program. The Board applauded this initiative and thanked them for introducing this program. Nandini and Julianna thanked Dr. Nugent and Dr. Ruppert for their help with the program. A question was asked on the type of budget needed for this program and Dr. Nugent

replied approximately 12 blazers would be needed and the cost would be roughly \$60 per blazer. A suggestion was made to possibly get a company behind this to sponsor this program. Mr. DiBello indicated if funding was an issue then he would be happy to sponsor this initiative and Mr. Jackson offered to go ½ with Mr. DiBello if this were to happen.

**WMCTC**

**Dressler, Heine, Dehnert 1<sup>st</sup> Mon. 7:00 p.m.**

Dr. Dressler reported that the Joint Operating Committee met on February 4, 2019 on the same night at the Community Cajun Dinner which was another successful sellout. Mr. Moritzen was not able to be in attendance but Mr. Chominski was present and provided a brief report. Dr. Dressler advised that the enrollment report for next year as of their meeting date showed that there were 223 applicants; 55 from Pottsgrove, 95 from Springfield and 73 from Upper Perkiomen. He added that since that time the enrollment numbers have grown to 280 with the deadline for applications being March 15<sup>th</sup>. Dr. Dressler invited everyone interested to get their reservations in soon for the next Community Buffet Dinner being held on March 4<sup>th</sup> with the theme being a Mexican buffet. Dr. Dressler next advised that on May 4<sup>th</sup> the annual car show will take place and May 22<sup>nd</sup> will be Senior Recognition Night. He noted that the JOC Board Members received the proposed budget which will be submitted for approval at the March 4<sup>th</sup> JOC meeting. Dr. Dressler commented that various outside organizations have been coming to visit the Western Center's Programs because of the efforts of Mr. Moritzen in creating new and interesting programs.

Mrs. Zasowski asked about the status of Mr. Moritzen coming to a future Board Meeting, as previously requested by Mr. Dehnert, to provide an update on the Western Center. It was determined that Mr. Dehnert would reach out to Mr. Moritzen since he serves as one of the JOC Members.

**PSBA Liaison**

**Dr. Edward Dressler**

Dr. Dressler reported that in the field of special education funding 2008-2016, the state increased the education budget by \$72 million. He added that unfortunately during that same time period, the total special education spending increased to \$1.54 billion. Dr. Dressler stated that we are way behind with funding to support our special education programs. He added that PSBA has published a state education report which gives some tremendous statistics about where our state programs are in comparison with other states. Dr. Dressler commented that the report was full of great statistics and in the 500 school districts not including charter schools in Pennsylvania there are 1,570,000 students being taught. He stated that in addition, our career and technical education programs have another 67,000 students being taught. Dr. Dressler advised that in the career and technical programs the highest number of students were in institutional food services, second was in cosmetology and third was in auto mechanics. He stated that unfortunately in the higher paying greater skilled fields the number and percentage of students keep going down such as in the field of welding. Dr. Dressler added that another interesting point is that 4 out of 25 students are now receiving special education services. He advised that there are only 5 other states in the country that require more funding from local revenues than Pennsylvania. He stated that Pennsylvania requires 55.9% of their budget from local revenues and that Pennsylvania ranks 9<sup>th</sup> in terms of expenditure per student with an amount of \$15,418 per student. He added that 30% of the \$15,418 per student goes towards employee benefits. Dr. Dressler urged the Board Members to view this PSBA educational report.

**Legislative Committee      Christina Melton      3<sup>rd</sup> Weds. 7:30 p.m.**

Mrs. Melton reported that their meeting was postponed until next week but a few things going on are the Senate and House are currently on break. She stated that the focus has been on the state budget review and that Governor Wolf has proposed a basic education increase of \$200 million, special education increase of \$50 million, and career and technical education increase of \$10 million. She added that when you think about that in terms of what our budgets are and divide it over 498 school districts you will understand the minimal increases that we will be looking at again especially given that Spring-Ford will receive less than that equal share. Mrs. Melton cautioned that these are Governor Wolf's proposals but they have not been approved as of yet. She added that also in the proposal is a minimum teacher's salary increase to \$45,000 and any changes for any districts as a result of this for the upcoming year will be paid by Governor Wolf but what's really important to understand is who will pay for this the following year and how will it be sustained. She reported that there was some discussion around PA Teachers Work and Governor Wolf is encouraging taking teachers and putting them into business and work places so that they have a greater appreciation for what industry needs and what they may be looking for from students. Mrs. Melton advised that other topics they will be looking at next week at their meeting are school director candidate positions and the fact that they are not standard as different municipalities and different counties have different requirements. They will also discuss the safety and security grant as they have received many applications which must be reviewed to see where the grant money will go. Mrs. Melton relayed that they will also discuss the topic of compulsory age for attendance for students.

**MCIU      Thomas J. DiBello      4<sup>th</sup> Weds. 7:00 p.m.**

Mr. DiBello advised that they will be meeting next week.

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

Dr. Goodin reported that for the past two weeks we have had the robotics competition mentioned so a video was put together from the event to share with everyone. Dr. Goodin indicated that this was a very large event that was very well attended and that the Spring-Ford Teams did very well. The video was shown.

**Solicitor's Report      Mark Fitzgerald**

There was no report.

Mr. Dehnert made a motion to approve Items IV through VIII. Mr. Jackson seconded it. The motion passed 9-0.

**IV.      MINUTES**

A. The Board approved the January 22, 2019 Board Meeting minutes. **(Attachment A1)**

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

**V.      PERSONNEL**

**A. Resignations**

1. **Greta L. Ertzgard**; Instructional Assistant, 5/6<sup>th</sup> Grade Center. Effective: February 15, 2019.

2. **Phyllis A. Kitchick**; Instructional Assistant, Brooke Elementary School, for the purpose of retirement. Effective: The last work day of the 2018-2019 school year.
3. **Christine M. Kramer**; Special Education Teacher, 7<sup>th</sup> Grade Center, for the purpose of retirement. Effective: The last teacher work day of the 2018-2019 school year.
4. **Anne Marie Spohn**; Elementary Teacher, 5/6<sup>th</sup> Grade Center, for the purpose of retirement. Effective: October 7, 2019.

**B. Temporary Professional Employee**

1. **Danielle M. Hennigan**; Special Education Teacher, Senior High School – 9<sup>th</sup> Grade, replacing Janine Briggs who had a change of status. Compensation has been set at BS, Step 2, \$47,750.00 (prorated) with benefits per the Professional agreement. Effective: February 11, 2019.

**C. Support Employees**

1. **Susan L. Bing**; Part-time, Food Service (4 hours/day), 8<sup>th</sup> Grade Center, replacing Laura Marie Tutarice who resigned. Compensation has been set at \$12.91/hour per the Food Service Plan. Effective: January 31, 2019.

**D. Tenure Status**

1. **Allison R. Eddinger**
2. **Briana L. Hayes**
3. **Lindsay N. Miller**

E. The Board approved **Jennifer A. Wentworth** to be hired as a Homebound Instructor. Compensation will be set at \$40.00/hour. Effective: February 25, 2018.

F. The Board approved the Extended School Year Coordinator position. This position will run from April 1, 2019 through July 25, 2019 at a rate of \$40.00/hour, not to exceed 180 hours.

G. The Board approved the attached extra-curricular contracts for the 2018-2019 school year. **(Attachment A3)**

**VI. FINANCE**

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. 205964 – 206255 \$ 1,327,624.59

2.	<u>Food Service Checks</u>	
	Check No. 1422 – 1471	\$ 102,612.94
3.	<u>Capital Reserve Checks</u>	
	Check No. 2050-2051	\$ 123,891.62
4.	<u>Capital Projects</u>	
	Reserve Fund: Check No. 27	\$ 2,705.04
	Bond Fund: Check No. 26	\$ 322,492.73
5.	<u>General Fund, Food Service, &amp; Capital Reserve ACHs</u>	
	ACH 181900917 – 181901021	\$ 1,879,931.70

C. The following monthly Board reports were approved:

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

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

1. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide two assemblies for kindergarten students at Royersford Elementary entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Royersford Elementary Parents Teacher Organization and shall not exceed \$268.00.
2. **Mobile Ed Productions, Inc. – Redford, MI.** Provide a portable hands-on STEAM Museum along including 6 sessions for students at Limerick Elementary. Funding will be paid by the Limerick Elementary Home and School League and shall not exceed \$1,195.00.
3. **Benmore Enterprises – Bushkill, PA.** Provide two assemblies for second grade students on the study of dinosaurs at Limerick Elementary entitled “Dino Dig”. Funding will be paid by the Limerick Elementary Home and School League and shall not exceed \$525.00.
4. **Bryn Mawr Rehab - Malvern, PA.** Provide two assemblies at the 10-12 Grade Center for all juniors and seniors. The assemblies will take place on Thursday, April 25, 2019 and the timing of the assembly is purposeful in the hopes that our students will make good choices, especially during prom season. There is no cost to the district as these assemblies are funded through a grant provided by Bryn Mawr Health.

E. The Board approved the following independent contracts:

1. **Jessica Gorlin-Liddell – Narberth, PA.** Provide an Artist-in-Residence Program for students at Upper Providence Elementary. Students along with the artist will create a Mosaic Mural for the Courtyard to complement the murals previously created. Funding

will be split between the Upper Providence Home and School Association (\$2,000.00) and the General Fund (\$2,200.00) and shall not exceed a total of \$4,200.00.

2. **Science Explorers – Mohonton, PA.** Provide an on-site field trip for students in third and fourth grade at Spring City Elementary including an assembly entitled “Motion Commotion” and three workshops. Funding will be paid from the General Fund and shall not exceed \$1,150.00.
3. **Buxmont Academy – Pipersville, PA.** Provide educational services for a special needs student during the remaining 2018-2019 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$17,424.80.
4. **Chester County Intermediate Unit – Downingtown, PA.** Provide Psychological Evaluations for students as needed. Funding will be paid from the Special Education Budget and shall not exceed \$19,370.00.
5. **Dr. Kara Schmidt – Swarthmore, PA.** Conduct an independent educational evaluation for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$4,500.00.
6. **Dr. Claudia Chernow – Dresher, PA.** Conduct a Psychiatric Evaluation for a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$2,000.00.

#### **New Independent Contract**

7. **Chester County Intermediate Unit – Downingtown, PA.** Provide PCA Services for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$22,880.00.
- F. The Board approved entering into a three year agreement with Box Clever Incorporated for the use of their Bus Status System application. The application will provide parents/guardians more transparency with regards to the day-to-day status of their student(s) transportation status. The cost shall not exceed \$5,500.00 per year and will be funded from the Transportation Budget.
- G. The Board approved a contract with Vanco Company of Bloomington, MN to provide ASAP Connected (online registration and payment system) that parents can use to register their child(ren) for the Cool School Summer Program. The cost for this program is a \$500.00 one-time implementation fee and \$1,800.00 per year for a minimum of 350 students plus fees for online payment processing, There will be no cost to the district provided the minimum registrations are met as all costs will be paid from the registration fees collected for the Cool School Program.
- H. The Board approved entering into an agreement with MWB Consulting, LLC for consulting services in advising, preparing, evaluating and analyzing the Request for Proposal process for food services management outsourcing. The total cost of the agreement will not exceed \$8,500.00 and will be funded from the Food Services budget.

## **VII. PROGRAMMING AND CURRICULUM**

- A. The Board approved the 2019 Cool School Program to run from June 24, 2019 – July 18, 2019. 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.

**VIII. CONFERENCE/ WORKSHOP RECOMMENDATIONS**

The following individuals were approved for attendance at the following:

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

**DISTRICT OFFICE**

- A. **Mary Davidheiser**, Controller, **Tracy Bogucki**, Food Service Administrative Assistant, **Rachael Fenyus**, Senior Accountant, **Ava Gonteski** and **Kate Haberman**, Special Education Administrative Assistants, **Melody Hendricks**, Human Resource Executive Secretary, **Jessica Kemp**, Child Accounting Administrative Assistant, **Joseph Mayo**, Information Systems Administrator, **Sydney McGill**, Human Resource Administrative Assistant, **Mary Newett**, Accounts Receivable Administrative Assistant, **Mark Smith**, Payroll Specialist, **Trisha Smith**, Certified School Nurse, **Lori Stumpfrock**, Staff Accountant, to attend "*Keystone State Skyward User Group*" in Harrisburg, PA on April 16 and April 17, 2019. The total cost for this conference is \$4,138.19 (registration, mileage, lodging, meals and one day of substitute coverage for Ms. Smith). No other substitutes are needed.
- B. **Dr. Allyn R. Roche**, Assistant Superintendent, **Erin Crew**, Director of Communications, Marketing and Media, and **Andrew Rothermel**, Manager of Communications Media, to attend "*The National School Public Relations Association (NSPRA) National Seminar*" in Washington, DC from July 14 through July 17, 2019. The total cost of this seminar is \$4,589.00 (registration, mileage, lodging and meals). No substitutes are needed.
- C. **Mary Davidheiser**, Controller, and **Catherine Gardy**, K-12 Literacy Supervisor, to attend "*The Pennsylvania Association Federal Program Coordinators (PAFPC) 2019 Annual Conference*" at Seven Springs Mountain Resort in Champion, PA from May 5 through May 8, 2019. The total cost of this conference is \$3,186.00 and will be paid with Title I Funds.
- D. **Gwendolyn Phillips**, School Police Officer, to attend the "*Mid-Atlantic Association of Women in Law Enforcement Annual Conference*" at CamelBack Lodge in Tannersville, PA on April 8 and April 9, 2019. The total cost of this conference is \$380.00 (registration, mileage and lodging). No substitute is needed.
- E. **David Boyer**, Chief of Police, and **Robert Greenwood**, School Police Officer, to attend "*Emergency Disaster Incident Training Symposium*" at Normandy Farm Hotel in Blue Bell, PA on May 7 and May 8, 2019. The total cost of this symposium is \$374.24 (registration and mileage). No substitutes are needed.

**NEW CONFERENCES AND WORKSHOPS**

- F. **Mickey McDaniel**, Athletic Director, to attend the "*Pennsylvania State Athletic Directors Association*" in Hershey, PA from March 19 through March 22, 2019. The total cost of this conference is \$1,080.00 (registration, transportation, lodging and meals). No substitute is needed.

- G. **Dr. Robin Moyer**, Principal, **Sandra Cerniglia** and **Tara Chester**, ELD Teachers, to attend *“PA Migrant Education Program and English Language Development Conference”* at the Sheraton Harrisburg Hershey Hotel in Harrisburg, PA on April 2 and April 3, 2019. The total cost of this conference is \$1,360.00 (transportation, lodging, two days of substitute coverage for Ms. Cerniglia and Ms. Chester) and will be paid from Title III Funds.
- H. **Sue Choi**, Teacher on Special Assignment, **Amy LeForge** and **Janet Rudinsky**, Teachers, to attend *“Defiant, Manipulative and Attention-Seeking Students”* at the Wyndham Garden in Philadelphia, PA on March 19, 2019. The total cost of the conference is \$883.08 (registration, transportation and one day of substitute coverage for Ms. LeForge and Ms. Rudinsky).
- I. **Mary DeAngelis**, Library Media Specialist, to attend the *“PSLA Annual Conference: Diversity by Design”* from March 28 through March 30, 2019. The total cost of the conference is \$726.60 (registration, transportation and two days of substitute coverage).
- J. **Angela Allen**, Teacher, to attend *“Oppositional, Defiant, and Disruptive Children and Adolescents”* at the Hilton Garden Inn in Allentown, PA on March 26, 2019. The total cost of the conference is \$421.99 (registration and one day of substitute coverage).

#### IX. OTHER BUSINESS

Mr. Dehnert questioned if the wording on A was correct as it says “for approval at next week’s meeting” and it was clarified that the wording was incorrect and it should just read “for approval” with no additional language after that.

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

A. The following policy was approved:

- 1. Policy #815.1 – OPERATIONS: District-Issued Devices: Student Use, Rights and Responsibilities (**Attachment A4**)

B. The Board gratefully acknowledges the acceptance of a donation from **Adam Rauscher**, a resident of Royersford, of an HP DesignJet 800 Plotter for the 10-12 Grade High School Innovation Center. Mr. Rauscher will deliver the Plotter to the High School. There will be no cost to the district.

#### New Other Business

- C. The Board gave approval for Seth Jones (High School Band Director) to take the Springfield High School Marching Band to compete and perform at the 2019 Chick-fil-A Peach Bowl in Atlanta, GA from Thursday, December 26, 2019 through Monday, December 30, 2019. The group will be traveling by bus to Atlanta and staying at a local hotel there. The cost of the trip is estimated to be less than \$1,200.00 per person which includes transportation. Students will not miss any days of school and no substitute coverage is necessary as the trip occurs over the winter break. There will be no cost to the district.
- D. The following policies are listed as a first reading:
  - 1. Policy #323 – ADMINISTRATIVE EMPLOYEES: Tobacco Use (**Attachment A5**)
  - 2. Policy #423 – PROFESSIONAL EMPLOYEES: Tobacco Use (**Attachment A6**)
  - 3. Policy #523 – CLASSIFIED EMPLOYEES: Tobacco Use (**Attachment A7**)



**X. BOARD COMMENT**

**Mr. Dehnert** informed the Board that he will not be at the next two meetings as he will be travelling for business to Australia. He indicated that he may be able to attend remotely but wasn't sure due to the time difference.

**Mrs. Melton** advised that she had the pleasure of attending the first half of the Shattering the Stigma session earlier this evening. She stated that it really brought such awareness for mental health for our students and their parents. Mrs. Melton added that there were about 75-80 people in attendance. She commented that it was an awesome turnout and people were really interested and really interactive. She advised that first responders were there and provided really great information to parents and students. Mrs. Melton relayed that students asked some really great questions. She thanked Dr. Roche for bringing the program here and also Ms. Crew for all her efforts in making sure our students and community were aware of the event this evening. She also thanked Mayor Jenna Antoniewicz, Royersford Township Police Department, Limerick Township Police Department, Friendship EMS, and the Upper Providence Police Department. She stated that the event was so well done and everyone deserved a pat on the back.

**Mrs. Zasowski** asked if Mr. Dehnert was going to be able to call into the March Work Session as the presentation on the Use of Facilities was going to take place at that meeting. Mr. Dehnert stated that he could not say as the time difference for Australia would have our Board meeting on that Monday night occurring during his Tuesday work day. He indicated that he would try to attend but could not definitively say at this time. Mrs. Zasowski stated that she would email the presentation to him and if he had anything that he wanted her to present then she would be happy to do so fairly and openly.

**Dr. Dressler** asked for an opinion regarding his meeting with one of the Upper Providence Township Supervisors to look at the Oaks access road question. Mr. DiBello informed that he had attended an Upper Providence Township meeting and spoke to them regarding this. Dr. Dressler asked what the outcome was and Mr. DiBello stated that it is their land and if they want to put an access road in then it is their prerogative. Dr. Dressler stated that he plans on going out to the access road site with the township supervisors to actually look at the issue and see what they think. Mr. DiBello asked what the issue was and Dr. Dressler replied to find out if they are willing to get involved and spend some money to create the access road. Board Members raised the point that the district is not asking for this road as it is the township's road and land so we are out and not involved. Dr. Dressler felt it was important to have an emergency access road. Mr. DiBello explained that the only reason he went to the Upper Providence Township meeting was because of an email that was sent and discussed at the Property Committee meeting. Board Members did not feel that this was a school district matter but that Dr. Dressler could speak as a resident who is also a School Board Member to the Upper Providence Township Supervisors if he wished but felt that he should not speak on behalf of the Board.

**Mr. Fitzgerald** advised Mr. DiBello to move on as this is not a School Board issue. He stated that Dr. Dressler can certainly attend an Upper Providence Township Meeting but there is no authorization given by Board Members for him to act on behalf of the School Board.

Mrs. Zasowski advised that the Policy Committee meeting will be moved to March 19<sup>th</sup> instead of March 11<sup>th</sup>. Dr. Roche added that both Policy and Extracurricular meetings are being moved to the 19<sup>th</sup> from the 11<sup>th</sup>.

**XI. PUBLIC TO BE HEARD**

**Kate Doyle, Upper Providence Township**, stated that she is the parent of two children who attend Evans Elementary School. She commented that last week she spoke about the mental and physical impact early school start times have on adolescents due to their biological shift in the release of melatonin. Ms. Doyle reported that national health organizations like the CDC, AMA, and AAP all recommend secondary schools start at 8:30 a.m. or later. She added that these recommendations are based on the detrimental impacts chronic adolescent sleep deprivation have on our children and the proven benefits when start times are moved to 8:30 or later. Ms. Doyle stated that many of our secondary school students assume they are expected to function with a lack of sleep, but sleep is not optional; it is biologically necessary. She commented that adolescents who do not get enough sleep night after night carry a significant risk for health complaints, tobacco and alcohol use, impaired cognitive function and decision-making, drowsy driving, emotional and behavioral problems such as irritability, depression, poor impulse control and violence as well as lower overall performance in everything from academics to athletics. She asked if anyone knew that when you are sleep deprived, you are as impaired as driving with a blood alcohol content of .08%, which is illegal for drivers in PA. Ms. Doyle stated that teen car crashed, the primary cause of death for teenagers, significantly decline when teens obtain more than eight hours of sleep per night. She commented that when we know better, we should do better. She added that issues such as changing transportation routes and altering the timing for other grade levels are often listed as factors that make a later secondary start times difficult and she recognized that schools must also consider the effects on after-school sports and activities. Ms. Doyle commented that communities that value maximum development for all of its children should also be willing to grapple with the solutions. She asked that the district consider doing two things; first, survey the students during school with a validated student sleep survey instrument that the Montgomery County Office of Public Health has developed for school districts across the county so that we can ascertain what the state of sleep is among our Spring-Ford adolescents; second, convene a Spring-Ford Area School District Taskforce with the appropriate stakeholders and over the next several months evaluate the student sleep survey results, the research about the high stakes of sleep debt and the numerous evidence-based interventions to determine what our district can implement to address the problem. She added that chronic adolescent sleep deprivation requires a multi-pronged solution which includes the low hanging fruit mentioned at the last meeting and in the handout she has for the Board Members as well as the crux of our problem which is early start times. She advised that she has a handout which provides guidance on the formation and activities of the taskforce. She stated that in the words of Dr. Judith Owens, the lead author of the American Academy of Pediatrics Policy Statement, "to do nothing is to do harm". Ms. Doyle stated that as parent she would find this unacceptable.

**Stacey Fonash, Collegeville**, stated that she has a 7<sup>th</sup> and 9<sup>th</sup> grader at Spring-Ford and that she was active with the Upper Providence Elementary for 7 years. She commented that her children have always had what she thought were great sleep habits so she never really gave thought to school start times. Ms. Fonash said she was interested in hearing what all the fuss was about and was invited by an acquaintance to attend a meeting with the Regional Adolescent Sleep Needs Coalition in Radnor. She stated that she was immediately impressed with the number of local districts involved, with the caliber of members from other districts including superintendents and school board presidents. Ms. Fonash added that after the meeting she read information on the science of a teenager's brain and the detrimental effects that early school start times have on their well-being. She stated that the more she thought about it she realized that science is science and maybe Spring-Ford should consider pushing back middle and high school start times to help benefit the children that they serve. Ms. Fonash advised that it was not until she asked her own children about their specific bedtime routines that she was truly convinced. She stated that she has self-

sufficient children that wake themselves up and get themselves ready for school which was much different from her experience in middle and high school. She stated that now she knows that it was just her adolescent brain needing more sleep. Ms. Fonash spoke of her son who is a freshman and is a hardworking, straight A student with nearly perfect attendance. She added that her son has zero social media with no TV or video games in his bedroom. Ms. Fonash reported that she asked her son two questions; what time he goes to bed and what time he goes to sleep? She stated that he told her he goes to bed at 8:00 but cannot fall asleep until almost 10:00. She advised that she was taken aback by this as she honestly thought he was sleeping when in reality he was staring at the ceiling. She continued that he wakes up as close to 6 AM for the 7 AM bus and when you do the math her son is only getting the bare minimum amount of sleep required for a teenager during the school week. Ms. Fonash added that she as an adult can run on the bare minimum of sleep but as a parent she wants what is best for her children as well as all of the children. She commented that her son is not overly involved in sports or other activities as they limit it to one sport per season. She stated that on the evenings he has too much homework, he refuses to go recreation league practice because academics are what is most important for him. Ms. Fonash advised that on weekends her son is a typical teen-ager who manages to stay up until 2-3 AM playing Xbox but then he sleeps until 12 or 1 as teenagers do. Mr. Fitzgerald advised her that she was over the 3 minute limit for speaking.

**Joseph Ciresi, Limerick Township**, stated that he is here tonight as a proud resident of Spring-Ford Area School District but also as one of the District's newly elected State Representatives and he is here tonight to address some of the state issues. He spoke of a bill that he would like to see passed that talks about cyber-charter schools, which Christina spoke about. Mr. Ciresi stated that it is an aggressive bill and his hope is that they will get it passed but he is not sure what will happen with the bill. He commented that it would save Spring-Ford on the cyber-charter school side about \$1.4 million per year in the budget. He added that in districts throughout the state it is estimated to be anywhere from about \$250 - \$400 million just for cyber-charter. Mr. Ciresi said there will be a bill that he will be introducing that says if you do not have a charter school within the sending district then the district has an opportunity not to pay to send children to that charter school. He added that he is hoping to get support for this and send it to the floor. Mr. Ciresi reported that one of the more important bills that he talked about for years along with Mr. DiBello concerned the budget and how districts have to ratify a budget before they even know what they are getting from the state. He stated that this bill is hopefully going to make it through committee and says that no school district needs to ratify their budget until 30 days after the state has ratified its' budget. Mr. Ciresi advised that he will be present at some meetings and has a staff member, Pam Hacker, who plans to be present at either the work session or the voting meeting. Mr. Ciresi reminded the Board that they all have access to him and his staff whenever they want especially this group of people. Mr. Ciresi thanked the Board for all they do and stated that he will be calling on them when it comes to the rallies in Harrisburg as education is extremely important and one of the biggest issues being dealt with in Harrisburg right now. He thanked them for their time.

## **XII. ADJOURNMENT**

Mrs. Spletzer made a motion to adjourn and Mrs. Heine seconded it. The motion passed 9-0. The meeting adjourned at 9:16 p.m.

Respectfully submitted

Erin Crew  
Assistant Board Secretary

Diane M. Fern  
Board Secretary

**2018-2019 EXTRACURRICULAR CONTRACTS  
MARCH 2019**

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	Track Coach (7/8th Grade)	Spring	Amersbach	Courtney M.	\$2,966.00
2	Volunteer Assistant Track Coach-Boys & Girls-HS	Spring	Cain	David W.	Volunteer
3	Volunteer Assistant Baseball Coach - HS	Spring	Clarke	Cody	Volunteer
4	Softball Coach (Head) (7th Grade)	Spring	Entenman	Steven E.	\$2,772.00
5	Volunteer Assistant Track Coach-Boys & Girls-HS	Spring	Giovagnoli	Heather L.	Volunteer
6	Volunteer Assistant Baseball Coach - HS	Spring	Hoff	James	Volunteer
7	Volunteer Assistant Baseball Coach - HS	Spring	Krause	Timothy	Volunteer
8	Volunteer Assistant Track Coach-Boys & Girls-HS	Spring	Kraynak	John	Volunteer
9	Asst. Track Coach-Girls' & Boys'-HS	Spring	Loughead	Richard	\$5,301.05
10	Co-Ed Fitness Intramural # 20 - Grade 7	Winter	Reagan	Todd M.	\$402.00
11	Baseball Coach (7th Grade)	Spring	Terry	Vincent E.	\$2,772.00
12	Volunteer Assistant Track Coach-Boys & Girls-HS	Spring	Varady	Matthew J.	Volunteer
13	Volunteer Assistant Baseball Coach - HS	Spring	Vining	Louis	Volunteer

# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: March 25, 1991

REVISED: February 4, 2004

**REVIEWED: February 19, 2019**

	323. TOBACCO USE
1. Purpose	The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard which can have serious consequences for the user and the non-user and the safety of the district and is, therefore, of concern to the Board.
2. Definition 18 Pa. C.S.A. Sec. 6306.1	For purposes of this policy, <b>tobacco use</b> shall mean all use of tobacco, including cigars, cigarettes, pipes, smokeless tobacco, <b>and electronic cigarettes</b> .
3. Authority 20 U.S.C. Sec. 7181 et seq 35 P. S. 1223.5	<p>In order to protect students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits tobacco use by administrative employees in a school building, and on any property, buses, vans and vehicles that are owned, leased, being used by students or employees in conjunction with a school activity or controlled by the school district.</p> <p>The Board prohibits tobacco use by administrative employees at school-sponsored activities that are held off school property.</p>
4. Guidelines  SC 1303-A  PA Code Title 22 Sec. 403.1	<p>The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.</p> <p>Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.</p> <p>A violation of this policy shall be punishable by a civil fine of not more than fifty dollars (\$50.00) and disciplinary action.</p>

# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: March 25, 1991

REVISED: February 4, 2004

**REVIEWED: February 19, 2019**

	423. TOBACCO USE
1. Purpose	The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard which can have serious consequences for the user and the non-user and the safety of the district and is, therefore, of concern to the Board.
2. Definition 18 Pa. C.S.A. Sec. 6306.1	For purposes of this policy, <b>tobacco use</b> shall mean all use of tobacco, including cigars, cigarettes, pipes, smokeless tobacco, <b>and electronic cigarettes</b> .
3. Authority 20 U.S.C. Sec. 7181 et seq 35 P. S. 1223.5	In order to protect students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits tobacco use by professional employees in a school building and on any property, buses, vans and vehicles that are owned, leased, being used by students or employees in conjunction with a school activity or controlled by the school district.  The Board prohibits tobacco use by professional employees at school-sponsored activities that are held off school property.
4. Guidelines  SC 1303-A  PA Code Title 22 Sec. 403.1	The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.  Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.  A violation of this policy shall be punishable by a civil fine of not more than fifty dollars (\$50.00) and disciplinary action.

# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: TOBACCO USE

ADOPTED: March 25, 1991

REVISED: February 4, 2004

**REVIEWED: February 19, 2019**

	523. TOBACCO USE
1. Purpose	The Board recognizes that tobacco use during school hours and on school property presents a health and safety hazard which can have serious consequences for the user and the non-user and the safety of the district and is, therefore, of concern to the Board.
2. Definition 18 Pa. C.S.A. Sec. 6306.1	For purposes of this policy, <b>tobacco use</b> shall mean all use of tobacco, including cigars, cigarettes, pipes, smokeless tobacco, <b>and electronic cigarettes</b> .
3. Authority 20 U.S.C. Sec. 7181 et seq 35 P. S. 1223.5	In order to protect students and staff from an environment that may be harmful to them, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, the Board prohibits tobacco use by classified employees in a school building and on any property, buses, vans and vehicles that are owned, leased, being used by students or employees in conjunction with a school activity or controlled by the school district.  The Board prohibits tobacco use by classified employees at school-sponsored activities that are held off school property.
4. Guidelines  SC 1303-A  PA Code Title 22 Sec. 403.1	The district shall annually notify employees about the district's tobacco use policy by publishing such in handbooks, newsletters, posted notices, and other efficient methods.  Incidents of possession, use and sale of tobacco by any person on school property shall be reported to the Office of Safe Schools on the required form at least once each year.  A violation of this policy shall be punishable by a civil fine of not more than fifty dollars (\$50.00) and disciplinary action.

# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: USE OF SCHOOL FACILITIES

ADOPTED: March 25, 1991

REVISED: May 24, 2010

**REVIEWED: February 19, 2019**

	707. USE OF SCHOOL FACILITIES
1. Purpose SC 775	<p><b>The Board recognizes the needs of parent and community to utilize district facilities for educational, cultural, recreational, civic or social purposes when they are not scheduled for district programs or maintenance. District facilities are intended for use primarily by the schools and district and then by the residents and community groups which are located within the district's boundaries.</b></p>
2. Authority	<p><b>District facilities that may be made available under this policy include, but are not limited to, buildings, fields, parking lots and, in certain circumstances, equipment.</b></p>
3. Delegation of Responsibility SC 775	<p>The Superintendent <b>and/or designee</b> shall develop procedures for the granting of permission to use school facilities and shall develop rules and regulations for such use which shall include the following:</p> <ol style="list-style-type: none"> <li><b>1. The use of facilities by the district, schools and the students precludes and supersedes all commitments to other groups. In the event of a conflict where an outside organization requests a facility and then a district, school or student requires the use of the same facility, the outside organization will need to adjust their event and reschedule or cancel to allow the district or school event to take place.</b></li> <li><b>2. Permission to use school buildings and facilities will be based upon an established approval process that prioritizes the use of facilities first to Spring-Ford Area School District sponsored activities and events, followed by tax-exempt organizations residing in District boundaries and then other outside organizations. Please refer to the classification section later in this policy. For organizations with multiple teams or groups, individual rosters for each team that include each participant's name and permanent address may be requested to be submitted for each request to determine the appropriate classification for the activity.</b></li> <li><b>3. Requests for permits will be accepted only for the current school year (July 1 –</b></li> </ol>



<p>35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7182, 7183</p> <p>10 P.S. Sec. 311 et seq Title 61 Sec. 901.701</p> <p>SC 511 Pol. 218.1</p>	<p><b>June 30). Requests for permits for Summer Facility Usage (July and August) will be reviewed no earlier than the previous March 1<sup>st</sup>.</b> The term of the permit cannot exceed one (1) year.</p> <p>4. Use of Facility applications must be received thirty (30) days <b>in advance for single events and sixty (60) days in advance for long-term events or activities..</b> Applications received less than thirty (30) days from the event could <b>be denied and/or delayed for review due to the short time-frame, staffing restrictions and availability.</b></p> <p>5. Groups may not schedule any event which would include animal rides, mechanical rides, hot air balloons, fireworks or bonfires or any other event which may create a danger or risk because of the inherent nature of the activity. <b>The District reserves the right to check with its insurance company and legal counsel to obtain direction on events that might be of this nature as well as the District may increase the insurance coverage requirements based upon the nature of the activities. In addition, Class II, III and IV organizations may not use an open flame, canned-heat source (Sterno), and/or wax candles in or on District facilities. Outdoor gas grills are prohibited as well except for Class II groups that make a specific request and provide required information about the event and the gas grill specifications.</b></p> <p>6. All activities must conclude on or before <b>9:30 p.m.</b> on weekdays and <b>10:30 p.m.</b> on weekends, unless special approval is obtained from the Superintendent or designee.</p> <p>7. Smoking and any use of tobacco products by any persons is prohibited in school buildings and on school grounds. <b>Groups that fail to follow this provision are in jeopardy of losing the privilege to use District facilities for up to one (1) year.</b></p> <p>8. Gambling, games of chance, lotteries, raffles, or other activities require a Pennsylvania Small Games License attached to the Use of School Facilities application. This requirement will be strictly enforced in school buildings and on school grounds. Groups are responsible for contacting the Montgomery County Treasurer Office (610-278-3066), and attach license to "Use of School Facilities" application.</p> <p>9. Possession, use or distribution of illegal drugs and/or alcoholic beverages is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution <b>and escorted off school property.</b></p> <p>10. Possession of weapons or replica of weapons as defined in Policy 218.1 - Weapons are strictly prohibited in school buildings and on school grounds.</p>
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	<p>Violators will be reported to the local police for prosecution <b>and escorted off school property.</b></p> <p>11. Conduct that would alter, damage, or be injurious to any district property, equipment or furnishings is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution <b>and escorted off school property.</b></p> <p>12. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations is strictly prohibited in school buildings and on school grounds. Violators will be reported to the local police for prosecution <b>and escorted off school property.</b></p> <p>13. All safety rules and regulations of the Department of Labor and Industry shall be observed.</p> <p>14. If insurance is required, the user shall present evidence of the purchase of organizational liability insurance <b>during the approval process</b> to the limit prescribed by district rules (see Addendum 707a).</p> <p>15. The Board <b>and School District employees</b> shall be <b>indemnified and</b> held harmless by the user for any liability that arises from the use of school facilities by any nonschool related organization, individual or activity. The lessee assumes responsibility for using only those areas in the facility designated on the application permit (see Addendum 707b). The facility must be returned to the same or better condition than when it was initially occupied. <b>Before the Use of Facility application will be processed, a current Insurance Certificate and Hold Harmless agreement must be attached to the application.</b></p> <p>16. No group or person receiving a facility use permit shall assign their rights under said contract to another group or person. <b>Use of facility permits may not be transferred. Transferring the permit or allowing another team, group or organization to use the facility puts the entire organization in jeopardy of losing the privilege to use District facilities for up to one (1) year.</b></p> <p>17. Users shall be financially liable for damage to the facilities and for proper supervision <b>of all attendees to events and locations on the permit.</b> If police <b>or security officers</b> are <b>required for an event</b>, official school police <b>or security officers</b> shall be employed and the cost of such services shall be borne by the organization using the facilities.</p> <p>18. All payments for rentals <b>fees</b> and services <b>charges</b> are to be made by check, payable to Spring-Ford Area School District. No payments are to be made directly to service personnel. Prepayment of rental fees is required from all Class IV rentals.</p>
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	<p>19. School equipment such as stage lighting, kitchen equipment, public address system, technology labs, and any other specialized equipment must be operated by and under the direction of authorized school district personnel or approved instructor knowledgeable about the equipment. <b>Groups that use school equipment without written permission or listed specifically in the permit are in jeopardy of losing the privilege to use District facilities for up to one (1) year. Damage to any school equipment must be addressed immediately and the organization may not be able to use any facility in the District until the damaged equipment is properly addressed.</b> Charges for the service must be paid to the school district by the organization utilizing the building.</p> <p>20. <b>In general, indoor and outdoor facilities will be available for requests to use on most days during the school year (September-early June) with limited availability on Sundays. Indoor facilities will have limited availability during the summer and are not available on the weekends in the summer (mid-June – end of August). Outdoor facility rentals will also have limited availability during the summer and requests for summer weekend usage will be addressed on a case-by-case basis.</b></p> <p>21. <b>Facility requests to use multiple indoor and/or outdoor locations or fields for the purpose of a tournament or showcase type of event may be subject to additional requirements and charges. These types of requests need to be pre-approved and the request must include the specific list of items needed for that particular event.</b></p> <p>22. <b>In addition, all indoor and outdoor facilities are closed for rental for Classes II, III and IV on the following days each year: January 1<sup>st</sup>, Spring Break (Thursday-Monday), Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Break (Thursday-Sunday) and Winter Break. As of the approval date of this policy, groups with long-term established contracts on Sundays or any of these holidays will be “grandfathered” under this provision and will continue to have access on Sundays and the previously scheduled specific holidays but not add on new holidays.</b></p> <p>23. The Spring-Ford Area School District School Board reserves the right not to allow the use of a building or a facility if district-provided (custodial, <b>event supervisor, electrician/maintenance</b>) is not available.</p> <p>24. <b>Regardless of the user’s classification and payment, additional service charges may be charged if the organization does not adequately clean up after themselves or changes the hours (arrive early or stay late) or needs (requesting additional rooms or locations) that are not listed on the permit.</b></p> <p>25. Political forums such as Meet the Candidates’ night are permitted as a bi-</p>
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<p>4. Guidelines</p>	<p>partisan or non-partisan effort.</p> <p>26. No food, drinks, or refreshments of any kind are to be served, <b>sold</b> or consumed without specific permission granted in advance <b>and included in the permit.</b></p> <p>27. Any organization <b>that</b> uses approved school facilities is responsible for monitoring <b>and supervising</b> the conduct of participants and spectators. All organizations shall have adults assigned to monitor the traffic flow, ensure supervision of the activity, and see that the group(s) activity is restricted to the part of the building requested for the activity. <b>Doors may not be propped open for any reason and the main entrance area cannot be unattended at any time. Failure to follow this required safety precaution may result in the organization losing the privilege to use District facility. First offense will result in a First Warning Letter to the organization. Second offense will result in a Final Warning Letter to the organization. Third offense will result in loss of District facility privileges for up to one (1) month – seven (7) day minimum. Additional offenses by the same organization in the same school year will result in the loss of facility privileges for a minimum of a one (1) month for each incident.</b></p> <p>28. The Business Office may request <b>supporting information</b> from any applicant at any time, and from time to time, to verify the applicant’s classification.</p> <p><b>CLASSIFICATIONS:</b></p> <p><b>All users of district facilities (Class I, II and III) must be groups that are open to district residents without restriction to race, creed, national origin, or political affiliation and may not have a charter or admission policy that violates state, county and federal statutes and regulations. Class IV organization may originate outside the Spring-Ford Community and not be open to Spring-Ford community members but must still have a charter or admission policy thAT does not violate state, county and federal statutes and regulations. Political campaigning on district property, other than at designated polling areas on Election Day, is prohibited. All users of district facilities will fall into one (1) of the following types (Classes) as defined below:</b></p> <p><b>Class IA – Spring-Ford Area School District school, building and district sponsored activities and events (including all school district activities, academic programs, and interscholastic and intramural athletic programs). No Rental Fees nor Service Charges will be assessed to any Class IA activity unless the event is a fundraiser where 100% of the activities’ profits are not 100% used to benefit a SFASD school or program. In this case, one half of the Service Charges for the specific activity will need to be covered prior to the fundraised profits leaving the district.</b></p>
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	<p><b>Class IB - Spring-Ford Area School District associated not-for-profit groups which are organized solely for the purposes of supporting and enhancing the mission of the school for which it is formed, and 100% of the group's proceeds from the facility use benefit Spring-Ford Area District schools and programs. Examples of not-for profit groups include Parent Teacher Associations, Home and School Leagues, Home and School Associations, Music Association, Booster Club, Spring-Ford Educational Foundation and Students Need an Alternative Party (SNAP) – all of which have achieved a 501(c)3 status. No Rental Fees will be assessed for any Class IB organization. Service Charges will apply for any Class IB activity based upon the established Service Charge schedule (based upon usage on weekends including fundraisers to cover the costs to the District). Fundraisers by Class IB organizations that are held on SFASD facilities where the proceeds from the event are not 100% used to benefit a SFASD school or program may be considered Class II for the fundraising event and may be charged as a Class II organization for the specific event. Each Class IB organization shall be granted one (1) event each school year in which the service charge will not be charged to the organization. Security, specialists (sound systems person, special lightning, etc.) costs are the responsibility of the group. The kitchen is not included and will be billed separately, if the kitchen is needed.</b></p> <p><b>Class II – Organizations that are tax-exempt and are located within the Spring-Ford Area School District boundaries and have a membership comprised of at least 50% residents. Class II organizations must have a primary purpose on the betterment of the community and are providing the services to the residents whose sponsors and organizers are volunteers, in general. An organization that has at least 50% residents but is sponsored and organized by paid coaches or advisors would be considered Class III. Class II organizations include community recreation leagues, community theater groups, community service organizations, Scout Programs and Fire Companies). Class II organizations can charge membership fees which benefit the continuation of the program developed by the organization. Class II also includes elected officials of Federal, State or local government or local civic groups when conducting community or official business.</b></p> <p><b>Class III - Organizations that are tax-exempt and are located within the Spring-Ford Area School District boundaries and have a membership comprised less than 50% residents. Class III organizations must have a primary purpose on the betterment of the community and are providing the services to the residents whose sponsors and organizers are volunteers, in general. Class III organizations can charge membership fees which benefit the continuation of the program developed by the organization. An organization that has less than 50% residents but is sponsored and organized by paid coaches or advisors would be considered Class IV.</b></p>
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	<p><b>Class IV – Other organizations not defined in Class I, II or III including religious and residential groups, “not-for-profit” and commercial organizations, colleges and universities as well as other groups that serve the community but do not originate in the community.</b></p> <p><u>Fees Established By Business Office</u></p> <ol style="list-style-type: none"> <li>1. <i>YMCA Child Care Delivered on Spring-Ford Area School District Property</i> – The Business Office may establish annually the usage and fee schedule for the YMCA child care program that provides child care before and/or after school and/or when during the school day when school is not in session for Spring-Ford Area School District students on Spring-Ford Area School District property.</li> <li>2. <i>Activities of Spring-Ford Area School District Athletic Camps and Summer Enrichment Programs (including Cool School and Summer Music Lessons)</i> – These activities are sponsored by the Spring-Ford Area School District that provide athletic or educational programs primarily for the benefit of Spring-Ford Area School District residents. The Business Office will establish annually all fees, expenses and compensations for such activities; provided however that non-resident <b>participants</b> shall be charged a higher compensatory fee than Spring-Ford Area School District resident participants. <b>A portion of each camper’s fee will be paid to the District to help offset the use of facilities costs for each during the school year camp and summer camp sponsored by the District or one of the District’s teams/organizations. Proceeds from the District Summer Camps, after all expenses are paid, will be distributed to the team account of the specific team hosting the camp.</b> The Business Office will process all revenue and expenditures. The <b>District Athletic Camps</b> are developmental programs that will enhance the established athletic programs by <b>providing training to younger students and support the team as these opportunities are considered fundraisers.</b> <p><b>Non-District summer camp use of facility requests will be negotiated and fees determined by the Business Office. These requests are “for-profit” and should fall in line with the Rental Fee and Service Charge schedule for Class IV organizations.</b></p> </li> <li>3. <i>Long-Term Facility Rental Agreements</i> - Organizations or teams that request to use Spring-Ford Area School District facilities for an entire “season” or on a routine or reoccurring basis can request to meet with the Chief Financial Officer and/or designee to discuss the specific requests to develop a mutually agreeable cost for the entire season or reoccurring request.</li> <li>4. <i>PIAA Post-Season Use of Facility Requests</i> - Spring-Ford Area School District facilities are often requested to host PIAA league, district, regional and/or state post-season games, tournaments, competitions or other similar</li> </ol>
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<p>SC 775</p>	<p>events. Based upon the request to use Spring-Ford facilities for these types of events, the administration has the ability to work with the PIAA officials to negotiate an appropriate user fee for each separate game, tournament, competition or similar event. The use of Spring-Ford Area School District facilities for these types of events can be a positive for the District and for Spring-Ford students and families but the use of facilities fees may not fit directly into one of the established classifications (Class I, II, III or IV).</p> <p style="text-align: center;"><b>RENTAL CHARGES AND SERVICE FEES</b></p> <p>The Board shall establish a schedule of <b>rental fees and service charges</b> for the use of school facilities based upon listed group classifications. (See <b>Addendum 707c</b>) Rental fees are defined as fixed charges for the use of the facilities. Service charges are defined as <b>the combined cost of a custodial employee rate and benefits and the cost for utilities (electricity, water, and sewer) supplies and cleaning costs for one (1) hour of time. Each organization is responsible for paying both the rental fee and service charge for every use of facility. If a rental and facility usage for a single event exceeds the capacity of a single custodial employee, additional service charges may be added to the rental agreement.</b></p> <p>Special events as determined by the Spring-Ford Area School District on weekends, <b>over multiple days, or unique requests may have additional charges for on-site supervision, additional custodial needs, security and services according to the established service charge schedule. Potential charges must be addressed at the time of the facility request to be included in the permit and negotiated prior to approval.</b></p> <p><b>Organizations in all classes, including Class IB, are responsible for the cost of additional services required beyond the normal operation of a school district and shall pay the cost of additional services required for the event. Additional service charges can include cafeteria, stage crew, security, police, set-up and clean-up services and additional custodial support, if needed.</b></p> <p><b>Each school year, the Rental Fee and Service Charge Schedule for the following school year will be approved by the School Board no later than March 31<sup>st</sup>.</b></p> <p><b>See Addendum 707a – Facility Rental Fee and Service Charge Schedules (including additional service charges, as required and/or requested).</b></p> <p><b><u>Additional Information:</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Rubber soled sneakers or gym shoes must be worn when gyms are used for any athletic event.</u></b></li> </ul>
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- **No food drinks, or refreshments of any kind is to be served or consumed without specific permission granted in advance.**
- **The district reserves the right to require the applicant to pay for the hiring of security personnel.**

Application Approval/Usage Permit Guidelines/Procedures

1. Application **for facility usage** must be completed on the district application form (see Addendum 707d) available **on the district webpage (under Parents→District Forms→Use of Facilities)** and/or in the office of the Director of Athletics. **All application forms are submitted to the Athletic Director's Office for initial consideration and review. If necessary, the Athletic Director's Office will work with the Business Office for estimated rental fees and service charges as well as insurance paperwork. Approvals/Denials for all use of facility requests will be communicated from the Athletic Director's office to the applicant.**
2. Application forms must be submitted at least thirty (30) days in advance for single events and sixty (60) days in advance for long-term events or activities. The Director of Athletics **or designee** will be responsible for **notifying** the building principal **and maintenance staff** of potential use of the facility and **will work** to resolve any conflicts and concerns.
3. Rental fees for **Class IV organizations** are due ten (10) days prior to the event or activity. **Rental fees for Class II and III organizations and service charges for all Classes (IB, II, III and IV) will be billed following the event and are due ten (10) days after the date of the bill. All payments are to be submitted to the Business Office and made payable to Spring-Ford Area School District.**
4. **Annually, the Athletic Director's Office will send a copy of Policy #707: Use of School Facilities to all organizations utilizing district facilities, if changes are made to the policy.** Preference for use of facilities will be given to **Class IA and IB groups followed by Class II and III groups**, respectively. In Class I, priority will be given to **Class IA (school-sponsored, academic, athletic and band programs) and then Class IB groups.**
5. If schools are closed **or dismissed early** because of inclement weather or other emergencies, **all Class II, III and IV functions that were previously scheduled on that day are automatically cancelled** for that day. **The Superintendent and/or designee will evaluate the situation for events scheduled for Class IA and IB organizations on days when schools are closed for inclement weather or other emergencies.**



	<p>6. If inclement weather or an emergency occurs on a weekend, the office of the Director of Athletics <b>or designee</b> will be responsible for canceling events and activities, if necessary, and notifying the appropriate sponsors.</p> <p><u>Required Insurance</u></p> <table border="0"> <tr> <td>1. Comprehensive</td><td>General Liability</td></tr> <tr> <td>\$1,000,000</td><td>Per Occurrence</td></tr> <tr> <td>\$2,000,000</td><td>General Aggregate</td></tr> <tr> <td>\$1,000,000</td><td>Products/Completed</td></tr> <tr> <td></td><td>Operations/Aggregate</td></tr> <tr> <td>\$1,000,000</td><td>Personal/Advertising</td></tr> <tr> <td>\$ 50,000</td><td>Fire Damage Liability</td></tr> <tr> <td>\$ 5,000</td><td>Medical Payments</td></tr> </table> <p>2. Products Liability – Only required if food will be sold and/or prepared and served.</p> <p>3. Automobile Liability – Only required if vehicles will be used as part of the event.</p> <p>4. Workers Compensation – Only required if organization or individuals utilizing the facility has an employee(s).</p> <p>Liability insurance carried by the Spring-Ford Area School District protects only the school district and its employees and named insured. No insurance protection is provided by the district to other groups or organizations using school facilities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 511, 775, 779</p> <p>State Board of Education Regulations – 22 PA Code Sec. 403.1</p> <p>Department of Revenue Regulations – 61 PA Code Sec. 901.1, 901.701</p> <p>Local Option Small Games of Chance Act – 10 P.S. Sec. 311 et seq.</p> <p>School Tobacco Control – 35 P.S. Sec. 1223.5</p> <p>Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq.</p> <p>Boy Scouts of America Equal Access Act – 20 U.S.C. Sec. 7905</p>	1. Comprehensive	General Liability	\$1,000,000	Per Occurrence	\$2,000,000	General Aggregate	\$1,000,000	Products/Completed		Operations/Aggregate	\$1,000,000	Personal/Advertising	\$ 50,000	Fire Damage Liability	\$ 5,000	Medical Payments
1. Comprehensive	General Liability																
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\$ 50,000	Fire Damage Liability																
\$ 5,000	Medical Payments																

SPRING-FORD AREA SCHOOL DISTRICT

COMMUNITY USE OF SCHOOL FACILITIES

CERTIFICATE OF INSURANCE

The Board of School Directors shall reserve the right to require that applicants for the use of school facilities or grounds carry insurance to cover injuries or any damages that occur during the use of by the applicants.

Each application for use will be considered individually with respect to the need for insurance. The preferable form of certification shall be the assignment of Spring-Ford Area School District as an additional insured on the policy certificate.

The administration shall require a certificate of insurance for all activities meeting the following criteria.

Activities requiring insurance shall generally be those that involve physical activity (as sports and recreational exercise), the use of equipment (either powered or mechanical), or the use of certain places (stages, laboratories, and food preparation areas). Activities which will generally be exempt from insurance requirements are those low risk activities normally associated with meetings, classroom instruction or administrative functions of a sedentary nature.

Groups using school district property shall be held responsible for any damages to property resulting from such use.

SPRING-FORD AREA SCHOOL DISTRICT

HOLD HARMLESS CLAUSE

The undersigned agrees to hold harmless, indemnify and release the Spring-Ford Area School District, its administrators, agents, employees and directors for any damage or loss or injury which may occur during the course of the event proposed by the undersigned. The indemnification and release shall include indemnification for all acts or events created by the school district, its agents, employees, servants and directors and shall include, but not be limited to, all costs of the suit, defense or judgment entered against the district.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Witness: \_\_\_\_\_

## Facility Rental Fee and Service Charge Schedules

## Facility Rental Fee Schedule

Room Type	Class IA & IB Rate/ 4-Hour Block		Class II Rate/4-Hour Block		Class III Rate/4-Hour Block		Class IV Rate/ 4-Hour Block
	Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Anytime Rental
<b>Instructional Space*</b>							
Classroom (K-12)	NC	NC	NC	NC	\$15	\$25	\$100
Large Group Instruction Space/Library (K-9)	NC	NC	NC	NC	\$20	\$35	\$150
Library (10-12)	NC	NC	NC	NC	\$25	\$50	\$250
Hurda Center (10-12)	NC	NC	NC	NC	\$25	\$50	\$250
Band/Choral (9)	NC	NC	NC	NC	\$40	\$75	\$400
Band/Choral (10-12)	NC	NC	NC	NC	\$40	\$75	\$400
	* Computer Labs are available but at an additional Fee/Charge						
<b>Cafeteria*</b>							
Cafeteria (K-4)	NC	NC	NC	NC	\$50	\$100	\$300
Cafeteria/Stage (5-7)	NC	NC	NC	NC	\$100	\$200	\$600
Cafeteria (8, 9)	NC	NC	NC	NC	\$50	\$100	\$500
Cafeteria (10-12)	NC	NC	NC	NC	\$50	\$100	\$500
Café w/ Annex (10-12)	NC	NC	NC	NC	\$100	\$200	\$600
	* Fee does not include use of the Kitchen – Additional Fee/Charge for Kitchen Use						
<b>Gymnasium</b>							
Gymnasium (K-4)	NC	NC	NC	NC	\$100	\$200	\$400
Gym w/ LGI (K-4)	NC	NC	NC	NC	\$125	\$250	\$500
Gym - Main (5-7)	NC	NC	NC	NC	\$100	\$400	\$800
Gym - Aux (5-7)	NC	NC	NC	NC	\$75	\$150	\$300
Gym – Main (8, 9)	NC	NC	NC	NC	\$200	\$400	\$800
Gym – Aux (8, 9)	NC	NC	NC	NC	\$75	\$150	\$300
Gym – Main (10-12)	NC	NC	NC	NC	\$150	\$300	\$1,000
Gym – Aux (10-12)	NC	NC	NC	NC	\$125	\$250	\$500
<b>Auditorium*</b>							
Auditorium (8)	NC	NC	NC	NC	\$75	\$150	\$400
Auditorium (9)	NC	NC	NC	NC	\$100	\$200	\$800
Auditorium (10-12)	NC	NC	NC	NC	\$150	\$300	\$1,000
	* Additional charges to use advanced sound and lighting system in Auditorium						
<b>Athletic Fields</b>							
Grass/Ball Fields	NC	NC	NC	NC	\$15/hr	\$15/hr	\$75/hr
Softball or Baseball Stadium	NC	NC	\$250	\$250	\$600	\$600	\$1,000
Tennis Courts	NC	NC	NC	NC	\$15/hr	\$15/hr	\$75/hr
Turf & Track Complex	NC	NC	\$400	\$400	\$800	\$800	\$2,000
Cross Country Course	NC	NC	\$20/hr	\$20/hr	\$35/hr	\$35/hr	\$100/hr
Outdoor Restrooms	NC	NC	\$100/day		\$200/day		\$400/day
Parking Lot Rental for Outdoor Event Usage	NC	NC	\$50/day		\$100/day		\$200/day

## Facility Rental Fee and Service Charge Schedules

## Service Charge Schedule

	Class IB Rate/Hour/Employee		Class II Rate/Hour/Employee		Class III Rate/Hour/Employee		Class IV Rate/Hour/Employee
	Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Mon-Fri 6:15p-10p	Sat, Sun Holiday/ Summer	Anytime Rental
<b>K-4 Facility</b>	NC	\$55	\$14	\$75	\$56	\$75	\$75
<b>5-7 Facility</b>	NC	\$65	\$16	\$85	\$66	\$85	\$85
<b>8th Grade Center</b>	NC	\$60	\$15	\$80	\$60	\$80	\$80
<b>9th Grade Center</b>	NC	\$60	\$15	\$80	\$60	\$80	\$80
<b>10<sup>th</sup>- 12<sup>th</sup> Center</b>	NC	\$65	\$16	\$85	\$66	\$85	\$85
<b>Outdoor Athletic Facilities</b>	NC	NC	\$10 per facility	\$30 per facility	\$20 per facility	\$30 per facility	\$62 per facility

Requests for use of bleachers, additional chairs and tables, equipment movement and similar requests during the Monday-Friday evening rentals **may** require additional costs based upon custodial availability/coverage.

Potential Additional Service Charges as Requested and/or Required for ALL Classes (Class I included):

- Additional Custodian (Based Upon Event/Usage) – Additional Service Charge Per Employee
- Event Supervisor (Needed for Stadiums, Track or Special Events/Requests) - \$45.00 per hour.
- Outdoor Lights (Requested for Stadiums, Track, Turf or Fields) - \$40.00 per hour.
- Spring-Ford Area School District Police (or local Police) - \$75.00 per hour / per person.
- Security Officers - \$40.00 per hour / per person.
- Scoreboard with Clock Operator: Indoor or Outdoor Scoreboards - \$45.00 per hour / per person.
- Sound System / Public Address: Indoor or Outdoor rental - \$10.00 per hour.
- Electrician / Maintenance Support (If needed) - \$75.00 per hour / per person.

Heating and Air Conditioning (HVAC): For most all Use of Facility rentals, the Spring-Ford Area School District buildings are set in “Unoccupied Mode” with predetermined temperatures between 60° and 80°. If an event has HVAC standards beyond what is listed above, the request must be noted on the use of facilities application for consideration at the time of the request for consideration and possible additional charges.

Application # \_\_\_\_\_

Please Attach Hold Harmless Clause  
and Certificate of Insurance**SPRING-FORD AREA SCHOOL DISTRICT**  
**APPLICATION FOR THE USE OF SCHOOL FACILITIES**

Name of Policy \_\_\_\_\_

Policy Number \_\_\_\_\_

**NAME OF SPONSORING ORGANIZATION****DATE OF APPLICATION**

The undersigned hereby makes application for use of school facilities as follows:

Name of Facility: \_\_\_\_\_

Part of Facility: \_\_\_\_\_

Day &amp; Dates Desired: \_\_\_\_\_

Hours Desired: \_\_\_\_\_

Number Expected to Attend: \_\_\_\_\_

Number of Adult Sponsors in Attendance: \_\_\_\_\_

State Specific Purpose of Use - Be Complete: \_\_\_\_\_

☐ Heat/Cool beyond temperature settings \$150 per day check for yes and initial \_\_\_\_\_

Temperature is in energy mode after 4pm &amp; weekends. Temperature is set at 60° (winter) and 80° (summer)

Will An Admission Fee Be Charged? Yes \_\_\_ No \_\_\_

If yes, for what will the proceeds be used? \_\_\_\_\_

Is the membership of the organization limited to residents of the Spring-Ford Area School District? Yes \_\_\_ No \_\_\_

If not, what percentage are Spring-Ford Area School District Residents? \_\_\_\_\_  
(membership roster is to be attached)List Special Arrangements Needed (tables, equipment, scoreboard, cafeteria, kitchen, all-purpose room, etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Signatures and addresses of two responsible officials of your organization who will be present at the time the facilities requested are being used, and who will accept responsibility for adherence to School District regulations. By signing, you also acknowledge that you have read and understand the rules and regulations.

**Applicants' Printed Name and Address****Applicants' Printed Name and Address**

Printed Name \_\_\_\_\_ (Position) \_\_\_\_\_

Printed Name \_\_\_\_\_ (Position) \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Email Address \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

Phone: \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_

**SCHOOL DISTRICT USE ONLY**

Usage Classification \_\_\_\_\_

Building Admin. Approval \_\_\_\_\_ Date \_\_\_\_\_

Rental Fee \_\_\_\_\_

Remarks \_\_\_\_\_

Service Fee (per hr.) \_\_\_\_\_

Athletic Director Approval \_\_\_\_\_ Date \_\_\_\_\_

Food Service Charges (per hr.) \_\_\_\_\_

Remarks \_\_\_\_\_

Other Charges \_\_\_\_\_

District Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Remarks \_\_\_\_\_

Remarks \_\_\_\_\_