

On April 12, 2021, the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

The following Board Member participated via Zoom: **Clinton L. Jackson**

The following Board Member was absent: **Christina F. Melton**

The following Student Representative participated via Zoom: **Allison McVey**

## **ANNOUNCEMENTS**

Mrs. Zasowski reminded everyone of the mandate for the wearing of masks while in attendance at board meetings as well as maintaining the practice of social distancing. She announced that the Board met in an executive session prior to tonight's meeting to discuss personnel.

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

There were no public comments.

### **II. PRESENTATIONS**

Mr. Fink presented the Proposed Final Budget for the 2021-2022 school year. He highlighted the budgeting obstacles, expenditure changes from year to year, revenue changes from year to year, the 2021-2022 tax impact, the proposed final budget gap which currently is at \$3,967,085.00, federal grant information and he advised on next steps and the budget timeline.

#### **A. Mr. James D. Fink, Chief Financial Officer, Presentation and Discussion of the 2021-2022 Proposed Final Budget.**

Mr. Rizzo spoke of the history of how the 2020-2021 school year progressed. He presented information on the planning currently taking place for the 2021-2022 school year which included the establishment of a steering team and subcommittees that met regularly. He spoke of each subcommittee and highlighted what each individual committee focused on. The subcommittees were the 21 Century Subcommittee, the Data Collection/Analysis Subcommittee, the Special Education Subcommittee, and the Virtual/Cyber Learning Focus Group. He presented information on school safety statistics, numbers for kindergarten through 6<sup>th</sup> grade with regards to the percentage of those attending in-person, those attending virtually and those attending Spring-Ford Cyber Learning. Mr. Rizzo next provided the information for grades 7-12 for those students attending 4-day in-person, full-time virtual and those attending Spring-Ford Cyber Learning. He spoke of the impacts of virtual learning. He reported on the recommendations of the district's nurses and the thoughts of the 2021-2022 school year from across Montgomery County. He provided the administration's recommendation

which was 5 days of in-person instruction for all students, enhanced Spring-Ford Cyber Learning options for students not comfortable with in-person learning and an Emergency Instruction Plan should the district be faced with a mandated closure.

The Board Members expressed support of what was presented this evening. Questions were raised over the potential cost for additional support and concerns were raised over new positions being funded by the ESSER Grant and what would happen with those positions when the grant funding goes away. Mr. Rizzo explained that if we contracted out for those additional support positions and services then as the need for those positions or the funding goes away then those positions could go away as well. The suggestion was made to survey parents to find out where they stand with regards to kids returning to school and to also find out from parents who want their kids to remain virtual what their reasoning is and what their concerns are. It was also felt that the district needed to look for an option or another solution to the current student quarantining process. A question was raised as to whether this was something that could be voted on tonight in order to give staff, families and students a clear idea of the district's plan for next year. There was a request for all costs to be conveyed to the board and it was decided that a motion should be placed on the April Board Meeting agenda stating the administration's recommendation for the 2021-2022 school year.

- B. **Mr. Robert W. Rizzo**, Acting Superintendent, to provide an update on the 2021-2022 School Year Plans.

### III. ACTION ITEMS

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

Mr. DiBello pointed out that this motion and vote is just procedural at this point as a lot of decisions still need to be made on the budget. The motion passed 8-0.

- A. The Board approved the adoption of the Proposed Final Budget for the 2021-2022 school year in the amount of \$179,942,637.00. The proposed final budget must be approved thirty (30) days prior to the final budget adoption, and the proposed final budget will be made available for public inspection at least twenty (20) days prior to the adoption of the final budget.

Mr. DiBello made a motion to approve Item B and Mr. Jackson seconded it. The motion passed 8-0.

- B. The Board approved **Resolution #2021-03** granting **Robert W. Rizzo**, Acting Superintendent, the authority to have eSignature rights in the eGrants System and the ability to approve federal and state grants including any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education. **(Attachment A1)**

Mr. DiBello made a motion to approve Items C-G and Mrs. Fazzini seconded it. The motion passed 8-0.

- C. The Board approved **Resolution 2021-04** commending the **Spring-Ford High School Wrestling Team** and their coaches, **Timothy Seislove**, **Michael Busa**, **Doug Landis**, and **Francis Krauss** for winning the 2021 Pioneer Athletic Conference (PAC) Wrestling Championship, the PIAA District One AAA Championship, the PIAA District One AAA Team Duals Championship, the PIAA Southeast Regional Championship, 6<sup>th</sup> Place in the PIAA State Individual Team Championship and 3<sup>rd</sup> Place in the PIAA-AAA State Team Dual Championship. **(Attachment A2)**
- D. The Board approved **Resolution 2021-05** commending **Joey Milano** for winning the PIAA District One South 182 Pound Weight Class Wrestling Championship, winning the PIAA Southeast Regional Championship, winning the PIAA Super Regional

Championship, and winning the first Spring-Ford PIAA State Wrestling Championship. **(Attachment A3)**

- E. The Board approved **Resolution 2021-06** commending **Jack McGill** for winning the PIAA District One South 160 Pound Weight Class Wrestling Championship, winning the PIAA Southeast Regional Championship, qualifying and placing second in the PIAA Super Regional Tournament, and qualifying and placing second in the PIAA State Tournament. **(Attachment A4)**
- F. The Board approved **Resolution 2021-07** commending **Dominic Ortlip** for winning the PIAA District One South 113 Pound Weight Class Wrestling Championship and qualifying for the PIAA Southeast Regional Tournament. **(Attachment A5)**
- G. The Board approved **Resolution 2021-08** commending **Cole Smith** for winning the PIAA District One South 106 Pound Weight Class Wrestling Championship, winning the PIAA Southeast Regional Championship and qualifying for the PIAA Super Regional Tournament. **(Attachment A6)**

A question was raised regarding Items C and H and the fact that the wording had indicated they were presentations. Mrs. Fern advised that the wording was in error and it should have stated "approval" rather than "presentation".

Mrs. Fazzini made a motion to approve Item H and Mr. DiBello seconded it. The motion passed 8-0.

- H. The Board approved **Resolution 2021-09** commending the **Spring-Ford High School Girls' Basketball Team** and their coaches, **Mickey McDaniel, Dan Brittingham, Matt Labick, Marissa Moley, and Phil Roche** for winning the 2021 Pioneer Athletic Conference (PAC) Girls' Basketball Championship, PIAA District One AAAAAA Championship and 2<sup>nd</sup> Place in the PIAA-AAAAAA State Championship. **(Attachment A7)**

#### IV. BOARD AND COMMITTEE REPORT

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

Mrs. Fazzini reported on the meeting that took place on April 6, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Discussion took place on the expenses for the course development for Spring-Ford Cyber Learning with regards to utilizing grant funds that are currently available rather than waiting and possibly not having grant money to use.

A request was made for Dr. Murray to do a presentation at an upcoming board meeting on the summer programs being planned.

**WMCTC DiBello/Earle/Zasowski 1<sup>st</sup> Mon. 7:00 p.m.**

Mr. DiBello reported that the Joint Operating Committee met tonight for a very quick business meeting prior to tonight's work session and there was nothing of substance to report on.

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

Mr. DiBello reported that the MCIU was proud to serve as a vaccination location during the month of March. He advised that through a partnership with AMI and assistance of the National Guard they were able to administer 10,600 vaccines across Montgomery County. He added that Dr. Missy Garber a vision support teacher in the Office of Student Services has been invited by Carole Clancy, Director of the Bureau of Special Education, to become a member of the Pennsylvania Advisory

Committee on the education of students who are blind or visually impaired. Mr. DiBello reported that the MCIU has participated in a few district's searches for superintendents. He commented that the MCIU Board approved the budget revision for the state Early Intervention Program that secured \$700,000.00 in additional funds. He advised that the Human Resource Department updates included 9 new employees, 10 retirements and 1 temporary professional staff member who was granted tenure. He stated that they also approved a number of contracted service agreements to support the following initiatives; the path to graduation, the summer technology institute for supporting blind and low vision students and various trainings and services provided by offices of the IU.

**PSBA Liaison**

**David Shafer**

There was no report.

**Acting Supt. Rpt.**

**Robert Rizzo**

Mr. Rizzo provided an update on the vaccine distribution that took place over the weekend reporting that that The Medicine Shoppe administered 750 vaccines to Spring-Ford staff and community. He advised that this past weekend marked the last day where The Medicine Shoppe will be distributing vaccines at Spring-Ford and that future distributions will take place at Boyertown Area High School and that the Spring-Ford community is welcome to go there to receive their vaccinations. Mr. Rizzo thanked all who volunteered to make this event possible. He next advised that The College Funding Coach, in partnership with the district's Future Planning Center, will be available on April 14<sup>th</sup> to help families figure out some little-known secrets of paying for college. Mr. Rizzo reported that April 13<sup>th</sup> marks the end of the 3<sup>rd</sup> marking period and that the 4<sup>th</sup> marking period begins on April 14<sup>th</sup>. He added that report cards would be available on Skyward April 23<sup>rd</sup> after 4:00 PM. He thanked and acknowledged all involved, the amount of time they gave and the collaborative effort in putting together the presentation he provided this evening. Mr. Rizzo advised that the National Honor Society Induction Ceremony would take place in person at the high school this Wednesday and Thursday evenings.

**Nurse's Report**

**Trisha Smith**

Mrs. Smith reported that at last meeting it was discussed that nurses were working to revise the process for contact tracing for the 4<sup>th</sup> quarter. She advised that the county and state evidence has shown a low rate of COVID transmission within classrooms and school busses. She stated that while we have seen an increase in local transmission, particularly in students in extracurricular activities and in community and household exposure, the Office of Public Health reports only a 1% - 2% rate of transmission in schools. Mrs. Smith added that it is for this reason that the Department of Health supports us in our adjustments to increase the efficiency and to decrease the traumatic effect and the panic that has been associated with our quarantines. She commented that nurses will continue to prioritize contact tracing but based on acuity and she provided the following example; data shows us that a close contact of a positive household member has a much higher likelihood of testing positive than a close contact to a student in class. Mrs. Smith advised that calls to parents regarding close contact status may be made by someone other than the building nurse and she asked everyone to trust that a nurse and/or the COVID Liaison will positively reach out to all parents and guardians at some point with specific details as soon as possible but in order to maintain efficiency the initial call may need to come from another staff member. She commented that the plan is to keep students who are close contacts in class until a parent arrives for pick up as long as the student is not exhibiting any symptoms. She added that contact tracing of busses will occur but now under the direction of building principals. The building principals will have the option to request and analyze bus seating charts in attendance or if that will take too long they may opt to send a notification to the entire bus population regarding a potential exposure. She advised that some things that will stay the same are that any symptomatic student will be immediately isolated and cared for in the health annex until a parent or guardian arrives and they will continue to confirm quarantine and isolation dates with emails from the COVID Liaisons. Mrs. Smith asked for patience from everyone as it is anticipated that the district's numbers will likely grow as more students return to in-person education in quarter 4. She advised that they have begun tracking student vaccination dates as once two weeks pass from when they receive their

final shot they will not need to be quarantined as a close contact. Mrs. Smith stated that the focus will remain on the safety of students and staff. She reported that since the last meeting the Spring-Ford numbers have increased and they have processed 71 positive cases of which 37 required contact tracing due to a potential exposure in a school setting and this resulted in 114 students and staff who had to quarantine as close contacts. Mrs. Smith advised that our guidelines for exclusion now require us to quarantine a close contact, to a school or community positive, for 10 days after the last day of exposure or the option exists of quarantining them for 7 days if the close contact receives a negative COVID test on or after the 5<sup>th</sup> day of quarantine.

**Solicitor's Report                      Mark Fitzgerald**

There was no report.

**V.       MINUTES**

There were no questions or comments.

A.    Administration recommends approval of the March 8, 2021 Work Session minutes.  
**(Attachment A8)**

B.    Administration recommends approval of the March 22, 2021 Board Meeting minutes.  
**(Attachment A9)**

**VI.      PERSONNEL**

There were no questions or comments.

**A.       Resignations**

1. **Robert H. Cywinski**; Technology Infrastructure Administrator, District Office, for the purpose of retirement. Effective: July 2, 2021.
2. **Karl A. Hiller**; Maintenance III- Plumber, Maintenance and Operations Department. Effective: April 9, 2021.
3. **Kathya Holohan**; Extended School Year- Instructional Assistant. Effective: March 26, 2021.
4. **Ellen B. Luchette**; Gifted Elementary Teacher, Upper Providence Elementary School and Oaks Elementary School, for the purpose of retirement. Effective: June 18, 2021.
5. **Jennifer L. Moyer**; Instructional Assistant, Upper Providence Elementary School. Effective: April 14, 2021.
6. **Jill U. Shull**; Ram Quest Teacher, Evans Elementary School, for the purpose of retirement. Effective: June 18, 2021.
7. **Renee H. Wielgomas**; Social Studies Teacher, 8<sup>th</sup> Grade Center, for the purpose of retirement. Effective: June 30, 2021.

**B.       Professional Employee**

1. **Mirna H. Metyas**; French Teacher, Senior High School, replacing Ann Richardson who retired. Compensation has been set at M, Step 3, \$54,050.00 with benefits per the Professional Agreement. Effective: August 25, 2021.

**C. Temporary Professional Employee**

1. **Michael E. Palmer**; Physics Teacher, Senior High School, replacing George S. Desko who retired. Compensation has been set at M, Step 1, \$52,250.00 with benefits per the Professional Agreement. Effective: August 25, 2021.

**D. Support Staff**

1. **Christa J. Ellsesser**; Instructional Assistant, Limerick Elementary School, replacing Angela DeRosato who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: April 26, 2021.

**E. Change of Status**

1. **Jennifer M. Rinehimer**; Assistant Principal, 8<sup>th</sup> Grade Center, to Curriculum Supervisor, District Office, replacing Heidi A. Rochlin who resigned. Compensation has been set at \$128,500.00 with benefits per the Act 93 Agreement. Effective: July 1, 2021.

**F. Leaves of Absence**

1. **Timothy Glass**; Health & Physical Education Teacher, 7<sup>th</sup> Grade Center, for an unpaid leave of absence per Board Policy. Effective: April 30, 2021 through the remainder of the 2020-2021 school year.
2. **Mary C. Henderson**; Instructional Assistant, Upper Providence Elementary School, for an extension of unpaid leave of absence per Board Policy. Effective: April 16, 2021 through June 4, 2021.

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

1. **Grace F. Cieszkowski**

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

1. **Maureen E. Faulkner**

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

- 1. **Brianna M. Hendricks**

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

- 1. **Melissa L. Wasko**

- K. Administration recommends approval of the following Music Teacher for the 2021 Summer Instrumental Program. Compensation will be set at \$30.00 per hour and will be funded through student tuitions collected for the lessons. There will be no cost to the district.

- 1. **Sarah L. Becker-Fralich**

- L. Administration recommends approval for the Spring-Ford Area School District Instructional Assistants' Benefit Summary, effective July 1, 2021 to June 30, 2023.
- M. Administration recommends approval for the Spring-Ford Area School District Maintenance Benefit Summary, effective July 1, 2021 to June 30, 2023.
- N. Administration recommends approval for the Spring-Ford Area School District Registered Nurses' Benefit Summary, effective July 1, 2021 to June 30, 2023.
- O. Administration recommends approval of the attached extra-curricular contracts for the 2020-2021 school year. Payments of extra-curricular stipends shall be contingent upon the re-opening opening of schools and the ability as determined by the administration to provide such extra-curricular offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. The district reserves the right to prorate or not pay stipends in the event of a school closure, school modification, and/or discontinuation of the activity due to the pandemic or other events surrounding the pandemic. **(Attachment A10)**

## **VII. FINANCE**

There were no questions or comments.

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

## B. Checks:

- |   |                 |
|---|-----------------|
| 1. <u>General Fund Checks</u>   |                 |
| Check No. 212537 – 212676   | \$ 639,672.45   |
| 2. <u>Food Service Checks</u>   |                 |
| Check No. 2117 – 2128   | \$ 2,598.72     |
| 3. <u>Capital Reserve Checks</u>  |                 |
| Check No. 2097  | \$ 1,395.00     |
| 4. <u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u> |                 |
| ACH 202101434 – 202101684   | \$ 2,935,422.28 |
| 5. <u>Wires</u>   |                 |
| 202000109 – 202000123   | \$ 3,283,010.69 |
| 6. <u>Procurement Payments</u>  |                 |
| 200000146 – 200000174   | \$ 5,677.91     |

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

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

## D. Administration recommends approval of the following independent contracts:

1. **The Wilderness Classroom Organization – Western Springs, Illinois.** Provide a virtual school assembly for all first-grade students at Royersford Elementary School entitled “Ocean Exploration”. Funding will be paid from the General Fund and shall not exceed \$400.00.
2. **The Philadelphia Insectarium and Butterfly Pavilion – Philadelphia, PA.** Provide a virtual experience for all kindergarten students at Limerick Elementary School to explore the world of entomology. Funding will be paid by the Limerick Elementary Home and School League and shall not exceed \$130.00.
3. **The State Museum of Pennsylvania – Harrisburg, PA.** Provide a virtual assembly for all fourth-grade students at Royersford Elementary School entitled “Pennsylvania Habitats”. Funding will be paid from the General Fund and shall not exceed \$100.00.
4. **empowerED School Solutions LLC - Collegeville, PA.** Provide Professional Development in the area of co-teaching. Funding will be paid from the Special Education Budget and shall not exceed \$3,000.00.
5. **Behavior Interventions, Inc. – King of Prussia, PA.** Provide a 1-1 Registered Behavior Technician during the school year for a special needs student as per the IEP. Services will be provided for up to 32 hours at a rate of \$55.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$1,760.00.



6. **Dr. Kristen Herzel – Media, PA.** Conduct an independent educational evaluation of a student. Funding will be paid from the Special Education Budget and shall not exceed \$4,400.00.
  7. **Austill’s, Inc. – Exton, PA.** Provide an additional 3 hours per month of direct and indirect Speech and Language Therapy for the 2020-2021 school year for a special needs student as per the IEP. The proposed addition of services will not exceed a total of 15 hours at a rate of \$67.00 per hour. Funding will be paid from the Special Education Budget and shall not exceed \$1,005.00.
  8. **MCIU Student Attendance Improvement Plan Program - Norristown, PA.** Provide an intensive intervention for a special needs student with historical and significant attendance and truancy issues due to mental health. Funding will be paid from the Special Education Budget and shall not exceed \$4,650.00.
  9. **Personal Health Care, Inc. – Valley Forge, PA.** Provide additional nursing services for a special needs student during the school day and/or while being transported for the 2020-2021 school year. Funding will be paid from the Special Education Budget and shall not exceed an additional \$3,822.00.
  10. **Richard Weidner - High School to Work Transition Services, Inc. – Telford, PA.** Provide a Spring-Ford Transitional Employment Program (S.T.E.P.) and individual transitional employment during the 2021 Extended School Year (ESY) Program for special needs students as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$2,601.00.
  11. **Richard Weidner - High School to Work Transition Services, Inc. – Telford, PA.** Provide a Spring-Ford Transitional Employment Program (S.T.E.P.) during the 2021-2022 school year for special needs students as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$89,301.00.
  12. **Montgomery County Intermediate Unit – Norristown, PA.** Provide school-based ACCESS Program billing services for the 2021-2022 school year at an amount equal to 8.5% of the ACCESS dollars earned by the district. Funding will be paid from the Medical ACCESS dollars received.
- E. Administration recommends approval of a confidential settlement and release agreement **#2021-01** with the parents of a special needs student. Funding will be paid from the Special Education Budget and shall not exceed \$75,000.00.

#### VIII. PROGRAMMING AND CURRICULUM

There were no questions or comments.

- A. Administration recommends the approval of the **Summer R.A.M.S Program**. The program costs include staffing and materials. Funding will come from the ESSER Grant and shall not exceed \$300,000.00.
- B. Administration recommends the approval of **iReady** (*Curriculum Associates*) for use in grades K-8 for the Summer Support Program. Funding will come from the ESSER Grant and shall not exceed \$4,500.00.
- C. Administration recommends the approval of **Scholastic News** to be used as part of the Kindergarten Science Curriculum. Funding will be paid from the Curriculum Budget and shall not exceed \$575.00 annually.

- D. Administration recommends the approval of **McGraw Hill Inspire Science** to be used as part of the Science Curriculum in grades 1-4. This purchase includes student editions for each grade, collaboration kits, teacher editions, leveled readers, 7-year digital license, 7 years of science journals and 7 days of professional development. Funding will be paid from the Curriculum Budget and shall not exceed \$400,000.00.
- E. Administration recommends the approval of **McGraw Hill Inspire Science** to be used as part of the Science Curriculum in grade 7. This purchase includes 650 student bundles with 7-years of digital content, 13 teacher editions and 2 professional development days. Funding will be paid from the Curriculum Budget and shall not exceed \$72,000.00.
- F. Administration recommends the approval of **American Democracy Now (2022, McGraw Hill)** to be used in AP Government. This purchase includes 60 student texts, 225 digital licenses (6 years), and 3 teacher editions. Funding will be paid from the Curriculum Budget and shall not exceed \$31,000.00.
- G. Administration recommends the approval of **The American Pageant, AP Edition (2020, Cengage Learning)** to be used in AP U.S. History. This purchase includes 30 student texts, 60 digital licenses (6 years), and 2 teacher editions. Funding will be paid from the Curriculum Budget and shall not exceed \$12,000.00.
- H. Administration recommends the approval of **Understanding Economics (2018, McGraw Hill)** to be used in Economics. This purchase includes 60 student texts, 60 digital licenses (6 years), and 3 teacher editions. Funding will be paid from the Curriculum Budget and shall not exceed \$7,300.00.
- I. Administration recommends the approval of **Human Geography A Spatial Perspective AP Edition (2021, Cengage Learning)** to be used in AP Human Geography. This purchase includes 60 student texts, 200 digital licenses (6 years), and 3 teacher editions. Funding will be paid from the Curriculum Budget and shall not exceed \$33,000.00.
- J. Administration recommends the approval of **Biology: Concepts and Investigations 5e (2021, McGraw Hill)** to be used in Honors Biology. This purchase includes 300 digital licenses (5 years), and teacher edition digital access. Funding will be paid from the Curriculum Budget and shall not exceed \$34,000.00.
- K. Administration recommends the approval of **My Books Summer - Fiction-Non Fiction Pack** for the required Title I Parent and Family Engagement. Funding will be paid from Title I Funds and shall not exceed \$3,000.00.
- L. Administration recommends the approval of **Family Engagement Math Packs (Lakeshore)** for the required Title I Parent and Family Engagement. Funding will be paid from Title I Funds and shall not exceed \$4,300.00.
- M. Administration recommends the approval of **Chemistry of Materials, Studying Materials Scientifically, Force and Motion and Energy** from **Lab-Aids** to be used in 8<sup>th</sup> Grade Science. This purchase includes teacher digital access for 7 years. Funding will be paid from the Curriculum Budget and shall not exceed \$72,000.00.
- N. Administration recommends the approval of a subscription to **Concept Builder** from **The Physics Classroom** to be used in 8<sup>th</sup> Grade Science. Funding will be paid from the Curriculum Budget and shall not exceed \$100.00 annually.

- O. Administration recommends the approval of **Gizmos** to be used in 8<sup>th</sup> Grade Science. This purchase includes access for teachers and 700 students for 7 years. Funding will be paid from the Curriculum Budget and shall not exceed \$20,482.00.
- P. Administration recommends the approval of **Gimkit** to be used in 8<sup>th</sup> Grade Science. This purchase includes access for up to 20 teachers. Funding will be paid from the Curriculum Budget and shall not exceed \$650.00 annually.
- Q. Administration recommends the approval of the purchase of scientific equipment and materials from various bid-protected vendors to be used in 8<sup>th</sup> Grade Science. Funding will be paid from the Curriculum Budget and shall not exceed \$12,000.00.
- R. Administration recommends the purchase of stand-up desks and document cameras for virtual teachers from CDW. The total cost shall not exceed \$20,000.00. This will be purchased off the PEPPM contract and funded through the ESSER Grant.
- S. Administration recommends the purchase of Zoom Webinar for virtual meetings for the 2020/2021 school year. The total cost shall not exceed \$30,000.00 and will be funded through the ESSER Grant.
- T. Administration recommends a revision to a motion originally approved at the February 22, 2021 Board Meeting. The original motion read:

Administration recommends the purchase of end-user technology equipment as part of the summer refresh. Vendor quotes were received through the PEPPM government contract. The total cost shall not exceed \$1,650,000.00 and will be self-financed from the Capital Reserve Fund and then repaid from the Technology Budget over four years.

The new motion shall read:

Administration recommends the purchase of Technology equipment as part of the summer refresh, the quotes were received through government contract such as PEPPM, Omnia, Sourcewell, etc. The total cost shall not exceed \$1,650,000.00 and will be self-financed from the Capital Reserve Fund and then repaid from the Technology Budget over four years.

## IX. CONFERENCES AND WORKSHOPS

Dr. Wright asked about Item C and why it was felt that 11 administrators should attend the same conference. Mr. Rizzo replied that this conference is eligible for Act 45 Pils Credit and the administrators are required every 5 years to get 180 hours of Act 45 credits so this helps to satisfy that and it has been agreed that we would provide an opportunity for them to receive that. He commented that, in this case, all of our K-6 principals would be attending and it will provide an opportunity for a team building activity. He advised that it is being covered by Title II Funds and offered that one reason why the costs is higher this year is due to COVID mitigation and each administrator staying in their own room and travelling separately. Dr. Wright asked if administrators had the opportunity to get Pils Credit through the MCIU or other opportunities and Mr. Rizzo replied that they do but this one is highly rated. Dr. Wright felt that possibly there would be other team building opportunities closer to the district to take advantage of with not such a large price tag.

Mr. Jackson agreed with Dr. Wright.

- A. **Wendy Taylor**, K-6 Instructional Coach, to attend the MCIU's virtual workshop "*Planning and Implementing Book Clubs Using Culturally Responsive Texts and Strategies*" on June 2, 2021 in the morning only. The total cost of this workshop is \$75.00 (registration). No substitute is needed.

- B. **Jaclyn Gospodarek**, Nurse, to attend virtually the “*Student Assistance Program (SAP) Training*” on May 10, 2021, May 17, 2021 and May 24, 2021. The total cost of this training is \$871.00 (registration and three days of substitute coverage).
- C. **Robert Rizzo**, Acting Superintendent, **Lori Bignotti**, **Dr. Teresa Carboy**, **Sue Choi**, **Jacqueline Havrilla**, **Dr. Kathleen Kotch**, **Dr. Robin Moyer**, **Mark Moyer**, **Heather Nuneviller**, **Dr. Melissa Patschke**, **Douglas Reigner**, and **Dr. Elaine Ruppert**, Principals, to attend “*PA Educational Leadership Summit*” in Pocono Manor, PA from August 1 through August 3, 2021. The total cost of this leadership training is \$11,037.72 (registration, lodging, mileage and meals). This training will be paid from Title II Funds (\$10,000.00) and the Superintendent’s Budget (\$1,037.72).

**X. OTHER BUSINESS**

There were no questions or comments.

- A. Administration recommends approval of a Memorandum of Understanding between the Spring-Ford Area School District and East Vincent Police Department, Limerick Police Department, Royersford Police Department, Spring City Police Department, and Upper Providence Police Department. This two-year agreement is required pursuant to the Safe Schools Act and all parties acknowledge their respective duties and hereby agree to support and cooperate with one another in carrying out their joint and several responsibilities there-under.
- B. The following policies are submitted as a second reading for approval at the next board meeting:
  - 1. Policy #601 – FINANCES: Fiscal Objectives (**Attachment A11**)
  - 2. Policy #605 – FINANCES: Tax Levy (**Attachment A12**)
  - 3. Policy #607 – FINANCES: Tuition Income (**Attachment A13**)
  - 4. Policy #608 – FINANCES: Bank Accounts (**Attachment A14**)
  - 5. Policy #612 – FINANCES: Purchases Not Budgeted (**Attachment A15**)
  - 6. Policy #613 – FINANCES: Cooperative Purchasing (**Attachment A16**)
  - 7. Policy #614 – FINANCES: Payroll Authorization (**Attachment A17**)
  - 8. Policy #615 – FINANCES: Payroll Deductions (**Attachment A18**)
  - 9. Policy #617 – FINANCES: Petty Cash (**Attachment A19**)
  - 10. Policy #618 – FINANCES: Student Activity Funds (**Attachment A20**)
  - 11. Policy #619 – FINANCES: District Audit (**Attachment A21**)
  - 12. Policy #621 – FINANCES: Local Taxpayer Bill of Rights (**Attachment A22**)

**XI. BOARD COMMENT**

Mrs. Zasowski read the following statement at the request of Mrs. Melton who could not be in attendance tonight.

*“In my Legislative Committee update on March 22, I oversimplified the Charter School structure by stating that Charter Schools are for-profit. To clarify, Charter schools in and of themselves are not for profit. They are categorized as public schools because their funding comes from tax dollars, and other state/ federal programs, although they are not held to Public School Code.. However, while charter schools in PA must be set up as nonprofit organizations, Pennsylvania law explicitly allows them to be run by for-profit organizations. Further, for-profit management agencies can help create the nonprofit foundation which then contracts with the for-profit corporation to provide services to the school. In other words, the nonprofit can be designed to financially sustain the for-profit organization. It is to these for-profit entities and executives that our property tax dollars flow in the form of management expenses. I hope this provides clarity, and I do apologize for my misstatement and any confusion it may have caused.”*

Mr. DiBello commented that Mrs. Melton's clarification was spot on. He added that he has spoken about this for several years at the board table with regards to charter schools, cyber schools and the funding of them.

Mrs. Zasowski thanked Mrs. Melton for her clarification saying she did not believe there was any malicious intent in what was said as she believes it was just a simplification of the process.

Mr. Jackson requested that with regards to Mr. Rizzo's presentation that when he presents the costs to the board that he makes sure he asks for everything he needs.

**XII. PUBLIC TO BE HEARD**

**Lake Dayoc, Royersford, PA.** questioned what graduation would look like and if there would be restrictions due to COVID. Mr. Rizzo advised that graduation will take place on June 15<sup>th</sup> and the number of parents able to attend will be based on what our capacity is permitted to be at that point. He added that right now for the stadium we are at 50% capacity of 4,592 which means that we will have to take a look to see how many adults per student can be in attendance. Mr. Rizzo stated that it will be a one ceremony outdoor event in the stadium with 2 rain dates.

**Michael Lebieczinski, Royersford, PA.** urged the adoption of a modified quarantine process.

**XIII. ADJOURNMENT**

Mrs. Earle made a motion to adjourn and Mr. Jackson seconded it. The motion passed 8-0. The meeting adjourned at 9:30 PM.

Respectfully submitted,

Diane M. Fern  
School Board Secretary



# SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

## RESOLUTION 2021-03

### ADMINISTRATION

Robert W. Rizzo  
Acting Superintendent

### BOARD OF DIRECTORS

Colleen Zasowski  
Board President

Christina F. Melton  
Board Vice President

Thomas J. DiBello  
Region III

Wendy Earle  
Region I

Linda C. Fazzini  
Region I

Clinton L. Jackson  
Region II

David R. Shafer  
Region II

Diane C. Sullivan  
Region III

Dr. Margaret D. Wright  
Region I

**BE IT RESOLVED**, by authority of the **School Board** of the **Spring-Ford Area School District**, and it is hereby resolved by authority of the same, that **Mr. Robert Rizzo**, who is the **Acting Superintendent** of the above-named body is authorized and directed to sign any and all contracts, agreements, grants and/or licenses (hereinafter collectively referred to as contract(s)) with the Pennsylvania Department of Education (Department); and

**BE IT FURTHER RESOLVED**, that the body consents to the use of electronic signatures by the above named individual and that no handwritten signature from the above named individual shall be required in order for any contract with the Department to be legally enforceable and that by affixing his/her electronic signature to an electronic file of the contract via the Department's e-grants system, the above designated authorized individual shall have effectively executed and delivered the contract, binding the **Spring-Ford Area School District** to comply with the terms of said contract; and

**BE IT FURTHER RESOLVED**, that no writing shall be required in order to make the contract valid and legally binding, provided that the Department and all other necessary Commonwealth approvers affix their signatures electronically and an electronically-printed copy of the Contract is e-mailed or is otherwise made available to the body by electronic means; and

**BE IT FURTHER RESOLVED**, that the body will not contest the due authorization, execution, delivery, validity or enforceability of the electronic Contract under the provisions of a statute of frauds or any other applicable law. The Contract, if introduced as evidence on paper in any judicial, arbitration, mediation, or administrative proceedings, will be admissible as between the parties to the same extent and under the same conditions as other business records originated and maintained in documentary form and the admissibility thereof shall not be contested under either the business records exception to the hearsay rule or the best evidence rule; and

**BE IT FURTHER RESOLVED**, that the body will notify the Department's Bureau of Management Services promptly in the event that the above named individual is no longer authorized to execute agreements on behalf of the body electronically and that the Department shall be entitled to rely upon the above named officer's authority to execute agreements electronically on behalf of the body until such notice is received by the Department's Office of Chief Counsel.

ATTEST

*(individual receiving signatory authority may not attest on behalf of himself/herself)*

By: \_\_\_\_\_  
**Colleen Zasowski**  
**School Board President**

Date

By: \_\_\_\_\_  
**Diane M. Fern**  
**School Board Secretary**

Date



# SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

## RESOLUTION 2021-04

### ADMINISTRATION

Robert W. Rizzo  
Acting Superintendent

### BOARD OF DIRECTORS

Colleen Zasowski  
Board President

Christina F. Melton  
Board Vice President

Thomas J. DiBello  
Region III

Wendy Earle  
Region I

Linda C. Fazzini  
Region I

Clinton L. Jackson  
Region II

David R. Shafer  
Region II

Diane C. Sullivan  
Region III

Dr. Margaret D. Wright  
Region I

The Spring-Ford Area School District Board of Education commends the **Spring-Ford High School Wrestling Team** and their Coach **Tim Seislove** and his Assistant Coaches **Mike Busa**, **Doug Landis**, and Volunteer Coach, **Frankie Krause** for winning the Pioneer Athletic Conference Championship with a league record of 5 wins and 0 losses, the PIAA District One AAA Championship, the PIAA District One AAA Team Duals Championship, PIAA Southeast Regional Championship, 6<sup>th</sup> Place PIAA State Individual Team Championship and 3rd place in the PIAA-AAA State Team Duals Championship.

**Whereas**, the Spring-Ford High School Wrestling Team is a member of the Pioneer Athletic Conference, PIAA District One and the PIAA State Association and,

**Whereas**, the Spring-Ford High School Wrestling Team under the guidance, leadership, and direction of both its coaches and captains was able to win their eleventh PAC Championship over Upper Perkiomen 41-24 and,

**Whereas**, the Spring-Ford High School Wrestling Team under the guidance, leadership, and direction of both its coaches and captains was able to win their third PIAA District One Championship and,

**Whereas**, the Spring-Ford High School Wrestling Team under the guidance, leadership, and direction of both its coaches and captains was able to win their second PIAA District One Team Duals Championship defeating West Chester Henderson 34-27 and,

**Whereas**, the Spring-Ford High School Wrestling Team won their first PIAA Southeast Regional Championship and,

**Whereas**, the Spring-Ford High School Wrestling Team finished third at the PIAA-AAA Team Duals Championship and,

**Whereas**, the Spring-Ford High School Wrestling Team's varsity and junior varsity wrestlers all contributed and played a significant role in having a successful and outstanding wrestling season.

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the players and,

**Further resolved**, that the achievements, the recognition, the accomplishments, the goals and the new records set by the Spring-Ford High School Wrestling Team demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this 12<sup>th</sup> day of April, 2021

By: \_\_\_\_\_  
**Colleen Zasowski**  
School Board President

By: \_\_\_\_\_  
**Diane M. Fern**  
School Board Secretary

Phone: 610-705-6000 | Fax: 610-705-6245 | Internet: [www.spring-ford.net](http://www.spring-ford.net)

ATTACHMENT A2



# SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

## RESOLUTION 2021-05

### ADMINISTRATION

Robert W. Rizzo  
Acting Superintendent

### BOARD OF DIRECTORS

Colleen Zasowski  
Board President

Christina F. Melton  
Board Vice President

Thomas J. DiBello  
Region III

Wendy Earle  
Region I

Linda C. Fazzini  
Region I

Clinton L. Jackson  
Region II

David R. Shafer  
Region II

Diane C. Sullivan  
Region III

Dr. Margaret D. Wright  
Region I

The Spring-Ford Area School District Board of Education commends **Joey Milano**, a member of the Spring-Ford High School Wrestling Team and Spring-Ford Wrestling Head Coach Tim Seislove and Assistant Coaches, Mike Busa, Doug Landis and Volunteer Coach Frankie Krauss

**Whereas**, the Spring-Ford High School Wrestling Team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association and,

**Whereas**, Joey Milano, a member of the Spring-Ford High School Wrestling Team, under the guidance, leadership, and direction of his coaches was able to win the PIAA District One South Championship by a tech fall 18-3 and,

**Whereas**, Spring-Ford High School's Joey Milano won the PIAA Southeast Regional Championship with a tech fall 20-4 and,

**Whereas**, Joey Milano, a member of the Spring-Ford High School Wrestling Team, under the guidance, leadership, and direction of his coaches was able to win the PIAA Super Regional Championship by a major decision 14-2 and,

**Whereas**, Spring-Ford High School's Joey Milano won the first gold medal for wrestling in school history with a 15-5 major decision finishing the season 18-0 and,

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes and,

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2021 PIAA District One South, PIAA Southeast Regional, PIAA Super Regional and the PIAA State 182 pound weight class Champion, Joey Milano, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this 12<sup>th</sup> day of April, 2021

By: \_\_\_\_\_  
**Colleen Zasowski**  
School Board President

By: \_\_\_\_\_  
**Diane M. Fern**  
School Board Secretary





# SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

## RESOLUTION 2021-06

### ADMINISTRATION

Robert W. Rizzo  
Acting Superintendent

### BOARD OF DIRECTORS

Colleen Zasowski  
Board President

Christina F. Melton  
Board Vice President

Thomas J. DiBello  
Region III

Wendy Earle  
Region I

Linda C. Fazzini  
Region I

Clinton L. Jackson  
Region II

David R. Shafer  
Region II

Diane C. Sullivan  
Region III

Dr. Margaret D. Wright  
Region I

The Spring-Ford Area School District Board of Education commends **Jack McGill**, a member of the Spring-Ford High School Wrestling Team and Spring-Ford Wrestling Head Coach Tim Seislove and Assistant Coaches, Mike Busa, Doug Landis and Volunteer Coach Frankie Krauss

**Whereas**, the Spring-Ford High School Wrestling Team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association and,

**Whereas**, Jack McGill, a member of the Spring-Ford High School Wrestling Team, under the guidance, leadership, and direction of his coaches was able to win the PIAA District One South 160 pound Championship by a 9-1 decision and,

**Whereas**, Spring-Ford High School's Jack McGill won the PIAA Southeast Regional Championship with a decision of 5-2 and,

**Whereas**, Spring-Ford High School's Jack McGill qualified for the PIAA Super Regional Championship where he placed 2<sup>nd</sup> and,

**Whereas**, Spring-Ford High School's Jack McGill qualified for the PIAA State Championships where he earned 2<sup>nd</sup> place and a silver medal and,

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes and,

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2021 PIAA District One and the PIAA Southeast Regional 160 pound weight class Champion, Jack McGill, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this 12<sup>th</sup> day of April, 2021

By: \_\_\_\_\_  
**Colleen Zasowski**  
School Board President

By: \_\_\_\_\_  
**Diane M. Fern**  
School Board Secretary



# SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

## RESOLUTION 2021-07

### ADMINISTRATION

Robert W. Rizzo  
Acting Superintendent

### BOARD OF DIRECTORS

Colleen Zasowski  
Board President

Christina F. Melton  
Board Vice President

Thomas J. DiBello  
Region III

Wendy Earle  
Region I

Linda C. Fazzini  
Region I

Clinton L. Jackson  
Region II

David R. Shafer  
Region II

Diane C. Sullivan  
Region III

Dr. Margaret D. Wright  
Region I

The Spring-Ford Area School District Board of Education commends **Dominic Ortlip**, a member of the Spring-Ford High School Wrestling Team and Spring-Ford Wrestling Head Coach Tim Seislove and Assistant Coaches, Mike Busa, Doug Landis and Volunteer Coach Frankie Krauss

**Whereas**, the Spring-Ford High School Wrestling Team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association and,

**Whereas**, Dominic Ortlip, a member of the Spring-Ford High School Wrestling Team, under the guidance, leadership, and direction of his coaches was able to win the PIAA District One South Championship and,

**Whereas**, Spring-Ford High School's Dominic Ortlip won the PIAA District One South Tournament 113 pound weight class with a 11-2 decision, qualified for the PIAA Southeast Regional Tournament and,

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes and,

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2021 PIAA District One South 113 pound weight class Champion, Dominic Ortlip, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this 12<sup>th</sup> day of April, 2021

By: \_\_\_\_\_  
**Colleen Zasowski**  
School Board President

By: \_\_\_\_\_  
**Diane M. Fern**  
School Board Secretary



# SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

## ADMINISTRATION

Robert W. Rizzo  
Acting Superintendent

## BOARD OF DIRECTORS

Colleen Zasowski  
Board President

Christina F. Melton  
Board Vice President

Thomas J. DiBello  
Region III

Wendy Earle  
Region I

Linda C. Fazzini  
Region I

Clinton L. Jackson  
Region II

David R. Shafer  
Region II

Diane C. Sullivan  
Region III

Dr. Margaret D. Wright  
Region I

## RESOLUTION 2021-08

The Spring-Ford Area School District Board of Education commends **Cole Smith**, a member of the Spring-Ford High School Wrestling Team and Spring-Ford Wrestling Head Coach Tim Seislove and Assistant Coaches, Mike Busa, Doug Landis and Volunteer Coach Frankie Krauss

**Whereas**, the Spring-Ford High School Wrestling Team is a member of the Pioneer Athletic Conference and PIAA District One and PIAA State Association and,

**Whereas**, Cole Smith, a member of the Spring-Ford High School Wrestling Team, under the guidance, leadership, and direction of his coaches was able to win the PIAA District One South Championship 106 pound weight class by pin and,

**Whereas**, Spring-Ford High School's Cole Smith won the PIAA Southeast Regional Championship with a 8-6 decision and qualified for the PIAA Super Regional and,

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the student-athletes and,

**Further resolved**, that the achievements, the recognition, the accomplishments, and the goals achieved by the 2021 PIAA District One South and the PIAA Southeast Regional 106 pound weight class Champion, Cole Smith, demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in being a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this 12<sup>th</sup> day of April, 2021

By: \_\_\_\_\_  
**Colleen Zasowski**  
School Board President

By: \_\_\_\_\_  
**Diane M. Fern**  
School Board Secretary



# SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

## RESOLUTION 2021-09

### ADMINISTRATION

Robert W. Rizzo  
Acting Superintendent

### BOARD OF DIRECTORS

Colleen Zasowski  
Board President

Christina F. Melton  
Board Vice President

Thomas J. DiBello  
Region III

Wendy Earle  
Region I

Linda C. Fazzini  
Region I

Clinton L. Jackson  
Region II

David R. Shafer  
Region II

Diane C. Sullivan  
Region III

Dr. Margaret D. Wright  
Region I

The Spring-Ford Area School District Board of Education commends the **Spring-Ford High School Girls' Basketball Team** and their Coach **Mickey McDaniel** and his Assistant Coaches **Dan Brittingham, Phil Roche, Matt Labick** and Volunteer Coach, **Marisa Moley** for winning the Pioneer Athletic Conference Championship with a league record of 14 wins and 0 losses, the PIAA District One AAAAAA Championship and 2<sup>nd</sup> place in the PIAA-AAAAAA State Championship.

**Whereas**, the Spring-Ford High School Girls' Basketball Team is a member of the Pioneer Athletic Conference, PIAA District One and the PIAA State Association and,

**Whereas**, the Spring-Ford High School Girls' Basketball Team under the guidance, leadership, and direction of both its coaches and captains was able to win the PAC Championship over Perkiomen Valley 65-27 and,

**Whereas**, the Spring-Ford High School Girls' Basketball Team under the guidance, leadership, and direction of both its coaches and captains was able to win their third District One Championship in school history defeating Plymouth Whitmarsh by a score of 52-36 and,

**Whereas**, the Spring-Ford High School Girls' Basketball Team under the guidance, leadership, and direction of both its coaches and captains was able to finish second in the PIAA-AAAAAA State Team Championship and,

**Whereas**, the Spring-Ford High School Girls' Basketball Team won their tenth PAC Championship, third District One Championship and finished second in the State Championship for the second time with an overall record of 24-1 wins in a season and a school record of 24 consecutive victories to start a season,

**Whereas**, the Spring-Ford High School Girls' Basketball Team completed the season ranked #2 in Pennsylvania and,

**Whereas**, the Spring-Ford High School Girls' Basketball Team's varsity and junior varsity players all contributed and played a significant role in having a successful and outstanding basketball season.

**Therefore**, let it be resolved that the Spring-Ford Area School District Board of Education recognizes the coaching staff for creating a disciplined and caring environment for the players and,

**Further resolved**, that the achievements, the recognition, the accomplishments, the goals and the new records set by the Spring-Ford High School Girls Basketball Team demonstrated over and over throughout the season the toughness, good-will, sportsmanship, and all that is embodied in a **SPRING-FORD RAM**.

**NOW THEREFORE BE IT RESOLVED**, this 12<sup>th</sup> day of **April, 2021**

By: \_\_\_\_\_  
**Colleen Zasowski**  
**School Board President**

By: \_\_\_\_\_  
**Diane M. Fern**  
**School Board Secretary**

On March 8, 2021, 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, Christina F. Melton and Diane C. Sullivan  
Presiding Officer: Colleen Zasowski  
Acting Superintendent: Robert W. Rizzo  
Chief Financial Officer: James D. Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Eshika Seth and Allison McVey

The following Board Member participated via Zoom: **David R. Shafer**

## **ANNOUNCEMENTS**

Mrs. Zasowski reminded everyone to wear their masks at all times and maintain social distance while in attendance at the meeting this evening. She advised on the process for making public comments both at the beginning of the meeting and at the end of the meeting. Mrs. Zasowski spoke about the board's professional development training that took place this past Saturday morning. She also congratulated and gave a shout out to Mr. Cifelli and all of the students who had a part in the Spring Musical for their stellar performances this past weekend.

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

There were no comments from the public.

## **II. ACTION ITEMS**

Mrs. Zasowski advised that the board will vote on the action items separately.

Mr. DiBello made a motion to approve Item A and Mrs. Fazzini seconded it. Mr. Jackson asked if the entire document was made available for the public to view and Mr. Rizzo confirmed that it was. The motion passed 9-0.

- A. The Board approved **Resolution #2021-02** authorizing the issuance of a General Obligation Note, Series of 2021 (the "Note"), for the purposes of financing the current refunding of all of the remaining outstanding General Obligation Bonds, Series of 2012 and Series of 2016 and the costs of issuance of the Bonds (collectively, the "Project").  
**(Attachment A1)**

Dr. Wright made a motion to approve Item B and Mrs. Earle seconded it. The motion passed 9-0.

- B. The Board gave approval for all 2020-2021 Winter and 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. 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.

### III. PRESENTATIONS

Dr. Kollar announced that 4 semi-finalists have been now named as finalists. Dr. Kollar introduced the students and Dr. Colyer presented them with a certificate in honor of their achievement. Dr. Kollar spoke about the process involved for students to advance to being named as finalists.

- A. **Dr. Jeffrey Kollar**, 12th Grade House Principal, to recognize the following students on being named as “Finalists” in the 2021 National Merit Scholarship Program.

**Gaurav Chawla**  
**Anshika Gupta**  
**Farnaz A. Khandaker**  
**Jupjowt Singh**

Dr. Colyer introduced the students chosen as Students of the Quarter. Eshika and Allison presented those students with framed certificates in honor of their achievement.

- B. **Dr. Robert Colyer**, Senior High School Principal, **Eshika Seth** and **Allison McVey**, Student Representatives to the School Board, to recognize the following students on being named the second quarter “Students of the Quarter”.

9<sup>th</sup> Grade – **Brooklyn Dahlquist**  
10<sup>th</sup> Grade – **Matthew Cieszkowski**  
11<sup>th</sup> Grade – **Kirsten Szoke**  
12<sup>th</sup> Grade – **Sydney Hutchison**

### IV. BOARD AND COMMITTEE REPORTS

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

Mrs. Fazzini reported on the meeting that took place on March 2, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

**Community Relations**      **Colleen Zasowski**      **1<sup>st</sup> Tues. 7:30 p.m.**

Mrs. Zasowski reported on the meeting that took place on March 2, 2021. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

**WMCTC**      **DiBello/Earle/Zasowski**      **1<sup>st</sup> Mon. 7:00 p.m.**

Mr. DiBello reported that the Joint Operating Committee met on March 1, 2021 and advised that they discussed the budget process. He added that in closing out the budget from 2020-2021 it appears that each sending district will be getting back approximately \$100,000.00. He advised that the Western Center is not able to create a fund to be used for future projects there so the money will come back to the sending districts and then in the event there are future projects then the districts will have to help fund those projects going forward.

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

Mr. DiBello reported that the MCIU Board met last week and held an executive cabinet meeting in order to discuss the Act 93 Agreements as well as Support Staff Agreements and he stated that these discussions will be ongoing. He advised that the MCIU continues to host twice a week meetings that provide a forum for Montgomery County Superintendents to meet with Montgomery County Commissioner Dr. Arkoosh, representatives from the Montgomery County Department of Public Health and doctors from Children’s Hospital of Philadelphia to discuss the most important protocols of COVID-19 and the ongoing effort to plan together and support school districts in their reopening plans. Mr. DiBello reported that the MCIU Board approved the following budgets for 2021: the student services budget and fee schedule, the transportation budget and the facilities budget. He stated that the MCIU Headstart Program now has 4 programs in person: 2 at

The Early Learning Center, 1 at Ambler and 1 in Lansdale. Mr. DiBello added that the Human Resource Department reports that there were 10 new employees, 3 retirements, and 1 temporary professional staff member. He advised that the MCIU Board also approved several contracted service agreements to support the following initiatives: the Family Learning Conference, the Path to Graduation, the AAC Talks of 2021, the Pennsylvania Department of Education Annual Conference and various trainings and offerings provided by the offices of the MCIU.

**PSBA Liaison**

**David Shafer**

There was no report.

**Acting Supt. Report**

**Robert Rizzo**

Mr. Rizzo provided an update on the 2021-2022 school year planning which included the use of subcommittees to take part in the discussions on 21<sup>st</sup> Century learning, data collection and analysis, special education considerations, and virtual and cyber learning focus groups. He advised that the subcommittees would not be official committees but rather would be made up of stakeholders representing K-12, general and special education, nurses, school psychologists, instructional assistants, behavior specialists and administrators who would take part in the discussions. Mr. Rizzo next reported on the 4<sup>th</sup> quarter planning which he said would be staying the course that was shared in January. He advised parents that if changes needed to be made that would occur at the building level by contacting the main office. He also announced that elementary grade levels may be sending out building commitment surveys as any significant changes may result in some shifting at the elementary level. He stated that the district would like the elementary families to maintain their 4<sup>th</sup> quarter choice. He added that this is not as much as an issue at the 7-12 grade levels. Mr. Rizzo advised that he was happy to say that the administration is working with students to offer as many in-person experiences as possible but that obviously weather, rain dates and limited indoor capacity are factors to plan for. He spoke about graduation and that currently we are at 20% capacity outdoors. He added that the capacity on the field and in the stands are treated separately. He provided the Senior High Survey results and advised that the parent survey revealed 32 parent responses of which 17 indicated a desire for some type of formal event via a formal prom or formal attire being worn at the May 15<sup>th</sup> event. He further added that out of 679 student surveys sent out there were 306 responses with 124 not in favor of formal attire, 82 in favor of formal attire, 97 maybe in favor of formal attire and 3 no responses. Students when questioned on what they would like to do or see at the May 15<sup>th</sup> event expressed hang out with friends, have food trucks, be safe, live entertainment and some stated they would like to see a prom or just have the option to dress up. Mr. Rizzo provided an update on the Perkiomen Valley visit to Spring-Ford in order to view the measures we have in place that allow students to be able to attend school in-person. He thanked those administrators involved with the hosting the visitors. Mr. Rizzo gave a brief update on some of the district's hands-on learning courses which included lab sciences, arts, family consumer science, STEM/STEAM type courses including Technology and Engineering Education, Materials Manufacturing and Technology Systems, Project Lead the Way, Broadcasting, and Innovation/Studio/Media/ Communications, all of which have been altered to help support the virtual experience.

Mr. Jackson asked if SFEA and the Technology Department were involved with the school year planning meetings and Mr. Rizzo confirmed that they were.

Mr. Rizzo congratulated Bobby Swier and the students that attended the Pennsylvania DECA State Career Development Conference last month. He congratulated the following students: Branden Krajcinvic, Jacqueline Van Hulst, Akshay Pai, Shlok Shah and announced that Spring-Ford had 7 place winners, 2 national qualifiers, 2 scholarship winners and 6 high honor winners.

Dr. Wright requested that when Mr. Rizzo is looking at the subcommittees for next year's planning that he please take into consideration mental health issues, Social Emotional Learning (SEL) and incorporate this as part of the process. He confirmed that this would take place.

Mr. DiBello asked if student learning loss was something that was able to be gauged and Mr. Rizzo replied that this is discussed regularly at the superintendent meetings he attends as well as in his regular meetings here at Spring-Ford. He added that there are local assessments that are done and these are used to collect data, compare the information with prior years and gauge what the learning loss there may be. Mr. DiBello spoke about graduation and changes at the state level with regards to occupancy capacity. Mr. Rizzo explained that back in September we had worked in conjunction with Montgomery County to determine the stadium occupancy capacity which at that time was 918 which was 20% of our stand seating capacity. Mr. Rizzo advised that if nothing changes, that number will still be in effect but added to that number will be the square footage of the field that is within the fence which will allow 400 or so additional seats. He provided the example of graduation where students are seated on the field therefore the stadium occupancy capacity will then allow the 918 seats in the stands and an additional 400 on the field for a total seating capacity around 1300. Mr. Rizzo said that this along with the work being done by Mr. Hunter and his crew will help to increase our capacity even more.

Mr. DiBello spoke about the Perkiomen Valley visit to the district which he advised he was able to attend and he stated that the impression was that the representatives from Perkiomen Valley were completely blown away and impressed by the efforts of Spring-Ford to get students back into school.

**Nurse's Report                      Trisha Smith**

Mrs. Smith reported that since the last board meeting the nurses and COVID Liaisons have processed 31 positive COVID cases for students and staff. She added that 19 of those cases were potentially infectious at school which resulted in 80 students and staff who were quarantined as close contacts.

Mrs. Zasowski asked if there was any discussion regarding lessening the restrictions at this time and Mrs. Smith replied that they have not heard anything yet and at this point and time we are still required to quarantine close contacts just like we were before. Mrs. Zasowski asked if the 31 positive cases was an increase, decrease or holding steady as far as district number go and Mrs. Smith replied that the numbers were about the same but that the quarantining period is now less than what it previously was.

Mrs. Fazzini asked about for an update on the vaccination for teachers and Mr. Rizzo replied that Montgomery County has indicated that all teachers who wish to be vaccinated will be able to do so by the end of March. He stated that this plus the district's partnership with Spring-Ford resident Ed Hudon from The Medicine Shop has enabled us to administer several vaccines and get all of our teachers who want vaccines scheduled for the upcoming round of Johnson and Johnson vaccines.

Mrs. Melton asked about the approval of additional nursing staff and how this process was going and Mrs. Smith replied that it was going well and that they are completing and working on rounds 2 and 3 of the interviews. She expressed her gratitude for the board's approval of the substitute Health Annex nurses and added that these substitutes are being used every day.

Mr. Jackson asked if the district would still be looking at having a total of 18 nurses on staff and also questioned the motion on the agenda for a nurse. Mr. Rizzo confirmed 18 was correct and advised that the nurse position on the agenda is for the Extended School Year Program and that normally one nurse is needed but this year there will be a need for two in order to staff the Health Annex. He stated that this motion is not for the addition of another nurse on staff but rather just to cover the additional need for the Extended School Year Program.

Chief Boyer provided an update on the Rapid Antigen Testing Program saying that it piloted last week and officially started today at Limerick Elementary. He advised that it went very smoothly and that 10 staff members had been tested today with another 10 scheduled for tomorrow.



**Solicitor's Report                      Mark Fitzgerald**

Mr. Fitzgerald commented that he wanted to speak about the Attestation Form the district as well as many other districts had signed while many counties were in the substantial transmission category. He advised that many counties are now transitioning to the moderate transmission category and that if a county remains in the moderate category for 2 weeks then the Attestation Form goes away and would leave us with generally one binding requirement of the universal masking order. Mr. Fitzgerald advised that if the county were to go back into a substantial transmission category then the Attestation Form would be triggered again. Mr. Fitzgerald commented that the second issue he wanted to address was the request by a taxpayer with regards to waiving the penalty period as it relates to a late tax payment. He advised that the district has received a request now from a second taxpayer and his purpose for bringing this forward to the board is that he feels there needs to be a process and efficiency for addressing these issues rather than have to bring them all before the board. Mr. Fitzgerald stated that he would like to be in a position where a response is already ready to go from the administrative level indicating that the board adheres to local tax collection laws. Mr. Fitzgerald asked if the board had any objection to this process being set up with the business office to respond to any individual requesting a waiver of their late payment. Mr. Jackson felt that the response needed to come from the solicitor's office rather than the business office. Mr. Fitzgerald confirmed that would be fine. The board had no objections to this.

**V.            MINUTES**

There were no questions or comments.

- A.    Administration recommends approval of the February 8, 2021 Work Session minutes. **(Attachment A2)**
- B.    Administration recommends approval of the February 22, 2021 Board Meeting minutes. **(Attachment A3)**

**VI.          PERSONNEL**

There were no questions or comments.

**A.    Resignations**

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

**B. Leaves of Absence**

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

**C. Support Staff**

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

**D. Change of Status**

1. **Lisa Huttinger**; Food Service Part-time (3 hours/day) Senior High School, to Food Service Full-time (6 hours/day) Senior High School, replacing Christine A. Dixon who retired. Compensation has been set at \$17.37/hour with benefits per the Food Service Benefit Summary. Effective: March 8, 2021.
2. **Jacqueline Knerr**; Food Service Part-time (3 hours/day) Senior High School, to Food Service Full-time (6 hours/day) Senior High School, replacing M. Gail Wolf who retired. Compensation has been set at \$17.32/hour with benefits per the Food Service Benefit Summary. Effective: March 8, 2021.
3. **Thomas O'Connor**; Full-time (.67) Instructional Assistant and Part-time (.33) Health and Physical Education Teacher Spring City Elementary School, to Health and Physical Education Teacher Upper Providence Elementary School, replacing Jeffrey M. West who retired. Compensation has been set at M, Step 2, \$52,000.00 prorated with benefits per the Professional Agreement. Effective: March 15, 2021.

E. Administration recommends approval of **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).

F. 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).

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

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

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

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

- I. Administration recommends approval of the following Professional Staff as Special Education Teachers - Tutors to be hired for the 2021 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30

PM; June 28, 2021 through July 29, 2021. Compensation will be set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

1. **Kathryn A. Calvert**
2. **Laura E. Camp**
3. **Allison L. Dorn**
4. **Brenda A. Haydt**
5. **Nicholas J. Latch**

6. **Kevin M. Lewis**
7. **Jacquelyn M. Lippincott**
8. **Jaclyn A. McDermott**
9. **Mollie M. Smith-Wood**

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

1. **Erin J. Lewandoski**

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

1. **Lauren N. Raugh**

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

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

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

administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

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

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

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

- O. Administration recommends one (1) additional Certified School Nurse at a rate of \$40.00/hour for the 2021 Extended School Year Program (ESY) due to the additional staffing needed for the Health Annex. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.
- P. Administration recommends approval of the attached extra-curricular contracts for the 2020-2021 school year. Payments of extra-curricular stipends shall be contingent upon the re-opening opening of schools and the ability as determined by the administration to provide such extra-curricular offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. The district reserves the right to prorate or not pay stipends in the event of a school closure, school modification, and/or discontinuation of the activity due to the pandemic or other events surrounding the pandemic. **(Attachment A4)**

## VII. FINANCE

There were no questions or comments.

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

- B. Checks:

- |                               |               |
|-------------------------------|---------------|
| 1. <u>General Fund Checks</u> |               |
| Check No. 212401 – 212536     | \$ 467,121.86 |
| 2. <u>Food Service Checks</u> |               |
| Check No. 2105 – 2116         | \$ 1,295.91   |

3. General Fund, Food Service, Capital Reserve & Projects ACHs  
ACH 202101258 – 202101433 \$ 2,862,095.92
4. Wires  
202000095 – 202000108 \$ 2,650,233.75
5. Procurement Payments  
200000001 – 200000145 \$ 147,594.70

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

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

D. Administration recommends approval of the following independent contracts:

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

## VIII. PROGRAMMING AND CURRICULUM

There were no questions or comments.

- A. Administration recommends the approval of McGraw-Hill *Discovering Our Past – A History of the World* for adoption for 6<sup>th</sup> grade Social Studies. This includes 650 digital 6-year licenses, 325 print textbooks and 22 teacher resource bundles. Funding will come from the Curriculum Budget and shall not exceed \$58,607.25.
- B. Administration recommends the acceptance of the 2020-2021 Pottstown Area Health and Wellness Foundation Grant in the amount of \$45,000.00. The grant will continue to support our district-wide Healthy Choices Program.

## IX. CONFERENCES AND WORKSHOPS

Mr. Jackson asked about Item C and expressed a concern that this conference did not appear to be a virtual one whereas most others are still being held virtually. Mr. Rizzo explained that while there may be a component of this conference that may be virtual, it is a hands-on training with strategies and techniques for students who are in crisis and a lot of this is physical and needs to be done in-person in order for the attendee to get the certification. Mr. Rizzo added that this certification is a train the trainer model so Ms. Lannutti will be able to provide the instruction in our buildings for our staff.

- A. **Elizabeth Leiss**, Director of Human Resources, to attend virtually "*Title IX Coordinator Four: Advocacy, Prevention and Trauma*" on April 7, 14, 21 and 28 from 12:00–3:00 p.m. each day. The total cost of this training and certification is \$1,599.00 (registration). No substitute is needed.
- B. **Douglas Reigner**, Principal, to attend "*K-12 Athletics: Title IX*" virtual training on April 12, 2021. The total cost of this training and certification is \$299.00 (registration). No substitute is needed.
- C. **Elise-Marie Lannutti**, Behavior Specialist, to attend "*Safety Care Trainer Training*" in Reading, PA on April 27–29, 2021. The total cost of this training is \$1,602.68 (registration, mileage). No substitute is needed.
- D. **Dr. Kelly Murray**, Director of Curriculum and Instruction, **Mary Davidheiser**, Controller, **Catherine Gardy**, Curriculum Supervisor, **Sue Choi**, Principal, and **Mary Newett**, Senior Accountant, to attend "*PAFPC 2020 Annual Conference*" virtually on May 4 and May 5, 2021. The total cost of this training is \$650.00 (registration) to be paid from Title I Funds. No substitutes are needed.
- E. **Trisha Smith**, Certified School Nurse, to attend virtually the "*PASNAP: 2021 Annual Conference*" from April 9, 2021 through April 11, 2021. The total cost of this conference is \$115.00 (registration). No substitute is needed.
- F. **Tracy Bogucki** and **Jessica Kemp**, Administrative Assistants – Child Accounting, to attend the "*A/CAPA Spring Virtual Conference 2021*" on April 14 and April 15, 2021. The total cost of the conference is \$200.00 (registration). No substitutes are needed.

## X. OTHER BUSINESS

There were no questions or comments.

- A. The following policies are submitted as a second reading for approval at the next board meeting:
  - 1. Policy #203.1 – PUPILS: Exclusion from School – Bloodborne Pathogens (**Attachment A5**)
  - 2. Policy #204 – PUPILS: Attendance (**Attachment A6**)
  - 3. Policy #308 – ADMINISTRATIVE EMPLOYEES: Employment Contract/Board Resolution (**Attachment A7**)
  - 4. Policy #309 – ADMINISTRATIVE EMPLOYEES: Assignment and Transfer (**Attachment A8**)
  - 5. Policy#417.1 – PROFESSIONAL EMPLOYEES: Disciplinary Procedures (**Attachment A9**)

**XI. DISCUSSION ITEM**

Dr. Wright expressed her support for using the Intermediate Unit's free superintendent search services.

Mrs. Earle agreed that the IU should be used and stated that she read the proposals of all of the vendors and they all were offering the same type of service for various amounts of money.

Mrs. Melton agreed and commented that she felt the process needed to be started.

It was stated that the topic of a superintendent search came up at the board's recent professional development on Saturday and Mr. Jackson raised a concern as to why it would have been discussed there. Mrs. Zasowski explained that Ms. Valentina Viletto, the facilitator of the professional development, was speaking about the importance of having a leader in place and advised them to get moving as a board on this no matter what direction they decide to take.

Mr. DiBello felt that Ms. Viletto was just one individual and not an expert. He felt that since the board had just appointed Mr. Rizzo as the Acting Superintendent that he should stay in the role and that the board should not be too quick to take him out of the role.

Dr. Wright stated that even if the board were to start the process today it would be a long process and Mr. Rizzo would have plenty of time in his role to govern the district.

Mr. Shafer commented that he cannot in good faith put off beginning the process. He stated that it has nothing to do with whether Mr. Rizzo stays in his current role or moves back into his previous role.

Mrs. Zasowski asked if anyone from the board wanted to make a motion. Mrs. Melton made a motion to engage the Montgomery County Intermediate Unit to begin the superintendent search for the Spring-Ford Area School District, subject to the review of any terms, conditions and expenses that may be applicable. Mrs. Earle seconded the motion.

There was no board comment or public comment on the motion. The motion passed 9-0.

A. Superintendent Search

**XII. BOARD COMMENT**

Mr. DiBello commented that during the tour of schools with Perkiomen Valley this week, he saw one of the Upper Providence Elementary virtual teachers using a smaller version of a Varidesk that had been purchased by the Home and School. He spoke of how it permitted the teacher to stand, sit and move around easily while still continuing to teach and do the virtual learning. He felt this was an awesome idea and proposed getting all of the virtual teachers in the district those desks. Mr. DiBello reported that the teacher also had a document reader which he believes was also purchased by the Home and School. He explained that it was a device that looked like a microphone but had a square box on top. He added that the teacher would place a document underneath that square box which would read the document allowing her to shoot the document right out to the virtual students. He felt that from a virtual teaching aspect, these are two things that we should definitely provide to all virtual teachers as soon as possible. Mr. Catalano was asked to look into these two items and report back to the board at the next meeting on the cost for doing this for all virtual teachers. Dr. Wright asked that teachers be asked if this is something they would be interested in as well.

Mr. DiBello commented that he felt that when the district is faced with the sudden passing of a long-time employee that the sick time they accrue should be paid out to that employee's family rather than it just disappearing. It was advised that the employees vacation time is paid out but



not the time accumulated for sick days. Mr. DiBello expressed that he felt this should be changed and that it should be retroactive to include the recent employee who passed away. It was determined that this topic needed to go to the Personnel Committee for further discussion.

Mr. Jackson reported that he and Mr. DiBello attended a forum via Zoom that was put on by the Black and Brown Lives of Montgomery County. He advised that the purpose of the meeting was to pair Spring-Ford with another school district, Cheltenham, for discussion and to look at the perspective of educational equity in public education. Mr. Jackson stated that overall, it was a good discussion with an interesting group. He added that they shared with the group that Spring-Ford has an Equity, Diversity and Inclusion Committee that has been in the works for a while. He advised that there will be a presentation at the March 22<sup>nd</sup> Board Meeting. Mr. Jackson felt that it was good to be able to speak with other districts, compare how they do things with how we do things. He advised that the forum will be an ongoing thing.

There was discussion on who exactly was able to attend as there was confusion on whether it was only for school board candidates or whether it was open to seated school board members. Mr. Fitzgerald commented that it was his understanding that it was for candidates but that the group may have been expanded which is okay.

Mrs. Melton advised that there was also a group, Pennsylvanians for Fair Funding, that has become very active and is led by some of our peers from Pottstown. She advised that she has had the pleasure on many occasions to work with them and that they are a great group of people who are very passionate, very engaged, and very active.

Mrs. Fazzini asked if Mr. Jackson could make sure that everyone is aware when the next forum is coming up.

Mr. DiBello echoed Mr. Jackson's sentiments on the success of the forum and the discussions held.

### **XIII. PUBLIC TO BE HEARD**

**Heidi Goldsmith, Collegeville**, stated that she was glad to hear that there is a lot of planning going on for the 2021-2022 school year and felt that it is important to use the information accrued, having been through this pandemic, for future planning in order to expand and make things better. She recommended that with regards to special education students, those families be addressed individually to seek information.

**Abby Deardorff, Royersford**, advised that she wanted to talk about the event last week with the Movement for Black and Brown Lives. She stated that the series that will be going on for the next 7 weeks is for school board candidates who are the speakers and then community members are invited to listen in. She felt that it was a great experience talking with other candidates in the district in a forum that they normally do not get to do as well as networking with other districts on what they are doing.

### **XIV. ADJOURNMENT**

Mrs. Earle made a motion to adjourn and Mrs. Fazzini seconded it. The motion passed 9-0. The meeting adjourned at 8:50 PM.

Respectfully submitted,

Diane M. Fern  
School Board Secretary

On March 22, 2021, the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

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

## **ANNOUNCEMENTS**

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

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

There were no comments from the public.

### **II. PRESENTATION**

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

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

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

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

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

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

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

### III. **BOARD AND COMMITTEE REPORT**

#### **Student Rep. Report                      Eshika Seth/Allison McVey**

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

#### **Finance    Thomas DiBello    2<sup>nd</sup> Tues. 6:30 p.m.**

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

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

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

#### **Property    Clinton Jackson    2<sup>nd</sup> Tues. 7:30 p.m.**

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

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

**Policy**

**Wendy Earle**

**3<sup>rd</sup> Mon. 6:30 p.m.**

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

**Extracurricular**

**David Shafer**

**3<sup>rd</sup> Mon. 7:30 p.m.**

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

**Personnel Committee**

**Thomas DiBello**

**As Needed**

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

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

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

**Legislative Committee**

**Christina Melton**

**3<sup>rd</sup> Weds. 7:30 p.m.**

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

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

**Acting Supt. Report                      Robert W. Rizzo**

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

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

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

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

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

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

**Nurse's Report                              Trisha Smith**

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

**Solicitor's Report                              Mark Fitzgerald**

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

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

#### **IV. MINUTES**

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

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

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

#### **V. PERSONNEL**

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

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

The motion passed 9-0.

##### **A. Resignations**

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

**New Resignations**

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

**B. Leaves of Absence**

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

**New Leave of Absence**

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

**C. Support Staff**

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

**New Support Staff**

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

**D. Change of Status**

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

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

3. **Thomas O'Connor**; Full-time (.67) Instructional Assistant and Part-time (.33) Health and Physical Education Teacher Spring City Elementary School, to Health and Physical Education Teacher Upper Providence Elementary School, replacing Jeffrey M. West who retired. Compensation has been set at M, Step 2, \$52,000.00 prorated with benefits per the Professional Agreement. Effective: March 15, 2021.
- E. The Board approved **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).
- F. The Board approved **Joan D. Flack** as an Instructional Assistant for the Pre-K Summer Readiness Program. Compensation will be set at the Instructional Assistant's current hourly rate plus benefits (FICA & Retirement).
- G. The Board approved of the following Professional Staff as Special Education Teachers for the 2021 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30 PM; June 28, 2021 through July 29, 2021. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be from the Special Education Funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. \*New additions since the Work Session agenda.
- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| 1. <b>Gabrielle V. Adelsberger</b>  | 17. <b>Maura F. Groff</b>             |
| 2. <b>Diana L. Bilardo</b>          | 18. <b>Brenda A. Haydt</b>            |
| 3. <b>Ashley L. Brod</b>            | 19. <b>Patricia M. Konschak</b>       |
| 4. <b>Krista M. Brooke</b>          | 20. <b>Kathy A. Lebedynsky-Pencak</b> |
| 5. <b>Alyssa K. Brooks</b>          | 21. <b>Deborah E. Malack</b>          |
| 6. <b>Kathryn A. Calvert</b>        | 22. <b>Jaclyn A. McDermott</b>        |
| 7. <b>Katherine M. Cieszkowski</b>  | 23. <b>Barbara J. McGuigan</b>        |
| 8. <b>Hannah Z. Coath</b>           | 24. <b>Gary W. Rhodenbaugh, Jr.</b>   |
| 9. <b>April Collins</b>             | 25. <b>Angela E. Rowe</b>             |
| 10. <b>*Danielle A. DeFrancesco</b> | 26. <b>Shana L. Savard</b>            |
| 11. <b>Karen M. DeLange</b>         | 27. <b>Elizabeth Shields</b>          |
| 12. <b>Grace L. Donovan</b>         | 28. <b>*Amelia M. Smith</b>           |
| 13. <b>Allison L. Dorn</b>          | 29. <b>Mollie M. Smith-Wood</b>       |
| 14. <b>Wayne F. Downs</b>           | 30. <b>Greta L. E. Verma</b>          |
| 15. <b>Jennifer L. Elliott</b>      | 31. <b>*Megan A. Yakupcin</b>         |
| 16. <b>Allison L. Fauerbach</b>     |                                       |
- H. The Board approved of the following Support Staff as Instructional Assistants for the 2021 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday 8:30 AM to 2:30 PM; June 28, 2021 through July 29, 2021. Compensation for new employees will be set at \$16.36/hour non-degree rate or \$17.36/hour degree rate. Current hourly employees will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds. The appointments and payments herein shall be contingent upon the ability as determined by administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania. \*New additions since the Work Session agenda.



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

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

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

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

1. **Erin J. Lewandoski**

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

1. **Lauren N. Raugh**

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

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

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

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

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

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

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

### New Personnel Motions

#### Q. Temporary Professional Employee

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

#### R. Substitute

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

### VI. FINANCE

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

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

The motion passed 9-0.

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

#### B. Checks:

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

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

C. The following monthly Board reports were approved:

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

D. The Board approved the following independent contracts:

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

#### **New Independent Contracts**

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

## **New Finance**

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

## **VII. NEW PROPERTY**

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

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

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

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

## **VIII. PROGRAMMING AND CURRICULUM**

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

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

**IX. CONFERENCES AND WORKSHOPS**

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

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

**New Conference and Workshop**

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

**X. OTHER BUSINESS**

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

A. The following policies were approved:

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

#### **New Other Business**

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

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

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

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

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

#### **XI. BOARD COMMENT**

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

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

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

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

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

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

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

## **XII. PUBLIC TO BE HEARD**

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



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

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

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

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

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

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

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

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

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

### **XIII. ADJOURNMENT**

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

Respectfully submitted,

Diane M. Fern  
School Board Secretary

**2020-2021 EXTRACURRICULAR CONTRACTS**  
**APRIL 2021**

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	Co-Ed Fitness Intramural # 15 - Grade 7- Running Club	Spring	Butterweck	Daniel R.	\$402.00
2	Volunteer Assistant Baseball Coach- 9th Grade	Spring	Edwards	David C.	Volunteer
3	JV "B" Lacrosse Coach-Boys'	Spring	Tatum	Brian R.	\$3,186.00

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

### **Purpose**

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

### **Authority**

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

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

### **Delegation of Responsibility**

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

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

Legal

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Pol. 000

Pol. 602

Pol. 603

Pol. 604

Pol. 605

Pol. 610

Pol. 611

Pol. 612

Pol. 614

Pol. 616

Pol. 619

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

### **Authority**

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

Legal

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

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

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

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

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

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

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

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

[9. 53 P.S. 6901 et seq](#)

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

[24 P.S. 672.1](#)

[24 P.S. 672.2](#)

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

### **Authority**

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

### **Delegation of Responsibility**

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

### **Guidelines**

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

Legal

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

[2. Pol. 202](#)

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

[24 P.S. 1301](#)

[24 P.S. 1306](#)

[24 P.S. 1307](#)

[24 P.S. 1308](#)

[24 P.S. 1309](#)

[24 P.S. 1310](#)

[24 P.S. 1313](#)

[24 P.S. 2503](#)

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

### **Authority**

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

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

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

### **Guidelines**

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

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

Legal

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

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

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

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

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

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

[24 P.S. 625](#)

120300300.v1

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

### **Purpose**

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

### **Authority**

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

### **Guidelines**

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

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

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

Legal

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

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

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

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

Pol. 611



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

### **Authority**

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

### **Delegation of Responsibility**

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

### **Guidelines**

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

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

Legal

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

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

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

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

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

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

### **Authority**

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

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

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

### **Guidelines**

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

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

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

Legal

1. Pol. 302

2. Pol. 304

4. Pol. 330

5. Pol. 305

6. Pol. 306

7. Pol. 308

8. Pol. 328

[24 P.S. 406](#)

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

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

### **Purpose**

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

### **Authority**

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

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

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

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

### **Purpose**

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

### **Authority**

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

### **Delegation of Responsibility**

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

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

### **Guidelines**

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

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

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

### **Purpose**

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

### **Definition**

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

### **Authority**

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

### **Delegation of Responsibility**

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

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

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

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

### **Guidelines**

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

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

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

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

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

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

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

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

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

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

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

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

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

### Graduating Classes

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

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

Legal

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

2. Pol. 811

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

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

5. Pol. 608

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

7. Pol. 619

Pol. 000

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

### **Purpose**

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

### **Authority**

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

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

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

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

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

### **Delegation of Responsibility**

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

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

Legal

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

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

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

4. Pol. 801

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

7. Pol. 324

8. Pol. 216

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

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

[24 P.S. 504](#)

[24 P.S. 511](#)

[24 P.S. 1337](#)

[24 P.S. 2432](#)

[24 P.S. 2441](#)

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

### **Purpose**

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

### **Definition**

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

### **Authority**

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

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

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

### **Delegation of Responsibility**

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

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

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

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

### **Guidelines**

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

### **Appeals Process**

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

1. Review by the Board in executive session.

### **Legal**

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

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

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

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

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

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

[24 P.S. 2432](#)

[24 P.S. 2441](#)

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## Act 50 Taxpayer Bill of Rights

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

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

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

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

Your rights during an audit.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If Berkheimer says you owe more taxes.

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

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

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

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

## Your right to a refund.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Your right to appeal.

(Where Berkheimer is the Tax Hearing Officer)

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

And finally . . .

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

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

### **Petition for Appeal.**

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

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

# PETITION FOR APPEAL

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

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

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

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

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

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

11. Representative's Name: \_\_\_\_\_
13. Representative's Address: \_\_\_\_\_
14. Representative's Telephone: \_\_\_\_\_
15. Representative's Occupation: \_\_\_\_\_
16. *For all petitions: please set forth below all of the reasons that support your position. Attach copies of all local tax returns which may apply and all federal and state returns or schedules as they relate to your case. Use additional sheets if necessary.*

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

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Petitioner

## Notice of Hearing

**FOR OFFICIAL USE ONLY**

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

Date:

Time:

Place:

The hearing will be before \_\_\_\_\_, Tax Hearing Officer.