

On August 22, 2022, The Spring-Ford Area School District Board meeting was called to order at 7:32 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 Shafer, and Colleen Zasowski  
Region III: Abby Deardorff and Dr. Jennifer Motzer  
Presiding Officer: Dr. Margaret D. Wright  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Kelly M. Murray and Tina L. Giambattista  
Chief Financial Officer: James D. Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Aditi Mangal and Arhan Kaul  
Virtual via Zoom: Erica Hermans

**CALL TO ORDER**

Dr. Wright called the meeting to order at 7:32 p.m.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

Mrs. Bickert stated that Mrs. Hermans is in attendance on Zoom, all other Board Members are in attendance in person.

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

**Steve Frye, Royersford - DVCEE Membership, EDI Policy**

**II. BOARD AND COMMITTEE REPORTS**

**Extracurricular Activities**                      **David Shafer**                      **1<sup>st</sup> Tue. 6:30 p.m.**  
No Report

**Legislative Committee**                      **Abby Deardorff**                      **3<sup>rd</sup> Wed. 7:30 p.m.**  
PA General Assembly has been in recess ,Legislation was presented to bring back the free meals.

**MCIU**    **Dr. Margaret Wright**                      **4<sup>th</sup> Wed. 7:00 p.m.**  
Dr. Wright said she would have a report at the next meeting

**PSBA Liaison**                                      **David Shafer**  
No report

**Superintendent's Report**                      **Robert Rizzo**  
Mr. Rizzo is excited to welcome back staff and students. Welcome to the new administrators. Chief Boyer introduced new School Police Officer Tim Brennan. Mr. Rizzo shared information about leadership vacancies, this was also shared in the Board Memo. Information was also

shared about the School Board involvement in interviews and the practice in Montgomery County School Districts. Mr. Rizzo noted the retirees and wished them well.

Mr. Jackson asked if there was a reason for starting with 2015 for the leadership vacancies, Mr. Rizzo responded and stated that the data is available, but it would require more digging.

**Solicitor's Report**

**Mark Fitzgerald**

No report

Mrs. Zasowski reported that the Western Montgomery Career and Technical Center held an auction, and it was very successful and raised \$140,000 and \$112,000 going back to the school. ICS provided a report of repairs, and they are working on a plan to keep on top of those repairs. Teacher negotiations continued throughout the summer and are hopeful for a resolution soon. Next meeting will be September 12th at 5:30 via Zoom.

Community Relations will be meeting in September and will present the CCIU Communications Audit and a personal committee meeting will follow with Mrs. Leiss and Dr. Giambattista.

Mr. Jackson asked if the funds from the auction would cover the wants list of the WMCTC, Mrs. Zasowski said it puts a dent in it, but it doesn't cover all the costs. Mr. Jackson is disappointed that there is not a plan for the maintenance of the Western Center. There was discussion on building a reserved fund to help with costs as this is important, and their solicitor is looking into the parameters around that.

**III. MINUTES**

Motion by Mrs. Deardorff to approve Minutes A-C, seconded by Mrs. Zasowski.

Motion carries 9-0.

- A.** Administration recommends approval of the June 20, 2022, Work Session minutes. **(Attachment A1)**
- B.** Administration recommends approval of the June 27, 2022, Board Meeting minutes. **(Attachment A2)**
- C.** Administration recommends approval of the July 11, 2022, Special Meeting minutes. **(Attachment A3)**

**IV. PERSONNEL**

Motion by Mrs. Deardorff to approve Personnel A-K, seconded by Dr. Motzer.

Mr. Jackson asked how many staff are in the Human Resources department, Mr. Rizzo said there are currently 4 and 1 is being hired.

Motion carries 7-2 (Mr. Jackson and Mrs. Zasowski were the dissenting votes)

**A. Resignations**

1. **Dwayne D. Anderson Jr;** Support Technician, 7<sup>th</sup> Grade Center. Effective: August 16, 2022.
2. **Emily G. Barker;** English Teacher, 8<sup>th</sup> Grade Center. Effective: September 23, 2022.
3. **Aniqua G. Coleman;** Instructional Assistant, Senior High School. Effective: August 12, 2022.
4. **Vanessa G. Donatelli;** Instructional Assistant, Limerick Elementary School. Effective: August 1, 2022.
5. **Katherine L. Edwards;** Elementary Teacher, 5/6<sup>th</sup> Grade Center. Effective: August 4, 2022.
6. **Mary E. Foster;** Instructional Assistant, Oaks Elementary School for the purpose of retirement. Effective: August 15, 2022.

7. **Jacquelyn M. Lippincott**; Special Education Teacher, Senior High. Effective: September 23, 2022.
8. **Katelyn M. Loveland**; Special Education Teacher, 5/6<sup>th</sup> Grade Center. Effective: July 19, 2022.
9. **Emily J. Marchesani**; Elementary Teacher, Limerick Elementary School. Effective: June 23, 2022.
10. **Emily E. Marzewski**; Special Education Teacher, Royersford Elementary School. Effective: October 7, 2022.
11. **Robyn J. Michael**; School Counselor, Royersford Elementary School. Effective: September 20, 2022.
12. **Daniel A. Miscavage**; Assistant Athletic Director, 7-12. Effective: July 14, 2022.
13. **Elaine Moore**; Instructional Assistant, Evans Elementary School for the purpose of retirement. Effective: June 9, 2023.
14. **Jamie D. Nguyen**; Special Education Teacher, Limerick Elementary School. Effective: October 10, 2022.
15. **Tina M. Reppert**; Full-Time Food Service (6 hours/day), 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: July 31, 2022.
16. **Douglas K. Reigner**; Assistant Principal, Senior High School for the purpose of retirement. Effective: September 16, 2022.
17. **Cheryl L. Santiago**; Full-Time Food Service (6 hours/day), Royersford Elementary School for the purpose of retirement. Effective: June 30, 2022.
18. **Molly A. Storti**; Special Education Wilson Tutor, Extended School Year. Effective: June 27, 2022.
19. **Jeffrey W. Swartz**; Technology Education Teacher, 9<sup>th</sup> Grade Center. Effective: September 23, 2022.

#### **NEW RESIGNATION**

20. **Belmin Oommen**; Support Technician, 7<sup>th</sup> Grade Center. Effective: August 26, 2022.

#### **B. Leave of Absence**

1. **Amanda C. Hegedus**; Instructional Assistant, Limerick Elementary School for an unpaid leave of absence per Board Policy. Effective: January 9, 2023 through April 28, 2023.
2. **Tiffany Sallemi**; Elementary Teacher, Oaks Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 25, 2023.

#### **C. Professional Employees**

1. **Brianna M. Hine**; Special Education Teacher, Royersford Elementary School replacing Patricia A. Stroop who retired. Compensation has been set at M, Step 2, \$53,500.00, with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Whitney L. King**; Instructional Support Teacher, Evans Elementary School replacing Andrea M. Weber who had a change of assignment. Compensation has been set at M, Step 7, \$60,822.00, with benefits per the Professional Agreement. Effective: August 23, 2022.
3. **Brendan Larkin**; Social Studies Teacher, Senior High School. Compensation has been set at M, Step 4, \$55,500.00, prorated with benefits per the Professional Agreement. Effective: October 10, 2022.
4. **Stephanie Schuman**; Speech & Language Therapist, Limerick Elementary School replacing Amanda M. Samperi who resigned. Compensation has been set at M+18, Step 8, \$70,002.00, prorated with benefits per the Professional Agreement. Effective: September 27, 2022.

5. **Cheryl Sypher-Hoinowski**; English Language Development Teacher, Senior High School. Compensation has been set at M+30, Step 6, \$69,516.00, prorated with benefits per the Professional Agreement. Effective: October 3, 2022.

#### **NEW PROFESSIONAL EMPLOYEES**

6. **Erin Husband**; Chemistry Teacher, Senior High School replacing Khoa Pham who resigned. Compensation has been set at M+30, Step 8, \$75,433.00, prorated with benefits per the Professional Agreement. Effective: No later than October 24, 2022.
7. **Jacob R. Marushak**; Technology Education Teacher, 9<sup>th</sup> Grade Center replacing Jeffrey W. Swartz who resigned. Compensation has been set at M, Step 12, \$79,443.00, prorated with benefits per the Professional Agreement. Effective: October 24, 2022.

#### **D. Temporary Professional Employee**

1. **Emily R. Bailey**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Lynne M. Webb who had a change of assignment. Compensation has been set at B, Step 2, \$52,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Alexandra K. Dilks**; Elementary Teacher, Evans Elementary School replacing Eileen McGrory who retired. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
3. **Madison A. Fialkowski**; Social Studies Teacher, 8<sup>th</sup> Grade Center replacing Zoe D. Jacobs who had a change of assignment. Compensation has been set at M, Step 4, \$55,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
4. **John S. Frost III**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Andrea Sandberg who resigned. Compensation has been set at B, Step 2, \$52,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
5. **Jessie Gottlieb**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Katherine L. Edwards who resigned. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
6. **Melissa A. Howshall**; Elementary Teacher, Evans Elementary School replacing Kathleen L. DiBenedetto who retired. Compensation has been set at M, Step 1, \$52,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
7. **Erika L. Jones**; Mathematics Teacher, Senior High School. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
8. **Kelsey E. Mitton**; Special Education Teacher, 5/6<sup>th</sup> Grade Center replacing Katelyn M. Loveland who resigned. Compensation has been set at M, Step 3, \$54,500.00, prorated with benefits per the Professional Agreement. Effective: No later than October 12, 2022.
9. **Allie M. Moffett**; Health & Physical Education Teacher, 9<sup>th</sup> Grade Center replacing Jacklyn L. Keeley who retired. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
10. **Lauren E. Morrison**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Eric J. Hill who had a change of assignment. Compensation has been set at M+30, Step 3, \$62,396.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
11. **Alyssa L. Sontag**; Special Education Teacher, 7<sup>th</sup> Grade Center replacing Diana L. Bilardo who had a change of assignment. Compensation has been set at M, Step 1, \$52,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
12. **Nicole Weber**; Speech & Language Therapist, Senior High School replacing Alyson N. Barlok who resigned. Compensation has been set at M, Step 1, \$52,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
13. **Taylor Wilson**; Special Education Teacher, 5/6<sup>th</sup> Grade Center replacing Mary K. Burkholder who had a change of status and a new position. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.

## NEW TEMPORARY PROFESSIONAL EMPLOYEES

14. **Keri A. Mallon**; Special Education Teacher, Senior High School replacing Nicole M. Zucal who had a change of assignment. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
15. **Christa Pucio**; Elementary Teacher, 5/6<sup>th</sup> Grade Center replacing Megan M. Ames who had a change of assignment. Compensation has been set at B, Step 5, \$55,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
16. **Alexa Rawa**; 0.5 Special Education Teacher, Upper Providence Elementary School. Compensation has been set at B, Step 1, \$25,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
17. **Sarah D. Rizzuto**; Elementary Teacher, Evans Elementary School replacing Amanda Young who resigned. Compensation has been set at B, Step 2, \$52,000.00, prorated with benefits per the Professional Agreement. Effective: No later than October 18, 2022.
18. **Megan E. Smith**; Elementary Teacher, Evans Elementary School replacing Laura E. Camp who had a change of assignment. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
19. **Claudia Tangradi**; English Teacher, 8<sup>th</sup> Grade Center replacing Emily G. Barker who resigned. Compensation has been set at B, Step 1, \$51,000.00, prorated with benefits per the Professional Agreement. Effective: To be determined.
20. **Melissa Weidman**; Special Education Teacher, Senior High School replacing Karen M. DeLange who had a change of assignment. Compensation has been set at M, Step 4, \$55,500.00, prorated with benefits per the Professional Agreement. Effective: No later than October 3, 2022.

### E. Support Staff

1. **Caitlin R. Asbert**; Level III- Secretary, Senior High School replacing Connie L. Henry who retired. Compensation has been set at \$16.52/hour with benefits per the Secretarial Benefit Summary. Effective: August 15, 2022.
2. **Amy B. Bellaire**; Instructional Assistant, 7<sup>th</sup> Grade Center replacing Tyler S. Morris who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
3. **Alisha Breuninger**; Instructional Assistant, Senior High School replacing Lindsay A. Stout who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
4. **Cassandra L. Castr Gianni**; Instructional Assistant, Evans Elementary School replacing Kathy A. Lebedynsky-Pencak who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
5. **Matthew Comber**; Level III- Secretary, District Office replacing Annmarie Mill who had a change of status. Compensation has been set at \$16.52/hour with benefits per the Secretarial Benefit Summary. Effective: August 15, 2022.
6. **Maxwell L. Coulter**; Athletic Trainer, Senior High School. Compensation has been set at M, Step 1 \$42,000.00 with benefits per the Professional Agreement. Effective: August 15, 2022.
7. **Rebecca L. Forbes**; Instructional Assistant, 7<sup>th</sup> Grade Center replacing Joanna B. Melcher who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
8. **Erin B. Lenker**; Instructional Assistant, Royersford Elementary School replacing Carol K. Heringslake who retired. Compensation has been set at \$16.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.
9. **Linda M. Oltman**; Instructional Assistant, 9<sup>th</sup> Grade Center replacing Christine M. Stewart who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.

**NEW SUPPORT STAFF**

10. **Denise M. Bedard**; Instructional Assistant, Evans Elementary School replacing Megan T. Valentino who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: September 19, 2022.
11. **Tonya MacCoy**; Instructional Assistant, Upper Providence Elementary School replacing Cheryl Colmary who had a change of assignment. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: August 23, 2022.

**F. Substitutes**

1. **Megan T. Valentino** Office/Clerical Substitute Rate: \$14.52/hour

**G. Change of Status**

1. **Clarisse Boyer**; Food Services Manager, Spring City Elementary School, from 6 hours/day to 7 hours/day. Effective: August 25, 2022.
  2. **Joan Gerretz**; Part-Time Food Service (3 hours/day), 9<sup>th</sup> Grade Center to Full-Time Food Service (6 hours/days), 9<sup>th</sup> Grade Center replacing Tina M. Reppert who retired. Compensation has been set at \$17.53/hour with benefits per the Food Service Benefit Summary. Effective: August 29, 2022.
  3. **Jaclyn Gospodarek**; Registered Nurse, Senior High School to Certified School Nurse, Senior High School replacing Stacey C. Huntington who resigned. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
  4. **Daniel A. Miscavage**; Social Studies Teacher, Senior High School to Athletic Director, Senior High School replacing Michael P. McDaniel who retired. Compensation has been set at \$115,000.00, prorated with benefits per the Act 93 agreement. Effective: July 25, 2022.
  5. **Marie A. Smith**; Part-Time Food Service (4 hours/day), 8<sup>th</sup> Grade Center to Full-Time Food Service (6 hours/days), Royersford Elementary School replacing Cheryl L. Santiago who retired. Compensation has been set at \$15.96/hour with benefits per the Food Service Benefit Summary. Effective: August 29, 2022.
  6. **Kimberly A. Themens**; Part-Time (0.5) RAM Quest Teacher to Elementary Teacher, Spring City Elementary School replacing Monica Johner who retired. Compensation has been set at M, Step 2, \$53,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
  7. **Sydney E. Wiesner**; Human Resources Manager, District Office to Assistant Director of Human Resources, District Office. Compensation has been set at \$90,000.00, prorated with benefits per the Act 93 agreement. Effective: August 1, 2022.
- H.** The Board approved **Jena F. Damiani**, 12 Month House Principal, 7th Grade Center replacing Gerard B. Rogers who had a change of status. Compensation will be set at \$120,000.00 prorated, with benefits as per the Act 93 Agreement. Effective: No later than September 19, 2022.
- I.** The Board approved **Brandon R. Bartolotta** as a Summer Support Technician at the rate of \$19.40/hour. Effective: June 14, 2022 through August 22, 2022.

**J. Tenure**

The individuals listed below have completed three (3) years of satisfactory service as temporary professional employees and are, therefore, entitled to tenure status: **\*Designates new addition since last week**

1. **Gabrielle V. Adelsberger**



- Procurement Report (All funds)

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

1. **Forgotten Friend, Inc. - Manheim, PA.** to provide four (4) 45-minute “*Forgotten Friend Educational Shows*” at Upper Providence Elementary School with a cost not to exceed \$950.00 and will be paid by the Upper Providence Elementary Budget.
2. **Delaware Valley Consortium for Excellence & Equity (DVCEE)** - DVCEE is a collaborative network of metropolitan school districts in PA, DE, and NJ that have committed to learn and work together to support and nurture the school and life success of all their students. The membership fee for 2022-2023 is \$12,000.00 and will be paid from the Superintendent’s Budget.
3. **Jack Bracale, DMD - Royersford, PA.** - to perform state mandated dental screenings of students in grades 3 and 7 during the 2022-2023 school year as requested by parents/guardians. Funding will be paid from the General Fund and shall not exceed \$8.00 per screening.
4. **Dr. John Aylward - Royersford, PA.** to provide medical supervision and emergency treatment services for the 2022-2023 school year in connection with the Athletic Department. Services for varsity football games/scrimmages shall be paid at a rate of \$125.00 per game with junior varsity games being paid at a rate of \$75.00 per game. Funding will be paid from the Athletic Budget and shall not exceed \$4,000.00.
5. **Reconstructive Orthopedic Associates II, P.C./Dr. Adam Chrusch - Limerick, PA.** to provide medical supervision and emergency treatment services in the absence of Dr. John Aylward for the 2022-2023 school year in connection with the Athletic Department. Services for varsity games shall be paid at a rate of \$125.00 per game with junior varsity games being paid at a rate of \$75.00 per game. Funding will be paid from the Athletic Budget and shall not exceed \$4,000.00.
6. **Friendship Hook, Ladder and Ambulance, Inc. - Royersford, PA.** to provide Ambulance services for the 2022-2023 school year in connection with the Athletic Department. Services will be provided for high school home varsity and junior varsity football games, middle school home football games and other events deemed necessary by the school district at a rate of \$150.00 per game up to a maximum of \$250.00 per game depending on the requirement of staying and not leaving for another call. Funding will be paid from the Athletic Budget and shall not exceed \$8,500.00.
7. **The Camphill Special School, Inc. - Glenmoore, PA.** to provide educational and related services for one (1) student who receives special education day services, speech and language services, occupational therapy services and physical therapy services for the 2022-2023 school year. The total cost of the contract is not to exceed \$64,438.70. The Funding will be paid from the Special Education Budget.
8. **The Camphill Special School, Inc. - Glenmoore, PA.** to provide related services for one (1) student who receives speech and language services and a 1:1 aide for the 2022-2023 school year. The total cost of the contract is not to exceed \$45,860.00. The funding will be paid from the Special Education Budget.
9. **The Camphill Special School - Glenmoore, PA.** to provide tuition and related services for one (1) student who receives occupational therapy services and a 1:1 aide for the 2022-2023 school year. The total cost of the contract is not to exceed \$96,860.00. The funding will be paid from the Special Education Budget.

10. **The Pathway School - Jeffersonville, PA.** to provide extended school year services for three(3) students (one 1:1 support) as per the IEPs. The total cost for all services is not to exceed \$28,600. The funding will be paid from the Special Education Budget.
  11. **Valley Forge Educational Services - Malvern, PA.** to provide specialized recreation services for four (4) students attending ESY for a total of \$8,144.00 and 1:1 services for students as per the IEP for a total of \$4,518.00. The total cost for all services is not to exceed \$12,662.00. Funding will be paid from the Special Education Budget.
  12. **ChanceLight Autism Services - King of Prussia, PA.** to provide school year services for three (3) students who receive special education services as per the IEP. Contractor will provide direct program supervision at a rate of \$120.00 per hour and will provide direct 1:1 inter \$116,880.00. The contract will be funded from the Special Education Budget.
  13. **Personal Health Care, Inc - Valley Forge, PA.** to provide Nursing Services for five (5) students during the school day and/or on transportation for the 2022-2023 school year. The total cost of the contract will not exceed \$332,800.00 and will be funded from the Special Education Budget.
  14. **Behavior Interventions - King of Prussia, PA.** to provide extended school year services:
    - 1:1 RBT Home Support
    - RBT Home Meetings
    - BCBA Programming
    - BCBA Training

Total extended school year contract will not exceed \$4,885.00 and will be funded from the Special Education Budget.
  15. **Easterseals of Southwestern Pennsylvania.** To provide extended school year and related services for one (1) student who receives special education services as per his IEPs. Easterseals will provide the educational and related services described in the student's IEP for a total of 5 weeks for a total cost not to exceed \$3,802.80. The funding will be paid from the Special Education Budget.
  16. **Easterseals of Southwestern Pennsylvania.** to provide school year services for one (1) student who receives special education services as per his IEP. Easterseals will provide the educational and related services described in the student's IEP for a total cost not to exceed \$39,470.70. The funding will be paid from the Special Education Budget.
  17. **Devereux Advanced Behavioral Health - King of Prussia, PA.** to provide 1:1 services from 2021-22 School Year for a total not to exceed \$11,475.00. The funding will be paid from the Special Education Budget.
- E. The Board authorizes/ratifies the Chief Financial Officer's execution of any and all documents relating to the lease with Toshiba as approved on June 27, 2022.
  - F. The Board approved **confidential settlement agreement #2022-09** with the parent of a special education student in an amount not to exceed \$57,500.00. Funding will be paid from the Special Education Budget.
  - G. The Board approved **confidential settlement agreement #2022-10** with the parent of a special education student in an amount not to exceed \$60,040.00. Funding will be paid from the Special Education Budget.

- H. The Board approved **confidential settlement agreement #2022-11** with the parent of a special education student in an amount not to exceed \$43,872.00. Funding will be paid from the Special Education Budget.
- I. The Board approved additional funds for an independent contract with **The Buxmont Academy** for educational services for one special education student for the 2021-2022 school year. The total cost of the additional funds is not to exceed \$662.28. The funding will be paid from the Special Education Budget.
- J. The Board approved an addendum to independent contracts with **The Timothy School** to provide school year services for 6 students as per the IEPs. The additional cost represents an additional \$14,000 which was not included in the total amount approved in June. The funding will be paid from the Special Education Budget.
- K. The Board approved an addendum to the 3-year (7/1/2020 through 6/30/2023) independent contract agreement with **Pediatric Therapeutic Services Inc. (PTS)**. This addendum is necessary due to additional costs for the 2022-23 school year as follows: speech and language services for a staff Leave of Absence, behavior services for students who receive behavior support in their IEP. The total cost will not exceed \$682,803.90. Funding will be paid from the Special Education Budget.

## VI. PROGRAMMING AND CURRICULUM

Motion by Mrs. Deardorff made a motion to approve Programming and Curriculum B-E, seconded by Mr. Jackson.

Motion carries 9-0.

Motion by Mrs. Hermans to approve Programming and Curriculum A, seconded by Mr. Shafer.

Mrs. Hermans asked about outbreak management and feels that it should be spelled out and clear in the Health and Safety Plan or at least have it noted that outbreak management mitigation is different from Low, Medium, and High. Mr. Rizzo said that when crafting the H&S plan it is designed to give the Board flexibility. Mrs. Hermans let him know that she was going to bring this to the table tonight, so he was able to look into this. Mr. Rizzo stated that the CDC has some language that could be added, but if they are to change their guidance, the Board would need to come together again and change the Health and Safety plan. If the Board wants to add something regarding outbreaks, Mr. Rizzo said he would be comfortable adding wording from the CDC page 4, How will the local education agency to the greatest extent practicable to support the mitigation policies in line with the most up to date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in person learning or something like in the event of an outbreak which is defined as when a school confirmed that 10% of the population has tested positive for Covid-19 and directed by the Board of School Directors Spring-Ford will consider CDC's guidance in responding to outbreaks. There would then be a link to the CDC page. The Montgomery County of Public Health did not have a definition of an outbreak. Dr. Wright noted that there is a motion on the table, and Mrs. Hermans made an amendment to the motion. Mrs. Earle likes the original motion and doesn't want to be tied down. More Board discussion and Mr. Fitzgerald suggested that the Board not revise the plan with an outbreak modification tonight, and Mrs. Hermans withdrew her amendment to the motion. With the original motion back on the table.

Motion carries 8-1 (Mr. Jackson is the dissenting vote)

Motion by Mrs. Deardorff to approve Programming and Curriculum F, seconded by Mr. Shafer.

Mrs. Hermans asked if these extra curricular positions are for up to grade 7, Dr. Giambattista confirmed that it is for kindergarten to 7th grade.

Motion carries 9-0.

- A. The Board approved the Health and Safety Plan of the Spring-Ford Area School District for the 2022-2023 school year as presented to the Board of Directors and posted on the district's website. The plan as proposed herein shall serve as the local guidelines for all school reopening

activities in the Spring-Ford Area School District and shall be submitted to the Pennsylvania Department of Education following approval.

- B. The Board approved an Addendum to Inter-Agency Agreement for Title I Services between Spring-Ford Area School District and the Montgomery County Intermediate Unit for the provision of Title I Services for Holy Cross Regional Catholic and St. Teresa of Calcutta non-public schools for 2022-23 school year under the Federal Program requirements. Funding will be paid from Title I allocations and shall not exceed \$5,000.00.
- C. The Board approved an Inter-Agency Agreement for Title I Services between Spring-Ford Area School District and the Chester County Intermediate Unit for the provision of Title I Services for Holy Family nonpublic school for 2022-23 school year under the Federal Program requirements. Funding will be paid from Title I allocations and shall not exceed \$1,000.00.
- D. The Board approved the 2022-2023 Title I, Part A, Federal Program Grant – Improving Basic Programs, in the amount of \$420,145.00, the 2022-2023 Title II, Part A, Federal Programs Grant – Supporting Effective Instruction, in the amount of \$115,025.00, and the 2022-2023 Title IV, Part A, Federal Program Grant - Student Support and Academic Enrichment Grant, in the amount of \$37,076.00.
- E. The Board approved the purchase of Wonderworks Dash/Cue Robots, Competition Mats, and Instructor Success Packs for all Elementary Schools and 5/6/7 Grade Center. Total cost will not exceed \$28,249.30. This is an unbudgeted item. Funding will be taken from the unassigned fund balance.
- F. The Board approved a Memo of Understanding between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding 31 Robotics extra curricular positions at a cost of \$402.00 each.

## VII. CONFERENCES AND WORKSHOPS

Mrs. Deardorff motioned to approve Conferences and Workshops A-D, seconded by Mrs. Weingarten. Motion carries 9-0.

- A. **James Fink, Chief Financial Officer**, to attend “*2022 Four County Business Officials Workshop*” in Skytop PA October 5 - 7, 2022. The total cost of the conference is \$800.00. (Registration and transportation). Substitute coverage is not needed.
- B. **Stephanie Fidler, K-6 Instructional Coach, Nicole Pert, K-6 Instructional Coach, Jessica Saloky, 7-12 Instructional Coach, Theresa Silverman, 7-12 Instructional Coach, Brianna Angelucci, Curriculum Supervisor, and Jennifer Rinehimer Curriculum Supervisor**, to attend “*Robert Kaplinsky: The Four Steps to Create a Classroom Where Students are Excited to Learn Mathematics*” at the MCIU on October 27, 2022. The total cost of the conference is \$1,420.63 (Registration, transportation, and meals). Substitute coverage is not needed. Funding will be from the Curriculum Budget.
- C. **Timothy Brennan, School Police Officer**, to attend “*School Security Personnel Basic Course*” virtually on August 15-18, 2022. The total cost of the conference is \$495.00 (Registration) Substitute coverage is not needed.

## NEW CONFERENCES AND WORKSHOPS

- D. **Kristin Rouyer, French Teacher**, to attend “*CHS French Teacher Annual Meeting*” at The University of Pittsburgh, Oakland Campus on September 1, 2022. The total cost of the conference is \$750.00 (Transportation, Hotel, Meals). Substitute coverage is needed.

## VIII. OTHER BUSINESS

Motion by Mrs. Deardorff to approve Other Business A-E, seconded by Mrs. Earle.

In reference to Other Business item B1, B2, Mr. Jackson noted the committee is to follow state law. Mrs. Deardorff asked the community specifically what they have a problem with on the EDI Policy. Motion carries 9-0.

- A.** The following policy is being brought forward to be **rescinded and retired**:
1. **Policy #339** - Uncompensated Leave (**Attachment A5**)
  2. **Policy #351** - Drug-Free Workplace (**Attachment A6**)
  3. **Policy #439** - Uncompensated Leave (**Attachment A7**)
  4. **Policy #440** - Responsibility of Staff for Student Welfare (**Attachment A8**)
  5. **Policy #442** - Jury Duty (**Attachment A9**)
  6. **Policy #451** - Drug-Free Workplace (**Attachment A10**)
  7. **Policy #539** - Uncompensated Leave (**Attachment A11**)
  8. **Policy #541** - Benefits for Regularly Employed Part-Time Personnel (**Attachment A12**)
  9. **Policy #542** - Jury Duty (**Attachment A13**)
  10. **Policy #543** - Paid Holidays (**Attachment A14**)
  11. **Policy #551** - Drug and Substance Abuse (**Attachment A15**)
- B.** The following policies are submitted for **approval**:
1. **Policy #005.1** - Board Committee Agenda and Minutes (**Attachment A16**)
  2. **Policy #128** - Equity, Diversity, and Inclusion (**Attachments A17**)
  3. **Policy #238** - Child Custody/Parental Rights (**Attachment A18**)
  4. **Policy #339** - Uncompensated Leave (**Attachment A19**)
  5. **Policy #340** - Responsibility for Student Welfare (**Attachment A20**)
  6. **Policy #341** - Benefits for Part-Time Employees (**Attachment A21**)
  7. **Policy #342** - Jury Duty (**Attachment A22**)
  8. **Policy #343** - Paid Holidays (**Attachment A23**)
  9. **Policy #347** - Workers' Compensation Transitional Return-to-Work Program (**Attachment A24**)
  10. **Policy #351** - Drug and Substance Abuse (**Attachment A25**)
  11. **Policy #810** - Transportation (**Attachment A26**)
  12. **Policy #824** - Maintaining Professional Adult-Student Boundaries (**Attachment A27**)
- C.** The Spring-Ford Board of School Directors acknowledges receipt of the updated listing of school bus drivers for the 2022-2023 school year effective August 2022 as presented.
- D.** The Spring-Ford Board of School Directors acknowledges receipt and gives approval for the Spring-Ford Area School District's transportation routes for the 2022-2023 school year as presented.

## **NEW OTHER BUSINESS**

- E.** The Spring-Ford Area Board of School Directors hereby authorizes the Administration to take any and all necessary steps to apply for up to \$438,262.00 in grant funds through the Pennsylvania Commission on Crime and Delinquency. The grant funds shall be used for school safety and/or mental health supports as identified by the administration. The deadline to apply for the funds is August 31, 2022.

## **IX. INFORMATIONAL ITEM**

- A.** Administration recommends the Board of School Directors reviews the Elementary (K-4), Intermediate (5-6), Middle School (7-8), and High School (9-12) handbooks for the 2022-2023 school year.

Mr. Jackson asked about the grant under New Other Business E, why is Board approval needed for applying. Mr. Rizzo stated that it's required by the state. Dr. Wright noted that the money in this grant would be used for Safety and Mental Health.

**X. BOARD COMMENT**

Mrs. Shafer thanked the custodial staff and administration and is looking forward to a great year.

Mrs. Deardorff thanked Human Resources for filling all the vacant positions.

Mr. Jackson will make an effort to attend future Policy Committee Meetings.

Dr. Motzer thanked everyone for the warm welcome.

Student Rep Aditi is excited for the new year.

Mrs. Zasowski noted that Homecoming is right around the corner and would like to have the full Board on the wagon this year.

**XI. PUBLIC TO BE HEARD**

**Michael Lebiezinski, Limerick** - EDI Committee and Policy

**XII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 8:47 pm with a motion from Mrs. Zasowski, seconded by Mr. Shafer.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On June 20, 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 and 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.: Aditi Mangal (Absent) and Arhan Kaul (Absent)  
Absent: Diane Sullivan

#### **CALL TO ORDER**

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

Mrs. Bickert noted that Mrs. Sullivan and both Student Reps were absent, and all other members were present and in-person.

#### **PLEDGE OF ALLEGIANCE**

#### **ANNOUNCEMENTS**

1. The Board will have an Executive Session at 6:45 to discuss Personnel.

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

**Justin Sollazzo, Royersford** - EDI Policy

**Michael Lebiezinski, Royersford** - EDI Policy

**Steve Frey, Royersford** - EDI Policy

**Diana Kirsh, Royersford**, - Asked when does the community get to hear their answers to questions.

Dr. Write explained the purpose of Public To Be Heard and that community is invited to attend committee meetings, and is able to email the Board directly.

- A. Director of Technology, Mr. Bob Catalano, and Director of Curriculum, Instruction, and Educational Technology, Mrs. Catie Gardy**, will present on current and future programs and projects. The topics include long-range plans for technology, professional development plans, instructional technology, upcoming curriculum reviews, summer programming, and Spring-Ford Cyber Learning.

Mr. Catalano's presentation included the 3 long range plans. The first is the 12 year plan, Infrastructure, 10 year capital projects, and 5 year operational budget. The 12 year plan was created so there aren't any surprises and is evaluated every year. Some of the items under the Infrastructure 10-year plan include Network infrastructure, firewall and time clocks. Technology and Curriculum work closely together. Mrs. Gardy discussed the curriculum professional development. 7 year review courses were noted. Summer Rams, 1st session,

starts Monday. New teacher orientation will occur mid-August and focus on educational technology training and they will also be able to work with their mentors. Additional courses are being offered in the Cyber Learning Program. Math Achievement and Growth Data is one goal they are working on from the Comprehensive plan. The other is to establish a system of instructional and behavioral support. 112 currently signed up for Cyber Learning, last year at this time there were about 300.

## II. ACTION ITEM

Motion by Mrs. Deardorff to approve Action Items A-K, second by Mrs. Earle.  
Motion carries 8-0.

- A. The Board approved **Resolution 2022-47** commending **Ester Mokonchu**, a member of the Spring-Ford High School Girls Indoor Track Team Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Dave Cain, Matt Varaday, and Bella Marchini for the PAC Championship Shot Put win. **(Attachment A1)**
- B. The Board approved **Resolution 2022-48** commending **Nene Mokonchu**, a member of the Spring-Ford High School Girls Indoor Track Team and Spring-Ford Girls Indoor Track Team Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Dave Cain, Matt Varaday, and Bella Marchini for the PAC Championship, PIAA District One Championship and the first PIAA State Girls High Jump Championship at 5'10". **(Attachment A2)**
- C. The Board approved **Resolution 2022-49** commending **Jordan Littlejohn, Elizabeth Nguyen, Claire Lanzisera and Kaleigh Hudson** members of the Spring-Ford High School Girls' Track Team and Spring-Ford Girls' Track Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Matt Varaday and Bella Marchini for winning the 2022 Pioneer Athletic Conference Girls' 4 x 100 Meter Relay Championship. **(Attachment A3)**
- D. The Board approved **Resolution 2022-50** commending **Jordan Lutz, Addison Pritz, McKenzie Thomas and Nene Mokonchu** members of the Spring-Ford High School Girls' Track Team and Spring-Ford Girls' Track Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Matt Varaday and Bella Marchini for winning the Pioneer Athletic Conference Girls' 4 x 400 Meter Relay Championship and qualified for the PIAA District One Meet. **(Attachment A4)**
- E. The Board approved **Resolution 2022-51** commending **Justin Russell** member of the Spring-Ford High School Boys' Track Team and Spring-Ford Boys' Track Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Matt Varaday and Bella Marchini for winning the Pioneer Athletic Conference Boys' 300 Meter Hurdles and qualified for PIAA District One Meet. **(Attachment A5)**
- F. The Board approved **Resolution 2022-52** commending **Alex Tuefel** member of the Spring-Ford High School Boys' Track Team and Spring-Ford Boys' Track Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Matt Varaday and Bella Marchini for winning the Pioneer Athletic Conference Boys' Pole Vault with a height 14'0" and qualified for PIAA District One Meet. **(Attachment A6)**
- G. The Board approved **Resolution 2022-53** commending **Leo Aguilar, Mason Scott, Chris Brittingham, Travel Wellons**, members of the Boys Track Team and Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Dave Cain, Matt Varaday and Bella Marchini for earning a 6th Place Medal at the PIAA State Championship 4 x 100 meter relay. **(Attachment A7)**

- H. The Board approved **Resolution 2022-54** commending **Spring-Ford Boys' Tennis Coach John Brennan and his Assistant Coaches Ryan Rendick and Todd Reagan** for winning the Pioneer Athletic Conference Championship. (**Attachment A8**)
- I. The Board approved **Resolution 2022-55** commending **Cameron Moore**, a member of the Spring-Ford High School Boys' Tennis Team, and Spring-Ford Boys' Tennis Head Coach John Brennan and his Assistant Coaches Ryan Rendick and Todd Reagan for winning the Pioneer Athletic Conference Boys' Tennis Singles Championship.. (**Attachment A9**)
- J. The Board approved **Resolution 2022-56** commending **Cameron Moore and Navein Suresh**, members of the Spring-Ford High School Boys' Tennis Team, and Spring-Ford Boys' Tennis Head Coach John Brennan and his Assistant Coaches Ryan Rendick and Todd Reagan for winning the Pioneer Athletic Conference Boys' Tennis Doubles Championship.. (**Attachment A10**)
- K. The Board approved **Resolution 2022-57** commending Spring-Ford Boys' Lacrosse **Coach Kevin Donnelly and his Assistant Coaches Kevin Czapor, Chuck Baker** for winning the Pioneer Athletic Conference Championship. (**Attachment A11**)

### III. BOARD AND COMMITTEE REPORTS

#### Student Rep. Report

**Aditi Mangal/Arhan Kaul**

No report

#### Policy

**Wendy Earle**

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

Mrs. Earle noted that the trauma informed policy is still being worked on and will need more time to simplify it. The EDI policy has been discussed at several meetings. The same questions brought up tonight are the same at the meeting.

#### Curriculum/Technology

**Dr. Margaret Wright**

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

Dr. Wright noted that there are several multi-year contracts on this agenda for approval. Some grants are being used to help finance some of the contracts. Summer Rams and PreK was also discussed earlier this evening as was the Curriculum reviews. Much of tonight's presentation was discussed at the last meeting.

#### Finance

**Clinton L. Jackson**

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

Mr. Jackson noted it was well attended. Executive reports were reviewed. There was an update on the self funded healthcare and food service. There will be an increase in the lunch costs, the first in several years.

#### Property

**Clinton L. Jackson**

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

Mr. Jackson reported that there was a strategic plan update. The Spring City project is being reviewed. An underwater treatment renewal will be on the agenda for approval as will the lawn mower replacement.

#### WMCTC

**Earle/Weingarten/Zasowski**

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

Mrs. Zasowski reported that there was an Executive Session for personnel. There was an evaluation on the technology services. The proposal was for a person to provide services onsite. The student handbook was requested for edits and updates. A new facilities manager was approved as one of the personnel items.

#### Asst. Superintendent's Report **Dr. Kelly Murray/Dr. Tina Giambattista**

Dr. Giambattista reported for both her and Dr. Murray. The end of year was filled with celebrations and awards. Professional development is coming up for the comprehensive plan. She congratulated the 2022 PIAA Softball State Champions. Congrats to all the players, coaches and fans. Summer Rams and ESY starts next week. She recognized Noelia Castillo, the District Registrar, for the time she has

spent and will be spending registering students and all her efforts. Thanked Mr. Hunter for the summer ramp up for cleaning. Thanks given to Mrs. Leiss on all the hiring efforts. Colleen thanked Erin Crew and Andrew Rothermel for all the end of year event video's they worked on.

#### **Solicitor's Report**

**Mark Fitzgerald**

No Report

#### **IV. MINUTES**

Minutes A-B, no questions or comments from the Board.

- A.** Administration recommends approval of the May 16, 2022, Work Session minutes. **(Attachment A12)**
- B.** Administration recommends approval of the May 23, 2022, Board Meeting minutes. **(Attachment A13)**

#### **V. PERSONNEL**

Personnel A-V, Mr. Jackson asked about the resignation from Special Education. Mrs. Leiss stated that some of the resignations were for Administrative positions, some are moving closer to home, and some to move away from the profession. Mrs. Deardorff asked about long term substitute staff members applying for positions within Spring-Ford and if they are given feedback if they didn't get a permanent position. Mrs. Leiss said they are, but those outside of the district are not. Mrs. Deardorff expressed her gratitude to Mrs. Huntington, she is an amazing resource. Dr. Wright stated that the Superintendent Evaluation Committee met, next week's agenda will show a motion for Mr. Rizzo's salary to be \$222,525. Mr. Jackson questioned the internal candidates not qualifying for the position and asked who is part of that interview process. Mr. Rizzo outlined the different rounds of interviews and who attends those.

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

1. **Gabrielle V. Adelsberger**; Special Education Teacher, Extended School Year. Effective: June 8, 2022.
2. **Susan L. Bing**; Part-Time Food Service (4 hour/day), 8<sup>th</sup> Grade Center. Effective: June 10, 2022.
3. **Tina M. Carfagno**; Teacher, Summer R.A.M.S. Effective: June 13, 2022.
4. **Gillian Cedrone**; Gifted Support Teacher, Oaks and Upper Providence Elementary Schools. Effective: June 13, 2022.
5. **Aniqua G. Coleman**; Instructional Assistant, Extended School Year. Effective: June 10, 2022.
6. **Chelsea K. Flynn**; Special Education Teacher, Senior High School. Effective: August 5, 2022.
7. **Brittany L. Harrington**; Instructional Assistant, Extended School Year. Effective: June 9, 2022.
8. **Carol K. Heringslake**; Instructional Assistant, Royersford Elementary School for the purpose of retirement. Effective: June 13, 2022.
9. **Stacey C. Huntington**; Certified School Nurse, 7<sup>th</sup> Grade Center. Effective: June 13, 2022.

10. **Sophia A. Iliadis**; Special Education Teacher, Extended School Year.  
Effective: May 24, 2022.
11. **Kyla Kaczerski**; Special Education Teacher Tutor, Extended School Year.  
Effective: June 8, 2022.
12. **Brian J. Kraeer**; Teacher, Spring-Ford Cyber Learning (per the 2022-2023 MOU) for the 2022-2023 School Year. Effective: May 24, 2022.
13. **Kathy A. Lebedynsky-Pencak**; Instructional Assistant, Evans Elementary School.  
Effective: July 28, 2022.
14. **Parker J. Loomis**; Social Studies Teacher, 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
15. **Barbara J. McGuigan**; Special Education Teacher, Extended School Year.  
Effective: June 13, 2022.
16. **Tyler S. Morris**; Instructional Assistant, 8<sup>th</sup> Grade Center. Effective: June 14, 2022.
17. **Khoa D. Pham**; Chemistry Teacher, Senior High School. Effective: June 13, 2022.
18. **Natalie G. Pietrowski**; Special Education Teacher, 8<sup>th</sup> Grade Center.  
Effective: August 1, 2022.
19. **Amanda M. Samperi**; Speech & Language Therapist, Limerick Elementary School.  
Effective: August 22, 2022.
20. **Nicole E. Schieck**; Title I Mathematics Teacher, Royersford Elementary School.  
Effective: June 30, 2022.
21. **Lindsay Stout**; Instructional Assistant, Senior High School. Effective: June 13, 2022.
22. **Megan T. Valentino**; Instructional Assistant, Evans Elementary School.  
Effective: June 13, 2022
23. **Amanda L. Young**; Elementary Teacher, Brooke Elementary School.  
Effective: June 13, 2022.

#### **B. Leave of Absence**

1. **Danielle M. Albanese**; Special Education Teacher, Evans Elementary School for a leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 24, 2023.
2. **Katherine Macel**; Speech & Language Therapist, Limerick Elementary School for a leave of absence per the Professional Agreement. Effective: August 23, 2022, through the 2022-2023 School Year.
3. **Ashley H. Pettinelli**; Elementary Teacher, Oaks Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 24, 2023.

### C. Professional Employees

1. **Hannah Z. Coath**; Special Education Teacher, 5<sup>th</sup>/6<sup>th</sup> Grade Center replacing Richard M. Cechak who retired. Compensation has been set at B, Step 2, \$52,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Tara M. Talley**; Special Education Teacher, Senior High School replacing Samantha T. Rowles who resigned. Compensation has been set at B, Step 2, \$52,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.

### D. Temporary Professional Employee

1. **Matthew J. Burbano**; Social Studies Teacher, 7<sup>th</sup> Grade Center replacing Rachel M. Custer who retired. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Rachel E. Gwinn**; Special Education Teacher, 5/6<sup>th</sup> Grade Center replacing Michele J. Biehl who retired. Compensation has been set at M, Step 2, \$53,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
3. **Katherine G. Livengood**; Special Education Teacher, 7<sup>th</sup> Grade Center replacing Julie C. Davis who resigned. Compensation has been set at M, Step 3, \$54,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.

### E. Change of Status

1. **Mary K. Burkholder**; Part-Time (0.5) Special Education Teacher to Full-Time Special Education Teacher replacing Agnes M. Wright who retired. Compensation has been set at M, Step 13, \$85,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Sue M. Choi**; 10 Month Principal to 12 Month Principal at Spring City Elementary School. Compensation has been set at \$130,500.00 with benefits per the Act 93 Agreement. Effective: July 1, 2022.
3. **Elizabeth A. Hayes**; Part-Time Food Service (4 hour/day) to Food Service Manager at Evans Elementary School replacing Linda Rega who retired. Compensation has been set at \$20.49/hour with benefits per the Food Service Benefit Summary. Effective: August 29, 2022.
4. **Anmarie Mill**; Level III Secretary- Receptionist to Level II Administrative Assistant-Accounting Specialist at the District Office replacing Courtney L. Mullen who had a change of status. Compensation has been set at \$19.80/hour with benefits per the Secretary Benefit Summary. Effective: June 20, 2022.
5. **Colleen M. Slavin**; 10 Month Assistant Principal to 12 Month Assistant Principal at the 8<sup>th</sup> Grade Center. Compensation has been set at \$117,600.00 with benefits per the Act 93 Agreement. Effective: July 1, 2022.

### F. Support Staff

1. **Timothy A. Brennan**; School Police Officer, 5/6<sup>th</sup> Grade Center replacing Nicholas DelRomano who resigned. Compensation has been set at \$29.00/hour with benefits. Effective: August 23, 2022.

2. **Robert J. Quinn**: Custodian, Evans Elementary School, replacing Peter A. Kowalczyk who retired. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective June 20, 2022.
  3. **Katherine A. Ryberg**; 3<sup>rd</sup> Shift Custodian, Senior High School replacing Dominick T. Morello, Jr. who retired. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective July 18, 2022.
- G.** Administration recommends approval of the following Professional Staff as Special Education Teachers for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Brianna M. Hine**
  2. **Alyssa L. Sontag**
  3. **Nicole M. Zucal**
- H.** Administration recommends approval of the following Professional Staff as Special Education Teacher Tutors for the 2022 Extended School Year Program (ESY) for a minimum of 30 hours. The position runs June 27, 2022 through August 19, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Jamie M. Banks**
- I.** Administration recommends approval of the following Support Staff as Instructional Assistants for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:45 AM to 2:15 PM; June 23, 2022 through July 28, 2022. Compensation for new employees will be set at \$16.36/hour non-degree rate or \$17.36/hour degree rate. Current hourly employees will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Alyssa M. Corropolese**
  2. **Graceanne Donahue**
  3. **Stephanie M. Gehret**
  4. **Joseph M. Morgan**
- J.** Administration recommends approval of the following Professional Staff as Full Time Equivalent Speech Therapists for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Alainna D. Rehrer**
- K.** Administration recommends approval of the following Professional Staff as Special Education Teacher Substitutes for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Gabrielle V. Adelsberger**
- L.** Administration recommends approval for **Sharon Wiltsie** to be hired as a nurse for Summer Band Camp from August 8, 2022 through August 19, 2022. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 55 hours. Funding will be from the General Fund.
- M.** Administration recommends approval of **Dr. Kelly A. Di Pietro-Edwards**, Senior High 9<sup>th</sup> Grade Principal, replacing Dr. Theresa M. Weidenbaugh who retired. Compensation will be set at

\$146,500.00, prorated based upon start date, with benefits as per the Act 93 Administrators Plan. Effective: To be determined.

- N.** Administration recommends the approval of the following Professional Staff as SFCL teachers for the 2022-2023 school year. Compensation has been set according to the Memorandum of Agreement matrix (FICA & Retirement). Funding will be from ESSER.
1. **Zoe D. Jacobs**
  2. **Jaclyn A. McDermott**
  3. **Tara L. O'Toole**
  4. **Sarah Pinard**
  5. **Mollie M. Smith-Wood**
- O.** Administration recommends approval of the attached job description for Assistant Director of Human Resources. **(Attachment A14)**
- P.** Administration recommends approval of the attached job description for Special Education Program Specialist. **(Attachment A15)**
- Q.** Administration is requesting authorization from the Board to employ personnel during the interval between the June Board meeting and the August Board meeting for the 2022-2023 school year. It has been customary for the Board to authorize its officers to execute contracts for personnel recommended for employment by the administration during the months of July and August. Such authorization is, of course, subject to limitations imposed by the 2022-2023 General Fund Budget.
- R.** Administration recommends approval of the Salary Book for the 2022-2023 school year.
- S.** Board approval is needed to set the salary for the Assistant Superintendent of Teaching, Learning, and Innovation, **Dr. Kelly M. Murray**. Dr. Murray's salary for the 2022-2023, beginning July 1, 2022, will be \$169,950.00.
- T.** Board approval is needed to set the salary for the Assistant Superintendent of Special Education and Student Services, **Dr. Tina L. Giambattista**. Dr. Giambattista's salary for the 2022-2023, beginning July 1, 2022, will be \$169,950.00.
- U.** Board approval is needed to set the salary for the Superintendent of Schools, **Mr. Robert W. Rizzo**. Mr. Rizzo's salary for the 2022-2023, beginning July 1, 2022, will be \$\_\_\_\_\_.
- V.** Administration recommends approval of the attached extra-curricular contracts for the 2022-2023 school year. **(Attachment A16)**

## **VI. FINANCE**

Finance A-I, Mrs. Hermans asked about the Food Service increase. Mr. Fink said the breakeven point is if we stay where we are right now. The forecast is showing that we will be slightly below budget by \$5,000.00 before depreciation. The 10 cents that's added would add about \$100,000.00 which would get us closer to the \$200,000.00 reinvestment mode. Most of the equipment is about 20 years old and fully depreciated.

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.

### **A. Payments:**

#### 1. General Fund Checks

Check No. 214834 - 214985

\$ 603,233.22

**(Attachment A1)**

2. <u>Food Service Checks</u>		
Check No. 2383 - 2390	\$	374.49
3. <u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u>		
ACH No. 212202650 - 212202964	\$	5,026,422.24
4. <u>Wires</u>		
Wire No. 202122115 - 202122137	\$	6,787,628.72
5. <u>Procurement Payments</u>		
Transaction No. 210000321 - 210000347	\$	5,749.83
6. <u>Scholarship Checks</u>		
Check No. 300 - 377	\$	36,400.00

**B.** 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)

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

1. Administration recommends the approval of an independent contract with **Lakeside Schools** to provide educational services for special education students (10), school-based crisis counselors (6.25), mobile support services, and transportation services for the 2022-2023 school year. The total contracted cost is \$1,020,714.56. Funding will be through the Special Education Budget.
2. Administration recommends approval for related services for Extended School Year with **Pediatric Therapeutic Services, Inc. (PTS)**. Services in behavioral support (5 RBT, 2BT, 1 BCBA) and speech/language support (2) will be provided. The total cost will not exceed \$59,314.02. Funding will be through the Special Education Budget.
3. Administration recommends approval for an independent contract with **The Vanguard School** to provide educational services for nine (9) students for the 2022-2023 school year. The total cost of the direct pay tuition contract cost is not to exceed \$353,238.00. The contract will be funded from the Special Education Budget.
4. Administration recommends approval for an independent contract with **The Vanguard School** to provide Extended School Year Services for ten (10) students. The total of the contract is not to exceed \$75,228.00. The contract will be funded from the Special Education Budget.
5. Administration recommends the approval of an independent contract with **Capstone Academy** to provide 2022-2023 School Year tuition and related services for students as per the IEP. The total cost for all services is not to exceed \$467,566.70. Funding will be paid from the 2022-2023 Special Education Budget.
6. Administration recommends to have **Dr. Kara Schmidt** conduct an Independent Educational Evaluation for one (1) student. The cost for the evaluation is not to exceed \$4,800.00. The contract will be paid from the Special Education Budget.

7. Administration recommends approval for an independent contract with **The Pathway School** to provide 1:1 Services for a student per the IEP for the 2022-2023 school year for a total cost not to exceed \$36,800.00. The contract will be funded from the Special Education Budget.
8. Administration recommends approval of an increase of \$450.00, to the independent contractor, **Dr. Rosemarie Manfredi-Neurodevelopmental Assessment & Consulting, LLC**, originally approved February 28, 2022, in the amount of \$4,000.00. This increase is to cover transportation charges associated with the evaluation. Funding will be paid from the Special Education Budget and shall not exceed a newly adjusted amount of \$4,450.00.
9. Administration recommends the approval of an independent contract with **The Melmark School** to provide educational and related services for three (3) students who receive special education services for Extended School Year 2022 and the 2022-2023 School Year for a total not to exceed \$376,490.00. The funding will be paid from the Special Education Budget.
10. Administration recommends approval of an independent contract with **Procare Therapy** to provide Speech and Language Therapy services for a staff leave of absence for the 2022-2023 school year. The total cost of the contract will not exceed \$56,347.20 and will be funded from the Special Education Budget.
11. Administration recommends approval for an independent contract with **Devereux** to provide ESY Services for three (3) students who receive ESY special education services as per their IEP. The total cost of the contract is not to exceed \$41,142.50. The contract will be funded from the Special Education Budget.
12. Administration recommends provision of speech and language services for a student who will be receiving services from Karen Clapper, **Communication Associates** per the student's IEP. Educational services will be provided at a cost not to exceed \$7,350.00 for the school year. The funding will be paid from the Special Education Budget.
13. Administration recommends provisional educational services from **The Central Montco Technical High School (CMTHS)** for one (1) student who receives special education services for the 2022-2023 school year. The total contract cost shall not exceed \$11,110.00. The contract will be paid from the Special Education Budget.
14. Administration recommends the approval of funds for educational and mental health services for students who will be receiving special education services from **Anderson Explorations Partial Hospitalization Placement (PHP)**, as per their IEPs for the 2022-2023 school year. Anderson Explorations PHP is affiliated with the Montgomery County Intermediate Unit. The total will not exceed \$50,000. The funding will be paid from the Special Education Budget.
15. Administration recommends the approval of an independent contract with **Camphill Special School** to provide Extended School Year and related services for one (1) student who receives special education services with a 1:1 aide. Camphill will provide the educational and related services described in the student's IEPs at a daily rate of \$263.90 per day and a 1:1 aide fee of \$224 per day for 20 educational days for a total not to exceed \$9,758.00. The funding will be paid from the Special Education Budget.
16. Administration recommends approval for an independent contract with **HMS School for Children with Cerebral Palsy** to provide Extended School Year services for one (1) student who receives high school special education services as per his IEP. HMS School will provide twenty-seven (27) days of ESY programming at a cost of \$570.00 per

day for a total contract cost not to exceed \$15,390.00. The contract will be funded from the Special Education Budget.

17. Administration recommends approval of an independent contract with **Bayada Home Health Care Inc.** to provide Nursing Services for one (1) student for the 2022-2023 School Year. The total cost of the contract will not exceed \$94,500.00. This service will be funded through the Special Education Budget.
18. Administration recommends approval of an independent contract with **Bayada Home Health Care Inc.** to provide Nursing Services for one (1) student for the 2022 Extended School Year. The total cost of the contract will not exceed \$12,000.00. This service will be funded through the Special Education Budget.
19. Administration recommends the approval of an independent contract with **The Lincoln Center** to provide educational services for three (3) special education students for the 2022-2023 school year. The total cost of the contract is not to exceed \$125,580.00. The funding will be paid from the Special Education Budget.
20. Administration recommends the approval of an independent contract with **The Milagre School** to provide 12 months of services (ESY and School Year) for two students as per their IEPs. The total cost for all services is not to exceed \$195,768.00. The funding will be paid from the Special Education Budget.
21. Administration recommends approval for an independent contract with the **Chester County Intermediate Unit** to provide Extended School Year services for students who receive special education services as per their IEPs. The total cost of the contract will not exceed \$58,004.11. The contract will be funded from the Special Education Budget.
22. Administration recommends approval of an independent contract with **Personal Health Care** to provide Nursing Services during Extended School Year (ESY) for students as per their IEPs. The total cost of the contract for the two (2) students is not to exceed \$20,540.00. This service will be funded through the Special Education Budget.
23. Administration recommends the approval of independent contracts with **The Timothy School** to provide school year services for six (6) students as per the IEPs. The total cost for all services is not to exceed \$418,800.00. The funding will be paid from the Special Education Budget.
24. Administration recommends approval for an independent contract with **Chancelight Autism Services** to provide Extended School Year services for students who receive special education services as per the IEP. Contractor will provide up to 20 hours of direct program supervision and will provide up to 5 hours per day of direct 1-1 intervention. The total cost of the contract will not exceed \$8,100.00. The contract will be funded from the Special Education Budget.
25. Administration recommends approval for an independent contract with **Variety Club Camp and Developmental Center** to provide Extended School Year services for students who receive special education services as per their IEPs. The total cost of the contract will not exceed \$119,760.00. The contract will be funded from the Special Education Budget.
26. Administration recommends approval of the addendum to the contract with the **Substitute Teacher Services**. The increased per diem substitute rates were included in the 2022-2023 Budget.

- D. Administration recommends approval of the **Montgomery County Intermediate Unit Shared Services Plan** for the 2022-2023 school year. Funding will be paid from the Special Education Budget and shall not exceed \$1,423,947.52.
- E. Administration recommends approval of a renewal agreement for the 2022-2023 school year with **EI US, LLC dba LearnWell**, formerly Education, Inc. in Plymouth, MA to provide educational tutoring services on an as-needed basis when students have been admitted to a hospital or behavioral health center setting. LearnWell Services will follow the district's curriculum in working with students thereby easing the transition back into school. Services will be provided at a rate of \$37.00 per hour for a maximum of 5 hours per week per student.
- F. Administration recommends approval of a **confidential settlement agreement 2022-07** with the parent of a special education student in an amount not to exceed \$51,135.00. Funding will be paid from the Special Education Budget.
- G. Administration recommends approval for renewal of agreement with **Advance Protection Company, Inc.** for security at school events for the School Year 2022-2023. The funding of \$25.00 per hour per security agent comes from the Athletic Budget.
- H. Administration recommends increasing the price of student cafeteria meals. Note the last price increase of \$.25 per meal was in 2012. Recommended increases for 2022-2023 are as follows:
  - Breakfast: Elementary from \$1.50 to \$1.60 per meal; Secondary from \$1.75 to \$1.85 per meal; Reduced from \$0.30 to \$0.40 per meal.
  - Lunch: Elementary from \$2.95 to \$3.05 per meal; Secondary from \$3.15 to \$3.25 per meal; Reduced price from \$0.40 to \$0.50 per meal.

## VII. PROPERTY

Property A-C, No questions or comments from the Board.

- A. Administration recommends approval for ICS consulting to provide surveying and underground utility locating services to support the ongoing strategic planning efforts at the Spring City Elementary location. The cost for these services shall not exceed \$27,198.00 and funding will come from the Maintenance Budget.
- B. Administration recommends approval to purchase one replacement Kawasaki FX850 zero turn mower from Hustler Turf Equipment for a total cost of \$10,166.00, Sourcewell Contractor #031121-HTE. Funding will come from the Capital Reserve.
- C. Administration is recommending approval of a three (3) year service agreement with ProAsys Managed Water Solutions to provide water treatment for heat pumps, chilled water loops, and hot water systems district wide. Funding will be paid from the Maintenance Budget and shall not exceed \$16,390.00 annually.

## VIII. PROGRAMMING AND CURRICULUM

Programming and Curriculum A-L, Mrs. Hermans asked about the District wellness. Dr. Murray noted that the award amount was less than the initiatives submitted which totalled \$135,000.00. Mrs. Zasowski asked if there is anything out there to offset some of the programs. Dr. Murray is looking for funders to help with those. Mrs. Deardorff asked if there were other schools that were more in need. Pottstown Health & Wellness stated that awards were less for all districts, they are looking for a full time or part time coordinator. Next Wellness meeting is in September.

- A. Administration recommends approval to submit to PDE the Spring-Ford Area School District's "Special Education Plan" Effective July 1, 2022, through June 30, 2024, as presented.
- B. Administration recommends the approval of the following Parents/Guardians, Community Members, and Local Business Representatives to participate on the Professional Development

Task Force as a component of the Comprehensive Plan, as required by the Public School Code of 1949 24 P.S. 12-1205.1(b).

1. David Wiedlich
  2. Deborah Keyser
  3. Lyndsie Olenoski
  4. Jennifer Steffenauer
  5. Sandie Swanger
  6. Andrea Weber
  7. Tom Donofrio
- C. Administration recommends the acceptance of the **Pottstown Area Health and Wellness Foundation Grant** in the amount of \$19,000.00. The grant will continue to support our district-wide wellness initiative.
- D. Administration recommends approval of the Memorandum of Understanding between the Spring-Ford Area School District and the Montgomery County Intermediate Unit for the participation in the 2022-2023 MCIU Title III Consortium.
- E. Administration recommends the approval of **Heggerty Phonemic Awareness (2020)** to be used with students in grades K and 1 for English Language Arts instruction. This purchase includes 23 Kindergarten print resources and 23 Primary print resources. Additionally, administration recommends the approval of **Heggerty Phonemic Awareness (2022)** to be used with students in grade 2 for English Language Arts instruction. This purchase includes 50 Primary print resources and 8 Primary starter digital resources. The cost is not to exceed \$8,000.00 and is a budgeted item that will be paid from the Curriculum reserve.
- F. Administration recommends the purchase of **Raptor Visitor Management**; the 3-year contract total cost shall not exceed \$8,200.00 annually. This will be purchased from the Technology Operating Budget.
- G. Administration recommends approval to renew a 5-year lease agreement and related services agreement with **Toshiba, Inc.** for the use of copy machines, fax machines, and printer devices throughout the district. The base monthly cost of the equipment lease from Toshiba will be paid from the Technology department's annual operating budget and shall not exceed \$22,000.00 per month.
- H. Administration recommends the renewal of **iOffice: Copy Module**. This is a 3-year agreement with an annual cost not to exceed \$7,500.00. This will be purchased from the Technology Operating Budget.
- I. Administration recommends the purchase of **Coding Rooms** software. This 3-year agreement will not exceed \$2,500.00 annually. This will be purchased from the Technology Operating Budget.
- J. Administration recommends the purchase of the **VMWare**. The 3-year contract cost will not exceed \$9,500.00 annually. This will be purchased from the Technology Operating Budget.
- K. Administration recommends the vendor change from **Visual Sound** to **SHI** for the Smart Panel Project, previously approved on May 24, 2021.
- L. Administration recommends a 1-year renewal of our door card access system, software, and support with **Berkshire Systems**. Cost will not exceed \$9,000.00 and will be paid from the Technology Operating Budget.

## IX. OTHER BUSINESS

Other Business A-P, no questions or comments from the Board.

- A. The following policies are submitted for **first reading**:
1. **Policy #005.1** - Board Committee Agenda and Minutes (**Attachment A17**)
  2. **Policy #128** - Equity, Diversity, and Inclusion (**Attachments A18**)
  3. **Policy #238** - Child Custody/Parental Rights (**Attachment A19**)
  4. **Policy #339** - Uncompensated Leave (**Attachment A20**)
  5. **Policy #340** - Responsibility for Student Welfare (**Attachment A21**)
  6. **Policy #341** - Benefits for Part-Time Employees (**Attachment A22**)
  7. **Policy #342** - Jury Duty (**Attachment A23**)
  8. **Policy #343** - Paid Holidays (**Attachment A24**)
  9. **Policy #347** - Workers' Compensation Transitional Return-to-Work Program (**Attachment A25**)
  10. **Policy #351** - Drug and Substance Abuse (**Attachment A26**)
  11. **Policy #810** - Transportation (**Attachment A27**)
  12. **Policy #824** - Maintaining Professional Adult-Student Boundaries (**Attachment A28**)
- B. The following policy is being brought forward to be **rescinded and retired**:
1. **Policy #120** - Human Development Program (**Attachment A29**)
- C. Administration recommends approval of **student 2022-03**, an upcoming Junior, for Early Graduation in the Spring of 2023, a year ahead of their scheduled graduation date, 2024. 2022-03 is a strong student who fully meets the qualifications/requirements under the Spring-Ford School Board Policy 217, Graduation Requirements. The High School Counseling and Professional Staff feel that 2022-03 will succeed in college and endorse their application.
- D. Administration recommends approval of **student 2022-04**, an upcoming Junior, for Early Graduation in the Spring of 2023, a year ahead of their scheduled graduation date, 2023. 2022-04 is a strong student who fully meets the qualifications/requirements under the Spring-Ford School Board Policy 217, Graduation Requirements. The High School Counseling and Professional Staff feel that 2022-04 will succeed in college and endorse their application.
- E. Administration recommends approval for Spring-Ford Area High School current 11th grade **student 2022-05**, to participate in a Gifted Independent Study in accordance with Board Policy #118 during the 2022-2023 school year, their senior year.
- F. Administration recommends approval for Spring-Ford Area High School current 11th grade **student 2022-06**, to participate in a Gifted Independent Study in accordance with Board Policy #118 during the 2022-2023 school year, their senior year.
- G. Administration requests approval to register seven (7) students and one staff member, **Robert Swier**, to participate in the **SEL Ambassadors Retreat** to take place at Franklin Commons in Phoenixville on July 5<sup>th</sup>-8<sup>th</sup>, 2022. The cost includes \$200.00 registration fee per student and \$350.00 stipend for one staff member. The total cost for attending this retreat shall not exceed \$1,750.00 and will be paid using funds from the Pottstown Area Health and Wellness Foundation Grant.
- H. Administration requests approval to register five (5) students and two staff members, **Colin English** and **Susan Hammond** to participate in the **SEL Life Skills Conference** to take place at the PA Masonic Lodge in Elizabethtown, PA July 17<sup>th</sup>- 22<sup>nd</sup>, 2022. This activity is an overnight trip. The cost includes a \$400.00 registration fee per student and \$736.00 stipend for each of the two staff members. The total cost for attending this shall not exceed \$3,472.00 and will be paid using funds from the Pottstown Area Health and Wellness Foundation Grant.

- I. Board approval is needed for the appointment of **James D. Fink**, Chief Financial Officers, to the Office of Board Treasurer of the Spring-Ford Area School District Board of Directors for the term of one (1) year, effective July 1, 2022.
- J. Administration recommends the approval for all 2022-2023 Fall, Winter and Spring Athletic Teams/Individuals that qualify for postseason play to be granted permission for overnight travel, when deemed necessary by the Athletic Department, and approved by the Superintendent or their Designee. The School Board will be notified of this travel and Board approval will be sought at the next scheduled Board Meeting. Funding will be paid from the Athletic Budget.
- K. Administration recommends approval for the Spring-Ford Area High School Girls' Basketball Team to accept the invitation to participate in the Nike Tournament of Champions, December 17, 2022 – December 23, 2022, in Phoenix, Arizona. Ninety-Six teams were chosen from the entire country to compete including most of the Preseason Top 25 ranked teams in the country. Each team is guaranteed four games. Cost per student-athlete will be approximately \$1700.00 for lodging, meals and transportation. The High School Girls' Basketball Program and staff will conduct fundraising events to help defray the costs. There is no cost to the school district. Student-athletes will miss four school days and no substitute is needed.
- L. Administration recommends approval for the Spring-Ford Area High School Boys' Basketball Team to accept the invitation to participate in the KSA Events Pre-Holiday Classic Tournament, and games, December 18, 2022 – December 23, 2022, in Orlando, Florida. The team will be scheduled to participate in 3 regular season contests which are part of the 2022-2023 schedule, which allows a maximum of 22 contests per PIAA by-laws. The cost per student-athlete will be approximately \$2,000.00 including transportation. The High School Boys' Basketball Program and staff will conduct fundraising events to help defray the costs. There will be no cost to the school district. Student-athletes will miss five school days and will be responsible for all missed work. No substitutes are needed for the coaching staff.
- M. Administration recommends the following high school winter sport teams for overnight travel during the 2022-2023 school year. There will be no cost to the district for lodging and meals as this will be paid from the respective team's Booster Club Account.

#### **High School Wrestling**

Cumberland Valley High School

Depart 12/2/22 - Return 12/3/22

Meals and lodging provided by the Wrestling Team Booster Club Account

The team will use district transportation

Liberty Holiday Wrestling Classic – Bethlehem, PA

Liberty High School Depart 12/27/22 – Return 12/29/22

Meals and lodging provided by the Wrestling Team Booster Club Account

The team will use district transportation

No substitutes needed

#### **High School Girls Basketball**

Viking Invitational Tournament – Wilmington, DE

St. Elizabeth High School

Team will play two games. Dates of games to be determined. (May not need overnight lodging)

Depart 12/27/22 -Return 12/30/22

Meals and lodging provided by the Girls Basketball Team Booster Club Account

The team will use district transportation

No substitutes needed

**High School Boys Basketball**

State College Tip Off Tournament – State College, PA

State College High School

Team will play two games.

Depart 12/2/22 -Return 12/3/22

Meals and lodging provided by the Boys Basketball Team Booster Club Account

The team will use district transportation

No substitutes needed

- N. Administration is seeking permission to use revenue secured through our participation with Montco Works NOW program (\$3,000.00) and asking an additional \$500.00 to support this initiative.
- O. Administration recommends approval of the 2022-2023 exchange program with FEG (Friedrich-Eugens-Gymnasium) High School in Stuttgart, Germany. This exchange provides a two-week opportunity between students at Spring-Ford Area High School and students at FEG High School. Exact dates to be determined.
- P. Board approval is needed to appoint 3 Board members to serve as the district's voting delegates for the 2022 Delegate Assembly. This year's assembly will be held on Saturday, November 5th at 9:00 am. Certification of appointed delegates is needed before July 22, 2022.

**X. INFORMATIONAL**

Dr. Wright stated this is informational, not being voted on.

- A. Effective July 1, 2022, the IRS mileage rate will be 62.5 cents per mile which is an increase of 4 cents from the rate effective at the start of 2022 (58.5 cents).

**XI. BOARD COMMENT**

Dr. Wright read an email today from Mrs. Sullivan resigning her seat on the School Board. Dr. Wright thanked Mrs. Sullivan on behalf of the full board for her service. She noted that the open seat will be posted for Region 3 and letters of interest should be sent to the Board secretary. Details will be on the website and also in a legal ad in the newspaper.

**XII. PUBLIC TO BE HEARD**

**Stacy Sollazzo, Royersford** - Public comment and Board answering those questions

**Steven Frey, Royersford** - EDI Policy

**Kim Anderson, Collegeville** - Open Board Seat

**Michael Lebiezdinski, Royersford** - Curriculum & Technology Classes

**Mary Jo McNamara, Limerick Township** - Public comment and addressing those questions

**Theresa Westwood, Royersford** - EDI Policy and definitions

**XIII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 9:58 pm with a motion from Mrs. Zasowski, seconded by Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On June 27, 2022 The Spring-Ford Area School District Work Session was called to order at 7:52 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 Colleen Zasowski  
Region III: Abby Deardorff and Erica Hermans  
Presiding Officer: Dr. Margaret D. Wright  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Kelly M. Murray and Tina L. Giambattista  
Chief Financial Officer: James D. Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Aditi Mangal and Arhan Kaul  
Absent: David Shafer

**CALL TO ORDER**

Dr. Wright called the meeting to order at 7:52 p.m.  
Mrs. Bickert noted that all members were in attendance.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

1. Dr. Wright noted that the Board held an Executive Session at 6:30 p.m. to discuss the PCCD Safe School Report and Personnel.
2. Dr. Wright asked for a motion to amend the action item for Personnel, Letter U to reflect \$221,450.00. Mrs. Zasowski motioned, Mrs. Deardorff seconded. Motion carries 7-0.
3. Student rep Aditi Mangal introduced new student rep Arhan Kaul then provided an update on the end of year events. Arhan noted some upcoming events.
4. Mr. Rizzo thanked Mr. McDaniel and wished him well in his retirement and provided some of the highlights of his career.

**I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY**  
**Steven Frey, Royersford - EDI Policy**

**II. ACTION ITEM**

Motion by Mrs. Zasowski to approve action item A, seconded by Mrs. Deardorff.  
Motion carries 7-0.

- A. Presentation of Resolution 2022-58** commending the Spring-Ford Head Softball Coach **Tim Hughes** and his Assistant Coaches **Shawn Corropelese, Mallory Greene** and volunteer coach, **Rebecca Faust** for winning the PIAA State Softball Championship. **(Attachment A30)**

**III. PRESENTATION**

Mr. McDaniel and the Coaches presented the resolutions while congratulating them on their achievements.

Ms. Sussman, College Career Coordinator, shared a presentation with the accomplishments for the Future Planning Center that included details on programs such as decision day, workshops, the fun run, the number of recommendation letters written for seniors by teachers and counselors, the number of transcripts provided to colleges and stats from the senior survey. The Board was provided a copy of the presentation.

- A. Presentation of **Resolution 2022-47** commending **Ester Mokonchu**, a member of the Spring-Ford High School Girls Indoor Track Team Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Dave Cain, Matt Varaday, and Bella Marchini for the PAC Championship Shot Put win. **(Attachment A1)**
- B. Presentation of **Resolution 2022-48** commending **Nene Mokonchu**, a member of the Spring-Ford High School Girls Indoor Track Team and Spring-Ford Girls Indoor Track Team Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Dave Cain, Matt Varaday, and Bella Marchini for the PAC Championship, PIAA District One Championship and the first PIAA State Girls High Jump Championship at 5'10". **(Attachment A2)**
- C. Presentation of **Resolution 2022-49** commending **Jordan Littlejohn, Elizabeth Nguyen, Claire Lanzisera and Kaleigh Hudson** members of the Spring-Ford High School Girls' Track Team and Spring-Ford Girls' Track Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Matt Varaday and Bella Marchini for winning the 2022 Pioneer Athletic Conference Girls' 4 x 100 Meter Relay Championship. **(Attachment A3)**
- D. Presentation of **Resolution 2022-50** commending **Jordan Lutz, Addison Pritz, McKenzie Thomas and Nene Mokonchu** members of the Spring-Ford High School Girls' Track Team and Spring-Ford Girls' Track Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Matt Varaday and Bella Marchini for winning the Pioneer Athletic Conference Girls' 4 x 400 Meter Relay Championship and qualified for the PIAA District One Meet. **(Attachment A4)**
- E. Presentation of **Resolution 2022-51** commending **Justin Russell** member of the Spring-Ford High School Boys' Track Team and Spring-Ford Boys' Track Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Matt Varaday and Bella Marchini for winning the Pioneer Athletic Conference Boys' 300 Meter Hurdles and qualified for PIAA District One Meet. **(Attachment A5)**
- F. Presentation of **Resolution 2022-52** commending **Alex Tufel** member of the Spring-Ford High School Boys' Track Team and Spring-Ford Boys' Track Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Matt Varaday and Bella Marchini for winning the Pioneer Athletic Conference Boys' Pole Vault with a height 14'0" and qualified for PIAA District One Meet. **(Attachment A6)**
- G. Presentation of **Resolution 2022-53** commending **Leo Aguilar, Mason Scott, Chris Brittingham, Travel Wellons**, members of the Boys Track Team and Head Coach Danielle Stauffer and Assistant Coaches, Geoff Kahler, Steve Entenman, Nick DiMino, Dave Cain, Matt Varaday and Bella Marchini for earning a 6th Place Medal at the PIAA State Championship 4 x 100 Meter Relay. **(Attachment A7)**
- H. Presentation of **Resolution 2022-54** commending **Spring-Ford Boys' Tennis Coach John Brennan and his Assistant Coaches Ryan Rendick and Todd Reagan** for winning the Pioneer Athletic Conference Championship. **(Attachment A8)**
- I. Presentation of **Resolution 2022-55** commending **Cameron Moore**, a member of the Spring-Ford High School Boys' Tennis Team, and Spring-Ford Boys' Tennis Head Coach

John Brennan and his Assistant Coaches Ryan Rendick and Todd Reagan for winning the Pioneer Athletic Conference Boys' Tennis Singles Championship. **(Attachment A9)**

- J. Presentation of **Resolution 2022-56** commending **Cameron Moore and Navein Suresh**, members of the Spring-Ford High School Boys' Tennis Team, and Spring-Ford Boys' Tennis Head Coach John Brennan and his Assistant Coaches Ryan Rendick and Todd Reagan for winning the Pioneer Athletic Conference Boys' Tennis Doubles Championship. **(Attachment A10)**
- K. Presentation of **Resolution 2022-57** commending Spring-Ford Boys' Lacrosse **Coach Kevin Donnelly and his Assistant Coaches Kevin Czapor, Chuck Baker** for winning the Pioneer Athletic Conference Championship. **(Attachment A11)**
- L. Presentation of **Resolution 2022-58** commending the Spring-Ford Head Softball Coach Tim Hughes and his Assistant Coaches Shawn Corropolese, Mallory Greene and volunteer coach, Rebecca Faust for winning the PIAA State Softball Championship. **(Attachment A30)**
- M. **Michael McDaniel**, Athletic Director, to congratulate the undefeated 8th Grade Baseball team.
- N. **Marissa Sussman**, College Career Coordinator, to provide a Year End Update on the Future Planning Center and the Accomplishments of the Class of 2022.

#### IV. DISCUSSION

##### A. School Board Appointment Process

Dr. Wright, reminded the community this position is to finish out the term left by Mrs. Sullivan's resignation and information on how to apply is available on the district website. Mrs. Hermans asked about the Board process. Mr. Fitzgerald said you need 5 votes, anyone can nominate anyone, low votes are removed. Rules for questions are that they should be consistent. The applications will go to the Board after the 6th, once they are all in. Follow up questions would be ok. Mr. Fitzgerald will be the moderator and will ask questions. Each Board member will select 3 or 4 questions from the list and submit it to Dr. Wright and Mr. Rizzo. All letters will be given to all board members and the length of each interview will be determined July 11th, once there is a complete list of candidates. Candidates will be in another room before their interview.

#### V. BOARD AND COMMITTEE REPORTS

##### Extracurricular Activities

**David Shafer**

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

No report

##### Legislative Committee

**Abby Deardorff**

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

A week to go for the state budget. A federal level passed the Keep Kids Fed Act. Locally some bills were passed that include adult education and personal finance for high school students.

##### MCIU

**Dr. Margaret Wright**

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

Dr. Wright noted that a lot of the meeting included the legislative report that Mrs. Deardorff reported this evening. They provided a safety report.

##### PSBA Liaison

**David Shafer**

No Report

**Superintendent's Report                      Robert Rizzo**

Mr. Rizzo spoke about the shift from using resolutions to proclamations for acknowledging student achievement and he also congratulated all retirees while wishing them all the best.

**Solicitor's Report                                      Mark Fitzgerald**

Mr. Fitzgerald spoke of a big case in which a coach was saying prayers on a field. The School District asked that he refrain and the court ruled in favor of the coach.

**VI.      MINUTES**

Motion by Mrs. Weingarten to approve Minutes A-B, seconded by Mrs. Earle.  
Motion carries 7-0.

**A. Administration recommends approval of the May 16, 2022, Work Session minutes.  
(Attachment A12)**

**B. Administration recommends approval of the May 23, 2022, Board Meeting minutes.  
(Attachment A13)**

**VII.     PERSONNEL**

Motion by Mrs. Earle to approve Personnel A-C1, D-E1, E3-E4, F-L, N, P, Q, R, S, T, V, and W, seconded by Mrs. Weingarten.  
Motion carries 7-0.

Motion by Mrs. Deardorff to approve Personnel C2, seconded by Mrs. Earle.  
Motion carries 5-2. (Mrs. Zasowski and Mr. Jackson were the dissenting votes)

Motion by Mrs. Deardorff to approve Personnel E2 and E5, seconded by Mrs. Earle.  
Motion carries 5-2. (Mrs. Zasowski and Mr. Jackson were the dissenting votes)

Motion by Mrs. Deardorff to approve Personnel M, seconded by Mrs. Earle.  
Motion carries 6-1. (Mr. Jackson was the dissenting vote)

Mr. Jackson noted that Board Members are allowed to attend interviews at the discretion of the Board.

Motion by Mrs. Deardorff to approve Personnel O, seconded by Mrs. Earle.  
Motion carries 5-2. (Mrs. Zasowski and Mr. Jackson were the dissenting votes)

Motion by Mrs. Deardorff to approve the amended motion for Personnel U with the new amount of \$221,450.00, seconded by Mrs. Zasowski.

Motion carries 6-1. (Mrs. Hermans was the dissenting vote)

**A. Resignations**

1. **Gabrielle V. Adelsberger**; Special Education Teacher, Extended School Year.  
Effective: June 8, 2022.
2. **Susan L. Bing**; Part-Time Food Service (4 hour/day), 8<sup>th</sup> Grade Center.  
Effective: June 10, 2022.
3. **Tina M. Carfagno**; Teacher, Summer R.A.M.S. Effective: June 13, 2022.
4. **Gillian Cedrone**; Gifted Support Teacher, Oaks and Upper Providence Elementary Schools. Effective: June 13, 2022.

5. **Aniqua G. Coleman**; Instructional Assistant, Extended School Year.  
Effective: June 10, 2022.
6. **Chelsea K. Flynn**; Special Education Teacher, Senior High School.  
Effective: August 5, 2022.
7. **Brittany L. Harrington**; Instructional Assistant, Extended School Year.  
Effective: June 9, 2022.
8. **Carol K. Heringslake**; Instructional Assistant, Royersford Elementary School for the purpose of retirement. Effective: June 13, 2022.
9. **Stacey C. Huntington**; Certified School Nurse, 7<sup>th</sup> Grade Center.  
Effective: June 13, 2022.
10. **Sophia A. Iliadis**; Special Education Teacher, Extended School Year.  
Effective: May 24, 2022.
11. **Kyla Kaczerski**; Special Education Teacher Tutor, Extended School Year.  
Effective: June 8, 2022.
12. **Brian J. Kraeer**; Teacher, Spring-Ford Cyber Learning (per the 2022-2023 MOU) for the 2022-2023 School Year. Effective: May 24, 2022.
13. **Kathy A. Lebedynsky-Pencak**; Instructional Assistant, Evans Elementary School.  
Effective: July 28, 2022.
14. **Parker J. Loomis**; Social Studies Teacher, 9<sup>th</sup> Grade Center for the purpose of retirement. Effective: June 13, 2022.
15. **Barbara J. McGuigan**; Special Education Teacher, Extended School Year.  
Effective: June 13, 2022.
16. **Tyler S. Morris**; Instructional Assistant, 8<sup>th</sup> Grade Center. Effective: June 14, 2022.
17. **Khoa D. Pham**; Chemistry Teacher, Senior High School. Effective: June 13, 2022.
18. **Natalie G. Pietrowski**; Special Education Teacher, 8<sup>th</sup> Grade Center.  
Effective: August 1, 2022.
19. **Amanda M. Samperi**; Speech & Language Therapist, Limerick Elementary School.  
Effective: August 22, 2022.
20. **Nicole E. Schieck**; Title I Mathematics Teacher, Royersford Elementary School.  
Effective: June 30, 2022.
21. **Lindsay Stout**; Instructional Assistant, Senior High School. Effective: June 13, 2022.
22. **Megan T. Valentino**; Instructional Assistant, Evans Elementary School.  
Effective: June 13, 2022
23. **Amanda L. Young**; Elementary Teacher, Brooke Elementary School.  
Effective: June 13, 2022.

### **New Resignation**

24. **Andrea Sandberg**; Elementary Teacher, 5/6<sup>th</sup> Grade Center. Effective: June 21, 2022.

#### **B. Leave of Absence**

1. **Danielle M. Albanese**; Special Education Teacher, Evans Elementary School for a leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 24, 2023.
2. **Katherine Macel**; Speech & Language Therapist, Limerick Elementary School for a leave of absence per the Professional Agreement. Effective: August 23, 2022, through the 2022-2023 School Year.
3. **Ashley H. Pettinelli**; Elementary Teacher, Oaks Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 24, 2023.

#### **C. Professional Employees**

1. **Hannah Z. Coath**; Special Education Teacher, 5<sup>th</sup>/6<sup>th</sup> Grade Center replacing Richard M. Cechak who retired. Compensation has been set at B, Step 2, \$52,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Tara M. Talley**; Special Education Teacher, Senior High School replacing Samantha T. Rowles who resigned. Compensation has been set at B, Step 2, \$52,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.

#### **D. Temporary Professional Employee**

1. **Matthew J. Burbano**; Social Studies Teacher, 7<sup>th</sup> Grade Center replacing Rachel M. Custer who retired. Compensation has been set at B, Step 1, \$51,000.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Rachel E. Gwinn**; Special Education Teacher, 5/6<sup>th</sup> Grade Center replacing Michele J. Biehl who retired. Compensation has been set at M, Step 2, \$53,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
3. **Katherine G. Livengood**; Special Education Teacher, 7<sup>th</sup> Grade Center replacing Julie C. Davis who resigned. Compensation has been set at M, Step 3, \$54,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.

#### **E. Change of Status**

1. **Mary K. Burkholder**; Part-Time (0.5) Special Education Teacher to Full-Time Special Education Teacher replacing Agnes M. Wright who retired. Compensation has been set at M, Step 13, \$85,500.00 with benefits per the Professional Agreement. Effective: August 23, 2022.
2. **Sue M. Choi**; 10 Month Principal to 12 Month Principal at Spring City Elementary School. Compensation has been set at \$130,500.00 with benefits per the Act 93 Agreement. Effective: July 1, 2022.

3. **Elizabeth A. Hayes**; Part-Time Food Service (4 hour/day) to Food Service Manager at Evans Elementary School replacing Linda Rega who retired. Compensation has been set at \$20.49/hour with benefits per the Food Service Benefit Summary. Effective: August 29, 2022.
4. **Annmarie Mill**; Level III Secretary- Receptionist to Level II Administrative Assistant-Accounting Specialist at the District Office replacing Courtney L. Mullen who had a change of status. Compensation has been set at \$19.80/hour with benefits per the Secretary Benefit Summary. Effective: June 20, 2022.
5. **Colleen M. Slavin**; 10 Month Assistant Principal to 12 Month Assistant Principal at the 8<sup>th</sup> Grade Center. Compensation has been set at \$117,600.00 with benefits per the Act 93 Agreement. Effective: July 1, 2022.

#### F. Support Staff

1. **Timothy A. Brennan**; School Police Officer, 5/6<sup>th</sup> Grade Center replacing Nicholas DelRomano who resigned. Compensation has been set at \$29.00/hour with benefits. Effective: August 23, 2022.
2. **Robert J. Quinn**; Custodian, Evans Elementary School, replacing Peter A. Kowalczuk who retired. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective June 20, 2022.
3. **Katherine A. Ryberg**; 3<sup>rd</sup> Shift Custodian, Senior High School replacing Dominick T. Morello, Jr. who retired. Compensation has been set at \$17.22/hour with benefits per the Custodian Benefit Summary. Effective July 18, 2022.

- G.** The Board approved the following Professional Staff as Special Education Teachers for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement).

Funding will be from the Special Education funds. \*Designates a new addition since the work session.

1. **\*Colleen M. Devery**
2. **Brianna M. Hine**
3. **Alyssa L. Sontag**
4. **Nicole M. Zucal**

- H.** The Board approved the following Professional Staff as Special Education Teacher Tutors for the 2022 Extended School Year Program (ESY) for a minimum of 30 hours. The position runs June 27, 2022 through August 19, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Jamie M. Banks**

- I.** The Board approved the following Support Staff as Instructional Assistants for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:45 AM to 2:15 PM; June 23, 2022 through July 28, 2022. Compensation for new employees will be set at \$16.36/hour non-degree rate or \$17.36/hour degree rate. Current hourly employees will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Alyssa M. Corropelese**
2. **Graceanne Donahue**
3. **Stephanie M. Gehret**
4. **Joseph M. Morgan**

- J.** The Board approved the following Professional Staff as Full Time Equivalent Speech Therapists for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Alainna D. Rehrer**
- K.** The Board approved the following Professional Staff as Special Education Teacher Substitutes for the 2022 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center Monday through Thursday, 8:30 AM to 2:30 PM; June 23, 2022 through July 28, 2022. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Gabrielle V. Adelsberger**
- L.** The Board approved for **Sharon Wiltsie** to be hired as a nurse for Summer Band Camp from August 8, 2022 through August 19, 2022. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 55 hours. Funding will be from the General Fund.
- M.** The Board approved **Dr. Kelly A. Di Pietro-Edwards**, Senior High 9<sup>th</sup> Grade Principal, replacing Dr. Theresa M. Weidenbaugh who retired. Compensation will be set at \$146,500.00, prorated based upon start date, with benefits as per the Act 93 Administrators Plan. Effective: To be determined.
- N.** The Board approved the following Professional Staff as SFCL teachers for the 2022-2023 school year. Compensation has been set according to the Memorandum of Agreement matrix (FICA & Retirement). Funding will be from ESSER.
1. **Zoe D. Jacobs**
  2. **Jaclyn A. McDermott**
  3. **Tara L. O'Toole**
  4. **Sarah Pinard**
  5. **Mollie M. Smith-Wood**
- O.** The Board approved the attached job description for Assistant Director of Human Resources. **(Attachment A14)**
- P.** The Board approved the attached job description for Special Education Program Specialist. **(Attachment A15)**
- Q.** The Board approved the August Board meeting for the 2022-2023 school year. It has been customary for the Board to authorize its officers to execute contracts for personnel recommended for employment by the administration during the months of July and August. Such authorization is, of course, subject to limitations imposed by the 2022-2023 General Fund Budget.
- R.** The Board approved the Salary Book for the 2022-2023 school year.
- S.** The Board approved to set the salary for the Assistant Superintendent of Teaching, Learning, and Innovation, **Dr. Kelly M. Murray**. Dr. Murray's salary for the 2022-2023, beginning July 1, 2022, will be \$169,950.00.
- T.** The Board approved to set the salary for the Assistant Superintendent of Special Education and Student Services, **Dr. Tina L. Giambattista**. Dr. Giambattista's salary for the 2022-2023, beginning July 1, 2022, will be \$169,950.00.



**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. The Board approved an independent contract with **Lakeside Schools** to provide educational services for special education students (10), school-based crisis counselors (6.25), mobile support services, and transportation services for the 2022-2023 school year. The total contracted cost is \$1,020,714.56. Funding will be through the Special Education Budget.
2. The Board approved related services for Extended School Year with **Pediatric Therapeutic Services, Inc. (PTS)**. Services in behavioral support (5 RBT, 2BT, 1 BCBA) and speech/language support (2) will be provided. The total cost will not exceed \$59,314.02. Funding will be through the Special Education Budget.
3. The Board approved an independent contract with **The Vanguard School** to provide educational services for nine (9) students for the 2022-2023 school year. The total cost of the direct pay tuition contract cost is not to exceed \$353,238.00. The contract will be funded from the Special Education Budget.
4. The Board approved an independent contract with **The Vanguard School** to provide Extended School Year Services for ten (10) students. The total of the contract is not to exceed \$75,228.00. The contract will be funded from the Special Education Budget.
5. The Board approved an independent contract with **Capstone Academy** to provide 2022-2023 School Year tuition and related services for students as per the IEP. The total cost for all services is not to exceed \$467,566.70. Funding will be paid from the 2022-2023 Special Education Budget.
6. The Board approved to have **Dr. Kara Schmidt** conduct an Independent Educational Evaluation for one (1) student. The cost for the evaluation is not to exceed \$4,800.00. The contract will be paid from the Special Education Budget.
7. The Board approved an independent contract with **The Pathway School** to provide 1:1 Services for a student per the IEP for the 2022-2023 school year for a total cost not to exceed \$36,800.00. The contract will be funded from the Special Education Budget.
8. The Board approved an increase of \$450.00, to the independent contractor, **Dr. Rosemarie Manfredi-Neurodevelopmental Assessment & Consulting, LLC**, originally approved February 28, 2022, in the amount of \$4,000.00. This increase is to cover transportation charges associated with the evaluation. Funding will be paid from the Special Education Budget and shall not exceed a newly adjusted amount of \$4,450.00.
9. The Board approved an independent contract with **The Melmark School** to provide educational and related services for three (3) students who receive special education services for Extended School Year 2022 and the 2022-2023 School Year for a total not to exceed \$376,490.00. The funding will be paid from the Special Education Budget.

10. The Board approved an independent contract with **Procare Therapy** to provide Speech and Language Therapy services for a staff leave of absence for the 2022-2023 school year. The total cost of the contract will not exceed \$56,347.20 and will be funded from the Special Education Budget.
11. The Board approved an independent contract with **Devereux** to provide ESY Services for three (3) students who receive ESY special education services as per their IEP. The total cost of the contract is not to exceed \$56,578.00. The contract will be funded from the Special Education Budget.
12. The Board approved provision of speech and language services for a student who will be receiving services from Karen Clapper, **Communication Associates** per the student's IEP. Educational services will be provided at a cost not to exceed \$7,350.00 for the school year. The funding will be paid from the Special Education Budget.
13. The Board approved provisional educational services from **The Central Montco Technical High School (CMTHS)** for one (1) student who receives special education services for the 2022-2023 school year. The total contract cost shall not exceed \$11,110.00. The contract will be paid from the Special Education Budget.
14. The Board approved funds for educational and mental health services for students who will be receiving special education services from **Anderson Explorations Partial Hospitalization Placement (PHP)**, as per their IEPs for the 2022-2023 school year. Anderson Explorations PHP is affiliated with the Montgomery County Intermediate Unit. The total will not exceed \$50,000.00. The funding will be paid from the Special Education Budget.
15. The Board approved an independent contract with **Camphill Special School** to provide Extended School Year and related services for one (1) student who receives special education services with a 1:1 aide. Camphill will provide the educational and related services described in the student's IEPs at a daily rate of \$263.90 per day and a 1:1 aide fee of \$224.00 per day for 20 educational days for a total not to exceed \$9,758.00. The funding will be paid from the Special Education Budget.
16. The Board approved an independent contract with **HMS School for Children with Cerebral Palsy** to provide Extended School Year services for one (1) student who receives high school special education services as per his IEP. HMS School will provide twenty-seven (27) days of ESY programming at a cost of \$570.00 per day for a total contract cost not to exceed \$15,390.00. The contract will be funded from the Special Education Budget.
17. The Board approved an independent contract with **Bayada Home Health Care Inc.** to provide Nursing Services for one (1) student for the 2022-2023 School Year. The total cost of the contract will not exceed \$94,500.00. This service will be funded through the Special Education Budget.
18. The Board approved an independent contract with **Bayada Home Health Care Inc.** to provide Nursing Services for one (1) student for the 2022 Extended School Year. The total cost of the contract will not exceed \$12,000.00. This service will be funded through the Special Education Budget.
19. The Board approved an independent contract with **The Lincoln Center** to provide educational services for three (3) special education students for the 2022-2023 school year. The total cost of the contract is not to exceed \$125,580.00. The funding will be paid from the Special Education Budget.

20. The Board approved an independent contract with **The Milagre School** to provide 12 months of services (ESY and School Year) for two students as per their IEPs. The total cost for all services is not to exceed \$195,768.00. The funding will be paid from the Special Education Budget.
21. The Board approved an independent contract with the **Chester County Intermediate Unit** to provide Extended School Year services for students who receive special education services as per their IEPs. The total cost of the contract will not exceed \$58,004.11. The contract will be funded from the Special Education Budget.
22. The Board approved an independent contract with **Personal Health Care** to provide Nursing Services during Extended School Year (ESY) for students as per their IEPs. The total cost of the contract for the two (2) students is not to exceed \$20,540.00. This service will be funded through the Special Education Budget.
23. The Board approved independent contracts with **The Timothy School** to provide school year services for six (6) students as per the IEPs. The total cost for all services is not to exceed \$418,800.00. The funding will be paid from the Special Education Budget.
24. The Board approved approval for an independent contract with **Chancelight Autism Services** to provide Extended School Year services for students who receive special education services as per the IEP. Contractor will provide up to 20 hours of direct program supervision and will provide up to 5 hours per day of direct 1-1 intervention. The total cost of the contract will not exceed \$8,100.00. The contract will be funded from the Special Education Budget.
25. The Board approved an independent contract with **Variety Club Camp and Developmental Center** to provide Extended School Year services for students who receive special education services as per their IEPs. The total cost of the contract will not exceed \$119,760.00. The contract will be funded from the Special Education Budget.
26. The Board approved the addendum to the contract with the **Substitute Teacher Services**. The increased per diem substitute rates were included in the 2022-2023 Budget.

#### **New Independent Contract**

27. The Board approved an independent contract with Behavior Interventions to provide related services for Extended School Year for one student. The contract will not exceed \$12,595.00. The contract will be funded from the Special Education Budget.
  28. The Board approved an independent contract with The Timothy School to provide Extended School Year and related services for one (1) student who receives special education services as per her IEPs. The Timothy School will provide the educational and related services described in the student's IEP for a total of 28 days for a total cost not to exceed \$7,276.00. The funding will be paid from the 2022-2023 Special Education Budget.
- E. The Board approved the **Montgomery County Intermediate Unit Shared Services Plan** for the 2022-2023 school year. Funding will be paid from the Special Education Budget and shall not exceed \$1,423,947.52.
  - F. The Board approved a renewal agreement for the 2022-2023 school year with **EI US, LLC dba LearnWell**, formerly Education, Inc. in Plymouth, MA to provide educational tutoring services on an as-needed basis when students have been admitted to a hospital or

- behavioral health center setting. LearnWell Services will follow the district's curriculum in working with students thereby easing the transition back into school. Services will be provided at a rate of \$37.00 per hour for a maximum of 5 hours per week per student.
- G.** The Board approved a **confidential settlement agreement 2022-07** with the parent of a special education student in an amount not to exceed \$51,135.00. Funding will be paid from the Special Education Budget.
- H.** The Board approved a renewal of agreement with **Advance Protection Company, Inc.** for security at school events for the School Year 2022-2023. The funding of \$25.00 per hour per security agent comes from the Athletic Budget.
- I.** The Board approved increasing the price of student cafeteria meals. Note the last price increase of \$.25 per meal was in 2012. Recommended increases for 2022-2023 are as follows:
- Breakfast: Elementary from \$1.50 to \$1.60 per meal; Secondary from \$1.75 to \$1.85 per meal; Reduced from \$0.30 to \$0.40 per meal.
  - Lunch: Elementary from \$2.95 to \$3.05 per meal; Secondary from \$3.15 to \$3.25 per meal; Reduced price from \$0.40 to \$0.50 per meal.

#### **NEW FINANCE**

- J.** The Board approved a **confidential settlement agreement 2022-08** with the parent of a special education student in an amount not to exceed \$256,640.00. Funding will be paid from the Special Education Budget.

#### **IX. PROPERTY**

Motion by Mrs. Deardorff to approve Property A and C, seconded by Mrs. Weingarten.  
Motion carries 7-0.

Motion by Mrs. Hermans to approve Property B, seconded by Mrs. Earle.  
Motion carries 6-1. (Mrs. Zasowski was the dissenting vote)

- A.** The Board approved for ICS consulting to provide surveying and underground utility locating services to support the ongoing strategic planning efforts at the Spring City Elementary location. The cost for these services shall not exceed \$27,198.00 and funding will come from the Maintenance Budget.
- B.** The Board approved to purchase one replacement Kawasaki FX850 zero turn mower from Hustler Turf Equipment for a total cost of \$10,166.00, Sourcewell Contractor #031121-HTE. Funding will come from the Capital Reserve.
- C.** The Board approved a three (3) year service agreement with ProAsys Managed Water Solutions to provide water treatment for heat pumps, chilled water loops, and hot water systems district wide. Funding will be paid from the Maintenance Budget and shall not exceed \$16,390.00 annually.

#### **X. PROGRAMMING AND CURRICULUM**

Motion by Mrs. Deardorff to approve Programming and Curriculum A-L, seconded by Mrs. Earle.  
Motion carries 7-0.

- A.** The Board approved I to submit to PDE the Spring-Ford Area School District's "Special Education Plan" Effective July 1, 2022, through June 30, 2024, as presented.
- B.** The Board approved the following Parents/Guardians, Community Members, and Local Business Representatives to participate on the Professional Development Task Force as a

component of the Comprehensive Plan, as required by the Public School Code of 1949 24 P.S. 12-1205.1(b).

1. David Wiedlich
2. Deborah Keyser
3. Lyndsie Olenoski
4. Jennifer Steffenauer
5. Sandie Swanger
6. Andrea Weber
7. Tom Donofrio

- C. The Board approved the acceptance of the **Pottstown Area Health and Wellness Foundation Grant** in the amount of \$19,000.00. The grant will continue to support our district-wide wellness initiative.
- D. The Board approved the Memorandum of Understanding between the Spring-Ford Area School District and the Montgomery County Intermediate Unit for the participation in the 2022-2023 MCIU Title III Consortium.
- E. The Board approved **Heggerty Phonemic Awareness (2020)** to be used with students in grades K and 1 for English Language Arts instruction. This purchase includes 23 Kindergarten print resources and 23 Primary print resources. Additionally, administration recommends the approval of **Heggerty Phonemic Awareness (2022)** to be used with students in grade 2 for English Language Arts instruction. This purchase includes 50 Primary print resources and 8 Primary starter digital resources. The cost is not to exceed \$8,000.00 and is a budgeted item that will be paid from the Curriculum reserve.
- F. The Board approved **Raptor Visitor Management**; the 3-year contract total cost shall not exceed \$8,200.00 annually. This will be purchased from the Technology Operating Budget.
- G. The Board approved to renew a 5-year lease agreement and related services agreement with **Toshiba, Inc.** for the use of copy machines, fax machines, and printer devices throughout the district. The base monthly cost of the equipment lease from Toshiba will be paid from the Technology department's annual operating budget and shall not exceed \$22,000.00 per month.
- H. The Board approved the renewal of **iOffice: Copy Module**. This is a 3-year agreement with an annual cost not to exceed \$7,500.00. This will be purchased from the Technology Operating Budget.
- I. The Board approved the purchase of **Coding Rooms** software. This 3-year agreement will not exceed \$2,500.00 annually. This will be purchased from the Technology Operating Budget.
- J. The Board approved the purchase of the **VMWare**. The 3-year contract cost will not exceed \$9,500.00 annually. This will be purchased from the Technology Operating Budget.
- K. The Board approved the vendor change from **Visual Sound** to **SHI** for the Smart Panel Project, previously approved on May 24, 2021.
- L. The Board approved a 1-year renewal of our door card access system, software, and support with **Berkshire Systems**. Cost will not exceed \$9,000.00 and will be paid from the Technology Operating Budget.

#### XI. OTHER BUSINESS

Motion by Mrs. Weingarten to approve Other Business B-M and Q, seconded by Mrs. Zasowski.

It was noted that the insurance broker wants to see Board approval.  
Motion approved 7-0.

Motion by Mrs. Deardorff to approve Other Business N, seconded by Mrs. Earle.  
Motion carries 7-0.

Motion by Mrs. Earle to approve Other Business O, seconded by Mrs. Hermans.  
Motion carries 7-0.

Mrs. Hermans expressed an interest in being one of the District's voting delegates for the 2022 Delegate Assembly. The district can appoint up to 3 members.

Motion by Mrs. Deardorff to appoint Mrs. Hermans for Other Business P, seconded by Mrs. Earle.  
Motion carries 7-0.

- A.** The following policies are submitted for **first reading**:
1. **Policy #005.1** - Board Committee Agenda and Minutes (**Attachment A17**)
  2. **Policy #128** - Equity, Diversity, and Inclusion (**Attachments A18**)
  3. **Policy #238** - Child Custody/Parental Rights (**Attachment A19**)
  4. **Policy #339** - Uncompensated Leave (**Attachment A20**)
  5. **Policy #340** - Responsibility for Student Welfare (**Attachment A21**)
  6. **Policy #341** - Benefits for Part-Time Employees (**Attachment A22**)
  7. **Policy #342** - Jury Duty (**Attachment A23**)
  8. **Policy #343** - Paid Holidays (**Attachment A24**)
  9. **Policy #347** - Workers' Compensation Transitional Return-to-Work Program (**Attachment A25**)
  10. **Policy #351** - Drug and Substance Abuse (**Attachment A26**)
  11. **Policy #810** - Transportation (**Attachment A27**)
  12. **Policy #824** - Maintaining Professional Adult-Student Boundaries (**Attachment A28**)
- B.** The following policy is being brought forward to be **rescinded and retired**:
1. **Policy #120** - Human Development Program (**Attachment A29**)
- C.** The Board approved **student 2022-03**, an upcoming Junior, for Early Graduation in the Spring of 2023, a year ahead of their scheduled graduation date, 2024. 2022-03 is a strong student who fully meets the qualifications/requirements under the Spring-Ford School Board Policy 217, Graduation Requirements. The High School Counseling and Professional Staff feel that 2022-03 will succeed in college and endorse their application.
- D.** The Board approved **student 2022-04**, an upcoming Junior, for Early Graduation in the Spring of 2023, a year ahead of their scheduled graduation date, 2024. 2022-04 is a strong student who fully meets the qualifications/requirements under the Spring-Ford School Board Policy 217, Graduation Requirements. The High School Counseling and Professional Staff feel that 2022-04 will succeed in college and endorse their application.
- E.** The Board approved for Spring-Ford Area High School current 11th grade **student 2022-05**, to participate in a Gifted Independent Study in accordance with Board Policy #118 during the 2022-2023 school year, their senior year.
- F.** The Board approved for Spring-Ford Area High School current 11th grade **student 2022-06**, to participate in a Gifted Independent Study in accordance with Board Policy #118 during the 2022-2023 school year, their senior year.
- G.** The Board approved to register seven (7) students and one staff member, **Robert Swier**, to participate in the **SEL Ambassadors Retreat** to take place at Franklin Commons in

- Phoenixville on July 5<sup>th</sup>-8<sup>th</sup>, 2022. The cost includes \$200.00 registration fee per student and \$350.00 stipend for one staff member. The total cost for attending this retreat shall not exceed \$1,750.00 and will be paid using funds from the Pottstown Area Health and Wellness Foundation Grant.
- H. The Board approved to register five (5) students and two staff members, **Colin English** and **Susan Hammond** to participate in the **SEL Life Skills Conference** to take place at the PA Masonic Lodge in Elizabethtown, PA July 17<sup>th</sup>- 22<sup>nd</sup>, 2022. This activity is an overnight trip. The cost includes a \$400.00 registration fee per student and \$736.00 stipend for each of the two staff members. The total cost for attending this shall not exceed \$3,472.00 and will be paid using funds from the Pottstown Area Health and Wellness Foundation Grant.
- I. The Board approved the appointment of **James D. Fink**, Chief Financial Officers, to the Office of Board Treasurer of the Spring-Ford Area School District Board of Directors for the term of one (1) year, effective July 1, 2022.
- J. The Board approved for all 2022-2023 Fall, Winter and Spring Athletic Teams/Individuals that qualify for postseason play to be granted permission for overnight travel, when deemed necessary by the Athletic Department, and approved by the Superintendent or their Designee. The School Board will be notified of this travel and Board approval will be sought at the next scheduled Board Meeting. Funding will be paid from the Athletic Budget.
- K. The Board approved for the Spring-Ford Area High School Girls' Basketball Team to accept the invitation to participate in the Nike Tournament of Champions, December 17, 2022 – December 23, 2022, in Phoenix, Arizona. Ninety-Six teams were chosen from the entire country to compete including most of the Preseason Top 25 ranked teams in the country. Each team is guaranteed four games. Cost per student-athlete will be approximately \$1,700.00 for lodging, meals and transportation. The High School Girls' Basketball Program and staff will conduct fundraising events to help defray the costs. There is no cost to the school district. Student-athletes will miss four school days and no substitute is needed.
- L. AThe Board approved for the Spring-Ford Area High School Boys' Basketball Team to accept the invitation to participate in the KSA Events Pre-Holiday Classic Tournament, and games, December 18, 2022 – December 23, 2022, in Orlando, Florida. The team will be scheduled to participate in 3 regular season contests which are part of the 2022- 2023 schedule, which allows a maximum of 22 contests per PIAA by-laws. The cost per student-athlete will be approximately \$2,000.00 including transportation. The High School Boys' Basketball Program and staff will conduct fundraising events to help defray the costs. There will be no cost to the school district. Student-athletes will miss five school days and will be responsible for all missed work. No substitutes are needed for the coaching staff.
- M. The Board approved the following high school winter sport teams for overnight travel during the 2022-2023 school year. There will be no cost to the district for lodging and meals as this will be paid from the respective team's Booster Club Account.

**High School Wrestling**

Cumberland Valley High School

Depart 12/2/22 - Return 12/3/22

Meals and lodging provided by the Wrestling Team Booster Club Account

The team will use district transportation

Liberty Holiday Wrestling Classic – Bethlehem, PA

Liberty High School Depart 12/27/22 – Return 12/29/22

Meals and lodging provided by the Wrestling Team Booster Club Account  
 The team will use district transportation  
 No substitutes needed

**High School Girls Basketball**

Viking Invitational Tournament – Wilmington, DE  
 St. Elizabeth High School  
 Team will play two games. Dates of games to be determined. (May not need overnight lodging)  
 Depart 12/27/22 -Return 12/30/22  
 Meals and lodging provided by the Girls Basketball Team Booster Club Account  
 The team will use district transportation  
 No substitutes needed

**High School Boys Basketball**

State College Tip Off Tournament – State College, PA  
 State College High School  
 Team will play two games  
 Depart 12/2/22 -Return 12/3/22  
 Meals and lodging provided by the Boys Basketball Team Booster Club Account  
 The team will use district transportation  
 No substitutes needed

- N. The Board approved the 2022-2023 exchange program with FEG (Friedrich-Eugens-Gymnasium) High School in Stuttgart, Germany. This exchange provides a two-week opportunity between students at Spring-Ford Area High School and students at FEG High School. Exact dates to be determined.
- O. The Board approved to use revenue secured through our participation with Montco Works NOW program (\$3,000.00) and asking an additional \$500.00 to support the 2022-2023 FEG High School program. This will be funded from the High School Budget.
- P. The Board approved to appoint 3 Board members to serve as the district’s voting delegates for the 2022 Delegate Assembly. This year’s assembly will be held on Saturday, November 5th at 9:00 am. Certification of appointed delegates is needed before July 22, 2022.

**NEW OTHER BUSINESS**

- Q. The High School Cheerleading Squad requests permission to attend UCA Cheerleading Camp, located at Pine Forest Camp in Olyphant, Pennsylvania from Thursday, August 18<sup>th</sup> through Sunday, August 21<sup>st</sup>, 2022. The cost per student-athlete including transportation will be \$350.00. The cheerleaders and staff will conduct fundraising events to help defray student costs. Student- athletes will not miss any school days since this is prior to the first day of classes. No substitutes needed. There will be no cost to the district.

**XII. INFORMATIONAL**

- A. Effective July 1, 2022, the IRS mileage rate will be 62.5 cents per mile which is an increase of 4 cents from the rate effective at the start of 2022 (58.5 cents).

**XIII. BOARD COMMENT**

Mrs. Deardorff asked if the Board will be discussing the Health & Safety Plan, Mr. Rizzo said it would be on August 15th.

Mrs. Deardorff asked for clarity from the community on their specific concern for their student on the EDI Policy. What abuse about having an equitable, diverse, and inclusive school.

Mr. Jackson, Long Term Subs should be discussed at the table but the response was in the Memo and he would like the response for both sides of the table.

Mr. Jackson is asking what the EDI Consultant delivered back to the district as he understands he is now done.

Mrs. Hermans asked why there isn't Board representation in the EDI Committee. Mr. Rizzo is pulling together a plan and is waiting for the report from the consultant which will be presented.

**XIV. PUBLIC TO BE HEARD**

**Joe Cierci, Limerick** - Honoring Mr. McDaniel and his retirement.

**XV. ADJOURNMENT**

The Board unanimously adjourned the meeting at 10:02 pm with a motion from Mrs. Zasowski, seconded by Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On July 11, 2022 The Spring-Ford Area School District Work Session was called to order at 7:34 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 Shafer, and Colleen Zasowski  
Region III: Abby Deardorff and Erica Hermans  
Presiding Officer: Dr. Margaret D. Wright  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Kelly M. Murray and Tina Giambattista (Both absent)  
Chief Financial Officer: James D. Fink (Absent)  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Aditi Mangal and Arhan Kaul (Absent)

### **CALL TO ORDER**

Dr. Wright called the meeting to order at 7:34 pm.

Dr. Wright noted that each candidate pulled a number from the hat and determined the order that they will be interviewed. Dr. Wright went over the process for the candidates.

### **PLEDGE OF ALLEGIANCE**

#### **I. PUBLIC TO BE HEARD**

**Steven Frye, Royersford** - Process for filling the vacant seat

#### **II. INTERVIEWS OF BOARD MEMBER CANDIDATES (Alphabetical Order)**

The candidates were each asked three questions: Why are you interested in serving on the Board? What qualities, skills, and experience would you bring to the Board? How have you involved yourself in the Spring-Ford Area School District Community to prepare yourself to be a contributing member of this Board? Each candidate answered the questions with a few follow up questions from several members of the Board before returning to the holding room. The Board interviewed the candidates in this order: Michelle Hardin, Heather McFarland, Jonathan Cooper, Jillian Anoaia, and Dr. Jennifer Motzer.

- A. Jillian Anoaia
- B. Jonathan Cooper
- C. Michelle Hardin
- D. Heather McFarland
- E. Jennifer Motzer

#### **III. DISCUSSION AND VOTE ON CANDIDATE**

##### **A. Discussion**

There was a brief discussion on the voting process. Dr. Wright stated that this discussion time was not intended for discussion about the candidates, just the voting process.

**B. Nominations**

Mrs. Earle nominated Dr. Motzer. Mr. Jackson nominated Mrs. Hardin. Mrs. Deardorff nominated Mr. Cooper.

Motion by Mrs. Weingarten to close nominations, seconded by Mrs. Earle.

**C. Roll Call Vote on Nominees**

Mrs. Deardorff-Dr. Motzer, Mrs. Earle-Dr. Motzer, Mr. Jackson-Mrs. Hardin, Mr. Shafer-Mrs. Hardin, Mrs. Weingarten-Dr. Motzer, Mrs. Zasowski-Abstained, Mrs. Hermans-Dr. Motzer, and Dr. Wright-Dr. Motzer.

Mr. Cooper-0 Votes; Mrs. Hardin-2 Votes, and Dr. Motzer-5 Votes

Dr. Motzer was appointed to the open seat with a term ending the first Monday in December, 2023 as she received 5 votes.

~~**D. Appoint \_\_\_\_\_ to the unexpired term of the resigned post ending the first Monday in December, 2023.**~~

**IV. ADJOURNMENT**

The Board unanimously adjourned the meeting at 9:19 p.m. with a motion from Mrs. Zasowski, seconded by Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	HS Club #30 - Aavidum Club	Year	Anderson	Jennie	\$402.00
2	SAP Coordinator - Brooke Elementary	Year	Bates	Katie A.	\$402.00
3	Kiwanis Builders' Club - Grade 7	Year	Bologa	Tara	\$1,104.00
4	Director of Intramurals-Grade 7 (1/2 contract)	Year	Bologa	Tara	\$1,569.70
5	9th Grade Football Coach- Head	Fall	Brumfield	Joshua	\$5,427.00
6	7 <sup>th</sup> Gr. Club #6 - World Language	Year	Calvin	Krista L.	\$402.00
7	Asst. Tennis Coach-Girls'-HS	Fall	Canuso	Karen A.	\$3,771.60
8	Homework Club Advisor -IMS	Year	Carfagno	Tina M.	\$1,471.00
9	Co-Ed Fitness Intramural # 18 - Grade 5-6 - Playground	Spring	Carfagno	Tina M.	\$402.00
10	Co-Ed Fitness Intramural # 3 - Grade 5-6 - Walking	Fall	Carfagno	Tina M.	\$402.00
11	Co-Ed Fitness Intramural # 11 - Grade 5-6 - Walking	Spring	Carfagno	Tina M.	\$402.00
12	Reading Olympics – 5/6	Spring	Carfagno	Tina M.	\$402.00
13	5/6 Club #3 - Art Club	Spring	Carlo	Tara L.	\$402.00
*14	7 <sup>th</sup> Gr. Club #4 - Flag Football	Fall	Carroll	Maria	\$402.00
*15	7 <sup>th</sup> Gr. Club #9 - Basketball	Winter	Carroll	Maria	\$402.00
*16	Set Builder - All Productions - HS (Both Fall & Spring Productions)	Year	Cifelli	Joseph	\$1,200.00
*17	Set Designer -All Productions-HS (1/2 Contract)	Fall	Cifelli	Joseph	\$800.00
18	Yearbook - IMS	Year	Davidheiser	Juliet R.	\$1,471.00
19	Co-Ed Fitness Intramural # 5 - Grade 7 - Basketball	Winter	Davis	Hope K.	\$402.00
20	Co-Ed Fitness Intramural # 10 - Grade 7 - Kickball	Spring	Davis	Hope K.	\$402.00
21	Class Advisor-Grade 11-HS	Year	DeLange	Karen M.	\$1,873.00
22	5/6 Club #8 - Rocketry Club	Spring	Downs	Wayne F.	\$402.00
23	Play Director-HS (Fall)	Fall	Edwards	Kailey	\$4,000.00
24	Assistant Senior High Condition Facilitator	Fall	Elizardo	Matthew	\$2,215.00
*25	SAP Building Coordinator – 5/6	Year	Fleisher	Alisa D.	\$402.00
26	7 <sup>th</sup> Gr. Club #7 - World Language	Year	Foulke	Laura A.	\$402.00
27	Volleyball Coach-Girls'-HS	Fall	Fuller	George	\$5,854.00
28	Co-Ed Fitness Intramural # 5 - Grade 8 - Football (2021-2022 Contract)	Spring	Greco	Jay N.	\$402.00
29	Class Advisor-Grade 9 - Reside in 9th Grade Center	Year	Green	Kimberly A.	\$1,471.00
30	HS Club #17 - Library Club/Reading Olympics	Year	Green	Kimberly A.	\$402.00
31	HS Club #13 - German Club Advisor - HS	Year	Gruhn	Lisa H.	\$402.00
32	Band Director-5th Grade	Year	Hoinowski	Michael	\$2,942.07
33	Band Director-6th Grade	Year	Hoinowski	Michael	\$2,942.07
34	Volunteer Assistant Football Coach - HS	Fall	Hopkins	Gary	Volunteer
35	Co-Ed Fitness Intramural # 12 - Grade 7 - Kickball	Spring	Jarema	Matthew J.	\$402.00
36	Drill Designer - MS	Year	Jennings	Krisnoel	\$3,089.18
37	Instrumental Director (Marching, Winter Indoor, and Concert Bands)-MS	Year	Jennings	Krisnoel	\$7,667.85
38	Jazz Ensemble Director-MS	Year	Jennings	Krisnoel	\$6,603.73
39	Co-Ed Fitness Intramural # 4 - Grade 8 - Football (2021-2022 Contract)	Spring	Kerkusz	Jason A.	\$402.00
40	Co-Ed Fitness Intramural # 6 - Grade 8 - Wrestling (2021-2022 Contract)	Winter	Kerkusz	Jason A.	\$402.00

*41	Chorus-Grade 6- IS	Year	Koss	Susan M.	\$3,089.18
42	Lacrosse Coach - Boys' (7th Grade)	Spring	Marcellus	Jason	\$3,681.91
43	Co-Ed Fitness Intramural #1 - Grade 7 - Flag Football	Fall	Mayer	Jessica A.	\$402.00
44	HS Club #31 - Commencement Coordinator - HS	Spring	McAnallen	Erin L.	\$402.00
*45	Cross Country-Boys' (7/8th Grade )	Fall	McDermott	Jaclyn A.	\$2,996.00
46	Art Consultant - Gr. 7	Year	Moyer	Christina M.	\$936.50
47	7 <sup>th</sup> Gr. Club #1 - Art Club	Fall	Moyer	Christina M.	\$402.00
48	7 <sup>th</sup> Gr. Club #3 - Art Club	Spring	Moyer	Christina M.	\$402.00
49	7 <sup>th</sup> Gr. Club #2 - Art Club	Winter	Moyer	Christina M.	\$402.00
50	Co-Ed Fitness Intramural # 5 - Grade 5-6 - Flag Football	Fall	Moyer	Jeffrey S.	\$402.00
51	Co-Ed Fitness Intramural # 8 - Grade 5-6 - Basketball	Winter	Moyer	Jeffrey S.	\$402.00
52	Co-Ed Fitness Intramural # 13 - Grade 5-6 - Kickball	Spring	Moyer	Jeffrey S.	\$402.00
53	Director of Intramurals-Grades 5/6	Year	Moyer	Jeffrey S.	\$2,363.55
54	Volunteer Assistant Football Coach - HS	Fall	Moyer	Stephen	Volunteer
55	7 <sup>th</sup> Gr. Club #11 - GSA	Year	Paladino	Lyndi R.	\$402.00
56	Co-Ed Fitness Intramural # 2 - Grade 5-6 - Walking	Fall	Parsia	Amy L.	\$402.00
57	Co-Ed Fitness Intramural # 10 - Grade 5-6 - Walking	Spring	Parsia	Amy L.	\$402.00
58	Co-Ed Fitness Intramural # 17 - Grade 5-6 - Playground	Spring	Parsia	Amy L.	\$402.00
59	Co-Ed Fitness Intramural # 16 - Grade 5-6 - Running	Spring	Quigley	Melissa M.	\$402.00
60	Kiwanis Builders' Club - IMS (1/2 Contract)	Year	Quigley	Melissa M.	\$552.00
61	Tennis Coach-Girls'-HS	Fall	Reagan	Todd M.	\$6,680.43
62	Co-Ed Fitness Intramural # 6 - Grade 7 - Basketball	Winter	Reagan	Todd M.	\$402.00
63	Co-Ed Fitness Intramural # 11 - Grade 7 - Kickball	Spring	Reagan	Todd M.	\$402.00
64	Director of Intramurals-Grade 7 (1/2 contract)	Year	Reagan	Todd M.	\$1,569.69
65	Cross Country Coach-HS	Fall	Rechtin	Lawrence	\$5,322.00
66	HS Club #24 - Science Club Advisot - HS	Year	Rocco	Judith B.	\$402.00
67	Kiwanis Builders' Club - IMS (1/2 Contract)	Year	Rosenblum	Dana	\$552.00
68	Homework Club Advisor - Grade 7 (1/2 Contract)	Year	Rowe	Angela E.	\$735.50
69	Volunteer Assistant Football Coach - 9th Grade	Fall	Scarcelle	Michael V.	Volunteer
70	Chorus-Grade 5-IS	Year	Seislove	Bevin A.	\$3,089.18
*71	Class Advisor-Grade 10 -HS	Year	Seltzer	Bradley J.	\$1,873.00
72	Co-Ed Fitness Intramural # 1 - Grade 5-6 - Flag Football	Fall	Sherman	Jayne R.	\$402.00
73	Co-Ed Fitness Intramural # 6 - Grade 5-6 - Basketball	Winter	Sherman	Jayne R.	\$402.00
74	Reading Olympics – 5/6	Spring	Sherman	Jayne R.	\$402.00
*75	Cross Country-Girls' (7/8th Grade)	Fall	Short	Amy S.	\$2,996.00
76	Co-Ed Fitness Intramural # 19 - Grade 5-6 - Fitness	Year	Smith	Amanda P.	\$402.00
77	Co-Ed Fitness Intramural # 7 - Grade 5-6 - Basketball	Winter	Smith	Amanda P.	\$402.00
78	Co-Ed Fitness Intramural # 4 - Grade 5-6 - Flag Football	Fall	Smith	Amanda P.	\$402.00
79	Co-Ed Fitness Intramural # 12 - Grade 5-6 - Kickball	Spring	Smith	Amanda P.	\$402.00
*80	Asst. Cross Country Coach-HS	Fall	Stauffer	Danielle L.	\$5,301.05
81	5/6 Club #10 - AM Announcements	Year	Strange	Danielle N.	\$402.00

82	Volunteer Assistant Field Hockey Coach-HS	Fall	Weigel	Rachel M.	Volunteer
*83	Asst. Soccer Coach-Girls' -HS	Fall	Weller	Robert	\$3,991.00
84	HS Club #19 (1/2 Contract) - Diversity Club - HS	Year	Willemin	Michelle	\$201.00

Book	Policy Manual
Section	300 Administrative Employees
Title	Uncompensated Leave
Code	339
Status	Active
Adopted	March 25, 1991
Last Revised	May 24, 2004

### **Purpose**

The Board recognizes that in certain instances an employee may wish extended leave for personal reasons, and the district could benefit from the return of said employee. For that purpose, the following guidelines are established for uncompensated leaves of absence.

### **Authority**

The Board reserves the right to specify the conditions under which uncompensated leave may be taken consistent with FMLA 1993.[2][3]

### **Guidelines**

#### Purpose

Uncompensated leave may be taken for the following purposes: engaging in full-time study, special work assignment, or as dictated by the Family Medical Leave Act of 1993.

#### Application

Request for uncompensated leave shall be made to the Director of Human Resources at least two (2) weeks in advance of the desired start date or as soon as practicable.

All applications for such leave are subject to final approval by the Board.

All vacation/personal day entitlement if applicable must be utilized prior to consideration for unpaid leave.

The district reserves the right to designate an employee on uncompensated leave if it is determined that an employee is absent for an undeterminable amount of time.

#### Period Of Leave

The maximum duration of the leave shall be the lesser of the following intervals required solely for accomplishing the purpose for which the leave is being granted:

1. The remainder of the semester in which the leave commenced.

2. One (1) semester.

Extensions for one (1) semester may be considered upon proper application to and approval of the Board.



Book	Policy Manual
Section	300 Administrative Employees
Title	Drug-Free Workplace
Code	351
Status	Active
Adopted	March 25, 1991

### **Purpose**

The Spring-Ford Area School District recognizes the inherent dangers to the health and safety of all employees when one or more employees uses controlled substances/illicit drugs in the workplace. Therefore, this policy describes procedures concerning drug abuse as it impacts on the performance of employees' duties. The Spring-Ford Area School District may establish special procedures as it determines necessary to satisfy these requirements.

It is the policy of the Spring-Ford Area School District that it shall maintain a program for achieving a drug-free workplace.

### **Definitions**

"Illegal drugs" as used in this policy means controlled substances included in Schedule I and Schedule II as defined by Section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of that title. The term "illegal drugs" does not mean the use of controlled substance pursuant to a valid prescription or other uses authorized by law.

### **General**

The use of illegal drugs on duty is inconsistent with law-abiding behavior expected of all citizens. Employees who use illegal drugs, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased costs, delay and risk to Spring-Ford Area School District.

The use of illegal drugs, on or off duty, by employees can impair the ability of those employees to perform tasks that are critical to proper performance as an employee and can also result in the potential for accidents on duty and for failures that can pose a serious threat to the safety, health, and welfare of the Spring-Ford Area School District community.

The use of illegal drugs, on or off duty, by employees in certain positions can result in less than complete reliability, stability, and good judgment that is consistent with the in being a member of Spring-Ford Area School District. Use of illegal drugs also creates the possibility of coercion, influence, and irresponsible action under pressure that may pose a risk to the health, safety and welfare of members of the Spring-Ford Area School District.

### **Drug-Free Awareness Program**

Spring-Ford Area School District establishes a Drug-Free Awareness Program to inform employees about the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations.

The Spring-Ford Area School District shall implement its Drug-Free Awareness Program by providing a copy of this policy to each employee immediately following its adoption, the placement of the policy in the various Spring-Ford Area District owned buildings where it shall be available to all employees, as well as providing a copy to each new employee.

Should an employee wish confidential help in determining the availability of drug counseling and rehabilitation, that employee should contact the Superintendent who will provide a list of currently available drug counseling rehabilitation programs.

#### Certification to the Federal Government

Spring-Ford Area School District has certified to the federal government that it will provide a drug-free workplace. That as a condition of an employee's work on such federal contract, the employee shall be required to:

abide by the terms of the statement; and

notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

In the event the employee is convicted of criminal drug violations in the workplace or the use of illegal drugs in the workplace or convicted of delivery of a controlled substance or convicted of possession of a controlled substance with intent to deliver, as prohibited by the Pennsylvania "Controlled Substance, Drug, Device, and Cosmetic Act", the following must take place:

the convicted employee must notify Spring-Ford Area School District within five (5) days, and the District must notify any applicable federal contracting agency within ten (10) days;

that such employee must satisfactorily participate in a drug abuse assistance or rehabilitation program; and

that in the event an employee is convicted of delivery of a controlled substance or convicted of the possession of a controlled substance with intent to deliver or any other violation of the Drug-Free Workplace Act or federal or state laws governing the use of illegal drugs, discipline shall be invoked in accordance with contract, policy, statute, or inherent managerial prerogative.

Book	Policy Manual
Section	400 Professional Employees
Title	Uncompensated Leave
Code	439
Status	Active
Adopted	March 25, 1991
Last Revised	January 28, 2015

### **Purpose**

The Board recognizes that in certain instances an employee may wish extended leave for personal reasons, and the district could benefit from the return of said employee. This policy establishes guidelines for the award of uncompensated leaves of absence.

### **Authority**

The Board reserves the right to specify the conditions under which uncompensated leave may be taken. [\[1\]](#)

### **Guidelines**

#### Purpose

Uncompensated leave may be taken for the following purposes:

1. Serving as a teacher in an international exchange program.
2. Engaging in full-time graduate or undergraduate studies in the field of education.
3. Recovering from an incapacitating personal illness.
4. Caring for a member of his/her family and household who are physically or mentally incapacitated. or as dictated by the Family Medical Leave Act of 1993.

#### Application

Request for uncompensated leave shall be made to the Director of Human Resources at least two (2) weeks in advance of the desired start date or as soon as practicable.

Special consideration will be given to emergencies but in no case will leave be permitted to start at any time except the start of a semester.

All applications are subject to final approval by the Board.

#### Period Of Leave

The maximum duration of the leave shall be the lesser of the following intervals required solely for accomplishing the purpose for which the leave is being granted.

1. The remainder of the semester in which the leave commenced.
2. One (1) semester.

Extensions for one (1) semester shall be considered upon proper application and approval of the Board.

Return to service shall occur only at the beginning of the semester except for leaves granted for recovering from incapacitating personal illness or caring for a member of the employee's family and household who is seriously physically and/or mentally incapacitated.

#### Commitment Of Employee

The employee granted an uncompensated leave shall inform the Board two (2) weeks prior to the scheduled return date as to his/her intentions.

#### Commitment Of Employer

At the expiration of the uncompensated leave, the employee shall be offered a like position to that previously held.

Time on uncompensated leave shall count as time on the job and fringe benefits shall not be provided unless the employee makes provision for payment for benefits.

The Board believes that student achievement is fostered by continuity in the relationship between pupils and personnel who play a part in nurturing their development. It is the intent of this policy to assure that undue interference in the educational program does not occur as a result of employee absence.

No professional employee except as provided herein, shall be absent from duty for reasons other than those as provided in existing policy, the Pennsylvania School Code, the current collective bargaining agreement or benefit provisions of various employee groups, or as required by personal or family emergency, employee health, activities directly related to employment by the school district, or civic responsibilities imposed by law. All absences, other than those noted, are in the Board's judgment, detrimental to the welfare of children attending the schools, the educational program, the efficiency of noninstructional and instructional services, and effective administration of the schools.

It is recognized, however, that employees may have special needs which require their absence from assigned duties. The administration is authorized to develop regulations for the administration of a leave program which will allow any employee reasonable opportunity to respond to these special needs. In conformity with the express intent of this policy, it is anticipated that employee absence pursuant hereto will occur only after serious consideration of the impact of such absence on the school program.

Legal

1. 24 P.S. 1154

Book	Policy Manual
Section	400 Professional Employees
Title	Responsibility Of Staff For Student Welfare
Code	440
Status	Active
Adopted	March 25, 1991

### **Purpose**

The purpose of this policy is to establish guidelines whereby adequate consideration of student welfare is achieved.

### **Guidelines**

The Superintendent shall prepare and promulgate guidelines to ensure the maintenance of the following standards:

Each teacher must maintain a standard of care and concern for supervision, control and protection of students commensurate with assigned duties and responsibilities.

A teacher should not voluntarily assume responsibility for duties s/he cannot reasonably perform. Such voluntary assumption carries the same responsibilities as assigned duties.

A teacher must provide proper instruction in the safety matters presented in assigned curriculum guides.

Each employee has the responsibility to immediately report to the principal an accident or a safety hazard s/he detects.

A teacher may not send students on any personal errands.

A pupil shall not be required to perform work or services that may be detrimental to his/her health.

Teachers and other professional employees are responsible for the safety of pupils in their charge within the building and on school property. Each teacher must be in the classroom or at any other assigned station at all times or must make sure that another teacher is temporarily in charge. The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relation to students:

Never leave class unattended while pupils are in room.

Accompany class wherever it is assigned and remain with it until supervision is assumed by another responsible person.

Do not permit pupils to use equipment in the classroom which has not been approved for school use.

Do not permit use of machinery except for the instructional purpose for which it was provided.

Do not permit students to work in a shop, kitchen, or laboratory unless properly supervised and in accordance with the prescribed safety procedures.

Report promptly unsafe equipment or conditions to immediate supervisor.

Do not permit pupils not enrolled in shop classes or laboratory classes to use power tools or other dangerous equipment.

Never permit equipment to be operated in an unsafe manner.

Do not allow pupils whose recognized physical or mental condition makes them especially prone to accident to use dangerous equipment.

Organize classroom materials and equipment so as to minimize danger of injury to pupils and to self.

Ensure that proper safety gear is used wherever safety equipment is specified.

In general, exercise good judgment when assigning tasks to children to prevent bodily harm and damage to property.

Book	Policy Manual
Section	400 Professional Employees
Title	Jury Duty
Code	442
Status	Active
Adopted	March 25, 1991

### **Purpose**

Professional employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines.

### **Guidelines**

Should an employee be called for jury duty, s/he shall report same to the immediate supervisor.

No deduction shall be made from an employee's annual salary for those days during which s/he is absent from work for jury duty or while serving as a witness under subpoena in a criminal trial in a county, state, or federal court. Any wages the employee receives as compensation for jury duty shall be paid to the district by the employee. Reimbursement for mileage is not to be considered part of the wage.

Book	Policy Manual
Section	400 Professional Employees
Title	Drug-Free Workplace
Code	451
Status	Active
Adopted	March 25, 1991

### **Purpose**

The Spring-Ford Area School District recognizes the inherent dangers to the health and safety of all employees when one or more employees uses controlled substances/illicit drugs in the workplace. Therefore, this policy describes procedures concerning drug abuse as it impacts on the performance of employees' duties. The Spring-Ford Area School District may establish special procedures as it determines necessary to satisfy these requirements.

It is the policy of the Spring-Ford Area School District that it shall maintain a program for achieving a drug-free workplace.

### **Definitions**

"Illegal drugs" as used in this policy means controlled substances included in Schedule I and Schedule II as defined by Section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of that title. The term "illegal drugs" does not mean the use of controlled substance pursuant to a valid prescription or other uses authorized by law.

### **General**

The use of illegal drugs on duty is inconsistent with law-abiding behavior expected of all citizens. Employees who use illegal drugs, on or off duty, tend to be less productive, less reliable, and prone to greater absenteeism resulting in the potential for increased costs, delay and risk to Spring-Ford Area School District.

The use of illegal drugs, on or off duty, by employees can impair the ability of those employees to perform tasks that are critical to proper performance as an employee and can also result in the potential for accidents on duty and for failures that can pose a serious threat to the safety, health, and welfare of the Spring-Ford Area School District community.

The use of illegal drugs, on or off duty, by employees in certain positions can result in less than complete reliability, stability, and good judgment that is consistent with the in being a member of Spring-Ford Area School District. Use of illegal drugs also creates the possibility of coercion, influence, and irresponsible action under pressure that may pose a risk to the health, safety and welfare of members of the Spring-Ford Area School District.

### **Drug-Free Awareness Program**

Spring-Ford Area School District establishes a Drug-Free Awareness Program to inform employees about the dangers of drug abuse in the workplace; the district's policy of maintaining a drug-free workplace; any available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations.

The Spring-Ford Area School District shall implement its Drug-Free Awareness Program by providing a copy of this policy to each employee immediately following its adoption, the placement of the policy in the various Spring-Ford Area District owned buildings where it shall be available to all employees, as well as providing a copy to each new employee.

Should an employee wish confidential help in determining the availability of drug counseling and rehabilitation, that employee should contact the Superintendent who will provide a list of currently available drug counseling rehabilitation programs.

#### Certification to the Federal Government

Spring-Ford Area School District has certified to the federal government that it will provide a drug-free workplace. That as a condition of an employee's work on such federal contract, the employee shall be required to:

abide by the terms of the statement; and

notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

In the event the employee is convicted of criminal drug violations in the workplace or the use of illegal drugs in the workplace or convicted of delivery of a controlled substance or convicted of possession of a controlled substance with intent to deliver, as prohibited by the Pennsylvania "Controlled Substance, Drug, Device, and Cosmetic Act", the following must take place:

the convicted employee must notify Spring-Ford Area School District within five (5) days, and the District must notify any applicable federal contracting agency within ten (10) days;

that such employee must satisfactorily participate in a drug abuse assistance or rehabilitation program; and

that in the event an employee is convicted of delivery of a controlled substance or convicted of the possession of a controlled substance with intent to deliver or any other violation of the Drug-Free Workplace Act or federal or state laws governing the use of illegal drugs, discipline shall be invoked in accordance with contract, policy, statute, or inherent managerial prerogative.

Book	Policy Manual
Section	500 Classified Employees
Title	Uncompensated Leave
Code	539
Status	Active
Adopted	March 25, 1991
Last Revised	May 24, 2004

### **Purpose**

In certain instances, classified employees may wish extended leave for personal reasons and the district could benefit from the return of said employee. For that purpose, the following guidelines are established for uncompensated leaves of absence.

### **Authority**

The Board has the authority and responsibility to establish the conditions under which uncompensated leave may be taken consistent with FMLA 1993.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Guidelines**

#### Purpose

Uncompensated leave may be taken for the following purposes: engaging in full-time study, special work assignments, or as dictated by the Family Medical Leave Act of 1993.

#### Application

Request for uncompensated leave shall be made to the Director of Human Resources at least two (2) weeks in advance of the desired start date or as soon as practicable.

All applications for such leave are subject to final approval by the Board.

All vacation/personal day entitlement if applicable must be utilized prior to consideration for unpaid leave.

The district reserves the right to designate an employee on uncompensated leave if it is determined that an employee is absent for an undeterminable amount of time.

#### Period Of Leave

The maximum duration of the leave shall be the lesser of the following intervals required solely for accomplishing the purpose for which the leave is being granted:

1. The remainder of the semester in which the leave commenced.

2. One (1) semester.

Extensions for one (1) semester may be considered upon proper application to and approval of the Board.

Return to service shall occur only at the beginning of the semester except for leaves granted for recovering from incapacitating personal illness or caring for a member of the employee's family and household who is seriously physically or mentally handicapped.

#### Commitment Of Employee

The employee granted an uncompensated leave shall inform the Board at least two (2) weeks prior to the scheduled return date, as to his/her intentions.

If said notification is not received, this shall be considered as termination of employment status.

#### Commitment Of Employer

At the expiration of the uncompensated leave, the employee may be offered a position for which s/he is qualified.

Time on uncompensated leave shall count as time on the job. Insurance benefits provided to the employee going on leave may be continued during the period of leave at the option and expense of the employee, after FMLA requirements, if applicable, have been met.

- Legal
1. 24 P.S. 407
  2. 24 P.S. 510
  3. Pol. 535

Book	Policy Manual
Section	500 Classified Employees
Title	Benefits For Regularly Employed Part-Time Personnel
Code	541
Status	Active
Adopted	March 25, 1991

### **Purpose**

Benefits for regularly employed part-time personnel shall be determined in accordance with the following guidelines.

### **Guidelines**

Whenever regularly employed, part-time classified personnel are to be entitled to fringe benefits normally provided for full-time, or essentially fulltime, classified employees, such benefits will be established at the time of employment, and the manner of proration determined at that time.

Part-time personnel shall be included in the School Employees' Retirement System, upon reaching either 500 hours or 80 days of employment in accordance with law.

Book	Policy Manual
Section	500 Classified Employees
Title	Jury Duty
Code	542
Status	Active
Adopted	March 25, 1991

**Purpose**

Classified employees regularly employed shall be protected against loss of pay occasioned by jury duty in accordance with the following guidelines.

**Guidelines**

Should an employee be called for jury duty, s/he shall report same to the immediate supervisor.

No deduction shall be made from an employee's annual salary for those days during which s/he is absent from work for jury duty or while serving as a witness under subpoena in a criminal trial in a county, state, or federal court. Any wages the employee receives as compensation for jury duty shall be paid to the district by the employee. Reimbursement for mileage is not to be considered part of the wage.

Book	Policy Manual
Section	500 Classified Employees
Title	Paid Holidays
Code	543
Status	Active
Adopted	March 25, 1991

**Purpose**

Paid holidays for regularly employed classified employees shall be determined in accordance with the following guidelines.

**Guidelines**

Holidays are established for all classified personnel in accordance with current collective bargaining agreements.

Book	Policy Manual
Section	500 Classified Employees
Title	Drug And Substance Abuse
Code	551
Status	Active
Adopted	March 25, 1991

### **Purpose**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical and social implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused by drug use by classified employees, especially as the use relates to the safety, efficiency and productivity of classified employees.

The primary purpose and justification for any action on the part of the school staff would be the protection of the health, safety and welfare of students, staff and school property.

### **Definitions**

For the purposes of this policy, drugs shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.[\[2\]](#)

"Conviction" shall be defined as finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statute. Any classified employee convicted of delivery of controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from his/her employment with the district.[\[1\]](#)

"Criminal drug statute" shall be defined as a federal or nonfederal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

"Drug-free workplace" shall be defined as the site for the performance of work done in connection with a specific grant at which employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance.

### **Delegation of Responsibility**

A statement notifying classified employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the classified employee's workplace shall be provided by the Superintendent and shall specify the actions that will be taken against the classified employee for violation of this policy.

The Board requires that each classified employee engaged in the performance of the grant be given a copy of the statement and notification to the employee that, as a condition of employment under the grant, the classified employee will abide by the terms of the statement and notify the district of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

The grantor of such funds shall be notified within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.

The district shall be responsible for taking one of the following actions within thirty (30) days of receiving notice, with respect to any convicted classified employee.

The district shall take appropriate personnel action against such an employee, up to and including termination.

In establishing a drug-free awareness program, the Superintendent shall inform classified employees about:

- the dangers of drug abuse in the workplace;
- the district's policy of maintaining a drug-free workplace;
- the availability of drug counseling, drug rehabilitation, and employee assistance programs available; and
- the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The district shall make a good faith effort to continue to maintain a drug-free workplace through the implementation of this policy.

Legal

1. 24 P.S. 527

2. 35 P.S. 780-101 et seq

Book	Policy Manual
Section	000 Local Board Procedures
Title	Board Committee Agenda and Minutes
Code	005.1
Status	Active
Adopted	February 25, 2002
Last Revised	August 23, 2010

Board committees shall comply with all applicable requirements of state law. The Board Chairperson is responsible for the orderly progress of the meeting and may take steps necessary to advance the agenda, in accordance with Board policy and procedure and applicable law.

### **Agenda**

All Board committees shall use the following format for preparation of the committee agenda.

1. Call to Order by Chairperson.
2. Public to be Heard on Agenda Items Only.
3. Acceptance of Minutes of the Previous Meeting(s).
4. Items to be Discussed:
  - a. Old Business.
  - b. New Business.
5. Items Recommended for Discussion at the Next Board Meeting.
6. Preparation for Next Meeting's Agenda. Proposals for the Next Committee Agenda.
7. Public to be Heard.
8. Adjournment.

Next meeting is (date).

### **Minutes**

The minutes of each committee meeting shall follow the agenda for the meeting. Minutes shall be prepared by the Committee Chairperson immediately following the meeting and given to the Superintendent. Each agenda item shall note the action taken. The minutes shall comply with applicable law.

Book	Policy Manual
Section	100 Programs
Title	Equity, Diversity, and Inclusion
Code	128
Status	Draft
Adopted	June 22, 2020
Reviewed	April 11, 2022

### **Purpose**

The Board adopts this policy to create an environment that fosters awareness and self-awareness of diverse perspectives and backgrounds; to build a community where everyone feels accepted and valued, and to be purposeful in looking for value in others. The Board strives to overcome conscious and unconscious bias, participate in courageous conversations and create an inclusive culture that embraces the diversity of our entire school community.

### **Definitions**

**Cultural proficiency** - the level of knowledge-based skills and understanding that are required to successfully teach and interact with students and to work effectively with colleagues from a variety of cultures by holding all forms of cultural difference in high esteem; a continuing self-assessment of one's values, beliefs and biases grounded in cultural humility; an ongoing vigilance toward the dynamics of diversity, and the expansion of knowledge of cultural practices.

**Culturally responsive teaching** - an educator's ability to recognize the differences between students' cultures, languages, and experiences and utilize them to connect all students to new concepts and content in order to promote highly effective learning while understanding the importance of having a social-emotional connection to the student in order to create a safe space for learning.

**Diversity** - refers to psychological, physical, and social differences that occur among any and all individuals; including but not limited to race, ethnicity, nationality, religion, socioeconomic status, education, marital status, language, age, gender, sexual orientation, mental or physical ability, and learning styles. A diverse group, community, or organization is one in which a variety of social and cultural characteristics exist.

**Educational equity** - raising the achievement of all students while narrowing the gaps between the lowest and highest performing students and eliminating the disproportionality of which student groups occupy the highest and lowest achievement categories.

**Equitable access** - refers to the ways in which educational institutions and policies strive to ensure fair treatment, access, and opportunities for students. **Achieving**

equitable access generally requires schools to make accommodations and/or eliminate barriers that may impede some groups or individuals from fully participating in academic programs and other school offerings. Increasing access generally requires schools to provide additional services or remove any actual or potential barriers that might prevent some students from equitable participation in academic programs or other school offerings.

**Inclusion** - refers to a cultural and environmental feeling of belonging. It can be assessed as the extent to which individuals are welcomed, valued, respected, accepted and encouraged to fully participate in the school community. Individuals in inclusive environments feel appreciated for their unique characteristics and are therefore comfortable sharing their ideas and other aspects of their true and authentic selves.

**School Community** - includes school employees, students and their families, Board members, and any individual who interacts with Spring-Ford Area School District for any reason.

### **Authority**

The Board authorizes the superintendent or designee to ensure that the district is focused on closing the opportunity gap by providing historically under-served students with equitable access to programming and support resources and working to eliminate policies, practices, attitudes, and cultural messages that reinforce individual and institutional bias and create disparate outcomes.

### **Guidelines**

The district shall work to:

1. Raise the achievement of all students while narrowing the gaps between the lowest and highest performing students;
2. Ensure all students graduate from the district ready to succeed in a racially and culturally diverse local, national, and global community.

In order to achieve educational equity for our students, the district shall:

1. Provide every student equitable access to curriculum, support, facilities and other educational resources, even when this means differentiating resource allocation;
2. Review existing policies, programs, professional development and procedures to ensure the promotion inclusivity and equity.;
3. Expand the range of personnel advertisements to attract a more diverse pool of applicants so the diversity of the district is represented in our staff.;
4. Implement culturally responsive professional development to strengthen employees' knowledge and skills to improve opportunities and outcomes for students;

5. Ensure that each school creates a welcoming culture and inclusive environment that reflects and supports the diversity of the district's student population, their families, and communities;
6. Provide multiple pathways to success in order to meet the needs of the diverse student body, and shall actively encourage, support and expect high academic achievement for all students;
7. Provide curricular materials, consistent with state regulations and district policy and within budgetary considerations, which **reflect** diverse backgrounds and experiences.
8. Facilitate equitable access to co-curricular and extra-curricular activities, and enrichment opportunities; and
9. Ensure resource distribution to district schools that is responsive to individual school needs, while maintaining compliance with laws, regulations and Board policy.

#### Programming and Service Delivery

Special attention will be given to ensure that diversity is a primary consideration in the district. Diversity as well as cultural responsiveness shall be considered when staffing individual schools within the district.

Teachers shall practice equity and inclusion in their classrooms by providing reasonable supports and accommodations necessary to ensure all students have access to the same opportunities.

The district shall strive to ensure cultural proficiency among district staff so every employee exhibits the ability to understand cultural differences and effectively interact and support a diverse population **as well as individual student needs.**

#### Curriculum and Instructional Materials

The curricular materials used by the district should be age appropriate and include realistic and respectful portrayals of the members of various racial, ethnic, and cultural groups. Within curricular materials, students and staff should be afforded a wide range of culturally responsive experiences and opportunities to broaden their bases of understanding.

#### Disciplinary Response

The district shall ensure student disciplinary procedures are implemented in a consistent manner regardless of race, color, ethnicity, class, religious creed, ancestry, language, disability, sex, and gender identity.

#### **Delegation of Responsibility**

The Superintendent or designee shall develop procedures to implement this policy, including an action plan and timeline with clear accountability and metrics. The district

shall assign administrative support whose duties shall include coordinating all of the educational equity initiatives in order to provide an equal educational opportunity.

At least annually, the Superintendent or designee shall report to the Board on the progress towards achieving the goals outlined in this policy.

The Superintendent or designee(s) shall use due diligence and cultural responsiveness when hiring educational consultants; creating and revising school curriculum; creating discipline policies or practices; creating or revising selections processes for special education, gifted and talented programs, and advanced placement classes; selecting, developing, and evaluating teachers, principals, instructional assistants and other school personnel; designating criteria for setting performance increments; involving parents/guardians; and creating plans for facilities use.

#### References

Zaretta Hammond, *Culturally Responsive Teaching and the Brain*, p.15 (2015)  
Glenn Singleton and Curtis Linton, *Courageous Conversations About Race*, p. 46 (2006)  
[PDE's Pennsylvania Equity and Inclusion Toolkit](#)

Book	Policy Manual
Section	200 Pupils
Title	Child Custody/Parental Rights
Code	238
Status	Active
Last Revised	DRAFT

### **Purpose**

### **Definitions**

Where legal custody (as opposed to physical custody) of a child is explicitly granted to a single individual through a court order, court-approved custody stipulation, or other court directive, the individual to whom legal custody has been granted shall be designated as the legal custodian despite any physical custodial arrangements for the child that might indicate otherwise.

### **Authority**

The Board reserves the right to request written documentation of any custody award or any adjudication determining parental rights. All custody orders provided by the persons in parental relations inshall be notated in the pupil's files.

### **Guidelines**

#### No Court Order – Living Exclusively With One (1) Parent

#### Legal Custody Awarded To One (1) Parent Only

When the courts have awarded legal custody, as opposed to physical custody, the right to make educational decisions for the child lies with the individual granted legal custody. In this case, involvement of the individual without legal custody, despite any physical custody arrangement that might suggest otherwise, should be subject to the approval of the individual with legal custody and any applicable court order. Where a custody order does not make reference to legal custody, then legal custody shall be deemed to be equally shared.

Except as otherwise provided by law, all correspondence, notices and records shall be sent solely to the legal custodian absent direction from the legal custodian to release the same to any other person.

Absent a court order indicating that a person in parental relations does not have physical custody of a child, the district will release a child to either person in parental relation. The district will follow the dictates of custody orders submitted by persons in parental relations.

### General Provisions

Official school records must use the child's legal name as recorded on the birth certificate or court document. School teachers and administrators are permitted to use the surname preferred by the student and guardian in day-to-day school activities.

If a child seizure is anticipated, appropriate school personnel, law enforcement and the person(s) in parental relation(s) with physical custody pursuant to a court order should be alerted to this possibility.

In cases of any doubt as to the appropriate level of access to afford a parent to a child or a child's educational record, the Superintendent should be contacted and, if not resolved, the advice of the school solicitor or district magistrate should be sought.

Persons in parental relations shall alert the district of all changes in custodial status.

### Legal

1. 22 PA Code 11.19
2. 22 PA Code 11.11

Book	Policy Manual
Section	300 Employees
Title	Uncompensated Leave
Code	339
Status	DRAFT

### **Authority**

The Board recognizes that in certain situations an administrative, professional or support employee may request extended leave for personal reasons, and the district could benefit from the return of the employee. This policy establishes parameters for granting uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken, in accordance with applicable law.[24 P.S. 1182][24 P.S. 1154]

All applications for uncompensated leave are subject to final approval by the Board, upon recommendation of the Superintendent.[1]

Uncompensated leave shall be granted in accordance with provisions of the administrative compensation plan, individual contract, collective bargaining agreement, applicable employment compensation plan, or Board resolution.

### **Guidelines**

#### Application

Requests for uncompensated leave shall be made on the district form to the Director of Human Resources.

Special consideration will be given to emergencies.

#### Commitment of Employee

The employee granted an uncompensated leave of absence shall inform the Board of their intentions prior to the scheduled return date.

#### Commitment of Employer

At the expiration of uncompensated leave, the employee shall be offered a like position to that previously held.

Legal  
1. 24 P.S. 1154  
24 P.S. 1182

Book	Policy Manual
Section	300 Employees
Title	Responsibility for Student Welfare
Code	340
Status	DRAFT

### **Authority**

The Board adopts this policy to ensure appropriate oversight of and responsibility for student welfare by administrative, professional and support employees.[1]

District employees are responsible for the safety of students in their charge within school buildings and on district property.

Each employee is responsible for supervision, control and protection of students, commensurate with assigned duties and directives.

Each employee is responsible to ensure that students are supervised by a teacher or other staff member at all times while engaged in district activities.

An employee should not voluntarily assume responsibility for duties the employee cannot reasonably perform. Voluntary assumption carries the same responsibilities as assigned duties.

Teachers and designated staff shall provide proper instruction in and enforcement of safety rules and procedures included in the Board-approved health and safety plan and assigned curriculum.[2][3]

Each employee has the responsibility to report immediately to the building principal or designated staff an accident, safety hazard, unsafe or dangerous condition, or to immediately address observed violations of district safety rules.[2]

Employees may not send students on any personal errands.

Employees may not transport students in a personal vehicle, except when specifically authorized by the building principal or designee.

Employees shall not require a student to perform work or services that may be detrimental to the student's health.

### **Delegation of Responsibility**

Building principals shall monitor employees' adherence to this policy to ensure the maintenance of standards that protect student welfare.

Building principals shall annually develop and implement a plan of supervision for the following:

1. Student arrivals and departures, including buses.
2. Halls, restrooms and playgrounds.
3. Cafeteria.
4. Before and after school while on school property.
5. Field trips.
6. School activities.

Legal

[1. 24 P.S. 510](#)

2. Pol. 705

3. Pol. 805

Book	Policy Manual
Section	300 Employees
Title	Benefits for Part-Time Employees
Code	341
Status	DRAFT

**Authority**

Benefits for regularly employed part-time administrative, professional and support employees shall be determined in accordance with the terms of an administrative compensation plan, individual contract, collective bargaining agreement, applicable employment compensation plan, or Board resolution.

Whenever regularly employed, part-time employees are entitled to fringe benefits normally provided for full-time employees of the same classification, such benefits will be established at the time of employment, and the manner of proration determined at that time.

Part-time employees shall be included in the School Employees' Retirement System upon reaching either 500 hours or eighty (80) days of employment, in accordance with law.[\[1\]](#)

Legal

1. 24 Pa. C.S.A. 8301

24 Pa. C.S.A. 8301 et seq

Book	Policy Manual
Section	300 Employees
Title	Jury Duty
Code	342
Status	DRAFT

**Authority**

Regularly employed administrative, professional and support employees shall be protected against loss of employment for time served on jury duty.[\[1\]](#)

**Guidelines**

When an employee is notified of jury duty, they shall inform their immediate supervisor.

No deduction shall be made from an employee's annual salary for those days during which the employee is absent from work for jury duty or while serving as a witness under subpoena in a criminal trial in a county, state or federal court. Any wages the employee receives as compensation for jury duty shall be paid to the district by the employee. Reimbursement for mileage shall not be considered part of the wage.

Legal

1. 42 Pa. C.S.A. 4563

Book	Policy Manual
Section	300 Employees
Title	Paid Holidays
Code	343
Status	DRAFT

### **Authority**

Paid holidays for regularly employed administrative and support employees shall be determined in accordance with Board policy.

Holidays are established for eligible employees in accordance with the calendar adopted annually by the Board or an applicable administrative compensation plan, individual contract, collective bargaining agreement, applicable employment compensation plan, or Board resolution. [\[1\]](#)[\[2\]](#)[\[3\]](#)

#### Legal

1. 24 P.S. 1502
2. 24 P.S. 1503
3. Pol. 803

Book	Policy Manual
Section	300 Employees
Title	Workers' Compensation Transitional Return-to-Work Program
Code	347
Status	DRAFT (New Policy)

### **Purpose**

The purpose of a workers' compensation transitional return-to-work program is the safe, timely return of injured district employees to transitional or regular employment.

### **Authority**

In an effort to control workers' compensation costs, the Board adopts this policy to ensure that employees who have been injured at work and are covered by workers' compensation return to work as soon as possible, in accordance with Board policy and administrative regulations.

This policy shall apply only to an employee who meets all of the following conditions:

1. Has been injured at work.
2. Is disabled as defined under the state Workers' Compensation Act.
3. Is capable of productive work.
4. Cannot return to their pre-injury job for the district with or without reasonable accommodations as a result of their work injury.
5. Is expected to be able to return to their pre-injury job within a definite period of time.
6. Is being paid workers' compensation disability benefits.

An employee shall not be eligible for continuation in the transitional return-to-work program if one (1) of the following determinations is made:

1. Employee cannot perform the assigned lighter duty work.
2. Employee will be unable to return to their pre-injury occupation with or without reasonable accommodations within a reasonable period of time.

The work that shall be offered to an eligible employee shall be productive work that will advance the interests of the district.

### **Delegation of Responsibility**

The Superintendent or designee shall establish a transitional return-to-work program and develop administrative regulations to implement the Board policy.

The Superintendent or designee shall ensure that all district staff responsible for the

transitional return-to-work program shall receive periodic training from legal counsel with expertise in the Family And Medical Leave Act, Americans With Disabilities Act, workers' compensation and labor relations. The training shall include information on the interaction of the transitional return-to-work program and applicable laws, contracts and collective bargaining agreements.

The Superintendent or designee shall determine if a lighter duty job will be offered to an eligible employee.

When the interactive process is going to be engaged in, the Superintendent or designee shall engage the solicitor or special labor counsel.

### **Guidelines**

The transitional return-to-work program and Board policy shall be implemented in a manner that does not conflict with applicable laws, contracts or collective bargaining agreements.

Nothing in this policy shall be construed as requiring that a lighter duty job be provided to an eligible employee or that the essential functions of any job be eliminated. Lighter duty jobs are intended as a transitional opportunity to assist an injured employee to return to their pre-injury occupation with or without reasonable accommodations.

#### Legal

77 P.S. 1 et seq

29 U.S.C. 2601 et seq

42 U.S.C. 12101 et seq

29 CFR Part 825

45 CFR Part 160

45 CFR Part 164

Book	Policy Manual
Section	300 Employees
Title	Drug, Alcohol, and Substance Abuse
Code	351
Status	DRAFT

### **Purpose**

The Board recognizes that the misuse of drugs and alcohol by administrative, professional and support employees is a serious problem with legal, physical and social implications for the whole school community. The Board is concerned about the problems that may be caused by drug use by district employees, especially as the use relates to an employee's safety, efficiency and productivity.

The primary purpose and justification for any district action will be for the protection of the health, safety and welfare of students, staff and school property.

### **Definitions**

**Drugs** - shall be defined as those outlined in the Controlled Substance, Drug, Device and Cosmetic Act.[\[1\]](#)

**Alcohol** - any beverage that has an alcoholic content in excess of one-half percent (0.5%)

**Conviction** - a finding of guilt, including a plea of nolo contendere, an imposition of sentence, or both by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.[\[2\]](#)

**Criminal Drug Statute** - a federal or state criminal statute involving the manufacture, distribution, use or possession of a controlled substance.[\[2\]](#)

**Drug-free Workplace** - the site for the performance of work at which employees are prohibited from engaging in the unlawful manufacture, distribution, possession or use of a controlled substance or alcohol.[\[2\]](#)

### **Authority**

The Board requires that each administrative, professional and support employee be given notification that, as a condition of employment, the employee will abide by the terms of this policy and notify the district of any criminal drug statute conviction for a violation occurring in the workplace immediately, but no later than seventy-two (72) hours, after such conviction.[\[3\]](#)[\[4\]](#)

Any employee convicted of delivery of a controlled substance or convicted of possession of a controlled substance with the intent to deliver shall be terminated from their

employment with the district.[\[1\]\[5\]](#)

### **Delegation of Responsibility**

A statement notifying employees that the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol is prohibited in the employee's workplace shall be provided by the Superintendent or designee. The statement shall specify the actions that will be taken against the employee for violation of this policy, up to and including termination and referral for prosecution.[\[4\]\[6\]](#)

Within ten (10) days after receiving notice from a district employee of such a conviction , the district shall notify any federal agency or department that is the grantor of funds to the district.[\[4\]](#)

The district shall take appropriate personnel action against any convicted employee within thirty (30) days of receiving notice, up to and including termination, or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency.[\[4\]\[6\]](#)

In establishing a drug-free awareness program, the Superintendent or designee shall inform employees about:[\[4\]](#)

1. Dangers of drug and alcohol abuse in the workplace.
2. Board's policy of maintaining a drug-free workplace.
3. Availability of drug counseling, drug rehabilitation, and employee assistance programs.
4. Penalties that may be imposed for drug or alcohol abuse violations occurring in the workplace.

The district shall make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.[\[4\]](#)

### **Guidelines**

The Superintendent or designee shall immediately report incidents involving the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act or alcohol by any employee while on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[7\]\[8\]\[9\]\[10\]\[11\]\[12\]](#)

Medical marijuana use shall be guided by applicable requirements of State Law as well as Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances, drug paraphernalia, or

alcohol to the Office for Safe Schools on the required form.[\[10\]](#)[12]

Legal

1. 35 P.S. 780-101 et seq
  2. 41 U.S.C. 8101
  3. 24 P.S. 111
  4. 41 U.S.C. 8103
  5. 24 P.S. 527
  6. 41 U.S.C. 8104
  7. 22 PA Code 10.2
  8. 22 PA Code 10.21
  9. 24 P.S. 1302.1-A
  10. 24 P.S. 1303-A
  11. 35 P.S. 780-102
  12. Pol. 805.1
- 41 U.S.C. 8101 et seq  
Pol. 317

Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810
Status	Draft
Last Revised	April 25, 2016

### **Purpose**

The Board has elected to provide transportation for students in the Spring-Ford Area School District in accordance with the law and Board Policy.

### **Authority**

The District shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[2][3][4]

The District shall purchase, equip and maintain vehicles and/or contract for school bus services for the transportation of students to and from school at regularly scheduled hours and for the transportation of students on field trips and athletic trips.[1][2][3][11][12]

The school district shall provide transportation solely to students who live within the designated [attendance boundaries](#) of the Spring-Ford School District, in accordance with applicable law.

All persons in parental relations are always responsible for their child's safety and conduct prior to boarding the bus and from the time that their child is discharged from the bus.

Resident students will be provided free transportation on established routes provided that:

1. They are elementary school students living further than one and one-half (1 1/2) miles by the nearest roads from their assigned school.
2. They are secondary school students living further than two (2) miles by the nearest roads from their assigned school.
3. The walking conditions to the school are found to be hazardous by the Pennsylvania Department of Transportation.[4][12]
4. They are students of special education classes, as provided for in this

policy.[5][6][7]

The district will use its best efforts when establishing bus routes and schedules so that bus stops may be scheduled to which students can walk in as safe a manner as possible.

The school bus driver shall be responsible for seat assignment, monitoring and reporting of the misconduct of student/students while they are being transported. A student may be suspended from bus transportation by the principal for bus misconduct, in which case the person in parental relations are responsible for the student's transportation.[3]

The District shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[12][13][14][15][16]

The District shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[2][4][17]

The District shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[18][19]

The District shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[20][21]

The District prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[22]

The District shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[23][24]

## **Definitions**

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

## **Delegation of Responsibility**

The Superintendent shall have prepared a map of the district indicating each bus stop and bus route or prepare a schedule of bus stops and an itinerary of bus routes to be used in conjunction with a district map.[\[3\]](#)

The Superintendent shall maintain such records and make such reports regarding school transportation as are required by the State Board of Education.[\[1\]](#)[\[3\]](#)

The Superintendent shall have developed rules governing student conduct during transport to and from school; such rules shall be binding on all students transported by the District.[\[3\]](#)

The Superintendent or designee shall be responsible to provide each school bus/school vehicle driver with:

1. [The Pennsylvania School Bus Driver's Manual;](#)
2. [The written rules for student conduct on buses/vehicles;](#)
3. [The procedures for evacuation drills; and](#)
4. [Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.](#)

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

## **Guidelines**

### Bus Schedules

The purpose of bus schedules and routing will be to achieve maximum service with a minimum fleet of buses consistent with rendering a safe, effective and economical service to all students.

### Bus Routes

Bus routes will follow the most direct roads practicable for bus travel to serve those students eligible for transportation service. Where an alternative route may be selected without sacrifice of efficiency or economy, preference will be given to that route serving the largest number of students more directly.

Routes will be designed to eliminate as many turn around points as possible, and to employ as nearly as practicable the full carrying capacity for each bus trip. No bus will be overloaded. New routes will be established only when full capacity of the trips on existing routes has been reached or is imminent.

### Hazardous Routes Between Home and School/Bus Stop

A hazardous route is defined as an unsafe condition caused by potential incompatibility between vehicles and school students, while the students are walking between their

home and their school or school bus stop.<sup>[4]</sup>

Road and traffic conditions shall be evaluated before any highway or section of highway is declared hazardous. The presence or absence of sidewalks shall be a factor in the evaluation but may not be the controlling factor, and all relevant safety factors will be considered in making a determination as to whether or not walking constitutes a hazard to pupils.

Chapter 447 may not be construed to require school buses to stop at every dwelling in the event that a student walking route or a portion thereof is declared hazardous, since such a policy would increase the probability of bus-related accidents. A student shall be required to walk up to 500 feet on a roadway designated as a hazardous walking route when the route is designated as hazardous.

Other factors to be considered are the following: road shoulder width, sight distance, speed of vehicles, number of students assigned at a bus stop, hazardous structure, high vehicular traffic pattern during the time the students are walking to bus stops.

If changes occur in the condition of a walking route that was previously inspected, a reevaluation of the route may be requested by a school district official.

Bus routes and bus stops will be established on roads that are under federal, state, county, township, or borough jurisdiction. School transportation vehicles will not be routed over undedicated roads, private roads and private gated roads or into cul-de-sac roadways unless approved by the Superintendent for the purpose of efficiency, safety and to overcome logistical challenges. Prior to a transportation route on an undedicated or private road, the Administration must secure a completed Spring-Ford Transportation Hold Harmless Agreement, as developed by the district and which may be modified from time to time as determined by the district. The agreement shall include, but will not be limited to, written permission to enter the undedicated roadways, a liability waiver for property damage from the property owner and/or Homeowners Association, and inclusion of the district and the Transportation Contractor as an additional insured on its liability insurance and provide a copy to the district. Such an agreement must be signed by the applicable property owner(s), or authorized representatives of a Homeowners Association, the district, and the district's Transportation vendor. The Superintendent, or designee, shall be authorized to enter into such an agreement on behalf of the Board.

However, special education students will be given special consideration based on the needs of the child. This may require school transportation vehicles to travel on undedicated roadways.

#### Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.<sup>[16][26][27][28][29]</sup>

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable

law.[30][31]

#### Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[32][33][34]

#### Authorized Bus Stops

Authorized bus stops will be located where pupils may board and get off, cross highways, and await arrival of buses with the utmost safety permitted by highway conditions.

A child may walk up to a mile and a half to a bus stop. This distance is measured by public roads and does not include the private lanes or driveways where the child must walk.[12]

The number of bus stops on each trip will be limited so as to enable buses to run efficiently and in a reasonable time frame.

Insofar as educational requirements permit, school schedules will be adjusted to allow maximum utilization of each bus in the system by alternating elementary and secondary trips with the same fleet of buses.

Students using district transportation should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at the stop nearest their home.

#### Special Transportation For Exceptional Children

Children who attend special education classes may be provided transportation service without regard for the usual limitations on distance. Not all exceptional children can or should ride school buses on regular routes because of the nature of their handicaps. The Supervisor of Special Education coordinates with the Coordinator of Transportation regarding students identified as requiring special transportation services.[5][6][7]

Likewise, the provision of transportation service for exceptional pupils who regularly attend approved day schools outside the district may also be planned as outlined above.

#### Student Responsibility

Students are required to:

1. Be careful in approaching bus stops, walk on the left, toward coming traffic; be sure the road is clear both ways before crossing the highway.
2. Respect property and wait at the assigned bus stop without damaging or trespassing on private property.
3. Be at the assigned bus stop eight to ten (8-10) minutes before the scheduled time. Be on time for the assigned dismissal bus in order to permit the bus to follow the time schedule. Students shall not be permitted to ride any but their assigned bus.

4. Sit in their assigned seat (K-6). Bus drivers have the right to assign a student (K-12) to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
5. Reach their assigned seat in the bus without disturbing or crowding other pupils.
6. Obey the driver promptly. The driver is in complete charge while the transportation vehicle is in operation.
7. Keep the bus clean and sanitary, neither smoking nor drug use is permitted. No chewing gum, candy, soda, ice cream or other food is permitted on the bus at any time. No animals/pets are allowed. Portable electronic devices (PED – as defined in School Board Policy #237 – Electronic Communication Devices) are only permitted with the use of a personal headset. In conjunction with the Electronic Communication Policy (#237), all guidelines for the use of PED's are strictly enforced while on school district transportation. The guidelines prohibit the use of PED's with electronic images and photographs, unauthorized audio or video recording and for the purpose to bully, harass or threaten another person. Bus drivers and transportation personnel are authorized to confiscate a student's PED when used in violation of this policy or in an attempt to diffuse a behavioral or unsafe situation. All confiscated PEDs shall be delivered to the building principal's office as soon as practical.[9]
8. Maintain proper conduct. The use of obscene language is not permitted.
9. Keep head, arms, and hands inside the bus at all times.
10. Be respectful to fellow pupils and to the bus driver.
11. Be respectful of bus equipment. Damage to seats and other parts is often unnecessary and always costly. Students will be held responsible for any and all damage to the bus perpetrated by them.
12. Remain seated until the bus stops at designated stop; if crossing you must cross in front of the bus, look both ways as you are crossing to make sure all traffic is stopped.

#### Video Monitor

Guidelines on video monitors are contained in Policy 810.1.[10]

#### Child-Care Transportation Services

District administrators shall develop rules for the before and after school child-care transportation service. Students in grades K-6 are eligible for Child Care Transportation provided the day care facility is located in the bus transportation boundary of the attending school. Transportation WILL NOT be provided for any day care facility located in the walking boundary or is located outside of the boundary of the attending school. The Requests for Child-Care Transportation Form must be submitted yearly for review and approval.

It is preferred that child-care requests for the upcoming school year be submitted in the spring and summer but no later than the last Friday in July. Until the request has been reviewed (approval/denial), the persons in parental relations are responsible for providing alternate transportation. The review process, depending on the time of the year, could be for a period not to exceed sixty (60) days.

The following criteria will apply:

1. The student must ride the bus on a regular basis. Regular basis shall mean:
  - a. Everyday a.m. and p.m. to and from child care.
  - b. Every a.m. from child care and every p.m. to their residence.
  - c. Every a.m. from their residence and every p.m. to child care.
  - d. Student will not be assigned to more than one (1) bus in any one (1) direction.
2. Services requested must be within the attendance boundary for the school the student attends.
3. Space must be available based on the rate capacity of the bus.
4. Requests will be honored or subsequently canceled (exceeding bus capacity) in order in which they are received.
5. Approval for services on buses which are operating within fewer than ten (10) pupils of their rated capacity shall include notice that service may subsequently be canceled if the capacity of the bus would be exceeded because of an obligation to provide service to additional students who are eligible under the provisions of law for transportation by the school district.
6. Requested stop must be an established stop listed on the transportation schedule.
7. The bus and stop locations must be consistent each day of the week during the school year. Requests which are occasional rather than regular or which involve only a portion of a week, will not be approved.

Alternate arrangements for any reason are the responsibility of the persons in parental relations.

8. Subject to the foregoing, not more than three (3) requests for change in location to accommodate a modification of child-care arrangements may be sought during a school term.
9. Request procedures:
  - a. Request forms are available on the Spring-Ford website, attending school office and the district office. They must be completed and turned into the attending school office.
  - b. The request form will be reviewed and approved/denied by the Transportation Coordinator.
  - c. Bus contractor and attending school office will be notified of the transportation arrangements. Approval/Denial of childcare logs are kept on file.
  - d. Persons in parental relations will be notified by attending school office of approval/denial of child care request.

#### Legal

1. 22 PA Code 23.1
2. 22 PA Code 23.2
3. 22 PA Code 23.4
4. 67 PA Code 447.1 et seq
5. 24 P.S. 1374

6. 22 PA Code 23.3  
7. Pol. 103  
9. Pol. 237  
10. Pol. 810.1  
11. 24 P.S. 1361  
12. 24 P.S. 1362  
24 P.S. 111  
67 PA Code 212.101  
49 CFR Part 37  
49 CFR Part 38

Book	Policy Manual
Section	800 Operations
Title	Maintaining Professional Adult/Student Boundaries
Code	824
Status	DRAFT (New Policy)

### **Authority**

This policy applies to district employees, volunteers, parents, visitors, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[1\]](#)

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

### **Definition**

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's **assigned** job duties.

### **Delegation of Responsibility**

The Superintendent or designee shall annually inform students, persons in parental relations, and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website, and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[2]

## **Guidelines**

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

### Prohibited Conduct

#### *Romantic or Sexual Relationships -*

Adults shall be prohibited from dating, courting, or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[3][4]

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions, or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care administered by an athletic trainer, coach, or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures, or depictions.

#### *Social Interactions -*

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.

4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction, or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both person in parental relations and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the person in parental relation and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names, or otherwise in an overly familiar manner.
15. Telling a student personal secrets or sharing personal secrets with a student.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

#### *Electronic Communications -*

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.[Pol. 815]

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices **or platforms** shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices **or platforms** shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

### Exceptions

An emergency situation or a legitimate educational reason may justify deviation from **the rules regarding communication or methods for maintaining** professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that they have maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are normally consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles. However, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

### Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall **promptly** notify the **building** principal or **Title IX Coordinator. Reports may be made using the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report verbally or in writing. Upon receipt of a report, school staff shall promptly notify the building principal.**[5][8]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

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, **Title IX Coordinator**

and his/her immediate supervisor, **promptly, but not later than** fifteen (15) days **following** discovery of such misconduct.[5][8][11][12]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the Safe Schools Act, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of **Board** policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

#### Investigation

**The Title IX Coordinator shall promptly assess and address** allegations of inappropriate conduct in accordance with the procedures for **reports of discrimination or Title IX sexual** harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the **person making the report** or any witnesses. If as the result of an investigation any individual, including the reported adult, the **person making the report**, or a witness is found to have **knowingly** provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and **Board** policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony, and destruction of or hiding evidence.[5][8][12][19][20][21][22]

#### Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

#### Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive

training on this policy and related procedures.

**PSBA Revision 7/20 © 2020 PSBA**

Legal

1. 24 P.S. 510
2. Pol. 818
3. 18 Pa. C.S.A. 3124.2
4. 24 P.S. 2070.9f
5. Pol. 103
6. Pol. 103.1
7. Pol. 815
8. Pol. 104
9. 23 Pa. C.S.A. 6311
10. Pol. 806
11. 24 P.S. 2070.9a
12. Pol. 317.1
13. 22 PA Code 10.2
14. 22 PA Code 10.21
15. 22 PA Code 10.22
16. 24 P.S. 1302.1-A
17. 24 P.S. 1303-A
18. Pol. 805.1
19. Pol. 317
20. Pol. 113.1
21. Pol. 218
22. Pol. 233
- 24 P.S. 2070.1a et seq
- 22 PA Code 235.1 et seq
- 23 Pa. C.S.A. 6301 et seq