

On March 22, 2021, 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: Wendy Earle, Linda C. Fazzini and Dr. Margaret D. Wright
Region II: Clinton L. Jackson and David R. Shafer
Region III: Thomas J. DiBello, Christina F. Melton and Diane C. Sullivan
Presiding Officer: Colleen Zasowski
Acting Superintendent: Robert W. Rizzo
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth

The following Student Representative to the School Board attended via Zoom: **Allison McVey**

ANNOUNCEMENTS

Mrs. Zasowski reminded everyone to wear their masks at all times and maintain social distance while in attendance at the meeting this evening. She advised on the process for making public comments both at the beginning of the meeting and at the end of the meeting. Mrs. Zasowski advised that Allison McVey was joining the meeting via Zoom and she confirmed that Allison was online.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. PRESENTATION

Mrs. Leiss spoke of the formation in September of 2019 of the Equity, Diversity, and Inclusion Committee. She advised that the School Board showed their commitment to the work of the committee by adopting Policy 128 – Equity, Diversity, and Inclusion in June 2020. She added that the policy helps to support the committee in creating an environment that fosters awareness and self-awareness of diverse perspectives and backgrounds, build a community where everyone feels accepted and valued, and is purposeful in looking for value in others.

Dr. Whittaker commented that as a community we hold our educational success in high regard and work daily with staff, students, and community members from a variety of identities, cultures, and general life experiences. He spoke of the importance of providing inclusive schools for our students and that the Committee was formed with the intention of building a community where everyone feels accepted and valued while being purposeful in looking for value in others. Dr. Whittaker expressed that it is important to be aware of differences, whether it is race, disability, or sexual orientation and how they can impact student's social-emotional well-being and academic experiences. He stressed that it is equally important to create a professional environment that will foster self-awareness which will lead to an understanding of our unconscious biases.

Dr. Patschke advised that the Diversity, Equity, and Inclusion Committee evolved into a driven, results oriented task force. She commented that their work cultivated ideas and generated the need to elevate voices of marginalized identities. She added that they wanted to ensure that continuous purposeful growth and opportunities were available for all and establish a climate of bravery and empowerment. Dr. Patschke stated that they collected resources, held focus groups, and divided work into multiple subcommittees. She introduced a video that was put

together by the Communication and Media Department which introduced those subcommittees and highlighted the work being done by them.

Dr. Whittaker reported that as they move forward, they are exploring local, state, and national supports and resources to foster self and social awareness. He added that they will continue to strive to overcome conscious and unconscious bias, participate in courageous conversations, and create an inclusive culture that welcomes the diverse beauty of the entire Spring-Ford Community.

The board expressed their appreciation for the presentation and the work being done by the Committee and Subcommittees.

- A. **Mrs. Elizabeth Leiss**, Director of Human Resources, **Dr. Melissa Patschke**, Principal, and **Dr. Percell Whittaker**, Supervisor of Special Education, to provide an overview of the Spring-Ford Area School District's **Diversity and Inclusion Committee**.

III. **BOARD AND COMMITTEE REPORT**

Student Rep. Report Eshika Seth/Allison McVey

Allison reported on what has taken place which included the Winter Keystone Exams, High School Spring Musical, District String Jamboree Concert, Hope for Tomorrow Presentation, SAT's, Indoor Percussion/Guard Senior Night, Royersford Elementary Virtual Reading Olympics, Montgomery County Community College Placement Testing, and the Spring City Elementary Home and School Book Fair. Eshika reported on what is coming up which included Spring Break for all students and staff, Royersford Elementary Spring Photos, Upper Providence Elementary Drive-in Movie Night, last day of the 3rd marking period, first day of the 4th marking period, National Honor Society Ceremony for Seniors, National Honor Society Ceremony for Juniors, ACT Testing, High School Spirit Week, Powder Puff Game, Senior Decision Day and the last day to purchase a yearbook for Limerick Elementary School students.

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

Mr. DiBello reported on the meeting that took place on March 9, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Discussion took place regarding the budget and that currently the budget needs to be cut in order to get it down to the State Act 1 Index of 3%. Following the discussion, the board members were each polled on whether they were in support of the Finance Committee's recommendation of being at index which would mean a cut to the current budget of \$1 million or if not what they would be comfortable with approving. Mr. Fitzgerald advised the poll was not binding but rather just to give some level of direction today.

Mr. Shafer supported the Finance Committee's recommendation of getting down to index.
Dr. Wright supported the Finance Committee's recommendation of getting down to index.
Mr. Jackson supported the Finance Committee's recommendation of getting down to index.
Mr. DiBello said he would support whatever the Board is comfortable with.
Mrs. Zasowski supported bringing the budget in under index.
Mrs. Melton supported the Finance Committee's recommendation of getting down to index.
Mrs. Fazzini supported the Finance Committee's recommendation of getting down to index.
Ms. Sullivan supported the Finance Committee's recommendation of getting down to index.
Mrs. Earle supported the Finance Committee's recommendation of getting down to index.

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

Mr. Jackson reported on the meeting that took place on March 9, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Discussion took place over a potential new Upper Providence Library within the next two years and whether once this is built if the district could continue to support the Royersford Library. The consensus was that the Royersford Library was a community center point that is walkable for many living in the community and that the district's support should continue.

Policy

Wendy Earle

3rd Mon. 6:30 p.m.

Mrs. Earle reported on the meeting that took place on March 15, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Extracurricular

David Shafer

3rd Mon. 7:30 p.m.

Mr. Shafer reported on the meeting that took place on March 15, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Personnel Committee

Thomas DiBello

As Needed

Mr. DiBello advised that the Personnel Committee held a meet and discuss on March 16, 2021 with 3 groups; Maintenance, Instructional Assistants and Registered Nurses regarding their agreements. He commended these groups for all of the work they did to support students during the pandemic.

Mr. DiBello commented that the Spring-Ford Community had an unexpected death and he stated that it was brought to the board's attention that when an employee passes away unexpectedly while still employed by the district that the beneficiary is paid for any unused accrued vacation time but not the unused sick time that has been accrued over the years. Mr. DiBello advised that the Personnel Committee felt that this sick time should be paid out to the family. He stated that the committee then worked on language to be placed in all of the existing employee agreements. He read that the language as recommended by the Personnel Committee is that "Should a Spring-Ford School District Employee die while employed, to the extent available by the law, the surviving members will receive payment of employees' unused sick days. These days will be paid out at the same rate as employees who retired and are paid out for unpaid sick days. These rates are identified in the Professional Agreement, the Act 93 Agreement, and all other support benefit summaries. Days will be paid out to the surviving family members and will not be rolled into a 403b as is the practice for employees who retire. The practice will be retroactive to July 1, 2020". Mr. DiBello asked Mr. Fitzgerald if this needed to be voted on and he advised yes.

Mr. DiBello made the motion to take the language he just stated and add it to the employee plans. Mrs. Fazzini seconded it. There were no board comments. The floor was opened for public comment and there was none. The motion passed 9-0.

Legislative Committee

Christina Melton

3rd Weds. 7:30 p.m.

Mrs. Melton reported that Montgomery County School Director Legislative Committee met on March 17th and were joined by State Representative Tracy Pennycuick, a sponsor for House Bill 272 which is the Charter Reform Bill. Mrs. Melton advised that discussions were around potential savings to school districts and she commented that Spring-Ford's savings would be around \$600,000 if the bill passed. She discussed a resolution in support of charter funding reform and urged the board to consider passing this resolution. Mr. Rizzo advised that he had a sample of the resolution and that he would circulate it to the board members in their Friday memo for consideration on placing on the next agenda as an action item for approval.

Mr. DiBello advised that State Representative Joseph Ciresi is working in support of a bill making Veteran's Day a school holiday. Mr. DiBello voiced his support of this bill.

Acting Supt. Report Robert W. Rizzo

Mr. Rizzo reported that PDE has decided that it is necessary for school districts to have PSSA and Keystone Exams. He stated that given the choice he would prefer to see the time used for instruction given the year we have had. Mr. Rizzo provided an update on the 2021-2022 school year planning and reported that subcommittee have met in the areas of 21st Century Learning, Data Collection/Analysis, Virtual/Cyber, and Special Education. He next gave an update on COVID and recent CDC guideline revisions. Mr. Rizzo stated that as requested he looked into cost for the purchase of Docucams and Standing Desks for elementary virtual teachers and provided the cost for these items, the number of teachers who teach virtual classes at both the elementary and secondary level, and the total cost for each of these groups. He next announced that graduation is tentatively planned for June 15th with rain dates of June 16th and 17th. He advised that the graduation date needed to be earlier in the week to allow for potential rain dates since the ceremony must be held outdoors in order to accommodate the number of students and guests. Mr. Rizzo stated that based on the progress of the stadium upgrades, graduating seniors will either received 2 tickets or 4 tickets for family members attending the ceremony. He added that although this is not on the agenda tonight, he believes it would be a good to get an approval of this tonight.

Mrs. Zasowski made a motion for the approval for the Spring-Ford Area School District Graduation Commencement to be set for the evening of Tuesday, June 15, 2021 in Coach McNelly Stadium. The rain dates for graduation will be Wednesday, June 16, 2021 and Thursday, June 17, 2021. Mrs. Earle seconded it. Mr. DiBello asked if June 15th was the earliest that graduation could occur in order to satisfy state requirements and Mr. Rizzo confirmed this was correct. The floor was opened up for public comment on this motion and there were none. The motion passed 9-0.

Mr. Rizzo recognized the retirees on the agenda and highlighted their years of service to the district.

Mr. DiBello asked about the adjustable desks and document cameras for the elementary virtual class teachers and where things stand with this and Mr. Rizzo responded that he is gathering the information with regards to costs and types available and next he would ask for input from the teachers on how many would want to have this type of set up.

Mr. Jackson asked if Mr. Rizzo would be comfortable with an April presentation and a recommendation for options for the 2021-2022 school year at the April 12th Work Session to which Mr. Rizzo replies yes.

Rizzo provided an update on the Antigen Testing saying that the numbers have gone down a little bit and it was felt that this was due to many of our teachers being vaccinated so there is not as much concern by them to get tested. He added that the district will continue to provide this testing as long as people are interested.

Nurse's Report Trisha Smith

Trisha Smith reported that in the past two weeks, Spring-Ford Nurses have processed 18 positives which is down. 10 of those positives were potentially infectious at school which resulted in contact tracing and the quarantining of 50 close contacts. There was discussion on how often Mrs. Smith should provide future reports and it was felt by the majority of board member that the bi-weekly report was still necessary at this point.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald reported that about a year ago the district received its first round of Federal Emergency Relief and Stimulus through The Cares Act and the FFCRA but with this came significant legal implications. He advised that 10 days ago we just had the American Relief Plan passed which has a significant amount of stimulus dollars attached to it. He added that luckily, from a legal perspective, the impact seems to be relatively muted upon the initial review.

Mr. Fitzgerald stated that there is impact as it relates to Cobra responsibilities, tax credits that would allow the district to continue FFCRA should it so desire, but the biggest impact with the Federal Stimulus dollars will be the impact of procurement and bidding requirements that will now be attached due to the federal dollars. He added that this will be a very important consideration as the district must provide for compensatory and additional services to students over the next several months and possibly years and the obligations we have under federal law as it relates to bidding and procurement requirements. Mr. Fitzgerald advised that his office will be keeping an eye on this and work with the Business Office to ensure that if the services must come from outside the district with regards to contractors that the district is adhering to the federal standards and not just the state.

IV. MINUTES

Mr. Jackson made a motion to approved Items A-B and Mrs. Earle seconded it. The motion passed 9-0.

A. The Board approved the February 8, 2021 Work Session minutes. **(Attachment A1)**

B. The Board approved the February 22, 2021 Board Meeting minutes. **(Attachment A2)**

V. PERSONNEL

Mrs. Earle made a motion to approve Items A-R and Mrs. Fazzini seconded it.

Mr. Jackson asked about Items G and H and questioned the addition of new names to the list since the work session and Mrs. Leiss advised that these are additional individuals to work the ESY Program and the paperwork for these individuals has now been turned into the Human Resource Department so they have now been added to this agenda.

The motion passed 9-0.

A. Resignations

1. **Katherine J. Beerer**; 5/6 Club #3 – Art Club. Effective: March 3, 2021.
2. **Karen L. Boyer**; Head Custodian, Limerick Elementary School, for the purpose of retirement. Effective: July 2, 2021.
3. **Maria L. Castro**; Title I Math Teacher, Brooke Elementary School and Spring City Elementary School. Effective: March 4, 2021.
4. **Angela DeRosato**; Instructional Assistant, Limerick Elementary School. Effective: April 16, 2021.
5. **Carol J. Ganister**; PIMS and Data Specialist, 9th Grade Center, for the purpose of retirement. Effective: July 2, 2021.
6. **Aimee M. Oblak**; Special Education Department Chair. Effective: March 1, 2021.
7. **Tamura J. Rivera**; 5/6 Intramural #13 – Walking Club. Effective: March 4, 2021.
8. **Colleen Steube**; Instructional Assistant, Royersford Elementary School. Effective: January 19, 2021.

New Resignations

9. **Julie E. Grady**; Special Education Teacher, Evans Elementary School. Effective: March 12, 2021.
10. **Kathleen Strange**; Level III Secretary, 5/6th and 7th Grade Centers, for the purpose of retirement. Effective: June 30, 2021.

B. Leaves of Absence

1. **Mary C. Henderson**; Instructional Assistant, Upper Providence Elementary School, for an unpaid leave of absence per Board Policy. Effective: February 17, 2021 through April 15, 2021.
2. **Kimberly M. H. Leybin**; School Psychologist, Evans Elementary School, for a child-rearing leave of absence per the Professional Agreement. Effective: August 25, 2021 through the first semester of the 2021-2022 school year.

New Leave of Absence

3. **Andrea M. Weber**; IST Teacher, Evans Elementary School, for an unpaid leave of absence per Board Policy. Effective: August 25, 2021 through the first semester and an additional second semester requested through the end of the 2021-2022 school year.

C. Support Staff

1. **Alexis Barker**; Instructional Assistant, Senior High School, replacing Deborah S. Barth who had a change of status. Compensation has been set at \$17.36/hour with Benefits per the Instructional Assistant Benefit Summary. Effective: March 15, 2021.
2. **Hether P. Fatal**; Instructional Assistant, Limerick Elementary School, replacing Devon A. Berryann who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: March 15, 2021.

New Support Staff

3. **Leanne M. Bath**; Level III Secretary, Evans Elementary School, replacing Trudi-Ann Shuler-Neumann who had a change of status. Compensation has been set at \$16.52/hour with benefits per the Secretarial Benefit Summary. Effective: April 12, 2021.
4. **Rachelle A. Klapper**; Registered Nurse, Senior High School, replacing Melissa L. Wasko who retired. Compensation has been set at \$27.25/hour with benefits per the Registered Nurse's Benefit Summary. Effective: April 6, 2021.

D. Change of Status

1. **Lisa Huttinger**; Food Service Part-time (3 hours/day) Senior High School, to Food Service Full-time (6 hours/day) Senior High School, replacing Christine A. Dixon who retired. Compensation has been set at \$17.37/hour with benefits per the Food Service Benefit Summary. Effective: March 8, 2021.
2. **Jacqueline Knerr**; Food Service Part-time (3 hours/day) Senior High School, to Food Service Full-time (6 hours/day) Senior High School, replacing M. Gail Wolf who retired.

Compensation has been set at \$17.32/hour with benefits per the Food Service Benefit Summary. Effective: March 8, 2021.

3. **Thomas O'Connor**; Full-time (.67) Instructional Assistant and Part-time (.33) Health and Physical Education Teacher Spring City Elementary School, to Health and Physical Education Teacher Upper Providence Elementary School, replacing Jeffrey M. West who retired. Compensation has been set at M, Step 2, \$52,000.00 prorated with benefits per the Professional Agreement. Effective: March 15, 2021.
- E. The Board approved **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).
- F. The Board approved **Joan D. Flack** as an Instructional Assistant for the Pre-K Summer Readiness Program. Compensation will be set at the Instructional Assistant's current hourly rate plus benefits (FICA & Retirement).
- G. The Board approved of the following Professional Staff as Special Education Teachers for the 2021 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30 PM; June 28, 2021 through July 29, 2021. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be from the Special Education Funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. *New additions since the Work Session agenda.

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| 1. Gabrielle V. Adelsberger | 17. Maura F. Groff |
| 2. Diana L. Bilardo | 18. Brenda A. Haydt |
| 3. Ashley L. Brod | 19. Patricia M. Kenschak |
| 4. Krista M. Brooke | 20. Kathy A. Lebedynsky-Pencak |
| 5. Alyssa K. Brooks | 21. Deborah E. Malack |
| 6. Kathryn A. Calvert | 22. Jaclyn A. McDermott |
| 7. Katherine M. Cieszkowski | 23. Barbara J. McGuigan |
| 8. Hannah Z. Coath | 24. Gary W. Rhodenbaugh, Jr. |
| 9. April Collins | 25. Angela E. Rowe |
| 10. *Danielle A. DeFrancesco | 26. Shana L. Savard |
| 11. Karen M. DeLange | 27. Elizabeth Shields |
| 12. Grace L. Donovan | 28. *Amelia M. Smith |
| 13. Allison L. Dorn | 29. Mollie M. Smith-Wood |
| 14. Wayne F. Downs | 30. Greta L. E. Verma |
| 15. Jennifer L. Elliott | 31. *Megan A. Yakupcin |
| 16. Allison L. Fauerbach | |

- H. The Board approved of the following Support Staff as Instructional Assistants for the 2021 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30 PM; June 28, 2021 through July 29, 2021. Compensation for new employees will be set at \$16.36/hour non-degree rate or \$17.36/hour degree rate. Current hourly employees will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. *New additions since the Work Session agenda.

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| 1. Mary Abraham | 27. Kathya Holohan |
| 2. Nancy T. Birtch | 28. Dana Ignatovig |
| 3. Jennifer Bonetz | 29. *Zoe D. Jacobs |
| 4. Lauren M. Boylan | 30. Janine M. Justice |
| 5. Ronda I. Brisbois | 31. Naomi L. Keen |
| 6. Samantha L. Carfagno | 32. Sally A. Knab |
| 7. Bruce Cartwright | 33. Alexander M. Kraft |
| 8. Maryann Christy | 34. Collen Kriebel |
| 9. Aniqua G. Coleman | 35. Kathleen M. Kwiej |
| 10. Janet T. Copenhaver | 36. *Jeanna M. Laire |
| 11. Kelley A. Costello | 37. Michelle A. Mack |
| 12. Angie L. Cressman | 38. Adriana Martinez |
| 13. Debra A. DeMitis | 39. Patricia A. McCormick |
| 14. Judy Denning | 40. *Courtney A. McGill |
| 15. *Kylie A. DeVitis | 41. Laura B. McQuaid |
| 16. Vanessa G. Donatelli | 42. Sherri K. Molishus |
| 17. Paula T. Donatelli | 43. Tyler S. Morris |
| 18. Shannon L. Dusko | 44. Michael A. Moyano |
| 19. Gabrielle M. Fisher | 45. Patrice M. Mullen |
| 20. Christa M. Fitch | 46. Kristin Richter |
| 21. Angeline T. Fusco | 47. Natalie A. Stark |
| 22. Laura Gilmore | 48. Charlene D. Strange |
| 23. Brittany L. Harrington | 49. *Robin A. Strzeminski |
| 24. Amanda C. Hegedus | 50. Emily A. Walker |
| 25. Kyra L. Heiler | 51. Allison L. Worthington |
| 26. *Cameron L. Hellauer | |

I. The Board approved of the following Professional Staff as Special Education Teachers - Tutors to be hired for the 2021 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30 PM; June 28, 2021 through July 29, 2021. Compensation will be set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

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| 1. Kathryn A. Calvert | 6. Kevin M. Lewis |
| 2. Laura E. Camp | 7. Jacquelyn M. Lippincott |
| 3. Allison L. Dorn | 8. Jaclyn A. McDermott |
| 4. Brenda A. Haydt | 9. Mollie M. Smith-Wood |
| 5. Nicholas J. Latch | |

J. The Board approved of the following Certified School Nurse to be hired for the 2021 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30 PM; June 28, 2021 through July 29, 2021. Compensation will be set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

1. **Erin J. Lewandoski**

- K. The Board approved of the following Behavior Specialist to be hired for the 2021 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30 PM; June 28, 2021 through July 29, 2021. Compensation will be set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

1. **Lauren N. Raugh**

- L. The Board approved of the following Speech & Language Therapists to be hired for the 2021 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30 PM; June 28, 2021 through July 29, 2021. Compensation will be set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. *New addition since the Work Session agenda.

1. ***Brianna M. Farrelly**
2. **Joan E. Kenney**
3. **Jenifer P. Smith**
4. **Johannah M. Timbario**

- M. The Board approved hiring the following Support Staff as Instructional Assistant Substitutes for the 2021 Extended School Year Program. The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30 PM; June 28, 2021 through July 29, 2021. Compensation will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

1. Jennifer A. Bowyer	6. Tari Lawson
2. Joan Clare Callow	7. Joanna B. Melcher
3. Stephanie N. Ciliberto	8. Shannon L. Osborne
4. Shannon E. Dauphin	9. Alyssa D. Touey
5. Cheryl A. Goodwin	10. Wendy H. Trump

- N. The Board approved hiring the following Professional Staff as Special Education Teacher Substitutes for the 2021 Extended School Year Program. The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30 PM; June 28, 2021 through July 29, 2021. Compensation will be paid at \$40.00/hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

1. Jennifer A. Bowyer	6. James R. Laky
2. Kathryn L. Ellor	7. Jacquelyn M. Lippincott
3. Chelsea K. Flynn	8. Indira Pothukuchi
4. Jeannette T. Hellauer	9. Melissa A. Shimukonas
5. Susan Ibach	10. Melissa C. Yonchuk

- O. The Board approved hiring one (1) additional Certified School Nurse at a rate of \$40.00/hour for the 2021 Extended School Year Program (ESY) due to the additional staffing needed for the Health Annex. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.
- P. The Board approved the attached extra-curricular contracts for the 2020-2021 school year. Payments of extra-curricular stipends shall be contingent upon the re-opening opening of schools and the ability as determined by the administration to provide such extra-curricular offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. The district reserves the right to prorate or not pay stipends in the event of a school closure, school modification, and/or discontinuation of the activity due to the pandemic or other events surrounding the pandemic. *New additions since the Work Session agenda. **(Attachment A3)**

New Personnel Motions

Q. Temporary Professional Employee

- 1. **Jennifer A. Kurian**; Certified School Nurse, New Position. Compensation has been set at B, Step 2, \$50,500.00 prorated with benefits per the Professional Agreement. Effective: June 7, 2021.
- 2. **Carly M. K. Smith**; Certified School Nurse, New Position. Compensation has been set at B, Step 1, \$50,000.00 prorated with benefits per the Professional Agreement. Effective: April 6, 2021.

R. Substitute

- 1. **Maria Van Horn** Substitute Teacher \$104.25/day

VI. FINANCE

Mrs. Melton made a motion to approve Items A-F and Mrs. Fazzini seconded it.

Mr. Jackson asked about Item E and asked Mr. Fitzgerald if there were any updates on this. Mr. Fitzgerald replied that Mr. DiBello had broken down our appraisal versus the taxpayers and the settlement herein is reflective of our appraiser’s value of the property.

The motion passed 9-0.

- A. They 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. 212401 – 212536 \$ 467,121.86
- 2. Food Service Checks
Check No. 2105 – 2116 \$ 1,295.91
- 3. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH 202101258 – 202101433 \$ 2,862,095.92

4. <u>Wires</u>	
202000095 – 202000108	\$ 2,650,233.75
5. <u>Procurement Payments</u>	
200000001 – 200000145	\$ 147,594.70

C. The following monthly Board reports were approved:

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

D. The Board approved the following independent contracts:

1. **Jessica Liddel (Bella Mosaic Art) – Narberth, PA.** Provide an Artist in Residence Program for third and fourth grade students at Upper Providence Elementary School. Students will work with the artist to create ceramic tile mosaics for the courtyard. Funding will be paid by the Upper Providence Home and School Association and shall not exceed \$6,000.00.
2. **Mike and Roberta Straka – Bushkill, PA.** Provide a virtual assembly for second grade students at Royersford Elementary School entitled “Dino Dig”. Funding will be paid from the General Fund and shall not exceed \$225.00.
3. **Mike and Roberta Straka – Bushkill, PA.** Provide a virtual assembly for third grade students at Royersford Elementary School entitled “Rocks and Minerals Show”. Funding will be paid from the General Fund and shall not exceed \$225.00.
4. **Dr. Jessy Sandoval-Barrett – Ardmore, PA.** Conduct a psychiatric evaluation for a student. Funding will be paid from the Special Education Budget and shall not exceed \$2,000.00.
5. **The Center for Neuropsychology and Counseling – Warrington, PA.** Conduct an Independent Educational Evaluation for a student. Funding will be paid from the Special Education Budget and shall not exceed \$5,000.00.

New Independent Contracts

6. **Mike and Roberta Straka – Bushkill, PA.** Provide a virtual assembly for second grade students at Limerick Elementary School entitled “Dinosaur Dig”. Funding will be paid by the Limerick Home and School League and shall not exceed \$225.00.
7. **The Center for Aquatic Sciences, Inc. - Camden, NJ.** Provide a virtual assembly for kindergarten students at Royersford Elementary School entitled “Animal Champions”. Funding will be paid from the General Fund and shall not exceed \$270.00.

New Finance

- E. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 451 West Ridge Pike (Condo 4) in Limerick Township and further identified as tax parcel No. 37-00-04111-13-6 setting the assessment of the property at \$1,664,950 for tax year 2021 and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- F. The Board approved contracting with Pennsylvania School Board Association (PSBA) for professional services to merge the employee sections of the Board Policy Manual due to current policies being too cumbersome, repetitive, and difficult to manipulate. The merging of the policies will create one section entitled "300 Employees" which will replace the "300 Administrative Employees, 400 Professional Employees and 500 Classified Employees" policies. The total cost for these services will be \$1,650.00 and will be paid from the Superintendent's Budget.

VII. NEW PROPERTY

Mr. Jackson made a motion to approve Items A-E and Mrs. Fazzini seconded it.

Mrs. Earle asked about the bottle filling stations and if they would be free standing or built into the wall. Mr. Hunter explained that they will be installed in place of the existing fountains. She commented that she had looked at some of them online and said that some contain a drinking fountain in addition to the bottle filling station and was wondering if these models would have that feature. Mr. Hunter advised that they would but that the drinking fountain area would be isolated until COVID restrictions are lifted.

Mrs. Zasowski asked about the expectation on the receipt of the grant money for this motion and Mr. Fink replied that it comes in as a cost reimbursement so after the project is done then we can file for the cost reimbursement which will probably take a few months to come in.

- A. The Board approved, as per Policy #702.1 – PROPERTY: Naming of School District Property(ies), for the dedication and naming of Maintenance Shed #1 as **Carson's Compound**.
- B. The Board approved purchasing new LED exterior lighting fixtures for Evans Elementary School, Upper Providence Elementary School, and the 5/6/7 Grade Center through Costars #008-223. Funding will be paid from the Capital Reserve and shall not exceed \$23,509.48.
- C. The Board approved the replacement of the air handlers at Upper Providence Elementary School by Tozour-Trane through USC Contract #15-JLP-023. Funding will be paid from the Capital Reserve and shall not exceed \$21,791.00.
- D. The Board approved the replacement of three boilers at the 5/6/7 Grade Center by Tozour-Trane through USC Contract #15-JLP-023. Funding will be paid from the Capital Reserve and shall not exceed \$125,244.00
- E. The Board approved purchasing 100 bottle filling stations and 1,000 filters through Reading Foundry for installation in school buildings. The total cost shall not exceed \$140,000.00 and will be funded from the Unassigned Fund Balance and reimbursed by the ESSER II Grant.

VIII. PROGRAMMING AND CURRICULUM

Mrs. Fazzini made a motion to approve Items A-B and Mrs. Earle seconded it. The motion passed 9-0.

- A. The Board approved the purchase of McGraw-Hill *Discovering Our Past – A History of the World* for adoption for 6th grade Social Studies. This includes 650 digital 6-year licenses, 325 print textbooks and 22 teacher resource bundles. Funding will come from the Curriculum Budget and shall not exceed \$58,607.25.
- B. The Board acknowledged and accepted the Pottstown Area Health and Wellness Foundation Grant in the amount of \$45,000.00. The grant will continue to support our district-wide Healthy Choices Program.

IX. CONFERENCES AND WORKSHOPS

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

- A. **Elizabeth Leiss**, Director of Human Resources, to attend virtually “*Title IX Coordinator Four: Advocacy, Prevention and Trauma*” on April 7, 14, 21 and 28 from 12:00–3:00 p.m. each day. The total cost of this training and certification is \$1,599.00 (registration). No substitute is needed.
- B. **Douglas Reigner**, Principal, to attend “*K-12 Athletics: Title IX*” virtual training on April 12, 2021. The total cost of this training and certification is \$299.00 (registration). No substitute is needed.
- C. **Elise-Marie Lannutti**, Behavior Specialist, to attend “*Safety Care Trainer Training*” in Reading, PA on April 27–29, 2021. The total cost of this training is \$1,602.68 (registration, mileage). No substitute is needed.
- D. **Dr. Kelly Murray**, Director of Curriculum and Instruction, **Mary Davidheiser**, Controller, **Catherine Gardy**, Curriculum Supervisor, **Sue Choi**, Principal, and **Mary Newett**, Senior Accountant, to attend “*PAFPC 2020 Annual Conference*” virtually on May 4 and May 5, 2021. The total cost of this training is \$650.00 (registration) to be paid from Title I Funds. No substitutes are needed.
- E. **Trisha Smith** and **Erin Lewandoski**, Certified School Nurses, to attend virtually the “*PASNAP: 2021 Annual Conference*” from April 9, 2021 through April 11, 2021. The total cost of this conference is \$230.00 (registration). No substitutes are needed.
- F. **Tracy Bogucki** and **Jessica Kemp**, Administrative Assistants – Child Accounting, to attend the “*A/CAPA Spring Virtual Conference 2021*” on April 14 and April 15, 2021. The total cost of the conference is \$200.00 (registration). No substitutes are needed.

New Conference and Workshop

- G. **Gwendolyn Phillips**, School Police Lieutenant, to attend the second session of the “*FBI-LEEDA Executive Leadership Institute*” in Pottstown, PA. Lieutenant Phillips was approved in February 2020 to attend the 3 sessions of this Leadership Institute. The first session occurred back in March 2020 prior to the pandemic shut down. The other two remaining sessions were postponed due to the pandemic. This second session will take place from April 12, 2021 through April 16, 2021 with a third session still to be determined. The total cost of this second session is \$695.00 (registration). No substitute is needed.

X. OTHER BUSINESS

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

A. The following policies were approved:

1. Policy #203.1 – PUPILS: Exclusion from School – Bloodborne Pathogens **(Attachment A4)**
2. Policy #204 – PUPILS: Attendance **(Attachment A5)**
3. Policy #308 – ADMINISTRATIVE EMPLOYEES: Employment Contract/Board Resolution **(Attachment A6)**
4. Policy #309 – ADMINISTRATIVE EMPLOYEES: Assignment and Transfer **(Attachment A7)**
5. Policy#417.1 – PROFESSIONAL EMPLOYEES: Disciplinary Procedures **(Attachment A8)**

New Other Business

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

The Board Members expressed their appreciation for this type of event being planned and happening in person once again although it not being planned until the year 2022. Eshika also expressed that she was happy to see this taking place once again and spoke of the amazing opportunity for the Music Department to attend this event.

B. The Board gave approval for Seth Jones (High School Band Director), Yvonne O’Dea (High School Choral Director) and Emily McGranahan (High School Orchestra Director) and Joseph Perry, Assistant Marching Band Director, to take the Spring-Ford High School Music Department to compete in the Music in the Parks Festival and Disney Parade at Walt Disney World and Universal Studios in Orlando, Florida from Wednesday, March 16, 2022 through Monday, March 21, 2022. The group will be flying to Orlando and staying in a Universal Property Resort. The cost of the trip to be paid by the participants is estimated to be \$1,550.00 per person which includes transportation. The Spring-Ford Music Association and staff will conduct fundraising events to help defray the costs. Students will miss four days of school Wednesday, Thursday, Friday and Monday, March 16 through March 21, 2022 and will be responsible for any missed work. The total cost to the district will be \$3,072.00 (substitute coverage for the 4 teachers for the 4 missed days).

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

1. Policy #601 – FINANCES: Fiscal Objectives **(Attachment A9)**
2. Policy #605 – FINANCES: Tax Levy **(Attachment A10)**
3. Policy #607 – FINANCES: Tuition Income **(Attachment A11)**
4. Policy #608 – FINANCES: Bank Accounts **(Attachment A12)**
5. Policy #612 – FINANCES: Purchases Not Budgeted **(Attachment A13)**
6. Policy #613 – FINANCES: Cooperative Purchasing **(Attachment A14)**
7. Policy #614 – FINANCES: Payroll Authorization **(Attachment A15)**
8. Policy #615 – FINANCES: Payroll Deductions **(Attachment A16)**
9. Policy #617 – FINANCES: Petty Cash **(Attachment A17)**
10. Policy #618 – FINANCES: Student Activity Funds **(Attachment A18)**
11. Policy #619 – FINANCES: District Audit **(Attachment A19)**
12. Policy #621 – FINANCES: Local Taxpayer Bill of Rights **(Attachment A20)**

XI. BOARD COMMENT

Mrs. Zasowski spoke about board committee meetings being recorded due to them being available to attend via Zoom since COVID and she asked if the board felt that they should consider having the recordings of those meetings posted on the district website for anyone to view at any time following the meeting. Following board discussion and solicitor input it was decided that keeping up with posting the meetings and then taking them down when the next meeting is posted would be an additional burden on the administration who are already taxed

during this COVID Pandemic time. The board did not feel this was a necessary step considering the minimal public attendance via Zoom and in person at the committee meetings. There was also hope expressed for a return to some normalcy at future meetings.

Mrs. Zasowski reminded board members that their financial interest statements were due and that they needed to update their clearances. She also reminded board members to make sure that their board member training for any new board member or re-elected board member was completed as the timeline for completion of that training was overdue.

Mr. Jackson commented on the budget asking board members to think about the task and he would like to see them get started on the process and get it completed so they can get the budget done quickly and move on. He also stated that he heard the vaccinations over the weekend went great. He added that the district had agreed to work with the vendor but that they would provide all the necessary volunteers and support. He questioned the district providing support in the form of volunteers and more importantly the Police Department as they cannot be volunteers. He asked for an overview of what was occurring. Mr. Rizzo explained that the district worked with The Medicine Shoppe to establish a vaccination site for our teachers and community members who are in the 1A population. He added that the idea was to work with The Medicine Shoppe to establish a process/procedures/protocols, provide a site, help them get up and running and now the process has begun to transition responsibility from us to them. Mr. Jackson asked if the district was providing staffing and Mr. Rizzo replied that the district asked for volunteers and that staff was welcome to help if they wished to volunteer. Mr. Jackson stated that the district cannot provide volunteers from the Police Department as either they are on or they are not as this is his understanding. Mr. Rizzo responded that he was not 100% sure that was accurate, but he did not know enough to positively say that. He added that he knows there are local restrictions that might preclude them from volunteering in certain capacities. Mr. Jackson stated that he just wanted to make sure that our people are being taken care of if they are out there in that capacity; specifically the Police Department. He commented that he did not believe this should be a volunteer item for the Police Department.

Mrs. Fazzini advised that she attended the online Advocacy Day as did a couple other board members and there were several important discussions such as basic education funding and trying to use a new updated funding formula, charter school reform, and the broad mandate relief and hopeful backing behind passing Senate Bill 73. She commented that she felt it was a very productive day.

Mr. DiBello commented that he felt it was really great of the district to partner with The Medicine Shoppe and the community involvement to get as many people vaccinated as possible. Mr. DiBello added that we must be careful when large groups of people assemble in one area things occur that are against school policy. He stated that some examples are that you may have groups start to advertise businesses, political events, campaign materials all of which cannot occur on school property. He advised that we must make sure that none of that is taking place and it is reiterated while these things are going on as well as we do not want to turn this into a free-for-all. Mr. Rizzo agreed and stated that he does not want to lose focus on what the day was for.

Mr. Shafer announced that on Saturday, August 21st at Landis Creek at 8:00 AM, the Spring-Ford Education Foundation is hosting the Blue and Gold Golf Event. He invited everyone to sharpen their golf skills and join him for this event in support of the Education Foundation.

XII. PUBLIC TO BE HEARD

Abby Deardorff, Royersford, commented that she felt there was an extreme value in televising and recording committee meetings.

Karen Weingarten, Royersford, advised that she volunteered at the recent vaccination clinic and the comments and feedback she received was amazing as everyone felt it was a very well executed event.

Mrs. Zasowski thanked the board members who also were there helping out.

Ms. Sullivan spoke about the event and stated that she too felt it was well coordinated and organized.

Mr. Jackson asked if all of the Spring-Ford staff had been vaccinated and Mr. Rizzo replied that every staff member that wanted to be vaccinated had been provided the opportunity to get one.

Michael Lebiezinski, Royersford, expressed his concern over the district's current process for quarantining.

John Norwood, Collegeville, spoke about the 3% proposed tax increase and the \$1 million budget shortfall and questioned how federal stimulus packages impact these numbers.

Erica Hermans, Royersford, expressed how happy she was to hear tonight's presentation by the Diversity, Equity, and Inclusion Committee and asked the board and other local leaders to make a unified statement in support of all underrepresented and marginalized communities.

Jill Schadler, Royersford, felt that not all board members were engaged on the topic of the budget and stated that they all should review the budget, understand it and be able to come forward with suggestions on how to address it.

Tom McMonigle, Limerick, expressed appreciation of the preliminary discussions on the budget but felt that it was concerning how quickly some board members were to give directive to a committee to go to a 3% tax increase.

XIII. ADJOURNMENT

Mr. Jackson made a motion to adjourn and Mrs. Melton seconded it. The motion passed 9-0. The meeting adjourned at 10:08 PM.

Respectfully submitted,

Diane M. Fern
School Board Secretary

On February 8, 2021, the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:38 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

ANNOUNCEMENTS

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

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

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

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

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

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

II. ACTION ITEMS

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

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

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

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

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

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

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

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

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

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

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

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

III. PRESENTATION

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

large venue outdoor events. All agreed that a decision needed to be made sooner rather than later. The Board also discussed other end of year events and questioned the possibility of whether they could be held live as opposed to virtually.

- A. **Dr. Robert Colyer**, Senior High School Principal, to provide an update on High School Events.

IV. BOARD AND COMMITTEE REPORTS

Extracurricular **David Shafer** **1st Tues. 6:30 p.m.**
 Report next week.

Community Relations **Colleen Zasowski** **1st Tues. 7:30 p.m.**
 Mrs. Zasowski reported on the meeting that took place on February 2, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

WMCTC **DiBello/Earle/Zasowski** **1st Mon. 7:00 p.m.**
 Mr. DiBello advised that there was nothing to report on as it was just a basic meeting.

MCIU **Thomas J. DiBello** **4th Weds. 7:00 p.m.**
 Mr. DiBello advised that the meetings are still being held via Zoom and the meetings are focused on normal business so there was nothing new really to report on.

PSBA Liaison **David Shafer**
 There was no report.

Asst. Superintendent Report **Robert Rizzo**
 Mr. Rizzo reported that administration is beginning planning for the 2021-2022 school year and beyond and stressed that we want to be ahead of the curve although the state of the pandemic and vaccines remains unknown at this point. He provided an overview of things to come in the upcoming weeks such as getting kids in school 4 days a week, planning for spring activities, Spring-Ford Cyber Learning planning, planning for summer programming and planning for the 2021-2022 school year. Mr. Rizzo commented that in celebration of Black History Month there are many contributions we value without knowing their origin. He shared some facts he found courtesy of History.com and stated that the district will be kicking off an Inventor Series which will highlight different inventors each week. Mr. Rizzo ended his report with a quote from Maya Angelou saying, "Do the best you can until you know better. Then when you know better, do better..."

Mr. Rizzo was asked about the rollout of the 4 days per week for secondary students and when the 5/6/7 Grade Center will reopen following their current closure. He reported that he felt the 4-day rollout went very, very well as comments were positive in that students and families felt that their experience was closer to a normal experience. He added that prior to the 4-day model the hallways and classrooms were very sparse but now there are some classes at the secondary level that are now seeing 20-22 students in them while others are seeing an average of 10-15. He praised the teachers for all of their efforts. He stated that students are feeling pretty good at being back in school and seeing some of their friends for the first time. Mr. Rizzo advised that there is approximately 49% - 50% of students currently attending school in-person. He added that 5/6/7 grade students will return tomorrow. Mr. Rizzo was next asked if there were any potential building closures recently that he had to deal with and he replied that since the last board meeting there was potential for 3 building closures but because of the efforts of the school nurses, administrators, Bob Hunter and his team, the district was able to safely, efficiently, and thoroughly get the tasks done that needed to be completed in order for us to remain open.

Nurse's Report

Trisha Smith

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

Solicitor's Report

Mark Fitzgerald

There was no report.

V. MINUTES

There were no comments or questions.

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

VI. PERSONNEL

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

A. Resignations

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

B. Leaves of Absence

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

C. Support Staff

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

D. Change of Status

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

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

(Attachment A4)

VII. FINANCE

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

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

B. Checks:

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

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

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

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

D. Administration recommends approval of the following independent contracts:

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

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

VIII. PROGRAMMING AND CURRICULUM

There were no questions or comments.

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

IX. CONFERENCES AND WORKSHOPS

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

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

X. OTHER BUSINESS

There were no questions or comments.

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

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

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

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

XI. BOARD COMMENT

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

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

XII. PUBLIC TO BE HEARD

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

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

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

XIII. ADJOURNMENT

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

Respectfully submitted,

Diane M. Fern
School Board Secretary.

On February 22, 2021 Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:35 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Linda C. Fazzini and Dr. Margaret D. Wright
Region II: Clinton L. Jackson
Region III: Thomas J. DiBello, Christina F. Melton and Diane C. Sullivan
Presiding Officer: Colleen Zasowski
Asst. Superintendent: Robert W. Rizzo
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Eshika Seth and Allison McVey

The following Board Members participated via Zoom: **Wendy Earle** and **David R. Shafer**

ANNOUNCEMENTS

Mrs. Zasowski reminded the public of the process for attendance at the meeting and for making public comments at the beginning and end of the meeting.

Eshika welcomed the Class of 2034 and stated that kindergarten registration is now open. She advised that children living in the district who will be five years old by August 30, 2021 are eligible to attend kindergarten next year. She stated that parents can find more information regarding registration by visiting the school district's website. Eshika congratulated the High School Boys' Wrestling Team and the High School Girls' Basketball Team on their PAC Conference Championship. Both teams will now advance to their respective PIAA District One Tournament.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. PRESENTATIONS

Mr. Alexander Cifelli informed everyone that this year there will be 3 performances of the high school musical. He reported that this year COVID challenges made it necessary to create a different type of musical. He added that it was felt that it was best to create 3 separate casts so that each cast only worked with those within their cast thereby limiting exposure and making contact tracing easier in the event that had to occur. Mr. Cifelli advised that there will not be a live audience this year but rather the shows will be live-streamed and anyone interested in seeing the show can pay a fee in order to live-stream the show. He showed a clip from the show which provided an overview of the coordination of the 3 separate casts. Mr. Cifelli announced that the show will take place and be streamed on March 5th and 6th. Additional information is available on the district's website.

A. **Alexander Cifelli**, Music Teacher and Spring Musical Director, to provide a glimpse of the Spring-Ford Area High School's Spring Musical ***Guys and Dolls***.

Chief Boyer gave overview of Spring-Ford's Antigen Testing. He advised that the Antigen Testing Program is available due to a partnership with CHOP as well as the Montgomery County Office of Public Health. He commented that it is not expected that there will be a large number of positive test results as this testing is for asymptomatic individuals and staff

who are not feeling well should not be reporting to work anyway. Chief Boyer reported that the test results will be transmitted securely to the staff member's email address. He commented that the reason for offering this antigen testing is to help keep staff members comfortable with coming into our buildings. He advised that it is planned that the testing will be up and running in about two weeks and that the pilot will launch at Limerick Elementary School with a drive through test site from 6:00 a.m. to 8:00 a.m. beginning on March 8th and 9th. Chief Boyer stated that it is anticipated that during the pilot testing there will be roughly 25 voluntary participants per day. He reported that the testing will be done via a nasal swab and if negative the employee will receive an email and text advising them of the result but if positive the employee will be called and will be provided directions to immediately report for an additional test. The district COVID Liaisons will also contact the employee to begin contact tracing and provide quarantining guidelines to the employee. He added that in the event of an invalid test result the employee will be asked to return to the test site for a second test to be administered. Chief Boyer reported that the plan is to begin Phase 1 on March 15th with testing taking place each week on Monday and Tuesday from 6-8 a.m. at Limerick Elementary via a drive thru test site and it is expected that there may be up to 120 voluntary participants each day. Chief Boyer spoke of pre-registering for the antigen testing in order to get a QR code that will be needed at the test site. He thanked every-one involved in helping to put this initiative together.

Mrs. Melton asked if the pre-registration needed to be done every week or if it was only required once. Chief Boyer replied that it could be either or and that people could certainly make their own QR code which could be used for as long as the program was running. She next asked about the notification process for the secure results and Chief Boyer replied with the first positive the notification goes directly to the employee to notify them of the need for a second test to be run but in the event of a second positive test result then the entire COVID Response Team will be notified in order to put the proper measures in place.

Mrs. Zasowski asked about the reliability of the testing and Chief Boyer responded that he did not have the actual percentages but that the test was fairly reliable.

Mr. DiBello asked for clarification on the notification of a positive testing and how the district ensures that the staff member will report for the second testing if the notification only went to them. Chief Boyer advised that in addition to the employee that someone inside of the testing group knows the results and will make sure the second test was done and that the staff member did not report to work without it being done.

B. **Chief David Boyer**, Coordinator of Safety, Security and Emergency Preparedness, to present an Overview on Antigen Testing in the Spring-Ford Area School District.

III. BOARD AND COMMITTEE REPORTS

Student Rep. Report Eshika Seth/Allison McVey

Allison reported on events that took place which included the end of the second and beginning of the third marking periods, the start of 4 days a week of in-person learning, senior sibling and then and now photos being due, a Montco virtual information session for interested students, Royersford Elementary hosting a Divine Apples Fundraising event, National School Counselor Week, quarter 2 report cards were released, students being off on February 12th and 15th, and a Future Planning Center sophomore parent presentation. Eshika reported on the upcoming events which included the ASVAB testing, PSAT testing, 7th grade picture retake day, Royersford Elementary Virtual Scholastic Book Fair, Winter Keystones, the High School Spring Musical, the District String Jamboree Concert, the Hope for Tomorrow presentation at the 9th Grade Center, SAT's, Indoor Percussion/Guard Senior Night, Royersford Elementary Virtual Reading Olympics, MCCC placement testing, the Marching Band Concert and Spring Break.

Extracurricular David Shafer 1st Tues. 6:30 p.m.

Mr. Shafer reported on the Extracurricular Committee meeting that took place virtually on February 2, 2021. The minutes from this meeting will be posted once approved at the committee level.

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

Mr. DiBello reported on the Finance Committee meeting that took place on February 9, 2021. The minutes from this meeting will be posted once approved at the committee level.

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

Mr. Jackson reported on the Property Committee meeting that took place on February 9, 2021. The minutes from this meeting will be posted once approved at the committee level.

Policy Wendy Earle 3rd Mon. 6:30 p.m.

Mrs. Earle reported on the Policy Committee meeting that took place on February 16, 2021. The minutes from this meeting will be posted once approved at the committee level.

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

Mrs. Fazzini reported on the meeting that took place on February 16, 2021. The minutes from this meeting will be posted once approved at the committee level.

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

Mrs. Melton reported that Legislative Committee met on February 10th and present for the meeting was Representative Joseph Ciresi. She advised that the meeting focused around charter school funding and the fact that Governor Wolf's budget includes a lot of charter school reform. Mrs. Melton commented that the charter school costs passed onto school districts are significantly higher than what it actually costs to educate a student. She reported that House Bill 534 speaks to identifying different levels of special education with regards to the educational costs in terms of charter school reimbursement. Mrs. Melton stated that Mr. Ciresi had introduced a memorandum to the House Members focused on charter reform so there is a lot of movement in this area. She added that he has been working on an OP-Ed and a number of school districts in Montgomery County will be signing onto this as well to be printed in conjunction with the release of House Bill 272 which will be coming up.

Mr. DiBello cautioned about getting too hyped up over this as this has been discussed many times over the past years. Mrs. Zasowski asked if there was anything the board or public could do to voice their support of charter school reform and it was advised that everyone reach out to their local representatives to urge them to vote in favor of this.

Asst. Superintendent Rpt. Robert Rizzo

Mr. Rizzo reported that the 2021-2022 planning process is moving forward as a meeting was held with what he called the beginnings of a Steering Committee which involved central administration and SFEA officers. He added that the goal with this initial meeting was to discuss how to best plan for next year. Mr. Rizzo advised that the thoughts are for the planning committees to consist of district office administrators, building level administrators, general and special education teachers, psychologists, behavior specialists, in-person, cyber, virtual school teachers and nurses. He added that there is a plan to provide for an opportunity for parent feedback to be submitted. He stated that they will be meeting again this Friday with input from each Steering Committee member. Mr. Rizzo next provided an update on Senior High School activities saying that Dr. Colyer has begun collecting information via student survey and parent feedback form. He advised that there have been 299 students who submitted responses via the survey and 32 parents who submitted the feedback form thus far. Mr. Rizzo reported that they are currently doing work to increase the stadium capacity as well as looking into ways of navigating indoor capacity with larger events. He added that the Montgomery County Office of Public Health is answering a call from school district superintendents to provide guidance for end of the year activities and it is anticipated that this will be received some-

time this week or early next week. Mr. Rizzo spoke about the factors that are used in making a decision regarding weather closures and he reminded parents of this as well as the details that pertained to today's decision. He acknowledged the efforts of the bus drivers, Lora Sanderson, and Vanessa Pucio in getting students home safely while maintaining timely communication. Mr. Rizzo recognized the staff members on the agenda who have announced their retirements. He read each retiree's name and provided their years of service to the district.

Mr. Jackson commended Mr. Rizzo on the weather prediction today. He asked Mr. Rizzo about the follow up Steering Committee meeting this Friday and the purpose of the meeting. Mr. Rizzo replied that the purpose was for central administration and SFEA officers to plan for the planning of future meetings regarding the upcoming school year and who all should be involved in those meetings. He added that there will be a need for sub-committees to be developed as it would be too chaotic to get too large a group in a room to work on all aspects for next year. Mr. Jackson asked how often the meetings will be held and Mr. Rizzo responded that they will meet as often as they need to so that a plan can be in place before summer. Mr. Jackson cautioned and urged that no one in the district tie any end of year events to the completion of the stadium as this is something we do not control. Mr. Jackson asked if the plan was to do a prom/dance or not to do one and Mr. Rizzo replied that the decision was made to not host a prom in the traditional sense and in his discussions with area and county superintendents it was evident that they are all in the same position where they are trying to figure out what is best as indoor venue cannot accommodate the number of students that we have. Mr. Rizzo stated that they are looking at a May 15th outdoor event to include some sort of formal attire to it and these details are still being worked on.

Nurse's Report Trisha Smith

Mrs. Smith provided an update on the district COVID numbers saying the past two weeks the nurses handled 46 positive cases of staff or students and of those 12 were infectious while in school and required contact tracing which resulted in 78 students or staff being quarantined as close contacts to the positive cases in school.

Mr. Jackson asked how many nurses are currently in the district and Mrs. Smith advised that currently the district employs 16 nurses, however two are retired and we are looking to replace them. She added that at the last board meeting the board approved the hiring of 2 additional certified school nurses which, after all positions are hired, would bring the district's total to 18.

Mr. DiBello asked for clarification on something said at the last meeting regarding the county looking at rechanging their approach to closing entire buildings down if there is a possible in school transmission and Mrs. Smith confirmed that they are now looking more to shutting down a classroom where the transmission occurred rather than using just numbers to close an entire building.

Solicitor's Report Mark Fitzgerald

There was no report.

IV. MINUTES

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

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

V. PERSONNEL

Mr. Jackson asked that Item D3 be separated. Mrs. Zasowski asked that Item G be separated.

Mr. DiBello made a motion to approve Items A-F minus D3 and Mrs. Fazzini seconded it. The motion passed 9-0.

A. Resignations

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

New Resignations

5. **Kathy E. Musselman**; Instructional Assistant, Senior High School, for the purpose of retirement. Effective: June 18, 2021.
6. **Randy Tobin**; Instructional Assistant, Senior High School, for the purpose of retirement. Effective: June 18, 2021.

B. Leave of Absence

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

New Leave of Absence

2. **Tiffany Sallemi**; Elementary Teacher, Oaks Elementary School, for a child-rearing leave of absence per the Professional Agreement. Effective: January 20, 2021 through the 2020-2021 school year.

C. Support Staff

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

New Support Staff

4. **Deirdre L. Davidson**; Instructional Assistant, 8th Grade Center, replacing Lisa M. Levensgood who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: February 22, 2021.
5. **Karl A. Hiller**; Maintenance III- Plumber, Maintenance and Operations Department, replacing Kenneth M. Kulp who resigned. Compensation has been set at \$30.00/hour with benefits per the Maintenance Benefit Summary. Effective: March 1, 2021.

D. Change of Status

Mr. DiBello made a motion to approve Item D3 and Mrs. Melton seconded it. Mr. Jackson asked about the \$5.00/hour stipend and if the position that Mr. Ziegler held before would be filled or eliminated? Mrs. Leiss replied that the position of Supervisor of Operations, Maintenance and Facilities would be posted on Wednesday if Item D3 is approved this evening. Mrs. Leiss next explained that in the Maintenance Plan the Maintenance Foreman and the Grounds Foreman receive an extra \$5.00/hour and it is listed as a stipend in that benefit summary. The motion passed 9-0.

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

New Changes of Status

2. **Trudi-Ann Shuler-Neumann**; Level III Secretary, Evans Elementary School, to Level II Administrative Assistant, Evans Elementary School, replacing Elizabeth B. Daley who retired. Compensation has been set at \$23.32/hour with benefits per the Secretarial Benefit Summary. Effective: March 2, 2021.
 3. **Barry L. Ziegler**; Supervisor of Operations, Maintenance and Facilities Department to Maintenance Foreman, Maintenance and Operations Department replacing Douglas A. Carson. Compensation has been set at \$32.41/hour plus the maintenance foreman stipend of \$5.00/hour with benefits per the Maintenance Benefit Summary. Effective: February 23, 2021.
- E. The Board approved the attached extra-curricular contracts for the 2020-2021 school year. Payments of extra-curricular stipends shall be contingent upon the reopening of schools and the ability as determined by the Administration to provide such extra-curricular offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. The district reserves the right to prorate or not pay stipends in the event of a school closure, school modification, and/or discontinuation of the activity due to pandemic or other events surrounding the pandemic. * New Additions since the Work Session. **(Attachment A4)**

New Personnel Motions

- F. The Board gave approval **Christopher R. Talley** to be hired as 2021 Extended School Year Coordinator. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 210 hours. Funding will be from the Special Education Budget. Effective: March 1, 2021.

Mrs. Melton made a motion to approve Item G and Mrs. Fazzini seconded it. Mr. Shafer commented that he has really appreciated Mr. Rizzo stepping right up and right into the role and he expressed that Mr. Rizzo has his full confidence and excitement on this new challenge. Mrs. Zasowski stated that this is why she separated it as she wanted to say to Mr. Rizzo to please continue. The motion passed 9-0.

- G. The Board appointed **Mr. Robert W. Rizzo** as Acting Superintendent at a stipend of \$5,000.00. Mr. Rizzo will serve as the Acting Superintendent effective February 2, 2021 through June 30, 2021. In the event this appointment must be extended, the District will consider such an action at a subsequent school board meeting.

VI. FINANCE

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

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

B. Checks:

1. <u>General Fund Checks</u>	
Check No. 212293 – 212400	\$ 506,455.70
2. <u>Food Service Checks</u>	
Check No. 2077 – 2104	\$ 7,606.19
4. <u>Capital Projects</u>	
Reserve Fund: Check No. 87	\$ 2,686.88
4. <u>General Fund, Food Service, Capital Reserve & Projects ACHs</u>	
ACH 202101074 – 202101257	\$ 2,858,855.81
5. <u>Wires</u>	
202000083 – 202000094	\$ 2,430,244.08

C. The following monthly Board reports were approved:

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

D. The Board approved the following independent contracts:

- 1. **Montgomery County Intermediate Unit – Norristown, PA.** Provide the Spring-Ford Area School District with an appropriately certified Special Education Supervisor from April 12, 2021 through June 30, 2021 for a staff leave of absence. Services will be provided at a per diem rate of \$525.00. Funding will be paid from the Special Education Budget.

2. **Chester County Intermediate Unit – Downingtown, PA.** Provide speech and language services during a 4-week staff leave of absence. Funding will be paid from the Special Education Budget and shall not exceed \$6,800.00.
3. **Pediatric Therapeutic Services, Inc. – Conshohocken, PA.** Provide Board Certified Behavior Analyst services including supervision, training, direct support, programming, and consultation for the full-time autistic support class at the 5/6/7 Grade Center and provide a cohesive program both at Limerick Elementary and the 5/6/7 Grade Center. This contract will be instrumental in transitioning services from Behavior Intervention to Pediatric Therapeutic Services, Inc. Services will be provided for up to a total of 25 hours per month for 5 months at a rate of \$78.99 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$9,873.75.
4. **Valley Forge Educational Services (The Vanguard School) – Malvern, PA.** Provide food services during the 2020-2021 school year for a special needs student who receives educational services as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$600.00.
5. **SPARKS Foundation – Mohnton, PA.** Provide a Virtual STEM Class including a chat session. Students at Spring City Elementary will participate in an hour-long, hands-on chemistry lesson is based on the 3 states of matter and the basic tenets of the scientific method. There is no cost for this virtual program as it is being funded by a private donor who is a former student of Spring City Elementary School.
6. **Musicopia – Philadelphia, PA.** Provide a Virtual Mini-Artist in Residency Bucket Drumming Program with Leon Jordan for fourth grade students at Spring City Elementary. There is no cost to the district as funding will be paid through a grant from The Bard Foundation.
7. **Jump for Jill – New Kensington, PA.** Provide a Virtual Fitness Program for students at Limerick Elementary, Spring City Elementary and Upper Providence Elementary, Schools. Funding will be paid through a Farm to School Grant from the Pennsylvania Department of Agriculture and shall not exceed a total of \$13,218.00 (\$4,406.00 per school).

New Independent Contract

8. **Chester County Intermediate Unit – Downingtown, PA.** Provide School Year services for special needs students as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$63,000.00.
- E. The Board approved an addendum to the 3-year independent contract agreement (7/1/2020 – 6/30/2023) with Pediatric Therapeutic Services, Inc. in Conshohocken, PA which was board approved in June 2020. This addendum is necessary due to additional costs to provide speech and language services during a 4-week staff leave of absence. Funding will be paid from the Special Education Budget and shall not exceed \$4,170.00.
- F. The Board approved an addendum to the contract originally approved in June 2020 with Variety Club Camp and Developmental Center for the provision of Extended School Year services for special needs students as per their IEPs. The original contract was approved for an amount not to exceed \$32,360.00 and must be amended to accurately account for services rendered. The new contract amount shall not exceed \$32,900.00 and will be paid from the Special Education Budget.

- G. The Board approved a Letter of Agreement between the Spring-Ford Area School District and Thom Stecher and Associates for the provision of 5 total sessions of a Wellness and Self-Care Series during the 2020-2021 school year for all staff at a rate of \$250.00 per session. In addition, Thom Stecher and Associates will provide 2 Social Emotion Learning Coaching Sessions for the coaching group identified at a rate of \$650.00 per session. Funding will be paid from Title IIA Funds and shall not exceed \$2,550.00.

VII. NEW PROPERTY

Mr. DiBello made a motion to approve Items A-B and Mr. Jackson seconded it. The motion passed 9-0.

- A. The Board approved the purchase and installation of one (1) Hanwha PNM-9000VD replacement camera for the Spring-Ford High School Fitness Center to increase the current camera coverage area. The existing camera being replaced will be repurposed in the High School to replace one of the failing Aviglion Cameras. Funding will come from the Capital Reserve and shall not exceed \$1,895.00, PSX CoStars.
- B. The Board approved the expenditure of Capital Funds not to exceed \$100,000.00 for construction modifications to Coach McNelly Stadium for code compliance to meet an 8,000 person occupancy capacity.

VIII. PROGRAMMING AND CURRICULUM

Mrs. Fazzini made a motion to approve Items A-D and Mrs. Earle seconded it. The motion passed 9-0.

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

New Programming and Curriculum

- C. The Board approved the purchase of a Fortinet Firewall and Core Switch for the 2021-2022 School Year off a PEPPM Mini-Bid as part of the long-term IT Infrastructure Plan previously reviewed with and approved by the Curriculum/Technology Committee. The total equipment cost shall not exceed \$450,000.00 and will be self-financed from the Capital Reserve Fund, and then repaid from the Technology Budget over five years. The purchase is E-Rate eligible with a 40% subsidy. The net expenditure after the subsidy will be approximately \$270,000.00.
- D. The Board approved the purchase of end-user technology equipment as part of the summer refresh. Vendor quotes were received through the PEPPM government contract. The total cost shall not exceed \$1,650,000.00 and will be self-financed from the Capital Reserve Fund and then repaid from the Technology Budget over four years.

IX. CONFERENCES AND WORKSHOPS

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

- A. **Heather Nuneviller** and **Dr. Theresa Weidenbaugh**, Principals, to attend "*Title IX Hearing Officer and Decision-Maker*" virtual training and certification course on March 22

and 23, 2021. The total cost of this training and certification is \$3,398.00 (registration). No substitutes are needed.

New Conference and Workshop

- B. **Sydney McGill**, Human Resources Manager and Title IX Compliance Officer, to attend *“Title IX K-12 Coordinator Two: Advanced”* virtual training on March 16 and 17, 2021. The total cost of this training is \$699.00 (registration). No substitute is needed.

X. OTHER BUSINESS

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

- A. The following policies were approved:

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

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

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

XI. DISCUSSION ITEM

The Board discussed the options for beginning the Superintendent Search process and the pros and cons of going with the MCIU which was offering a free search process or paying one of the other three firms who submitted a proposal but had charges associated with their services. All were in agreement that a search should be done in order to assure the best qualified candidate was chosen. Questions were raised with regards to the timing of the search in light of Mr. Rizzo just being appointed as the Acting Superintendent and everyone agreed that there was not a need to rush to a decision tonight but rather continue the discussions at the next board meeting.

- A. Superintendent Search

XII. BOARD COMMENT

Mrs. Zasowski spoke about a letter sent to the board regarding the forgiveness of tax penalties for late payment of real estate taxes due to the U.S. Mail being delayed. The Board Members were all in agreement that there was plenty of time for the tax payment to be made and that this was not something they wished to override or tackle.

Mr. Jackson praised Mr. Hunter and his staff on the snow removal that took place at all district buildings which allowed for the busses to safely pick up and drop off students as well as staff members to be able to safely park in our building parking lots. Mrs. Zasowski added her thanks as well saying their efforts also helped to keep safe the student drivers.

Mrs. Zasowski reminded the board that there will be a two-hour board retreat on March 6th and that she has secured the services of Tina Viletto from the MCIU to run the retreat.

XIII. PUBLIC TO BE HEARD

Mary Jo McNamara, Royersford, requested that the survey results regarding prom be shared with the parents of seniors in order to know what is being planned so that there is no duplication of any of the events.

XIV. ADJOURNMENT

Mrs. Fazzini made a motion to adjourn and Mrs. Sullivan seconded it. The motion passed 9-0. The meeting adjourned at 9:26 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

**2020-2021 EXTRACURRICULAR CONTRACTS
MARCH 2021**

	Contract Title	Season	Last	First	Stipend
1	Family & Consumer Science Department Head (Prorated)	Year	Borgnis	Melinda J.	\$1,934.00
*2	Track Coach (7/8th Grade)	Spring	Borgnis	Melinda J.	\$2,966.00
*3	Athletic Event Supervisor-Spring-MS	Spring	Caldwell	David A.	\$1,181.00
4	Volleyball Intramural-HS	Spring	Caldwell	David A.	\$678.00
*5	5/6 Club #3- Art Club-IMS	Spring	Carlo	Tara L.	\$402.00
*6	Co-Ed Fitness Intramural # 13 - Grade 5-6- Walking Club	Spring	Cortazzo	Stacy M.	\$402.00
*7	Asst. Track Coach-Girls' & Boys'-HS (1/2 Contract)	Spring	Gallagher	Matthew J.	\$1,995.50
8	Volleyball Intramural-HS	Spring	Greene	Mallory R.	\$678.00
*9	Volunteer Assistant Baseball Coach- HS	Spring	Mansfield	Robert T.	Volunteer
*10	Asst. Track Coach (7/8th Grade)	Spring	McDermott	Jaclyn A.	\$2,772.00
11	HS Club #5 - Commencement Speaker Coordinator-HS	Spring	Miscavage	Susan C	\$402.00
12	9th Grade Lacrosse Coach-Girls'	Spring	Moley	Marisa	\$3,186.00
*13	Asst. Tennis Coach-Boys'-HS	Spring	Rendick	Ryan G.	\$4,148.76
*14	Asst. Track Coach-Girls' & Boys'-HS	Spring	Reuther	Thomas J.	\$3,991.00
*15	Asst. Track Coach (7/8th Grade)	Spring	Short	Amy S.	\$2,772.00

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

Purpose

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

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

Definitions

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

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

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

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

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

Authority

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

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

Delegation of Responsibility

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

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

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

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

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

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

Guidelines

Attendance

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

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

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

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

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

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

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

Confidentiality

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

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

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

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

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

Infection Control

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

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

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

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

Staff Development

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

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

Prevention Education

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

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

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

Legal

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

Book: Policy Manual

Section: 200 Pupils

Title: Attendance

Code: 204

Status: Active

Purpose

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

Authority

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

Definitions

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

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

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

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

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

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

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

Guidelines

Compulsory School Attendance Requirements-

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

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

Enforcement of Compulsory Attendance Requirements-

Student is Truant –

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

The notice shall:[33]

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

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

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

School Attendance Improvement Conference (SAIC) –

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

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

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

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

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

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

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

Student is Habitually Truant –

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

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

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

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

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

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

Filing a Citation –

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

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

Special Needs and Accommodations--

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

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

Discipline--

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

Delegation of Responsibility

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

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

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

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

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

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

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

Purpose

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

Authority

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

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

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

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

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

Legal

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

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

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

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

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

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

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

8. Pol. 313

[24 P.S. 1073](#)

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

Authority

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

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

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

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

Delegation of Responsibility

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

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

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

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

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

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

Vacancies shall be publicized to all appropriate employees.

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

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

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

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

Legal

1. 24 P.S. 508

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

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

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

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

6. Pol. 317

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

[22 PA Code 8.1 et seq](#)

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

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

Purpose

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

Authority

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

Definitions

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

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

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

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

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

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

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

Delegation of Responsibility

Duty to Report

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

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

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

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

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

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

Guidelines

Investigation

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

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

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

Title IX Sexual Harassment and Other Discrimination

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

Confidentiality Agreements

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

Confidentiality

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

Immunity

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

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Book	Policy Manual
Section	600 Finances
Title	Fiscal Objectives
Code	601
Status	Draft
Adopted	
Last Revised	

Purpose

The Board recognizes its responsibility to district taxpayers to ensure that public monies expended by the school district are utilized for delivery of the educational program in a manner that mandates full value to the taxpayers, and that adequate procedures and records are established to ensure that end.

Authority

The Board has the authority and responsibility to prepare and adopt the budget, approve bids, levy taxes, approve each expenditure of the district, and incur debt in accordance with law. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

The district shall submit an annual financial report to the Secretary of Education by October 31 of each year, in accordance with law and the reporting standards established by the Pennsylvania Department of Education. [\[15\]](#)

Delegation of Responsibility

To meet the goals of this policy, the Board directs the Chief Financial Officer (CFO) to establish sound accounting procedures based upon recommendations of the district auditor and state and federal government, institute effective business practices, and recommend appropriate equipment and technology when necessary.

The (CFO) shall review monthly the financial operations, report to the Board on effectiveness and recommended improvements, and prepare administrative regulations and procedures for sound district and school fiscal operations.

Legal

[1. 24 P.S. 439](#)

[2. 24 P.S. 601](#)

[3. 24 P.S. 602](#)

[4. 24 P.S. 609](#)

[5. 24 P.S. 610](#)

[6. 24 P.S. 631](#)

[7. 24 P.S. 634](#)

[8. 24 P.S. 672](#)

[9. 24 P.S. 687](#)

[10. 24 P.S. 690](#)

[11. 24 P.S. 751](#)

[12. 24 P.S. 807.1](#)

[13. 24 P.S. 1155](#)

[14. 53 P.S. 6926.311](#)

[15. 24 P.S. 218](#)

[53 P.S. 6926.301 et seq](#)

Pol. 000

Pol. 602

Pol. 603

Pol. 604

Pol. 605

Pol. 610

Pol. 611

Pol. 612

Pol. 614

Pol. 616

Pol. 619

Book	Policy Manual
Section	600 Finances
Title	Tax Levy
Code	605
Status	Draft
Adopted	
Last Revised	

Authority

The Board shall annually determine and establish school district taxes that are authorized by law, within the limitations imposed by applicable laws. The Board shall provide the means to levy and collect such taxes. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)

Legal

[1. 24 P.S. 602](#)

[2. 24 P.S. 603](#)

[3. 24 P.S. 672](#)

[4. 24 P.S. 673](#)

[5. 24 P.S. 674](#)

[6. 24 P.S. 676](#)

[7. 24 P.S. 679](#)

[8. 24 P.S. 680](#)

9. 53 P.S. 6901 et seq

[10. 53 P.S. 6926.301 et seq](#)

[24 P.S. 672.1](#)

[24 P.S. 672.2](#)

Book	Policy Manual
Section	600 Finances
Title	Tuition Income
Code	607
Status	Draft
Adopted	
Last Revised	

Authority

When the district receives students who are residents of another school district, it shall assess tuition charges in accordance with the School Code. Tuition shall be assessed for those students whose attendance has been approved by the Board, in accordance with policy.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

It shall be the responsibility of the Chief Financial Officer to invoice tuition for approved students.

Guidelines

Tuition rates shall be determined annually for secondary school, grades 7 to 12 and for elementary school, grades K to 6.[\[3\]](#)

Legal

[1. 24 P.S. 1316](#)

2. Pol. 202

[3. 24 P.S. 2561](#)

[24 P.S. 1301](#)

[24 P.S. 1306](#)

[24 P.S. 1307](#)

[24 P.S. 1308](#)

[24 P.S. 1309](#)

[24 P.S. 1310](#)

[24 P.S. 1313](#)

[24 P.S. 2503](#)

Book	Policy Manual
Section	600 Finances
Title	Bank Accounts
Code	608
Status	Draft
Adopted	
Last Revised	

Authority

The Board, by a majority vote of the full Board, shall designate one or more banks or bank and trust companies as depositories for the safeguarding of school funds.[\[1\]\[2\]](#)

Each depository shall be required to report monthly to the Treasurer or Board on the status of funds, in the manner required by law.[\[3\]\[4\]](#)

Each designated depository shall furnish proper security for deposits in the amount designated and in accordance with law.[\[2\]\[5\]\[6\]](#)

Guidelines

Each designated depository shall be advised not to cash checks payable to the school district but to deposit said checks to the district accounts.

The Board shall periodically obtain quotations for specified banking services prior to designating its depositories.

Legal

[1. 24 P.S. 508](#)

[2. 24 P.S. 621](#)

[3. 24 P.S. 440](#)

[4. 24 P.S. 624](#)

[5. 24 P.S. 622](#)

[6. 24 P.S. 623](#)

[24 P.S. 625](#)

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Book	Policy Manual
Section	600 Finances
Title	Purchases Not Budgeted
Code	612
Status	Draft
Adopted	
Last Revised	

Purpose

The laws of the state and the interests of the community require fiscal responsibility by the Board in the operation of the school district. Appropriate fiscal controls shall be adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided to the district.

Authority

When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made by the Board in the last nine months of the fiscal year if it is apparent that the necessary surplus funds do exist in another appropriation, the procedures specified in the School Code are followed, and it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Guidelines

In the event of emergency, which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes, a purchase order may be authorized.

When budgeted funds are allocated on a building basis, the total amount budgeted may not be exceeded without prior approval.

Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting, with a recommendation of funds to be transferred to cover said purchase.

Legal

[1. 24 P.S. 607](#)

[2. 24 P.S. 609](#)

[3. 24 P.S. 631](#)

[4. 24 P.S. 687](#)

Pol. 611

Book	Policy Manual
Section	600 Finances
Title	Cooperative Purchasing
Code	613
Status	Draft
Adopted	

Authority

The Board recognizes the advantages of centralized purchasing. Therefore, the Board encourages the administration to seek the benefits and savings that may accrue through joint agreements with other political subdivisions for the purchase of supplies, equipment or services. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Delegation of Responsibility

The Board authorizes the Chief Financial Officer (CFO) to negotiate appropriate cooperative purchase agreements with other political subdivisions, in accordance with law and Board policy.

Guidelines

Cooperative purchases require an agreement approved by the Board and the participating contracting body(s), which may specify: [\[5\]](#)

1. Categories of equipment or supplies to be purchased.
 2. Manner of advertising for bids and awarding contracts. [\[3\]](#)
 3. Method of payment by each participating party.
 4. Other matters deemed necessary to carry out the purposes of the agreement.
- All such agreements must conform to relevant provisions of the School Code.

Legal

[1. 24 P.S. 521](#)

[2. 24 P.S. 751](#)

[3. 24 P.S. 807.1](#)

[4. 53 Pa. C.S.A. 2303](#)

[5. 53 Pa. C.S.A. 2301 et seq](#)

Book	Policy Manual
Section	600 Finances
Title	Payroll Authorization
Code	614
Status	Draft
Adopted	

Authority

Employment of all permanent, temporary and part-time district personnel must be approved by the Board. The Board shall authorize payment of salaries to employees. Actions by the Board to employ staff on a contractual basis may include the name of the individual, position title, salary, period of employment, position classification, method of payment, and budget category to which the wages are to be charged.[1][2][5][6][7][8]

Actions by the Board to employ temporary or part-time personnel may include the name of the individual, position title, rate of pay, position classification, period of time such authorization is valid, the maximum number of hours or days an employee may work, school or vocation assignment, and budget category to which wages are to be charged.

The minutes of Board meetings shall record all actions with regard to resignation, retirement, death or discharge of all employees, or nonretention of a temporary professional employee. Each action shall include the name of the employee, date upon which salary or wages will terminate, and position formerly held.

Guidelines

Time keeping procedures adequate to meet wage and hour requirements and Board policy are required for all employees.

Salary or wages may be withheld for unapproved time off, in accordance with established procedures, by the Superintendent when permissible by law.

Overtime may be scheduled and paid only when authorized in advance by the immediate supervisor.[4]

Legal

1. Pol. 302

2. Pol. 304

4. Pol. 330

5. Pol. 305

6. Pol. 306

7. Pol. 308

8. Pol. 328

[24 P.S. 406](#)

[24 P.S. 1001](#)
[24 P.S. 1106](#)
[24 P.S. 1107](#)

Book	Policy Manual
Section	600 Finances
Title	Payroll Deductions
Code	615
Status	Draft
Adopted	

Purpose

The Board may, at its discretion, act on behalf of individual employees to deduct a certain amount from the employee's paycheck and to remit an equal amount to an agent designated by the employee. It is the intent of this policy to designate those purposes not otherwise mandated by law for which the Board is willing to act on behalf of the employee.

Authority

No deduction may be made from the wages of an employee except for federal or state income tax, PA unemployment, county tax, municipal or school taxes, social security and School Employees' Retirement Fund without proper authorization by the employee, unless mandated by law or court order.

The Board authorizes deductions from an employee's paycheck upon proper authorization on the appropriate district form for the purposes contained in collective bargaining agreement(s), administrative compensation plan, individual contract, benefit plans, or Board resolution.

Legal
[24 P.S. 513](#)

Book	Policy Manual
Section	600 Finances
Title	Petty Cash
Code	617
Status	Draft
Adopted	
Last Revised	

Purpose

Petty cash funds may be used for designated purposes but shall be subject to adequate controls and safeguards.

Authority

The Board authorizes the establishment of petty cash funds under the control of designated employees in district buildings.

Delegation of Responsibility

Each responsible employee shall ensure that petty cash funds are spent only for the designated purposes.[1]

The person responsible for each petty cash fund shall prepare a total of the disbursement slips when the funds available in petty cash have declined to less than 20% of the authorized amount and submit such documentation to the Chief Financial Officer (CFO) with a voucher requesting replenishment.

Guidelines

Petty cash accounts, when deemed necessary by the CFO, will be established and operated under rules and procedures set forth by the business office.

Legal
1. Pol. 811
[24 P.S. 510](#)
120301423.v1

Book	Policy Manual
Section	600 Finances
Title	Student Activity Funds
Code	618
Status	Draft
Adopted	

Purpose

The Board is responsible for adopting and enforcing reasonable policy and rules regarding the management, supervision, control and prohibition of student activities, including raising and disbursing funds.

Definition

For purposes of this policy, **student activity funds** shall include the funds of Board-approved student groups. Student activity funds shall be raised by students and expended for purposes related to the activity, with student participation in the decision-making process regarding these areas.

Authority

Student activity funds are not part of district funds but must be approved by the Board. The Board adopts this policy to ensure proper supervision of student activity funds under the district's responsibility.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee is responsible for developing administrative regulations governing student activity funds.

The building principal is responsible for working with students and advisors, implementing policies and procedures, and maintaining fiscal records. The principal shall serve as custodian of the funds.[2\]](#)

Activity advisors are responsible for working with students in assigned activities and ensuring compliance with policy and administrative regulations by the student organization.

The organization's student treasurer and faculty advisor are responsible for maintaining records of all funds collected and disbursed and submitting required reports to the Business Office.

Guidelines

Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.

All student activities shall be on a self-sustaining basis, except for situations approved by the Board.

Funds of any student body organization may be deposited or invested in banks whose accounts are insured by FDIC or investment certificates or withdrawable shares in state-chartered savings and loan associations doing business in-state and insured by FDIC or FSLIC.[\[3\]](#)[\[4\]](#)

All funds collected by student organizations shall be deposited in a student activities fund in a district-approved banking institution. No school-sponsored student organization is permitted to establish an account separate from the student activities fund.[\[1\]](#)[\[5\]](#)

Funds collected shall be turned in to the custodian of the fund before the end of each school day, and they shall be safeguarded until deposited as soon as possible.

Records shall be maintained of the receipt and disbursement of all funds in designated accounts, according to the bylaws of the activity approved by the Board.[\[1\]](#)

Disbursements from such funds shall be made only by check upon the request of the authorized advisor and the approval of the fund custodian. Disbursements shall be supported by invoices or verified documentation.

All checks shall be signed by two (2) individuals authorized to approve such disbursements.

All purchases of materials or supplies by any organization, club, society or group, or by any school or class shall be made by the purchaser in accordance with the requirements of law.[\[1\]](#)[\[6\]](#)

All funds shall be of an exchange nature, and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.

All funds accumulated in the name of a specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year.[\[1\]](#)

A financial report of the condition of each student activity fund shall be submitted to the Board at least quarterly.[\[1\]](#)

The student activity fund shall be audited annually during the district's established audit.[\[7\]](#)

Graduating Classes

All graduating classes, after payment of all financial obligations and prior to graduation, shall make a commitment for distribution of the funds remaining in the class account to school activities of the class's choosing, such as a senior gift or scholarship fund.

Funds may not be disbursed or set aside for future obligations, such as class reunions.

Legal

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

2. Pol. 811

[3. 24 P.S. 440.1](#)

[4. 24 P.S. 623](#)

5. Pol. 608

[6. 24 P.S. 807.1](#)

7. Pol. 619

Pol. 000

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Book	Policy Manual
Section	600 Finances
Title	District Audit
Code	619
Status	Draft
Adopted	
Last Revised	

Purpose

The Board recognizes the importance of the public's right to have access to the public records of the district, including public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the district's accountants and the audit conducted by the Auditor General's office.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Authority

The Board shall employ an independent, certified public accountant to conduct an annual district audit in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval.[\[10\]](#)[\[2\]](#)[\[6\]](#)

The Board recognizes its obligation as an elected body to represent the best interests of all its constituents. Therefore, the Board shall make the results of both the district's accountant's audit and the Auditor General's audit available to the public at the business office of the district.

The Board believes that the two available audits provide adequate safeguards for the public interest. Therefore, special audits by special interest groups are not permitted.

The Board recognizes that certain information shall not be made available to the public, such as:[\[4\]](#)

1. Personnel records.[\[7\]](#)
2. Student records.[\[8\]](#)
3. Labor relations negotiations records.
4. Property acquisition negotiation information.
5. Records regarding actions of a criminal justice nature.
6. Other records not considered public records.

Delegation of Responsibility

The Superintendent and Board Secretary shall annually submit a signed statement to the Pennsylvania Department of Education certifying that the financial statements of the school district have been properly audited pursuant to law and that in the independent auditor's opinion, the financial information submitted in the annual

financial report is materially consistent with the audited financial statements. If the financial information is not deemed materially consistent, the district shall submit a revised annual financial report.[\[9\]](#)

Legal

[1. 24 P.S. 408](#)

[2. 24 P.S. 2401](#)

[3. 65 P.S. 67.101 et seq](#)

4. Pol. 801

[6. 24 P.S. 2408](#)

7. Pol. 324

8. Pol. 216

[9. 24 P.S. 218](#)

[10. 24 P.S. 437](#)

[24 P.S. 504](#)

[24 P.S. 511](#)

[24 P.S. 1337](#)

[24 P.S. 2432](#)

[24 P.S. 2441](#)

Book	Policy Manual
Section	600 Finances
Title	Local Taxpayer Bill of Rights
Code	621
Status	Draft
Adopted	
Last Revised	

Purpose

As a local taxing authority, the Board recognizes the school district's responsibility to comply with the requirements of applicable law.[\[1\]](#)

Definition

Eligible taxes shall be defined as all non-real estate taxes, including per capita; occupation, occupation assessment and occupation privilege; income and net profits; business gross receipts; privilege; amusements or admissions; and any other tax authorized by the Local Tax Enabling Law.[\[2\]](#)[\[6\]](#)

Authority

The Board shall adopt a Local Taxpayer Bill of Rights that includes the following components in simple and nontechnical terms:[\[3\]](#)

1. Taxpayer rights and the district's obligation during an audit or administrative review of the taxpayer's books or records.
2. Administrative and judicial procedures for a taxpayer to appeal or seek review of any adverse tax decision.
3. Procedures for filing and processing refund claims and taxpayer complaints.
4. Enforcement procedures.

The Board shall ensure that taxpayers are notified about the district's Local Taxpayer Bill of Rights any time they are contacted regarding assessment, audit, determination, review and collection of any tax other than property taxes.[\[3\]](#)

Delegation of Responsibility

It shall be the responsibility of the Superintendent, Chief Financial Officer (CFO), and/or other designated school district employee to develop procedures to implement this policy which shall include:

1. Preparation and dissemination of the required notice of availability of the Local Taxpayer Bill of Rights.
2. Preparation of a Local Taxpayer Bill of Rights.

3. Preparation of a procedure for the district to request information from a taxpayer.
4. Establishment of an administrative appeals process.
5. Development of the form, content, process and deadlines for taxpayers to file a tax appeal petition.
6. Formulation of rules of practice and procedure for hearings.

The district shall respond to taxpayer requests for the Local Taxpayer Bill of Rights by making copies available at the district offices or mailing at district expense.[\[3\]](#)

Guidelines

Information obtained by the school district as a result of an audit, return, report, investigation, hearing or verification shall be confidential. If a violation of confidentiality is committed by an officer or employee of the Board, they shall be subject to fines and dismissal from office or discharge from employment.[\[4\]](#)

Appeals Process

The district establishes the following administrative process to receive and make determinations on petitions from taxpayers relating to assessment, determination or refund of an eligible tax:[\[5\]](#)

1. Review by the Board in executive session.

Legal

[1. 53 Pa. C.S.A. 8401 et seq](#)

[2. 53 Pa. C.S.A. 8422](#)

[3. 53 Pa. C.S.A. 8423](#)

[4. 53 Pa. C.S.A. 8437](#)

[5. 53 Pa. C.S.A. 8430](#)

[6. 53 P.S. 6924.101 et seq](#)

[24 P.S. 2432](#)

[24 P.S. 2441](#)

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Act 50 Taxpayer Bill of Rights

This is a list of your rights as they relate to an audit performed by Berkheimer; a request you may have for a refund of taxes paid by you; the steps you may take to appeal an audit determination or denial of a refund; and the steps Berkheimer can take to collect unpaid taxes.

These rights apply to the collection of the following kinds of taxes: earned income tax; net profits tax; occupation assessment tax; local services tax; business privilege tax; mercantile tax; amusement / admission tax; and per capita tax.

When you request it, Berkheimer must supply you with a copy of these written rights, at no charge to you.

When you pay a local tax, Berkheimer must apply your payment first to the tax due; then to interest due, if any; next, to penalties due, if any; and finally, to other fees and charges, if any.

Your rights during an audit.

If you receive a letter from Berkheimer requesting additional information about your tax returns or tax liability, i.e., an "inquiry letter," you have thirty (30) days from the date the letter is mailed to respond to it.

- Example: Berkheimer sends to Taxpayer a letter asking her to send in a copy of her W-2 form for the past tax year. Taxpayer has thirty days to respond to our letter by sending in her W-2 form.

If you need additional time to respond to a letter requesting more information, you may write to Berkheimer or call us at (800) 360-5555 ext. 3 to ask for more time to respond to our letter. If you write for an extension of time to respond to our inquiry letter, Berkheimer will inform you in writing as to whether your request has been granted. If you call to make your request, we will inform you of our decision at that time and send you a letter verifying our decision. Your request for additional time to respond to our inquiry letter must state all the reasons why you need extra time.

- Example: Berkheimer sends to Taxpayer a letter asking her to send in a copy of her W-2 form for the past tax year. Taxpayer calls Berkheimer to say that she will need an extra ten days to find her W-2 form because her tax records are with her accountant who is away on vacation. Berkheimer grants her request over the phone and sends a letter to verify that she has forty (40) days to respond to our request.
- Example 2: Berkheimer sends to Taxpayer a letter asking her to send in a copy of her W-2 form for the past tax year. Taxpayer sends a letter to Berkheimer to say that she will need an extra ten days to find her W-2 form because her tax records are with her accountant who is away on vacation. Berkheimer grants her request and sends a letter to verify that she has forty (40) days to respond to our request.

Berkheimer cannot take any action against you until the thirty (30) day response period has expired. If you have been granted an extension of time to respond to our inquiry letter, that extra time must also expire before Berkheimer can take other action.

- Example: Berkheimer mails a letter to Taxpayer on November 1 asking her to send in a copy of her W-2 form for the past tax year. Taxpayer has until December 1 to respond to our request. Berkheimer cannot send out any other notices or letters to Taxpayer until after December 1.
- Example 2: Berkheimer mails a letter to Taxpayer on November 1 asking her to send in a copy of her W-2 form for the past tax year. Taxpayer sends a letter to Berkheimer to say that she will need an extra ten days to find her W-2 form because her tax records are with her accountant who is away on vacation. Taxpayer has until December 11 to respond to our request. Berkheimer cannot send out any other notices or letters to Taxpayer until after December 11.

If Berkheimer wants proof that you filed tax returns or paid taxes for prior tax years, i.e., for tax years other than the most current, we can only ask about the three (3) prior tax years.

- Example: Berkheimer sends a letter to Taxpayer on November 1, 2009 requesting copies of prior year tax returns. Berkheimer can only ask for tax returns for the prior three (3) years, i.e., for the tax years 2006, 2007 and 2008.

If Berkheimer finds that you have failed to file a tax return for the previous three years, or if we find that you underreported income for the previous three years, or if we find that you failed to pay the tax due for the three prior years, we can send to you additional notices or letters.

- Example: Berkheimer sends a letter to Taxpayer on November 1, 2009 requesting copies of prior year tax returns for 2006, 2007 and 2008. Taxpayer cannot find his 2007 tax return and Berkheimer does not have record that a return for that year was filed. We can send additional notices to the Taxpayer requesting that a 2007 tax return be filed and the tax paid.
- Example 2: Berkheimer sends a letter to Taxpayer on November 1, 2009 requesting copies of prior year tax returns for 2006, 2007 and 2008. Taxpayer sends copies of the returns requested on November 29. After reviewing same, Berkheimer finds that Taxpayer did not report \$1,000.00 of income for 2007. We can bill Taxpayer for the additional tax due on the additional \$1,000.00 of income reported for 2007.
- Example 3: Berkheimer sends a letter to Taxpayer on November 1, 2009 requesting copies of prior year tax returns for 2006, 2007 and 2008. Taxpayer sends copies of the returns requested on November 29. After reviewing same, Berkheimer finds that Taxpayer did not pay any of the taxes reported on any of his returns. We can bill Taxpayer for delinquent taxes due.

If Berkheimer knows that you failed to file a tax return or that you failed to pay a tax which was due more than three (3) years prior to the date of our notice, we can send to you additional notices or letters.

- Example: Through its records, Berkheimer knows that Taxpayer has not filed tax returns for the 1994 tax year. Berkheimer sends a letter to Taxpayer on November 1, 2009 telling him that a return must be filed. Taxpayer still does not file or pay his 1994 taxes. Berkheimer can send additional notices or bill Taxpayer for 1994 taxes due.

Berkheimer can ask you to send copies of your federal tax return if it has information which we need to collect the local tax and it is information which Berkheimer cannot get from other sources or from the Pennsylvania Department of Revenue.

- Example: Berkheimer sends a letter to Taxpayer on November 1, 2009 requesting copies of her Schedule C filed with her 2007 federal income tax return. Berkheimer needs her Schedule C to verify the amount of net profits reported on her local earned income tax return. Taxpayer filed a copy of her federal Schedule C with her Pennsylvania state income tax return. Taxpayer must send a copy of her federal Schedule C as requested.

If Berkheimer says you owe more taxes.

If Berkheimer determines that you owe an additional tax, the collector must advise you in writing of the following:

- the tax years/quarters for which more tax is due;
- the amount due for each tax year/quarter;
- the legal grounds for our determination that additional taxes are due; and
- a list of changes Berkheimer has made to any tax return filed by you which is the reason for our determination that additional taxes are due.
- Penalties and interest due on additional taxes due by you may be removed if:
 - the local taxing body caused you to not to pay the additional tax due or to pay it late; or
 - Berkheimer caused you to not to pay the additional tax due or to pay it late.

Penalties and interest due on additional taxes must be removed if either the local taxing body or Berkheimer gave you specific written advice that you relied upon in response to a specific question regarding your taxes based upon complete and correct information supplied by you.

- Example: Taxpayer sends a letter to the taxing body. She wants to know if bonuses from her employer are taxable for purposes of the earned income / net profits tax. The taxing body states that she does not owe Berkheimer tax. Berkheimer audits her tax return and discovers that she has not paid tax on this income. Berkheimer bills her for the tax due on the bonuses from her employer. Penalties and interest must be waived because Taxpayer relied upon the advice given to her from the taxing body.

Your right to a refund.

If you have overpaid a tax or paid a tax in error, you may send a written request for a refund of the amount overpaid. Your written request for a refund can take the form of a letter which states all the reasons why you feel a refund is due you.

Refund requests for earned income / net profits, business privilege / mercantile, amusement / admissions, and local services taxes: You must send your written refund request to Berkheimer within three (3) years of the date that the tax return was due or within one (1) year from the date when you paid the tax, whichever is later.

- Example: Taxpayer seeks a refund of earned income taxes for the tax year 2007. She filed her return on April 1, 2008 and paid her taxes on the same date. Her 2007 earned income tax return and payment were due by April 15, 2008. She must send her letter to Berkheimer asking for her refund by April 15, 2011.
- Example 2: Taxpayer seeks a refund of earned income taxes for the tax year 1992. She did file her tax return on April 15, 1993, the date that it was due. She did not pay the tax to Berkheimer until December 1, 2007. Taxpayer must send her letter to Berkheimer asking for her refund by December 1, 2008.

Refund requests for per capita and occupation assessment taxes: You must send your written refund request to Berkheimer Associates within three (3) years of the date that the tax was due or within one (1) year from the date when you paid the tax, whichever is later.

- Example: Taxpayer seeks a refund of occupation assessment taxes for the tax year 2007. She paid her taxes on August 1, 2007, the date which it was due. She must send her letter to Berkheimer asking for her refund by August 1, 2010.
- Example 2: Taxpayer seeks a refund of occupation assessment taxes for the tax year 1992. She did not pay the tax to Berkheimer until December 1, 2007. Taxpayer must send her letter to Berkheimer asking for her refund by December 1, 2008.

If you have paid a tax as a result of your receiving a notice from Berkheimer informing you of delinquent taxes due, and then seek a refund of the tax paid, you must send your written request to us within one (1) year of the date of payment.

- Example: Taxpayer receives a notice from Berkheimer advising him that he owes to us an additional \$100 of earned income tax for 2007. He pays the tax on December 12, 2008 in order to avoid further collection action. Taxpayer later determines the additional tax was not due and wants a refund. He may send his letter to Berkheimer asking for a refund by December 12, 2009.

If you file a tax return showing an overpayment of tax, your return is considered a written request for a cash refund unless you state on the return that you desire a credit.

- Example: Taxpayer files her 2008 earned income tax return showing an overpayment of \$100. She does not check either box on the return to show that she wants a refund or credit. Taxpayer can receive a cash refund of \$100.
- Example 2: Taxpayer files her 2008 earned income tax return showing an overpayment of \$100. She checks the box on the return showing that she wants a credit toward next year's tax. Taxpayer can receive a credit.

You are entitled to interest on refunds for overpayment of taxes. Interest is calculated from the date of the overpayment until the date written on the refund check.

The rate of interest on refunds for overpayment of taxes can change from year to year.

You will not receive interest on refunds which are paid to you by Berkheimer within 75 days of the date that a tax return was due to be filed or within 75 days of the date your tax return is actually filed, whichever is later.

- Example: Taxpayer files his 2008 earned income tax return on April 1, 2009, showing an overpayment of tax of \$25. His 2008 tax return is due by April 15, 2009. Berkheimer sends to Taxpayer a refund check in the amount of \$25 on July 1. No interest is due to Taxpayer.

- Example 2: Taxpayer files his 2008 earned income tax return on January 15, 2010, showing an overpayment of tax of \$25. His 2008 tax return was due by April 15, 2009. Berkheimer sends to Taxpayer a refund check in the amount of \$25 on February 15, 2010. No interest is due to Taxpayer.
- Example 3: Taxpayer files his 2008 earned income tax return on April 1, 2009, showing an overpayment of tax of \$25. His 2008 tax return is due by April 15, 2009. Berkheimer sends to Taxpayer a refund check in the amount of \$25 on August 15, more than 75 days after his tax return was due to be filed. Interest is due to Taxpayer.

If you have overpaid on interest or penalties due on delinquent taxes, you are not entitled to interest.

- Example: Taxpayer owes to Berkheimer \$100 of delinquent earned income taxes and an additional \$12 of penalties and interest on the delinquent taxes. She pays \$120 total to satisfy the unpaid tax, penalty and interest. She applies for a refund of \$8 for the penalty and interest which was overpaid. No interest is due to Taxpayer.

If you cash or deposit our refund check, this will not stop you from requesting any additional refund of tax or interest.

- Example: Berkheimer sends to Taxpayer a check for \$100 which is a refund of 1994 taxes, with interest, requested by him. Taxpayer cashes the check. Taxpayer later determines that he overpaid a 1995 tax and seeks an additional refund. Taxpayer can make this request for a second refund even though he already received and cashed a prior refund check.

Your right to appeal.

(Where Berkheimer is the Tax Hearing Officer)

(Appeals for Earned Income taxes levied for tax year 2012 and forward must be filed with the Tax Appeal Board for your Tax Collection District. Forms filed with us for 2012 and forward, will be forwarded for response by your county's appeal board. Appeals for taxes other than Earned Income Tax and for tax year 2011 and prior will be responded to by Berkheimer directly. Forms for the following counties (Montgomery and Susquehanna) are located on our site under Tax Appeals and should be submitted as noted on each.)

If your request for a tax refund is denied by Berkheimer, or if we say you owe to us more taxes, you may file a petition with Berkheimer to appeal our decision. A copy of the petition form is enclosed.

A written request for a refund or a letter disputing a deficiency assessment is NOT a petition for appeal. You must use the enclosed form.

A petition is timely filed if the letter transmitting the petition is postmarked by the United States Postal Service on or before the final day on which the petition is required to be filed. The deadlines for filing a petition to appeal a request for refund are as follows:

Petitions to appeal earned income / net profits, business privilege / mercantile, amusement / admissions, and local services taxes: Within three (3) years from the date the tax return was due or within one (1) year from the date a payment of the tax was made, whichever is later.

Petitions to appeal per capita and occupation assessment taxes: Within three (3) years from the date the tax was due to be paid or within one (1) year from the date the tax was actually paid, whichever is later.

- Example: Taxpayer wants to file his petition to appeal a request for refund of his 2008 earned income taxes. His 2008 local earned income tax return was due to be filed on or by April 15, 2009. Taxpayer must file his petition for appeal on or before April 15, 2012.
- Example 2: Taxpayer wants to file his petition to appeal a request for refund of his 2008 per capita tax. His tax payment was due on July 1, 2008, but he did not pay it until January 7, 2013. Taxpayer must file his refund petition on or by January 7, 2014.

A petition to appeal an assessment of additional tax must be filed within ninety (90) days of the date of the delinquency or assessment notice.

- Example: Taxpayer receives a notice from Berkheimer that she owes an additional \$200 in tax. The date of the notice is August 1, 2009. Taxpayer must file her petition to appeal the assessment on or before November 1, 2009.

Your petition to appeal a tax refund request must contain the following information:

- Your name, address and local telephone number;
- The name of the taxing district(s) which you claim owes you a refund;
- The type of tax at issue;
- The tax year(s) for which you are requesting a refund;
- The date you originally requested a tax refund;
- A copy of any local tax return which may be associated with your tax refund request;
- Copies of all federal and/or state returns and/or schedules which may relate to your tax refund request;
- A copy of your written refund request; and
- A written statement from you explaining all the reasons why you feel a tax refund is due to you.
- The petition must be signed and dated by you.

Your petition to appeal an assessment for additional taxes must contain the following information:

- Your name, address and local telephone number;
- The name of the taxing district(s) which claims you owe additional taxes;
- The type of tax at issue;
- The tax year(s) for which you may owe the additional tax;
- The date of the delinquency or assessment notice you received;
- A copy of any local tax return which may be associated with your petition for appeal;
- Copies of all federal and/or state returns and/or schedules which may relate to your petition for appeal;
- A copy of the delinquency or assessment notice you received; and
- A written statement from you explaining all the reasons why you feel an additional tax is not owed to Berkheimer by you.
- The petition must be signed and dated by you.

Petitions which are not fully completed will be returned to you as unfilled. Petitions which are not timely filed will be denied.

Your petition for appeal must be sent to Berkheimer, Department of Appeals, 1883 Jury Road, Pen Argyl, Pennsylvania 18072.

Upon our receipt of your fully completed petition for appeal, your account will be assigned to a Tax Hearing Officer who will notify you of the time, date and place of the hearing on your petition. The Tax Hearing Officer may, in his or her discretion, deny your petition if you fail to appear for the hearing.

At the hearing, you will have the opportunity to present any facts, documents, witnesses or other evidence to support your petition.

A decision will be made and sent you in writing within sixty (60) days of the date your petition is postmarked by the Post Office. If the Tax Hearing Officer does not make a decision and tell you of it within the allotted sixty (60) days, your petition is automatically approved.

If you disagree with the decision of the Tax Hearing Officer, you may appeal the matter to the court of common pleas in your county.

If you fail to file a tax return or pay a tax which is due.

Berkheimer can garnish your wages to collect any unpaid earned income, net profits, per capita, occupation assessment, or local service taxes. Before Berkheimer can contact your employer, we must send to you a notice telling you that a wage garnishment will be done if the delinquent taxes are not paid. This notice will be sent by certified mail at least fifteen (15) days before Berkheimer will attach your wages. If you receive a notice before wage garnishment, you may contact Berkheimer in order to pay your tax.

Berkheimer can also levy and sell your personal property to make payment of any taxes due and owing by you. You will receive a "Distraint for Taxes" notice from us which places a levy on your personal property. Within ten (10) days of your receipt of this notice, you may contact Berkheimer to settle your account or you may demand a hearing before your local magistrate.

Berkheimer can also file a civil lawsuit against you to collect any unpaid taxes due by you. Except for earned income / net profits taxes, there is no statute of limitations for filing a civil suit to collect delinquent taxes. Generally, suits involving unpaid earned income / net profits taxes must be filed within three (3) years from the date a tax return was due or from the date when a tax return was actually filed, whichever is later. There is no statute of limitations for filing civil suits to collect unpaid earned income / net profits taxes if a taxpayer has not filed a tax return or in cases of tax evasion.

If you have failed to file an earned income / net profits tax return, you may be subject to a fine of up to \$2500.

If you fail to file business privilege / mercantile, local services, or amusement / admission tax returns, you may be subject to similar fines.

You may also be subject to penalties, interest and additional costs due on any delinquent, unpaid taxes.

If you cannot pay a tax due and owing by you, you can contact Berkheimer in order to arrange a payment plan. Berkheimer will arrange with you a monthly payment plan that is acceptable to us and you. If we believe that your financial condition has significantly changed, we can ask you to send to us an update on your finances. Berkheimer can change or terminate any payment plan, if:

- Berkheimer finds that the information provided to us was inaccurate or incomplete;
- Berkheimer believes that there is a danger you cannot make your payments under the plan;
- You fail to make any payment under the plan at the time it is due;
- You fail to pay any other taxes which you owe to Berkheimer at the time they are due; or
- You fail to provide a financial condition update if requested by Berkheimer.

If Berkheimer must change or terminate any payment plan, we must give you thirty (30) days notice and tell you the reasons why we are changing or ending the payment plan.

You may prepay, i.e., pay off early, any delinquent tax which is subject to an installment payment plan.

And finally . . .

Any information which Berkheimer receives from you about your income, salary, wages, taxes because of a tax return you have filed with us, taxes you have paid to us, a request for refund you have sent to us, a petition for appeal filed by you, or hearing before a Tax Hearing Officer is CONFIDENTIAL. Berkheimer cannot share this information with any other person, except for representatives of the taxing district, or except as required by law.

If you have a concern or complaint about our notices or tax forms, personal representatives, or any other question about Berkheimer, you can send your question in writing to us at 50 North Seventh Street, Bangor, Pennsylvania 18013. We will review your concern and respond accordingly.

Petition for Appeal.

If you would like to file a Petition for Appeal please click here to download the [Act 50 Petition For Appeal](#) form. In order to view and print the form you will need Adobe Acrobat on your computer.

After you download the form you may fill it out and send it to this address:

PETITION FOR APPEAL

- 1. Name: Phone Number
2. Address:
3. City/Township/Borough: School District:
4. Type of tax(es) involved:
5. Tax year(s) involved:
6. Amount of tax in dispute:
7. Berkheimer account number(s):
8. This is a petition for appeal of (check one): a refund request a deficiency assessment

If this a petition for appeal of a refund request, please complete the following:

- 9. Date of your original written request for refund: Attach a copy of your original written request for refund to this petition.

If this a petition for appeal of a deficiency assessment, please complete the following:

- 10. Date of the deficiency or delinquency notice you received: Attach a copy of the deficiency or delinquency notice you received to this petition.

If above named taxpayer is represented by an attorney, accountant or other qualified individual, please provide name, address, telephone number and professional occupation below:

- 11. Representative's Name:
13. Representative's Address:
14. Representative's Telephone:
15. Representative's Occupation:

- 16. For all petitions: please set forth below all of the reasons that support your position. Attach copies of all local tax returns which may apply and all federal and state returns or schedules as they relate to your case. Use additional sheets if necessary.

Multiple horizontal lines for providing reasons for appeal.

I, Petitioner, being duly sworn according to law depose and say that the facts set forth in the foregoing Petition for Appeal are true and correct to the best of my knowledge, information and belief. I understand that false statements herein are made subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities.

Petitioner

Notice of Hearing

FOR OFFICIAL USE ONLY

A hearing has been scheduled on your petition for appeal for:

Date:

Time:

Place:

The hearing will be before Tax Hearing Officer.