

On March 23, 2020 the Virtual Board Meeting of the Board of School Directors of the Springfield Area School District was called to order at 7:30 p.m. with the following in attendance via Zoom:

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

ANNOUNCEMENTS

Mrs. Zasowski thanked everyone for joining the meeting this evening via this format and working together to support the district administration, teachers, support staff, parents, students and community members. She noted that presentations and committee reports have been suspended for this evening's meeting but should the virtual platform work well and if the shutdown continues then the plan may be to hold committee meetings via the online format as well going forward. Mrs. Zasowski reported that the Board met in a virtual executive session tonight at 6:30 p.m.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no public comments related to agenda items only.

II. ACTION ITEM

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

- A. The Board approved temporarily suspending Section 2 Paragraph 2 of **Policy #006 LOCAL BOARD PROCEDURES: Meetings** during the term of the Governor's Statewide Shutdown due to the Coronavirus (COVID-19). **(Attachment A1)**

III. MINUTES

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

- A. The Board approved the February 18, 2020 Work Session minutes. **(Attachment A2)**
- B. The Board approved f the February 24, 2020 Board Meeting minutes. **(Attachment A3)**

IV. PERSONNEL

Mr. DiBello made a motion to approve Items A-Q and Mr. Jackson seconded it. Mrs. Zasowski commented that she had asked about Item Q was advised that if there is no season then the extracurricular contracts will not be paid. The motion passed 9-0.

A. **Resignations**

1. **Amanda A. Gill**; Behavioral Specialist, Evans Elementary School. Effective: To be determined, but will not exceed April 21, 2020.
2. **Victoria L. Sayko**; Instructional Assistant, Spring City Elementary School for the purpose of retirement. Effective: The last day of the 2019-2020 school year.
3. **James S. Westlake**; Music Teacher, Oaks Elementary School for the purpose of retirement. Effective: April 17, 2020.
4. **James S. Westlake**; Senior Elementary Band Director – 4th Grade. Effective: April 17 2020.

B. **Leave of Absence**

1. **Meredith L. Bozzuto**; English Teacher, Senior High School-9th Grade Center for a child-rearing leave of absence per the Professional Agreement. Effective: On or about April 27, 2020 through the 2020-2021 school year.

C. **Professional Staff**

1. **Lauren Nealon**; Elementary Teacher, Royersford Elementary School, replacing Rachel M. Friend who resigned. Compensation has been set at MS, Step 2, \$50,500.00 prorated with benefits per the Professional Agreement. Effective: To be determined.

D. **Support Staff**

1. **Karen Beasley**; Assistant Payroll Specialist, District Office replacing Dorothy M. Williams who retired. Compensation has been set at \$20.50/hour with benefits per the Administrative Support Benefits Summary. Effective: February 25, 2020.
2. **Devon A. Berryann**; Instructional Assistant, Limerick Elementary School, replacing Danitza E. Lerten who retired. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: March 9, 2020.
3. **Janine M. Justice**; Instructional Assistant, Royersford Elementary School. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistants' Benefit Summary. Effective: March 9, 2020

- E. The Board approved **Christopher R. Talley** to be hired as the 2020 Extended School Year Coordinator. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 210 hours. Effective: April 1, 2020.

- F. The Board approved **Kiera M. Phillips** to be hired as the Coordinator of the 2020 Cool School Program with a stipend of \$5,000.00.

- G. The Board approved the following Professional Staff for the 2020 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 29, 2020 through July 29, 2020. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education Budget.

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| 1. Gabrielle V. Adelsberger | 22. Alice B. Hollingsworth |
| 2. Ashley L. Brod | 23. Joan E. Kenney |
| 3. Krista M Brooke | 24. Patricia M. Konschak |
| 4. Mary K. Burkholder | 25. Gina L. Lasky |
| 5. Kathryn A. Calvert | 26. Kevin M. Lewis |
| 6. Laura E. Camp | 27. Jacquelyn M. Lippincott |
| 7. Katherine M. Cieszkowski | 28. Jessica A. Mayer |
| 8. Hannah Z. Coath | 29. Jaclyn A. McDermott |
| 9. April Collins | 30. Barbara J. McGuigan |
| 10. Karen M. DeLange | 31. Kara C. McQuaid |
| 11. Grace Donovan | 32. Abigail E. Pilgermayer |
| 12. Allison L. Dorn | 33. Lauren N. Raugh |
| 13. Wayne F. Downs | 34. Gary W. Rhodenbaugh, Jr. |
| 14. Jennifer L. Elliott | 35. Shana L. Savard |
| 15. Shannon L. Farley | 36. Elizabeth Shields |
| 16. Allison L. Fauerbach | 37. Jenifer P. Smith |
| 17. Chelsea K. Flynn | 38. Mollie M. Smith-Wood |
| 18. Catherine J. Garger | 39. Kyle J. Smolsky |
| 19. Kathleen D. Gebhard | 40. Johannah M. Timbario |
| 20. Maura F. Groff | 41. Greta L. Verma |
| 21. Brenda Haydt | |

- H. The Board approved the following Support Staff for the 2020 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 29, 2020 through July 29, 2020. Compensation for new employees will be set at \$16.36/hour. Current hourly employees will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education Budget.

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| 1. Mary Abraham | 20. Naomi L. Keen |
| 2. Jennifer M. Baker | 21. Sally A. Knab |
| 3. Nancy T. Birtch | 22. Alexander M. Kraft |
| 4. Lauren M. Boylan | 23. Doreen D. Krebs |
| 5. Ronda I. Brisbois | 24. Colleen Kriebel |
| 6. Bruce Cartwright | 25. Adrianna Martinez |
| 7. Maryann Christy | 26. Viola S. McCollum |
| 8. Janet T. Copenhagen | 27. Patricia A. McCormick |
| 9. Kelley A. Costello | 28. Laura B. McQuaid |
| 10. Angie L. Cressman | 29. Marisa Moley |
| 11. Debra A. DeMitis | 30. Sherri K. Molishus |
| 12. Lisa J. Denner | 31. Trisha L. Santangelo |
| 13. Judy Denning | 32. Natalie A. Stark |
| 14. Paula T. Donatelli | 33. Alyssa D. Touey |
| 15. Vanessa G. Donatelli | 34. Erin R. Ward |
| 16. Shannon L. Dusko | 35. Tiffany S. Williams |
| 17. Dana Freas | 36. Kathryn E. Wilson |
| 18. Angeline T. Fusco | 37. Patricia A. Young |
| 19. Laura Gilmore | |

- I. The Board approved the following Certified School Nurse to be hired for the 2020 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 29, 2020 through July 29,

2020. Compensation will be set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be from the Special Education Budget.

1. **Erin J. Lewandoski**

- J. The Board approved hiring the following Support Staff as substitutes for the 2020 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 29, 2020 through July 29, 2020. Compensation will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education Budget.

1. **Deborah S. Barth**
2. **Shannon E. Dauphin**
3. **Susan J. Kelly**
4. **Joanna B. Shanley**

K. **Tenure Status**

1. **Allison L. Dorn**

- L. The Board approved the Spring-Ford Area School District Act 93 Plan, effective July 1, 2020 to June 30, 2022.
- M. The Board approved the Spring-Ford Area School District Custodian Benefit Summary, effective July 1, 2020 to June 30, 2022.
- N. The Board approved the Spring-Ford Area School District Food Service Benefit Summary, effective July 1, 2020 to June 30, 2022.
- O. The Board approved the Spring-Ford Area School District Administrative Assistants, Secretaries and Copy Clerks Benefit Summary, effective July 1, 2020 to June 30, 2022.
- P. The Board approved the addition of the following Strings Jamboree positions to the Extra-Curricular listing under Fine Arts, effective with the 2020-2021 school year:
1. String Jamboree - High School Director (14 hours) = \$560.00 Stipend
 2. String Jamboree - 7/8 Grade Director (13 hours) = \$520.00 Stipend
 3. String Jamboree - 5/6 Grade Director (11 hours) = \$440.00 Stipend
 4. String Jamboree - 4th Grade Director (11 hours) = \$440.00 Stipend
- Q. The Board approved the attached extra-curricular contracts for the 2019-2020 school year. (**Attachment A4**)

V. **FINANCE**

Mrs. Melton made a motion to approve Items A-K and Mr. DiBello seconded it. Mrs. Zasowski spoke about Item D4 and E1-4 and advised that if these assemblies do not take place then no payment would be required. The motion passed 9-0.

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

B. Checks:

1. General Fund Checks
Check No. 209721 – 209991 \$2,399,225.01
2. Food Service Checks
Check No. 1838 – 1846 \$ 2,684.88
3. Capital Projects
Reserve Fund: Check No. 79 - 81 \$ 16,068.24
4. General Fund, Food Service, & Capital Reserve and Projects ACHs
ACH 192000961 – 192001087 \$2,467,875.60
5. Wires
201900054 – 201900060 \$ 994,197.02

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)

D. The Board approved the following independent contracts:

1. **Dr. Kara Schmidt – Swarthmore, PA.** Conduct an independent educational evaluation for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$4,600.00.
2. **Chester County Intermediate Unit – Downingtown, PA.** Provide School Year and related services for two special needs students during the 2019-2020 school year as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$50,681.30.
3. **Lakeside Educational Network – North Wales, PA.** Provide services through the Lakeside Mobile Support Program for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$13,854.00.
4. **National Circus Project – Westbury, NY.** Provide an Artist in Residence Program related to teaching students in grades 1-4 at Spring City Elementary the benefits of physical fitness and a variety of physical activities. Funding will be paid from the General Fund and shall not exceed \$4,660.00.

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

1. **Ari Paul Entertainment – Schwenksville, PA.** Provide an assembly for students at Oaks Elementary involving magic to encourage students to let their imagination take flight. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$800.00.
 2. **Jesse Rothacker – Manheim, PA.** Provide a Reptile Presentation for students at Oaks Elementary teaching students about reptile homes, habitats and diet. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$900.00.
 3. **Bodymetrix – Limerick, PA.** Provide an assembly for students at Oaks Elementary teaching students about the color of the rainbow as it relates to nutrients our bodies need to thrive. Funding will be paid through the Pottstown Area Health and Wellness Foundation Grant and shall not exceed \$500.00.
 4. **Dialed Action Agency, LLC. – Lincoln Park, NJ.** Provide an assembly for students at Brooke Elementary featuring a bicycle stunt show that addresses anti-bullying and bike safety. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$1,850.00.
- F. The Board approved transferring \$3,090,892.00 from the General Fund to the Capital Reserve Fund. The transfer includes the following: \$1,697,490.00 in accordance with the budgeted 5 year Technology Plan, and \$1,393,402.00 in accordance with the district's budgeted long-term Facilities Maintenance Plan.
- G. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 100 Cresson Blvd. in Upper Providence Township and further identified as tax parcel No. 61-00-01208-18-9 setting the assessment of the property at \$616,250 for tax year 2020 (school tax year 2020-21) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- H. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 197 Royersford Road in Limerick Township and further identified as tax parcel No. 37-00-04319-00-9 setting the assessments of the property at (i) \$712,600 for tax year 2019 (school tax year 2019-20) and (ii) \$690,200 for tax year 2020 (school tax year 2020-21) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- I. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 312-326 N. Lewis Road in Limerick Township and further identified as tax parcel No. 37-00-01516-00-4 setting the assessments of the property at (i) \$2,545,000 for tax year 2019 (school tax year 2019-20) and (ii) \$2,465,000 for tax year 2020 (school tax year 2020-21) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- J. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 300 Thoms Drive in Upper Providence Township and further identified as tax parcel No. 61-00-04470-34-7 setting the assessments of the property at (i) \$1,705,150 for tax year 2019 (school tax year 2019-20) and (ii) \$1,651,550 for tax year 2020 (school tax year 2020-21) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.

- K. The Board authorized the payment of non-essential support and confidential staff at their regular rate of pay for the time period of March 16, 2020 through March 29, 2020 only, in compliance with any applicable laws.

VI. **PROPERTY**

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

- A. The Board approved purchasing LED exterior light fixtures from Colonial Electric Supply for the 9th Grade Center and the 10-12 Grade Center. Funding will come from the Capital Reserve and shall not exceed \$35,473.00, COSTARS 008-223.
- B. The Board approved the carpet replacement by Franklin Flooring, Inc. at Spring City Elementary School. Funding will come from the Capital Reserve and shall not exceed \$24,944.00, COSTARS MRO 008-477.
- C. The Board approved the replacement of the basement wood floor by S.J. Thomas Company at the 8th Grade Center. Funding will come from the Capital Reserve and shall not exceed \$53,870.43, KPN Contract 201801JOCC-26.
- D. The Board approved the painting of the 9th Grade Center by S.J. Thomas Company. Funding will come from the Capital Reserve and shall not exceed \$498,500.00, KPN Contract 201801JOCC-26.

VII. **PROGRAMMING AND CURRICULUM**

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

- A. The Board approved the purchase of Chromebooks, cases and 4-year warranty as part of the District's ongoing Spring-Ford Learning Initiative for the 2020-2021 School Year. The three competing quotes were received through government contract via Costars. The total equipment cost shall not exceed \$875,000.00 and will be self-financed initially from the Capital Reserve Fund, and then repaid from the Technology Operating Fund over the next 4 years.
- B. The Board approved the purchase of networking equipment to support the Spring-Ford Learning Initiative. This will include access points, cabling, switches, material and labor off of the PEPPM bid and covered under the E-rate Program at a 40% refund rate. The total equipment upfront cost shall not exceed \$330,000.00 with 40% refund later in the year. This will be self-financed initially from the Capital Reserve Fund and then repaid from the Technology Operating Fund over the next 4 years.
- C. The Board approved the following new textbooks and curricular resources. Funding will come from the Curriculum Budget and shall not exceed \$154,564.20.

Course

Textbook

- 1. AP Spanish
(\$4,928.12)

Temas 2nd Edition, Vista
(30 student textbooks, 2 teacher guides
and digital licenses for 7 years)

- 2. French 4 & 5
(\$10,344.08)

Controverses, Cengage
(35 student textbooks, 2 teacher guides
and 105 digital licenses for 7 years)

3. AP Microeconomics (\$7,549.70)	Economics for the AP Course 3 rd Edition, Bedford, Freeman & Worth (35 student textbooks plus study guides and digital licenses for 6 years)
4. AP Psychology (\$16,450.30)	Psychology for the AP Course 3 rd Edition, Bedford, Freeman & Worth (35 student textbooks and 105 digital licenses for 6 years)
5. K-12 Music (\$115,292.00)	SmartMusic, FAME (Feierabend), Sight Reading Factory, Music K-8 (Includes professional development, teacher resources and classroom supplies)

VIII. CONFERENCE/ WORKSHOP RECOMMENDATIONS

Mrs. Fazzini made a motion to approve Items A-F and Mrs. Earle seconded it. Mrs. Zasowski advised that if the conferences do not take place that the district is not liable for any costs and Dr. Goodin confirmed this was correct. The motion passed 9-0.

The following individuals were approved for attendance at the following:

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

DISTRICT-OFFICE

- A. **Kelly Murray**, Director of Curriculum and Instruction, to attend and present at the “*ASCD Conference on Teaching Excellence*” in Aurora, Colorado on June 25, 2020. The total cost of this conference is \$1,764.43 (transportation, lodging and meals). No substitute is needed.
- B. **Dr. Kathleen Kotch** and **Douglas Reigner**, Principals, to attend “*PA Educational Leadership Summit*” at the Lancaster Marriott at Penn Square in Lancaster, PA from August 2, 2020 through August 4, 2020. The total cost of this conference is \$1,410.00 (registration, mileage and lodging). No substitutes are needed.
- C. **Catherine Gardy**, Literacy Curriculum Supervisor, to attend “*Which Strategies Work Best When?*” at the Montgomery County Intermediate Unit in Norristown, PA on April 1, 2020. The total cost of this conference is \$200.00 (registration). No substitute is needed.
- D. **Mark Smith**, Payroll Specialist, **Karen Beasley**, Assistant Payroll Specialist, **Tracy Bogucki**, Food Service/Child Accounting Administrative Assistant, **Jessica Kemp**, Child Accounting Administrative Assistant, to attend the “*2020 Keystone State Skyward User Group*” in Harrisburg, PA on April 21, 2020. The total cost for this conference is \$840.00 (registration and mileage). No substitutes are needed.
- E. **Katie Davis**, Special Education Supervisor, and **Melody Bish**, School Psychologist, to attend “*School Refusal: It Is Not An Anxiety Disorder; It’s Not Even A Psychiatric Diagnosis, It’s A Behavior. How To Conceptualize It And How To Address It*” at the MCIU in Norristown, PA on April 24, 2020. The total cost of this conference is \$260.00 (registration). No substitutes are needed.

HIGH SCHOOL

- F. **Susan Miscavage**, Social Studies Teacher, to attend "*University of Pittsburgh College in High School Teacher Orientation & Training*" at the University of Pittsburgh on May 15, 2020. The total cost of this training is \$849.48 (transportation, lodging and meals). No substitute is needed.

IX. OTHER BUSINESS

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

- A. The Board approved **Resolution 2020-01** urging the Pennsylvania General Assembly to revise the Charter School Funding Systems for regular and special education. **(Attachment A5)**
- B. The Board approved all 2019-2020 Spring Athletic Teams/Individuals that qualify for post season play to be granted permission for overnight travel, when deemed necessary by the Athletic Department, and approved by the Superintendent or their Designee. The School Board will be notified of this travel and Board approval will be sought at the next scheduled Board meeting. Funding will be paid from the Athletic Budget.
- C. The following policies were approved:
1. Policy #150 – PROGRAMS: Title I – Comparability of Services **(Attachment A6)**
 2. Policy #808 – OPERATIONS: Food Services **(Attachment A7)**
- D. The following policies are submitted as a first reading:
1. Policy #138 – PROGRAMS: Language Instruction Education Program for English Learners **(Attachment A8)**
 2. Policy #220 – PUPILS: Student Expression/Distribution and Posting of Materials **(Attachment A9)**
 3. Policy #702.2 – PROPERTY: Crowdfunding **(Attachment A10)**

X. BOARD COMMENT

Mr. DiBello reminded everyone that the Board will have to focus on working on the budget soon as there has not been any relief provided on timelines as of yet. Mrs. Melton suggested possibly diving into the budget deeply during the Finance Committee meeting or scheduling an additional meeting for this purpose. She stated that these are trying times and that the Board just wants to be diligent in making sure that the budget and potential tax increase is held to a minimum. Mr. DiBello added that they are always diligent in their work and that the budget is where it is as of now. He stated that the whole Board needs to give guidance to the Finance Committee and a recommendation to the Administration on whatever their projected goal may be for the budget. He commented that there is not much if any lead way that can be cut or taken out of the budget. Mrs. Zasowski questioned whether they were going to provide direction before there is a budget presentation or how would it be preferred that this discussion take place. Mr. DiBello stated that the original plan was to do a budget presentation at the March Finance Committee meeting. He added that if the Board determines at this point that they want to make changes to the budget then right now it would come down to

making some cut. Mrs. Zasowski asked if the Board would like to schedule a meeting specifically pertaining to the budget or can it wait for the April Work Session. Mr. DiBello advised that if they wait until the April Work session then they will not have a budget done in time to be advertised in May. He added that this can certainly be done as they have a month built into the schedule but they worked very hard to get away from doing it this way. Mr. DiBello commented that this does not have to be decided tonight as he just wanted to put this on everyone's radar.

Mrs. Earle expressed that she was amazed and very impressed with the administrative staff at the reaction to the chaos going on. She added that their response has been incredible with regards to how quickly and innovatively they have put things into operation. Dr. Goodin thanked her for her comments and stated that last week and so far this week we have been operating under an enrichment framework providing enrichment activities that were non-graded. He advised that coming this Monday, March 30th, they will have rolled out and communicated to students and families what our online education will look like for the duration of the closure. Dr. Goodin stated that they are working with teachers to set up the Google Classrooms and this information will be communicated out by the end of the week so that students will be able to start attending classes where attendance will be taken and the activities will be subject to grading. Dr. Goodin gave credit to the Curriculum Department and stated that they have done a phenomenal job in putting this plan together. Dr. Goodin reported that the closure as of now is going until April 6th and that all activities and events that were scheduled to take place during this closure are cancelled. He added that they will do their best to try and reschedule any event cancelled as a result of the closure but it will depend on how long the closure lasts. Mrs. Zasowski asked how the results of the technology survey went and he advised that there were close to 8,000 responses and that there are some students and families that they will have to give special focus to as these families may not have internet access or devices. Mrs. Zasowski applauded the level of communication that the district has provided and said it was very much appreciated.

Mrs. Melton said she wanted to give a shout out to the teachers, the food service staff, Dr. Murray and her staff and Erin Crew as their efforts have been outstanding. She stated that she is proud to be a part of this organization and this district.

Dr. Wright stated that she too is hugely impressed with the work Dr. Goodin and his staff have done in all aspects of this as it has been difficult. She questioned the online work beginning on Monday being graded work and whether it was keeping in line with FAPE and IDEA and if the state has this piece figured out. Dr. Goodin replied that it is a work in progress and we are doing the best we can to anticipate FAPE issues that may or may not arise. He added that the special education supervisors have been very diligent about trying to provide teletherapy and other resources in order to meet our obligations to our students and their IEPs. Dr. Goodin stated that the district also has contingency plans in case we do have difficulty in servicing students. Dr. Wright how difficult and how innovative the district must be in order to meet the needs of the special education student population and she expressed her thanks for all of the efforts the district is putting into this. Dr. Goodin credited all of the staff and in particular his Administrative Team for all of the hours they have put in solving problems that they have never had to tackle before.

Mr. DiBello asked Julianna Lelli, Student Representative to the Board, what she was hearing from the kids in the district. Julianna replied that from her friends in the senior class, they would like to be back in school as soon as possible as they are missing all of the end of year senior stuff going on. She added that she had not heard much from elementary students but her cousins who are in elementary school have indicated that

they are very bored. Dr. Goodin commented that the district also wants to get kids back in school and undoubtedly the seniors but we have to stay closed as long as the state mandates is necessary but the hope is that it will not go too long.

Ms. Sullivan asked if the district had heard from any parents who are now being forced to work from home and the fact that there may only be one computer in the household which will present a problem for the student and parent to both share the one device.

Dr. Goodin replied that the District has worked on a plan to deploy laptops to those families who have indicated a need through the survey.

XI. PUBLIC TO BE HEARD

The public submitted questions posted via a chat forum, no identifying information was provided through this format so it is not possible to list the requestor's information. The Board randomly addressed some of the questions asked. Responses to many questions will be compiled and will be put into a FAQ sheet which will be posted on the district's website to provide parents with the information they are seeking.

The "Raise Your Hand" feature was opened up and members of the public were then able to be called upon one by one to verbally identify themselves and ask their question.

Judy Denning, Royersford, commented that she is speaking on behalf of a lot of the instructional assistants are experiencing great anxiety over what their role is going to be. She stated that they are wondering how they will be able to work and be paid beyond March 30th as many of their families depend on them for their income and insurance to survive. She added that they are looking for some reassurance somewhere that this will be addressed and taken care of. Mrs. Zasowski thanked her for her comment and stated that these concerns will be addressed as they have more information available.

Srini D, Phoenixville, thanked everyone for all of the hard work they are doing. He asked if it would be possible to have a Q & A on a weekly basis so that the public can ask questions or could there be a place set up on the website for them to post questions that can then be consolidated and responded to via FAQ's. Dr. Goodin responded that on the bottom of the website where the directions on how to access this meeting were posted the public can find an email address entitled "Board Comment" and all of the questions going into that email address are being checked. He added that from the questions coming in during the meeting tonight and those posed to this email address, the FAQ will be developed based upon this information.

Michelle Bolonski, Limerick, expressed her appreciation for the work being done. She commented that she is a parent whose daughter was not in school on Thursday, the last day before the closure. Ms. Bolonski stated that all her daughter's belongings including textbooks are in her locker. She commented that some of the assignments coming through involve textbooks and things that her daughter would normally have home with her and she asked if there would be efforts to have the textbooks online. Dr. Murray advised that one of the things they are stressing with the teachers as they roll out the online learning will be flexibility as families throughout the district are in various positions with regards to resources. She added that this is conveyed in the guidelines provided to teachers so flexibility is practiced throughout with teachers, students and families.

Eshika Seth, Student Representative, asked what was happening with grades since we were nearing the close of the 3rd marking period. Dr. Goodin replied that in the discussions he has had the solution has been to split the difference by moving the date of the close of the 3rd as well as the beginning date for the start of the 4th marking period.

Kara Carty, Limerick, asked how the end of the year will be determined and Mr. DiBello replied that as of now we are operating under the current school calendar but this could change based on the directives given by the state. She asked about graduation and whether there would be a ceremony. Mr. DiBello responded that we are operating under the current calendar and as we get closer to year's end then those determinations can be made based on the guidance, directions and mandates we get from the state. Dr. Goodin added that because this whole thing is very fluid there are things that we cannot answer at this point.

Staci Silar, Collegeville, stated that she is a university professor and wanted to advise the district that a lot of online publishers are allowing free online access for students to textbooks. She suggested that possibly the Curriculum Committee could look into this. She thanked everyone in the district for all of their hard work.

Leighann Graham, Limerick, thanked Dr. Goodin for all of the information provided thus far but was wondering, as a working parent of a special needs student, how the materials will be delivered to students with IEPs from a technology perspective knowing that some students in the Special Education Program need additional assistance. Dr. Goodin replied that everything will be online and that the Special Education Supervisors are aware that there are some students who will need special accommodations so they are working on this. He added that the supervisors will be communicating with the families of those students needing special accommodations. Dr. Goodin advised that learning support teachers will be included in the Google Classrooms. He stated that the Special Education Supervisors will each be working with their student's families to make sure that the students are being serviced. Ms. Graham commented that she would like to see the topic of digital access for special education students revisited in the future in terms of what access is being provided and how these students can be instructed digitally. Dr. Murray advised that the Curriculum Department is working with the Special Education Supervisors, the teachers and the families to make sure that we are understanding each student's needs and how it is going to look in this medium.

A question was posted on how parents can gain access to the medication their student has secured in their child's school nurse's office. Dr. Goodin advised that the District's overall message has been that parents should contact their medical provider and ask for a new prescription that can be filled so that the student has the medication on hand at home during the school closure.

Heather Gally, Royersford, asked if families will have pre-access to the Google Classrooms and if there will be a test run for attendance so that everyone is not trying to log in on Monday to find that it is not working. Dr. Murray stated that there will be flexibility and this is being stressed with teachers. She advised that the attendance piece will not be a hard timeline but rather a question posed on the page in the Google Classroom that students will log in during the day and answer the question which will account for their attendance for the day. Dr. Murray stated that this is going to be asynchronous instruction as some families may need to work in the morning while others in the afternoon or evening. She again stressed that flexibility is going to be the key. Dr. Murray stated that there will not be a test run and that families will receive their login information and everything will be operational come Monday.

The topic of parents gaining access to their student's medication in the nurse's office resumed with discussion taking place on some families insurance not allowing for another prescription, the cost involved for some to get the second prescription filled, the impact of opening up a building for this purpose and keeping the building closed for students to access items in their lockers. After much discussion it was determined that Dr. Goodin would look into this, look into the legalities of it, get a count on the number of prescriptions held in the nurse's office and work out a plan for those prescription medications currently secured in the nurse's office.

Mrs. Melton expressed her appreciation for the public participation in tonight's meeting and the comments and questions provided. She stated that there are so many things that we don't know as this is revolving on a daily basis and is a moving target. She stated that she appreciated everyone's patience as we continue to navigate the waters with them. Dr. Wright concurred with Mrs. Melton's statements.

Mrs. Zasowski thanked the Board Members and everyone involved in working on this new platform and trying to support our community right now.

XII. ADJOURNMENT

Mr. Jackson made a motion to approve and Mrs. Melton seconded it. The motion passed 9-0. The meeting adjourned at 8:42 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: LOCAL BOARD PROCEDURES

TITLE: MEETINGS

ADOPTED: March 25, 1991

REVISED: January 28, 2019

	006. MEETINGS
SC 407 65 Pa. C.S.A. Sec. 701 et seq	<p>Section 1. <u>Parliamentary Authority</u></p> <p>All Board meetings will be conducted in an orderly and business-like manner. Robert's Rules of Order, Newly Revised, including small group rules shall govern the Board in its deliberations in all cases in which it is not inconsistent with statute, regulations of the State Board, or Board procedures.</p>
SC 422	<p>Section 2. <u>Quorum</u></p> <p>A quorum shall be five (5) Board members present at a meeting (monthly Work Session and/or Action Meeting). No business shall be transacted at a meeting without a quorum, but the Board members at such a meeting may adjourn to another time.</p> <p>In the case of an emergency or other personal conflict, each school board member can attend up to three (3) school board meetings per calendar year remotely utilizing audio/video technology (phone, video conferencing, Skype). The school board member must notify the School Board President and the Superintendent at least twenty-four (24) hours in advance of the school board meeting to request attendance at the meeting remotely and specify the technology that will be used. To clarify further, a quorum of five (5) Board members must still be physically present at the meeting and any school board member attending a meeting remotely using audio/video technology maintains normal school board member rights and privileges (speaking, voting, etc.) even though they are not physically present at the meeting location.</p>
SC 405, 426, 427, 428	<p>Section 3. <u>Presiding Officer</u></p> <p>The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a Board member shall be elected President pro tempore by a plurality of those present to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes. The act of any person so designated shall be</p>

	legal and binding.
	Section 4. <u>Notice</u>
65 Pa. C.S.A. Sec. 703, 709	Notice of all open public Board meetings, including committee meetings and discussion sessions, shall be given by the publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and the posting of such notice at the administrative offices of the Board.
65 Pa. C.S.A. Sec. 703, 709	a. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.
65 Pa. C.S.A. Sec. 703, 709	b. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.
65 Pa. C.S.A. Sec. 703, 709	c. Notice of all rescheduled meetings shall be given by notification on the school district website, television station and the district social media network and posting of notice at the District Office at least twenty-four (24) hours prior to the time of the meeting.
65 Pa. C.S.A. Sec. 703	d. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of meeting and sending copies of such notice to interested parties.
65 Pa. C.S.A. Sec. 709	e. Notice of all public meetings shall be advertised once in one (1) daily newspaper circulating in Montgomery and Chester Counties. Notice of all public meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.
SC 423	Notice of all regular and special Board meetings shall be given by the Board Secretary to Board members not later than two (2) days prior to the time of the meeting.
SC 423 65 Pa. C.S.A. Sec. 709	Notice of executive sessions, if not previously announced, shall be provided, in writing, to Board members at least twenty-four (24) hours prior to the executive session.
	Section 5. <u>Regular Meetings</u>
SC 421 65 Pa. C.S.A. Sec. 701 et seq	Regular Board meetings shall be public and shall be held at specified places at least once every two (2) months.

<p>SC 423, 426 65 Pa. C.S.A. Sec. 701 et seq</p>	<p>a. Agenda</p> <p>It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business to come before the Board, which shall include all recommendations from standing committees at each regular meeting. The agenda shall be provided to each school director at least two (2) days before the meeting.</p> <p>Any additions or changes to the prepared agenda may be requested by a Board member or the Superintendent and must be approved by a majority vote of the Board members present.</p> <p>b. Order of Business</p> <p>The order of business for regular meetings shall be as follows, unless altered by the President at the Board meeting:</p> <ul style="list-style-type: none">• Call to Order and Roll Call• Pledge of Allegiance• Announcements• Public to be Heard on Agenda Items Only• Presentation• Board Committee Reports• Superintendent/Assistant Superintendent Report• Solicitor's Report• Approval of the Minutes• Personnel• Finance• Property• Programming and Curriculum• Conference/Workshop Recommendations• Other Business• Information Items• Board Comment• Public to be Heard• Adjournment <p>Section 6. <u>Special Meetings</u></p> <p>Special meetings shall be public and may be called for special or general purposes.</p>
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<p>SC 426</p>	<p>The President may call a special meeting at any time and shall call a special meeting upon presentation of written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the Board members.</p> <p>The order of business for special meetings shall be as follows unless altered by the President or a majority of those present and voting:</p> <ul style="list-style-type: none"> • Call to Order • Roll Call • Public to be Heard • Announcement • Reading of Notice of Meeting • Transaction of Business for Which Meeting was Called and/or Other Business Properly Brought Before the Meeting • Public to be Heard • Adjournment
<p>65 Pa. C.S.A. Sec. 701 et seq Pol. 903</p>	<p>Section 7. <u>Hearing Of Citizens</u></p> <p>A member of the public present at a meeting of the Board may address the Board in accordance with the Board's rules.</p>
<p>SC 609, 687</p> <p>SC 687</p> <p>SC 634</p> <p>SC 687</p> <p>SC 324</p>	<p>Section 8. <u>Voting</u></p> <p>All motions shall require for adoption a majority vote of those Board members present or attending the meeting remotely (using audio/video technology) and voting, except as provided by statute or Board procedures. All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another Board member.</p> <p>a. The following actions require the recorded affirmative votes of two-thirds of the full number of Board members:</p> <ol style="list-style-type: none"> 1. Transfer of budgeted funds. 2. Transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another. 3. Incur a temporary debt or borrow money upon an obligation. 4. Incur a temporary debt to meet an emergency or catastrophe. 5. Elect to a teaching position a person who has served as a Board member and who has resigned.

SC 707	6. Convey land or buildings to the municipality co-terminus with the school district.
SC 803	7. Adopt or change textbooks without the recommendation of the Superintendent.
SC 1129	8. Dismiss, after a hearing, a tenured professional employee.
	b. The following actions require the recorded affirmative votes of a majority of the full number of Board members:
SC 508	1. Fixing the length of school term.
SC 508 Pol. 108	2. Adopting textbooks recommended by the Superintendent.
SC 508, 1071, 1076	3. Appointing the district Superintendent and the Assistant Superintendent(s).
SC 508	4. Appointing teachers and principals.
SC 508 Pol. 604	5. Adopting the annual budget.
SC 508 Pol. 005, 606	6. Appointing tax collectors and other appointees.
SC 508 Pol. 605	7. Levying and assessing taxes.
SC 508	8. Purchasing, selling, or condemning land.
SC 508	9. Locating new buildings or changing the location of old ones.
SC 508 Pol. 107	10. Adopting planned instruction.
SC 508	11. Establishing additional schools or departments.
SC 508, 621	12. Designating depositories for school funds.
	13. Expending district funds.

SC 508 Pol. 610	14. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to \$10,000 bid requirements).
SC 508	15. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.
SC 224	16. Combining or reorganizing into a larger school district.
SC 508	17. Entering into contracts with and making appropriations to the Intermediate Unit for the district's proportionate share of the cost of services provided or to be provided by the Intermediate Unit.
SC 508, 514, 1080	18. Dismissing, after a hearing, a nontenured employee.
SC 212	19. Adoption of a corporate seal for the district.
SC 702	20. Determining the location and amount of any real estate required by the school district for school purposes.
SC 708	21. Vacating and abandoning property to which the Board has title.
SC 1503	22. Determining the holidays, other than those provided by statute, to be observed by special exercises and those on which the schools shall be closed for the whole day.
Pol. 004	23. Removing a school director.
Pol. 004	24. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.
Pol. 005	25. Removing an officer of the Board.
Pol. 005	26. Removing an appointee of the Board.
Pol. 003	27. Adopting, amending or repealing Board policy.
	<p><u>Abstention from Voting</u></p> <p>A school director shall be required to abstain from voting consistent with the requirements of the State Ethics Act and/or the Public School Code as applicable. The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.</p>

<p>SC 518 65 Pa. C.S.A. Sec. 706</p>	<p>Section 9. <u>Minutes</u></p> <p>The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show:</p>
<p>65 Pa. C.S.A. Sec. 705</p>	<p>a. The date, place, and time of the meeting.</p> <p>b. The names of Board members present.</p> <p>c. The presiding officer.</p> <p>d. The substance of all official actions.</p> <p>e. Actions taken.</p> <p>f. Recorded votes and a record by individual members of all roll call votes taken.</p> <p>g. The names of all citizens who appeared officially and the subject of their testimony.</p>
<p>SC 407</p>	<p>The Board Secretary shall provide each Board member with a copy of the minutes of the last meeting prior to the next regular meeting.</p>
<p>SC 433</p>	<p>The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.</p>
<p>SC 407 Pol. 800, 801</p>	<p>Notations and any tape or audiovisual recordings shall not be the official record of an open public Board meeting.</p> <p>The Board reserves the right to have verbatim minutes when the Board deems necessary.</p>
<p>65 Pa. C.S.A. Sec. 703, 709 Pol. 006</p>	<p>Section 10. <u>Adjournment</u></p> <p>The Board may at any time recess or adjourn to an adjourned meeting at a specified date and place upon the majority vote of those present. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was acted upon. Notice of the rescheduled meeting shall be given as provided in Board policy.</p>
<p>65 Pa. C.S.A. Sec. 707, 708</p>	<p>Section 11. <u>Executive Session</u></p> <p>The Board may hold an executive session, which is not an open meeting, before, during, at the conclusion of an open meeting, or at some other time. The presiding</p>

	<p>officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session.</p> <p>The Board may discuss the following matters in executive session:</p> <ul style="list-style-type: none"> a. Employment issues. b. Labor relations. c. Purchase or lease of real estate. d. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation. e. Matters that must be conducted in private to protect a lawful privilege or confidentiality. f. School safety and security, of a nature that if conducted in public, would be reasonably likely to impair the effectiveness of school safety measures. <p>Official actions based on discussions held in executive session shall be taken at a public meeting.</p> <p><u>Section 12. Work Sessions</u></p>
65 Pa. C.S.A. Sec. 701 et seq Pol. 006	<p>The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made.</p> <p><u>Section 13. Committee Meetings</u></p>
65 Pa. C.S.A. Sec. 703, 709 Pol. 006	<p>Committee meetings may be called at any time by the Committee Chairperson, with proper public notice, or when requested to do so by two (2) members of the committee.</p> <p>A majority of the total membership of a committee shall constitute a quorum. If a quorum is not reached, the chairperson may designate a member of the Board in attendance to serve on the committee for that particular meeting.</p>
65 Pa. C.S.A. Sec. 701 et seq	<p>Unless held as an executive session, committee meetings shall be open to the public, other Board members, and the Superintendent.</p> <p>A majority of the committee or the Chairperson may invite school district employees, consultants or other persons who may have special knowledge of the area under investigation.</p>

	<p>Board members who are not committee members but who attend committee meetings may not make committee recommendations to the Board, but may participate in the discussion.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 212, 224, 324, 405, 407, 408, 421, 422, 423, 426, 427, 428, 433, 508, 514, 518, 609, 621, 634, 671, 687, 702, 707, 708, 803, 1071, 1075, 1076, 1077, 1080, 1111, 1129, 1503</p> <p>Sunshine Act – 65 Pa. C.S.A. Sec. 701 et seq.</p> <p>Board Policy – 003, 004, 005, 006, 107, 108, 604, 605, 606, 610, 612, 800, 801, 903</p>
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On February 18, 2020 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:41 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

The following Student Representative was absent: Eshika Seth

ANNOUNCEMENTS

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

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

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. ACTION ITEM

Mrs. Melton made a motion to approve Item A and Mrs. Fazzini seconded it. Mr. Jackson asked who is paying for the students to attend and the response was that they pay their own way. The motion passed 9-0.

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

III. PRESENTATION

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

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

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

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

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

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

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

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

IV. BOARD AND COMMITTEE REPORTS

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

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

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

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

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

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

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

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

Asst. Superintendent Rpt. Robert Rizzo

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

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

Solicitor's Report Mark Fitzgerald

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

V. MINUTES

There were no questions or comments.

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

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

VI. PERSONNEL

There were no questions or comments.

A. Resignations

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

B. Substitute:

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

VII. FINANCE

There were no questions or comments.

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

B. Checks:

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

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

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

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

D. Administration recommends approval of the following independent contracts:

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

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

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

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

VIII. PROPERTY

There were no questions or comments.

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

IX. PROGRAMMING AND CURRICULUM

There were no questions or comments.

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

Course

Textbook

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

X. CONFERENCE/ WORKSHOP RECOMMENDATIONS

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

The following individuals are recommended for attendance at the following:

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

DISTRICT OFFICE

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

FACILITIES/MAINTENANCE

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

HIGH SCHOOL

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

ROYERSFORD

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

XI. OTHER BUSINESS

There were no question or comments.

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

XII. BOARD COMMENT

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

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

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

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

XIII. PUBLIC TO BE HEARD

There were no questions from the public.

XIV. ADJOURNMENT

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

Respectfully submitted,

Diane M. Fern
School Board Secretary

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

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

The following Board Members were absent: **Christina F. Melton** and **David R. Shafer**

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

ANNOUNCEMENTS

Eshika announced that registration was open for the 7th Annual Spring-Ford Educational Foundation 5K Run/Walk and Kids Fun Run being held on Friday, April 24th. She invited everyone to register their entire family for this fun event.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

There were no comments from the public.

II. PRESENTATIONS

Mr. Cifelli invited everyone to attend the Spring Musical 42nd Street next weekend on March 6th and March 7th. He spoke of the show and how this year's musical would highlight the art of dance; specifically tap dancing. Mr. Cifelli advised that this is one of the largest shows they have done with 85 in the cast. He added that thanks to the new facilities such as the prop shop, this year's set is the largest they have ever built. He invited the cast members to perform a number from the show.

- A. **Alexander Cifelli**, Music Teacher and Spring Musical Director, to provide a glimpse of the Spring-Ford Area High School's Spring Musical **42nd Street**.

Mr. Reigner introduced and recognized the students who were named as Finalists in the 2020 National Merit Scholarship Program. He asked them all to come forward as he called their name. They were presented with a certificate from the National Merit Scholarship Program in recognition of their outstanding accomplishment.

- B. **Douglas Reigner**, 12th Grade House Principal, to recognize the following students on being named as "Finalists" in the 2020 National Merit Scholarship Program.

Aleena I. Ataher
Harish V. Bayana

**Siddhant S. Chavan
Deepak Kejariwal
Ryan N. Pierce
Aryan Singh
Samuel S. Thomas
Nicholas S. Tufillaro**

III. BOARD AND COMMITTEE REPORTS

Student Rep. Report Julianna Lelli/Eshika Seth

Eshika reported on events that had taken place during the month which included National School Counseling Week, the VEX Robotics Competition, the Limerick Elementary Home and School Dine Out Night at Giovanni's, the long 4 day President's Day weekend from February 14th through February 17th, 5/6 Grade Center and Brooke Elementary School's Bingo Night and the visit of the Ireland Exchange Students. She next reported on events coming up which included Hoops for Hearts, ASVAB Testing, the Spring Musical, the String Jamboree, the Marching Band Concert, the Spring City Pancake Breakfast and Book Fair and the 4th Grade Reading Olympics. Eshika announced that this evening they will be doing something different which is introducing the Students of the Quarter. She provided background on this new initiative that she and Julianna have been working on over the past 2 years. She advised that one student from each grade 9-12, nominated by staff members was chosen as the Student of the Quarter. Eshika announced each student's name, read a bio of the student and asked them to come forward. A Student Ambassador presented a framed certificate to the student being recognized.

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

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

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

Mrs. Zasowski reported that the Western Center Joint Operating Committee met earlier this month and at this point Mr. Moritzen is working on the budget planning with a budget proposal to be brought back to the JOC in March. She advised that there are 23 days left for students to complete the online applications as the deadline is March 15th to enroll. Mrs. Zasowski stated that currently the Western Center has received 335 applications which is 70 more than this time last year. She announced that on March 5th they will be hosting an open house for Early Childhood Education, the Health Sciences and Dental Occupations from 6PM to 7:30PM. Mrs. Zasowski commented that there were a number of students from the Western Center who raised money to donate to Australia's Bush Fire Emergency Fund. Summer Camp information is out in a newsletter format and on the Website. Mrs. Zasowski advised on the following upcoming events which included the Indoor Car Show and Craft Fair on February 29th from 8AM to 3PM, and the March Community Dinner and JOC Meeting on March 2nd. She added that a request was made for a State of the Union of the Western Center and Mr. Moritzen has provided the JOC Board with this information.

Mr. DiBello added that what was discussed at the meeting were the plans, objectives and goals for the upcoming year. He stated that this had not been asked in a while so further discussions will be held regarding this in March and April.

PSBA Liaison

David Shafer

There was no report.

Legislative Committee

Christina Melton

3rd Weds. 7:30 p.m.

There was no report.

MCIU

Thomas J. DiBello

4th Weds. 7:00 p.m.

Mr. DiBello reported that from a legislative standpoint there are some bills that we need to pay attention to. He commented on the governor's recent budget proposal with regards to educational funding saying that if it were to go through as planned then Spring-Ford will be slotted for potentially between \$200,000 and \$300,000 additional funding. Mr. DiBello pointed out that every year there are unfunded mandates that are put back on top of this so it is always questionable on whether we actually will see an increase. He spoke about the \$60 million in state funding that was previously in the state budget that school districts could apply for via grants to put towards school police and now this year, although there was talk about an increase in this dollar amount, the budget reflects a decrease of \$50 million. Mr. DiBello reported that right now the state has about a \$500 million shortfall for this quarter so it is not sure how the budget will end up. He added that they have been carrying some sort of deficit from year to year so there is no telling how the proposed budget will come across in June/July so the district will need to pay attention to this. Mr. DiBello advised that from the IU standpoint the two main aspects going on are the search for the new executive director with first round interviews beginning in March and renovation project of the old Intermediate Unit building.

Personnel

Thomas J. DiBello

(As Needed)

Mr. DiBello reported that there are several groups in the district that we have benefit agreements with and the Personnel Committee meets with half of those groups each year. He added that this year the groups they met with are the secretaries, custodians, administration or Act 93 Group and cafeteria staff. Mr. DiBello advised that they are in the process of finalizing the agreements and will meet with each of the groups to present the finalized agreement before having a motion on the March School Board agenda.

Superintendent's Report Provided by Mr. Rizzo on Dr. Goodin's behalf

Mr. Rizzo provided the Superintendent's Report on behalf of Dr. Goodin who was unable to attend the meeting tonight. He reported that the Future Planning Center is organizing a trip for up to 40 Spring-Ford Area High School students to return to ManuFest on March 10th. He explained that ManuFest is a unique event featuring the manufacturing and trades jobs available to students post-high school. During their trip, students will explore how things are made, learn about career pathways in manufacturing and trades including design, electrical, engineering, industrial maintenance, machining, HVAC, and more. Mr. Rizzo added that in addition, the Future Planning Center is about to kick off Career Month. He advised that students will be able to meet with presenters from dozens of fields such as automation engineering, advertising, marketing, and copywriting, public relations and communication, physical therapy, business development, cyber security, nursing, real estate, neuroscience and many more. Mr. Rizzo reminded parents of children who will be five years old by August 31, 2020 to begin the online registration process for their kindergarten student and schedule an appointment at their child's elementary school to come in and complete the registration.

Mr. DiBello spoke about a parent he spoke with this past week who were very appreciative of the dedicated staff who work extremely hard to help students with their post-secondary plans. This parent expressed how their son was able to realize his dreams of attending Penn State main campus. Mr. DiBello commended the Future Planning Center and Mr.

Rizzo added that he agrees that it is an exceptional team and that this is just one of the many stories of students who benefit from the staff there.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald reminded the Board, since this is the first meeting of this Board where there were only 7 members present, that under the School Code 5 affirmative votes are required for any motion with a monetary value.

IV. MINUTES

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

A. The Board approved the January 21, 2020 Work Session minutes. **(Attachment A1)**

B. The Board approved the January 27, 2020 Board Meeting minutes. **(Attachment A2)**

V. PERSONNEL

Mrs. Fazzini made a motion to approve Items A-F and Mrs. Earle seconded it. Mr. Jackson asked about Item C with regards to the number of projected hours for this position and Mrs. Leiss indicated that she did not have that information at this point and time but could provide it in the weekly board memo. She added that this program has run the past several years. Mrs. Zasowski asked if it would follow the same format as in previous years and the response was yes. The motion passed 6-1 with Mr. Jackson voting no.

A. Resignations

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

B. Substitute:

1. **Kelly A. Connor** Office/Clerical Rate: \$14.20/hour
- C. The Board approved **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. Compensation will be set at \$40.00/hour.
- D. 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).
- E. The Board approved the attached extra-curricular contracts for the 2019-2020 school year. **(Attachment 3)**

New Personnel Motion

F. Support Staff

1. **Courtney Mullen**; Level III Secretary, District Office, replacing Deborah L. Sanford who had a change of status. Compensation has been set at \$16.20/hour with benefits per the Secretarial Plan. Effective: February 24, 2020.

VI. FINANCE

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

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

B. Checks:

1. General Fund Checks
Check No. 209380 – 209720 \$1,073,945.25
2. Food Service Checks
Check No. 1830 – 1837 \$ 3,527.40
3. Capital Reserve Checks
Check No. 2083 – 2084 \$ 636,968.00
4. Capital Projects
Reserve Fund: Check No. 67 – 78 \$ 313,231.60
5. General Fund, Food Service, & Capital Reserve and Projects ACHs
ACH 192000830 – 192000960 \$1,458,950.25
6. Wires
201900051 – 201900053 \$ 748,351.35

C. The following monthly Board reports 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)

D. The Board approved the following independent contracts:

1. **Michael Straka – Bushkill, PA.** Provide an assembly for second grade students at Spring City Elementary entitled "Dinosaur Dig". Funding will be paid from the General Fund and shall not exceed \$400.00.

2. **Dr. Claudia Chernow – Dresher, PA.** Conduct a psychiatric evaluation for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$3,200.00.
 3. **Chester County Intermediate Unit – Downingtown, PA.** Provide behavior specialist services during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$23,508.00.
 4. **Personal Health Care, Inc. – Valley Forge, PA.** Provide nursing services during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$6,384.00.
 5. **Silver Springs Martin Luther School – Philadelphia, PA.** Provide educational services including a 1:1 personal care assistant during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$5,180.00.
 6. **Chester County Intermediate Unit – Downingtown, PA.** Provide psychology services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$56,951.10.
- E. The Board approved the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **All for KIDZ, Inc. – Lynnwood, WA.** Provide an assembly for all students at Royersford Elementary entitled “NED’s Kindness Adventure”. There is no charge for this assembly.
 2. **Brian Lies – Duxbury, MA.** Provide three author presentations; one each at Oaks Elementary, Brooke Elementary and Limerick Elementary focusing on engaging students in learning the process of becoming an author/illustrator. Funding will be paid equally by each school’s Home and School or Parent Teacher Association and shall not exceed a total of \$5,625.00 (\$1,800.00 each plus \$75.00 from each school to cover lodging).
 3. **The Montgomery County SPCA – Conshohocken, PA.** Provide a presentation for second grade students at Oaks Elementary on how to properly care for pets. There is no charge for this presentation.
 4. **Kim Hogan – Bethlehem, PA.** Provide an Artist-in-Residence Program for all student at Royersford Elementary School in connection with a glass mosaic mural project. Funding will be paid by the Spring-Ford Education Association (\$5,000.00) and the Royersford Elementary PTO (\$1,222.72) and shall not exceed a total of \$6,222.72.
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- G. The Board approved the confidential settlement and release agreement **#2020-02** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$34,000.00.
- H. The Board approved the confidential settlement and release agreement **#2020-03** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$30,000.00.

VII. PROPERTY

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

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

VIII. PROGRAMMING AND CURRICULUM

Mr. Jackson asked that Item C be separated. Mrs. Fazzini made a motion to approve Items A, B and D and Mr. DiBello seconded it. The motion passed 7-0.

Mr. DiBello made a motion to approve Item C and Mrs. Fazzini seconded it. Mr. Jackson asked how many uniforms were being purchased for \$98,000 and Mr. DiBello said he believed it was between 80-90. Mrs. Murray confirmed that was correct and stated that they are trying to buy a variety of sizes as you cannot necessarily predict the sizes of all of the students each year. Mrs. Fazzini added that the uniforms are expected to last 15 years. She added that the current uniforms have lasted 20 years. Mr. Jackson asked where the uniforms would be stored at and Mr. DiBello replied that there is a storage area at the middle school where the current uniforms are stored. Mr. Jackson asked if these were replacement uniforms and the answer was yes. Mr. Jackson asked if the same company was being used as the one for the high school uniforms and Mrs. Fazzini replied that she believed that to be correct.

The motion passed 7-0.

- A. The Board approved a contract amendment between the Spring-Ford Area School District and Norstar Networks for additional E-911 licenses for the phone system. Funding will be paid from the Technology Budget and shall not exceed \$5,500.00.

- B. The Board approved an agreement to purchase Chrome Education licenses for the Modernized Learning Initiatives for the 2020-2021 school year. The cost of the licenses shall not exceed \$55,000.00 and will be paid from the Capital Reserve and then replenished from the Technology Budget over the next 4 years.
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- D. The Board approved the following new textbooks and curricular resources for the 2020-2021 school year. Funding will come from the Curriculum Budget and shall not exceed \$159,281.47.

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

IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS

Mr. Jackson asked that Item A be separated. Mrs. Fazzini made a motion to approve Items B-E and Mrs. Earle seconded it. The motion passed 7-0.

Mrs. Fazzini made a motion to approve Item A and Mrs. Earle seconded it.

Mr. Jackson stated that his position on this is the same as last week saying he did not feel it was necessary to fly across the country to evaluate a program.

Mrs. Fazzini commented that she was a fan of this as the district does have some social emotional learning but is trying to integrate it throughout our whole curriculum.

Dr. Wright asked if this was a Train the Trainer type of program and if he would then come back able to train our staff as her understanding is that it is a demonstration of the type of training they would provide here. Mr. Rizzo confirmed that it was not Train the Trainer but he would be participating in the two day training that they would then provide here for our staff.

Mr. Jackson asked if there were any organizations that provide this type of training here on the East Coast and Mr. Rizzo replied that he could not speak to that only to the fact that Dr. Goodin came across the Flippen Group during one of his superintendent conferences and saw value in what they have to offer.

The motion passed 5-2 with Mr. Jackson and Dr. Wright voting no.

Mr. Jackson stated that he thought that if the district wanted to pursue this that they should send an administrator who deals with this on a day to day basis as opposed to the Assistant Superintendent. Mr. Rizzo said this is one of his goals and he is the one coordinating the social emotional learning programming so it made sense for him to go but if the Board would rather send someone else other than him then that can be entertained.

The following individuals were approved for attendance at the following:

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

DISTRICT OFFICE

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

FACILITIES/MAINTENANCE

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

HIGH SCHOOL

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

ROYERSFORD

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

XI. OTHER BUSINESS

Mr. DiBello made a motion to approve Item A and Mrs. Fazzini seconded it. The motion passed 7-0.

- A. The following policies were approved:

- 1. Policy #208 – PUPILS: Withdrawal from School (**Attachment A4**)
- 2. Policy #225 – PUPILS: Students and the Police (**Attachment A5**)
- 3. Policy #705 – PROPERTY: Safety (**Attachment A6**)
- 4. Policy #709 – PROPERTY: Building Security (**Attachment A7**)
- 5. Policy #911 – COMMUNITY: News Media Relations (**Attachment A8**)

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

- 1. Policy #150 – PROGRAMS: Title I – Comparability of Services (**Attachment A9**)
- 2. Policy #808 – OPERATIONS: Food Services (**Attachment A10**)

XII. BOARD COMMENT

Mr. DiBello commented that last week in going through the agenda during the Board Comment section there was extensive conversation regarding the early start time survey which was then leading to a vote and after about a 10-15 minute conversation led to talk about a retreat. Mr. DiBello expressed that he got extremely frustrated and took his frustration out on the Student Representatives. He stated that his comments did not come across the way he meant and he feels that we have great Student Representatives who do an amazing job. He apologized to both Eshika and Julianna for taking his frustration out on them. He thanked them for the work they are doing.

Mrs. Zasowski reminded the Board Members that they will be holding a Board Retreat on March 14th from 10AM -12PM. She stated that there has been some work already done on the start times and she asked them to review the information that was presented at the town hall meeting and come ready to discuss.

Eshika questioned Item C under Programming and Curriculum wondering how many students were in the Middle School Marching Band. She stated that on average it costs about \$500 per uniform and that she believed there were around 70 students in this band and estimated if you purchased an additional 20 then your total uniforms purchase would be around 90. She questioned the amount on the agenda saying it was averaging about \$1,100 per uniform and felt that there should be some type of discount for buying uniforms in bulk. Mrs. Zasowski spoke of how the numbers for the Music Program continued to grow. Dr. Murray advised that they were looking at purchasing 180 uniforms in order to get the range of sizes needed.

XIII. PUBLIC TO BE HEARD

There were no questions or comments from the public.

XIV. ADJOURNMENT

Mr. DiBello made a motion to adjourn and Mrs. Fazzini seconded it. The motion passed 7-0. The meeting adjourned at 8:29 p.m.

Respectfully submitted,

Diane M. Fern
School Board Secretary

2019-2020 EXTRACURRICULAR CONTRACTS
MARCH 2020

	Contract Title	Season	Last	First	Stipend
1	Asst. Track Coach-Girls' & Boys'-HS (1/2 Contract)	Spring	Miedlar	Michael J.	\$1,995.50
2	Asst. Tennis Coach-Boys'-HS	Spring	Reagan	Todd M.	\$3,592.00



SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

RESOLUTION 2020-01 CHARTER SCHOOL FUNDING REFORM

ADMINISTRATION

Dr. David R. Goodin
Superintendent

Robert W. Rizzo
Assistant Superintendent

BOARD OF DIRECTORS

Colleen Zasowski
Board President

Thomas J. DiBello
Board Vice President

Wendy Earle
Region I

Linda C. Fazzini
Region I

Clinton L. Jackson
Region II

Christina F. Melton
Region III

David R. Shafer
Region II

Diane C. Sullivan
Region III

Dr. Margaret D. Wright
Region I

WHEREAS, the average Pennsylvania school district spends millions of dollars in taxpayer money annually in mandatory payments to brick-and-mortar and cyber charter schools; and these payments are calculated in a manner which requires districts to send more money to charter schools than is needed to operate their programs and places a significant financial burden on districts' resources and taxpayers; and

WHEREAS, the current charter school funding formula was established in 1997 under the state's Charter School Law and has not been changed in the 23 years since it was first created; and the formula for regular education programs is unfair because it is based on a school district's expenditures and not what it actually costs to educate a child in the charter school; and

WHEREAS, the calculation for charter special education tuition is unfair because it is also based on the special education expenditures of the school district rather than the charter school; and although the General Assembly revised the special education funding formula in 2014 to more accurately target special education resources for students identified with high, medium and low needs, this formula was applied only to school districts and not to charter schools; and

WHEREAS, because the tuition rate calculations are based on the school district's expenses, they create wide discrepancies in the amount of tuition paid by different districts for the same charter school education and result in drastic overpayments to charter schools; and these discrepancies in tuition rates for regular education students can vary by almost \$13,000 per student and by \$39,000 for special education students; and

WHEREAS, the latest data from the PA Department of Education (PDE) shows that in 2017-18, total charter school tuition payments (cyber and brick-and-mortar) were more than \$1.8 billion, with \$519 million of that total paid by districts for tuition to cyber charter schools. More specifically, the Spring-Ford Area School District paid a total of \$2,914,624.36 to Cyber Charter Schools (cyber and brick-and-mortar) in 2017/18 and \$3,008,292.21 in 2018/19 (cyber and brick-and-mortar); and

WHEREAS, further analysis of PDE data shows that in 2014-15, school districts paid charter schools more than \$100 million for special education services in excess of what charter schools reported spending on special education; and

WHEREAS, the costs of charter schools for school districts continue to grow significantly each year; and on a statewide basis are the most identified source of pressure on school district budgets; and

WHEREAS, the need for significant charter school funding reform is urgent; and school districts are struggling to keep up with growing charter costs and are forced to raise taxes and cut staffing, programs and services for their own students in order to pay millions of dollars to charter schools.

NOW, THEREFORE BE IT RESOLVED that the Spring-Ford Area School District Board of Directors calls upon the General Assembly to meaningfully revise the existing flawed charter school funding systems for regular and special education to ensure that school districts and taxpayers are no longer overpaying these schools or reimbursing for costs the charter schools do not incur. We, along with the Pennsylvania School Boards Association, are advocating for substantial change.

NOW THEREFORE BE IT RESOLVED, this ____ day of _____, 2020.

By: _____
Colleen Zasowski
School Board President

By: _____
Diane M. Fern
School Board Secretary

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: 100 PROGRAMS

TITLE: TITLE 1 – COMPARABILITY OF SERVICES

ADOPTED:

REVISED:

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

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

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: March 25, 1991

REVISED:

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

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

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

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

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

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

Accommodating Students With Special Dietary Needs

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

School Meal Service and Accounts

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

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

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

	<u>30. 7 CFR 220.7</u> <u>31. 7 CFR 210.9</u> <u>P.L. 111-296</u> <u>7 CFR Part 15</u> Pol. 103 PDE – “Revised Meals for Students with Insufficient Funds and Local Meal Charge Policies” Memorandum, issued August 30, 2019
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Book	Policy Manual
Section	100 Programs
Title	Language Instruction Education Program for English Learner
Code	138
Status	1st reading
Adopted	May 28, 2013
Last Revised	

Purpose

In accordance with the Board's philosophy to provide quality educational programs to all district students and to increase the English language proficiency of students who are English Learners (EL), the district shall provide an effective Language Instruction Educational Program (LIEP) that meets the needs of English Learners. The goal of the LIEP shall be to demonstrate success in increasing English language proficiency and student academic achievement so that EL students can attain the academic standards adopted by the Board and achieve academic success. EL students shall be identified, assessed and provided appropriate instruction in accordance with the LIEP, and shall be provided an equitable opportunity to achieve their maximum potential in educational programs and extracurricular activities, consistent with federal and state laws and regulations.[\[1\]\[2\]\[3\]\[4\]\[5\]](#)

Authority

The Board shall approve a LIEP to provide English Language Development instruction (ELD) to EL students as part of the approved curriculum, in order to develop the English language proficiency of EL students. The district shall provide EL students with both planned ELD instruction and modifications in content instruction and assessments for all curricular areas, based on the provisions of the LIEP. The LIEP shall be thoughtfully and deliberately planned and evaluated in accordance with state and federal laws and regulations, and shall meet the needs of the district's EL students. The LIEP shall be based on effective research-based theory, implemented with sufficient resources and appropriately trained staff, and shall meet the following requirements:[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]](#)

1. Aligned to state academic content standards for the appropriate grade levels of EL students.
2. Include ELD instruction delivered by properly certified English as a Second Language (ESL) teachers, and other certified content area teachers working in conjunction with

ESL certified teachers.

3. Incorporate the use of state assessments and ELD criteria.
4. Provide equitable access to content for EL students at all proficiency levels.
5. Provide equitable access to enrollment in courses or academic programs for which EL students are otherwise eligible.

The Board directs the LIEP to be evaluated for effectiveness based on student outcomes at least annually, and the results documented in accordance with state and federal laws and regulations, and state guidelines.[\[6\]\[7\]\[8\]\[9\]](#)

The district's LIEP and evaluation results of the LIEP shall be made available to district staff working with EL students and people in parental relations of EL students.

The Board may address EL students and programs in the district's comprehensive planning process.[\[10\]](#)

The Board may contract with Montgomery County Intermediate Unit No. 23 for ELD services and programs.

Delegation of Responsibility

The Superintendent or designee shall implement and supervise a LIEP that ensures appropriate instruction in each school and complies with federal and state laws and regulations.

The Superintendent or designee shall ensure that the district complies with all federal and state laws and regulations, and program requirements, for ELD program funding, including required reports in the form prescribed by the state.[\[9\]](#)

The Superintendent or designee, in conjunction with appropriate stakeholders, shall develop administrative regulations regarding the LIEP and provision of services to EL students.

Guidelines

Identification and Placement of EL Students

The district shall establish procedures for identifying and assessing the needs of students whose dominant language is not English. In order to identify which students are potential English Learners, the Home Language Survey shall be completed for each student upon enrollment in the district, and shall be maintained as part of the student's education records.[\[1\]\[11\]\[12\]](#)

EL students shall be appropriately placed in accordance with the LIEP within the first thirty (30) days of the school year, or within fourteen (14) days of enrollment.[\[13\]](#)

Program Access

EL students shall have equitable access to and be encouraged to participate in all academic and extracurricular activities available to district students.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

Assessment

The district shall annually administer required assessments to EL students to measure students' English Language proficiency and progress in reading, writing, speaking and listening/understanding. Assessment results shall be maintained in the student's education records. People in parental relations may not opt students out of English language proficiency assessments.[\[9\]](#)

EL students shall participate in all annual state or locally required assessments, with accommodations where applicable, and meet established academic standards and graduation requirements, in accordance with law, regulations and Board policy.[\[4\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)

Program Exit

The district shall include uniform provisions in the LIEP, in accordance with state required criteria, for:[\[8\]](#)[\[9\]](#)

1. Reclassifying EL students as former EL students when they attain English language proficiency.
2. Actively monitoring and reporting the progress of former EL students for a period of two (2) years following reclassification and program exit, and reporting students to the state in a monitor status for an additional two (2) years, to ensure students are meeting academic standards.
3. Redesignating former EL students as active EL students if they struggle academically based on persistent language barriers.

Staff Qualifications and Professional Development

Certified employees and appropriate support staff, when necessary, shall provide the LIEP. The district shall ensure that all teachers providing ELD instruction hold the appropriate certification and can demonstrate academic language proficiency both in English and in the language used for instruction in their classroom.[\[8\]](#)[\[25\]](#)

Non-ESL staff shall incorporate ELD into all classes for EL students, as well as provide supports, modifications and accommodations for curricular content to enable EL students to achieve academic standards.

The district shall provide appropriate training in ELD for all professional staff as part of the Professional Development Plan.[\[7\]](#)[\[26\]](#)

Special Education and Gifted Education Services

EL students may be eligible for special education services when they have been identified as a student with a disability and it is determined that the disability is not solely due to lack of instruction or proficiency in the English language.[\[27\]](#)[\[28\]](#)

EL students may be eligible for gifted education services, when identified in accordance with law, regulations and Board policy. The district shall ensure that assessment of a student for gifted education services screens for intervening factors, such as English language proficiency, that may be masking gifted abilities.[\[29\]](#)

Students participating in ELD instruction who are eligible for special education services shall continue receiving ELD instruction, in accordance with their Individualized Education Program (IEP) or Gifted Individualized Education Plan (GIEP), at the appropriate proficiency and developmental level.[\[27\]](#)[\[28\]](#)[\[29\]](#)

Parent/Family Engagement and Communication

Communications with people in parental relations shall be in the mode and language of communication preferred by the people in parental relations.[\[3\]](#)[\[30\]](#)[\[31\]](#)

Within thirty (30) days of the beginning of each school year, or within fourteen (14) days of enrollment during the school year, the district shall notify people in parental relations of students identified as EL about the process for identifying their children as EL, the results of that process, and the recommended program placement. The district shall also provide people in parental relations with detailed information regarding the LIEP, the benefits of ELD instruction for their children, and an explanation of the program's effectiveness.[\[6\]](#)

People in parental relations shall be regularly apprised of their child's progress, including achievement of academic standards and assessment results.[\[23\]](#)[\[32\]](#)

The district shall maintain an effective means of outreach to encourage parental involvement in the education of their children.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[30\]](#)[\[31\]](#)

Parental Right to Opt Out of ELD Programs and Services -

People in parental relations of EL students have the right to refuse specialized programs and services that may be part of the LIEP for their child. A parent's/guardian's decision to refuse programs or services must be informed and voluntary; the district shall not influence a parent's/guardian's decision in any way, or make any program or placement determinations without parental notification and an opportunity to opt the student out of programs and services.[\[3\]](#)[\[6\]](#)

The district shall make a parental waiver form available for people in parental relations to opt their EL child out of ELD programs and services.

The district shall document all notifications made to people in parental relations regarding assessment and recommended placements and programs for EL students, and whether or not a parental waiver form is received. When a waiver form is not received from the person in parental relations, the district shall proceed with the recommended placement.

EL students who have a parental waiver for ELD programs and services shall be assessed on English language proficiency annually, and shall be provided with supports and accommodations to participate in general curricular and extracurricular programs, in order to meet academic standards and graduation requirements.[4][5][23]

People in parental relations of EL students who have been opted out of ELD programs and services shall be notified of their child's progress, including achievement of academic standards and assessment results, and shall be provided with opportunity and a form to opt their child back into ELD programs and services.[23][32]

Legal

1. 20 U.S.C. 6801 et seq

2. 22 PA Code 4.26

3. 42 U.S.C. 2000d et seq

4. Pol. 102

5. Pol. 103

6. 20 U.S.C. 6312

7. 20 U.S.C. 6812

8. 20 U.S.C. 6826

9. 20 U.S.C. 6841

10. Pol. 100

11. 22 PA Code 11.11

12. Pol. 200

13. 20 U.S.C. 6823

14. 20 U.S.C. 1703

15. Pol. 115

16. Pol. 122

17. Pol. 123

18. 22 PA Code 4.51

19. 22 PA Code 4.51a

20. 22 PA Code 4.51b

21. 22 PA Code 4.51c

22. 22 PA Code 4.52

23. Pol. 127

24. Pol. 217

26. Pol. 333

28. Pol. 113

29. Pol. 114

30. 20 U.S.C. 6318

31. Pol. 918

32. Pol. 212

20 U.S.C. 7011

20 U.S.C. 7801

34 CFR Part 200

Basic Education Circular, July 1, 2017: Educating English Learners (ELs)

Pol. 105.1

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Distribution and Posting of Materials
Code	220
Status	First reading

Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that the exercise of that right must be limited by the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.[\[1\]](#)

This policy addresses student expression in general and distribution and posting of materials that are not part of district-sponsored activities. Materials sought to be distributed or posted as part of the curricular or extracurricular programs of the district shall be regulated as part of the school district's educational program.

Definitions

Distribution means students issuing nonschool materials to others on school property or during school-sponsored events; placing upon desks, tables, on or in lockers; or engaging in any other manner of delivery of nonschool materials to others while on school property or during school functions. When email, text messaging or other technological delivery is used as a means of distributing or accessing nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours distribution, including technological distribution, that (1) does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; (2) threatens serious harm to the school or community; (3) encourages unlawful activity; or (4) interferes with another's rights is also covered by this policy.

Expression means verbal, written, technological or symbolic representation or communication.

Nonschool materials means any printed, technological or written materials meant for posting or general distribution that are not prepared as part of the curricular or approved extracurricular

programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, Internet bulletin boards, personal websites and the like.

Posting means publicly displaying nonschool materials on school property or at school-sponsored events, including but not limited to affixing such materials to walls, doors, bulletin boards, easels, the outside of lockers; on district-sponsored or student websites; through other district-owned technology and the like. When email, text messaging or other technological delivery is used as a means of posting nonschool materials via use of school equipment or while on school property or at school functions, it shall be governed by this policy. Off-campus or after hours posting, including technological posting, that (1) does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; (2) threatens serious harm to the school or community; (3) encourages unlawful activity; or (4) interferes with another's rights is also covered by this policy.

Authority

Students have the right to express themselves unless such expression is likely to or does (1) materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.[\[1\]](#)

Student expression that occurs on school property or at school-sponsored events is fully governed by this policy. In addition, off-campus or after hours expression is governed by this policy if the student expression involved constitutes unprotected expression as stated in this policy and provided the off-campus or after hours expression: (1) does or is likely to materially or substantially interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; (2) threatens serious harm to the school or community; (3) encourages unlawful activity; or (4) interferes with another's rights.[\[1\]\[2\]\[3\]](#)

The Board requires that distribution and posting of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.[\[1\]\[4\]](#)

Unprotected Student Expression

The Board reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others or where such expression is likely to or does materially or substantially interfere with school activities, school work, discipline, safety and order on school property or at school functions. While the following list is not intended to be exhaustive, such expression shall not be protected if it:

1. Violates federal, state or local laws, Board policy or district rules or procedures.
2. Is libelous, defamatory, obscene, lewd, vulgar or profane.[\[3\]](#)
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/nicotine, alcohol or illegal drugs.
4. Incites violence, advocates use of force or threatens serious harm to the school or community.
5. Is likely to or does materially or substantially interfere with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions.
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.
7. Violates written school district procedures on time, place and manner for posting and distribution of otherwise protected expression.

Spontaneous student expression which is otherwise protected speech is not prohibited by this section.

Discipline for Engaging in Unprotected Expression

The Board reserves the right to prohibit the posting or distribution of nonschool materials containing unprotected expression and to prohibit students from engaging in other unprotected student expression, as well as to stop unprotected student expression when it occurs. The Board reserves the right to discipline students for engaging in unprotected expression. Where such expression occurs off campus and away from school functions, a nexus between the unprotected expression and a material and substantial disruption or foreseeable material and substantial disruption of the school program must be established.

Distribution of Nonschool Materials

The Board requires that students who wish to distribute or post nonschool materials on school property shall submit them at least one (1) school day in advance of planned distribution or posting to the building principal or designee, who shall forward a copy to the Superintendent.[\[1\]](#)

If the nonschool materials contain unprotected expression as stated in this policy, the building principal or designee shall notify the students that they may not post or distribute the materials because the materials constitute a violation of Board policy.

If notice is not given during the period between submission and the time for the planned distribution or posting, students may proceed with the planned distribution or posting, provided

they comply with written procedures on time, place and manner of posting or distribution of nonschool materials.

Students who post or distribute nonschool materials in compliance with this provision may still be ordered to desist such distribution if the materials are later found to be unprotected expression under this policy.

Students who distribute printed materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

Posting of Nonschool Materials

If a school building has an area where individuals are allowed to post nonschool materials, students may post such items as well, if the materials do not constitute unprotected expression and the items are submitted for prior review in the same manner as if the students were going to distribute them.

Such materials shall be officially dated, and the district may remove the materials within ten (10) days of the posting or other reasonable time as stated in the procedures relating to posting.

Review of Student Expression

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible and shall not be prohibited except as to time, place and manner of distribution, or if the expression involved violates some other part of this policy, e.g., because it is independently determined to be unprotected expression under the standards and definitions of this policy.

The review for unprotected expression shall be reasonable and not calculated to delay distribution.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.[5]

Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be distributed in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit distribution of nonschool materials to non-instructional times.

The building principal may determine disciplinary action for students who distribute or post nonschool materials in violation of this policy and district procedures, or who continue the manifestation of unprotected expression after a person in authority orders that they desist. Disciplinary actions shall be included in the disciplinary Code of Student Conduct.[6]

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

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Legal

1. 22 PA Code 12.9

2. 24 P.S. 511

3. 22 PA Code 12.2

4. 24 P.S. 510

5. Pol. 219

6. Pol. 218

SPRING-FORD AREA SCHOOL DISTRICT

SECTION: 700 PROPERTY

TITLE: CROWDFUNDING

ADOPTED:

REVISED:

	702.2. CROWDFUNDING
Purpose	The Board recognizes that crowdfunding has become an increasingly popular method by which school districts can procure funding for specific projects and/or programs.
Authority	The Board permits district employees and eligible organizations to maximize opportunities to obtain resources for the benefit of students and the district; however, unregulated use of crowdfunding on behalf of the district can expose the district, the employee, and an organization to significant potential legal liability. The Board adopts this policy to effectively mitigate risks and establish parameters for the use of crowdfunding on behalf of the district. Organizations not granted formal recognition by the Board as an eligible organization shall not engage in crowdfunding on behalf of the district.
Delegation of Responsibility	<p>The Superintendent or designee shall approve crowdfunding sites for use by individuals and eligible organizations based on the criteria outlined in this policy and accompanying administrative regulations.</p> <p>The Superintendent or designee shall maintain a list of approved crowdfunding sites and update the list as needed.</p> <p>It shall be the responsibility of the Superintendent or designee to approve all crowdfunding requests.</p> <p>If the crowdfunding request is approved, the requester shall be responsible for:</p> <ol style="list-style-type: none"> 1. Preparing all materials and information related to the crowdfunding campaign. 2. Keeping district administrators apprised of the status of the campaign. 3. Following all applicable laws, Board policies, and administrative regulations, including the requirements, policies and/or regulations established by the crowdfunding site.
Guidelines	The Superintendent or designee shall establish administrative regulations for

Legal	<p>crowdfunding.</p> <ol style="list-style-type: none">1. Pol. 2292. Pol. 7023. Pol. 1224. Pol. 1235. Pol. 150 <ol style="list-style-type: none">14. Pol. 103.115. Pol. 113 <p><u>24 P.S. 2-216</u></p> <p><u>24 P.S. 1603-C</u></p>
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