

On November 18, 2019 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:38 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Dr. Edward T. Dressler, Linda C. Fazzini and Kelly J. Spletzer

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

Region III: Mark P. Dehnert and Christina F. Melton

Presiding Officer: Thomas J. DiBello

Superintendent: Dr. David R. Goodin

Chief Financial Officer: James D. Fink

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Julianna Lelli and Eshika Seth

The following Board Members were absent:

## **ANNOUNCEMENTS**

Eshika reminded parents of seniors that the Future Planning Center is offering extended hours on November 25<sup>th</sup> for the completion of college applications before the Thanksgiving break. She added that Mrs. Sussman and Mrs. Benner will be available from 8 AM to 8 PM to assist students in completing their college applications. Students who have not yet begun the college application process are encouraged to attend this event as completing applications this early may result in a more favorable admission review.

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

There were no comments from the public.

Mr. DiBello announced that the Board met in an executive session prior to the meeting this evening to discuss security.

## **II. ACTION ITEM**

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

- A. The Board approved **Resolution 2019-33** commending the **Spring-Ford High School Boys' Football Team**, Head Coach **Chad Brubaker**, Assistant Coaches **Steve Entenman, Jim Mich, Charles Nesley, Steve Schein, Chad Strickler, Bob Swier**, Volunteer Coaches **Jim Algeo, Eric Hill, Ian MacMillan** and **Steve Moyer** for winning the 2019 Pioneer Athletic Conference (PAC) Football Championship. (**Attachment A1**)

## **III. PRESENTATIONS**

Mr. McDaniel introduced and the Board recognized the 8<sup>th</sup> Grade Girls' Soccer Team and their coach on their undefeated season.

- A. Recognition of the **8<sup>th</sup> Grade Girls' Soccer Team** and their Coach **Zoe Jacobs** on their Undefeated Season.

Mr. McDaniel introduced and the Board recognized the High School Boys' Football Team and their coaches on winning the 2019 Pioneer Athletic Conference.

- B. Presentation of **Resolution 2019-33** commending the **Spring-Ford High School Boys' Football Team**, Head Coach **Chad Brubaker**, Assistant Coaches **Steve Entenman, Jim Mich, Charles Nesley, Steve Schein, Chad Strickler, Bob Swier**, Volunteer Coaches **Jim Algeo, Eric Hill, Ian MacMillan** and **Steve Moyer** for winning the 2019 Pioneer Athletic Conference (PAC) Football Championship. **(Attachment A1)**

Dr. Weidenbaugh thanked the Board for the opportunity to present this evening. She advised that they will be talking about the Chromebooks that were deployed to all 9<sup>th</sup> grade students this summer before school started. Dr. Weidenbaugh commented that she has six 9<sup>th</sup> grade students with her this evening and they are going to talk about how laptops have changed their learning environment. She added that five years ago the board and administration had the vision of making sure that students were 21<sup>st</sup> Century ready and what would be the best responsible way of doing that. Dr. Weidenbaugh stated that the Board also wanted to ensure that teachers were given the proper training and professional development before students began using these devices in the classroom.

**Jack Baumgardner** spoke about the use of laptop carts and how they were a great idea at first but as time has passed laptops and carts have worn down. He spoke about the slowness in the time to log into the laptops and the opening up saved work and other tabs which could take up to 10 minutes of class time. Jack stated that with the new personal laptops students are able to get more work done, learn more, have longer battery life and the response time is much quicker.

**Sahil Desai** commented that the new laptops give students a better way to organize their work and be more flexible with what they are able to do. He stated that students are able to complete their work whenever they need to and access it at any time via their Google accounts since it is saved online. Sahil added that the laptops allow them to save a lot of paper and never lose their work since it is all in one space online. Sahil stated that he is able to compartmentalize his work into different folders. He added that all of these features help to make his backpack lighter since he does not have to carry his work around a lot of different binders.

**Katherine Black** spoke about Nearpod which is an interactive tool. She asked each of the Board Members to login to Nearpod to participate in an interactive demonstration. Katherine advised that Nearpod can be used as an easy note-taking program that saves the information to a Google drive. She commented that Nearpod also allows for many engaging features such as a collaboration board which keep students on their toes. Katherine asked Board Members to respond via the Nearpod app to the question, "what technology did you have in school"? The anonymous responses were shown and it was obvious how much technology had changed over the years.

**Sunidhi Srinivas** spoke about how Google Classroom has revolutionized learning and is a tool that teachers can use to essentially create a virtual classroom and eliminates the need for paper worksheets. She added that by entering a given code students can join classes in which teachers can create and distribute assignments. Sunidhi stated that what makes Google Classroom a unique tool is the online teacher-student interface which provides for an enhanced way to learn.

**Grace Deitrick** spoke about the helpful use of a Stylus for many subjects, homework and projects. Grace spoke about some of the apps available for using a stylus. She specifically highlighted and spoke about the Kami app and the Chrome Canvas app and provided a demonstration of how it worked.

**Caleb Little** spoke how laptops have improved how homework is done. He stated that laptops can store all textbooks for multiple classes in one device making it easier to carry to and from school. Caleb spoke about how using Google Classroom also improves communication between teachers and their students. He spoke about reading assignments and how being able to access books online have helped with regards to students having books available to them with no danger of losing the book or ripping the book. Caleb pointed out that the entire presentation tonight was put together using Google Classroom and their laptops.

- C. **Dr. Theresa Weidenbaugh**, 9th Grade Center Principal, along with 9<sup>th</sup> Grade Students, **Jack Baumgardner**, **Katherine Black**, **Grace Deitrick**, **Sahil Desai**, **Caleb Little** and **Sunidhi Srinivas** to present on the “**Benefits of Laptops and How They Have Changed the Way Students Learn**”.

Mr. Hunter explained that a Facilities Condition Assessment is similar to a home assessment someone would have done on their house but in this case it is done on all of our school buildings. He showed slides with pictures from the assessment which depicted what people see from the outside when looking at our buildings and then some of the actual older mechanics that are in place in our buildings that are not always visible to the public. He spoke of the next steps which included utilizing the data collected to determine immediate, short-term and long-term needs to develop a Capital Improvement Plan for the upcoming fiscal year and for a 10 year capital improvement plan including budgetary requirements. Dr. Goodin pointed out that the study went through every building and every aspect of every building and provided us with an overall status of our buildings. Mr. Hunter spoke about the useful service life of the mechanics in the buildings.

Discussion took place on how much money would be needed over the ten-year time period to take care of the items of concern spoken about in the facilities condition assessment report and where those funds would come from. Mr. Hunter replied that they are still in the process of determining a budget for this and he would not want to speculate on a total cost. Mr. DiBello spoke about the annual debt service drop off that is coming within the next three years and the potential for redirecting those funds to some of the capital projects.

- D. **Robert Hunter**, Director of Planning, Operations and Facilities, to present on the “**Facilities Condition Assessment**” recently completed by ICS Consulting.

Mr. Fink spoke about the budget timeline, the challenges in preparing the preliminary budget, and the 2020-2021 preliminary budget highlights. He advised that currently the budget gap is at \$4.8 million and that the Act 1 Index cap this year is at 2.6%. He reported that the next steps are to look deeper into the expenses by evaluating them from a ground up approach by department/building, filing for the PDE exceptions for special education expenses and retirement contributions and keep a watchful eye on Harrisburg and the state budget. Mr. Fink reminded everyone that the district’s budget is 80% personnel based, much of which is dictated by the professional contract and other agreements in place.

- E. **Mr. James D. Fink**, Chief Financial Officer, to present the **2020-2021 Proposed Preliminary Budget** for the Spring-Ford Area School District.

#### IV. BOARD AND COMMITTEE REPORTS

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

Mrs. Heine reported on the Curriculum/Technology Committee meeting that took place on November 6, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

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

Mrs. Zasowski reported on the Policy Committee meeting that took place on November 11, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

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

Mrs. Melton reported on the Extracurricular Committee meeting that took place on November 11, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

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

Mr. DiBello reported on the Finance Committee meeting that took place on November 12, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

**Property Thomas J. DiBello 2<sup>nd</sup> Tues. 7:30 p.m.**

Mr. DiBello reported on the Property Committee meeting that took place on November 12, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

**Asst. Superintendent Rpt. Robert Rizzo**

Mr. Rizzo spoke about the two Drama Department productions he attended this fall which included the 5/6 Grade Center's production of The Music Man Junior and the High School's production of The Diary of Anne Frank. He acknowledged the fantastic job done by all of the cast and crew for both productions saying that Theater is alive and well here at Spring-Ford. Mr. Rizzo reported that 4 High School Aevium Club Members and their advisor attended the Statewide Suicide Task Force Listening Session that was held in Radnor Township. He added that the goal of the session was to understand what is happening with suicides across the state and that information brought before the panel would be shared with other members of the Statewide Task Force. Mr. Rizzo spoke of new district initiatives, the first highlights Spring-Ford Employees caught doing great work with our students and the second highlights students who have a positive impact on their community. Mr. Rizzo advised that this week is American Education Week and provides an opportunity to celebrate public education and honor individuals who are making a difference in ensuring every child receives a quality education. Mr. Rizzo personally thanked all of the Spring-Ford Professional Staff for the tireless work they do each and every day for students. He next thanked all of the staff and students for taking time to honor our Veterans through assemblies, classroom-based activities and guest appearances. He expressed his thanks to all of the Veterans for their service to the country and the community. Mr. Rizzo gave an update on upcoming district events including the hiring event hosted by Substitute Teacher Services and Parent-Teacher Conferences.

**Solicitor's Report Mark Fitzgerald**

Mr. Fitzgerald reported that about three-weeks ago every school district in the Commonwealth received notification from PDE that they will now be in the business of notifying LEA's of every arrest or conviction of the respective employees of a school district. He stated that this is

an absolute game changer on how we find out about issues involving our employees. Mr. Fitzgerald stated that he has mixed feelings about this because districts will now receive notice of an employee who may have potentially had an unfortunate run in or a minor incident and from a legal perspective we are now on notice of it and we in turn will have to report it back to PDE through the state reporting mandatory reporting forms. Mr. Fitzgerald commented that this opens up Pandora's Box for what the current statute outlines and what we are going to have to do with regards to this information. Mr. Fitzgerald advised that he will keep the Board apprised of any additional information regarding this.

**V. MINUTES**

There were no questions or comments.

- A. Administration recommends approval of the October 21, 2019 Work Session minutes. **(Attachment A2)**
- B. Administration recommends approval of the October 28, 2019 Board Meeting minutes. **(Attachment A3)**

**VI. PERSONNEL**

There were no questions or comments.

**A. Resignations**

- 1. **Billie J. Amerine**; Part-time, Food Service (5.75 hours/day), 5/6th Grade Center. Effective: November 22, 2019.
- 2. **Eileen Sullivan**; Part-time, Food Service (3 hours/day), 5/6th Grade Center. Effective: December 20, 2019.

**B. Leaves of Absence**

- 1. **Catherine W. Cabrera**; Speech Therapist, Oaks Elementary School, for a military leave of absence per Board Policy. Effective: November 7, 2019 through November 8, 2019.
- 2. **Racquel C. Richter**; Science Teacher, 8th Grade Center, for an extension of child-rearing leave per the Professional Agreement. Effective: January 27, 2020 through the end of the 2019-2020 School year.

- C. Administration recommends approval of the attached job description for Junior Network Systems Administrator. **(Attachment A4)**
- D. Administration recommends approval of the attached extra-curricular contracts for the 2019-2020 school year. **(Attachment A5)**

**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. 208573 – 208891	\$1,209,409.52
2. <u>Food Service Checks</u>	
Check No. 1806 – 1812	\$ 1,955.25
3. <u>Capital Reserve Checks</u>	
Check No. 2078– 2079	\$ 137,302.94
4. <u>Capital Projects</u>	
Reserve Fund: Check No. 60 – 64	\$ 328,052.77
5. <u>General Fund, Food Service, &amp; Capital Reserve and Projects ACHs</u>	
ACH 192000442 – 192000570	\$2,192,330.81
6. <u>Procurement Payments and Wires</u>	
201900025 – 201900033	\$1,520,688.66
190000001 – 190000043	\$ 12,840.17

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

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

D. Administration recommends approval of the following independent contracts:

1. **Robert Rivset – Springfield, MA.** Provide 2 assemblies at Evans Elementary School and 1 at Spring City Elementary School entitled “Robert Rivset’s Mindfulness in Schools and Healthy Choices” highlighting the five mindful growth habits: Empathy, Flexibility, Persistence, Resilience and Optimism. Funding will be paid from the General Fund and shall not exceed \$1,200.00 (Evans \$800.00 and Spring City \$400.00).
2. **American National Red Cross – Philadelphia, PA.** Provide adult and pediatric First Aid/CPR/AED training for instructional assistants during the 2019-2020 school year by Red Cross certified instructors. Funding will be paid from the Special Education Budget and shall not exceed \$3,052.00.
3. **Buxmont Academy – Pipersville, PA.** Provide educational services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$21,849.80.
4. **Silver Springs - Martin Luther School – Plymouth Meeting, PA.** Provide educational services, a 1:1 PCA and related services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$100,582.00.

5. **Epic Health Services (PA) LLC dba Aveanna Healthcare – Atlanta, GA.** Provide a home health aide at school during the 2019-2020 school year for a special needs student as per the IEP. Funding will come from the Special Education Budget and shall not exceed \$4,455.00.
  6. **Lakeside Educational Network – North Wales, PA.** Provide services through the Lakeside Mobile Support Program for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$12,468.60.
- E. Administration recommends approval of the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Michael Straka – Bushkill, PA.** Provide a presentation for 3rd grade students at Evans Elementary School entitled “Rocks, Minerals and Fossil Show”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$575.00.
  2. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide a total of 5 assemblies for kindergarten students at Evans Elementary School entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$550.00.
  3. **Adragone Aeroponics – Glenmoore, PA.** Provide an Aeroponic Gardening Presentation for students in grades 1 through 4 at Spring City Elementary School. Funding will be paid by the Spring City Elementary Home and School Association and shall not exceed \$200.00.
  4. **Pamela J. Gaal – Limerick, PA.** Provide a Dog Safety Assembly for 4<sup>th</sup> grade Students at Brooke Elementary School. There is no cost for this assembly.
  5. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide a total of 4 assemblies for kindergarten students at Brooke Elementary School entitled “Winter Secrets: Animals in Winter”. Funding will be paid by the Brooke Elementary Home and School Association and shall not exceed \$440.00.
- F. Administration recommends approval of an addendum to the 3 year contract with Pediatric Therapeutic Services, Inc. (PTS) from June 26, 2017. This addendum is necessary due to additional services that are needed to provide psychology and occupational therapy services for special needs students during the 2019-2020 school year. Funding will be paid from the Special Education Budget and shall not exceed \$96,411.00.
- G. Administration recommends approval to make public the 2020-2021 Proposed Preliminary Budget for the required 20 days and advertise the Board’s intent to adopt the Preliminary Budget on January 27, 2020.
- H. Administration recommends approval for the Board of School Directors to authorize Fox Rothschild LLP to enter into an agreement for the property located at 200 Limerick Center Road in Limerick Township and further identified as tax parcel No. 37-00-02143-00-7 setting the assessment of the property at \$566,950 for tax year 2020 (school tax

year 2020-21) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.

- I. Administration recommends approval of a proposal between Thom Stecher & Associates of Malvern, PA and the Spring-Ford Area School District for the 2019-2020 school year. Thom Stecher & Associates will provide ongoing professional development and data collection through the development of a district-wide Social Emotional Learning committee and affording the district the opportunity to engage with regional and national researchers and implementers in a data-based organization change model. The total cost of the proposal is \$13,200.00 and will be paid from Title IIA Funds.
- J. Administration recommends approval to enter into a contract with a parent of a special needs student to provide transportation, at the IRS approved rate, during the 2019 Extended School Year Program to and from The Melmark School in Berwyn, PA. Funding will come from the Special Education Budget and shall not exceed \$1,000.00.
- K. Administration recommends approval to seek bids and/or participate in the Intermediate Unit bids for supplies for the 2020-2021 school year. Supplies would include but not be limited to custodial, art, paper, physical education, science, technology education and furniture.
- L. Administration recommends approval of an agreement with RDS Vending, LLC of Norristown, PA to install and maintain a snack vending machine at the Administration Building. There will be no cost to the district.
- M. Administration recommends approval for the establishment of a High School DECA Student Activity Account.
- N. Administration recommends approval for the establishment of a High School Animal Rescue Club Student Activity Account.
- O. Administration recommends approval for the establishment of a 7<sup>th</sup> Grade Crafting Club Student Activity Account.
- P. Administration recommends approval to close the account for the Class of 2019 from the High School Activity Account.

#### **VIII. PROPERTY**

There were no questions or comments.

- A. Administration recommends approval to purchase a 2019 Ford F-450 Dump Truck from Fred Beans Ford, West Chester, PA, COSTARS Purchasing Agreement for a cost not to exceed \$54,209.00. Funding will come from the Capital Reserve.

#### **IX. PROGRAMMING AND CURRICULUM**

- A. Administration recommends approval of the following new courses for the 2020-2021 school year. Board approval is requested so that administration may begin the process of planning for curriculum development, budgeting, and inclusion of the course in the student's course guide.

**NEW COURSES FOR SPRING-FORD SENIOR HIGH SCHOOL 2020-2021****1. AP Microeconomics:**

This major course will provide a rigorous course offering for those students interested in Global Studies and/or Social Studies and will enrich the curriculum of Spring-Ford's Social Studies and AP Program. Currently, Spring-Ford offers AP Macroeconomics. AP Microeconomics would serve as a complementary course for students interested in a deeper study of economic systems. From College Board: AP Microeconomics is a college-level course that introduces students to the principles of economics that apply to the functions of individual economic decision-makers. The course also develops students' familiarity with the operation of product and factory markets, distributions of income, market failure, and the role of government in promoting greater efficiency and equity in the economy. Students learn to use graphs, charts and data to analyze, describe and explain economic concepts

**Cost:**

Initial Curriculum Development (36.0 Hours)	\$ 1,440.00
AP Training (Current Staff Trained)	\$ 0
Textbooks (50 @ \$200 ea.)	<u>\$10,000.00</u>
<b>TOTAL</b>	<b>\$11,440.00</b>

**2. Innovation Studio/Media/Communications Minor:**

This course is designed to increase student understanding of software, equipment, and related techniques in the audio, broadcasting, and makerspace areas of the Innovation Center of the 10-12 Media Center. Once certified in each studio, students can work on larger, long-term products for both themselves and faculty / staff in the building.

**Cost:**

Initial Curriculum Development (12.0 Hours)	\$ 480.00
<b>TOTAL</b>	<b>\$ 480.00</b>

**X. CONFERENCE/ WORKSHOP RECOMMENDATIONS**

There were no questions or comments.

The following individuals are recommended for attendance at the following:

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

- A. **Elizabeth Leiss**, Director of Human Resources, to attend "*PA Association of School Personnel Administrators (PASPA) Annual Conference*" in Harrisburg, PA from February 25 through February 28, 2020. The total cost of the conference is \$1,265.00 (registration, transportation, lodging and meals). No substitute is needed.
- B. **Rachael Fenyus**, Senior Accountant, and **Sydney McGill**, Administrative Assistant-Human Resources, to attend "*Skyward Users Conference: Skyward iCon*" in St. Petersburg, Florida from February 26 through February 28, 2020. The total cost of the conference is \$3,281.00 (registration, transportation, lodging and meals). No substitutes are needed.

- C. **Carol Ganister**, PIMS and Data Specialist, to attend “*Data Summit – 2020 Vision*” in Hershey, PA from March 15 through March 18, 2020. The total cost of the conference is \$1,000.60 (registration, transportation, lodging and meals). No substitute is needed.
- D. **David Boyer**, Coordinator of Safety, Security and Emergency Preparedness, and **Terry Heydt**, School Police Officer, to attend the “*Sig Sauer P320 Armorers School and Certification*” at the Abington Police Department on February 21, 2020. The total cost of this training is \$520.00 (registration). No substitutes are needed.

#### DISTRICT-WIDE

- E. **Laura McNeil Murphy**, Certified School Nurse/District Health Coordinator K-6, and **Trisha Smith**, Certified School Nurse/District Health Coordinator 7-12, to attend “*School Nurses: Enhance Effective Medical Emergency Response Teams at All School Sites*” in Frazer, PA on January 13, 2020. The total cost of this conference is \$1,015.80 (registration, transportation, meals and one day of substitute coverage for each).

#### OAKS

- F. **Susan J. Kelly**, Instructional Assistant, to attend “*Scaffolding Literacy Instruction for Diverse Learners: Scaffolds to Support Writing Instruction*” at the Montgomery County Intermediate Unit in Norristown, PA on December 4, 2019. The total cost of this conference is \$342.00 (registration and one day of substitute coverage).

#### XI. OTHER BUSINESS

There were no questions or comments.

- A. Administration recommends approval for **Annette Eddowes Kiernan** (Director) and **Dawn Platchek** (Assistant Director) to take the **Spring-Ford Middle School Indoor Guard** to compete in the 2020 Tournament Indoor Association Atlantic Coast Championships in Wildwood, NJ from Thursday, April 30<sup>th</sup> through Sunday, May 3<sup>rd</sup>, 2020. The Indoor Guard will be traveling by bus and staying in Wildwood, NJ at a location to be determined at a later date. The estimated cost of the trip is \$220.00 per person based on the cost of the same trip in 2019. A preliminary schedule for the event will not be available until April 2020 therefore, the exact dates and times cannot be determined as of November 25, 2019. Departure and Arrival times may be adjusted to accommodate the performance schedule. Students will miss a few hours of school on the day of departure and any full days thereafter. The students will be responsible for any missed work. There will be no cost to the school district and no substitutes are needed.
- B. Administration recommends the approval for all 2019-2020 Winter Athletic Teams/Individuals that qualify for post season play to be granted permission for overnight travel, when deemed necessary by the Athletic Department, and approved by the Superintendent or their Designee. The School Board will be notified of this travel and Board approval will be sought at the next scheduled Board meeting. Funding will be paid from the Athletic Budget.
- C. Administration recommends approval of the following high school winter sport teams for overnight travel during the 2019-2020 school year. There will be no cost to the district for lodging and meals as this will be paid from the respective team's Booster Club Account. The total cost to the district will be \$384.00 for two ½ day substitutes on December 6<sup>th</sup> for the Cumberland Valley Tournament and two ½ day substitutes on January 18<sup>th</sup> for the Rockyard Duals Tournament.

**Wrestling**

1. **Cumberland Valley Tournament – Mechanicsburg, PA**  
Cumberland Valley High School  
Depart 12/06/19 - Return 12/07/19  
Meals and lodging provided by the Wrestling Team Booster Club Account  
The team will use district transportation
2. **Liberty Holiday Wrestling Classic – Bethlehem, PA**  
Liberty High School  
Depart 12/27/19 – Return 12/29/19  
Meals and lodging provided by the Wrestling Team Booster Club Account  
The team will use district transportation
3. **Rockyard Duals – Holland, PA**  
Council Rock South High School  
Depart 1/18/20 – Return 1/19/20  
Meals and lodging provided by the Wrestling Team Booster Club Account  
The team will use district transportation

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

1. Policy #705.2 – PROPERTY: School Police Incidents (**Attachment A6**)
2. Policy #818 – OPERATIONS: Contracted Services (**Attachment A7**)
3. Policy #830 – OPERATIONS: Reporting Use of Force (**Attachment A8**)
4. Policy #834 – OPERATIONS: Use of Force (**Attachment A9**)

**XII. BOARD COMMENT**

Mr. Dehnert commented that although he will not be on the Board he wanted to caution the incoming Board with regards to the sleep study and later start times that when considering pushing back start times for the elementary students that he has heard from friends who are teachers in other districts that the younger students are struggling at the end of the day due to the later time they are being dismissed. He added that a lot of the younger students will still be dropped off at their regular time at day care due to parent's work schedules and will be in school later due to the times being pushed back and this will have a greater impact on their learning.

Mr. DiBello spoke about the ribbon cutting ceremony for the high school expansion saying it was great to see the number of residents who showed up. He stated that it was a great day and there was a lot of excitement and support. Mr. DiBello commented that everyone was excited to see the athletic expansion and the performing arts expansion and it was well worth the effort over the last several years. Mr. DiBello stated that he wanted to point out that there are rumors out there that there was a police threat at one of our schools and we haphazardly sent our students to school. Mr. DiBello stated that the thing with rumors is that they are 99.9% untrue and we as a district, especially working with our police department, would never ever put our students, administration or teachers in harm's way.

Mrs. Zasowski stated that since she will not be here next week she wanted to thank the outgoing Board Members; Mark Dehnert, Dr. Dressler, Kelly Spletzer and Dawn Heine for their service. She commented that it has been her privilege to serve with all of them. She thanked all of them for what they brought to the table and all they have taught her and especially for all of their endless hours of volunteerism.

Mr. Jackson said he agrees with Mr. DiBello and the last couple of months there have been many things said about this district. He stated that we have been ostracized and criticized. He added that this is a good board sitting here and a caring board and most of the board members have kids in the district. Mr. Jackson stated that every decision they make impacts them as much as it impacts you. He expressed that he has been honored to serve with all of the board members through this first part of the school year and he will miss those outgoing board members.

**XIII. PUBLIC TO BE HEARD**

There were no comments from the public.

**XIV. ADJOURNMENT**

Mrs. Heine made a motion to adjourn and Mr. Jackson seconded it. The motion passed 9-0. The meeting adjourned at 9:38 p.m.

Respectfully submitted,

Diane M. Fern  
School Board Secretary



# SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

## ADMINISTRATION

Dr. David R. Goodin  
Superintendent

Robert W. Rizzo  
Assistant Superintendent

## BOARD OF DIRECTORS

Thomas J. DiBello  
Board President

Colleen Zasowski  
Board Vice President

Mark P. Dehnert  
Region III

Dr. Edward T. Dressler  
Region I

Linda C. Fazzini  
Region I

Dawn R. Heine  
Region II

Clinton L. Jackson  
Region II

Christina F. Melton  
Region III

Kelly J. Spletzer  
Region I

## RESOLUTION 2019-33

### SPRING-FORD AREA HIGH SCHOOL FOOTBALL TEAM PAC CHAMPIONS

The Spring-Ford Area School District Board of Education commends the Spring-Ford High School Football Team, Head Coach Chad Brubaker, Assistant Coaches Steve Entenman, Jim Mich, Charles Nesley, Steve Schein, Chad Strickler, Bob Swier, Volunteer Coaches Jim Algeo, Eric Hill, Ian MacMillan and Steve Moyer for winning the Pioneer Athletic Conference Championship with a league record of 6 wins, 0 losses,

**Whereas**, the Spring-Ford High School Football Team is a member of the Pioneer Athletic Conference,

**Whereas**, the Spring-Ford High School Football Team under the guidance, leadership, and direction of both its coaches and captains was able to win the PAC 10 Championship defeating Pope John Paul II 38-21,

**Whereas**, the Spring-Ford High School Football Team won their 12<sup>th</sup> Championship in school history with an overall record of 8-3,

**Whereas**, the Spring-Ford High School Football Team's varsity and junior varsity players all contributed and played a significant role in having a successful and outstanding football 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 Football 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 18<sup>th</sup> day of November, 2019.

By: \_\_\_\_\_  
**Thomas J. DiBello**  
Board President

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

On October 21, 2019 the Work Session of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:36 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

The following Board Member arrived late: **Colleen Zasowski** (arrived at 7:52 p.m.)

The following Student Representative to the Board was absent: **Eshika Seth**

## **ANNOUNCEMENTS**

Julianna announced that America Safe Schools Week is October 21<sup>st</sup> to the 27<sup>th</sup>. She stated that Safe Schools Week provides an opportunity to address safety issues and to take steps to ensure that schools offer students and teachers an environment in which they can perform to the best of their abilities. Julianna invited everyone to view a short video containing the safety tip of the day from the Spring-Ford School Police Department and Ram Country TV.

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

There were no comments from the public.

## **II. ACTION ITEMS**

Mr. Dehnert made a motion to approve Items A-G and Mrs. Heine seconded it. The motion passed 8-0.

### **A. Professional Staff**

1. **Diana L. Bilardo**; Special Education Teacher, 8<sup>th</sup> Grade Center. Compensation has been set at MS, Step 7, \$58,422.00 prorated with benefits per the Professional Agreement. Effective: January 2, 2020.

- B. The Board gave approval for Creative Health Services to administer a pre- and post-assessment to all 3<sup>rd</sup> grade students in conjunction with the approved Botvin LifeSkills Training. The intent of the pre- and post-assessment is to measure the effectiveness of the program. Data collected will be added to county reports pertaining to research-based alcohol and drug prevention programs.

- C. The Board approved **Resolution 2019-28** commending **Isabel Mejia** and **Riley Burke**, members of the Spring-Ford High School Girls' Tennis Team, for winning the 2019 Pioneer Athletic Conference (PAC) Girls' Tennis Doubles Championship and qualifying for the PIAA District One Girls' Tennis Doubles Tournament. **(Attachment A1)**
- D. The Board approved **Resolution 2019-29** commending **Caitlyn Krause**, a member of the Spring-Ford High School Girls' Tennis Team, for winning the 2019 Pioneer Athletic Conference (PAC) Girls' Singles Championship and qualifying for the PIAA District One Girls' Tennis Tournament. **(Attachment A2)**
- E. The Board approved **Resolution 2019-30** commending the **Spring-Ford High School Girls' Tennis Team** and their coaches, **Todd Reagan**, **Devon Staino**, and **Karen Canuso** for winning the 2019 Pioneer Athletic Conference (PAC) Girls' Tennis Championship. **(Attachment A3)**
- F. The Board approved **Resolution 2019-31** commending **Nicole Yun**, a member of the Spring-Ford High School Girls' Golf Team for winning the 2019 Pioneer Athletic Conference (PAC) Girls' Golf Championship and qualifying for the PIAA District One Girls' Golf Tournament. **(Attachment A4)**
- G. The Board approved **Resolution 2019-32** commending the **Spring-Ford High School Girls' Golf Team** and their coaches, John Brennan and Timothy Hughes for winning the 2019 Pioneer Athletic Conference (PAC) Girls' Golf Championship and qualifying for the PIAA District One Girls' Golf Tournament. **(Attachment A5)**

### III. BOARD AND COMMITTEE REPORTS

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

Mrs. Heine reported on the Curriculum/Technology Committee meeting that took place on October 1, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

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

**Community Relations**      **Colleen Zasowski**      **2<sup>nd</sup> Mon. 6:30 p.m. (alt. months)**  
Report next week.

**Finance**      **Thomas J. DiBello**      **2<sup>nd</sup> Tues. 6:30 p.m.**  
Mr. DiBello reported on the Finance Committee meeting that took place on October 8, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

**Property**      **Thomas J. DiBello**      **2<sup>nd</sup> Tues. 7:30 p.m.**  
Mr. DiBello reported on the Property Committee meeting that took place on October 8, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

**Mrs. Zasowski arrived at 7:52 PM.**

**Asst. Superintendent Rpt. Robert Rizzo**

Mr. Rizzo provided an overview of the purpose of the Aavidum Club at the 7<sup>th</sup> -12<sup>th</sup> grade levels. He advised that on October 18<sup>th</sup> a group of Aavidum Student Leaders attended a day long program entitled "The Talk" where they learned about the components of a healthy community and working with other youth to develop "I've got your back" school across Pennsylvania where students are accepted, appreciated, acknowledged and cared for. He acknowledged the efforts of Mr. Reigner, Mrs. Cooper and Mrs. Nuneviller for empowering students to have each other's backs here and at home". Mr. Rizzo spoke about his experience attending the 7<sup>th</sup> Grade Center's Unity Day Event. He next stated that on behalf of the School Board thanked the presidents of the parent organizations for their attendance at the recently held President's Council Meeting. He commented that the meeting was a great way for him to learn more about what each organization is doing as well as for the individual organizations to collaborate with each other. Mr. Rizzo reported that the Breakfast Program rolled out today in grades 5-8. He added that the cafeterias were fully staffed and ready to receive eager young students. The Breakfast Program is scheduled to roll out to grades 9-12 on November 4<sup>th</sup>. Mr. Rizzo provided information on upcoming events such as ALICE Night on October 22<sup>nd</sup> at 6:30 in the High School Auditorium, an Anxiety Discussion on October 23<sup>rd</sup> at 6:30 PM in the 8<sup>th</sup> Grade Center, the Town Hall Meeting on October 24<sup>th</sup> in the High School Auditorium, the Spring-Ford Media, Messaging & Youth Night on November 7<sup>th</sup> in the High School Auditorium, Math and Literacy Night on November 4<sup>th</sup> at Upper Providence Elementary School, and the Fall Play on November 15<sup>th</sup> and 16<sup>th</sup> in the High School Auditorium. Mr. Rizzo added that additional information on district events can be found on the Spring-Ford website.

Dr. Goodin commented that he would like to bring something to the Board's attention that he would like some direction on. He stated that he was recently contacted by some folks from Upper Providence Township concerning work that they would like to do on township roads, specifically concerning us would be the intersection of Lewis Road and Vaughn Road. He stated that they are looking for the school district to provide a letter of support for the project for a grant they are applying for. Dr. Goodin stated that we would sign this letter of support for the grant and by doing so we would be committing to matching funds for the portion of the grant should they be successful in getting it. Dr. Goodin stated that he does not know what the dollar figure would be but that a response from the district is being requested by October 31<sup>st</sup>.

The consensus from the Board was that the roads are township roads and as such this should not fall under the school district's responsibility to provide any funding.

**Solicitor's Report Mark Fitzgerald**

Mr. Fitzgerald reported that last week the PSBA Leadership Conference in Hershey took place during which solicitors met and one surprising topic to note was in regards to the chaos that has surrounded Act 67. He stated that Act 67 was the law that enhanced, changed and created a whole lot of fuzzy areas regarding school resource officers, school police officers, security guards and the like. He added that all school districts are doing things differently and really without much focus or guidance. Mr. Fitzgerald advised that the other issue, which has been an issue for many years but was a hot topic, surrounds prevailing party legal fees with special education due process hearings. Mr. Fitzgerald explained that when a special education due process hearing occurs parents are often represented by a counsel and fees for this counsel can be upwards of \$80,000 which comes out of the school district budget. He advised that there is a lot of initiative in all parts of the state right now to push this issue at the federal level. Dr. Goodin questioned if this is something that would curb the prevailing fees and Mr. Fitzgerald replied yes and that it would most likely be done through case law, court action and litigation.

Mr. DiBello announced that the Board met in an Executive Session prior to tonight's meeting to discuss a legal matter and no action was taken.

#### IV. PRESENTATIONS

Dr. Murray stated that she will be presenting the many ways that students have to earn college credit while still being a high school student. Dr. Murray explained the differences between Advance Placement and Dual Enrollment. She advised that the district currently offers 26 AP Courses with additional courses being offered via the Virtual High School. She provided information on the number of AP Exams that were taken last year and how our students scored on those exams. Dr. Murray stated that the Senior High School has made the AP Honor Roll 8 out of 9 times. She next provided information on Project Lead the Way which is a nationally recognized curriculum where students have the opportunity to take rigorous honors-weighted courses where they could potentially be awarded scholarships, admission preference and possibly course credit from post-secondary institutions. Dr. Murray advised that students enrolled in 11<sup>th</sup> or 12<sup>th</sup> grade have the opportunity to enroll in dual credit courses offered by Arcadia University and Montgomery County Community College. She added that the district is currently working with West Chester University on the provision of additional course offerings. Dr. Murray spoke about the considerations and limitations that students must be aware of when exploring dual enrollment options such as the colleges requirements, the schedule for those classes, the potential of a student having to pass a placement exam and the cost of the course that the student/family must assume. She next explained the criteria for students to take a dual enrollment courses as specified in Board Policy 217. Dr. Murray advised that approximately 300 students are participating in dual enrollment courses for the 2019-2020 school year with approximately 40 students taking more than one dual enrollment course and several students also being enrolled in AP courses.

Mrs. Benner presented information on how all of these opportunities are communicated to students and families. She provided a month by month listing of how information is disseminated by the Future Planning Center.

Dr. Murray summarized the opportunities that exist for students to earn college credit including the next steps that the district is looking at considering for our students. Also included as part of the discussion were some of the cons that students and families must also consider when contemplating taking dual enrollment courses. The closing message was that there are options for students if they want to be able to take a jump start on their college education.

Julianna commented that she currently is taking a Speech and Communications dual enrollment course and it is one of her favorite courses. She stated that the course helps expose her to what it is going to be like when she goes onto college.

- A. **Dr. Kelly Murray**, Director of Curriculum and Instruction, **Dr. Patrick Nugent**, High School 10-12 Principal, **Tricia Benner**, College Career Coordinator, to present on "Opportunities to Earn College Credit".

Mrs. Ritter and Mrs. Korchowsky thanked the Board and Administration for inviting them here this evening and for their support of the AP Capstone Program. They also thanked Dr. Nugent for seeing the value of the program and bringing it to Spring-Ford as well as the entire district including high school faculty and staff as the endeavor to implement this type of program is quite an undertaking which could not succeed without the help of a large number of people. They explained what the AP Capstone Program entails which involves an incredibly fast-paced and rigorous curriculum over the course of the two year program and includes AP Seminar in year 1 and AP Research in year 2. Mrs. Ritter and Mrs. Korchowsky spoke of the advantage of the co-teaching opportunity saying feedback

and mentoring students need for success in this program would not be possible with a single teacher in the room. They spoke about the QUEST Model which students involved in the program know quite well and explained that **QUEST** stands for **Q**uestion and explore, **U**nderstand and analyze, **E**valuate multiple perspectives, **S**ynthesize ideas, and **T**eam, transform and transmit. This is the 3<sup>rd</sup> year of the program's inception and last year the first group of students completed the 2 year program and there were 15 students who earned AP Diplomas and 10 earned AP Certificates which could be turned into diplomas upon the completion of additional AP credits. Mrs. Ritter invited students who are involved in the program to come forward and speak about their experiences. Students each provided an overview of their how their involvement in this program has impacted them and the benefits they have received as a result of participating in this rigorous program. Mrs. Ritter introduced videos that were sent from 3 recent Spring-Ford graduates who experienced the advantages of this program and they spoke about how the skills they learned through the program have helped them thus far in their freshman year of college.

Dr. Nugent thanked Mrs. Ritter and Mrs. Korchowsky for all their work in preparation of the program and in getting the program up and running. He also thanked the students for coming out and providing their perspective.

The Board expressed their appreciation to Mrs. Ritter, Mrs. Korchowsky, Dr. Nugent and the students for coming out tonight and providing information on this program.

- B. **Jaclyn Ritter** and **Julie Korchowsky**, Gifted Teachers, **Dr. Patrick Nugent**, High School 10-12 Principal, to present an "Update on the AP Capstone Program".

## V. MINUTES

There were no questions or comments.

- A. Administration recommends approval of the September 16, 2019 Work Session minutes. **(Attachment A6)**
- B. Administration recommends approval of the September 23, 2019 Board Meeting minutes. **(Attachment A7)**

## VI. PERSONNEL

There were no questions or comments.

### A. Resignations

1. **Deborah Devine**; Level III - Secretary, Limerick Elementary School, for the purpose of retirement. Effective: October 18, 2019.
2. **Cheryl S. Heiser**; Level I – Executive Secretary, Senior High School 10-12 Center, for the purpose of retirement. Effective: January 6, 2020.
3. **Gregory S. Huff**; Assistant Swimming Coach, Senior High School. Effective: October 15, 2019.
4. **Vincent E. Terry**; Baseball Coach, 7<sup>th</sup> Grade Center. Effective: October 10, 2019.

**B. Leaves of Absence**

1. **Danielle E. Cushman**; Instructional Assistant, Spring City Elementary School, for an unpaid leave of absence per board policy. Effective: January 6, 2020 through March 20, 2020.
2. **Marisa Moley**; Instructional Assistant, Senior High School, for an unpaid leave of absence per board policy. Effective: January 15, 2020 through April 30, 2020.
3. **Joanna M. Trautman**; School Counselor, Royersford Elementary School, for an extension of child-rearing leave per the Professional Agreement. Effective: January 27, 2020 through the end of the 2019-2020 school year.

**C. Temporary Professional Staff**

1. **Joseph J. Robison**; Chemistry Teacher, Senior High School, replacing Stacey Hoffman who had a change of assignment. Compensation has been set at MS, Step 1, \$49,500.00 prorated with benefits per the Professional Agreement. Effective: October 1, 2019.

**D. Tenure Status**

1. **Sara Lynn Wanamaker**

- E. Administration recommends approval of the attached extra-curricular contracts for the 2019-2020 school year. **(Attachment A8)**

**VII. FINANCE**

There were no questions or comments.

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

**B. Checks:**

1. General Fund Checks  
Check No. 208108 – 208572 \$1,403,533.65
2. Food Service Checks  
Check No. 1790 – 1805 \$ 30,585.88
3. Capital Reserve Checks  
Check No. 2076 – 2077 \$ 469,492.43
4. Capital Projects  
Reserve Fund: Check No. 53 – 59 \$ 264,277.31
5. General Fund, Food Service, & Capital Reserve ACHs  
ACH 192000274 – 192000441 \$1,915,226.99
6. Procurement Payments and Wires  
201900018 – 201900024 \$2,717,734.07  
20180248 – 20180813 \$ 174,863.48

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

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

D. Administration recommends approval of pass through funds from the MCIU for the 2019-2020 Title III Federal Programs Grant in the amount of \$5,528.25, 2019-2020 IDEA Section 619 – Age of Beginners in the amount of \$6,426.00 and IDEA Section 611 in the amount of \$1,476,026.10.

E. Administration recommends approval of the following independent contracts:

1. **Richard J. Caron Foundation – Wernersville, PA.** Provide 3 days of Student Assistance Program (SAP) Training for 40 staff members at the elementary level. Funding will be paid from the General Fund and shall not exceed \$5,900.00.
2. **Eric Geoffrey Belcher – Philadelphia, PA.** Provide an assembly for students at Spring City Elementary School entitled “Give and Take Jugglers Little Circus”. Funding will be paid from the General Fund and shall not exceed \$950.00.
3. **Chris Poulos – Wakefield, RI.** Provide 3 assemblies (2 at Upper Providence Elementary School and 1 at Spring City Elementary School) for students in grades 1-4 encouraging students to cultivate a positive school environment while reinforcing Core Values, Good Character and Overall Kindness. Funding will be paid from the General Fund and shall not exceed \$2,250.00 (Upper Providence \$1,800.00 and Spring City \$450.00).
4. **Herren Talks – Portsmouth, RI.** Provide an assembly for 11<sup>th</sup> and 12<sup>th</sup> grade students by Chris Herren, former NBA Player and drug and alcohol prevention advocate. Mr. Herren will deliver an educational and informational message prior to the high school proms regarding the disease of addiction. Funding will be split between a Montgomery County Drug and Alcohol Prevention Project Grant (\$5,000.00) and the General Fund (approximately \$2,500.00). The total shall not exceed \$7,500.00.
5. **Foodplay Productions – Hatfield, MA.** Provide an assembly for students at Spring City Elementary School entitled “To Be Fit, The Juggling Nutrition Magician Show”. Funding will be split between a Phoenixville Community Health Foundation Grant (\$500.00) and the General Fund (\$395.00) and shall not exceed \$895.00.
6. **Valley Forge Educational Services (The Vanguard School) – Malvern, PA.** Provide educational services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$64,625.00.
7. **Valley Forge Educational Services (The Vanguard School) – Malvern, PA.** Provide 1-1 support services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$33,752.78.

8. **Camphill Special School** – Provide speech and language and occupational therapy related services during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$5,292.00.
  9. **Chester County Intermediate Unit – Downingtown, PA.** Provide educational services, related services and 1-1 services for five special needs students during the 2019-2020 school year as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$124,879.59.
  10. **Chester County Intermediate Unit – Downingtown, PA.** Provide educational services for two special needs students during the 2019-2020 school year as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$77,760.00.
  11. **StarHouse Media, LLC. – Fairfax, CA.** Provide two screenings (one for the Spring-Ford Community and one for Spring-Ford Area High School) of the film Screenagers: Next Chapter. Funding will be paid from the Community Relations Budget and shall not exceed \$650.00.
- F. Administration recommends approval of the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Mike and Roberta Straka – Bushkill, PA.** Provide a dinosaur presentation and dig for second grade students at Royersford Elementary School entitled “Dino Dig”. Funding will be paid by the Royersford Parent Teacher Organization and shall not exceed \$525.00.
  2. **Mike and Roberta Straka – Bushkill, PA.** Provide a dinosaur presentation and dig for second grade students at Oaks Elementary School entitled “Dino Dig”. Funding will be paid by the Oaks Parent Teacher Association and shall not exceed \$525.00.
  3. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide 4 assemblies for kindergarten classes at Royersford Elementary School entitled “Winter Secrets – Animals in Winter”. Funding will be paid by the Royersford Elementary Parent Teacher Organization and shall not exceed \$440.00.
  4. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide 3 assemblies for kindergarten classes at Limerick Elementary School entitled “Winter Secrets – Animals in Winter”. Funding will be paid by the Limerick Home and School League and shall not exceed \$330.00.
  5. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide 5 assemblies for kindergarten classes at Oaks Elementary School entitled “Winter Secrets – Animals in Winter”. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$550.00.
  6. **Linnea McFadden – Wyomissing, PA.** Provide an assembly for all students at Royersford Elementary entitled “End Bullying with Kindness”. Funding will be paid by the Royersford Elementary Parent Teacher Organization and shall not exceed \$400.00.

**VIII. PROPERTY**

There were no questions or comments.

- A. Administration recommends approval for ICS Consulting, Media, PA to complete an updated comprehensive demographic and enrollment study for a not to exceed cost of \$33,000.00. Funding will come from the Maintenance Budget.

**IX. CONFERENCE/ WORKSHOP RECOMMENDATIONS**

There were no questions or comments.

The following individuals are recommended for attendance at the following:

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

**DISTRICT OFFICE**

- A. **Robert Rizzo**, Assistant Superintendent, and **Elizabeth Leiss**, Director of Human Resources, to attend the “*PSBA Equity Summit*” in Hershey, PA on October 15, 2019. The total cost of this conference is \$275.00 (registration and transportation). No substitutes are needed.
- B. **Mary Davidheiser**, Controller, to attend “*PASBO’s 65<sup>th</sup> Annual Conference*” in Pittsburgh, PA from March 16, 2020 through March 20, 2020. The total cost of this conference is \$1,642.00 (registration, transportation, lodging and meals). No substitute is needed.
- C. **Robert Catalano**, Director of Technology, to attend “*FET&C (Future of Education Technology Conference)*” in Miami, Florida from January 13, 2020 through January 17, 2020. The total cost of this conference is \$2,584.00 (registration, transportation, lodging and meals). No substitute is needed.
- D. **Tracy Bogucki** and **Jessica Kemp**, Child Accounting Administrative Assistants, to attend “*A/CAPA Fall Conference*” in Hershey, PA on November 13 and November 14, 2019. The total cost of this conference is \$1,285.00 (registration, transportation and lodging). No substitutes are needed.

**DISTRICT-WIDE**

- E. **Ashley Baisch**, **Seth Jones**, **Emily McGranahan**, and **Yvonne O’Dea**, Music Teachers, to attend the “*PMEA District 11 15<sup>th</sup> Annual Professional Staff Development Conference*” on November 5, 2019 at Montgomery County Community College. The total cost of this conference is \$120.00 (registration). No substitutes are needed as this conference takes place on an in-service day.
- F. **Lori Bignotti**, Principal, **Heidi Rochlin**, Curriculum Supervisor, **Gabrielle Procaro**, **Stephanie Fitler** and **Jessica Saloky**, Instructional Coaches, to attend “*Be Bold with Weston Kieschnick: Developing a Rigorous and Relevant Digital Learning Environment*” at the Montgomery County Intermediate Unit in Norristown, PA on October 22, 2019. The total cost of this conference is \$1,100.00 (registration and transportation). No substitutes are needed.
- G. **Alisa Fleisher** and **Denise Johnston**, School Counselors, **Kelly German** and **Khrystin Herb**, Teachers, to attend the “*SAP Conference 2019*” at the Four Falls Corporate Center in West Conshohocken, PA on November 5, 2019. The total cost

for this conference is \$160.00 (registration). No substitutes are needed as this conference takes place on an in-service day.

### HIGH SCHOOL

- H. **Nicole Davenport**, Media Specialist, to attend *"Makerspaces: Creating Motivating, Engaging Work Spaces for Your Library"* at the Sheraton in Frazer, PA on December 11, 2019. The total cost of this conference is \$546.42 (registration, transportation and one day of substitute coverage).
- I. **Khrystin Herb**, SAP Coordinator, and **Kristin Rouyer**, Teacher, to attend *"PASAP Southeast Regional Workshop"* at the Caron Foundation in Wernersville, PA on October 30, 2019. The total cost of this conference is \$804.00 (registration, transportation and one day of substitute coverage for both teachers).
- J. **Khrystin Herb**, SAP Coordinator, to attend *"PASAP-PAMLE Conference"* in State College, PA from February 23, 2020 through February 25, 2020. The total cost of this conference is \$1,114.00 (Registration, transportation, lodging, meals and 2 days of substitute coverage).

### X. OTHER BUSINESS

There were no questions or comments.

- A. Administration recommends approval for Yvonne O'Dea (High School Choir Director), Joseph Perry (High School Assistant Choir Director) and Emily McGranahan (Orchestra Director) to take the High School Vocal Ensemble, Golden Voices, Honors Orchestra, 9<sup>th</sup> Grade Orchestra and 10-12 Grade Orchestra to compete in Virginia from April 30, 2020 through May 2, 2020. In addition, students will have the opportunity to attend workshops with professional clinicians. The groups will be travelling by chartered bus and staying at a hotel in Virginia Beach. The cost of the trip shall not exceed \$600.00 per person. The Spring-Ford Music Association and staff will conduct fundraising events to help defray the costs. Students will miss two days of school and will be responsible for making up any missed work. The total cost to the district is \$1,152.00 for two days of substitute coverage for Mrs. O'Dea, Mrs. McGranahan and Mr. Perry.
- B. Administration recommends approval for the Spring-Ford Area High School Girls' Softball Team to accept the invitation to participate in The Ripken Experience held in Myrtle Beach, South Carolina from March 17, 2020 through March 21, 2020. The Team will be traveling via chartered bus and will be staying in a hotel in Myrtle Beach, SC. The cost per student-athlete will be approximately \$600.00. The team will participate in four regular season contests which are part of the 2020 schedule that permits a maximum of 20 contests as per PIAA by laws. The High School Softball Program and staff will conduct fundraising events to help defray the costs. Student-athletes will miss three school days and will be responsible for any missed work. The total cost to the district is \$1,728.00 for three days of substitute coverage for the three coaches.

### XI. BOARD COMMENT

Mr. Dehnert thanked the SFEA for providing the picnic after the Homecoming Parade saying they once again did a nice job.

The Board discussed the responsibilities of the district and a student's family to provide guidance on college funding, student loans, the future financial impact of those loans,

career paths and potential income in those chosen careers. It was also stated that the student's themselves have to take the initiative and be proactive in looking for and researching information on the career path that they wish to pursue and that there is much help and information available through the Future Planning Center.

Dr. Murray spoke about the District's 339 Plan with the whole purpose of this being to help promote college and career readiness after high school. She explained that this starts as early as elementary school with assessments that help students determine some potential career paths and build a portfolio so the discussion and guidance is part of the curriculum as early as elementary school.

Discussion also included the extent of guidance the district should provide versus a student's personal choice for their post-secondary plans and careers.

Mr. DiBello spoke about his experience at the PSBA Conference that he along with Linda Fazzini and Colleen Zasowski attended. He encouraged all Board Members to consider attending even for one day. He commented that he is happy to report that Spring-Ford is ahead of many school districts in Pennsylvania when listening to what other districts are thinking about doing or are just starting to implement compared to what we already have in place.

Mrs. Zasowski reported on a session she attended that included a presentation by Siemens regarding a STEM Program where they co-op with high schools to help enhance STEM Programs. Mrs. Zasowski stated that she brought back some information with her that she is happy to share with Dr. Goodin. Mrs. Fazzini added that there are a lot of large companies that do initiatives with high schools. Mrs. Zasowski spoke of a program entitled SWAT that is in place in the Hollidaysburg School District regarding actions and programming they implemented following an unfortunate suicide event. The initiative meshes their safety and mental health programs together. She commented that what they had in place was not as set up or established as what Spring-Ford has in place which is a credit to our district.

Mrs. Fazzini reported that a big part of the what she experienced was that everyone in Pennsylvania is looking at the ESL (Emotional Social Learning) and because of Safe to Say, which Spring-Ford has already been doing previously under a different name, over 80% of those reports involve mental health issues or suicide issues. She advised that Pennsylvania Government is astonished at this figure as they thought it would be violence issues or other issues. Mrs. Fazzini stated that there is a big campaign to address this in schools and once again we are doing very well in this area and are ahead of a lot of schools.

A suggestion was made that Spring-Ford do a future presentation at future meetings on a variety of subjects including safety, health, modernized learning, Aavidum, unity days and the parent speaker series.

Mr. DiBello reminded everyone that the Town Hall Meeting will take place on Thursday, October 24<sup>th</sup> with a lot of information being shared. He encouraged everyone to attend and stated that he knows Ms. Crew has been promoting the event. He asked how we get information out to those members of the public who are not on Facebook and Ms. Crew replied that there was a press release that went out which the Mercury has not yet run but that she reached out to them several times and is waiting to hear back. Ms. Crew added that the advertisement did run in The Patch as well as on Montcotoday.org. She stated that she has also reached out to the Borough Council in Royersford and asked that they publish it on their scrolling sign located on Main Street. Ms. Crew advised that the meeting is also being advertised on the High School sign. Mr. DiBello

reported that topics planned for discussion included school police, vaping, and school start times.

**XII. PUBLIC TO BE HEARD**

There were no comments from the public.

**XIII. ADJOURNMENT**

Mrs. Zasowski made a motion to adjourn and Mrs. Heine seconded it. The motion passed 9-0. The meeting adjourned at 9:51 p.m.

Respectfully submitted,

Erin Crew  
Assistant Board Secretary

Diane M. Fern  
School Board Secretary

On October 28, 2019 the Board Meeting of the Board of School Directors of the Spring-Ford Area School District was called to order at 7:33 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

The following Board Member was absent: **Dawn R. Heine** and **Kelly J Spletzer**

## **ANNOUNCEMENTS**

There were no announcements.

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

There were no comments from the public.

### **II. PRESENTATIONS**

Mr. Reigner stated that it was his distinct pleasure to introduce and recognize students who are recipients of various National Merit Awards. He called each student's name and they came forward and were presented with certificates in honor of their achievements in the National Merit Program. Mr. Reigner spoke about each award, the criteria and the significance of the students placing in the top percentage to receive these recognitions.

- A. **Douglas Reigner**, 12<sup>th</sup> Grade House Principal, recognized **Katie E. Bogia**, on being named as a "Scholar" in the 2019-2020 National Hispanic Recognition Program.
- B. **Douglas Reigner**, 12<sup>th</sup> Grade House Principal, recognized the following 13 students on being named as "Commended Students" in the 2020 National Merit Scholarship Program.

**Aastha Bansal  
Katie E. Bogia  
Gabriella Curry  
Charleston R. Huntington  
Inaya S. Khan  
William J. Marchese  
Kevin P. Mouck**

**Abigail E. Peterman  
Sean H. Pham  
Jared M. Pierce  
Rachel J. Rutkowski  
Jenna L. Tumelty  
Victor Wen**

- C. **Douglas Reigner**, 12<sup>th</sup> Grade House Principal, recognized the following 8 students on being named as “Semi-Finalists” in the 2020 National Merit Scholarship Program.

**Aleena I. Ataher**  
**Harish V. Bayana**  
**Siddhant S. Chavan**  
**Deepak Kejariwal**

**Ryan N. Pierce**  
**Aryan Singh**  
**Samuel S. Thomas**  
**Nicholas S. Tufillaro**

Mr. McDaniel invited each of the High School Teams and the Individual Athletes along with their coaches to come forward. He asked each of the members to introduce themselves. Mr. McDaniel spoke about the success the teams, the coaches and the individual athletes had this year. He presented them with resolutions in recognition of their accomplishments.

- D. **Mr. McDaniel** presented **Resolution 2019-28** commending **Isabel Mejia** and **Riley Burke**, members of the Spring-Ford High School Girls’ Tennis Team, for winning the 2019 Pioneer Athletic Conference (PAC) Girls’ Tennis Doubles Championship and qualifying for the PIAA District One Girls’ Tennis Doubles Tournament. **(Attachment A1)**
- E. **Mr. McDaniel** presented **Resolution 2019-29** commending **Caitlyn Krause**, a member of the Spring-Ford High School Girls’ Tennis Team, for winning the 2019 Pioneer Athletic Conference (PAC) Girls’ Singles Championship and qualifying for the PIAA District One Girls’ Tennis Tournament. **(Attachment A2)**
- F. **Mr. McDaniel** presented **Resolution 2019-30** commending the **Spring-Ford High School Girls’ Tennis Team** and their coaches, **Todd Reagan**, **Devon Staino**, and **Karen Canuso** for winning the 2019 Pioneer Athletic Conference (PAC) Girls’ Tennis Championship. **(Attachment A3)**
- G. **Mr. McDaniel** presented **Resolution 2019-31** commending **Nicole Yun**, a member of the Spring-Ford High School Girls’ Golf Team for winning the 2019 Pioneer Athletic Conference (PAC) Girls’ Golf Championship and qualifying for the PIAA District One Girls’ Golf Tournament. **(Attachment A4)**
- H. **Mr. McDaniel** presented **Resolution 2019-32** commending the **Spring-Ford High School Girls’ Golf Team** and their coaches, **John Brennan** and **Timothy Hughes** for winning the 2019 Pioneer Athletic Conference (PAC) Girls’ Golf Championship and qualifying for the PIAA District One Girls’ Golf Tournament. **(Attachment A5)**

### III. BOARD AND COMMITTEE REPORTS

#### **Student Rep. Report                      Julianna Lelli/Eshika Seth**

Eshika reported on what happened this past month which included book fairs, school store, spirit days and picture days at the elementary and middle school level. At the high school level activities included spirit week, a pep rally, Powderpuff game, homecoming parade and game, homecoming dance, homecoming football game and multiple PAC Championships and Band Championship. Julianna and Eshika showed pictures that highlighted the various days and activities from Spirit Week. Eshika reported on what is coming up which included Halloween festivities, book fairs, the middle school musical, the high school fall play and Thanksgiving break. They next reported on a new initiative entitled “Student of the Quarter”. It was explained that this is a new program that will

recognize a student that does not typically get the recognition for the great things they do for the high school. They spoke about the nomination process, the criteria for being chosen and what the chosen student receives. The goal is to begin this at the start of the 2<sup>nd</sup> marking period.

**Policy**

**Colleen Zasowski**

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

Mrs. Zasowski reported on the meeting that took place on October 14, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

Mrs. Melton referenced House Bill 1902 which was referred to the House Education Committee and pertains to excused absences and unexcused absences. Mrs. Melton suggested that the Policy Committee take a look at this bill while they are working on updating the district's policy on the use of electronic excuses.

**Community Relations**

**Colleen Zasowski**

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

Mrs. Zasowski reported on the meeting that took place on October 14, 2019. The minutes from this meeting will be posted on the district-wide website once approved at the committee level.

**WMCTC**

**Dehnert, Dressler, Heine**

**1<sup>st</sup> Mon. 7:00 p.m.**

Dr. Dressler reported that there was no meeting of the Joint Operating Committee. He advised that he had received a call from Mr. Moritzen thanking him for all of his efforts while serving 8 years on the JOC Board. Dr. Dressler commented that Mr. Moritzen and a group of students were preparing to head out to Las Vegas to attend the SEMA (Specialty Equipment Market Association) Show. Dr. Dressler also sadly informed everyone that a new board member of the JOC from the Upper Perkiomen School District had suddenly passed away.

**PSBA Liaison**

**Dr. Edward Dressler**

Dr. Dressler reported that he did not attend the PSBA meeting this year and stated that he believed his 3 colleagues who attended would have a report on the conference. Dr. Dressler stated that when he first came onto the school board 10 years ago there were board members who wanted to drop the PSBA membership. He expressed his hope that as he comes to the end of his tenure on the Board that they will continue the membership and that board member participation would continue as well.

Mrs. Zasowski spoke of the PSBA Conference saying that Mrs. Fazzini attended the entire conference and that she and Mr. DiBello attended on Thursday as that was the full day of the conference. Mrs. Zasowski advised that following the conference she was contacted by someone from Siemens to talk to the district about STEM initiatives and potential co-op partnerships. She thanked Dr. Dressler for the time he has served and for his encouragement of others to attend this conference.

**Legislative Committee**

**Christina Melton**

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

Mrs. Melton reported that the Legislative Committee met last week and discussed quite a number of legislative bills including those on graduation credit for courses in financial literacy, the ability of school police to make an arrest, school police training, restrictions on the ability for school districts to initiate appeals for properties that are under-assessed, professional development on cultural awareness, student transcripts, cardiac testing, school board elections, career and technical education regarding workforce development, the minimum age to purchase tobacco products, charter school reform, the educator evaluation system, referendum on school construction projects, and educational funding.

**MCIU**

**Thomas J. DiBello**

**4<sup>th</sup> Weds. 7:00 p.m.**

Mr. DiBello reported that the MCIU Board met last month where a presentation on the Harrisburg School District was given. He reminded everyone that the MCIU has been charged with managing the failing Harrisburg School District. He reviewed the list of problems that had been discovered by the MCIU during the time that they have been overseeing the district.

Mrs. Melton stated that this has no impact on Spring-Ford as we are not financially responsible for the MCIU's responsibility of overseeing the Harrisburg District. Mr. DiBello confirmed this was correct and said the reason why the MCIU has been charged with overseeing the Harrisburg District is because they are one of the top performing intermediate units in the state.

Mrs. Zasowski asked what will happen once the MCIU has gotten the Harrisburg District on the right path and Mr. DiBello advised that a lot of infrastructure and procedures are being put in place as well as a school board to oversee the operations. Mr. Fitzgerald stated that right now the district is technically under receivership and the superintendent at Norristown is the receiver. He added that it is likely that a receiver will be in place for the foreseeable future. Mr. DiBello added that the goal of the MCIU is to get the district to a point where they are self-sustaining and then turn over control.

**Superintendent Report**

**Dr. David R. Goodin**

Dr. Goodin reported that November 1<sup>st</sup> is the end of the first marking period with report cards being available on November 13<sup>th</sup>. He advised everyone that on November 16<sup>th</sup> beginning at 11:00 AM, the high school will have an open house for the community to show off the new additions. Dr. Goodin gave a shout out to all the fall sports teams and coaches. He added that he was proud of the sportsmanship that our teams display and he thanked all involved in these programs. Dr. Goodin thanked everyone who worked to make the Town Hall a success as there was a lot of coordination and work involved in pulling that event together. Dr. Goodin recognized the Girls' Soccer Team who will be playing tomorrow night in a district playoff game. He also acknowledged the Boys' Football Team who have advanced to the district playoffs. Dr. Goodin next recognized Alex Fink who was the lone qualifier for the state championship in cross country. Dr. Goodin acknowledged and wished Deb Devine who has been with the district 12 years and Cheryl Heiser who has been with the district over 20 years best wishes on their upcoming retirements and stated that they will be missed.

Mr. DiBello commented that the High School was awarded the National Band Association Program of Excellence Blue Ribbon Award for the Eastern Division. He added that this is a national award bestowed upon elementary school, middle school and high school band programs that exhibit quality programs at all levels. Mr. DiBello stated that Spring-Ford High School was the only high school in the Eastern Division from Maine through Maryland awarded this year. He added that this is the first time that Spring-Ford High School was recognized at the national level. He commented that this shows the excellence of our Music Program and he acknowledged the hard work of the students involved in the program.

**Solicitor's Report**

**Mark Fitzgerald**

There was no report.

**IV. MINUTES**

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

A. The Board approved the September 16, 2019 Work Session minutes. **(Attachment A6)**

B. The Board approved the September 23, 2019 Board Meeting minutes. **(Attachment A7)**

**V. PERSONNEL**

Mr. Dehnert asked that Item G be separated. Mr. Dehnert made a motion to approve Items A-F and Mrs. Zasowski seconded it. The motion passed 7-0.

Mrs. Melton made a motion to approve Item G and Mr. DiBello seconded it.

Mr. Dehnert stated that he did not vote for this position when it was brought up several months ago and he is not against the individual on the agenda but rather the position. He stated that he believes in physical fitness but does not feel the taxpayers should pay strength and conditioning coaches that are primarily for athletes. He added that they always talk about tight budgets and trying to control costs and did not feel this was something that the taxpayers should bear. Dr. Goodin replied that he would tend to agree but this individual will be working with the physical education classes during the day.

Mr. DiBello pointed out that the expansion is also not just for athletes as the band is also looking forward to going in and using the cardio equipment as the routines they are doing are becoming such that more conditioning is required.

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

**A. Resignations**

1. **Deborah Devine**; Level III - Secretary, Limerick Elementary School, for the purpose of retirement. Effective: October 18, 2019.
2. **Cheryl S. Heiser**; Level I – Executive Secretary, Senior High School 10-12 Center, for the purpose of retirement. Effective: January 6, 2020.
3. **Gregory S. Huff**; Assistant Swimming Coach, Senior High School. Effective: October 15, 2019.
4. **Vincent E. Terry**; Baseball Coach, 7<sup>th</sup> Grade Center. Effective: October 10, 2019.

**New Resignation**

5. **Jane D. Ehnot**; Co-Ed Fitness Intramural #16, 8<sup>th</sup> Grade Center. Effective: October 22, 2019.

**B. Leaves of Absence**

1. **Danielle E. Cushman**; Instructional Assistant, Spring City Elementary School, for an unpaid leave of absence per board policy. Effective: January 6, 2020 through March 20, 2020.

2. **Marisa Moley**; Instructional Assistant, Senior High School, for an unpaid leave of absence per board policy. Effective: January 15, 2020 through April 30, 2020.
3. **Joanna M. Trautman**; School Counselor, Royersford Elementary School, for an extension of child-rearing leave per the Professional Agreement. Effective: January 27, 2020 through the end of the 2019-2020 school year.

**New Leave of Absence**

4. **Amy Hostetler**; Art Teacher, Senior High School, for a Sabbatical Leave per Board Policy. Effective: November 18, 2019 through the end of the 2019-2020 school year.

**C. Temporary Professional Staff**

1. **Joseph J. Robison**; Chemistry Teacher, Senior High School, replacing Stacey Hoffman who had a change of assignment. Compensation has been set at MS, Step 1, \$49,500.00 prorated with benefits per the Professional Agreement. Effective: October 1, 2019.

**D. Tenure Status**

1. **Sara Lynn Wanamaker**

- E. The Board approved the attached extra-curricular contracts for the 2019-2020 school year. \*Designates new additions since the Work Session. **(Attachment A8)**

**New Personnel Motions**

**F. Change of Status**

1. **Vincenzo Selli**; Part-time Food Service (4 hours/day), to Part time Food Service (3 hours/day), replacing Mary A. Frassenei who resigned. Compensation has been set at \$12.91/hour per the Food Service Plan. Effective: October 28, 2019.

**G. Professional Staff**

1. **William F. Geosits**; Strength & Conditioning Coach, Senior High School. Compensation has been set at M, Step 3, \$41,000.00 prorated with benefits per the Professional Agreement. Effective: TBD.

**VI. FINANCE**

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

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

## B. Checks:

1. General Fund Checks  
Check No. 208108 – 208572 \$1,403,533.65
2. Food Service Checks  
Check No. 1790 – 1805 \$ 30,585.88
3. Capital Reserve Checks  
Check No. 2076 – 2077 \$ 469,492.43
4. Capital Projects  
Reserve Fund: Check No. 53 – 59 \$ 264,277.31
5. General Fund, Food Service, & Capital Reserve ACHs  
ACH 192000274 – 192000441 \$1,915,226.99
6. Procurement Payments and Wires  
201900018 – 201900024 \$2,717,734.07  
20180248 – 20180813 \$ 174,863.48

## C. The following monthly Board reports were approved:

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

## D. The Board approved pass through funds from the MCIU for the 2019-2020 Title III Federal Programs Grant in the amount of \$5,528.25, 2019-2020 IDEA Section 619 – Age of Beginners in the amount of \$6,426.00 and IDEA Section 611 in the amount of \$1,476,026.10.

## E. The Board approved the following independent contracts:

1. **Richard J. Caron Foundation – Wernersville, PA.** Provide 3 days of Student Assistance Program (SAP) Training for 40 staff members at the elementary level. Funding will be paid from the General Fund and shall not exceed \$5,900.00.
2. **Eric Geoffrey Belcher – Philadelphia, PA.** Provide an assembly for students at Spring City Elementary School entitled “Give and Take Jugglers Little Circus”. Funding will be paid from the General Fund and shall not exceed \$950.00.
3. **Chris Poulos – Wakefield, RI.** Provide 3 assemblies (2 at Upper Providence Elementary School and 1 at Spring City Elementary School) for students in grades 1-4 encouraging students to cultivate a positive school environment while reinforcing Core Values, Good Character and Overall Kindness. Funding will be paid from the General Fund and shall not exceed \$2,250.00 (Upper Providence \$1,800.00 and Spring City \$450.00).

4. **Herren Talks – Portsmouth, RI.** Provide an assembly for 11<sup>th</sup> and 12<sup>th</sup> grade students by Chris Herren, former NBA Player and drug and alcohol prevention advocate. Mr. Herren will deliver an educational and informational message prior to the high school proms regarding the disease of addiction. Funding will be split between a Montgomery County Drug and Alcohol Prevention Project Grant (\$5,000.00) and the General Fund (approximately \$2,500.00). The total shall not exceed \$7,500.00.
  5. **Foodplay Productions – Hatfield, MA.** Provide an assembly for students at Spring City Elementary School entitled “To Be Fit, The Juggling Nutrition Magician Show”. Funding will be split between a Phoenixville Community Health Foundation Grant (\$500.00) and the General Fund (\$395.00) and shall not exceed \$895.00.
  6. **Valley Forge Educational Services (The Vanguard School) – Malvern, PA.** Provide educational services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$64,625.00.
  7. **Valley Forge Educational Services (The Vanguard School) – Malvern, PA.** Provide 1-1 support services for a special needs student during the 2019-2020 school year as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$33,752.78.
  8. **Camphill Special School –** Provide speech and language and occupational therapy related services during the 2019-2020 school year for a special needs student as per the IEP. Funding will be paid from the Special Education Budget and shall not exceed \$5,292.00.
  9. **Chester County Intermediate Unit – Downingtown, PA.** Provide educational services, related services and 1-1 services for five special needs students during the 2019-2020 school year as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$124,879.59.
  10. **Chester County Intermediate Unit – Downingtown, PA.** Provide educational services for two special needs students during the 2019-2020 school year as per their IEPs. Funding will be paid from the Special Education Budget and shall not exceed \$77,760.00.
  11. **StarHouse Media, LLC. – Fairfax, CA.** Provide two screenings (one for the Spring-Ford Community and one for Spring-Ford Area High School) of the film Screenagers: Next Chapter. Funding will be paid from the Community Relations Budget and shall not exceed \$650.00.
- F. The Board approved the following **independent contracts** that are offered free of charge or are being funded by the Home and School Associations, the Home and School Leagues, the Parent Teacher Associations, the Parent Teacher Organizations or an outside source:
1. **Mike and Roberta Straka – Bushkill, PA.** Provide a dinosaur presentation and dig for second grade students at Royersford Elementary School entitled “Dino Dig”. Funding will be paid by the Royersford Parent Teacher Organization and shall not exceed \$525.00.

2. **Mike and Roberta Straka – Bushkill, PA.** Provide a dinosaur presentation and dig for second grade students at Oaks Elementary School entitled “Dino Dig”. Funding will be paid by the Oaks Parent Teacher Association and shall not exceed \$525.00.
3. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide 4 assemblies for kindergarten classes at Royersford Elementary School entitled “Winter Secrets – Animals in Winter”. Funding will be paid by the Royersford Elementary Parent Teacher Organization and shall not exceed \$440.00.
4. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide 3 assemblies for kindergarten classes at Limerick Elementary School entitled “Winter Secrets – Animals in Winter”. Funding will be paid by the Limerick Home and School League and shall not exceed \$330.00.
5. **Perkiomen Watershed Conservancy – Schwenksville, PA.** Provide 5 assemblies for kindergarten classes at Oaks Elementary School entitled “Winter Secrets – Animals in Winter”. Funding will be paid by the Oaks Elementary Parent Teacher Association and shall not exceed \$550.00.
6. **Linnea McFadden – Wyomissing, PA.** Provide an assembly for all students at Royersford Elementary School entitled “End Bullying with Kindness”. Funding will be paid by the Royersford Elementary Parent Teacher Organization and shall not exceed \$400.00.

**New Independent Contract**

7. **Kim Hogan – Bethlehem, PA.** Provide an Artist-in-Residency Program for all students at Evans Elementary School in connection with a glass mosaic mural project which will be displayed in the building for all to view. Funding will be paid by the Evans Elementary Home and School Association and shall not exceed \$7,086.00.

**VII. PROPERTY**

Mr. Dehnert made a motion to approve Item A and Mr. Jackson seconded it. The motion passed 7-0.

- A. The Board gave approval for ICS Consulting, Media, PA to complete an updated comprehensive demographic and enrollment study for a not to exceed cost of \$33,000.00. Funding will come from the Maintenance Budget.

**VIII. CONFERENCE/ WORKSHOP RECOMMENDATIONS**

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

The following individuals were approved for attendance at the following:

<b>CODE: 580 Account: Conference/Training, registration, food, and accommodations</b>
---------------------------------------------------------------------------------------

**DISTRICT OFFICE**

- A. **Robert Rizzo**, Assistant Superintendent, and **Elizabeth Leiss**, Director of Human Resources, to attend the “*PSBA Equity Summit*” in Hershey, PA on October 15, 2019. The total cost of this conference is \$275.00 (registration and transportation). No substitutes are needed.

- B. **Mary Davidheiser**, Controller, to attend “*PASBO’s 65<sup>th</sup> Annual Conference*” in Pittsburgh, PA from March 16, 2020 through March 20, 2020. The total cost of this conference is \$1,642.00 (registration, transportation, lodging and meals). No substitute is needed.
- C. **Robert Catalano**, Director of Technology, to attend “*FET&C (Future of Education Technology Conference)*” in Miami, Florida from January 13, 2020 through January 17, 2020. The total cost of this conference is \$2,584.00 (registration, transportation, lodging and meals). No substitute is needed.
- D. **Tracy Bogucki** and **Jessica Kemp**, Child Accounting Administrative Assistants, to attend “*A/CAPA Fall Conference*” in Hershey, PA on November 13 and November 14, 2019. The total cost of this conference is \$1,285.00 (registration, transportation and lodging). No substitutes are needed.

#### DISTRICT-WIDE

- E. **Ashley Baisch, Seth Jones, Emily McGranahan, Yvonne O’Dea, and James Westlake** Music Teachers, to attend the “*PMEA District 11 15<sup>th</sup> Annual Professional Staff Development Conference*” on November 5, 2019 at Montgomery County Community College. The total cost of this conference is \$150.00 (registration). No substitutes are needed as this conference takes place on an in-service day.
- F. **Lori Bignotti**, Principal, **Heidi Rochlin**, Curriculum Supervisor, **Gabrielle Procaro, Stephanie Fitler** and **Jessica Saloky**, Instructional Coaches, to attend “*Be Bold with Weston Kieschnick: Developing a Rigorous and Relevant Digital Learning Environment*” at the Montgomery County Intermediate Unit in Norristown, PA on October 22, 2019. The total cost of this conference is \$1,100.00 (registration and transportation). No substitutes are needed.
- G. **Alisa Fleisher** and **Denise Johnston**, School Counselors, **Kelly German** and **Khrystin Herb**, Teachers, to attend the “*SAP Conference 2019*” at the Four Falls Corporate Center in West Conshohocken, PA on November 5, 2019. The total cost for this conference is \$160.00 (registration). No substitutes are needed as this conference takes place on an in-service day.

#### HIGH SCHOOL

- H. **Nicole Davenport**, Media Specialist, to attend “*Makerspaces: Creating Motivating, Engaging Work Spaces for Your Library*” at the Sheraton in Frazer, PA on December 11, 2019. The total cost of this conference is \$546.42 (registration, transportation and one day of substitute coverage).
- I. **Khrystin Herb**, SAP Coordinator, and **Kristin Rouyer**, Teacher, to attend “*PASAP Southeast Regional Workshop*” at the Caron Foundation in Wernersville, PA on October 30, 2019. The total cost of this conference is \$804.00 (registration, transportation and one day of substitute coverage for both teachers).
- J. **Khrystin Herb**, SAP Coordinator, to attend “*PASAP-PAMLE Conference*” in State College, PA from February 23, 2020 through February 25, 2020. The total cost of this conference is \$1,114.00 (Registration, transportation, lodging, meals and 2 days of substitute coverage).

**IX. OTHER BUSINESS**

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

- A. The Board gave approval for Yvonne O'Dea (High School Choir Director), Joseph Perry (High School Assistant Choir Director) and Emily McGranahan (Orchestra Director) to take the High School Vocal Ensemble, Golden Voices, Honors Orchestra, 9<sup>th</sup> Grade Orchestra and 10-12 Grade Orchestra to compete in Virginia from April 30, 2020 through May 2, 2020. In addition, students will have the opportunity to attend workshops with professional clinicians. The groups will be travelling by chartered bus and staying at a hotel in Virginia Beach. The cost of the trip shall not exceed \$600.00 per person. The Spring-Ford Music Association and staff will conduct fundraising events to help defray the costs. Students will miss two days of school and will be responsible for making up any missed work. The total cost to the district is \$1,152.00 for two days of substitute coverage for Mrs. O'Dea, Mrs. McGranahan and Mr. Perry.
- B. The Board gave approval for the Spring-Ford Area High School Girls' Softball Team to accept the invitation to participate in The Ripken Experience held in Myrtle Beach, South Carolina from March 17, 2020 through March 21, 2020. The Team will be traveling via chartered bus and will be staying in a hotel in Myrtle Beach, SC. The cost per student-athlete will be approximately \$600.00. The team will participate in four regular season contests which are part of the 2020 schedule that permits a maximum of 20 contests as per PIAA by laws. The High School Softball Program and staff will conduct fundraising events to help defray the costs. Student-athletes will miss three school days and will be responsible for any missed work. The total cost to the district is \$1,728.00 for three days of substitute coverage for the three coaches.

**X. BOARD COMMENT**

Mrs. Zasowski thanked everyone who made it onto the trailer for the homecoming parade. She advised that the next event will be the fundraiser by Coldwell Banker Hearthside to create a scholarship fund for a Spring-Ford student in one of the trades. She invited the board and any members of the public to come out on November 8<sup>th</sup> in her barn from 7PM to 10PM.

**XI. PUBLIC TO BE HEARD**

There were no comments from the public.

**XII. ADJOURNMENT**

Mr. Dehnert made a motion to adjourn and Mr. Jackson seconded it. The motion passed 7-0. The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Diane M. Fern  
School Board Secretary

## **SPRING-FORD AREA SCHOOL DISTRICT**

**TITLE:** Junior Network Systems Administrator

**REPORTS TO:** Director of Information Technology

**JOB SUMMARY:** Under the general supervision of the Information Technology Director, the Junior Network Systems Administrator will be responsible for assisting with all district computer network planning, administration and operations activities. Perform a variety of complex professional and technical duties related to assisting with the installation and maintenance of the district computer network and communications hardware and software systems including network, routers, Firewall, LAN, WAN, and telephone systems, in addition to Network Access Control. Responsible for assisting in the configuration and installation of network, server and internet security. Assist in supervising the work of the network technical staff. Perform other related duties as assigned to support an effective and thorough education program for the students in the Spring-Ford Area School District.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Assist maintaining the technical network operation of wired and wireless network infrastructure. Trouble shoot as necessary, including replacement should the need arise. Assist with network component inventory, updating as necessary
- Assist maintaining the VoIP Platform.
- Provide Tier III IT support for district end-users and IT staff as needed
- Assist in maintaining district IDF's and MDF's
- Assist in maintaining wireless connectivity for the district. Assist in ensuring wireless connections are secure and safe while meeting district standards and policies.
- Assist maintaining network security standards through centralized tools such as NAC, AD, Radius, Meraki Cloud, etc.
- Assist in recommendation, installation, configuration, and coordination of the operation and technical support for a networked environment.
- Assist in the command of the district network architecture and long-range planning.
- Assist in supervision of network security and help develop procedures for staff, student and guest use consistent with the district goals and policies.
- Other duties as assigned by the Director of Technology or designee.

### **QUALIFICATIONS:**

- Associate's degree preferred.
- 5 years' experience technical support in an education institution required.
- Technical experience and/or skills to meet all job responsibilities as outlined above.
- Minimum 2 years (3 preferred) supporting network environments.
- Industry certification a plus: Meraki, Microsoft, CISCO, CompTIA, NOCTI, etc.
- Strong troubleshooting skills, ability to multitask, and the judgement to prioritize appropriately.

<b>Shift Type:</b>	Full-time position
<b>Location:</b>	Spring-Ford Area School District
<b>Salary:</b>	\$55,000.00 - \$60,000.00
<b>License/Clearance(s):</b>	Act 34 - Criminal History Clearance Act 151 - Child Abuse History Clearance Act 114 – FBI Criminal Clearance

*This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position.*

*The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Director of Human Resources of any and all reasonable accommodation(s) that will be required.*

**2019-2020 EXTRACURRICULAR CONTRACTS  
NOVEMBER 2019**

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	5/6 Club #1	Fall	Beerer	Katherine J.	\$402.00
2	5/6 Club #2	Winter	Beerer	Katherine J.	\$201.00
3	Indoor Winter Color Guard Coach - 7 & 8	Winter	Eddowes	Annette	\$1,471.00
4	Swimming Coach-HS	Winter	Huff	Gregory	\$6,918.00
5	Volunteer Assistant Basketball Coach - Boys'- HS	Winter	Kurtz	Matthew R.	Volunteer
6	Basketball Coach-Girls' (8th Grade)	Winter	Murtin	John A.	\$3,186.00
7	Volunteer Assistant Basketball Coach - Boys'- HS	Winter	Reber	Randall	Volunteer
8	Co-Ed Fitness Intramural # 16 - Grade 8	Winter	Terry	Vincent E.	\$402.00
9	Indoor Winter Percussion Director - HS	Winter	Thurston	Mark D.	\$3,197.00

# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: PROPERTY

TITLE: SCHOOL POLICE INCIDENTS

ADOPTED:

REVISED:

REVIEWED:

	705.2. SCHOOL POLICE INCIDENTS
1. Purpose	The purpose of this policy is to provide guidance for the School Police Officer(s) responding to calls for service and dealing with incidents on school property during normal school hours or during school sanctioned events on/off school property before, during, or after normal school hours.
2. Responsibility	<p>Responding to calls for service or conducting investigations on school property requires understanding the limitations placed on law enforcement officers by law and the responsibility of school authorities for supervision of children under their care.</p> <p>It is the responsibility of the School Police Officer(s) to conduct investigations and related police business on school property in conformance with accepted legal practices and the responsibility of the school officials to manage the educational environment.</p>
3. Guidelines	<p>A. <u>Interviewing Students</u></p> <ol style="list-style-type: none"> <li>1. Except in emergency situations or circumstances of arrest, the School Police Officer(s) who wishes to interview students on school property, shall notify the building principal or designee.</li> <li>2. School officials shall summon students to an appropriate area for the purpose of questioning.</li> <li>3. School officials may be present as observers during the interviews.</li> <li>4. Police Officer(s) shall not use school employees to conduct interviews as a part of the investigation.</li> <li>5. Police Officer(s) may question school officials with regard to their knowledge of students, their activities, and other matters.</li> </ol>

	<p>B. <u>Arrest of Students</u></p> <ol style="list-style-type: none"><li>1. Police Officers shall notify the building principal or designee before making an arrest of a student during normal school hours unless exigent circumstances exist that would jeopardize the safety of the officer or others. The Police Officer(s) is responsible to notify the youth's parent, guardian or a responsible adult of the youth's arrest.</li><li>2. Students will not be removed from school property during school hours without notifying the school principal or his/her designee.</li><li>3. The use of handcuffs or other restraining devices shall be used when deemed necessary to ensure the safety of the arrestee, the police officers and others.</li><li>4. The arrest of the student shall be conducted to minimize the disruption of school activities.</li></ol> <p>C. <u>Searching Students and Property</u></p> <ol style="list-style-type: none"><li>1. Police searches of students and property on school property must be reasonable.</li></ol> <p>D. <u>Reporting Incidents to Police Officer(s)</u></p> <ol style="list-style-type: none"><li>1. The following incidents will be referred to the police for investigation<ol style="list-style-type: none"><li>a. Assault</li><li>b. Assault of a student with injury</li><li>c. Use of a weapon in an assault or attempted assault</li><li>d. Report of a weapon or explosive on school property</li><li>e. Possession or use of alcohol or narcotics</li><li>f. Bomb threats</li><li>g. Threats of physical harm to school officials or property</li><li>h. Pornography</li></ol></li></ol>
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	<ul style="list-style-type: none"><li>i. Sexual assault, rape</li><li>j. Burglary or theft</li><li>k. Vandalism</li><li>l. Arson</li><li>m. Trespass or loitering on school grounds during school hours</li><li>n. Alcohol, tobacco, vaping</li><li>o. Controlled substances</li></ul> <p>2. Incidents shall be reported in a timely manner and provide specific information, if known, with regards to who was involved, when the incident took place and when the incident occurred.</p> <p>E. <u>Parameters for Building Security</u></p> <ul style="list-style-type: none"><li>1. Principals from each school shall be aware of and understand existing school and School Police Policies and Procedures.</li><li>2. The School Police Department shall be provided the names of students who have been suspended from school and the length of the suspension.</li></ul> <p>F. <u>Use of School Police Vehicles</u></p> <p>The use of District vehicles by school police officers for the purpose of “hot pursuit” is forbidden.</p> <p>G. <u>Motor Vehicle Stops</u></p> <p>School Police Officers shall have the authority to conduct motor vehicle stops on school property for traffic violations occurring on school property or when there is a known warrant for an individual in the vehicle.</p> <p>H. <u>Intoxicated Individuals</u></p> <ul style="list-style-type: none"><li>1. Students determined to have used alcohol or who may be under the influence of a controlled substance (“Intoxicated Individuals”) shall be turned over to the building principal for disciplinary action outlined in the Student Code of Conduct.</li><li>2. The building principal and the Superintendent or his/her designee shall be</li></ul>
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	<p>notified of any staff members determined to be an Intoxicated Individual on school property.</p> <p>3. Intoxicated Individuals shall be arrested according to applicable state law and local ordinances.</p> <p>I. <u>Medical Treatment of Individuals</u></p> <p>1. School Police Officers shall administer medical treatment to students, staff, or school visitors on an emergency basis only.</p> <p>2. School Police Officers shall be required to maintain certification for first aid, CPR, and the use of an A.E.D.</p> <p>3. Narcan® (Naloxone) shall be administered in accordance with Board Policy 823.</p> <p>J. Extra-Duty or “<u>Moonlighting</u>”</p> <p>1. It is the policy of the Spring-Ford Area School District Police Department (Department) to allow its personnel to engage in extra-duty employment that does not conflict with primary job assignments or obligations to the Department, and that does not discredit or embarrass the Department or diminish public confidence in law enforcement, or in the Department’s commitment to integrity.</p> <p>2. A police officer engaged in any extra-duty employment is subject to call-out in case of an emergency, and may be expected to leave his/her off-duty or outside employment in such situations.</p> <p>3. Approval for extra-duty employment may be withdrawn upon the discovery of any conflict of interest or any violation of the conditions for approval stated in this policy, when such employment interferes with the employee’s primary duties or if Department disciplinary standards are violated.</p> <p>4. School Police Officers shall be permitted to work as police officers or security guards by employers other than the District only with the completion and approval of the required application by the Coordinator of Safety, Security, and Emergency Preparedness (CSSEP), the Superintendent, and the Director of Human Resources. (Attachment: Extra-Duty and/or Moonlighting application)</p> <p>K. Media</p> <p>1. The District is committed to operate effectively by obtaining support from</p>
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	<p>the public. In order to ensure public trust and support, the District is committed to informing the community, through the news media, of events within the public domain that are handled by, or involve the District. The District will, however, control the dissemination of public information to protect the constitutional rights of an accused, to avoid interfering with a Department investigation, or because it is legally privileged. All District correspondence with the media shall comply with Board Policy 911 News Media Relations.</p> <p><u>References:</u> Board Policy 823 Board Policy 911</p>
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# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CONTRACTED SERVICES

ADOPTED: March 25, 1991

REVISED:

	818. CONTRACTED SERVICES
1.Purpose	<p>In its effort to provide cost-effective programs, the Board uses outside independent contractors for a variety of purposes. The district is required to ensure that such contractors comply with certain legal requirements regarding contractor employees involved in the delivery of services to the district. This policy is adopted to outline those requirements and the manner in which the district shall direct and monitor contractor compliance.</p>
2. Definitions	<p>For purposes of this policy, <b>contractor employee</b> shall include an individual who:</p> <ol style="list-style-type: none"> <li>1. Is employed or offered employment by an independent contractor or a subcontractor of an independent contractor, or is an individual independent contractor; and</li> <li>2. Has or will have direct contact with children.</li> </ol>
SC 111	<p><b>Direct Contact with Children</b> - the possibility of care, supervision, guidance or control of children or routine interaction with children.<a href="#">[1]</a></p> <p>For purposes of this policy, <b>independent contractor</b> shall mean an individual or entity that contracts with the district to provide services.</p>
3. Authority	<p>The district is required by law to ensure that independent contractors and contractor employees comply with the mandatory background check requirements for criminal history and child abuse certifications, the employment history review requirement, and the arrest and conviction reporting requirements.<a href="#">[2]</a><a href="#">[3]</a><a href="#">[4]</a></p>
4. Guidelines	<p>Prior to using contracted services, a written contractual agreement shall be entered into between the district and the independent contractor and maintained centrally by the district in a manner similar to that for other contracts. Requests for proposals, bid specifications for proposals and resulting contracts shall specify the following:</p> <ol style="list-style-type: none"> <li>1. Mandatory requirements for criminal history background checks, child abuse certifications, employment history reviews, and arrest and conviction</li> </ol>

	<p>reporting for contracted services involving direct contact with children, as mandated by law and set forth in this policy.<a href="#">[5]</a></p> <p>2. A requirement that all contracted transportation providers provide a program of drug and alcohol testing for covered drivers. A covered driver shall include any contractor employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial vehicle owned, leased or operated by the independent contractor in connection with school district services.<a href="#">[6]</a><a href="#">[7]</a><a href="#">[8]</a><a href="#">[9]</a><a href="#">[10]</a></p> <p>3. That failure to comply with this policy and the requirements for criminal history background checks and child abuse certifications, employment history reviews, and required reporting of employee arrests, convictions or other misconduct by an independent contractor or contractor employee shall be grounds for termination of the contract.</p> <p>The Superintendent or designee shall review all information provided pursuant to this policy and determine if information is disclosed that precludes employment or continued service of an independent contractor or contractor employee.<a href="#">[2]</a><a href="#">[3]</a><a href="#">[4]</a><a href="#">[5]</a><a href="#">[11]</a></p> <p>Information submitted by an independent contractor or contractor employee in accordance with this policy shall be maintained centrally in a manner similar to that for school employees.</p> <p><u>Pre-Employment Requirements</u></p> <p><i>Employment History Review -</i></p> <p>Independent contractors shall conduct an employment history review, in compliance with state law, prior to assignment of a contractor employee to perform work for the district in a position or assignment involving direct contact with children. The independent contractor may use the information for the purpose of evaluating an applicant's fitness to be hired or for continued employment of a current contractor employee and may report the information as permitted by law.<a href="#">[4]</a></p> <p>Independent contractors shall inform the district, in writing, upon receipt of an affirmative response to any of the abuse and sexual misconduct background questions for a contractor employee. If the district objects to the assignment, the independent contractor may not assign the contractor employee to the district.<a href="#">[4]</a></p> <p>Independent contractors shall, upon request, provide the district to which a contractor employee is assigned access to the employee's employment history review records.</p>
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*Criminal History -*

Prior to assignment of contractor employees to perform work for the district in a position or assignment involving direct contact with children, contractor employees shall submit an official child abuse clearance statement and state and federal criminal history background checks (certifications) as required by law.[\[2\]](#)[\[3\]](#)

Contractor employees shall report, on the designated form, all arrests and convictions as specified on the form. Contractor employees shall likewise report arrests and/or convictions that occur subsequent to initially submitting the form. Failure to accurately report such arrests and convictions may subject the individual to denial of employment/contract, termination if already hired/contracted, and/or criminal prosecution.[\[3\]](#)

*Tuberculosis Test -*

Contractor employees providing services for students shall undergo a test for tuberculosis in accordance with the regulations and guidance of the Pennsylvania Department of Health.[\[12\]](#)[\[13\]](#)

Arrest and Conviction Reporting Requirements

All independent contractors shall adopt policies and procedures that require their employees, who are providing services to the district and who have direct contact with children, to notify the independent contractor, in writing, within seventy-two (72) hours of the occurrence, of an arrest or conviction required to be reported by law. Contractor employees shall also be required to report to the independent contractor, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law. The policies and procedures shall also include the provision that the failure on the part of contractor employees to make such a timely notification shall subject them to disciplinary action, including termination.[\[3\]](#)[\[11\]](#)

If the independent contractor receives notice of such arrest or conviction or that the contractor employee has been named as a perpetrator in a founded or indicated report, from either the contractor employee or a third party, the independent contractor shall immediately report, in writing, that information to the Superintendent or designee.

The independent contractor shall immediately require a contractor employee to submit new certifications when there is a reasonable belief that the employee was arrested for or has been convicted of an offense required to be reported by law, was named as a perpetrator in a founded or indicated report, or has provided written notice of such occurrence.[\[3\]](#)[\[11\]](#)

Contractor employees who provide transportation services shall immediately notify the independent contractor and the district's transportation supervisor of any traffic citations or the suspension, revocation or cancellation of operating privileges.[14]

#### Educator Misconduct

If the Superintendent reasonably suspects that conduct being reported involves an incident required to be reported under the Educator Discipline Act, the Superintendent or designee shall notify the Pennsylvania Department of Education, in accordance with applicable law, regulations and Board policy 317.1.[15][16]

#### Training

Independent contractors shall provide their employees who have direct contact with children with mandatory training on child abuse recognition and reporting. The training shall include, but not be limited to, the following topics:[1]

1. Recognition of the signs of abuse and sexual misconduct and reporting requirements for suspected abuse and sexual misconduct.
2. Provisions of the Educator Discipline Act, including mandatory reporting requirements.[17]
3. District policy related to reporting of suspected abuse and sexual misconduct.[18]
4. Maintenance of professional and appropriate relationships with students.[19]

Employees of independent contractors who have direct contact with children are required to complete a minimum of three (3) hours of training every five (5) years.[1]

Contractor employees shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which contractor employees should also receive that training.

#### Child Abuse Reporting

All contractor employees who have reasonable cause to suspect that a child is the victim of child abuse shall make a report of suspected child abuse in accordance with applicable law, Board policy and administrative regulations.[18][20]

Legal	<p><u>Confidentiality</u></p> <p>No contractor employee shall be permitted access to confidential student information unless the district has determined that such access is necessary for the contractor employee to fulfill his/her responsibilities. Contractor employees with access to confidential student information shall maintain the confidentiality of that information in accordance with Board policies and procedures and applicable law. If a contractor employee has questions about the confidentiality of student information, the contractor employee should consult with the building principal.[21][22]</p> <ol style="list-style-type: none"> <li>1. 24 P.S. 1205.6</li> <li>2. 23 Pa. C.S.A. 6344</li> <li>3. 24 P.S. 111</li> <li>4. 24 P.S. 111.1</li> <li>5. 55 PA Code 3490.132</li> <li>6. 49 CFR Part 382</li> <li>7. 67 PA Code 71.3</li> <li>8. 75 Pa. C.S.A. 1612</li> <li>9. 75 Pa. C.S.A. 3802</li> <li>10. Pol. 810.1</li> <li>11. 23 Pa. C.S.A. 6344.3</li> <li>12. 24 P.S. 1418</li> <li>13. 28 PA Code 23.44</li> <li>14. 75 Pa. C.S.A. 1606</li> <li>15. 24 P.S. 2070.9a</li> <li>16. Pol. 317.1</li> <li>17. 24 P.S. 2070.1a et seq.</li> <li>18. Pol. 806</li> <li>19. Pol. 824</li> <li>20. 23 Pa. C.S.A. 6311</li> <li>21. Pol. 113.4</li> <li>22. Pol. 216</li> <li>24 P.S. 1362</li> <li>22 PA Code 8.1 et seq.</li> <li>23 Pa. C.S.A. 6301 et seq.</li> <li>75 Pa. C.S.A. 1601 et seq.</li> <li>Pol. 610</li> <li>Pol. 810</li> </ol>
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# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: REPORTING USE OF FORCE

ADOPTED:

REVISED:

REVIEWED:

	<b>830. REPORTING USE OF FORCE</b>
1. Purpose	It is the purpose of this policy to provide Spring-Ford Area School District Police Officers with guidelines for reporting use of force.
2. Authority	The authority to use force carries with it the need for accountability in order to safeguard the rights of the public and preserve the integrity of the Spring-Ford Area School District Police Department. As such, it is the policy of the Spring-Ford Area School District that use of force, as designated herein, shall be reported in a timely, complete, and accurate manner by involved Spring-Ford Area School District Police Officers and as prescribed by this policy. Police use of force shall be recognized as physical force as defined in Board Policy 834 Use of force by police shall not include handcuffs when used as a restraint in arrest and transport activities, transport by vehicle, physical removal of peacefully resisting demonstrators, display of weapon (un-holstering or brandishing of firearm), presence of police officers, horses or canines, or policy issuance of tactical commands (verbal judo).
3. Guidelines	<p>A. <u>Responsibility for Reporting</u></p> <ol style="list-style-type: none"> <li>1. Spring-Ford Area School District Police Officers shall make an immediate verbal report to their supervisors following any use of force and shall file a Use-of-Force Report.</li> <li>2. All Use-of-Force Reports shall specify the actions of the subject person that necessitated the use of force, the reason why the officer used force, as well as any subject person complaints of injury, medical treatment received, or refusal of medical treatment.</li> <li>3. The officer shall notify any assisting officer if force was used on the subject person, or if the subject person has an injury or complaint of pain.</li> <li>4. Supervisory officers shall investigate and report on uses of force directly to the Superintendent.</li> </ol> <p>B. <u>Subject Persons in Custody or Detention and Medical Attention</u></p>

	<ol style="list-style-type: none"><li>1. Spring-Ford Area School Police Officers shall seek immediate medical treatment for any Subject Person in custody or detained (Investigative Detention) for any of the following reasons:<ol style="list-style-type: none"><li>a. If the Subject Person requests medical attention.</li><li>b. Upon the Officer's observation, the subject person has an apparent injury.</li><li>c. If there is a question of an injury, the officer shall ask the Subject Person if they are injured or ill.</li></ol></li><li>2. Spring-Ford Area School Police Officers shall complete a report on any person who has been injured or who reports being injured in a manner designated by the Spring-Ford Area School District.</li></ol> <p>C. <u>Supervisory Responsibilities</u></p> <ol style="list-style-type: none"><li>1. For any use of force, an officer's immediate supervisor shall be summoned and shall respond to the location on a priority basis.</li><li>2. In any instance of use of force, the supervisor shall prepare a Use of Force Report that shall include:<ol style="list-style-type: none"><li>a. The officer's and subject person's description of the incident, statements of actions taken, injuries sustained and medical treatment provided.</li><li>b. Identification and interview(s) of witnesses as appropriate.</li><li>c. Documenting, as necessary, the scene of the incident.</li><li>d. Interviews of any health care provider concerning the injuries sustained and their consistency with uses of force.</li><li>e. Statements (including tape recordings) of witnesses, subject person(s), and medical personnel.</li><li>f. Copies of medical reports.</li><li>g. Photographs or videotapes of injuries.</li><li>h. Any other information or material pertinent to a complete understanding of the incident.</li></ol></li><li>3. The immediate supervisor shall notify the Coordinator of Safety, Security,</li></ol>
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<p>4. Definitions</p>	<p>and Emergency Preparedness (CSSEP) and/or the Superintendent in cases involving injury or complaint of injury, hospitalization, or death of a person resulting or allegedly resulting from an officer's use of force.</p> <p>4. The CSSEP shall review all Use-of-Force Reports to determine their adherence to policy and procedures, and completeness of the report. Where further documentation or investigation is warranted, the CSSEP shall continue with the investigation.</p> <p>5. The CSSEP shall submit his findings and conclusions to the Superintendent.</p> <p>6. In any incident that involves serious bodily injury or death from an officer's use of force, the involved officer may be reassigned pending the outcome of the investigation and any possible administration adjudication.</p> <p><u>Use of Force</u> - For purposes of this policy, Use of Force is the amount of effort required by police to compel compliance from a person. Except as noted below, this includes any use of force occurring while the officer is acting in an official law enforcement capacity.</p> <p><u>Physical Force</u> - Use of any part of the officer's body to compel compliance.</p> <p><u>Police Presence</u> - Mere police presence can resolve some situations making further escalation of force unnecessary.</p> <p><u>Dialogue</u> - Dialogue used by an officer can serve to diffuse potentially violent confrontations. The manner and form in which an officer speaks to a person can be an effective means of exerting control over the situation. The use of profanity or disrespectful or argumentative conduct on the part of the officer is unacceptable.</p> <p><u>Taser</u> - A Taser is intended to temporarily incapacitate a person or an animal. Officers attempting to perform an official function and meeting resistance are authorized to use a Taser. Tasers can be used before or after empty handed control depending on the type and degree of resistance being encountered. An officer is not permitted to use a Taser unless qualified in its proficient use as determined by Spring-Ford Area School District training procedures.</p> <p><u>Empty Handed Control</u> - This type of force can could be as little as a hand on the arm of a person or could escalate to a higher level of physical force. The purpose of this level of force is to gain control and compliance while minimizing the risk of injury to the officer, the person being controlled, and innocent bystanders. The use of choke holds (vascular or otherwise) or similar control techniques are prohibited unless the use of lethal force is authorized.</p> <p><u>Deadly Force</u> - An officer is not permitted to use lethal weapons unless qualified in</p>
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830. REPORTING USE OF FORCE - Pg. 4

	<p>their proficient use as determined by Spring-Ford Area School District training procedures. Officers should be aware that, while commonly related to the use of a firearm, deadly force could be realized through a variety of measures, such as impact and less lethal weapons.</p> <p>References:</p> <p>18 Pa.C.S. § 501 et seq. Board Policy No. 834</p>
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# SPRING-FORD AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: USE OF FORCE

ADOPTED:

REVISED:

REVIEWED:

	<b>834. USE OF FORCE</b>
1. Purpose	The purpose of this policy is to provide Spring-Ford Area School District Police Officers with guidelines on the use of deadly and non-deadly force.
2. Authority	The Spring-Ford Area School District recognizes and respects the value and special integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of the Spring-Ford Area School District that police officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officers and others. Further, Spring-Ford Area School Police Officers are trained to a higher level of care when interacting with our students, staff, and visitors. The District expects the highest form of professionalism and care from all School Police Employees.
3. Guidelines	<p>A. <u>Parameters For Use of Deadly Force</u></p> <ol style="list-style-type: none"> <li>1. Police Officers are authorized to use deadly force in order to: <ol style="list-style-type: none"> <li>a. Protect the students, staff, visitors and other officers from what is reasonably believed to be a threat of death or serious bodily harm, or</li> <li>b. Prevent the escape of a fleeing felon whom the officer has probable cause to believe will pose a significant threat to human life should escape occur.</li> </ol> </li> <li>2. Before using a firearm, police officers shall identify themselves and state their intent to shoot, <u>where feasible</u>.</li> <li>3. A Police Officer may also discharge a weapon under the following circumstances: <ol style="list-style-type: none"> <li>a. During range practice.</li> <li>b. To destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured.</li> </ol> </li> </ol>

	<p>4. Police Officers shall adhere to the following restrictions when their weapon is exhibited:</p> <ul style="list-style-type: none"><li>a. Except for maintenance or during training, Police Officers shall not draw or exhibit their firearm unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.</li><li>b. Officers are prohibited from firing warning shots under any circumstances.</li><li>c. Officers shall not discharge a firearm at or from a moving vehicle except under the following conditions:<ul style="list-style-type: none"><li>1) As a last resort measure of self-defense when the actor is using deadly force by means other than the vehicle.</li><li>2) As a last resort measure of self-defense when a vehicle is being driven in a manner deliberately intended to kill or injure an officer or other person.</li><li>3) As a last resort to prevent the escape of a fleeing felon when the use of deadly force is otherwise justified.</li></ul></li></ul> <p><b>B. <u>Parameters For Use of Non-Deadly Force</u></b></p> <ul style="list-style-type: none"><li>1. Where deadly force is not authorized, officers shall use only that level of force on the force continuum that is reasonably necessary to de-escalate the incident and bring it under control.</li><li>2. Police Officers are authorized to use Department approved non-deadly force techniques and issued equipment for resolution of incidents as follows:<ul style="list-style-type: none"><li>a. To protect himself/herself or another from physical harm.</li><li>b. To restrain or subdue a resistant individual.</li><li>c. To bring an unlawful situation safely and effectively under control.</li></ul></li></ul> <p><b>C. <u>Use of Force Continuum</u></b> – The following is a use of force continuum that will serve as a guideline for officers when deciding the appropriate level of force to be used. Nothing in this continuum will require that officers use all lower levels of force before using the appropriate level. Circumstances and reasonableness will determine what level of force on the continuum that an officer will employ.</p> <ul style="list-style-type: none"><li>1. Police Presence – Mere police presence is not considered a use of force.</li></ul>
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	<p>Mere police presence may resolve some situations making further escalation of force unnecessary.</p> <ol style="list-style-type: none"> <li>2. Dialogue/Verbal Commands – Dialogue used by an officer is not considered a use of force. Dialogue used by an officer can serve to diffuse potentially violent confrontations. The manner and form in which an officer speaks to a person can be an effective means of exerting control over the situation. The use of profanity or disrespectful or argumentative conduct on the part of the officer is unacceptable.</li> <li>3. Taser (Physical Force) – Tasers are intended to temporarily incapacitate a person or an animal. Officers attempting to perform an official function and meeting resistance are authorized to use the Taser. They can be used before or after empty handed control depending on the type and degree of resistance being encountered. An officer is not permitted to use the Taser unless qualified in their proficient use as determined by Spring-Ford Area School District training procedures.</li> <li>4. Empty Handed Control (Physical Force) – This type of force can be as little as a hand on the arm of a person or could escalate to a higher level of physical force. The object of this level of force is to gain control and compliance while minimizing the risk of injury to the officer, the person being controlled, or innocent bystanders. The use of choke holds (vascular or otherwise) or similar control techniques are prohibited unless the use of lethal force is authorized.</li> <li>5. Deadly Force – An officer is not permitted to use lethal weapons unless qualified in their proficient use as determined by Spring-Ford Area School District training procedures. Officers should be aware that, while commonly related to the use of a firearm, deadly force could be realized through a variety of measures, such as impact and less lethal weapons.</li> </ol> <p><u>D. Reporting Requirements</u></p> <ol style="list-style-type: none"> <li>1. The Coordinator of Safety, Security, and Emergency Preparedness (CSSEP) shall investigate all Use of Force incidents on or off campus involving Spring-Ford School Police Officers.</li> <li>2. The CSSEP will collaborate with the local jurisdiction if a School Police Officer has a Use of Force incident off campus.</li> <li>3. In the event that the CSSEP is involved in a Use of Force incident the local jurisdiction having authority will be notified. The local jurisdiction will investigate and report to the Superintendent per Memorandum of Understanding with the local jurisdiction.</li> </ol>
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<p>4. Definitions</p>	<p><u>Deadly Force</u>: Any use of force that is likely to cause death or serious bodily harm.</p> <p><u>Non-Deadly Force</u>: Any use of force other than that which is considered deadly force.</p> <p><u>School Police Officer (Peace Officer)</u>: Any person who by virtue of his office or public employment is vested by law with a duty to maintain public order or to make arrests for offenses, whether that duty extends to all offenses or is limited to specific offenses.</p> <p><u>Taser</u>: A Taser is intended to temporarily incapacitate a person or an animal.</p> <p>References:</p> <p>18 Pa.C.S. § 501 <u>et seq.</u> Board Policy No. 830</p>
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