

**SPRING-FORD AREA SCHOOL DISTRICT  
BOARD MEETING  
Monday, February 28, 2022 ~ 7:30 P.M.**

RCTV YouTube Address: <https://www.youtube.com/ramcountrytv>  
Zoom Address: <https://spring-ford/zoom.us/j/737353244>

**MISSION STATEMENT**

Spring-Ford Area School District strives to be educationally relevant, focused on achievement and growth, and have a priority on people so that students are fully prepared to positively contribute to their society.

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

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

**II. ACTION ITEMS**

- A. Board approval is needed to amend Policy 006 to allow for Board Members to fully participate in person or on Zoom for this meeting. This amendment shall be effective for this meeting only.
- B. The Board of School Directors hereby authorizes an amendment to the District's 2021-2022 Health and Safety Plan **effectively immediately upon Board approval** and recommends that students and staff, Kindergarten through 12th grade, and visitors wear appropriate face coverings while indoors during school activities. Further, nothing herein shall limit the administration's requirement to adhere to mandatory mitigation strategies that may be required in the future by the Montgomery County Department of Health or other applicable agencies with oversight over the district.

**III. BOARD AND COMMITTEE REPORTS**

Extracurricular	Dave Shafer	1 <sup>st</sup> Tue. 6:30 p.m.
Policy	Wendy Earle	2 <sup>nd</sup> Mon. 6:30 p.m.
Curriculum/Technology	Dr. Margaret Wright	2 <sup>nd</sup> Mon. 7:30 p.m.
Finance	Clinton L. Jackson	2 <sup>nd</sup> Tue. 6:30 p.m.
Property	Clinton L. Jackson	2 <sup>nd</sup> Tue. 7:30 p.m.
Personnel Committee	Colleen Zasowski	
WMCTC	Earle/Weingarten/Zasowski	1 <sup>st</sup> Mon. 7:00 p.m.
Legislative Committee	Abby Deardorff	3 <sup>rd</sup> Wed. 7:30 p.m.
MCIU	Dr. Margaret Wright	4 <sup>th</sup> Wed. 7:00 p.m.
PSBA Liaison	David Shafer	
American Legion	Diane Sullivan	
Superintendent's Report	Robert Rizzo	
Solicitor's Report	Mark Fitzgerald	

**IV. MINUTES**

- A. Administration recommends approval of the January 10, 2022, Special Meeting minutes. **(Attachment A1)**

- B. Administration recommends approval of the January 18, 2022, Work Session minutes. (**Attachment A2**)
- C. Administration recommends approval of January 24, 2022, Board Meeting minutes. (**Attachment A3**)

## V. PERSONNEL

### A. Resignations

1. **Lauren E. Dietrich**; Elementary Teacher, 5/6<sup>th</sup> Grade Center. Effective: April 13, 2022.
2. **Joseph M. Doherty**; Head Custodian, 8<sup>th</sup> Grade Center for the purpose of retirement. Effective: April 29, 2022.
3. **Sheila Egleston**; Detention Duty- Grade 8. Effective: January 21, 2022.
4. **Shea McDonald**; Instructional Assistant, Royersford Elementary School. Effective: February 11, 2022.
5. **Ashley A. Monziona**; Special Education Teacher, Oaks Elementary School. Effective: January 25, 2022.
6. **Lyndi R. Paladino**; Co-Ed Fitness Intramural #6- Grades 5-6- Basketball. Effective: February 1, 2022.
7. **Linda B. Rega**; Food Service Manager, Evans Elementary School for the purpose of retirement. Effective: June 13, 2022.
8. **Shannon M. Tolas**; Special Education Teacher, Evans Elementary School. Effective: January 26, 2022
9. **Michael J. Miedlar**; Asst. Track Coach-Girls' & Boys'-HS (1/2 Contract). Effective: February 17, 2022.

### NEW Resignations

10. **Rachel S. Perry**; Instructional Assistant, 8<sup>th</sup> Grade Center. Effective: March 4, 2022.
11. **Samantha T. Rowles**; Special Education Teacher, Senior High School. Effective: April 22, 2022.

### B. Temporary Professional Employee

1. **Nicole M. Zucal**; Special Education Teacher, Senior High School replacing Indira Pothukuchi who resigned. Compensation has been set at B, Step 2, \$51,650.00, prorated with benefits per the Professional Agreement. Effective: May 2, 2022.

### C. Support Staff

1. **Kelly R. Barber**; Instructional Assistant, Limerick Elementary School replacing Madison E. Eckhart who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: January 31, 2022.
2. **Bradley T. Siegfried**; Custodian, 7<sup>th</sup> Grade Center replacing Kevin K. Bearde who had a change of status. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective: February 28, 2022.

**NEW Support Staff**

3. **Alan R. Horning Jr.**; Custodian, Royersford Elementary School replacing Ronald Moser who retired. Compensation has been set at \$17.22/hour with benefits per the Custodial Benefit Summary. Effective: March 2, 2022.
4. **Lorraine O'Donnell**; Level III Secretary, Senior High School replacing Tacy J. Valenteen who had a change of assignment. Compensation has been set at \$16.52/hour with benefits per the Secretarial Benefit Summary. Effective: April 1, 2022.

**C. Change of Status**

1. **Kevin K. Bearde**; Custodian, 7<sup>th</sup> Grade Center to Head Custodian, Spring City Elementary School replacing Georgia Piccarreta who had a change of assignment. Compensation has been set at \$19.56 plus \$1.25/hour head custodian stipend per the Custodian Benefit Summary. Effective: January 31, 2022.
2. **Susanne M. Hunsberger**; Instructional Assistant, Senior High School to Special Education Teacher, Senior High School replacing Aimee M. Oblak who had a change of status. Compensation has been set at B, Step 1, \$50,750.00 prorated, with benefits per the Professional Agreement. Effective: January 26, 2022.

**D.** Administration recommends approval for **Gary W. Rhodenbaugh Jr.** to be hired as 2022 Extended School Year Coordinator. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 210 hours. Funding will be from the Special Education funds. Effective: March 1, 2022.

**E.** Administration recommends approval of the following professional staff members for before and after school tutoring for the 2021-2022 school year. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).

1. **Alice V. Alba**, Limerick Elementary School
2. **Erik B. Ammon**, Brooke Elementary School
3. **Kathryn A. Beer**, Limerick Elementary School
4. **Mary K. Blank**, 8<sup>th</sup> Grade Center
5. **Janine Briggs**, 9<sup>th</sup> Grade Center
6. **Gabrielle R. Drummer**, 9<sup>th</sup> Grade Center
7. **Susan S. Hammond**, Senior High School
8. **Christine M. Higgins**, Upper Providence Elementary School
9. **Kristen M. Jones**, Upper Providence Elementary School
10. **Christina Khoury**, Brooke Elementary School
11. **Heather M. Kronstain**, 8<sup>th</sup> Grade Center
12. **Jean Marie Lare**, Upper Providence Elementary School
13. **Rachel Lawrence**, 9<sup>th</sup> Grade Center
14. **James A. Mercer Jr.**, 8<sup>th</sup> Grade Center
15. **Jacqueline E. Pizzico**, Spring City Elementary School
16. **Shawn Riordan**, Limerick Elementary School
17. **Georgeiann C. Sklenarik**, Limerick Elementary School
18. **Kristen M. Saylor**, Upper Providence Elementary School
19. **Brandon D. Ruppel**, 8<sup>th</sup> Grade Center
20. **Kimberly A. Themens**, Spring City Elementary School
21. **Kristin K. Williams**, Limerick Elementary School

## **NEW Before and After School Tutors**

22. **Adria Angstadt**, Evans Elementary School
23. **Laura E. Camp**, Evans Elementary School
24. **Jenna P. Conroy**, Evans Elementary School
25. **Kevin M. Lewis**, Evans Elementary School
26. **Judith B. Rocco**, Senior High School
27. **Rachel M. Weigel**, Senior High School

**F.** Administration recommends approval of the attached extra-curricular contracts for the 2021-22 school year. \*Designates new additions since the work session.  
**(Attachment A4)**

**G.** Administration recommends the approval of the following Professional Staff as SFCL teachers for the remainder of the 2021-2022 school year. Compensation has been set according to the MOA matrix (FICA & Retirement) and funded through the general fund budget.

1. **Desiree L. Keppler**
2. **Jamie J. Scheck**

## **NEW Personnel**

### **H. Leave of Absences**

1. **Marylu Onorato**; Elementary Teacher, Spring City Elementary School for an unpaid leave of absence per Board Policy. Effective: April 18, 2022 for approximately 4 weeks.
2. **Katie F. Johns**; Instructional Assistant, Senior High School for an unpaid leave of absence per Board Policy. Effective: April 7, 2022 for approximately 4 weeks.

**I.** Administration recommends the approval of the following professional staff members for the creation of professional development courses. There will be 13 professional development courses, which will be allocated up to 20 hours for development. Funding will be from Title IIa and shall not exceed \$14,112.00.

1. **Jaclyn McDermott**
2. **Sarah Pinard**
3. **Susan Miscavage**
4. **Lauren Keifer**
5. **Amy Culp**
6. **Megan McGee**
7. **Tara Chester**
8. **Sandra Cerniglia**
9. **Wendy Taylor**
10. **Khoa Pham**
11. **Erin McAnallen**
12. **Michael Miedlar**
13. **Jessica Saloky**
14. **Kelly Cassel**
15. **Maria Elena Skrzat**

**VI. FINANCE**

**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.** Payments:1. General Fund Checks

Check No. 214174 - 214337	\$ 462,673.45
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2. Food Service Checks

Check No. 2360 - 2364	\$ 1,443.52
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3. Capital Reserve Checks

Check No. 2110	\$ 20,418.75
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4. Scholarship Checks

Check No. 298 - 299	\$ 450.00
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5. General Fund, Food Service, Capital Reserve & Projects ACHs

ACH No. 212201631 - 212201847	\$ 3,566,549.82
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6. Wires

Wire No. 202122039 - 202122052	\$ 6,819,024.26
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7. Procurement Payments

Transaction No. 210000131 - 210000165	\$ 6,976.57
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**C.** The following monthly Board reports are submitted for your approval:

## 1. Skyward Reports

- Check Report (All funds)
- ACH Report (All funds)
- Wires Report (All funds)
- Procurement Report (All funds)

**D.** Administration recommends approval of the following **independent contracts**.

1. Administration recommends approval of an independent contract with **Royale Management Group, LLC**, Dana Point, CA to provide "Go Green Live BMX Show" Four (4), 40 minute programs" 1 each for Spring City Elementary, Limerick Elementary, Royersford Elementary and Evans Elementary. The total cost is not to exceed \$5,588.00 and will be paid from Royersford Elementary PTO, Evans Elementary Budget, Spring City Elementary Budget and Limerick Elementary Home & School.
2. Administration recommends approval for an independent contract with **Royale Management Group LLC**, Dana Point, CA to provide two (2) "Big Air BMX Show" at Upper Providence Elementary. The total cost is not to exceed \$1,894.00. The contract will be funded from the Upper Providence Home & School Organization.
3. Administration recommends approval of an independent contract with **Eric Belcher**, Philadelphia, PA to provide four (4), 40 minute "Juggling Assemblies" at Upper Providence Elementary School. The total cost is not to

exceed \$2,800.00 and will be paid from the Upper Providence Home & School Organization.

4. Administration recommends approval of an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide 1:1 behavior support for 3 students per IEP. The total cost will not exceed \$101,466.83. Funding will come from the Special Education Budget.
5. Administration recommends approval of an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide additional psychology services at the 10-12 GC. The total cost will not exceed \$39, 815.60. Funding will come from the Special Education Budget.
6. Administration recommends approval of an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**, 525 Fayette Street, Conshohocken PA 19428 which was board approved June 2020. This addendum is necessary due to additional costs needed to provide speech services during Extended School Year 2021. The total cost will not exceed \$6,986.00. Funding will come from the Special Education Budget.
7. Administration recommends to have **Dr. Claudia Chernow**, conduct an Independent Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$2,600.00. The contract will be paid from the Special Education Budget.
8. Administration recommends to have **Dr. Rosemarie Manfredi-Neurodevelopmental Assessment & Consulting, LLC**, conduct an Independent Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$4,000.00. The contract will be paid from the Special Education Budget.
9. Administration recommends to have **Kim McGinley - Speech Language Pathologist**, conduct an Independent Evaluation for one student. The cost for the evaluation is not to exceed \$1,500.00. The contract will be paid from the Special Education Budget.
10. Administration recommends to have **Lauriello Counseling, LLC**, conduct an Independent Evaluation for one student. The cost for the evaluation is not to exceed \$3,000.00. The contract will be paid from the Special Education Budget.
11. Administration recommends to have **Melissa Brown - Neurodiversity Consultants LLC**, conduct an Independent Occupational Therapy Evaluation for one student. The cost for the evaluation is not to exceed \$1,800.00. The contract will be paid from the Special Education Budget.
12. Administration recommends approval of an independent contract with provider **Zimzum Consulting LLC** for 2021-2022 school year. The cost for the services will not exceed \$25,000.00 and will be paid from the Special Education Budget.
13. Administration recommends approval of an independent contractor with **Benmor Enterprises** for *"The Habitat Show Past and Present"* at Royersford Elementary for

2nd Grade Students. The cost will not exceed \$525.00 and will be funded by the Royersford Elementary School PTO.

14. Administration recommends approval of an independent contractor with **Mike and Robert Straka** for "*The Albertosaurus Mystery Show*" at Royersford Elementary School for 3rd Grade. The cost will not exceed \$400.00 and will be funded by Royersford Elementary School PTO.
  15. Administration recommends the provision of educational services for 1 high school student who will be receiving special education services from the **MCIU Anderson School** for the 2021-2022 school year as per the IEP. The total contract cost shall not exceed \$27,000.00. The contract will be paid from funds budgeted in the 2021-2022 Special Education Budget.
  16. Administration recommends the provision of educational services for 1 middle school student who will be receiving special education services from the **LifeWorks School** for the 2021-2022 school year as per the IEP. The total contract cost shall not exceed \$22,960.00. The contract will be paid from funds budgeted in the 2021-2022 Special Education Budget.
  17. Administration recommends the provision of educational services from **Lakeside Youth Service d/b/a Lakeside Educational Network** for one In-School Counselor for the 2021-2022 school year. The total contract cost shall not exceed \$39,900.00. The contract will be paid from the Special Education Budget.
  18. Administration recommends approval of services of the **Montgomery County Intermediate Unit (MCIU)** ~~to complete up to two psychoeducational evaluations per month at the rate of \$125.00 per hour~~ to provide School Psychologist Services to assist school district with psychological evaluations and reevaluations, gifted evaluations, IEP team participation, and teacher consultation at a rate of \$90.00 per hour from February 2022 through June 2022. The district will be billed for the actual number of hours for each evaluation and will not exceed \$30,000.00. Funding will be paid from the Special Education Budget.
- E.** Administration recommends approval of the 2022-2023 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2021-2022 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2022-2023 \$117,075.00 which is a \$259.00 decrease from last year's amount.
- F.** Administration recommends Board approval to accept PlanCon K reimbursement documents from the Pennsylvania Department of Education regarding the refinancing of bonds through the issuance of the General Obligation Note, Series of 2021 approved March 8, 2021 on Resolution #2021-02. The approval allows the district to file for and receive state reimbursements of a portion of the debt service payments throughout the life of the Notes projected to total approximately \$495,000,00.
- G.** The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 100 Cider Mill Road in Upper Providence Township and further identified as tax parcel No. 61-00-02635-00-4 setting (i) the assessment of the property at \$28,257,510 for tax year 2021 (School District tax year 2021-22) and (ii) the assessment of the property at \$26,932,000 for tax year 2022 (School District tax year 2022-23) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.

## VII. PROPERTY

- A. Administration recommends approval for nonstructural masonry repairs at Oaks Elementary by Weatherproofing Technologies through contract #KPN-A-202012-04. Funding will be paid from the Capital Reserve and shall not exceed \$308,000.00.
- B. Administration recommends approval for the chiller replacement at Brooke Elementary by Johnson Controls, Inc. through COSTARS contract #008-145. Funding will be paid from the Capital Reserve and shall not exceed \$134,574.00.
- C. Administration recommends approval for the installation of and inclusive playground at Upper Providence Elementary by Recreation Resources through COSTARS contract #14-74. Funding will be paid from Capital Reserve and shall not exceed \$122,266.00.
- D. Administration recommends approval for the auditorium carpet replacement at the High School by About ALL Floors through COSTARS contract #008-344. Funding will be paid from the Capital Reserve and shall not exceed \$54,525.00.

## VIII. PROGRAMMING AND CURRICULUM

- A. Administration recommends approval of the 24 p.s.520.1 Emergency Resolution #2022-1. **(Attachment A5)**
- B. Administration recommends the approval of *Proximity Learning for French II & III* for the purpose of instruction. The cost is not to exceed \$25,000.00 and will be paid from the Curriculum Reserve.
- C. Administration recommends the approval of *Sixth Grade Parent Guide for Your Child's Success* (School Specialty) to be used with sixth grade Title I reading and math students for the purpose of the required Title I Parent and Family Engagement. The cost is not to exceed \$700.00 and will be paid from the 2021-2022 Title I Funding.
- D. Administration recommends the approval of *Family Engagement Math and Reading Packs* (Lakeshore) to be used with Kindergarten through fifth grade Title I reading and math students for the purpose of the required Title I Parent and Family Engagement. The cost is not to exceed \$5,900.00 and will be paid from the 2021-2022 Title I Funding.
- E. Administration recommends the approval of *How Children Develop Sixth Edition* (2020, Bedford, Freeman & Worth High School Publishers) to be used in the Child Development course with the University of Pittsburgh partnership. This purchase includes 30 print and digital student texts (6 years). The cost is not to exceed \$7,200.00 and is a budgeted item that will be paid from the 2021-2022 Curriculum Budget.
- F. Administration recommends the purchase of TrustED Apps from IMS Global. The one-year agreement will not exceed \$3,500.00. This will be purchased from the Technology Operating Budget.
- G. Administration recommends the purchase of 700 Lenovo Chromebooks, ADP and Google license from SHI for 5<sup>th</sup> grade students as part of our 2022-23 Summer Refresh to support the Modernized Learning initiative. Total cost will not exceed \$366,000.00. The quote is on the PEPPM contract, so it is bid protected. This will be funded out of capital reserve and then repaid from the Technology Operating Budget.



**IX. CONFERENCES AND WORKSHOPS**

- A. Lisa Knaub, Instructional Support Teacher**, to attend *“So You Have a Student with an Executive Functioning Disorder...Now What” Virtually On Demand*. The total cost of the conference is \$79.00. (registration) No substitute coverage is needed.
- B. Seth Jones, Band Director** to attend “PMEA All State Conference” at Kalahari Resort and Conference Center, Pocono Summit, PA April 6-9, 2022. The total cost of the conference is \$1,926.23. (Registration, transportation, hotel, meals, and substitute)
- C. Kelly Murray, Assistant Superintendent**, to attend *“PDE Data Summit”* in Hershey, PA March 21-23, 2022. The total cost of the conference is \$728.00. (Registration, transportation) No substitute coverage is needed.
- D. Robert W. Rizzo, Superintendent** to attend “MCIU Superintendents Spring Conference” March 31, 2022 and April 1, 2022 in Bethlehem, PA. The total cost of the conference is \$350.00. (Hotel and transportation) No substitute coverage is needed.
- E. Mary Davidheiser, Controller, Catherine Gardy, Director of Curriculum and Educational Technology, and Sue Choi, Principal/Federal Programs Title I Coordinator**, to attend *“2022 PAFPC Annual Conference”* in Champion, PA April 3 - 6, 2022. The total cost of the conference is \$4,293.00 and will be paid from Title Funding. (Registration, Transportation, Meals, Hotel) No substitute coverage is needed.
- F. Stacey C. Huntington, Certified School Nurse**, to attend *“PASNAP 2022”* virtually March 25-27, 2022. The total cost of the conference is \$115.00. (Registration) Substitute coverage is not needed.
- G. Stacey C. Huntington, Certified School Nurse**, to attend *“Advanced training in collaborative & Proactive Solutions: Moving from power and control to collaboration and problem solving (Including autism, anxiety, attention deficits, behavioral issues & more)”* virtually April 28 and 29, 2022. The total cost of the conference is \$749.00. (Registration, and substitute)
- H. Jaclyn McDermott, Full-Time Autistic Support (Aevidum Club Advisor)**, to attend *“Spark Aevidum Conference”* at Kutztown University on March 16, 2022. The total cost of the conference is \$342.00. (Registration, Substitute)
- I. Veronica Arriaga-Orts, Spanish Teacher**, to attend *“Spanish Language and Culture-APSI”* at the Montgomery County Intermediate Unit on August 1 - 4, 2022. The total cost of the conference is \$1,393.00. (Registration, transportation, and meals) No substitute coverage is needed.
- J. Michael McDaniel, Athletic Director**, to attend *“PA State Athletic Directors Association”* in Hershey PA March 15 - 18, 2022. The total cost of the conference is \$1,500.00. (Registration, transportation, hotel, and meals)

**X. OTHER BUSINESS**

- A.** Administration recommends approval of 2022-2023 school calendar \_\_\_\_\_.  
**(Attachment A6)**
- B.** Administration recommends approval for the Spring-Ford Area School District Graduation Commencement to be set for the evening of Wednesday, June 8, 2022 at 7:00 PM in Coach McNelly Stadium. In the event of bad weather, Thursday June 9th and Friday June 10th will serve as rain dates.

- C. Administration recommends approval for admission of **L.M.J.**, a foreign exchange student, for the 2022-23 school year. Maria is sponsored by International Student Exchange (ISE).
- D. The following policies are being brought forward to be rescinded and retired:
1. Policy #302 - Employment of Superintendent/Assistant Superintendent/Administrative Employees Section (**Attachment A7**)
  2. Policy #304 - Anti-Nepotism (**Attachment A8**)
  3. Policy #311 - Suspensions and Furloughs (**Attachment A9**)
  4. Policy #312 - Evaluation of Superintendent (**Attachment A10**)
  5. Policy #313 - Evaluation of Employees (**Attachment A11**)
  6. Policy #314 - Physical Examination (**Attachment A12**)
  7. Policy #317 - Disciplinary Procedures (**Attachment A13**)
  8. Policy #317.1 - Educator Misconduct (**Attachment A14**)
  9. Policy #319 - Outside Activities (**Attachment A15**)
  10. Policy #320 - Freedom of Speech in Non School Setting (**Attachment A16**)
  11. Policy #401 - Creating a Position (**Attachment A17**)
  12. Policy #404 - Employment of Professional Employees (**Attachment A18**)
  13. Policy #406 - Employment of Summer School Staff (**Attachment A19**)
  14. Policy #407 - Student Teachers (**Attachment A20**)
  15. Policy #408 - Employment Contract (**Attachment A21**)
  16. Policy #408.1 - Exit Interview (**Attachment A22**)
  17. Policy #409 - Assignment and Transfer (**Attachment A23**)
  18. Policy #501 - Creating a Position (**Attachment A24**)
  19. Policy #504 - Employment of Classified Employees (**Attachment A25**)
  20. Policy #505 - Employment of Substitute and Short-Term Employees (**Attachment A26**)
  21. Policy #508 - Employment Contracts (**Attachment A27**)
  22. Policy #508.1 - Exit Interviews (**Attachment A28**)
  23. Policy #509 - Assignment and Transfer (**Attachment A29**)
- E. The following policies are submitted for approval:
1. Policy #311 - Reduction of Staff (**Attachment A30**)
  2. Policy #312 - Performance Assessment of Superintendent (**Attachment A31**)
  3. Policy #313 - Evaluation of Employees (**Attachment A32**)
  4. Policy #314 - Physical Examinations (**Attachment A33**)
  5. Policy #314.1 - HIV Infection (**Attachment A34**)
  6. Policy #317 - Conduct/Disciplinary Procedures (**Attachment A35**)
  7. Policy #317.1 - Educator Misconduct (**Attachment A36**)
  8. Policy #318 - Attendance and Tardiness (**Attachment A37**)

9. Policy #319 - Outside Activities (**Attachment A38**)

10. Policy #320 - Freedom of Speech in Nonschool Settings (**Attachment A39**)

**XI. INFORMATIONAL**

- A. Administration acknowledges the acceptance of the donation of \$28,767.00 from the Evans Elementary Home and School Association to be used towards the purchase of playground equipment.

**XII. BOARD COMMENT**

**XIII. PUBLIC TO BE HEARD**

**XIV. ADJOURNMENT**

On January 10, 2022 The Spring-Ford Area School District Special Meeting was called to order at 7:31 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle, Karen Weingarten, and Dr. Margaret D. Wright  
Region II: Clinton L. Jackson and David R. Shafer  
Region III: Abby Deardorff, Erica Hermans, and Diane Sullivan  
Presiding Officer: Dr. Margaret D. Wright  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Kelly M. Murray and Tina Giambattista  
Chief Financial Officer: James D. Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Allison McVey and Aditi Mangala  
Virtual: Colleen Zasowski

### **CALL TO ORDER**

Dr. Wright called the meeting to order at 7:31 pm.

### **PLEDGE OF ALLEGIANCE**

### **ANNOUNCEMENTS**

Dr. Wright noted that Mrs. Zasowski was on zoom and all other Board members were present.

#### **I. PRESENTATION**

Mr. Rizzo talked about the move to virtual last week after a significant number of staff members were absent due to not feeling well or close contacts. Also because of the Weather event Friday and this would be less confusing for remaining virtual 2 days and giving families advanced notice. Virtual learning is not a go to move. Mr. Rizzo is monitoring staffing daily and will give as much notice as possible.

Mr. Rizzo gave a brief update on the new guidelines and recommendations which included discontinue assurance testing, mask to stay program, indoor masking within buildings, and encouraged all staff/students to update vaccinations/boosters. He provided a brief presentation on the proposed updates to the Health & Safety plan.

Mr. Rizzo then reviewed the updates the administration is recommending which includes Masking K-12 consistency. SFEA is on board as much as having the buildings open. Mr. Jackson requested updates on the SFEA and the Nurse's perspective.

Mrs. Weingarten stated that ages 12-15 boosters were just approved. There are a large number of students now considered unvaccinated and it should be considered.

Mrs. Hermans made a motion to amend the motion for the current action item to be effective immediately, seconded by Mrs. Deardorff. This is a vote to amend the motion, not on the motion.

Motion carries 6-3 (Mrs. Zasowski, Mr. Shafer and Mr. Jackson were the dissenting votes)

- A. Updates on the 2021-2022 Health and Safety Plan
  - 1. Recent guidance from MCOPH/CHOP/CDC
  - 2. Masking policy
  - 3. Incidentals

Nurse Smith states that the nurses do endorse the plan and in full agreement. Mrs. Zasowski asked if the test to stay, quarantine and contact tracing go away, what her position on masking in high transition? Nurse Smith said yes, they support the masking since they feel it does offer some protection. It was noted that there are 18 nurses and SF is fully staffed right now. They were offered 4 additional full time nurses, however there is no staff out there to fill these positions. The contract tracing is off the table because of volume and the covid hotline established this weekend has helped.

Mr. Shafer asked why there isn't any representation from the teachers. Mr. Rizzo has spoken with Jackie who talks to the executive council and they have the data, administrators and teachers are comfortable with the plan.

## II. PUBLIC TO BE HEARD ON AGENDA ITEM ONLY

**Maryjo McNamara, Limerick Township** - No emergency order anymore, when do masks become a choice.

**Jason Finnagan, Royersford** - Will file lawsuit anyone voting no tonight, they have a choice to wear a mask

**Christine Jambowski, Mont Clare** - Please amend to require masking for students, staff and visitors for high and substantial levels

**Lauren Day, Phoenixville** asking for mandate substantial and high

Mr. Rizzo stated that contact tracing is still going on and being done by administrators

**Robin Strzeminski, Royersford** - Concern is where is the guidance from the government, in favor of mask mandate

**Kate Doyle, Collegeville** - Would like the plan to include masking at high and substantial levels

**Michael Krantz, Collegeville** - Masking should be in line with the covid transmission date, asking for required masks in high and substantial levels

**Allison O'Brian, Collegeville** - Amend new plan to include substantial and High to be mandated masking

**Katie Moretz, Royersford** - Student requesting virtual learning to be revisited - Not an agenda item and was asked to speak at the end of the meeting.

**Sarah Gelett, Royersford** - Asked that the mask mandate continue because testing is difficult to get

**Sam Verma, Pottstown** - Masking at all levels

**Theresa Westwood, Royersford** - In favor of the new H&S Plan but would like substantial and high levels requiring masks

**Jacob Erickson, Schwenksville** - Everyone has the ability to vaccinate, not sure why masking isn't optional

**Michael Lebiedzinski, Royersford** - Masks don't work

**Gary Wheaton, Collegeville** - Asks that they go to the state for funding for the proper masks

Mr. Rizzo reviewed the level of transmission levels and noted the change that was made last year. When in high, for Spring-Ford we are looking at 50 positives across all of Spring-Ford territory.

### III. ACTION ITEM

Motion to amend the district's 2021-2022 Health & Safety Plan and an extension of the district's masking requirements which would be on the amendment effective immediately by Mrs. Weingarten, seconded by Mrs. Earle.

Mr. Clinton asked for clarification on visitors to which Mr. Rizzo said this applies to the Spring-Ford events. Mr. Clinton asked if someone rents our facilities, they would need to follow their Health & Safety Plan which could be against our Health & Safety Plan. If this is going to be a requirement, who is going to make sure they follow this? Mr. Rizzo said that we are not currently monitoring this but if we do then we will need to hire staff to do this. Dr. Wright stated that if Mr. Jackson is interested in including visitors to follow our Health & Safety plan requirements that would be an amendment.

Mrs. Zasowski asked if our Health & Safety Plan is attached to the use of facilities. Mr. Rizzo stated yes it is included and reviewed but it is not reviewed to check to make sure it's in line with our plan. The Spring-Ford transmission level is what has been referenced, not the county transmission level.

The wording of fully vaccinated is changing and Mr. Rizzo reviewed.

Mrs. Zasowski asked if there could be an amendment at this time to which Mr. Fitzgerald said it would be up to the Board if they would like to made an amendment change.

Colleen Zasowski made a motion to amend the current motion to maintain the masking in high until the county lessen contact tracing, quarantining and test to stay and at that time the and give the superintendent the authority to adjust the H&S plan to recommend masking, second by Mr. Jackson. Ultimately shift that authority to Mr. Rizzo. Mr. Fitzgerald asked for clarification, Mrs. Zasowski said she said if quarantining, test to stay and contract tracing were to go away that Mr. Rizzo would go to masking recommended.

The motion from Mrs. Zasowski is to modify the recommendations from this evening and instead of aligning continuation of masking to community or school-based transmission levels of high or substantial k-12 instead it would be based on the county requirements of contact tracing, test to stay and quarantine. Mr. Rizzo would then have the authority to have the authority to go to masking recommended.

Mrs. Deardorff asked Mrs. Zasowski how to measure significantly high. Mr. Fitzgerald asked for a second in order to continue the motion.

Mrs. Zasowski's clarified motion is: Board of school directors hereby authorizes an amendment to the districts 2021-22 Health & Safety Plan as presented which includes a modification to the plan to align the community transmission standards to be consistent k-12 an extension of the districts masking requirements effective immediately to maintain the masking requirement when in high, to stay linked to high until the county lessens the contact tracing, quarantining, and testing to stay at that time to give the superintendent the authority to adjust from required to recommended. Seconded by Mr. Jackson.

Mr. Rizzo said Mr. Fitzgerald we would have to relax the policy that states a community member is limited to 6 minutes.

Dr. Wright asked for Public comment on the amended agenda item:

**Michael Lebiezinski, Royersford** - Believes Mrs. Zasowski's amended motion is sensible

**Sam Vanburan Limerick** - Disagrees with the amended motion and giving authority to Mr. Rizzo

**Theresa Westwood, Royersford** - H&S is a living breathing document, don't make it complicated. If the county changes the requirements then have another meeting after coming together, gather data and see where everyone is at

**Christine Jabrowski Mont Clare** - This amendment is very confusing and based on different programs not not sure how it would be measured

**Lauren Day, Phoenixville** - This decision should be on an elected official, not the superintendent

**Kate Doyle, Collegeville** - asked the board to vote no on the amended motion

**Michael Krantz, Collegeville** - asked the Board to vote no on the amended motion

**Christine Wright, Oaks** - Needs to be based on transmission rates

**Debarati Roy, Collegeville** - Amendment is complicated and wrong. Board member is elected and should not be on one person to decide

**Christian Kengor, Limerick** - Supports the amended motion

**Alex Teufel, Royersford** - Masks aren't effective because students aren't wearing them correctly

**Jamie Smith** - Supports original amendment

**Robin Strzeminski, Royersford** - no comment on the motion on the table

**Krista Weiss, Spring City** - Agrees to amend, the students aren't wearing the masks correctly

**Tony Felino, Mont Clare** - Agrees with the amendment. Everyone has the opportunity to get vaccines and wear masks if they choose to.

**Kim Anderson, Collegeville** - Preference is for masks optional on 1/18.

**Maryjo McNamara, Limerick** - Supports the amendment, Mr. Rizzo is elected by the Board and requests Dr. Wright to abstain from the vote

**Jason Finnagan, Royersford** - Your job is to educate the students, where is the science and you don't have the right to speak for my kids

Mrs. Zasowski apologizes for the confusion and believes it would have gone better if she was in person. Mr. Rizzo and her worked a while back in August on the masking.

Mrs. Hermans says the most recent recommendations are to continue indoor masking and case incidents, and the amendment is against the recommendations.

Mrs. Sullivan asked for it to be clear on the current motion.

Mrs. Wright noted the current motion on the table is: Board of school directors hereby authorizes an amendment to the districts 2021-22 Health & Safety Plan as presented which includes a modification to the plan to align the community transmission standards to be consistent k-12 an extension of the districts masking requirements effective immediately to maintain the masking requirement when in high, to stay linked to high until the county

lessens the contact tracing, quarantining, and testing to stay at that time to give the superintendent the authority to adjust from required to recommended.

Mr. Fitzgerald summarized and said the motion on the table with the change is if a change at the county level, this would give Mr. Rizzo authority to go from masking required to recommended at his discretion. First vote is to include the clause and amend the action item. Yes vote is to include in the action item, no is to not include it.

Motion to amend the action item fails 3 - 6 (Mrs. Deardorff, Mrs. Earle, Mrs. Hermans, Mrs. Sullivan, Mrs. Weingarten and Dr. Wright were the dissenting votes)

Mrs. Wright noted that the board shall now move to the original action item with the amendment of being required immediately,

Mr. Jackson is concerned about the visitors. Mrs. Deardorff asked about the Basketball team Health & Safety Plan. Mr. Jackson clarified and said anyone that visits. Mr. Rizzo said they will follow our Health & Safety Plan and are facility based. They would follow Spring-Ford while there, then follow YMCA while there etc. The Board can make that requirement if the Board chooses but it comes down to monitoring and we have the right to not approve their Health & Safety Plan if they don't have the standards in place.

The Board moves to the action item motion and seconded amended early in the meeting:

~~A. The Board of School Directors hereby authorizes an amendment to the District's 2021-2022 Health and Safety Plan as presented, which includes a modification to the plan to align the community transmission standards to be consistent K-12 and an extension of the District's masking requirements effective January 18, 2022.~~

Revised Motion:

The Board of School Directors hereby authorizes an amendment to the District's 2021-2022 Health and Safety Plan as presented, which includes a modification to the plan to align the community transmission standards to be consistent K-12 and an extension of the District's masking requirements effective immediately.

Motion carries 6-3 (Mrs. Zasowski, Mr. Jackson and Mr. Shafer are the dissenting votes)

#### **IV. BOARD COMMENT**

Dr. Wright noted the upcoming Board retreat.

Mr. Shafer welcomed the new members. Believes in the discussion of the masks, everyone is entitled to their own opinions but would like to be in support of the teachers.

Mrs. Hermans thanked Mr. Rizzo for the clarification of the move to virtual last week. Thankful for the teachers and staff and believes the majority of the staff and community are not those here last week.

#### **V. PUBLIC TO BE HEARD**

**Ryan Nice, Limerick** - Spoke about the suicide rates and deaths during the pandemic

**Roland Olson, Collegville** - Thanked Mr. Shafer, Mr. DiBello, Mrs. Zasowski and Mr. Jackson for their leadership

**Maryjo McNamara, Limerick Township** - Board shouldn't have allowed a caller to call out another caller by name and the board should not react with fear

**Sam Vanburan, Pottstown** - Disagrees with some of the policies and sending students back into schools and sports so quick



**Alex Teufel, Royersford** - asked if there would be any adjustments for midterms because of the number of students out at this time

Mr. Rizzo stated that there have been discussions about Midterms and Mr. Colier will share soon.

**Lauren Day, Royersford** - Thanks for keeping masks mandatory

**Michael Lebiedzinski, Royersford** - Referenced data provided from previous caller

**Maeve Brennan, Limerick** - Relieved masks are still mandatory and wants to know how SF will enforce wearing or wearing correctly and also asked for virtual to be revisited

**Robin Strzeminski, Royersford** - What is being done with sports that are not masks mandated

**Emily Bell, Royersford** - In favor of mask mandates

**Matt Mogel, Linfield** - Masks are not required for req basketball and then he goes to school Monday when masks are mandatory

**VI. ADJOURNMENT**

Motion to adjourn the meeting by Mrs. Earle, seconded by Mr. Jackson at 10:21 p.m.  
Motion carries 9-0.

Respectfully submitted,

Laurie J. Bickert  
School Board Secretary

On January 18, 2022 The Spring-Ford Area School District Work Session was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle, Karen Weingarten, and Dr. Margaret D. Wright  
Region II: Clinton L. Jackson, David R. Shafer, and Colleen Zasowski  
Region III: Abby Deardorff, Erica Hermans, and Diane Sullivan  
Presiding Officer: Dr. Margaret D. Wright  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Kelly M. Murray and Tina Giambattista  
Chief Financial Officer: James D. Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Allison McVey (Zoom) and Aditi Mangal

### **CALL TO ORDER**

Dr. Wright called the meeting to order at 7:30 p.m. and noted that Student Rep Allison McVey was on Zoom and everyone else was in attendance

### **PLEDGE OF ALLEGIANCE**

### **ANNOUNCEMENTS**

Dr. Wright announced that the Board Retreat was Saturday with the majority of the Board, the Superintendent and 2 Superintendents' and a few members of the MCIU.

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

**Bilal Baqaj, Colledgeville** - District Calendar, Muslim holiday recognition

**Dr. Saiful Khandaker, Phoenixville** - District Calendar to honor district policy on equity, diversity and inclusion

**Arshad Amanullah, Colledgeville** - District Calendar and Muslim holiday importance

**Ayan Zomom, Colledgeville** - District Calendar, Muslim students conflicted between learning and celebrating holidays

**Shanson Kahir, phoenixville** - District Calendar, Muslim students feel excluded

**Lujada Kahir, student at sf high school** - Asks for the District Calendar to be inclusive

**First grade student** - Asks the District to include his special day so he doesn't miss school

**Jenin Moghieb, student** - Would enjoy the holiday more if they weren't missing school

**Jihan Raiyan, Royersford**, Students shouldn't be forced to miss school because of a religious holiday

**Emad Gomoa, Royersford** - The kids feel left out because Muslim Holiday is not a day off

**Nimrah Baqai, Collegeville** - Spoke about her experience as a Spring-Ford student and not having the Muslim Holiday off and having to explain what the holiday is

**Hamzah Moghieo, student at Spring Ford** - There should be no school on the special holiday and asked for it to be added to the calendar

**Sixto Colvarie, Royersford** - Student, would like the district to include Muslim Holiday on calendar for his friends as he sees their struggles

**Humaira Mahbub, Collegeville** - District Calendar, recognizing the day would significantly boost the well being of students of the Muslim faith

## II. PRESENTATION

Dr. Colyer presented the 4 students with framed certificates for the quarterly . Students are nominated by teachers, desire to learn, involvement, respect for themselves, citizenship to name a few.

- A. Dr. Robert Colyer, Senior High School Principal, Allison McVey and Aditi Mangal, Student Representatives to the School Board, to recognize the following students on being named the first quarter “Students of the Quarter” for the 2021-2022 school year. Each student will be presented with a framed certificate.

9th Grade – Syrah Zachariah  
10th Grade – Sophia Zimmerman  
11th Grade – Travis Maersch  
12th Grade – Cole Turner

## III. BOARD AND COMMITTEE REPORTS

### Student Rep. Report

**Allison McVey/Aditi Mangal**

Allison reported on recent events that included course selections. Aditi spoke about the student getting involved and upcoming events , Junior FPC presentation, midterms, AP information night to name a few. Jr. Prom is March 12 and Senior on May 14th. Mr. Jackson asked about the Board making the decision about Prom. Mr. Rizzo stated that the administration could make the decision, but if the Board felt otherwise that could be a discussion. If there are any concerns about prom, let’s bring that to the table now. Mr. Rizzo stated that there would be an overview at the Board meeting.

### Policy

**Wendy Earle**

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

Mrs. Earle reported that policy didn’t cover a great deal since there were new members. Several were entered for first reading, several policies going for approval, and a few for retirement.

### Curriculum/Technology

**Dr. Margaret Wright**

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

Dr. Wright’s report included an introduction to the new Board members, a new Child Development course, several products to replace iReady, summer grants are underway, Global Studies Certificate. Technology shared an overview of the Tech department and an update on 21-22 items as well as an overview for the 22-23 school year. There were no actionable items.

### Finance

**Clinton L. Jackson**

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

Mr. Jackson welcomed the new Committee members. The meeting included an Executive Report, Revenue is on par, Expenditures, Property Services, Property and Capital Purchase to name a few.. The minutes will be posted once accepted after the next Committee meeting.

**Property**

**Clinton L. Jackson**

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

Mr. Jackson welcomed the new Committee members. A few highlight items were the HS Gym Floor being completed, there was a meeting with Upper Providence Township. Also, a facilities strategic plan was presented by Mr. Hunter. The complete minutes of the meeting will be posted on the district website once available.

**WMCTC**

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

Mrs. Zasowski stated that Mrs. Grimm from Pottsgrove is chair, Mrs. Zasowski is vice chair. They welcomed the new director and principals that are new. UP Super is the super of record and presented the plan regarding Administration compensation structure. Establishing new policy/process for new board members and a retreat for the highlights.

**Nurse's Report**

**Trisha Smith**

Mr. Rizzo provided the numbers this week. A lot of movement with the Montco Dept of Public Health and CHOP. Contract trace only high risk areas. Daily school close contact will be sent and what their options are. Would like to participate in Mask to Stay. There would be no quarantine unless the parent chooses to do this. Discontinue classroom notifications, they are coming out so often. Test to stay for Staff with household positive. Would like to implement in the next week. Mr. Rizzo said the community is receiving many emails and they are becoming less important. Close contact are still going through the Nurses, a notification is still going out at the end of the day. Nurse Smith told Mr. Rizzo that there are 18 school nurses. Faculty and teachers are all on board with lifting the notifications.

**Asst. Superintendent's Report Dr. Kelly Murray**

Dr. Murray Special Education alliance committee is meeting this week. A brief description of the committee was provided. Midterm concerns were received and taken under consideration. The consensus is that students are adequately prepared and the midterms will be performed as scheduled. Covid impact on social and emotional wellness is being assessed as all students are different. The annual Spring-Ford Music Gala is this week. DECA has earned recognition and you will see we are asking for approval for the conference in Hershey PA.

**Solicitor's Report**

**Mark Fitzgerald**

Mr. Fitzgerald 2 property assessments, information can be found with him or Mr. Fink.

**IV. MINUTES**

A-C, No questions or comments

A copy of the MOU will be included in this weeks Memo to the Board

- A.** Administration recommends approval of the November 15, 2021, Work Session minutes. **(Attachment A1)**
- B.** Administration recommends approval of the November 22, 2021, Board Meeting minutes. **(Attachment A2)**
- C.** Administration recommends approval of the December 6, 2021, Reorganization minutes. **(Attachment A3)**

**V. PERSONNEL**

A-P, Mrs. Zasowski noted the number of retirees and the many years of service

**A. Resignations**

- 1. **David A. Caldwell**; Health and Physical Education Teacher, 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.

2. **Matthew J. Cappelletti**; JV “B” Basketball Coach- Girls’. Effective: November 19, 2021.
3. **Elizabeth A. Comport**; Reading Teacher, 8<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
4. **Elizabeth H. Croll**; Science Teacher, 7<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
5. **Rachel M. Custer**; Social Studies Teacher, 7<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
6. **Judy Denning**; Instructional Assistant, Brooke Elementary School. Effective: January 14, 2022.
7. **Ann F. Dieter**; Special Education Teacher, Spring-Ford Cyber Learning for the purpose of retirement. Effective: June 13, 2022.
8. **Madison E. Eckhart**; Instructional Assistant, Limerick Elementary School. Effective: January 3, 2022.
9. **Ingrid Huss**; German Teacher, Senior High School and 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
10. **Monica R. Johner**; Elementary Teacher, Spring City Elementary School for the purpose of retirement. Effective: June 13, 2022.
11. **Paula M. Love**; Spanish Teacher, Senior High School for the purpose of retirement. Effective: June 13, 2022.
12. **Deborah E. Malack**; Instructional Assistant, Brooke Elementary School. Effective: December 17, 2021.
13. **Nancy A. McDonough**; Special Education Teacher, 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
14. **Eileen McGrory**; Teacher, Evans Elementary School for the purpose of retirement. Effective: June 13, 2022.
15. **James A. Mercer Jr.**; Mathematics Teacher, 8<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
16. **Ronald L. Moser**; Custodian, Royersford Elementary School for the purpose of retirement. Effective: March 1, 2022.
17. **Indira Pothukuchi**; Special Education Teacher, Senior High School. Effective: January 18, 2022.
18. **Patricia A. Stroop**; Special Education Teacher, Limerick Elementary School for the purpose of retirement. Effective: June 13, 2022.
19. **Susan L. Teator**; Instructional Assistant, 5/6<sup>th</sup> Grade Center for the purpose of retirement. New Effective Date: December 1, 2021.
20. **Keisha S. Vuong**; School Psychologist, 9<sup>th</sup> Grade Center. Effective: February 17, 2022.
21. **Dr. Theresa M. Weidenbaugh**; Principal, 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: July 1, 2022.

## B. Leaves of Absence

1. **Mirna H. Metyas**; French Teacher, Senior High School for an unpaid leave of absence per Board Policy. Effective: March 3, 2022 (estimated date) for approximately 6 weeks.
2. **Ashley H. Pettinelli**; Elementary Teacher, Oaks Elementary School for an extension of child-rearing leave of absence per the Professional Agreement. Effective: August 25, 2021, through the 2021-2022 school year.
3. **Dianne H. Ricci**; English Teacher, Senior High School for a Sabbatical Leave per Board Policy. Effective: December 21, 2021 through the 2021-2022 school year.
4. **Brynne N. Taylor**; Elementary Teacher, Brooke Elementary School for a child rearing leave of absence per Board Policy. Effective: February 18, 2022 (estimated date) through the 2021-2022 school year.

### C. Temporary Professional Employee

1. **Nina C. Federman**; School Psychologist, Senior High School replacing Melody P. Bish who resigned. Compensation has been set at M, Step 1, \$52,250.00, prorated with benefits per the Professional Agreement. Effective: February 7, 2022.
2. **Kathryn E. Johnson**; Music Teacher, Royersford Elementary School replacing Cynthia L. Heffernan who resigned. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: January 3, 2022.
3. **Deborah L. Jones-Miller**; Family & Consumer Science Teacher, 9<sup>th</sup> Grade Center replacing Michele LeHeup who resigned. Compensation has been set at M, Step 5, \$55,850.00, prorated with benefits per the Professional Agreement. Effective: January 19, 2022.
4. **Autumn R. Murphy**; French Teacher, 8<sup>th</sup> Grade Center replacing Christina M. Shank who resigned. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: December 20, 2021.
5. **Theresa M. Silverman**; Instructional Coach- Mathematics, 9<sup>th</sup> Grade Center, replacing Gabrielle G. Procaro who had a change of assignment. Compensation has been set at M, Step 4, \$54,950.00, prorated with benefits per the Professional Agreement. Effective: February 14, 2022.
6. **Danielle N. Strange**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing June McGrath who retired. Compensation has been set at B, Step 2, \$51,650.00, prorated with benefits per the Professional Agreement. Effective: February 18, 2022.

### D. Support Staff

1. **Cristin M. Arbaugh**; Instructional Assistant, Brooke Elementary School replacing Deborah E. Malack who resigned. Compensation has been set at \$18.73/hour with benefits per the Instructional Assistant Benefit Summary. Effective: January 3, 2022.
2. **Cindy L. Butler**; Instructional Assistant, 5/6<sup>th</sup> Grade Center replacing Susan L. Teator who retired. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: January 19, 2022.
3. **Cameron L. Hellauer**; Instructional Assistant, Evans Elementary School replacing Mary C. Henderson who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: December 13, 2021.
4. **Dennis D. Park**; Support Technician, 9<sup>th</sup> Grade Center replacing Aaron R. Rhoads who had a change of status. Compensation has been set at \$19.40/hour with benefits per the Support Technician Benefit Summary. Effective: February 7, 2022.
5. **Jacquelyn M. Rakowski**; Instructional Assistant, Upper Providence Elementary School replacing Kimberly L. Acosta who had a change of status. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: December 16, 2021.

### E. Change of Status

1. **Georgia Piccarreta**; Head Custodian, Spring City Elementary School to Head Custodian, 9<sup>th</sup> Grade Center replacing Arnold M. Koehler III who retired. Compensation has been set at \$23.93 plus \$1.75/hour head custodian stipend per the Custodian Benefit Summary. Effective: January 18, 2022.

**F. Tenure**

The individuals listed below have completed three (3) years of satisfactory service as temporary professional employees and are, therefore, entitled to tenure status:

1. **Lauren N. Klinger**
2. **Erin J. Lewandoski**
3. **Elyse F. Ohms**

**G.** Administration recommends approval of **Brianna M. Angelucci**, Supervisor of Curriculum & Instruction at the District Office replacing Catherine L. Gardy who had a change of status. Compensation has been set at \$127,000.00, prorated with benefits as per the Act 93 Agreement. Effective: January 10, 2022.

**H.** Administration recommends approval of the 2022 Covid Compensatory Services (CCS) for eligible students who qualified for tutoring. Tutoring is scheduled to begin March 1, 2022 and commence no later than June 9, 2022.

1. Twenty (20) Special Education Teachers-Tutors at a rate of \$40.00/hour.

**I.** Administration recommends approval of **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. The program runs from June 27, 2022 through July 28, 2022. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).

**J.** Administration recommends approval of **Joan D. Flack** as an Instructional Assistant for the Pre-K Summer Readiness Program. The program runs from June 27, 2022 through July 28, 2022. Compensation has been set at the instructional assistant's current hourly rate plus benefits (FICA & Retirement).

**K.** Administration recommends approval of **Erin Hughes** (Grades K-4) and **Sarah Toback** (Grades 5-8) to be hired as 2022 Summer R.A.M.S Coordinators. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 140 hours each. Funding will be from the ARP ESSER Grant. Effective: May 1, 2022.

**L. Substitutes**

1. **Maria Van Horn** Substitute Teacher \$118.48/day

**M.** Administration recommends approval of the Extended School Year Coordinator position. This position will run from March 1, 2022 through August 2, 2022 at a rate of \$40.00/hour, not to exceed 210 hours.

**N.** Administration recommends approval of the 2022 Extended School Year Program (ESY) and the positions identified below to be held at the 5/6/7 Grade Center. The program will be held June 23-July 28, 2022, Monday-Thursday 8:30am-2:30pm at the 5/6/7 GC. The appointments and payments herein shall be contingent upon the ability as determined by Administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

1. Forty (40) Special Education Teachers at a rate of \$40.00/hour.
2. Sixty (60) Instructional Assistants. Rates will vary between \$16.36-\$22.54/hour depending on experience and educational degree for 5.5 hours/day.
3. Four (4) Full Time Equivalent Speech Therapists at a rate of \$40.00/hour.

4. One (1) Behavior Specialist at a rate of \$40.00/hour.
5. One (1) School Counselor at a rate of \$40.00/hour.
6. Two (2) Certified School Nurses at a rate of \$40.00/hour.
7. Twelve (12) Special Education Teachers-Tutors at a rate of \$40.00/hour for a minimum of 30 hours. Position runs June 27-August 19, 2022.
8. Five (5) Special Education Teachers with WILSON experience for individual students as per the students' ESY for a minimum of 30 hours. IEP's at a rate of \$40.00/hour. Position runs June 27-August 19, 2022.

O. Administration recommends approval of the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of after and before school tutoring.

P. Administration recommends approval of the attached extra-curricular contracts for the 2021-22 school year. **(Attachment A4)**

## VI. FINANCE

A-O, 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. Payments:

1. General Fund Checks

Check No. 213816 - 214173	\$ 1,985,835.64
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2. Food Service Checks

Check No. 2292 - 2359	\$ 4,493.80
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3. General Fund, Food Service, Capital Reserve & Projects ACHs

ACH 212201041 - 212201630	\$11,515,060.23
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4. Wires\*

202122015 - 202122038	\$10,569,168.72
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5. Procurement Payments

210000065 - 2100000130	\$ 28,341.73
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6. Scholarships

Check No. 297	\$ 250.00
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C. The following monthly Board reports are submitted for your approval:

1. Skyward Reports

- Check Report (All funds)
- ACH Report (All funds)
- Wires Report (All funds)
- Procurement Report (All funds)

D. Administration recommends approval of the following **independent contracts**.

1. Administration recommends approval of an independent contract with **Perkiomen Watershed Conservancy**, Schwenksville, PA to provide "Five (5), one hour programs" for the Evans Elementary Kindergarten Students.



The total cost is not to exceed \$550.00 and will be paid from the Evans Home and School Association.

2. Administration recommends approval for an independent contract with **National Circus Project** to provide a 4 day Artist in Residency program at Spring City Elementary for grades 1-4 related to Physical Education. The total cost is not to exceed \$4,660.00. The contract will be funded from the Spring City Professional Budget.
  3. Administration recommends approval of an independent contract with **Jessica Gorlin-Liddell** for an Artist in Resident program at Brooke Elementary for fourth grade students. The total cost is not to exceed \$4,200.00 and will be paid from the EITC Education Foundation Grant.
  4. Administration recommends approval of an addendum to the 3-year (7/1/2020-6/30/2023) independent contract Agreement with **Pediatric Therapeutic Services Inc. (PTS)**. 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide speech and language services during a 4-week staff leave of absence. The total cost will not exceed \$6,255.00. The contract will be funded from the Special Education Budget.
  5. Administration recommends the approval of an independent contract with **Devereux Advanced Behavioral Health** to provide 1:1 services for the 2021-2022 School Year for a total not to exceed \$40,000.00. The funding will be paid from the Special Education Budget.
- E. Administration recommends approval of the Montgomery County Intermediate Unit Shared Services Plan for the 2021-22 school year. Funding will be paid from the Special Education Budget and shall not exceed \$1,247,720.66.
  - F. Administration recommends approval to close the student activity account for the World Language Club.
  - G. Administration recommends approval of the Preliminary General Fund Budget for the 2022-2023 school year in the amount of \$186,519,705.00.
  - H. Administration recommends approval to file with the Department of Education the 2022-2023 referendum exceptions estimated at \$600,000.00 for Special Education Expenditures and Retirement Contributions. These estimated referendum exceptions represent approximately 0.51% and could be used for allowable millage over the Act 1 State Index cap amount of 3.4%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
  - I. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 196 W. Ridge Pike in Limerick Township in Limerick Township and further identified as tax parcel No. 37-00-03898-00-7 setting (i) the assessment of the property at \$2,110,500.00 for tax year 2021 (School District tax year 2021-2022) and (ii) the assessment of the property at \$2,011,500.00 for tax year 2022 (School District tax year 2022-2023) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
  - J. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 14 W. Lightcap Road in Limerick Township and further identified as tax parcel No. 37-00-00664-00-1 setting the assessment of the

property at \$8,750,000.00 for tax years 2021 and 2022 and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.

- K. Administration recommends approval of the 2022-2023 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2021-2022 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2022-2023 \$117,075.00 which is a \$259.00 decrease from last year's amount.
- L. Provisional of educational services from Lakeside Educational Network to provide services through the Lakeside Mobile Support Program for three special education students. The total contract cost shall not exceed \$57,600.00. The contract will be paid from the special education budget.
- M. Provisional of educational services from Lakeside Educational Network to provide summer school services through Lakeside for one special education student. The total contract cost shall not exceed \$9,544.70. The contract will be paid from the special education budget.
- O. Administration recommends approval for an independent contract with The Montgomery County Intermediate Unit (MCIU) to provide Psychology services for the 2021-2022 school year. The total cost of the contract is not to exceed \$5,000.00. The contract will be funded from the Special Education Budget.

## VII. PROPERTY

A-D, No questions or comments

- A. Administration recommends approval to enter into a 44 month natural gas agreement with UGI Energy Services. Contract pricing of \$3.736 \$/DTH is effective from April 2022 thru December 2025. This agreement has been reviewed by our solicitor and funding will come from the Maintenance Operating Budget.
- B. Administration recommends approval for Phase 2 of 4 for the flat roof replacement including drains at the 9<sup>th</sup> grade center by Weatherproofing Technologies through contract #KPN-A-202012-04. Funding will be paid from the Capital Reserve and shall not exceed \$922,951.53.
- C. Administration recommends approval for ICS Consulting to provide professional services for the strategic facility planning for Spring City Elementary. Funding will come from the Maintenance Operating Budget and shall not exceed \$34,700.00.
- D. Administration recommends approval of a professional service agreement with Johnson Controls Inc. to conduct an Investment Grade Audit (IGA) in reference to the Guaranteed Energy Savings ACT (GESAs) request for proposal with an associated cost of \$195,000.00 as presented in the January 11<sup>th</sup> 2022 Property Committee meeting. This agreement is subject to review by the solicitor's office. Funding will come from the Maintenance Operating Budget.

## VIII. PROGRAMMING AND CURRICULUM

A-B Mr. Jackson asked about the number of staff. This number is based on the number of people who have already completed the training in Canvas. It was noted that for item B, the students will pay the costs.

- A. Administration recommends the approval of up to \$1,900.00 to the Royersford Fire Department for the purpose of CPR certifications for up to 150 staff members. This will be paid from the Special Education Budget and Assistant Superintendent Budget.

- B.** Administration recommends approval of the overnight trip request for Bobby Swier, Business Education Teacher, Cheryl Murgia, English Teacher, and Veronica Arriaga-Orts, Foreign Language Teacher, to accompany students qualifying for the DECA State Competition in Hershey, PA from February 16th through February 18th, 2022. Students will travel via chartered transportation. The cost of the trip is not to exceed an estimated cost of \$490 per student for registration, transportation, lodging and meals. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for 3 days of substitute coverage for all 3 teachers.

## **IX. CONFERENCES AND WORKSHOPS**

A-D, No questions or comments

- A. Timothy Poth, PIMS and Data Analyst**, to attend the “2022 Data Summit-A New Beginning” 3/21-23/2022 in Hershey, PA. The total cost of the conference is \$882.12 (registration, transportation, and meals). No substitute coverage is needed.
- B. Jennifer Rinehimer, Curriculum Supervisor and Brianna Angelucci, Curriculum Supervisor**, to attend “Graham Fletcher-The Power of Progressions” at the MCIU in Norristown, PA 3/29-30/2022. The total cost of the conference is \$800.00 (Registration).
- C. Megan McGee, Instructional Coach, Nicole Peart, K-6 Instructional Coach, Jennifer Rinehimer, Curriculum Supervisor, and Wendy Taylor Instructional Coach**, to attend “PA Educational Technology Expo & Conference” in Hershey, PA. The total cost of the conference is \$3,515.42 (Registration, transportation, hotel and meals).
- D. Kristen Sokalski, School Counselor and Carly Smith, Certified School Nurse** to attend “SAP Training” virtually on March 8, 10 14, 16, 18 and 21, 2022. The total cost of the conference is \$1,852.00 (Registration, substitute).

## **X. OTHER BUSINESS**

A-D, Mr. Rizzo spoke about Policy 304 Anti-Nepotism changes under item B. Mr. Rizzo noted there is another version of the District Calendar. They have reviewed other districts' calendars that support the holidays spoken about this evening and Administration and teachers will rework the calendar and bring 2 options to the Board.

- A.** The following policies are submitted for approval:
1. Policy #301 - Creating a Position (**Attachment A5**)
  2. Policy #302 - Employment of Superintendent-Assistant Superintendent (**Attachment A6**)
  3. Policy #304 - Employment of District Staff (**Attachment A7**)
  4. Policy #305 - Employment of Substitutes (**Attachment A8**)
  5. Policy #306 - Employment of Summer School Staff (**Attachment A9**)
  6. Policy #307 - Student Teachers-Interns (**Attachment A10**)
  7. Policy #308 - Employment Contract-Board Resolution (**Attachment A11**)
  8. Policy #309 - Assignment and Transfer (**Attachment A12**)
  9. Policy #309.1 - Telework (**Attachment A13**)
- B.** The following policies are submitted for **first reading**:
1. Policy #304 - Anti-Nepotism (**Attachment A14**)

2. Policy #311 - Reduction of Staff (**Attachment A15**)
3. Policy #312 - Performance Assessment of Superintendent (**Attachment A16**)
4. Policy #313 - Evaluation of Employees (**Attachment A17**)
5. Policy #314 - Physical Examinations (**Attachment A18**)
6. Policy #314.1 - HIV Infection (**Attachment A19**)
7. Policy #317 - Conduct/Disciplinary Procedures (**Attachment A20**)
8. Policy #317.1 - Educator Misconduct (**Attachment A21**)
9. Policy #318 - Attendance and Tardiness (**Attachment A22**)
10. Policy #319 - Outside Activities (**Attachment A23**)
11. Policy #320 - Freedom of Speech in Nonschool Settings (**Attachment A24**)

C. The following policies are being brought forward to be **rescinded and retired**:

1. Policy #308.1 - Exit Interviews (**Attachment A25**)
2. Policy #310 - Abolishing a Position (**Attachment A26**)
3. Policy #315 - Disqualification by Reason of Health (**Attachment A27**)
4. Policy #316 - Non Tenured Employees (**Attachment A28**)
5. Policy #319.1 - Conflict of Interest (**Attachment A29**)
6. Policy #327 - Management Team (**Attachment A30**)

D. Administration recommends approval of the 2022-2023 school calendar.  
(**Attachment A31**)

#### XI. INFORMATIONAL ITEM

A, No questions or comments

A. Effective January 1 2022, the IRS mileage rate will be **58.5 cents per mile** which is an increase from the 2021 rate of 56 cents per mile.

#### XI. BOARD COMMENT

Mrs. Zasowski will report on the Community Relations next week. Zoom was a topic and the committee would like to bring this back as an option for Committee meetings. Mr. Fitzgerald would like a Board vote if they are to bring this back and the policy may need to be looked at as well. She also inquired about an EDI Committee update in January. Dr. Murray spoke about a set up that could be used.

Mr. Jackson recommends the committee meeting to spread out and the Board spread out like we require the students. Mr. Rizzo will find another space for the committee meetings.

Mr. Jackson welcomes the new Board members.

Mrs. Hermans respects and is very proud of everyone that stands at the podium, especially the students that spoke this evening that advocate for what they believe in.

Mr. Jackson asked how many students qualify for the CCS tutoring, Dr. Giambattista replied that 60 or so qualified due to learning loss.

Mr. Rizzo stated that they do not mandate vaccines, they do not have a mandatory testing policy or vaccines for athletics or any of the programs. They do have to follow that facilities guidelines.

Mrs. Zasowski clarified that the Western Center aligns 2 of the 3 sending schools.

**XII. PUBLIC TO BE HEARD**

**Tina Jansen**, not a resident

**Hudu Ahmed, Phoenixville** - District Calendar, thanked the Board for considering making changes to the calendar

**James Troutman, Limerick** - Vaccination status and playing sports, test to stay, masking

**XIII. ADJOURNMENT**

Motion by Mr. Shafer to adjourn the meeting at 9:25 p.m., seconded by Mrs. Zasowski.  
Motion carries 9-0.

Respectfully submitted,

Laurie J. Bickert  
School Board Secretary

On January 24, 2022 The Spring-Ford Area School District Board Meeting was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Wendy Earle, Karen Weingarten, and Dr. Margaret D. Wright  
Region II: Clinton L. Jackson, David R. Shafer, and Colleen Zasowski  
Region III: Abby Deardorff, Erica Hermans  
Presiding Officer: Dr. Margaret D. Wright  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Kelly M. Murray and Tina Giambattista  
Chief Financial Officer: James D. Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Allison McVey and Aditi Mangal  
Absent: Diane Sullivan

### **CALL TO ORDER**

Dr. Wright called the meeting to order at 7:30 pm.

### **PLEDGE OF ALLEGIANCE**

### **ANNOUNCEMENTS**

Dr. Wright announced that Mrs. Sullivan is absent. Mrs. Smith, our school Nurse, is available on Zoom and that the President's Council meeting was last week.

The Leadership welcomed the Board with Gifts for Board Appreciation.

Mrs. Zasowski said the President's Council meeting was well attended and talked a little about the Ram Country Project that will be rolled out soon. Next meeting is April 20th.

Masks are required while in the buildings.

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

**Dr. Emrod Amed, Phoenixville** - Student calendar, Muslim holiday consideration

**Steve Fry** - Equity, Diversity and Inclusive Presentation

**Megan Nice, Schwenksville** - Asked for transparency in EDI

**Ikra Imran, Phoenixville** - Student Calendar, Muslim holiday consideration

**Marian Amir, Collegeville** - Student Calendar, Muslim holiday consideration

**Eessa Amir, Collegeville** - Asked for Muslim holidays be added to student calendar

### **II. PRESENTATION**

Mrs. Leiss - Spring-ford celebrates Equity, Diversity and Inclusion with staff and students.  
Mrs. Valloor reviewed the inclusive excellence plan and noted that it has 4 major goals.  
Action plans were based on the consultant recommendations and then developed with subcommittees. Mrs. Valloor then shared a student experience with bullying in the school.

The concern talked bullying in the classroom as teachers watch and don't respond. The student asks for harder consequences for bullies. Some feedback from alumni was that there would be comments to students on their food for lunches, teachers turning blind eye on racial topics, not having someone to talk to cause they wouldn't understand and some that had allies in teachers. Information should be provided to students and training in teachers such as bias, sensitivity etc. Recommendations from Alumni included a mentor program, training of every employee and students and internship programs. Action steps would be to train the trainer, student panel to ask questions of administration. Policy 128 was looked at and reviewed along with the action plan with what they've learned from the committee and community. Mr. Jackson asked about the committee, subcommittee and the parent subcommittee and what their involvement has been. Committee meets 4 times each month. There are 4 sub committees, they meet 2 times per month and they work on what is needed at that point. Mrs. Zasowski asked about what Mr. Wiley brought to the committee that can be implemented. It helped turn the information into the action plan. Feels there should be a culture shift so that everyone feels safe and welcomed. Mrs. Deardorff asked what inclusive excellent training would entail sensitivity training, acknowledgement and embed it into training that is already planned. Mrs. Weingarten asked what the culture shift would look like. Mrs. Valloor said clubs that include diversity and have Administration buy into it. It might not necessarily be that the students join the club. Mrs. Hermans asked about accountability, Mrs. Leiss said that the EDI Committee and building administration would hold one another accountable. Mrs. Earle was shocked by the letter from the student and that they did not know who to go to and that the teacher did not take action. This is at the building administration level. Mr. Shafer said culture does not change quickly. Mr. Jackson is asking about training, Mrs. Valloor is not referring to race, she is referring to recognition of differences. Another update for the Board would take place by the end of the year. Mr. Rizzo stated they need some time. Mrs. Leiss will hire the most qualified individuals always. She said they will expand the areas from the usually look for candidates. Student Reps are thankful of the committee and the 3 different perspectives. Students want to be involved, student panel and clubs will be taken advantage of.

**A. Mrs. Elizabeth Leiss and Mrs. Linda Valloor, a presentation on Equity, Diversity and Inclusion**

Mr. Rizzo took a few minutes to thank the 9 Board members and talked about their roll and the time they spend in the unpaid position. Thanks for your service!

**B. Presentation honoring the Spring-Ford Area School District Board of Directors who volunteer their time for the betterment of public education in our community.**

**III. BOARD AND COMMITTEE REPORTS**

**Student Rep. Report**

**Allison McVey/Aditi Mangal**

Ms. McVey noted that the Midterms are happening now and the second marking period is done tomorrow. Ms.. Mangal Congratulated Allison for representing at Senate Day.

**Community Relations**

**Colleen Zasowski**

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

Met January 4th and noted that this committee will be bi monthly and then provided a communication department update. The Trademarking discussion was tabled until the audit was completed. The PA School Professionals contest runs each year in which Spring-Ford submits several communications. There was also a discussion on Zoom use for Committee meetings.

**Legislative Committee**

**Abby Deardorff**

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

Mrs. Deardorff reported that the committee met last week, fair funding and shorter reform was most of the discussion. MCIU also provided a community legislative report which included the Bus Driver shortage.

**MCIU**  
No report

**Dr. Margaret Wright**

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

**PSBA Liaison**  
No report

**David Shafer**

**American Legion**  
No report

**Diane Sullivan**

**Asst. Superintendent's Report Dr. Tina Giambattista**

Dr. Giambattista reported on Early Intervention, what it is, the process and who is eligible. The video presentation is available on the Spring-Ford website, Special Education page. She welcomed Brianna Angelucci. SEPEC had its first meeting last week.

Dr. Colyer provided an update on the Spring-Ford Prom. March 12th at Sunnybrook Ballroom. Health & Safety Plan guidance for masking. SNAP is holding a series of dress boutiques.

Mr. Rizzo acknowledged 17 retirees which makes up a majority of the resignations this evening. Collectively with 451 years of service.

**Solicitor's Report**  
No report

**Mark Fitzgerald**

**IV. MINUTES**

Motion by Mrs. Earle to approve Minutes A-C, seconded by Mrs. Weingarten. Motion carries 8-0.

- A.** The Board approved the November 15, 2021, Work Session minutes. **(Attachment A1)**
- B.** The Board approved the November 22, 2021, Board Meeting minutes. **(Attachment A2)**
- C.** The Board approved the December 6, 2021, Reorganization minutes. **(Attachment A3)**

**V. PERSONNEL**

Motion by Mrs. Deardorff to approve Personnel A-P, seconded by Mrs. Earle. Motion carries 8-0.

**A. Resignations**

1. **David A. Caldwell**; Health and Physical Education Teacher, 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
2. **Matthew J. Cappelletti**; JV "B" Basketball Coach- Girls'. Effective: November 19, 2021.
3. **Elizabeth A. Comport**; Reading Teacher, 8<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
4. **Elizabeth H. Croll**; Science Teacher, 7<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
5. **Rachel M. Custer**; Social Studies Teacher, 7<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
6. **Judy Denning**; Instructional Assistant, Brooke Elementary School for the purpose of retirement. Effective: January 14, 2022.



7. **Ann F. Dieter**; Special Education Teacher, Spring-Ford Cyber Learning for the purpose of retirement. Effective: June 13, 2022.
8. **Madison E. Eckhart**; Instructional Assistant, Limerick Elementary School. Effective: January 3, 2022.
9. **Ingrid Huss**; German Teacher, Senior High School and 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
10. **Monica R. Johner**; Elementary Teacher, Spring City Elementary School for the purpose of retirement. Effective: June 13, 2022.
11. **Paula M. Love**; Spanish Teacher, Senior High School for the purpose of retirement. Effective: June 13, 2022.
12. **Deborah E. Malack**; Instructional Assistant, Brooke Elementary School. Effective: December 17, 2021.
13. **Nancy A. McDonough**; Special Education Teacher, 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
14. **Eileen McGrory**; Elementary Teacher, Evans Elementary School for the purpose of retirement. Effective: June 13, 2022.
15. **James A. Mercer Jr.**; Mathematics Teacher, 8<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
16. **Ronald L. Moser**; Custodian, Royersford Elementary School for the purpose of retirement. Effective: March 1, 2022.
17. **Indira Pothukuchi**; Special Education Teacher, Senior High School. Effective: January 18, 2022.
18. **Patricia A. Stroop**; Special Education Teacher, Limerick Elementary School for the purpose of retirement. Effective: June 13, 2022.
19. **Susan L. Teator**; Instructional Assistant, 5/6<sup>th</sup> Grade Center for the purpose of retirement. New Effective Date: December 1, 2021.
20. **Keisha S. Vuong**; School Psychologist, 9<sup>th</sup> Grade Center. Effective: February 17, 2022.
21. **Dr. Theresa M. Weidenbaugh**; Principal, 9th Grade Center for the purpose of retirement. Effective: July 1, 2022.

### **New Resignations**

22. **Karen Lyons**; Food Service Part-Time (4 hours/day), Upper Providence Elementary School for the purpose of retirement. Effective: February 11, 2022.

### **B. Leaves of Absence**

1. **Mirna H. Metyas**; French Teacher, Senior High School for an unpaid leave of absence per Board Policy. Effective: March 3, 2022 (estimated date) for approximately 6 weeks.
2. **Ashley H. Pettinelli**; Elementary Teacher, Oaks Elementary School for an extension of child-rearing leave of absence per the Professional Agreement. Effective: August 25, 2021, through the 2021-2022 school year.
3. **Dianne H. Ricci**; English Teacher, Senior High School for a Sabbatical Leave per Board Policy. Effective: December 21, 2021 through the 2021-2022 school year.
4. **Brynne N. Taylor**; Elementary Teacher, Brooke Elementary School for a child rearing leave of absence per Board Policy. Effective: February 18, 2022 (estimated date) through the 2021-2022 school year.

### **C. Temporary Professional Employee**

1. **Nina C. Federman**; School Psychologist, Senior High School replacing Melody P. Bish who resigned. Compensation has been set at M, Step 1,

\$52,250.00, prorated with benefits per the Professional Agreement. Effective: February 7, 2022.

2. **Kathryn E. Johnson;** Music Teacher, Royersford Elementary School replacing Cynthia L. Heffernan who resigned. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: January 3, 2022.
3. **Deborah L. Jones-Miller;** Family & Consumer Science Teacher, 9<sup>th</sup> Grade Center replacing Michele LeHeup who resigned. Compensation has been set at M, Step 5, \$55,850.00, prorated with benefits per the Professional Agreement. Effective: January 19, 2022.
4. **Autumn R. Murphy;** French Teacher, 8<sup>th</sup> Grade Center replacing Christina M. Shank who resigned. Compensation has been set at B, Step 1, \$50,750.00, prorated with benefits per the Professional Agreement. Effective: December 20, 2021.
5. **Theresa M. Silverman;** Instructional Coach- Mathematics, 9<sup>th</sup> Grade Center, replacing Gabrielle G. Procaro who had a change of assignment. Compensation has been set at M, Step 4, \$54,950.00, prorated with benefits per the Professional Agreement. Effective: February 14, 2022.
6. **Danielle N. Strange;** Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing June McGrath who retired. Compensation has been set at B, Step 2, \$51,650.00, prorated with benefits per the Professional Agreement. Effective: February 18, 2022.

#### D. Support Staff

1. **Cristin M. Arbaugh;** Instructional Assistant, Brooke Elementary School replacing Deborah E. Malack who resigned. Compensation has been set at \$18.73/hour with benefits per the Instructional Assistant Benefit Summary. Effective: January 3, 2022.
2. **Cindy L. Butler;** Instructional Assistant, 5/6<sup>th</sup> Grade Center replacing Susan L. Teator who retired. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: January 19, 2022.
3. **Cameron L. Hellauer;** Instructional Assistant, Evans Elementary School replacing Mary C. Henderson who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: December 13, 2021.
4. **Dennis D. Park;** Support Technician, 9<sup>th</sup> Grade Center replacing Aaron R. Rhoads who had a change of status. Compensation has been set at \$19.40/hour with benefits per the Support Technician Benefit Summary. Effective: February 7, 2022.
5. **Jacquelyn M. Rakowski;** Instructional Assistant, Upper Providence Elementary School replacing Kimberly L. Acosta who had a change of status. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: December 16, 2021.

#### E. Change of Status

1. **Georgia Piccarreta;** Head Custodian, Spring City Elementary School to Head Custodian, 9<sup>th</sup> Grade Center replacing Arnold M. Koehler III who retired. Compensation has been set at \$23.93 plus \$1.75/hour head custodian stipend per the Custodian Benefit Summary. Effective: January 18, 2022.

**F. Tenure**

The individuals listed below have completed three (3) years of satisfactory service as temporary professional employees and are, therefore, entitled to tenure status:

1. **Lauren N. Klinger**
2. **Erin J. Lewandoski**
3. **Elyse F. Ohms**

**G.** The Board approved **Brianna M. Angelucci**, Supervisor of Curriculum & Instruction at the District Office replacing Catherine L. Gardy who had a change of status. Compensation has been set at \$127,000.00, prorated with benefits as per the Act 93 Agreement. Effective: January 10, 2022.

**H.** The Board approved the 2022 Covid Compensatory Services (CCS) for eligible students who qualified for tutoring. Tutoring is scheduled to begin March 1, 2022 and commence no later than June 9, 2022.

1. Twenty (20) Special Education Teachers-Tutors at a rate of \$40.00/hour.

**I.** The Board approved **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. The program runs from June 27, 2022 through July 28, 2022. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).

**J.** The Board approved **Joan D. Flack** as an Instructional Assistant for the Pre-K Summer Readiness Program. The program runs from June 27, 2022 through July 28, 2022. Compensation has been set at the instructional assistant's current hourly rate plus benefits (FICA & Retirement).

**K.** The Board approved **Erin Hughes** (Grades K-4) and **Sarah Toback** (Grades 5-8) to be hired as 2022 Summer R.A.M.S Coordinators. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 140 hours each. Funding will be from the ARP ESSER Grant. Effective: May 1, 2022.

**L. Substitutes**

1. **LeAnn E. Miles**      Substitute Teacher      \$118.48/day

**M.** The Board approved the Extended School Year Coordinator position. This position will run from March 1, 2022 through August 2, 2022 at a rate of \$40.00/hour, not to exceed 210 hours.

**N.** The Board approved the 2022 Extended School Year Program (ESY) and the positions identified below to be held at the 5/6/7 Grade Center. The program will be held June 23-July 28, 2022, Monday-Thursday 8:30am-2:30pm at the 5/6/7 GC. The appointments and payments herein shall be contingent upon the ability as determined by Administration to provide such ESY offerings to students consistent with CDC guidelines and guidelines from the Commonwealth of Pennsylvania.

1. Forty (40) Special Education Teachers at a rate of \$40.00/hour.
2. Sixty (60) Instructional Assistants. Rates will vary between \$16.36-\$22.54/hour depending on experience and educational degree for 5.5 hours/day.
3. Four (4) Full Time Equivalent Speech Therapists at a rate of \$40.00/hour.
4. One (1) Behavior Specialist at a rate of \$40.00/hour.
5. One (1) School Counselor at a rate of \$40.00/hour.
6. Two (2) Certified School Nurses at a rate of \$40.00/hour.

7. Twelve (12) Special Education Teachers-Tutors at a rate of \$40.00/hour for a minimum of 30 hours. Position runs June 27-August 19, 2022.
8. Five (5) Special Education Teachers with WILSON experience for individual students as per the students' ESY for a minimum of 30 hours. IEP's at a rate of \$40.00/hour. Position runs June 27-August 19, 2022.

- O. The Board approved the Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of after and before school tutoring.
- P. The Board approved the attached extra-curricular contracts for the 2021-22 school year. **(Attachment A4)**

**VI. FINANCE**

Motion by Mrs. Earle to approve Finance A-F, I-J, and L-N, seconded by Mrs. Herman. Motion carries 8-0.

Motion by Mrs. Earle to approve Finance G, seconded by Mr. Jackson. This is the first step in the approval process, Act 1. 120days before the Primary date. Motion carries 8-0.

Motion by Mr. Jackson to approve Finance H, second by Mr. Shafer. Act 1 allows the district to go above the Act 1 index. Motion carries 7-1. (Mrs. Zasowski was the dissenting vote)

Action was not taken on item K. This will be brought back in February.

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

**B. Payments:**

1. <u>General Fund Checks</u>		
Check No. 213816 - 214173		\$ 1,985,835.64
2. <u>Food Service Checks</u>		
Check No. 2292 - 2359		\$ 4,493.80
3. <u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u>		
ACH 212201041 - 212201630		\$11,515,060.23
4. <u>Wires*</u>		
202122015 - 202122038		\$10,569,168.72
5. <u>Procurement Payments</u>		
210000065 - 2100000130		\$ 28,341.73
6. <u>Scholarships</u>		
Check No. 297		\$ 250.00

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

1. Skyward Reports
  - Check Report (All funds)
  - ACH Report (All funds)

- Wires Report (All funds)
- Procurement Report (All funds)

**D. The Board approved the following independent contracts.**

1. The Board approved an independent contract with **Perkiomen Watershed Conservancy**, Schwenksville, PA to provide “Five (5), one hour programs” for the Evans Elementary Kindergarten Students. The total cost is not to exceed \$550.00 and will be paid from the Evans Home and School Association.
2. The Board approved an independent contract with **National Circus Project** to provide a 4 day Artist in Residency program at Spring City Elementary for grades 1-4 related to Physical Education. The total cost is not to exceed \$4,660.00. The contract will be funded from the Spring City Professional Budget.
3. The Board approved an independent contract with **Jessica Gorlin-Liddell** for an Artist in Resident program at Brooke Elementary for fourth grade students. The total cost is not to exceed \$4,200.00 and will be paid from the EITC Education Foundation Grant.
4. The Board approved an addendum to the 3-year (7/1/2020-6/30/2023) independent contract Agreement with **Pediatric Therapeutic Services Inc. (PTS)**. 525 Fayette Street, Conshohocken PA 19428 which was board approved in June 2020. This addendum is necessary due to additional costs to provide speech and language services during a 5.5 - week staff leave of absence. The total cost will not exceed \$8,833.00. The contract will be funded from the Special Education Budget.
5. The Board approved an independent contract with **Devereux Advanced Behavioral Health** to provide 1:1 services for the 2021-2022 School Year for a total not to exceed \$40,000.00. The contract will be funded from the Special Education Budget.

**New Independent Contracts**

6. The Board approved an independent contract with **Perkiomen Watershed Conservancy**, Schwenksville, PA to provide “Winter Secrets: Animals in Winter” 3 - 60 minute programs at Limerick Elementary School. The total cost will not exceed \$310.00. The contract will be funded from the Limerick Home and School League.
7. The Board approved an independent contract with **Personal Health Care, Inc** to provide Nursing Services for one (1) student during the school day and/or on transportation for the 2021-2022 school year. The total cost of the contract will not exceed \$24,255.00 and will be funded from the Special Education Budget.

**E.** The Board approved the Montgomery County Intermediate Unit Shared Services Plan for the 2021-22 school year. Funding will be paid from the Special Education Budget and shall not exceed \$1,247,720.66.

**F.** The Board approved to close the student activity account for the World Language Club.

**G.** The Board approved the Preliminary General Fund Budget for the 2022-2023 school year in the amount of \$186,519,705.00.

- H. The Board approved the Department of Education the 2022-2023 referendum exceptions estimated at \$600,000.00 for Special Education Expenditures and Retirement Contributions. These estimated referendum exceptions represent approximately 0.51% and could be used for allowable millage over the Act 1 State Index cap amount of 3.4%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
- I. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 196 W. Ridge Pike in Limerick Township in Limerick Township and further identified as tax parcel No. 37-00-03898-00-7 setting (i) the assessment of the property at \$2,110,500.00 for tax year 2021 (School District tax year 2021-2022) and (ii) the assessment of the property at \$2,011,500.00 for tax year 2022 (School District tax year 2022-2023) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- J. The Board of School Directors authorized Fox Rothschild LLP to enter into an agreement for the property located at 14 W. Lightcap Road in Limerick Township and further identified as tax parcel No. 37-00-00664-00-1 setting the assessment of the property at \$8,750,000.00 for tax years 2021 and 2022 and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- K. The Board approved the 2022-2023 Montgomery County Intermediate Unit's Member Services Budget in the amount of \$1,518,580.00. This amount represents no increase from the 2021-2022 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2022-2023 \$117,075.00 which is a \$259.00 decrease from last year's amount.
- L. The Board approved provisional educational services from Lakeside Educational Network to provide services through the Lakeside Mobile Support Program for three special education students. The total contract cost shall not exceed \$57,600.00. The contract will be paid from the Special Education Budget.
- M. The Board approved provisional educational services from Lakeside Educational Network to provide summer school services through Lakeside for one special education student. The total contract cost shall not exceed \$9,544.70. The contract will be paid from the Special Education Budget.
- N. The Board approved an independent contract with The Montgomery County Intermediate Unit (MCIU) to provide Psychology services for the 2021-2022 school year. The total cost of the contract is not to exceed \$5,000.00. The contract will be funded from the Special Education Budget.

**VII. PROPERTY**

Motion by Mr. Jackson to approve Property A-D, seconded by Mrs. Deardorff.  
 Motion carries 8-0.

- A. The Board approved to enter into a 44 month natural gas agreement with UGI Energy Services. Contract pricing of \$3.736 \$/DTH is effective from April 2022 thru December 2025. This agreement has been reviewed by our solicitor and funding will come from the Maintenance Operating Budget.
- B. The Board approved Phase 2 of 4 for the flat roof replacement including drains at the 9<sup>th</sup> grade center by Weatherproofing Technologies through contract #KPN-A-202012-04. Funding will be paid from the Capital Reserve and shall not exceed \$922,951.53.

- C. The Board approved for ICS Consulting to provide professional services for the strategic facility planning for Spring City Elementary contingent upon final approval of the solicitor's office. Funding will come from the Maintenance Operating Budget and shall not exceed \$34,700.00.
- D. The Board approved a professional service agreement with Johnson Controls Inc. to conduct an Investment Grade Audit (IGA) in reference to the Guaranteed Energy Savings ACT (GESAs) request for proposal with an associated cost of \$195,000.00 as presented in the January 11<sup>th</sup> 2022 Property Committee meeting contingent upon final approval of the solicitor's office. Funding will come from the Maintenance Operating Budget.

#### VIII. PROGRAMMING AND CURRICULUM

Motion by Mrs. Zasowski to approve Programming and Curriculum A-B, seconded by Mr. Jackson.

Motion carries 8-0.

- A. The Board approved up to \$1,900.00 to the Royersford Fire Department for the purpose of CPR certifications for up to 150 staff members. This will be paid from the Special Education Budget and Assistant Superintendent Budget.
- B. The Board approved the overnight trip request for Bobby Swier, Business Education Teacher, Cheryl Murgia, English Teacher, and Veronica Arriaga-Orts, Foreign Language Teacher, to accompany students qualifying for the DECA State Competition in Hershey, PA from February 16th through February 18th, 2022. Students will travel via chartered transportation. The cost of the trip is not to exceed an estimated cost of \$490.00 per student for registration, transportation, lodging and meals. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for 3 days of substitute coverage for all 3 teachers.

#### IX. CONFERENCES AND WORKSHOPS

Motion by Mrs. Zasowski to approve Conferences and Workshops A-D, seconded by Mrs. Weingarten.

Motion carries 8-0.

- A. **Timothy Poth, PIMS and Data Analyst**, to attend the "2022 Data Summit-A New Beginning" 3/21-23/2022 in Hershey, PA. The total cost of the conference is \$882.12 (registration, transportation, and meals). No substitute coverage is needed.
- B. **Jennifer Rinehimer, Curriculum Supervisor and Brianna Angelucci, Curriculum Supervisor**, to attend "Graham Fletcher-The Power of Progressions" at the MCIU in Norristown, PA 3/29-30/2022. The total cost of the conference is \$800.00 (Registration).
- C. **Megan McGee, Instructional Coach, Nicole Peart, K-6 Instructional Coach, Jennifer Rinehimer, Curriculum Supervisor, and Wendy Taylor Instructional Coach**, to attend "PA Educational Technology Expo & Conference" in Hershey, PA. The total cost of the conference is \$3,515.42 (Registration, transportation, hotel and meals).
- D. **Kristen Sokalski, School Counselor and Carly Smith, Certified School Nurse** to attend "SAP Training" virtually on March 8, 10, 14, 16, 18, and 21, 2022. The total cost of the conference is \$1,852.00 (Registration, substitute).

**X. OTHER BUSINESS**

Motion by Mrs. Deardorff to approve Other Business A 1-9 and C, seconded by Mrs. Hermans.

Motion carries 8-0.

Motion by Mrs. Deardorff to approve Other Business A10, seconded by Mrs. Earle. Mr. Jackson had concerns on why the district has this police.

Motion carries 7-1. (Mr. Jackson was the dissenting vote)

Motion to table Other Business D, seconded by Mr. Jackson.

This item is being tabled until February's Board meeting.

Motion carries 8-0.

Motion by Mrs. Zasowski to approve New Other Business E, seconded by Mrs. Earle. Motion carries 6-2. (Mr. Jackson and Mrs. Earle were the dissenting votes)

**A. The following policies were Board approved:**

1. Policy #301 - Creating a Position (**Attachment A5**)
2. Policy #302 - Employment of Superintendent-Assistant Superintendent (**Attachment A6**)
3. Policy #304 - Employment of District Staff (**Attachment A7**)
4. Policy #305 - Employment of Substitutes (**Attachment A8**)
5. Policy #306 - Employment of Summer School Staff (**Attachment A9**)
6. Policy #307 - Student Teachers-Interns (**Attachment A10**)
7. Policy #308 - Employment Contract-Board Resolution (**Attachment A11**)
8. Policy #309 - Assignment and Transfer (**Attachment A12**)
9. Policy #309.1 - Telework (**Attachment A13**)

**New Policy Board Approved:**

10. Policy #304.1 - Anti-Nepotism (**Attachment A14**)

**B. The following policies are submitted for first reading:**

1. Policy #311 - Reduction of Staff (**Attachment A15**)
2. Policy #312 - Performance Assessment of Superintendent (**Attachment A16**)
3. Policy #313 - Evaluation of Employees (**Attachment A17**)
4. Policy #314 - Physical Examinations (**Attachment A18**)
5. Policy #314.1 - HIV Infection (**Attachment A19**)
6. Policy #317 - Conduct/Disciplinary Procedures (**Attachment A20**)
7. Policy #317.1 - Educator Misconduct (**Attachment A21**)
8. Policy #318 - Attendance and Tardiness (**Attachment A22**)
9. Policy #319 - Outside Activities (**Attachment A23**)
10. Policy #320 - Freedom of Speech in Nonschool Settings (**Attachment A24**)

**C. The following policies were approved to be rescinded and retired:**

1. Policy #308.1 - Exit Interviews (**Attachment A25**)



2. Policy #310 - Abolishing a Position (**Attachment A26**)
3. Policy #315 - Disqualification by Reason of Health (**Attachment A27**)
4. Policy #316 - Non Tenured Employees (**Attachment A28**)
5. Policy #319.1 - Conflict of Interest (**Attachment A29**)
6. Policy #327 - Management Team (**Attachment A30**)

D. The Board tabled this motion to approve the 2022-2023 school calendar.

#### **New Other Business**

E. The Board approved the use of Zoom, or a similar platform, during Board Committee meetings as a virtual option for the meeting.

#### **XI. INFORMATIONAL ITEM**

No action needed

A. Effective January 1 2022, the IRS mileage rate will be **58.5 cents per mile** which is an increase from the 2021 rate of 56 cents per mile.

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

Mr. Rizzo spoke about the District Calendar he feels should be tabled because they are rushing. They did add holidays and need to look at many factors such as current holidays, conferences, etc.

Mrs. Zasowski asked about the reps leaving at 9:30.

Mr. Jackson, would like to see more spacing at the Board Table.

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

**Kim Anderson, Upper Providence** - Best candidate should be selected for staffing, H&S, Masking

**Diana Kirscht, Royersford** - EDI and no one is asking for data

**Quazi Athaher, Colledgeville** - Calendar

**Steve Fry, Royersford** - EDI Presentation

**Maryjo McNamara, Royersford** - Concerns on the Agenda, EDI, no H&S plan discussion, no questions on the budget

**Megan Nice, Schwenksville** - Board meeting notifications/announcements of meetings

**Ryan Nice, Schwenksville** - Masking health concerns

#### **XIII. ADJOURNMENT**

Motion by Mr. Jackson to adjourn the meeting at 10:21 p.m., seconded by Mrs. Zasowski.  
Motion carries 8-0.

Respectfully submitted,

Laurie J. Bickert  
School Board Secretary

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	String Jamboree- 7/8 Grade Director	Spring	Baisch	Ashley E.	\$520.00
2	Volunteer Assistant Baseball Coach- HS	Spring	Edwards	David C.	Volunteer
3	Co-Ed Fitness Intramural # 2 - Grade 8	Winter	Ehnot	Jane D.	\$402.00
4	Co-Ed Fitness Intramural # 16 - Grade 8	Winter	Ehnot	Jane D.	\$402.00
*5	Asst. Track Coach-Girls' & Boys'-HS	Spring	Entenman	Steven E.	\$3,991.00
*6	Volunteer Assistant Baseball Coach- HS	Spring	Eshbach	Bryer M.	Volunteer
7	Volunteer Assistant Softball Coach- HS	Spring	Faust	Rebecca	Volunteer
*8	Co-Ed Fitness Intramural # 2 - Limerick (Walking Club)	Spring	Ferko	Stephen	\$402.00
*9	Ireland Trip Coordinator (1/2 Contract)	Spring	Flynn	Chelsea K.	\$552.00
10	Co-Ed Fitness Intramural # 10 - Grade 8	Winter	Harrison	Richard	\$402.00
11	Co-Ed Fitness Intramural # 9 - Grade 8	Winter	Harrison	Richard	\$402.00
12	Volunteer Assistant Baseball Coach- HS	Spring	Hayes	Jonathan	Volunteer
13	Volunteer Assistant Baseball Coach- HS	Spring	Heffernan	Michael A.	Volunteer
14	Elementary Strings Ensemble - 4th Grade	Spring	Hwang	Sunny	\$2,325.75
15	String Jamboree- 4th Grade Director	Spring	Hwang	Sunny	\$440.00
16	String Jamboree- 5/6 Grade Director	Spring	Katzianer	Kristen K.	\$440.00
*17	Co-Ed Fitness Intramural # 3 - Limerick (Walking Club)	Spring	Kistler	Kenya H.	\$402.00
18	Asst. Track Coach-Girls' & Boys'-HS (1/2 Contract)	Spring	Marchini	Isabella	\$1,995.50
19	String Jamboree- High School Director	Spring	McGranahan	Emily C.	\$560.00
20	Asst. Lacrosse Coach-Girls'-HS	Spring	Mozi	Meghan	\$3,991.00
21	Detention Duty-Grade 8 (prorated)	Year	Ott	Jennifer	\$906.50
22	School Psychologist Department Head (prorated)	Year	Paladino	Lydni R.	\$2,097.00
23	Lacrosse Coach - Girls' (7th Grade)	Spring	Pickersgill	Nicole	\$2,772.00
24	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Rhoads	Aaron R.	\$50/game
25	Co-Ed Fitness Intramural # 4 - Limerick (Walking Club)	Spring	Samperi	Amanda	\$402.00
*26	Class Advisor-Grade 11 -HS (1/2 Contract)	Year	Seltzer	Bradley J.	\$936.50
27	Senior Elementary Band Director - 4th Grade	Spring	Slifer	Brett M.	\$2,215.00
28	Co-Ed Fitness Intramural # 6 - Grade 5-6	Winter	Smith	Amanda	\$402.00
29	Detention Duty-Grade 8 (prorated)	Year	Timmes	Meghan	\$906.50
*30	Co-Ed Fitness Intramural # 1 - Limerick (Walking Club)	Spring	Wike	Christine N..	\$402.00



**RESOLUTION 2022-1**

**RESOLUTION BY THE BOARD OF SCHOOL DIRECTORS OF THE SPRING-FORD AREA SCHOOL DISTRICT DECLARING AN EMERGENCY PURSUANT TO SECTION 520.1 OF THE PENNSYLVANIA SCHOOL CODE**

**WHEREAS**, COVID-19 remains a global pandemic as declared by the World Health Organization; and

**WHEREAS**, the Pennsylvania Department of Education has determined that the COVID-19 pandemic continues to constitute an “emergency” within the meaning of Section 520.1 of the Public School Code; and

**WHEREAS**, the Board of School Directors has determined that the impact of COVID- 19 to our students, faculty, and community requires an extraordinary response;

**NOW THEREFORE**, the Board finds and declares that the COVID-19 pandemic continues to be an emergency within the meaning of Section 520.1 of the Pennsylvania School Code.

For the 2022-2023 school year, the Superintendent, in conjunction with the Board of Directors, shall develop a Health and Safety Plan in forms and manners prescribed by the Pennsylvania Department of Education that ensures a minimum of 180 days of instruction, allowing for a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level, employing any combination of in-person, virtual, and cyber learning as the District, from time to time during this pandemic and Section 520.1 emergency deems appropriate to address the health and safety of students, faculty, and community, and the learning needs of students. Such instruction shall comply in full with the requirement of Chapter 4 of the regulations of the State Board of Education and with the curriculum standards published in accordance therewith.

Adopted this 28th day of February 2022.

SPRING-FORD AREA SCHOOL DISTRICT

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

Laurie J. Bickert, Board Secretary

By: \_\_\_\_\_

Dr. Margaret D. Wright, School Board President

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**SFASD Board Members**

Mrs. Abby Deardorff | Mrs. Wendy Earle | Mrs. Erica Hermans, Vice President  
Mr. Clinton Jackson | Mr. David Shafer | Mrs. Diane Sullivan  
Dr. Margaret Wright, President | Mrs. Karen Weingarten | Mrs. Colleen Zasowski

# SPRING-FORD AREA SCHOOL DISTRICT

## 2022-2023 SCHOOL CALENDAR

### JULY 2022

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### AUGUST 2022

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### SEPTEMBER 2022

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### OCTOBER 2022

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### NOVEMBER 2022

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### DECEMBER 2022

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### JANUARY 2023

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### FEBRUARY 2023

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### MARCH 2023

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### APRIL 2023

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### JUNE 2023

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### LEGEND

- Schools and Offices Closed
- No School for Students or 10-Month Employees
- In-Service Day, No School for Students
- End of the Quarter
- First Day of School
- Last Day of School

### DAYS OF INSTRUCTION

Student Days: 180  
Teacher Days: 190  
12-Month Emp.: 261

- August 23-25: Staff In-Service Days
- August 29: First Day of School!
- September 5: Labor Day, Schools/Offices Closed
- September 26: No School for Students or 10-Month Employees
- October 5: Schools/Offices Closed
- October 24: In-Service Day, No School for Students
- November 3: End of Quarter One
- November 8: Parent/Teacher Conferences, No School for Students
- November 23: Parent/Teacher Conferences, No School for Students
- November 24-25: Schools/Offices Closed
- December 26-January 2: Schools/Offices Closed
- January 16: Martin Luther King Jr. Day, Schools/Offices Closed
- January 19: End of Quarter Two
- February 17: Parent/Teacher Conferences, No School for Students
- February 20: President's Day, Schools/Offices Closed
- March 27: End of Quarter Three
- April 5: No School for Students or 10-Month Employees
- April 6-7: Spring Break, Schools/Offices Closed
- April 21: In-Service Day, No School for Students
- May 16: In-Service Day, No School for Students
- May 29: Memorial Day, Schools/Offices Closed
- June 7: Last Day of School
- June 8: Last Day for Teachers

This year, Spring-Ford Area School District will have one built in Snow Day (April 5, 2023) and will use Virtual or Flexible Instruction Days (FID) in place of emergency days. If there is a need to call a Snow Day, the first Snow Day of the year will be a "traditional" Snow Day and April 5 will change to an In-Person school day. Spring-Ford has been approved to use up to five FID in the 2022-2023 school year. FID's will be used for any additional weather or emergency related closure.

# SPRING-FORD AREA SCHOOL DISTRICT

## 2022-2023 SCHOOL CALENDAR

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### AUGUST 2022

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### SEPTEMBER 2022

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### OCTOBER 2022

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This year, Spring-Ford Area School District will have one built in Snow Day (April 5, 2023) and will use Virtual or Flexible Instruction Days (FID) in place of emergency days. If there is a need to call a Snow Day, the first Snow Day of the year will be a "traditional" Snow Day and April 5 will change to an In-Person school day. Spring-Ford has been approved to use up to five FID in the 2022-2023 school year. FID's will be used for any additional weather or emergency related closure.

Book	Policy Manual
Section	300 Administrative Employees
Title	Employment Of Superintendent/Assistant Superintendent
Code	302
Status	Active
Adopted	March 25, 1991

### **Purpose**

The Board places the primary responsibility and authority for the administration of this district in the Superintendent. Selection of a Superintendent, or Assistant Superintendents, is therefore critical to the effective management of the district.[4][5]

### **Authority**

When the position of Superintendent, or Assistant Superintendent, shall be vacant, the Board shall elect a District Superintendent, or Assistant Superintendent, by a majority vote of all members of the Board, and shall fix the beginning salary and the term of office. Such term may be three, four or five years beginning with the effective date of the appointment to office.[1][2][3]

During the final year of the term of office the Board may notify the Superintendent, or Assistant Superintendent, that it plans to seek applications from other qualified candidates for the position. Such notification shall be given 150 days prior to the end of the term.[6]

### **Guidelines**

The Board will actively seek the best qualified and most capable candidate for the position of Superintendent. It will be aided in this task by a committee of Board members or the services of professional consultants.

Recruitment procedures shall be prepared in advance of the search and shall include the following:

- the preparation of a written job description for the position;

- preparation of written specification of qualifications, in addition to proper State requirements for all applicants;[5]

- preparation of informative material describing the school district and its educational goals;

- solicitation of applications from a large enough geographical area to ensure a range of backgrounds and experience; and

- that a screening process be established that ensures that the Board have an opportunity to interview a sufficient number of finalist candidates so that an adequate range of choices is available for final selection.

The Board will screen applicants for the position of Assistant Superintendent who are nominated by the Superintendent.

No person may be employed as Superintendent, or Assistant Superintendent, of this district unless s/he has signed an employment contract with the Board or has been employed by Board resolution, either of which shall include:

the term for which employment is contracted, including beginning and ending dates;[2]

the salary which the Superintendent shall be paid and the intervals at which it shall be paid;[3]

the benefits to which the Superintendent is entitled; and a

provision for extending the term of the agreement.

Any candidate's misstatement of fact - material to qualifications for employment or the determination of salary - shall be considered by this Board to constitute grounds for dismissal.

Legal

1. 24 P.S. 1071
2. 24 P.S. 1073
3. 24 P.S. 1075
4. 24 P.S. 1001
5. 24 P.S. 1003
6. 24 P.S. 1077

Book	Policy Manual
Section	300 Administrative Employees
Title	Anti-Nepotism
Code	304
Status	Active
Adopted	August 27, 2012

### **Purpose**

The Board recognizes that each personnel vacancy shall be filled with the person most qualified among all the candidates. The Board further recognizes that from time to time a person related to a current employee may be among the candidates. In order to avoid nepotism, the following guideline shall be followed.

### **Guidelines**

Relatives of school board members, district-wide administrators\supervisors, and building administrators will not be employed in any capacity or assignment in the school district, with the exception that relatives may be considered for temporary employment, providing that they are not relatives of the supervisors of that department.

For the purposes of this policy, a **relative** is defined as spouse, child, grandchild, parent, grandparent, sibling including foster and step-relatives to the previous list. The definition also includes any other person who shares the same residence and who is generally regarded within that family as being one of the foregoing family members. In addition, a **temporary employee** is an employee who does not have continued anticipation of retaining employment beyond a defined period. This policy shall not apply to extra-curricular appointments.

This shall not apply to any person within such relationship or relationships who has regularly been employed by the Board prior to the inception of the relationship, the adoption of this policy, or a board member's election.



Book	Policy Manual
Section	300 Administrative Employees
Title	Suspensions and Furloughs
Code	311
Status	Active
Adopted	March 25, 1991
Last Revised	April 23, 2019

### **Purpose**

Maintenance of an administrative and supervisory staff appropriate to effectively manage the affairs of the district is a Board responsibility. The purpose of this policy is to establish the manner in which necessary reductions of that staff shall be accomplished.[1]

### **Authority**

The Board has the authority and responsibility to determine how suspensions and furloughs of administrative staff shall be made when necessary and in accordance with law.[2][3]

### **Delegation of Responsibility**

Superintendent shall develop administrative procedures for the reduction of staff in accordance with this policy and with applicable law and which ensure the following:[2]

1. The efficiency and effectiveness of district organization and staffing patterns shall be under continuing review, and recommendations for abolishing positions and reallocating duties shall be presented for Board consideration when the Superintendent considers such actions to be in the best interest of the district.
2. Data necessary for the computation of each administrative staff member's rating and seniority status shall be recorded and maintained. The rating system shall comply with state requirements where such requirements exist.[4]

Standards shall be established for the suspension or furlough of one administrative employee over another when one or more must be suspended. Such standards shall be based upon the background necessary to perform the duties of the affected position, seniority in district, and scope of certification. [2][5]

Legal	1. 24 P.S. 1124
	2. 24 P.S. 1125.1
	3. 24 P.S. 524
	4. 24 P.S. 1123
	5. 24 P.S. 1109
	2 Pa. C.S.A. 551 et seq

Book	Policy Manual
Section	300 Administrative Employees
Title	Evaluation Of Superintendent
Code	312
Status	Active
Adopted	March 25, 1991

### **Purpose**

Regular periodic evaluation of the Superintendent's performance is a Board responsibility. In carrying out this responsibility, it is recognized that the Superintendent is entitled to such a review in an objective and straightforward fashion so that his/her leadership may be as effective as possible for the district.

### **Guidelines**

The Board will evaluate the performance of the Superintendent annually.

Prior to the beginning of the period under evaluation, the Board and Superintendent shall agree upon the criteria to be used for evaluation purposes.

Such criteria may include the Superintendent's self-analysis, objectives agreed upon annually by the Board and the Superintendent, the working relationship between the Board and the Superintendent, the compilation of assessments on a prepared standard form by individual Board members, which shall then be reviewed by the Board and the Superintendent, and evaluation interviews between the Board and Superintendent during which no other business is discussed.

As an outcome of the evaluation of the Superintendent, the Board should recognize strengths and assist the Superintendent in capitalizing on them, identify weaknesses and establish a course of action that will assist the Superintendent in improving performance in these areas, and establish scientific objectives the achievement of which will advance the district toward its goals.

Book	Policy Manual
Section	300 Employees
Topic	Evaluation of Employees
Code	313
Status	Active
Adopted	March 25, 1991
Last Revised	February 22, 2021

### **Purpose**

Evaluation is a continuing process in which the administrative, professional and classified employees and their respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of District goals and objectives.

### **Authority**

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions and state law and regulations.[1][2][3][4]

( Board shall be informed periodically about the results of employee evaluations.

### **Delegation of Responsibility**

The Superintendent or designee shall develop plans for the evaluation of District employees and submit for Board approval.

The Board authorizes the Superintendent to develop a Differentiated Supervision model for professional employees in accordance with the Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.

The Superintendent shall ensure that evaluation plans are reviewed periodically and updated as necessary. Evaluations shall be performed by the Superintendent or by administrator, supervisor, or principal who has supervision over the work of the employee being evaluated and is designated by the Superintendent to perform the evaluation.

### **Guidelines**

The evaluation plan for professional employees and temporary professional employees shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education.[1][2][4]

Professional employees are required to be evaluated at least once each year.[2]

( Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of "needs improvement" issued by the district within ten (10) years of the first overall ratings of "needs improvement" where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Superintendent.

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.

Legal

1. 24 P.S. 1108
2. 24 P.S. 1123
3. 24 P.S. 510
4. 22 PA Code 19.1  
24 P.S. 1122  
22 PA Code 19.1 et seq

Book	Policy Manual
Section	300 Administrative Employees
Title	Physical Examination
Code	314
Status	Active
Adopted	March 25, 1991

### **Purpose**

In order to certify the fitness of employees to discharge efficiently the duties which they will be performing and to protect the health of students from the transmission of communicable diseases, physical examinations of all administrative employees will be required prior to employment.[3]

### **Definition**

For purposes of this policy, a "physical examination" shall mean a general examination by a licensed physician.

### **Guidelines**

All candidates for employment, prior to being placed on the rolls of the district, shall undergo a medical examination, as required by law.[3][4]

The Board requires that all employees undergo a tuberculosis examination upon initial employment in accordance with the regulations of the Advisory Health Board which shall be provided by the district.

The Board will accept an affidavit in lieu of an examination where circumstances warrant such action.[2]

The results of all required medical examinations shall be made known to the Superintendent on a confidential basis, discussed with the employee, and made a part of the employee's record. In the event of an unsatisfactory report, the Superintendent shall follow Board policy relating to "Disqualification by Reason of Health."[5]

Legal	2. 28 PA Code 23.44
	3. 24 P.S. 1418
	4. 28 PA Code 23.43
	5. Pol. 315

Book	Policy Manual
Section	300 Administrative Employees
Title	Disciplinary Procedures
Code	317
Status	Active
Adopted	March 25, 1991
Last Revised	January 27, 2016

### **Purpose**

Effective operation of the district's programs requires the cooperation of all district employees in working together under a system of policies and rules applied fairly and uniformly to all employees. The orderly conduct of the district's business requires uniform compliance with these policies and rules, and uniform penalties and disciplinary procedures for violations.[1][2]

### **Authority**

There shall be established procedures whereby administrative employees shall be informed as to the disciplinary actions that are considered appropriate, and that are to be applied, for violation of district policies and regulations.

### **Delegation of Responsibility**

The Superintendent shall prepare and promulgate disciplinary rules for violations of district policies and rules which provide progressive penalties including where appropriate, verbal warning, written warning, suspension, or dismissal. Based upon Act 24 of 2011 (Act 24), all school employees are required to report to the Superintendent or designee within seventy-two (72) hours any arrest or conviction of an offense listed on PDE-6004 form. Failure to report any arrest or conviction in the time frame will result in disciplinary action against the employee, up to and including termination. In addition, the Superintendent or designee must report to the Department of Education: any educator who has been provided notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause or notice of a determination not to reemploy for cause. The report shall be filed within fifteen (15) days after notice is provided by a school entity.[3]

In addition, all employees are required to update Act 34, Act 151 and Act 114 clearances every five (5) years. If an employee's clearance lapse, the employee will no longer be eligible to work for the school district and will face suspension without pay or possible termination of employment.

In the event it is necessary to demote or dismiss, a hearing shall be provided as required by statute.[4]

When charges are filed against a professional employee pursuant to the School Code, the Board after hearing the case in accordance with the procedures established in the School Code may vote to discharge any such employee or authorize a lesser punishment short of a discharge such as a suspension without pay or lesser degrees of punishment.[5][6]

The vote to discharge shall be by a two-thirds vote of all members of the Board. A vote to provide a degree of punishment less than a discharge shall be by a majority of a quorum present at a meeting at which such vote is to be taken.

Legal

1. 24 P.S. 510
2. 24 P.S. 514
3. 24 P.S. 1151
4. 2 Pa. C.S.A. 551 et seq
5. 24 P.S. 1122
6. 24 P.S. 1127
- 24 P.S. 111
- 24 P.S. 1121
- 24 P.S. 1126
- 24 P.S. 1128
- 24 P.S. 1129
- 24 P.S. 1130
- 22 PA Code 235.1 et seq
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq
- Pol. 351

Book	Policy Manual
Section	300 Employees
	Educator Misconduct
Code	317.1
Status	Active
Adopted	March 22, 2021

### **Purpose**

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

### **Authority**

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

### **Definitions**

**Educator** - shall mean a person who holds a certificate.[3]

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

**Sexual Abuse or Exploitation** - shall mean any of the following:[4]

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

**Sexual Misconduct** - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[3]



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

### **Delegation of Responsibility**

#### **Duty to Report**

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

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

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

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

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

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

### **Guidelines**

#### **Investigation**

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

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

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

#### Title IX Sexual Harassment and Other Discrimination

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

#### Confidentiality Agreements

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

#### Confidentiality

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

#### Immunity

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

Legal

1. 24 P.S. 2070.1a
2. 22 PA Code 235.1 et seq
3. 24 P.S. 2070.1b
4. 23 Pa. C.S.A. 6303
5. 24 P.S. 2070.9a
6. Pol. 806
7. 24 P.S. 111
8. Pol. 317
9. 24 P.S. 2070.9c
10. 24 P.S. 2070.11
11. Pol. 103
12. Pol. 104
13. 24 P.S. 2070.17b
14. 24 P.S. 2070.17a
- 24 P.S. 2070.1a et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	Active
Adopted	March 25, 1991
Last Revised	February 22, 2021

### **Authority**

The Board recognizes that district employees have the right to enjoy private lives and to associate with others outside of school. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.[1]

The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.

### **Delegation of Responsibility**

The Superintendent or designee shall disseminate this policy so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

### **Guidelines**

The following guidelines are provided for the direction of all employees:

1. Do not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the district.
2. Do not use school property or school time to solicit or accept customers for private enterprises.
3. Do not use school time for outside activities when there is no valid reason to be excused from assigned duties.

Legal 1. 24 P.S. 510

Book	Policy Manual
Section	300 Administrative Employees
Title	Freedom Of Speech In Nonschool Settings
Code	320
Status	Active
Adopted	March 25, 1991

### **Purpose**

The Board acknowledges the right of its employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school system and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.

### **Guidelines**

The following guidelines are adopted by the Board to help clarify and therefore avoid situations in which an administrator's expression could conflict with the district's interests. In situations in which an administrator is not engaged in the performance of professional duties, s/he should:

recognize that as an administrator his/her comments will be commonly viewed as representative of the district;

state clearly that his/her expression represents personal views and not in any way indicates the view of the school district;

not direct his/her expression toward any individual(s) with whom s/he would normally be in contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships;

refrain from making public expressions which s/he knows to be false or made without regard for truth or accuracy; and not make threats against co-workers, supervisors or district officials.

Violations of these guidelines may result in disciplinary action up to and including dismissal.

Book	Policy Manual
Section	400 Professional Employees
Title	Creating A Position
Code	401
Status	Active
Adopted	March 25, 1991

### **Purpose**

Teaching positions and positions for other professional employees will be established by the Board in order to provide programs of education and other supporting services, consistent with the needs and resources of the community.[1]

### **Authority**

The need for creating teaching positions and positions for other professional employees shall be determined by the Board in accordance with these guidelines. Recommendations for continuing, new, or additional professional positions will include:[1]

- a job description clearly descriptive of the duties for which the positions were created;
- a title that conforms with the appropriate certificate if such certification is required; and
- the number of professional employees required to teach each subject.

In the exercise of its authority to create new positions, the Board shall give primary consideration to the number of students enrolled, the special needs of students, and the operational needs of the district.

### **Delegation of Responsibility**

The Board expects that the Superintendent shall normally be responsible for recommending new or additional professional positions. The Board reserves for itself the final determination as to the number and kind of professional positions deemed necessary for the effective operation of the schools.

Legal 1. 24 P.S. 1106

Book	Policy Manual
Section	400 Professional Employees
	Employment Of Professional Employees
Code	404
Status	Active
Adopted	March 25, 1991
Last Revised	February 4, 2004

### **Purpose**

The Board places substantial responsibility for effective operation of the district with professional employees who are employed by the district.[1]

### **Authority**

The Board shall approve the employment and fix the compensation for each professional employee employed by the district. It shall also fix the term of employment or other conditions that may reflect the difference between full-time and part-time employment.[2][3][4][5]

It is anticipated that normally the Board will approve those candidates for employment recommended by the Superintendent.

No teacher shall be employed who is related to any member of the Board, as defined in statute, unless such teacher receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.[6]

### **Guidelines**

Any employment shall not be final until said candidate has complied with the mandatory background check requirements for criminal history and child abuse clearances and the district has evaluated the results of that screening process.[7][16]

Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute as grounds for dismissal.

No candidate for professional employment shall receive recommendation for such employment without evidence of his/her certification.[9][10]

The district shall submit a New Hire Report for each employee required to be reported by law.[11]

### **Title I Teachers**

All teachers working in a program supported with Title I funds who were hired after January 8, 2002, shall be highly qualified, as defined by federal law and regulations.[12]

### **Delegation of Responsibility**

The Superintendent or designee shall develop procedures for the recruitment, screening and recommendation of candidates for employment as professionals in accordance with the following guidelines:[13][14][15]

1. Candidates will be recruited, screened and recommended in accordance with Board policy, and state and federal law and regulations.
2. The Superintendent or designee shall seek candidates of good moral character who possess the following attributes: successful educational training and experience, scholarship and intellectual prowess, including such measures as collegiate grade point average, appreciation of children and emotional and mental maturity.
3. Staff vacancies which represent opportunities for professional advancement or diversification shall be made known to district personnel so that they may apply for such positions.
4. The Superintendent or designee may apply such screening procedures as may be necessary to determine the candidate's ability to perform the tasks for which the candidate is being considered.
5. The Superintendent or designee shall seek recommendations from former employers and others to assess the candidate's qualifications. All records shall be retained confidentially and for official use only.

Each professional staff member employed by the district shall be responsible for maintaining a valid teaching certificate.[9][10]

The principal of a school providing Title I programs to students shall annually attest that professional staff teaching in such programs are highly qualified, in accordance with federal and state law and regulations. The written certification shall be maintained in the district office and the school office and shall be available to the public, upon request.[12]

Legal

1. 22 PA Code 4.4
2. 24 P.S. 508
3. 24 P.S. 1106
4. 24 P.S. 1142
5. 24 P.S. 1146
6. 24 P.S. 1111
7. 24 P.S. 111
9. 24 P.S. 1201
10. 22 PA Code 49.81 et seq
11. 42 U.S.C. 653a
12. 20 U.S.C. 6319
13. Pol. 103
14. P.L. 88-352
15. P.L. 92-318
16. 23 Pa. C.S.A. 6301 et seq



Book	Policy Manual
Section	400 Professional Employees
Title	Employment Of Summer School Staff
Code	406
Status	Active
Adopted	March 25, 1991

### **Purpose**

The Board directs that summer school program employees will be qualified and competent to fulfill assignments in accordance with these guidelines.

### **Authority**

The Board shall approve the employment, fix the compensation and establish the period of employment for each person employed in the summer school program of this district, when said program is authorized by the Board.[1][2][3].

Primary consideration will be given to candidates for summer school employment who are members of the staff of the school district.

Each candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.[4].

Any employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by this Board to constitute grounds for dismissal.

### **Delegation of Responsibility**

The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for summer school employment in accordance with the following guidelines:

Only those candidates shall be recommended for employment who are best qualified to perform the duties of the position.

Vacancies for summer school employment will be made known to district personnel so that they may apply for such positions.

Recommendations from former employers and others as may assist in assessing the candidate's qualifications shall be sought. Such records shall be retained confidentially and for official use only.

Legal	1. 24 P.S. 406
	2. 24 P.S. 1146
	3. 24 P.S. 1901
	4. 24 P.S. 111

Book	Policy Manual
Section	400 Professional Employees
Title	Student Teachers
Code	407
Status	Active
Adopted	March 25, 1991

### **Purpose**

The Board encourages cooperation with colleges and universities within the state in the training of student teachers. Therefore, the schools of this district will accept student teachers from accredited institutions of higher learning with which the district has a cooperative agreement approved by the Board.

### **Delegation of Responsibility**

The Board delegates the authority to select student teachers to the Superintendent. Recommendation for said selection shall be made by the Principal with the agreement of the supervising teacher.

Student teachers shall comply with the health examination of the State and the policy of this district as it applies to certificated personnel.[3][4]

Student teachers while serving in the schools of this district shall be responsible for their conduct to the supervising teacher and building principal.

The Superintendent shall ensure the distribution of student teachers throughout the district so that no single groups of pupils or teachers will be subject to excessive student teacher classroom hours.

Student teachers or faculty of other educational institutions shall be offered the opportunity to visit and observe in the district schools. Such observers must be treated as any other visitor and shall be under the direct supervision of the principal.

Legal	3. 24 P.S. 1418
	4. 28 PA Code 23.4

Book	Policy Manual
Section	400 Professional Employees
Title	Employment Contract
Code	408
Status	Active
Adopted	March 25, 1991

### **Purpose**

Professional employees and temporary professional employees must have an employment contract that is in conformance with the School Code. This policy establishes considerations for these categories.[1]

### **Authority**

The Board has the authority under law to prescribe employment conditions for the personnel of the school district. Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employee.

### **Guidelines**

It shall be the policy of this school district that all professional and temporary professional employees shall execute an employment contract upon employment, which shall automatically renew itself each year unless one of the parties shall give notice sixty (60) days prior to its expiration that it will not be renewed, except that nontenured persons upon reaching the status of tenured persons shall be required to execute a new contract.

The contract shall specify those matters contained in statute for professional and temporary professional employees. For part-time employees of a professional category the contract or Board resolution shall be in accordance with this policy.[1]

The contract or resolution shall include:

- the beginning compensation;
- term of employment and work period for which compensation will be paid;
- a statement of fringe benefits entitlement; and
- a statement of seniority rights, if any.

The terms of a collective bargaining agreement, if it exists, may supersede the specifics of an individual employee contract in certain areas of conditions of employment.

The following guidelines are to be followed in the resolution of problems concerning the application of contracts:

- The Board shall be promptly notified of any controversy that arises regarding any error in the salary paid to any employee.

The Board shall be notified of any misunderstanding arising from the application of a given contract.

Legal

1. 24 P.S. 1121

Book	Policy Manual
Section	400 Professional Employees
Section	Exit Interviews
Code	408.1
Status	Active
Adopted	January 24, 2000

### **Purpose**

The Board recognizes retention of employees creates stability and continuity within a school district.

When an employee leaves, either voluntarily or involuntarily it is important for the Board to know the reason for the separation.

Exit interviews provide a way for the Board and Administrators to gain insights into problems, difficulties, and dissatisfaction that might not otherwise come to the District's attention.

Exit interviews also provide an opportunity to clarify pay issues, benefits and explain District policies relating to departing employees.

### **Guidelines**

Exit interviews with the Director of Personnel will be scheduled with all departing employees when possible after the letter of resignation is received.

During the interview, pay and benefit issues will be clarified, arrangements for the return of District materials and equipment will be made, and reasons for the termination and future plans of the departing employee will be reviewed.

The Director of Personnel will complete the Spring-Ford Area School District employee separation report (attached) and review any employment-related problems with the Superintendent.

When needed, constructive feedback will be given to the appropriate administrators by the Superintendent.

Book	Policy Manual
Section	400 Professional Employees
Title	Assignment And Transfer
Code	409
Status	Active
Adopted	March 25, 1991

### **Purpose**

The assignment and transfer of professional and temporary professional employees within the district shall be in accordance with the instructional needs of the district and these guidelines.

### **Authority**

The assignment of staff members and their transfer to similar positions for which they are certificated or qualified shall be made by the Superintendent on the basis of the following criteria:

1. Contribution which staff member could make to the effectiveness of programming in the new position.
2. Qualifications of the staff member compared to those of outside candidates both by the position to be vacated and for the position to be filled.
3. Opportunity for professional growth of the staff member.
4. Desire of the staff member regarding assignment or transfer.
5. Short-term and long-term staffing requirements associated with enrollment, program, attendance area, or other changes.
6. Legal and/or contractual requirements which afford job security to more senior members of the staff.

### **Delegation of Responsibility**

The Superintendent shall provide for a system consistent with the above of assignment or reassignment that includes voluntary transfers and in which:

Vacancies shall be publicized to all appropriate employees.

Before new employees are sought, requests for transfer to such positions will be considered.

The wishes of the employee who voluntarily requests reassignment or transfer shall be honored to the extent that the transfer does not conflict with the instructional requirements and best interests of the school district.

The Superintendent shall, in considering any assignment or transfer, base a decision on:

the need to balance various teaching skills among the schools;

changing pupil population within the schools of the district;

the impact on the educational program of the proposed assignment; and

the employee's background and preparation for the position.

Professional employees shall be informed of their assignments no later than July 15h preceding the school year in which such assignment shall be effective except that staff members employed after that date shall be so informed as soon as practicable.

Nothing in this policy shall prevent the reassignment of a professional staff member for good cause during the school year as determined by the Superintendent.

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

Book	Policy Manual
Section	500 Classified Employees
Title	Creating A Position
Code	501
Status	Active
Adopted	March 25, 1991

### **Purpose**

Positions for classified employees will be established by the Board in order to provide programs of education and other supporting sources, consistent with the needs and resources of the community.

### **Authority**

The need for creating classified positions will be determined by the Board in accordance with these guidelines. Recommendations for continuing, new, or additional classified positions will include:[1]

a job description clearly descriptive of the duties for which the positions were created;

the number of persons within each job category; and

the initial salary for a new position.

In the exercise of its authority to create new positions, the Board shall give primary consideration to the number of students enrolled, the special needs of the students, and the operational needs of the district.

### **Delegation of Responsibility**

The Board expects that the Superintendent shall normally be responsible for recommending new or additional classified positions. The Board reserves for itself the final determination as to the number and kind of classified positions deemed necessary for the effective operation of the schools.

Legal 1. 24 P.S. 406



Book	Policy Manual
Section	500 Classified Employees
Title	Employment Of Classified Employees
Code	504
Status	Active
Adopted	March 25, 1991
Last Revised	February 4, 2004

### **Purpose**

The Board recognizes the role that qualified and competent classified employees contribute to the effective operation of the programs of the district.

### **Authority**

The Board shall approve the employment, set the compensation and establish the term of employment for each classified staff member employed by the district.[1]

It is anticipated that normally the Board will approve those candidates for employment recommended by the Superintendent.

### **Guidelines**

All applications for employment shall be referred to the Office of Human Resources.

No person shall be employed who is related to any member of the Board, as defined in statute, unless such person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.

An employee's misstatement of fact material to qualifications for employment or the determination of salary shall be considered by the Board to constitute as grounds for dismissal.

The utilization of classified employees prior to employment approval by the Board is authorized when necessary to maintain continuity of services in the district.

Any employment shall not be final until such candidate has complied with the mandatory background check requirements for criminal history and child abuse clearances and the district has evaluated the results of that screening process.[2][12]

The district shall submit a New Hire Report for each employee required to be reported by law.[4]

### **Title I Paraprofessionals**

All paraprofessionals providing instructional support in a program supported by Title I funds who were hired after January 8, 2002, shall have a secondary school diploma or a recognized equivalent and one of the following:[5]

1. Completed at least two (2) years of study at an institution of higher education.

2. Obtained an Associate's (or higher) degree.
3. Met a rigorous standard of quality and can demonstrate, through a formal state or local academic assessment knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.

Title I paraprofessionals who solely coordinate parent involvement activities or act as translators are exempt from the above qualifications.

### **Delegation of Responsibility**

The Superintendent or designee shall develop procedures for the recruitment, screening, and recommendation of candidates for employment in accordance with the following guidelines:[6][7][8].

1. Candidates shall be recruited and recommended in accordance with Board policy, and state and federal law.
2. The Superintendent or designee shall seek candidates of good moral character who possess the following attributes: successful training and experience; appreciation of children; skills required to complete essential job functions and emotional and mental maturity.
3. The administration may have administered such screening tests as may bear upon the candidate's ability to perform the tasks for which s/he is being considered.[9]
4. The administration shall seek such recommendations from former employers and others to assess the candidate's qualifications. All records shall be retained confidentially and for official use only.

The principal of a school providing Title I programs to students shall annually attest that paraprofessionals providing instructional support in such programs meet the qualifications required by federal law and regulations.[5].

Legal	1. 24 P.S. 406
	2. 24 P.S. 111
	4. 42 U.S.C. 653a
	5. 20 U.S.C. 6319
	6. Pol. 103
	7. P.L. 88-352
	8. P.L. 92-318
	9. 42 U.S.C. 12101 et seq
	12. 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	500 Classified Employees
	Employment Of Substitute And Short-Term Employees
Code	505
Status	Active
Adopted	March 25, 1991

### **Purpose**

Qualified and competent substitute and short-term employees will be employed in accordance with these guidelines.

### **Authority**

The Board will approve annually the names of potential substitute classified personnel and the positions in which they may substitute except that additional names may be added to the list of substitute personnel by the Board during the school year following the approval of such list.[1]

Substitutes shall be compensated at a rate set annually by the Board for the various categories of regular employees.

Such approval shall normally be given to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the Superintendent.

Any employee's misstatement of fact - material to qualifications for employment or the determination of salary - shall be considered by this Board to constitute grounds for dismissal.

The utilization of substitute or short-term employees prior to approval by the Board is authorized when necessary to maintain continuity of services in the district. Retroactive employment shall be recommended to the Board at the next meeting.

No candidate shall be employed until such candidate has complied with the mandatory background check requirements for criminal history and the district has evaluated the results of that screening process.[2]

### **Delegation of Responsibility**

The Superintendent shall develop procedures for the recruitment, screening and recommendation of candidates for classified employment in accordance with the following guidelines:

Only those candidates shall be recommended for employment who are available and qualified to perform the duties of the position.

Such a person shall be employed who is related to any member of the Board, as defined in statute, unless such a person receives the affirmative vote of a majority of all members of the Board other than the member related to the applicant.[3]

The administration shall seek such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.

Legal

1. 24 P.S. 406
2. 24 P.S. 111
3. 24 P.S. 1111

Book	Policy Manual
Section	500 Classified Employees
Title	Employment Contract
Code	508
Status	Active
Adopted	March 25, 1991

### **Purpose**

For the mutual benefit and protection of each regularly employed classified staff member and the district there shall be established by contract or Board resolution the specifics of such employment.

### **Authority**

The Board has the authority under law to prescribe employment conditions for the personnel of the school district. Willful misrepresentation of facts material to the employment and determination of salary level shall be considered cause for disciplinary action or dismissal of the employee.

### **Guidelines**

Each employment contract or resolution shall specify:

- the salary at which the person is employed;
- the intervals at which the salary will be paid;
- the conditions of the probationary period; and
- such other matters as may be necessary to a full and complete understanding of the contract or resolution.

Each newly employed classified employee shall serve a probationary period during which time s/he shall be subject to discharge without notice.

During the probationary period, time off for any of the following reasons shall not count toward completion of said probationary period: any uncompensated leave or leave in excess of regular sick leave entitlement.

The terms of a collective bargaining agreement, if it exists, may supersede the specifics of an individual employee contract in certain areas of conditions of employment.

Should an employee terminate without giving the contractually specified notice, s/he shall be paid only for the days worked.

Book	Policy Manual
Section	500 Classified Employees
Title	Exit Interviews
Code	508.1
Status	Active
Adopted	January 24, 2000

### **Purpose**

The Board recognizes retention of employees creates stability and continuity within a school district.

When an employee leaves, either voluntarily or involuntarily it is important for the Board to know the reason for the separation.

Exit interviews provide a way for the Board and Administrators to gain insights into problems, difficulties, and dissatisfaction that might not otherwise come to the District's attention.

Exit interviews also provide an opportunity to clarify pay issues, benefits and explain District policies relating to departing employees.

### **Guidelines**

Exit interviews with the Director of Personnel will be scheduled with all departing employees when possible after the letter of resignation is received.

During the interview, pay and benefit issues will be clarified, arrangements for the return of District materials and equipment will be made, and reasons for the termination and future plans of the departing employee will be reviewed.

The Director of Personnel will complete the Spring-Ford Area School District employee separation report (attached) and review any employment-related problems with the Superintendent.

When needed, constructive feedback will be given to the appropriate administrators by the Superintendent.

Book	Policy Manual
Section	500 Classified Employees
Title	Assignment And Transfer
Code	509
Status	Active
Adopted	March 25, 1991

### **Purpose**

The successful functioning of the district depends in large measure on the proper placement of qualified and competent personnel. Assignment and transfer of classified employees shall be in accordance with this policy.

### **Authority**

#### **Assignment**

The assignment of staff members and their transfer to similar positions for which they are certified or qualified shall be made by the Superintendent on the basis of the following criteria:

1. Contribution which staff member could make to the effectiveness of programming in the new position.
2. Qualifications of the staff member compared to those of outside candidates both for the position to be vacated and for the position to be filled.
3. Opportunity for professional growth of the staff member.
4. Desire of the staff member regarding assignment or transfer.
5. Short-term and long-term staffing requirements associated with enrollment, program, attendance area, or other changes.
6. Legal and/or contractual requirements which afford job security to more senior members of the staff.

#### **Posting of Vacancies**

The administration shall notify personnel of new and/or existing vacancies. Employees so requesting shall receive consideration along with other applicants for the position.

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

Book	Policy Manual
Section	300 Employees
Title	Reduction of Staff
Code	311
Status	From PSBA

Adopted

### **Authority**

The Board is responsible for maintaining appropriate numbers of administrative, professional and support employees to effectively manage and operate the district and its schools. This policy establishes the manner in which necessary reductions of staff shall be accomplished.[1][2][3]

In the exercise of its authority to reduce staff through suspensions (furloughs) and elimination of positions, the Board shall give primary consideration to the staffing needs of the district, the effect upon the educational program and the financial stability of the district, and shall ensure compliance with law, regulations, collective bargaining agreements, individual contracts and Board resolutions.[4][5][6]

The Board shall not prevent any professional employee from engaging in another occupation during the period of suspension.[5]

Nothing in this policy shall be construed to limit the cause for which a temporary professional employee, or any employee other than a professional employee, may be suspended.[5]

### **Delegation of Responsibility**

The Superintendent shall be responsible for the continuous review of the efficiency and effectiveness of district organization and staffing, and shall present recommendations for reduction in staff for Board consideration when such actions are deemed to be in the best interests of the district.

The Superintendent shall consult with the district solicitor as necessary to ensure that reduction of staff is implemented in accordance with applicable laws.[4][5]

### **Guidelines**

#### **Employees Other Than Professional Employees and Temporary Professional Employees**

The employment status of employees other than professional employees and temporary professional employees may be terminated or temporarily suspended whenever deemed necessary in the best interests of the school district, subject to limitations and procedures provided for in collective bargaining agreements, if any.



### Temporary Professional Employees

The employment status of a temporary professional employee may be nonrenewed when the employee's position has been eliminated or when the conditions for which professional employees may be suspended otherwise exist, subject to limitations and procedures provided for in collective bargaining agreements, if any.

### Professional Employees

The necessary number of professional employees may be suspended for the following reasons:[4]

1. Substantial decrease in student enrollment in the district.
2. Curtailment or alteration of the educational program as a result of substantial decline in class or course enrollments or to conform with standards of organization or educational activities required by law or recommended by the Pennsylvania Department of Education. Such curtailment or alteration must be recommended by the Superintendent, agreed to by the Board, and approved by the Pennsylvania Department of Education. If not prevented by an existing or future provision of a collective bargaining agreement or employment contract, such a suspension may be effectuated without approval of the Pennsylvania Department of Education provided that, where an educational program is altered or curtailed, the district shall notify the Pennsylvania Department of Education of such action.
3. **Consolidation of schools, whether within the district, through a merger of districts, or as a result of Joint Board agreements, when such consolidation makes it unnecessary to retain the full staff of professional employees.**
4. When new school districts are established as the result of reorganization of school districts and such reorganization makes it unnecessary to retain the full staff of professional employees.
5. Economic reasons that require a reduction in professional employees; however, the district is prohibited from using an employee's compensation in the suspension determination. A Superintendent knowingly in violation of this prohibition shall have a letter from the Secretary of Education placed in his/her permanent employee record.

### *Economic Suspension Requirements -*

The Board may suspend professional employees for economic reasons if all of the following apply:[4]

1. The Board approves the proposed suspensions by a majority vote of all school directors at a public meeting.
2. No later than sixty (60) days prior to the adoption of the final budget, the Board adopts a resolution of intent to suspend professional employees in the following fiscal year, setting forth:
  - a. The economic conditions necessitating the proposed suspensions and how the economic conditions will be alleviated by the proposed suspensions,

- including:
- i. The total cost savings expected from the proposed suspensions.
  - ii. A description of other cost-saving actions taken by the Board, if any.
  - iii. The projected district expenditures for the following fiscal year with and without the proposed suspensions.
  - iv. The projected total district revenues for the following fiscal year.
- b. The number and percentage of employees to be suspended who are:
    - i. Professional employees assigned to provide instruction directly to students.
    - ii. Administrative staff.
    - iii. Professional employees who are not assigned to provide instruction directly to students and who are not administrative staff.
  - c. The impact of the proposed suspensions on academic programs to be offered to students following the proposed suspensions, as well as the impact on academic programs to be offered to students if the proposed suspensions are not undertaken, compared to the current school year, and the actions if any, that will be taken to minimize the impact on student achievement.

*Professional Employees Assigned to Provide Instruction Directly to Students -*

Suspensions, due to economic reasons, of professional employees assigned to provide instruction directly to students may be approved by the Board only if the Board also suspends at least an equal percentage proportion of administrative staff, except when all of the following apply:[4]

1. The Secretary of Education determines that the district's operations are already sufficiently streamlined or that the suspension of administrative staff would cause harm to the school stability and student programs.
2. The Secretary of Education submits the determination to the State Board of Education.
3. The State Board of Education approves the determination by a majority of its members.

The Board may choose to exempt from this requirement any five (5) administrative positions, one of which shall be the Business Manager or another staff member with the primary responsibility of managing the district's business operation.[4]

Order of Suspensions

Data necessary for computation of each professional employee's performance rating and seniority status shall be recorded and maintained to ensure compliance with the required order for suspensions.[7][8]

*Performance Evaluation Rating -*

Professional employees shall be suspended, within the area of certification required by law for the professional employee's current position, in the following order based on the two (2) most recent annual performance evaluations:[5][7][8]

1. Consecutive unsatisfactory ratings.

2. One (1) unsatisfactory rating and one (1) satisfactory rating.
3. Consecutive satisfactory ratings which are either consecutive ratings of proficient, or a combination of one (1) proficient or distinguished rating and one (1) needs improvement rating.
4. Consecutive satisfactory ratings which are consecutive distinguished, or a combination of one (1) rating of proficient and one (1) rating of distinguished.

#### *Seniority -*

When the number of professional employees within each certification area receiving the same performance rating is greater than the number of suspensions, professional employees with the least seniority within each certification area shall be suspended before employees with greater seniority having the same performance rating.[5]

**In addition, professional employees shall be realigned to ensure that employees with more seniority have the opportunity to fill other positions within the district for which they are certified and which are currently filled by less senior employees with the same or lower overall performance rating.**

Seniority shall continue to accrue during a suspension and all approved leaves of absence.[5]

When there is or has been a consolidation of schools, departments or programs, all professional employees shall retain the seniority rights they had prior to the reorganization or consolidation.[5]

#### Reinstatement

Suspended professional employees, or professional employees demoted for reasons of this policy, shall be reinstated within the area of certification required by law for the vacancy being filled in the district, in the inverse order by which they were suspended and on the basis of their seniority within the district.[5]

No new appointment shall be made while there is a suspended or demoted professional employee available who is properly certified to fill such vacancy.[5]

Positions from which professional employees are on approved leaves of absence shall be considered temporary vacancies.[5]

To be considered available, suspended professional employees shall annually report in writing to the Board their current address and intent to accept the same or similar position when offered.[5]

A suspended professional employee enrolled in a college program during a period of suspension and who is recalled shall be given the option of delaying a return to service until the end of the current semester.[5]

#### Local Agency Law Hearings

The decision to suspend a professional employee shall be considered an adjudication for the purposes of the Local Agency Law, and a professional employee subject to such a decision shall have the right to a Local Agency Law hearing before the Board, if a hearing is requested within ten (10) days after being notified of suspension.[5][9]

A decision to nonrenew the employment of a temporary professional employee whose position has been eliminated or who is being nonrenewed for reasons for which professional employees may be suspended, shall be considered an adjudication for purposes of the Local Agency Law, and the employee shall be entitled to a Local Agency Law hearing, if a hearing is requested within ten (10) days after being notified of the decision to nonrenew.

#### Legal

1. 22 PA Code 4.4
2. 24 P.S. 1106
3. 24 P.S. 406
4. 24 P.S. 1124
5. 24 P.S. 1125.1
6. 24 P.S. 524
7. 24 P.S. 1123
8. Pol. 313
9. 2 Pa. C.S.A. 551 et seq

Book	Policy Manual
Section	300 Employees
Title	Performance Assessment of Superintendent/Assistant Superintendent
Code	312
Status	From PSBA

Adopted

### **Authority**

The Board shall conduct a formal written performance assessment of the Superintendent and Assistant Superintendent(s) annually as required by law. A timeframe for the assessment shall be included in the employment contract.[1]

The employment contract shall include objective performance standards mutually agreed to in writing by the Board and the Superintendent and by the Board and the Assistant Superintendent. The objective performance standards may be based upon any or all of the following:[1]

1. Achievement of annual measurable objectives established by the district.
2. Achievement on Pennsylvania System of School Assessment (PSSA) tests.
3. Achievement on Keystone Exams.
4. Student growth as measured by the Pennsylvania Value-Added Assessment System.
5. Attrition rates or graduation rates.
6. Financial management standards.
7. Standards of operational excellence.
8. Any additional criteria deemed relevant and mutually agreed to by the Board and Superintendent or Assistant Superintendent(s).

The mutually agreed upon performance standards shall be posted on the district website.[1]

Upon completion of the annual performance assessment, the date of the assessment and whether or not the Superintendent and Assistant Superintendent(s) have met the agreed upon objective performance standards shall be posted on the district website.[1]

Legal

1. 24 P.S. 1073.1

24 P.S. 1080

Pol. 302

Book	Policy Manual
Section	300 Employees
Title	Evaluation of Employees
Code	313
Status	From PSBA
Adopted	

### **Purpose**

Evaluation is a continuing process in which the administrative, professional and support employees and the respective supervisors cooperatively identify strengths and weaknesses in an individual's job performance. Employee evaluations shall be used to assess and improve performance, encourage professional growth, promote positive behavior, and facilitate attainment of district goals and objectives.

### **Authority**

The Board shall approve plans for regular, periodic evaluations of administrative, professional and support employees consistent with applicable administrative compensation plans, individual contracts, collective bargaining agreements, Board resolutions and state law and regulations.[1][2][3][4]

The Board shall be informed periodically about the results of evaluations.

### **Delegation of Responsibility**

The Superintendent or designee shall develop plans for the evaluation of district employees to be submitted for Board approval.

The Board authorizes the Superintendent to develop a Differentiated Supervision model for professional employees in accordance with the Pennsylvania Department of Education's guidelines and in consultation with assistant administrators, supervisors, and/or principals.

The Superintendent shall ensure that evaluation plans are reviewed periodically and updated as necessary.

Evaluations shall be performed by the Superintendent or by an administrator, supervisor, or principal who has supervision over the work of the employee being evaluated and is designated by the Superintendent to perform the evaluation.

### **Guidelines**

The evaluation plan for professional employees and temporary professional employees

shall utilize the appropriate state-approved rating form or an alternative rating tool approved by the Board and the Pennsylvania Department of Education.[2][3][4]

Professional employees are required to be evaluated at least once each year.[3]

Temporary professional employees shall be evaluated by an appropriate supervisor and notified of individual progress and status at least twice each year.

Professional employees and temporary professional employees shall receive an overall performance rating of one (1) of the following:

1. Distinguished – shall be considered satisfactory.
2. Proficient – shall be considered satisfactory.
3. Needs improvement – shall be considered satisfactory, except that any subsequent overall rating of "needs improvement" issued by the district within ten (10) years of the first overall rating of "needs improvement" where the employee is in the same certification shall be considered unsatisfactory.
4. Failing – shall be considered unsatisfactory.

No professional employee or temporary professional employee shall be rated "needs improvement" or "failing" solely based upon student test scores.

No unsatisfactory rating shall be valid unless approved by the Superintendent.

A signed copy of the rating form shall be provided to the employee.

Professional employees and temporary professional employees who receive an overall performance rating of "needs improvement" or "failing" shall participate in a Performance Improvement Plan.

#### Legal

1. 24 P.S. 510
  2. 24 P.S. 1108
  3. 24 P.S. 1123
  4. 22 PA Code 19.1
- 24 P.S. 1122  
22 PA Code 19.1 et seq

Book	Policy Manual
Section	300 Employees
Title	Physical Examinations
Code	314
Status	From PSBA

Adopted

### **Purpose**

In order to certify the fitness of administrative, professional and support employees to discharge efficiently the duties they will be performing and to protect the health of students and staff, the Board shall require physical examinations of all district employees prior to beginning employment and may require health monitoring to prevent the transmission of communicable diseases in the school setting.

### **Definitions**

A physical examination, for purposes of this policy, shall mean a general examination by a licensed physician, certified registered nurse practitioner or a licensed physician assistant.

Health monitoring, for purposes of this policy, shall mean screening or monitoring an employee for specific symptoms that may indicate the presence of a communicable disease, in accordance with guidance from state and local health officials.

### **Authority**

After receiving an offer of employment but prior to beginning employment, all candidates shall undergo physical examinations, as required by law and as the Board may require.[1][2][3]

The Board requires that all employees undergo a tuberculosis examination provided by the district upon initial employment, in accordance with regulations of the PA Department of Health.[1][4]

The Board may require an employee to undergo a physical examination at the Board's request.[1]

An employee who presents a signed statement that a physical examination is contrary to the employee's religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the employee if the employee is not examined for those conditions.[5][6]



## **Guidelines**

### **Health Monitoring and Communicable Diseases**

The district may require employees to participate in health monitoring by designated staff to check for signs and symptoms of communicable diseases in accordance with guidance issued by state and local health officials and the Board-approved health and safety plan. An employee may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair workplace safety or cause undue hardship will not be granted.[7]

An employee with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[7]

Employees exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment, and may be excluded from school facilities in accordance with regulations of the PA Department of Health or guidance from state or local health officials for specified diseases and infectious conditions. Employees may return to school facilities when the criteria for readmission following a communicable disease have been met, in accordance with law, regulations or guidance from state or local health officials.[8][9][10][11]

### **Delegation of Responsibility**

The results of all required physical examinations shall be made known to the Superintendent on a confidential basis and discussed with the employee.

Medical records and other health information of an employee shall be maintained confidentially and kept in a file separate from the employee's personnel file.[3][12]

### Legal

1. 24 P.S. 1418
2. 28 PA Code 23.43
3. 42 U.S.C. 12112
4. 28 PA Code 23.44
5. 24 P.S. 1419
6. 28 PA Code 23.45
7. Pol. 104
8. 28 PA Code 27.71
9. 28 PA Code 27.72
10. Pol. 334
11. Pol. 335
12. 42 U.S.C. 2000ff et seq
- 24 P.S. 1416
- 42 U.S.C. 12101 et seq

U.S. Equal Employment Opportunity Commission – Guidance on COVID-19, ADA,  
Rehabilitation Act and Other Equal Employment Opportunity Laws

U.S. Equal Employment Opportunity Commission – Questions and Answers on Religious  
Discrimination in the Workplace

Book	Policy Manual
Section	300 Employees
Title	HIV Infection
Code	314.1
Status	From PSBA

Adopted

### **Purpose**

The Board is committed to providing a safe, healthy environment for its students and employees and adopts this policy to safeguard the health and well-being of students and employees while protecting the rights of the individual. This policy shall apply to all administrative, professional and support staff employed by the district.

### **Definitions**

AIDS - Acquired Immune Deficiency Syndrome.[1]

HIV Infection - refers to the disease caused by the HIV or human immunodeficiency virus.

Infected employee - refers to district employees diagnosed as having the HIV virus, including those who are asymptomatic.

### **Authority**

The Board directs that the established Board policies and procedures and administrative regulations relative to illnesses among district employees shall also apply to infected employees.[2][3][4][5]

The Board shall not require routine screening tests for HIV Infection in the school setting, nor will such tests be a condition for employment.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for developing and releasing information concerning infected employees.

All district employees shall maintain a respectful working climate and shall not participate in physical or verbal harassment of any individual or group, including infected employees.[6]

Building principals shall notify district employees, students and parents/guardians about current Board policies concerning HIV Infection and shall provide reasonable opportunities to discuss the policy and related concerns.

Infected employees whose employment is interrupted or terminated shall be entitled to available medical leave and medical disability benefits. Such employees shall be informed by the appropriate administrator of benefits, leave, and alternatives available to them through state and federal laws, Board policies, collective bargaining agreements, individual contracts and the retirement system.[3][4][5][6]

## **Guidelines**

### Confidentiality

District employees with knowledge of an infected employee's condition shall not disclose that information without prior written consent of the employee, consistent with the requirements of the Pennsylvania Confidentiality of HIV-Related Information Act.[7]

### Infection Control

Universal precautions shall be followed for exposure to bodily fluids. Employees shall treat all body fluids as hazardous and follow universal precautions.

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

Employees shall notify the school nurse of all incidents of exposure to bodily fluids.

### Staff Development

The district shall provide opportunities for employees to participate in inservice education on HIV Infection.

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

### Legal

1. 35 P.S. 7603
  2. 24 P.S. 510
  3. Pol. 334
  4. Pol. 335
  5. Pol. 339
  6. Pol. 104
  7. 35 P.S. 7607
- 35 P.S. 7601 et seq

Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	From PSBA

Adopted

### **Authority**

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[1][2]

The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[3][4]

When demotion or dismissal charges are filed against a certified administrative or professional employee, a hearing shall be provided as required by applicable law. Noncertified administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.[5][6][7][8][9][10][11][12]

### **Delegation of Responsibility**

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[3]

When engaged in assigned duties, district employees shall not participate in activities that include but are not limited to the following:

1. Physical or verbal abuse, or threat of harm, to anyone.
2. Nonprofessional relationships with students.[2]
3. Causing intentional damage to district property, facilities or equipment.
4. Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.
5. Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[13]
6. Use of profane or abusive language.

7. Breach of confidential information.
8. Failure to comply with directives of district officials, security officers, or law enforcement officers.[6]
9. Carrying onto or possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. Violation of Board policies, administrative regulations, rules or procedures.[6]
11. Violation of federal, state, or applicable municipal laws or regulations.[6]
12. Conduct that may obstruct, disrupt, or interfere with teaching, research, service, operations, administrative or disciplinary functions of the district, or any activity sponsored or approved by the Board.

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to verbal warning, written warning, reprimand, suspension, demotion, dismissal and/or pursuit of civil and criminal sanctions.[6][14]

#### Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law.[15][16]

Employees shall also report to the Superintendent or designee, in writing, 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.[17]

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[15]

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[17]

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[15][17]

#### Legal

1. 22 PA Code 235.10
2. Pol. 824
3. 24 P.S. 510
4. 24 P.S. 514
5. 24 P.S. 1121
6. 24 P.S. 1122
7. 24 P.S. 1126

8. 24 P.S. 1127
9. 24 P.S. 1128
10. 24 P.S. 1129
11. 24 P.S. 1130
12. 2 Pa. C.S.A. 551 et seq
13. Pol. 351
14. 24 P.S. 1151
15. 24 P.S. 111
16. 24 P.S. 2070.9a
17. 23 Pa. C.S.A. 6344.3  
24 P.S. 2070.1a et seq
- 22 PA Code 235.1 et seq
- 23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	300 Employees
Title	Educator Misconduct
Code	317.1
Status	From PSBA

Adopted

### **Purpose**

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

### **Authority**

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

### **Definitions**

Educator - shall mean a person who holds a certificate.[3]

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

Sexual Abuse or Exploitation - shall mean any of the following:[4]

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



sexual exploitation.

Sexual Misconduct - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to:[3]

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

### **Delegation of Responsibility**

#### Duty to Report

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

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

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

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

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in

the manner prescribed in Board policy.[5][7][8]

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

## **Guidelines**

### Investigation

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

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

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

### Title IX Sexual Harassment and Other Discrimination

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

### Confidentiality Agreements

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

### Confidentiality

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the

Educator Discipline Act shall remain confidential unless or until public discipline is imposed.[13]

### Immunity

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

### Legal

1. 22 PA Code 235.1 et seq
2. 24 P.S. 2070.1a
3. 24 P.S. 2070.1b
4. 23 Pa. C.S.A. 6303
5. 24 P.S. 2070.9a
6. Pol. 806
7. 24 P.S. 111
8. Pol. 317
9. 24 P.S. 2070.9c
10. 24 P.S. 2070.11
11. Pol. 103
12. Pol. 104
13. 24 P.S. 2070.17b
14. 24 P.S. 2070.17a
- 23 Pa. C.S.A. 6301 et seq
- 24 P.S. 2070.1a et seq

Book	Policy Manual
Section	300 Employees
Title	Attendance and Tardiness
Code	318
Status	From PSBA

Adopted

### **Authority**

Punctual and reliable attendance by administrative, professional and support employees is essential for the operation of district schools. Therefore, a prerequisite for efficient performance of job functions by employees is the punctual commencement and proper completion of all assigned duties.[1][2]

The district shall establish processes for staff to report unexpected absences, which shall be addressed in accordance with Board policy and an applicable individual contract, collective bargaining agreement or Board resolution.[3][4][5][6]

### **Delegation of Responsibility**

It shall be the responsibility of the Superintendent or designee to assess penalties when a district employee fails to meet attendance requirements.

Legal

1. 24 P.S. 510
2. Pol. 332
3. Pol. 334
4. Pol. 335
5. Pol. 336
6. Pol. 339

Book	Policy Manual
Section	300 Employees
Title	Outside Activities
Code	319
Status	From PSBA

Adopted

### **Authority**

The Board recognizes that administrative, professional and support employees do have the right to private lives and associations with others outside of school. However, the Board has a responsibility to evaluate employees' effectiveness in discharging assigned duties and responsibilities.

Therefore, when nonschool activities directly impact upon an employee's effectiveness within the school district, the Board reserves the right to evaluate the effect of such activities on the individual's completion of responsibilities and assignments.[1]

The Board does not endorse, support, nor assume liability for any district staff member who conducts nonschool, outside activities in which district students or employees may participate.

### **Delegation of Responsibility**

The Superintendent or designee shall disseminate this policy and administrative regulations so that employees may avoid situations in which personal interests, activities, and associations may conflict with the interests of the district.

### **Guidelines**

The following guidelines are provided for the direction of all employees:

1. Employees shall not utilize school material for personal gain. Copyrights to materials or equipment developed, processed, or tested by district employees when performing assigned activities in fulfillment of the terms of employment reside with and may be claimed by the district.
2. Employees shall not use school property or school time to solicit or accept customers for private enterprises.
3. Employees shall not use school time for outside activities when there is no valid reason to be excused from assigned duties.

Legal

1. 24 P.S. 510

Book	Policy Manual
Section	300 Employees
Title	Freedom of Speech in Nonschool Settings
Code	320
Status	From PSBA

Adopted

### **Authority**

The Board acknowledges the right of administrative, professional and support employees as citizens in a democratic society to speak out on issues of public concern. When those issues are related to the school district and its programs, however, the employee's freedom of expression must be balanced against the interests of this district.

The Board adopts this policy to clarify situations in which an employee's expression could conflict with the district's interests.[1]

In situations in which a district employee is not engaged in the performance of assigned duties, they shall:

1. Refrain from comments that would interfere with the maintenance of student discipline.
2. Refrain from making public statements about the district known to be false or made without regard for truth or accuracy.
3. Refrain from making threats against co-workers, supervisors or district officials.

Violations of this policy may result in appropriate disciplinary action.

Legal

1. 24 P.S. 510  
Pol. 317