

On November 28, 2022 The Spring-Ford Area School District Work Session was called to order at 7:31 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Mrs. Bickert noted that Mr. Jackson and Mr. Shafer are absent and all other Board members are present. Dr. Wright noted that the Board held a Professional Development with the MCIU.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

None

II. PRESENTATIONS

Mr. Miscavage recognized the PAC Champions for Girls' Tennis Team, Boys' Golf Team, Girls' Golf Team, Boys Cross-Country Team and also PAC Girls Tennis Singles Champion Mia Matriccino and PAC Boys Golf Individual Champion Jaden Minter.

Mrs. Gardy started the Data Presentation with ELA and Math PSSA data and the trends. Literature, Bio and Algebra Keystone Data was also reviewed from 2020-21 and spring 22. All of these are end of course exams. Cohort data was also shared and current 9th grade was the first reviewed. The Trend for ELA scores were reviewed. A little dip in 2019. Class of 2027, Future Ready Index gives state measures on PSSA and Keystone. Dr. Motzer noted that PSSA was a snapshot of one day and teachers are taking data daily. Mrs. Zasowski asked about SF data compared to other districts. It was noted that Algebra has spiked. Curriculum review 5-8, following year K-4 but resources are free or will be realigned. Dr. Murray is aware the ESSER funds will drop off. Programs Mrs. Hermans asked if families are taking advantage of the additional support. Mrs. Zasowski, asked if the Board could get a list of the items ESSER has specifically covered and the pieces Dr. Murray would like to keep.

Mr. Fink Presented the Proposed Preliminary 2023-24 school year. He reviewed the timeline and the challenges in preparing. He will begin working the departments and sharpening the pencil. Wages make up about 70% of that budget. There are calculations for additional professional and support staff.

Health Benefit costs are showing about 3.3% increase. Non Personal items include contracts, special education services, transportation to name a few. Trending about 4.65%. Act index this year is 4.1% which has a lot to do with inflation. The next step is the Board approval of the preliminary budget. Mr. Fink says that by March he will have a pretty good idea of where he will end up.

Mrs. Zasowski wants the finance committee to go through the budget line by line. She's asking for the constant items such as salary and then those items that are going to change in February.

Dr. Wright asked about PlanCon and Mr. Fink said it has been on moratorium since 2016. We have 2 issuances of Bonds that will be paid off so there will be no funds from that.

A. Mr. Daniel Miscavage, Athletic Director, to commend the following fall student athletes and teams:

1. **Girls' Tennis Team** (PAC Championship)
2. **Boys' Golf Team** (PAC Championship)
3. **Girls' Golf Team** (PAC Championship)
4. **Boys' Cross-Country Team** (PAC Championship)
5. **Mia Matriccino** (PAC Girls Tennis Singles Champion)
6. **Jaden Minter** (PAC Boys Golf Individual Champion)

B. Mrs. Catie Gardy, Director of Curriculum, Instruction, and Educational Technology, Data Presentation

C. Mr. James D. Fink, CPA, Chief Financial Officer, to present the 2023-2024 Proposed Preliminary Budget for the Spring-Ford Area School District.

III. BOARD AND COMMITTEE REPORTS

Student Rep. Report **Aditi Mangal/Arhan Kaul**

Student Representative Mangal noted some past events. Rep Kaul noted the upcoming events with includes the different concerts and he noted the Limerick Ireland students are here and our students will go there in March. Representative Mangal reported on past events that occurred around the district.

Policy **Wendy Earle** **2nd Mon. 6:30 p.m**

Mr. Rizzo provided a report on the policies reviewed. Several policies are on for first reading, and a few are going back to committee in January.

Curriculum/Technology **Dr. Margaret Wright** **2nd Mon. 7:30 p.m.**

Dr. Wright noted a software item on the agenda for approval to help with rostering students. This will make that more efficient and noted that it is used by some surrounding districts. An update on Know to Be which has proved that the clicking is down. Summer Rams is on the agenda for approval. Summer pre-k screening is scheduled for the end of May, early June.

Finance **Clinton L. Jackson** **3rd Tue. 6:30 p.m.**

Mrs. Hermans reports the monthly reports, Act 1 timeline, possible change of employee status and a bond offering. Talked through the budget timeline and the additional steps.

Property **Clinton L. Jackson** **3rd Tue. 7:30 p.m.**

Mrs. Deardorff reported that PennDot land acquisition was part of the discussion as well as fiscal 23-24 capital projects, fire alarm replacement at UPE, 9th insurance claim, and substitute cleaners as some of the topics discussed.

WMCTC

Earle/Weingarten/Zasowski 1st Mon. 7:00 p.m.

Mrs. Zasowski, there was an executive session to discuss personnel. A cosmetology presentation, comprehensive plan which was approved this evening at a special meeting. A discussion was held about enrollment and not having enough space. There are a few Title IX and Threat assessments that are being worked out and she noted they had 42 students out on Co-Op.

Community Relations

Colleen Zasowski

1st Tue. 6:30 p.m.

Mrs. Zasowski said a few items discussed was RCTV and panels at the Board meeting. The next meeting will be in February.

Legislative Committee

Abby Deardorff

3rd Wed. 7:30 p.m.

Mrs. Deardorff reported that the committee did not meet in November but she reported that the Governor elect said he's willing to work across party lines and education will be a top priority.

MCIU

Dr. Margaret Wright

4th Wed. 7:00 p.m.

Dr. Wright reported that Montgomery county held a job fair and a gala. They are learning from other IU's so they are able to provide more services on the Head Start program.

PSBA Liaison

David Shafer

Mr. Shafer no report

American Legion

Dr. Jennifer Motzer

Dr. Motzer reported that fall baseball updates were discussed and noted that a tournament in mid July will be held.

Superintendent's Report

Robert Rizzo

Mr. Rizzo stated that the health and safety plan review is required and will need approval in February. NAFME recognition and 2 retirees were recognized.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald reported that PSBA statewide solicitors met. Also reported was that there are significant changes with Title IX, Right To Know issues are consistently high, Special Education trends and post covid litigation is on the upswing, and for collective bargaining new trends show inflation and retaining employees.

President's Meeting was held, Mrs. Weingarten reported that all the schools Home & Schools come together and share fundraisers and events held. A great networking event for them.

IV. MINUTES

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

- A.** The Board approved the October 17, 2022, Work Session minutes. **(Attachment A1)**
- B.** The Board approved the October 24, 2022, Board Meeting minutes. **(Attachment A2)**
- C.** The Board approved the October 31, 2022, Special Board Meeting minutes. **(Attachment A3)**

V. PERSONNEL

Dr. Wright noted that the effective date for item C6 is December 5, 2022.
Mrs. Weingarten motioned to approve Personnel A-H (not E2), seconded by Mrs. Earle.
Motion carries 7-0.

A. Resignations

1. **Alexis M. Barker**; Instructional Assistant, Senior High School. Effective: November 9, 2022.
2. **Lauren M. Drakeley**; Instructional Assistant, Evans Elementary School. Effective: November 4, 2022.
3. **Cameron L. Hellauer**; Instructional Assistant, Evans Elementary School. Effective: November 18, 2022.
4. **Matthew W. Labick**; Asst. Basketball Coach-Girls'-HS (1/2 Contract)l. Effective: October 24, 2022.
5. **Debra J. Mohr-Kehs**; Instructional Assistant, Upper Providence Elementary School for the purpose of retirement. Effective: December 23, 2022.
6. **Marisa Moley**; JV "B" Basketball Coach-Girls'. Effective: October 24, 2022.
7. **Theresa Morris**; Part-time Food Service (3 hours/day), 9th Grade Center. Effective: December 2, 2022.
8. **Lauren N. Murray**; Elementary Behavior Specialist, Limerick Elementary School. Effective: December 20, 2022.
9. **Lora L. Sanderson**; Coordinator of Transportation, District Office for the purpose of retirement. Effective: July 7, 2023.
10. **Mark E. Templeton**; 7th Grade Basketball Coach. Effective: November 2, 2022.
11. **Kaylee J. Wallis**; Basketball Coach-Girls' (7th Grade). Effective: October 27, 2022.

New Resignations

12. **Lauren N. Klinger**; Special Education Teacher, Royersford Elementary School. Effective January 13, 2023.

B. Leave of Absence

1. **Shannon L. Osborne**; Instructional Assistant, Limerick Elementary School for an unpaid leave of absence per Board Policy. Effective: February 3, 2023 (estimated date) through April 3, 2023.
2. **Joseph D. Stimmler**; Maintenance, Maintenance & Operations for an unpaid leave of absence per Board Policy. Effective: November 11, 2022 through January 10, 2023.
3. **Kara D. Truex**; Elementary Teacher, Brooke and Upper Providence Elementary Schools for a leave of absence per the Professional Agreement. Effective: December 29, 2022 (estimated date) through June 9, 2023.
4. **Emily A. Walker**; Instructional Assistant, Brooke Elementary School for an unpaid leave of absence per Board Policy. Effective: January 9, 2023 through April 28, 2023.

C. Support Staff

1. **Randall S. Albright**; Maintenance III, replacing Charles G. Agudio who resigned. Compensation has been set at \$30.00/hour plus benefits per the Maintenance Benefits Summary. Effective November 29, 2022.
2. **Arthur P. Boyle**; Systems Technician, 7th Grade Center, replacing Aaron R. Rhoads who resigned. Compensation has been set at \$45,000.00, prorated, plus benefits per the Administrative Support Benefit Summary. Effective: To be determined.
3. **Kimberly A. Brown**; Instructional Assistant, Evans Elementary School, replacing Lauren M. Drakeley who resigned. Compensation has been set at \$16.36/hour plus benefits per the Instructional Assistants' Benefit Summary. Effective: November 28, 2022.
4. **Anita M. Farrell**; Instructional Assistant, Evans Elementary School. Compensation has been set at \$17.36/hour plus benefits per the Instructional Assistants' Benefit Summary. Effective: November 28, 2022.

5. **Amanda J. McLoughlin**; Registered Nurse, 9th Grade Center, replacing Jaclyn Gospodarek who had a change of status. Compensation has been set at \$30.25/hour plus benefits per the Registered Nurses' Benefit Summary. Effective: November 29, 2022.
6. **Brianna C. Noris**; Instructional Assistant, 5th/6th Grade Center, replacing Angeline T. Fusco who had a change of assignment. Compensation has been set at \$17.36/hour plus benefits per the Instructional Assistants' Benefit Summary.

D. Substitutes

1. **Brooke Barkley** Athletic Trainer Substitute \$40/hour

E. Change of Status

1. **Sharon D. Ritson**; Secretary, Senior High School to Special Education Administrative Assistant, 9th Grade Center replacing Ava M. Gonteski who resigned. Compensation has been set at \$21.53/hour with benefits per the Secretarial Benefits Summary. Effective: October 31, 2022.
2. **Megan L. Schaeffer**; Part-Time Food Service (5 hours/day), 8th Grade Center, to Full-Time Food Service (6 hours/day), 8th Grade Center. Compensation has been set at \$18.78/hour with benefits per the Food Service Benefit Summary. Effective: November 29, 2022.

F. The Board approved the attached extra-curricular contracts for the 2022-2023 school year. **(Attachment A4)**

G. 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 Track coach positions at the middle school and high school.

H. 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 Volleyball coach positions at the high school.

VI. FINANCE

Mrs. Weingarten motioned to approve Finance A-F, seconded by Mrs. Deardorff. Motion carries 7-0.

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

B. Payments:

1. General Fund Checks
Check No. 215468 - 215708 \$ 362,369.04
2. Food Service Checks
Check No. 2477 - 2481 \$ 107.85
3. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH No. 222300731 - 222300995 \$ 6,044,868.52
4. Wires
Wire No. 202200072 - 202200095 \$ 2,134,781.71

5. Procurement Payments
Transaction No.220000040 - 220000068 \$ 8,514.19

C. The following monthly Board reports were approved:

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

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

1. **Mike and Roberta Straka, Bushkill, PA** to provide “*Rocks, Minerals, and Fossil Show*” at Royersford Elementary School with a cost not to exceed \$525.00. Funding will be paid from the Royersford Elementary Budget.
2. **Mike and Roberta Straka, Bushkill, PA** to provide “*Dino Dig*” at Royersford Elementary School with a cost not to exceed \$400.00. Funding will be paid from the Royersford Elementary Budget.
3. **Devereux Advanced Behavioral Health, King of Prussia PA** to provide PCA and related services for 3 students for the 2022-23 school year for a total not to exceed \$233,100.00. The funding will be paid from the Special Education Budget.
4. **Devereux Advanced Behavioral Health, King of Prussia PA** to provide 2:1 ESY Services for 1 student who receives ESY special education services as per their IEP. The total cost of the contract is not to exceed \$7,560.00. The contract will be funded from the Special Education Budget.
5. **Benergy1 Presentations, Landsdale, PA** to provide “*Autism presentation*” during Limerick Elementary staff meeting. The cost is not to exceed \$750.00 and will be paid from the Limerick Elementary Budget.
6. **The Montgomery County Intermediate Unit (MCIU)** to provide Psychology services for the 2022-23 school year. The total cost of the contract is not to exceed \$2,950.00. The contract will be funded from the Special Education Budget.
7. **Austill’s Rehabilitation Services, Inc., Exton, PA** to provide two Board Certified Behavior Specialists at a rate of \$90.00 per hour from 12/1/2022 - 6/30/2023. Funding shall not exceed \$152,100.00 and will be paid from ESSER 7% Set Aside and PCCD (PA Commission on Crime and Delinquency - Spring-Ford Area School District Safety and Security) grants.
8. **Claudia G. Chernow, MD, Dresher, PA** to conduct a psychiatric evaluation at a cost not to exceed \$3,500.00. The contract will be paid from the Special Education Budget.
9. **The Chester County Intermediate Unit (CCIU)** to provide school year services for students who receive special education services per their IEP. The total cost of the contract is not to exceed \$173,137.80. The contract will be funded from the Special Education Budget.

10. The Board approved an independent contract with **Lakeside Services** for a .5 crisis counselor. Funding will not exceed \$34,000.00 and will be grant funded by the ESSER 7% Set Aside.
 11. The Board approved additional funds for an independent contract with **The Timothy School**. The additional funds are to cover related services for a student. The total cost shall not exceed \$184.00. Funding will be paid from the 2022-23 Special Education Budget.
 12. The Board approved an amendment to an independent contract with **Procure Therapy** which was board approved June 2022. This amendment is due to a staff leave of absence extension for the 2022-23 school year to provide Speech and Language Therapy services. The total cost of the contract will not exceed \$9,391.20 and will be funded from the Special Education Budget.
- E. The Board approved additional funding to cover the cost of **Anderson Explorations PHP** for educational and mental health services as per the IEP for ESY 2022. Anderson Explorations PHP is affiliated with the Montgomery County Intermediate Unit. The total will not exceed \$3,720.00. Funding will be paid from the Special Education Budget.
 - F. The Board approved a **confidential settlement agreement 2022-14** with the parent of a special education student in an amount not to exceed \$40,976.00. Funding will be paid from the Special Education Budget.

VII. PROGRAMMING AND CURRICULUM

Mrs. Deardorff motioned to approve Programming and Curriculum A-D, seconded by Dr. Motzer. Motion carries 7-0.

Mrs. Deardorff motioned to approve Programming and Curriculum E, seconded by Dr. Motzer. The Board asked about what this service will provide and it was noted that this will use a program instead of doing it manually. Motion carries 7-0.

- A. The Board approved **Scenario Learning, LLC d/b/a Vector Solutions** for online training services for professional employees through the Special Education Course Library. Funding will be paid from the Assistant Superintendent's Budget and shall not exceed \$3,000.00.
- B. The Board approved **Typing Pal**. This is a product renewal and is a budgeted item. The cost will not exceed \$560.00 and will be paid from the Curriculum Budget.
- C. The Board approved **Turn it In**. This is a product renewal for three years and is a budgeted item. The annual cost will not exceed \$9,000.00 and will be paid from the Curriculum Budget.
- D. The Board approved **Summer RAMS** for the Summer of 2024 as part of the ongoing Learning Loss Plan. The cost will not exceed \$175,000.00 and will be paid from ARP ESSER/APR ESSER 7% Set Aside.
- E. The Board approved the **CCIU** for data professional services. The agreement is for 100 hours and not to exceed \$10,500.00. This will be paid out of the Technology Operating Budget.

VIII. CONFERENCES AND WORKSHOPS

Mrs. Earle motioned to approve Conferences and Workshops A-E, seconded by Mrs. Weingarten. Motion carries 7-0.

- A. **Elizabeth Leiss**, Director of Human Resources to attend “36th Annual PA Association of School Personnel Administrators (PASPA) Conference.” in Lancaster, PA February 22-24, 2023. The total cost of the conference is \$1,130.00 (registration, lodging, and transportation). Substitute coverage is not required.
- B. **Khrystin Herb**, District SAP Coordinator, to attend “PASAP Conference” in State College, PA February 26 - 28, 2023. The total cost of the conference is \$1,325.00 (registration, transportation, hotel, and meals). Substitute coverage is needed for 2 days.
- C. **Ana Clark**, School Psychologist and **Andrea Weber**, School Psychologist to attend “ADOS-2 Training” virtually. The total cost of the conference is \$1,320.00 (registration). Substitute coverage is not needed.
- D. **Mary Davidheiser**, Controller, to attend “68th PASBO Annual Conference” in Pocono Manor, PA March 14-17, 2023. The total cost of the conference is \$1,245.00 (registration, lodging, meals, and transportation). Substitute coverage is not needed.
- E. **Jeffrey Moyer**, Health & Physical Education Teacher to attend “Shape PA 2022 State Conference” in Manheim, PA December 2, 2022. The total cost of the conference is \$855.00 (registration, lodging, meals, transportation) Substitute coverage is needed for 2 days.

IX. OTHER BUSINESS

Mrs. Weingarten made a motion to approve Other Business A, seconded by Mrs. Earle. Motion carries 7-0.

A. The following policies were **Approved by the Board**:

- 1. **Policy #204** - Attendance (**Attachment A5**)
- 2. **Policy #827** - Conflict of Interest (**Attachment A6**)
- 3. **Policy #907** - Classroom Visitation (**Attachment A7**)

B. The following policies are submitted for **First Read**:

- 1. **Policy #218** - Student Discipline (**Attachment A8**)

X. BOARD COMMENT

Dr. Wright, next meeting is December 5th and there are no Committee meetings in December.

Mrs. Earle asked that the JOC dates be considered so that the Board can have representation at both since the January meeting will conflict with a committee meeting if it stands as it was for 2022.

XI. PUBLIC TO BE HEARD

Steven Fye, Royersford - Data Presentation and Learning Loss

XII. ADJOURNMENT

The Board unanimously adjourned the meeting at 9:31 p.m. with a motion from Mrs. Deardorff, seconded by Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert
Board Secretary

On October 17, 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:

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Region II: David R. Shafer and Colleen Zasowski
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Presiding Officer: Dr. Margaret D. Wright
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Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Aditi Mangal and Arhan Kaul
Absent: Clinton L. Jackson

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Dr. Wright announced

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Steven Fry, Royersford - Trauma Informed Policy
Diana Hursh, Royersford - GESA Project
Mary Jo McNamara, Limerick - Zoom use for Committee Meetings

II. ACTION

Motion by Mrs. Deardorff to approve Action item A, seconded by Dr. Motzer.

Board discussion on past practice and how Board meetings are determined. Historically, if the district is closed then the meeting is rescheduled to the next day. If staff is working then the meeting is held.
Motion fails, 0-8.

- A. Approval is needed to reschedule the Board Meeting scheduled for Monday, October 24, 2022 to Tuesday, October 25, 2022 7:30 p.m.

III. PRESENTATIONS

Dr. Rupert recognized various National Merit Scholarship Awards as well as students excelling in College Board Assessments and Schoolwork. Dr. Rupert spoke about each award and students were presented with certificates in honor of their achievement.

- A. **Dr. Elaine Ruppert**, 12th Grade House Principal, to recognize the following 4 students on being proclaimed semifinalists in the 2023 National Merit Scholarship Program.

Vania Mokonchu
Arnav S. Pallem

Samyan S. Nakkella
Sunidhi H. Srinivas

- B. Dr. Elaine Ruppert**, 12th Grade House Principal, to recognize the following 10 students on being named “Commended Students” in the 2023 National Merit Scholarship Program.

Sahil D. Desai
Andrew J. Eross
Ashley N. Gutshall
Tyler J. Holland
Aditi Mangal

Maheedhar R. Rajula
Nathaniel J. Roache
Akshaya Shyamsundar Rekha
Santosh Sureshkumar
Albany T. Viet

- C. Dr. Elaine Ruppert**, 12th Grade House Principal, to recognize the following 5 students on being named “Excelling in College Board Assessments and Schoolwork”.

Brooke McPike - National Hispanic Recognition Award
Jamie Silva - National African American Recognition Award
Natalie Wamaita - National African American Recognition Award
Sofia Nanji - National African American Recognition Award
Vania Mokonchu - National African American Recognition Award

IV. BOARD AND COMMITTEE REPORTS

Student Rep. Report

Aditi Mangal/Arhan Kaul

Student Rep Aditi. Mangal provided a recap of events that occurred at the High School this past month as well as touched on events coming up around the district.
 Student Rep Arhan Kaul talked about Spirit Week and the events around it.

Policy

Wendy Earle

2nd Mon. 6:30 p.m

Mrs. Earle spoke about the policies reviewed and discussed during the meeting.

Curriculum/Technology

Dr. Margaret Wright

2nd Mon. 7:30 p.m.

Dr. Wright spoke about Pick Up Patrol which is an item on the agenda to be voted on next week. Other items discussed and the minutes to this meeting will be available on the district website.

Finance

Clinton L. Jackson

2nd Tue. 6:30 p.m

Mrs. Earle noted that this meeting was rescheduled to October 13th.
 Mr. Jackson will provide a report at the next meeting.

Property

Clinton L. Jackson

2nd Tue. 7:30 p.m.

Mrs. Earle noted that this meeting was rescheduled to October 13th.
 Mr. Jackson will provide a report at the next meeting. Several members discussed the items on the agenda for approval next week.

WMCTC

Earle/Weingarten/Zasowski 1st Mon. 7:00 p.m.

Mrs. Zasowski noted there was a presentation about a training center that will be funded by Hunter Diesel Technology. Also, there was a discussion on enrollment and how seats for each sending school is determined and that the teacher association 5-year agreement was approved.

American Legion

Dr. Jennifer Motzer

Dr. Motzer learned quite a bit about this being her first meeting. There was discussion about some repairs that are needed for safety.

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

Dr. Murray congratulates all those receiving acknowledgements earlier in the evening. There will be a support staff job fair coming up and also Community Connections were touched upon.
 Dr. Giambattista noted that the first special education resource fair was a success and well attended and received many positive comments from vendors and parents. She also noted a

relaxed performance for the fall play with special adjustments and it is inclusive and judgment free.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald touched on the Resolution on the agenda that pertains to late payment of school taxes.

V. MINUTES

No questions or comments A-B.

A. Administration recommends approval of the September 19, 2022 Work Session minutes. **(Attachment A1)**

B. Administration recommends approval of the September 26, 2022, Board Meeting minutes. **(Attachment A2)**

VI. PERSONNEL

No questions or comments A-F.

A. Leave of Absence

1. **Ashley H. Pettinelli**; Elementary Teacher, Oaks Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through June 9, 2023.
2. **Megan L. Smith**; Speech Therapist, Royersford Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 25, 2023.

B. Temporary Professional Employee

1. **Julia T. Teter**; Special Education Teacher, Royersford Elementary School replacing Emily E. Marzewski who resigned. Compensation has been set at B, Step 1, \$51,000.00 prorated with benefits per the Professional Agreement. Effective: October 6, 2022.

C. Support Staff

1. **MariaRose Henderson**; Instructional Assistant, Senior High School. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: October 25, 2022.
2. **Karen L. Mazzie**; Instructional Assistant, Senior High School replacing Aniqua G. Coleman who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: October 25, 2022.
3. **Kim-Van G. Pham**; Instructional Assistant, 5/6th Grade Center replacing LeAnn E. Miles who resigned. Compensation has been set at \$17.36/hour with benefits per the Instructional Assistant Benefit Summary. Effective: October 19, 2022.

D. Tenure

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

1. **Joseph J. Robison**

4. **Robert Rivest, Springfield, MA.** to provide “*Robert Rivest’s Mindfulness*” at Spring City Elementary and Evans Elementary school. The total cost for Spring City Elementary for 1 assembly shall not exceed \$600.00 and will come from the Spring City Elementary Budget and the total cost for Evans Elementary for 2 assembly programs shall not exceed \$1,200.00 and will come from the Evans Elementary School Budget.
 5. **Michael Straka, Bushkill, PA.** to provide “*Dinosaur Dig Assembly*” Spring City Elementary. The total cost is not to exceed \$550.00 and will be paid from the Spring City Elementary School Budget.
 6. **Chester County Intermediate Unit (CCIU)** to provide School Year Services for students who receive special education services per their IEP. The total cost of the contract is not to exceed \$1,202,500.00. The contract will be funded from the Special Education Budget.
 7. **PAAL Preparing Adolescents & Adults for Life** to provide 12 months of services (ESY and School Year) for one student as per the IEP. The total cost for all services is not to exceed \$107,301.25. The funding will be paid from the Special Education Budget.
 8. **Overbrook School for the Blind (APS)** to provide Extended School Year services for one student who receives special education services as per the IEP. Overbrook will provide nineteen (19) days of ESY programming for the 2021-22 School Year at a total cost not to exceed \$5,700.00. The contract will be funded from the Special Education Budget.
- E.** Motion to approve **Resolution 2022-59** of the Board of School Directors consistent with the requirements of Act 57 of 2022 which amends the Local Tax Collection Law. By approving this resolution, the administration of the District is authorized to notify the tax collectors of the School District of the changes to the law. The changes to the law shall be effective in the first tax year after October 11, 2022. **(Attachment A4)**
- F.** Administration recommends approval of the purchase of the **Practical Assessment Exploration System Lab (PAES)** to support the transition goals of special education students in the district. The cost will not exceed \$36,531.00. Funding will come from the IDEA-ARP grant.
- G.** Administration recommends the approval of additional funds for educational services for students who receive special educational services from **Lakeside Educational Network** for the 2021-2022 school year. The total cost shall not exceed \$23,675.20. The contract will be paid from the Special Education Budget.
- H.** Administration recommends approval of **Resolution 2022-60** authorizing the issuance of General Obligation Bonds in the amount of up to twenty-nine million eight hundred and forty-five thousand dollars (\$29,845,000) for purposes of the planning, designing, constructing, and equipping the proposed GESA project and other capital project as presented; providing for the date, maximum interest, maximum maturity dates and place of payment in respect to the Bonds; setting forth the parameters for acceptance of a proposal and authorizing acceptance of a proposal for the purchase of the Bonds; and authorizing and directing the preparation, certification and filing of the proceedings with the Department of Community and Economic Development.
- I.** Administration recommends approval to accept a Bond Purchase Agreement offered by **Stifel Public Finance, Inc.** in conjunction with Resolution 2022-60, and authorize other necessary action as stipulated.

VIII. PROPERTY

No questions or comments on A-C.

- A. Administration recommends approval of a Guaranteed Energy Savings Act (GESA) energy performance contract with **Johnson Controls, Inc.** for renovations which include interior lighting LED upgrades at 10 schools, HVAC upgrades at Royersford and Limerick Elementary, window replacement at Limerick Elementary, and building automation control upgrades at 10 Schools. The total amount for this project shall not exceed \$17,000,000.00 and will be funded from the issuance of general obligation bond Series of 2022.
- B. Administration recommends approval of professional services performed by **ICS Consulting Inc.** for the 5-6-7 GC heat pump replacement project. The total cost shall not exceed \$86,450.00 and will be funded from the issuance of general obligation bond Series of 2022.
- C. Administration recommends approval to auction out of service equipment which is identified on the attached list through a contract with **Geyer Auction Companies**. The contracted commission amount of 20% will be paid through gross proceeds of the sale. **(Attachment A5)**

IX. PROGRAMMING AND CURRICULUM

Dr. Murray spoke about the MOU.

Dr. Coyer spoke about the Thom Stecher and Associates item for Unity Day and Dr. Giambattista touched on the professional development for the Nurses.

- A. Administration recommends the approval of **Thom Stecher and Associates** for Unity Day at the High School. The cost will not exceed \$2,500 and will be paid for from the Pottstown Health and Wellness Grant.
- B. Administration recommends the approval of **Bodymetrix** for a nutrition education assembly entitled "Let's Eat a Rainbow" for each elementary school during the 22/23 school year. The cost will be \$500 per school, not to exceed \$3,500.00, and will be paid for by the Pottstown Health and Wellness Grant.
- C. Administration recommends the purchase of **Pickup-Patrol** dismissal software from Pickup Patrol LLC. for Oaks Elementary school for the remainder of the 2022-2023 school year. Cost will not exceed \$800.00 and will be paid out of the Oaks Elementary Building Budget.
- D. Administration recommends approval of a **Memo of Understanding** between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding an English Language Development Department Chair at a cost of \$4,194.00.
- E. Administration recommends the approval of **Thom Stecher and Associates** for Professional Development for school nurses. The cost will not exceed \$500.00 and will be paid for by ESSER 7% Set Aside.

X. CONFERENCES AND WORKSHOPS

No questions or comments A-E.

- A. **Christina Moyer**, Art Teacher and **Heather Gardan**, Art Teacher to attend "2022 C.A.R.E, 83rd Annual Kutztown University Art Education Conference." in Kutztown, PA on November 18, 2022. The total cost of the conference is \$619.50 (Registration and transportation). Substitute coverage is required.
- B. **Ashley Baisch**, 7th and 8th grade Strings Teacher, to attend "PMEA District 11 16th Annual Professional Staff Development" at Council Rock High School on November 8, 2022. The total cost of the conference is \$35.00 (Registration). Substitute coverage is not needed.

(Attachment A1)

- C. **Susan Miscavage**, Social Studies Teacher, to attend “*National Council for Social Studies Annual Conference*” in Philadelphia, PA December 1-3, 2022. The total cost of the conference is \$1,220.88 (Registration, transportation, and meals). Substitute coverage is needed for 2 days.
- D. **Jaclyn Gospodarek, Jennifer Kurian, Erin Lewandowski, Bridget Mullins, Laura McNeil Murphy, Shelley Robbins, Carly Smith, Trisha Smith, Melissa Wasko, and Jill Yeager**, all Certified School Nurses to attend “*Southeastern PA School Nurse Orientation*” in West Chester, PA November 8, 2022. The total cost of the conference is \$626.00 (Registration and transportation). Substitute coverage is not needed.
- E. **Robert Catalano**, Technology Director to attend “*How to Balance the Evolving Role of the District Technology Leader*” in State College, PA on November 9-10, 2022. The total cost of the conference is \$409.75 (Transportation, hotel, and meals). Substitute coverage is not needed.

XI. OTHER BUSINESS

Mrs. Earle noted the first group of policies listed below are for first reading.

There was Board discussion about the use of Zoom for Committee meetings. The majority decided to remove Other Business item A from the Board Meeting agenda scheduled for next week.

- A. Board approval is needed to discontinue the use of Zoom for Committee meetings starting November 1, 2022.
- B. Administration recommends approval of the overnight trip of twenty (20) students and four (4) adult/chaperones to compete in the **WGI World Color Guard Championships** in Dayton, OH from April 12, 2023, through April 16, 2022. Students will miss three (3) days of school and will be responsible for any missed work. The cost to the district is \$1,155.00 for nurse sub coverage for 3 days. The following policy is submitted for first reading:
 - C. Administration recommends the approval of the High School Baseball team to attend the **KSA Baseball Tournament** in Orlando, Florida on March 11, 2023 to March 16, 2023. The total cost to the district will be \$1,536.00 for 4 days of substitute coverage for 2 coaches.
 - 1. **Policy #204** - Attendance (**Attachment A6**)
 - 2. **Policy #815.2** - District Social Media (**Attachment A7**)
 - 3. **Policy #827** - Conflict of Interest (**Attachment A8**)
 - 4. **Policy #907** - Classroom Visitation (**Attachment A9**)
- D. The following policies are submitted for **approval**:
 - 1. **Policy #101** - Philosophy of Education (**Attachment A10**)
 - 2. **Policy #102** - Academic Criteria (**Attachment A11**)
 - 3. **Policy #105** - Curriculum Development (**Attachment A12**)
 - 4. **Policy #123** - Interscholastic Athletics (**Attachment A13**)
 - 5. **Policy #146.1** - Trauma-Informed Approach (**Attachment A14**)

XII. BOARD COMMENT

Mrs. Zasowski spoke about the Homecoming parade.

XIII. PUBLIC TO BE HEARD

Mary Jo McNamara, Limerick - Emotional Learning, Presentations

Steve Frye, Royersford - Zoom, SEL

Toni Patricks - Zoom, Presentations accessibility

Carmena Taylor, The Movement for Black and Brown Lives of Montgomery County

Dr. Wright noted that Ms. Taylor requested to speak at the meeting and was approved.

XIV. ADJOURNMENT

The Board unanimously adjourned the meeting at 9:20 p.m. with a motion from Mrs. Earle, seconded by Mr. Shafer.

Respectfully submitted,

Laurie J. Bickert
Board Secretary

On October 24, 2022 The Spring-Ford Area School District Work Session 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 and Colleen Zasowski
Region III: Abby Deardorff, Erica Hermans, and Dr. Jennifer Motzer
Presiding Officer: Dr. Margaret D. Wright
Superintendent: Robert W. Rizzo
Assistant Superintendents: Dr. Kelly M. Murray and Dr. Tina L. Giambattista
Chief Financial Officer: James D. Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Aditi Mangal and Arhan Kaul (both absent)
Absent: David R. Shafer

CALL TO ORDER

Dr. Wright called the meeting to order at 7:32 p.m.
Mrs. Bickert noted that Mr. Shafer was absent and all other members were in attendance.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

- 1. There will be a Special Board Meeting on Monday, October 31, 2022 at 5:00 p.m. at the District Office.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

Diana Hursh, Royersford - GESA Project

II. BOARD AND COMMITTEE REPORTS

Extracurricular Activities David Shafer 1st Tue. 6:30 p.m.

Dr. Giambattista reported some of the items discussed were the 22/23 fall reports, there was a lengthy discussion on the elimination of the second soccer team or also known as the blue soccer team due to low enrollment. Also discussed was the need for additional coaches for Track. Seth Jones was also selected as the Band Director of the year.

Property Clinton L. Jackson 2nd Thur. 6:00 p.m.

Mr. Jackson noted the GESA Project was discussed as well as the 5/6/7 project, the auction items, and a lengthy Spring City Planning project, as well as School Police, fire and alicie drills.

Finance Clinton L. Jackson 2nd Thur. 7:00 p.m.

Mr. Jackson noted the items discussed were the monthly reports, overview of the 20/21 budget review and is still in audit. There was a presentation on the GESA project and the Act 57 Tax Waiver was also reviewed.

Legislative Committee Abby Deardorff 3rd Wed. 7:30 p.m.

No Report from a meeting, but Mrs. Deardorff noted there will be a meeting in early November to debrief on the election.

MCIU
No Report

Dr. Margaret Wright

4th Wed. 7:00 p.m.

PSBA Liaison
No Report

David Shafer

Superintendent's Report

Robert Rizzo

Mr. Rizzo noted Mary Jo's retirement from last month as she was missed. Act 55 school safety requires 1 hour per year of training for each staff member and is required for 100% of the staff.

Solicitor's Report

Mark Fitzgerald

No Report

III. MINUTES

Motion by Mrs. Earle to approve Minutes A-B, seconded by Mr. Jackson.
Motion carries 8-0.

A. The Board approved the September 19, 2022 Work Session minutes. **(Attachment A1)**

B. The Board approved the September 26, 2022, Board Meeting minutes. **(Attachment A2)**

IV. PERSONNEL

Motion by Mrs. Deardorff to approve Personnel A-G, seconded by Mrs. Weingarten.
Motion carries 8-0.

A. NEW Resignations

1. **Anne L. Bowen**; Instructional Support Teacher, Limerick Elementary School.
Effective: October 19, 2022.

B. Leave of Absence

1. **Ashley H. Pettinelli**; Elementary Teacher, Oaks Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through June 9, 2023.
2. **Megan L. Smith**; Speech Therapist, Royersford Elementary School for an extension of leave of absence per the Professional Agreement. Effective: August 23, 2022 through January 25, 2023.

NEW Leave of Absence

3. **Jamie S. Schaffer**; Custodian, Senior High School for an unpaid leave of absence per Board Policy. Effective: October 20, 2022 through November 8, 2022.

C. Temporary Professional Employee

1. **Julia T. Teter**; Special Education Teacher, Royersford Elementary School replacing Emily E. Marzewski who resigned. Compensation has been set at B, Step 1, \$51,000.00 prorated with benefits per the Professional Agreement. Effective: October 6, 2022.

(Attachment A2)

2. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH No. 222300544 - 222300730 \$ 3,506,711.34
3. Wires
Wire No. 202200047 - 202200071 \$ 8,599,258.03
4. Procurement Payments
Transaction No.220000012 - 220000039 \$ 18,658.47

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

1. **Academic Entertainment, Inc. Pullman WA.** to provide “*ToBe Fit Show*” at Spring City Elementary School with a cost not to exceed \$1,195.00. Funding will be paid from the Spring City Elementary Budget.
2. **Eric Geoffrey Belcher, Philadelphia PA.** to provide “*Give and Take Jugglers Little Circus*” at Spring City Elementary School with a cost not to exceed \$950.00. Funding will be paid from the Spring City Elementary Budget.
3. **The Magic of Joe Romano, Alexandria, VA.** to provide “The Magic in You along with Snowman Trick” at Upper Providence Elementary with a cost not to exceed \$1,395.00. Funding will be paid from the Upper Providence Elementary Budget.
4. **Robert Rivest, Springfield, MA.** to provide “*Robert Rivest’s Mindfulness*” at Spring City Elementary and Evans Elementary school. The total cost for Spring City Elementary for 1 assembly shall not exceed \$600.00 and will come from the Spring City Elementary Budget and the total cost for Evans Elementary for 2 assembly programs shall not exceed \$1,200.00 and will come from the Evans Elementary School Budget.
5. **Michael Straka, Bushkill, PA.** to provide “*Dinosaur Dig Assembly*” at Spring City Elementary. The total cost is not to exceed \$550.00 and will be paid from the Spring City Elementary School Budget.
6. **Chester County Intermediate Unit (CCIU)** to provide School Year Services for students who receive special education services per their IEP. The total cost of the contract is not to exceed \$1,202,500.00. The contract will be funded from the Special Education Budget.
7. **PAAL Preparing Adolescents & Adults for Life** to provide 12 months of services (ESY and School Year) for one student as per the IEP. The total cost for all services is not to exceed \$107,301.25. The funding will be paid from the Special Education Budget.
8. **Overbrook School for the Blind (APS)** to provide Extended School Year services for one student who receives special education services as per the IEP. Overbrook will provide nineteen (19) days of ESY programming for the 2021-22 School Year at a total cost not to exceed \$5,700.00. The contract will be funded from the Special Education Budget.

- E. The Board approved **Resolution 2022-59** of the Board of School Directors consistent with the requirements of Act 57 of 2022 which amends the Local Tax Collection Law. By approving this resolution, the administration of the District is authorized to notify the tax collectors of the School District of the changes to the law. The changes to the law shall be effective in the first tax year after October 11, 2022. **(Attachment A4)**
- F. The Board approved the purchase of the **Practical Assessment Exploration System Lab (PAES)** to support the transition goals of special education students in the district. The cost will not exceed \$36,531.00. Funding will come from the IDEA-ARP grant.
- G. The Board approved additional funds for educational services for students who receive special educational services from **Lakeside Educational Network** for the 2021-2022 school year. The total cost shall not exceed \$23,675.20. The contract will be paid from the Special Education Budget.
- H. The Board approved **Resolution 2022-60** authorizing the issuance of General Obligation Bonds in the amount of up to twenty-nine million eight hundred and forty-five thousand dollars (\$29,845,000) for purposes of the planning, designing, constructing, and equipping the proposed GESA project and other capital projects as presented; providing for the date, maximum interest, maximum maturity dates and place of payment in respect to the Bonds; setting forth the parameters for acceptance of a proposal and authorizing acceptance of a proposal for the purchase of the Bonds; and authorizing and directing the preparation, certification and filing of the proceedings with the Department of Community and Economic Development. Projects to be funded with the bond proceeds of \$24,500,000.00 include:
 1. \$17,000,000.00 District wide (less Spring City Elementary) GESA project scheduled for completion by 12/31/2023.
 2. \$5,600,000.00 Heat pump replacement project at 5/6/7 Grade Center scheduled for completion for phase 1 by 12/31/2023, and phase 2 by 12/31/2024.
 3. \$980,000.00 roof replacement at the 9th Grade Center scheduled for completion by 12/31/2023.
 4. \$920,000.00 roof replacement at Oaks Elementary School scheduled for completion by 12/31/2023.**(Attachment A5)**
- I. The Board approved to accept a Bond Purchase Agreement offered by **Stifel Public Finance, Inc.** in conjunction with Resolution 2022-60, and authorize other necessary action as stipulated. (See Attachment A5 - Resolution 2022-60)

VI. PROPERTY

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

- A. The Board approved professional services performed by **ICS Consulting Inc.** for the 5-6-7 GC heat pump replacement project. The total cost shall not exceed \$86,450.00 and will be funded from the issuance of general obligation bond Series of 2022.
- B. The Board approved to auction out of service equipment which is identified on the attached list through a contract with **Geyer Auction Companies**. The contracted commission amount of 20% will be paid through gross proceeds of the sale. **(Attachment A6)**

VII. PROGRAMMING AND CURRICULUM

Motion by Mrs. Weingarten to approve Programming and Curriculum A-E, seconded by Mrs. Deardorff.
Motion carries 8-0.

(Attachment A2)

- A. The Board approved **Thom Stecher and Associates** for Unity Day at the High School. The cost will not exceed \$2,500.00 and will be paid for from the Pottstown Health and Wellness Grant.
- B. The Board approved **Bodymetrix** for a nutrition education assembly entitled “Let’s Eat a Rainbow” for each elementary school during the 22/23 school year. The cost will be \$500 per school, not to exceed \$3,500.00, and will be paid for by the Pottstown Health and Wellness Grant and the Phoenixville Community Health Foundation Grant.
- C. The Board approved **Pickup-Patrol** dismissal software from Pickup Patrol LLC. for Oaks Elementary school for the remainder of the 2022-2023 school year. Cost will not exceed \$800.00 and will be paid out of the Oaks Elementary Building Budget.
- D. 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 an English Language Development Department Chair at a cost of \$4,194.00.
- E. The Board approved **Thom Stecher and Associates** for Professional Development for school nurses. The cost will not exceed \$500.00 and will be paid for by ESSER 7% Set Aside.

VIII. CONFERENCES AND WORKSHOPS

Motion by Mrs. Deardorff to approve Conference and Workshops A-E, seconded by Mrs. Earle.
Motion carries 8-0.

- A. **Christina Moyer**, Art Teacher and **Heather Gardan**, Art Teacher to attend “*2022 C.A.R.E, 83rd Annual Kutztown University Art Education Conference.*” in Kutztown, PA on November 18, 2022. The total cost of the conference is \$619.50 (Registration and transportation). Substitute coverage is required.
- B. **Ashley Baisch**, 7th and 8th grade Strings Teacher, to attend “*PMEA District 11 16th Annual Professional Staff Development*” at Council Rock High School on November 8, 2022. The total cost of the conference is \$35.00 (Registration). Substitute coverage is not needed.
- C. **Susan Miscavage**, Social Studies Teacher, to attend “*National Council for Social Studies Annual Conference*” in Philadelphia, PA December 1-3, 2022. The total cost of the conference is \$1,220.88 (Registration, transportation, and meals). Substitute coverage is needed for 2 days.
- D. **Jaclyn Gospodarek, Jennifer Kurian, Erin Lewandowski, Bridget Mullins, Laura McNeil Murphy, Shelley Robbins, Carly Smith, Trisha Smith, Melissa Wasko, and Jill Yeager**, all Certified School Nurses to attend “*Southeastern PA School Nurse Orientation*” in West Chester, PA November 8, 2022. The total cost of the conference is \$626.00 (Registration and transportation). Substitute coverage is not needed.
- E. **Robert Catalano**, Technology Director to attend “*How to Balance the Evolving Role of the District Technology Leader*” in State College, PA on November 9-10, 2022. The total cost of the conference is \$409.75 (Transportation, hotel, and meals). Substitute coverage is not needed.

IX. OTHER BUSINESS

Mrs. Deardorff motioned to approve Other Business A-C, seconded by Mrs. Weingarten.
Motion carries 8-0.

- A. The Board approved the overnight trip of twenty (20) students and four (4) adult/chaperones to compete in the **WGI World Color Guard Championships** in Dayton, OH from April 12, 2023, through April 16, 2022. Students will miss three (3) days of school and will be responsible for any missed work. The cost to the district is \$1,155.00 for nurse sub coverage for 3 days.

B. The Board approved the High School Baseball team to attend the **KSA Baseball Tournament** in Orlando, Florida on March 11, 2023 to March 16, 2023. The total cost to the district will be \$1,536.00 for 4 days of substitute coverage for 2 coaches.

C. The following policies were Board approved:

1. **Policy #101** - Philosophy of Education (**Attachment A7**)
2. **Policy #102** - Academic Criteria (**Attachment A8**)
3. **Policy #105** - Curriculum Development (**Attachment A9**)
4. **Policy #123** - Interscholastic Athletics (**Attachment A10**)
5. **Policy #146.1** - Trauma-Informed Approach (**Attachment A11**)

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

1. **Policy #204** - Attendance (**Attachment A12**)
2. **Policy #815.2** - District Social Media (**Attachment A13**)
3. **Policy #827** - Conflict of Interest (**Attachment A14**)
4. **Policy #907** - Classroom Visitation (**Attachment A15**)

X. BOARD COMMENT

Mrs. Zasowski gave a shout out to everyone that attended Homecoming.
Dr. Motzer wished Happy Diwali to those celebrating tonight.
Mr. Jackson, Happy Birthday wishes to Dr. Wright.

XI. PUBLIC TO BE HEARD

None

XII. ADJOURNMENT

The Board unanimously adjourned the meeting at 8:00 p.m. with a motion from Mrs. Weingarten, seconded by Mr. Jackson.

Respectfully submitted,

Laurie J. Bickert
Board Secretary

On October 31, 2022 The Spring-Ford Area School District Work Session was called to order at 5:00 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: Erica Hermans and Dr. Jennifer Motzer
Presiding Officer: Dr. Margaret D. Wright
Superintendent: Robert W. Rizzo
Assistant Superintendents: Dr. Kelly M. Murray and Dr. Tina L. Giambattista (Both Absent)
Chief Financial Officer: James D. Fink
Solicitor: Brian Subers, Esq.
Student Reps.: Aditi Mangal and Arhan Kaul (Both Absent)
Absent: Abby Deardorff

CALL TO ORDER

Dr. Wright called the meeting to order at 5:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Ms. Crew noted the board members in person are: Mr. Jackson, Mrs. Weingarten, Mrs. Zaskowski, Dr. Wright, Mrs. Hermans, Mrs. Earle, and Dr. Motzer.

Dr. Wright announced that the Board needs 5 Board members in person this evening for the voting.

I. PUBLIC TO BE HEARD

Mary Jo McNamara, Limerick - GESA Project

Mr. Shafer arrived at 5:06 p.m. and joined the meeting.

Toni Patrick, Oaks - Posting of this notice

Tom DiBello, Limerick - GESA agreement and previous plan in place

Michael Lebedzinski, Limerick - GESA agreement and interest payments

Stacey Sollazo, Limerick - Audit Report

II. ANNOUNCEMENT

None

III. READING OF NOTICE OF MEETING

Mr. Subers noted that the notice was properly advertised and posted applicable to law.

**NOTICE OF APPROVAL AND AWARD OF GUARANTEED ENERGY SERVICES AGREEMENT
BY THE SPRING-FORD AREA SCHOOL DISTRICT**

Notice is hereby given pursuant to provisions of the Pennsylvania Public School Code of 1949, as amended, Pennsylvania Sunshine Act, as amended, and Guaranteed Energy Savings Act, as amended, that the Board of School Directors of the Spring-Ford Area School District, at a special

meeting of the Board of School Directors to be held on October 31, 2022 at 5:00 p.m. at the Administration Office, 857 South Lewis Road, Royersford PA 19468, will take action and award a Guaranteed Energy Savings Act contract to Johnson Controls, Inc. The purpose of the contract is to implement energy saving measures that will lower utility costs, including interior lighting LED upgrades at 10 schools, HVAC upgrades at Royersford and Limerick Elementary, window replacement at Limerick Elementary, and building automation control upgrades at 10 schools. Members of the public are invited to attend and participate in the Board Meeting as permitted by law. A report by Johnson Controls, Inc. complying with the Guaranteed Energy Savings Act is available for public inspection at the District's Administration Office at 857 S. Lewis Rd., Royersford, PA 19468, between the hours of 8:00 A.M. and 4:00 P.M.

IV. ACTION ITEM

Motion by Mrs. Earle to approve a Guaranteed Energy Savings Act (GESA) energy performance contract with **Johnson Controls, Inc.** for renovations which include interior lighting LED upgrades at 10 schools, HVAC upgrades at Royersford and Limerick Elementary, window replacement at Limerick Elementary, and building automation control upgrades at 10 Schools. The total amount for this project shall not exceed \$17,000,000.00 and will be funded from the issuance of general obligation bond Series of 2022, seconded by Mrs. Weingarten.

Mrs. Zasowski asked Mr. Fink and Mr. Hunter about the 10 million amount and if it was built in the budget. Mr. Fink said they were in Mr. Hunter's 10 year plan and explained how bundling these projects together and paying for them and Mr. Hunter spoke about the return on energy savings. Mr. Shafer asked about the penalty if the district doesn't move forward. It was explained that it's not really a penalty. If there are additional questions, Mr. Jackson, Mr. Hunter and Mr. Fink could answer those and they can be emailed directly. Further discussion on the budget.

Roll Call Vote: Mrs. Earle-Yes, Mr. Jackson-Yes, Dr. Motzer-yes, Mr. Shafer-No, Mrs. Weingarten-Yes, Mrs. Zasowski-No, Mrs. Hermans-Yes
 Motion carries 6-2 (Mr. Shafer and Mrs. Zasowski were the dissenting votes)

- A.** Administration recommends approval of a Guaranteed Energy Savings Act (GESA) energy performance contract with **Johnson Controls, Inc.** for renovations which include interior lighting LED upgrades at 10 schools, HVAC upgrades at Royersford and Limerick Elementary, window replacement at Limerick Elementary, and building automation control upgrades at 10 Schools. The total amount for this project shall not exceed \$17,000,000.00 and will be funded from the issuance of general obligation bond Series of 2022.

V. PUBLIC TO BE HEARD

- Diana Hursh, Royersford** - Final Costs, Mr. Jackson provided information to her
- Michael Lebedzinski, Limerick** - Proposals
- Tom DiBello, Limerick** - Costs of this project that could go towards education
- MaryJo McNamara, Limerick** - What we are spending and why
- Toni Patrick, Oaks** - Asked about the costs incurred per change

VI. ADJOURNMENT

The Board unanimously adjourned the meeting at 5:46 p.m. with a motion from Mrs. Hermans seconded by Mrs. Weingarten.

Respectfully submitted,

Erin G. Crew
 Assistant Board Secretary

	Contract Title	Season	Last	First	Stipend
1	Asst. Swimming Coach-HS	Winter	Agnew	Mark E.	\$5,993.30
2	Reading Olympics - Limerick Elementary	Year	Alba	Alice V.	\$402.00
3	Volleyball Intramural-HS	Fall	Anderson	Jennie	\$678.00
4	Reading Olympics – Evans Elementary	Year	Angstadt	Adria	\$402.00
5	Safety Patrol Sponsor – Evans Elementary	Year	Angstadt	Adria	\$585.00
6	String Jamboree- 7/8 Grade Director	Spring	Baisch	Ashley E.	\$546.00
7	Robotics Club - Limerick Elementary	Winter	Bautsch	Kris R.	\$402.00
8	Robotics Club - Limerick Elementary	Spring	Bautsch	Kris R.	\$402.00
9	Volunteer Assistant Wrestling Coach -HS	Winter	Brown	Chase	Volunteer
10	Co-Ed Fitness Intramural # 16 - Grade 7- Kickball	Spring	Burbano	Matthew J.	\$402.00
11	English Language Development Department Head	Year	Chester	Tara L.	\$4,194.00
12	Asst. Basketball Coach-Boys' -HS	Winter	Corr	Daniel O.	\$4,790.00
13	Indoor Percussion Asst. Director - HS (1/2 Contract)	Winter	Darrow	Jordan P.	\$1,107.50
14	5/6 Club #6- Advanced Rocketry	Spring	Downs	Wayne F.	\$402.00
15	Bandfront & Majorettes-Fall -Grades 7 & 8	Fall	Eddowes	Annette	\$1,953.86
16	Indoor Winter Color Guard Coach - 7 & 8	Winter	Eddowes	Annette	\$1,953.86
17	Reading Olympics – Limerick Elementary	Year	Ellison	Gwendolyn D.	\$402.00
18	Co-Ed Fitness Intramural # 1 - Limerick- Walking Club	Spring	Ferko	Stephen	\$402.00
19	Robotics Club - 5/6- 5th Grade	Winter	Fickert	Ian G.	\$402.00
20	Robotics Club - 5/6- 6th Grade	Winter	Fickert	Ian G.	\$402.00
21	Robotics Club - 7- 7th Grade (correction)	Year	Fickert	Ian G.	\$402.00
22	5/6 Club #14- Board Games	Year	Frost, III	John S.	\$402.00
23	Asst. Track Coach-Girls' & Boys'-Winter-HS	Winter	Gallagher	Matthew J.	\$5,189.70
24	Ski Board Club-HS	Winter	Gruhn	Lisa H.	\$678.00
25	Asst. Wrestling Coach (7/8/9th Grade)	Winter	Hayes	Ryan C.	\$4,445.70
26	Basketball Coach-Boys' (8th Grade)	Winter	Heffernan	Michael B.	\$3,679.83
27	Reading Olympics – Brooke Elementary	Year	Heffner	Keith A.	\$402.00
28	SAP Coordinator - Limerick Elementary	Year	Hughes	John T.	\$402.00
29	Elementary Strings Ensemble - 4th Grade	Spring	Hwang	Sunny	\$2,325.75
30	String Jamboree- 4th Grade Director	Spring	Hwang	Sunny	\$462.00
31	String Jamboree- 5/6 Grade Director	Spring	Katzianer	Kristen K.	\$462.00
32	Asst. Swimming Coach-HS	Winter	Komp	Thomas H.	\$5,189.00
33	Basketball Coach-Boys' (7th Grade) (correction)	Winter	Laky	James R.	\$3,345.30

34	Robotics Club - Brooke Elementary	Winter	Laurie	Zachary A.	\$402.00
35	Robotics Club - Brooke Elementary	Fall	Laurie	Zachary A.	\$402.00
36	Reading Olympics – Brooke Elementary	Year	McCoy	Kathleen H.	\$402.00
37	String Jamboree- High School Director	Spring	McGranahan	Emily C.	\$588.00
38	Co-Ed Fitness Intramural # 1 - Evans	Fall	McNeil Murphy	Laura	\$402.00
39	SAP Coordinator - Royersford Elementary	Year	Mest	Steven M.	\$402.00
40	Asst. Basketball Coach-Girls'-HS (1/2 Contract)	Winter	Moley	Marisa	\$2,395.00
41	Reading Olympics – Limerick Elementary	Year	O'Callaghan	Marykay	\$402.00
42	Asst. Indoor Color Guard Instructor - 7 & 8	Winter	Platchek	Dawn E.	\$1,159.20
43	Robotics Club - Limerick Elementary	Spring	Riordan	Shawn	\$402.00
44	Robotics Club - Limerick Elementary	Winter	Riordan	Shawn	\$402.00
45	Reading Olympics – Evans Elementary	Year	Rizzuto	Sarah D.	\$402.00
46	Reading Olympics – Brooke Elementary	Year	Romanelli	Gina M.	\$402.00
47	Co-Ed Fitness Intramural # 4 - Limerick- Walking Club	Spring	Rose	Lauren M.	\$402.00
48	Asst. Indoor Color Guard Instructor-HS (1/2 Contract)	Winter	Rowedder	Melissa E.	\$1,162.88
49	Senior Elementary Band Director - 4th Grade	Spring	Slifer	Brett M.	\$2,215.00
50	Track Coach-Boys' & Girls'-HS	Spring	Stauffer	Danielle L.	\$9,648.28
51	Co-Ed Fitness Intramural # 3 - Limerick- Walking Club	Spring	Weber	Andrea M.	\$402.00
52	Co-Ed Fitness Intramural # 2 - Limerick- Walking Club	Spring	Wike	Christine N.	\$402.00
53	Reading Olympics – Limerick Elementary	Year	Williams	Kristin K.	\$402.00

Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Draft
Adopted	March 25, 1991
Last Revised	March 22, 2021

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[1]

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[2][3][4][5][6][7]

The Board hereby authorizes the Superintendent or designee to identify and appoint appropriate school officials to act as Attendance Officers for the District.

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[8][9]

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[8]

Person in parental relation shall mean a:[8]

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[10]

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[8]

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[2]

The Board shall issue notice to those persons in parental relations who fail to comply with the statutory requirements of compulsory attendance that such infractions will be prosecuted according to law.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[11]

The notice shall:[11]

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[11]

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[11]

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[11]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[8]

The following individuals shall be invited to the SAIC:[8]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[11]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[11]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[11]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[12]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program;
or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[12]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[12]

1. Refer the student to a school-based or community-based attendance improvement program; or

2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[12]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[12]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[13]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[13]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[14][15][16][17]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[14][15][17]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[11]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency, and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[1][18]

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building and/or house principals, Attendance Officer, and/or Home and School Visitor shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[19\]](#)[\[20\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

Legal

1. 22 PA Code 11.41
2. 24 P.S. 1327
3. 24 P.S. 1329
4. 24 P.S. 1330
5. 22 PA Code 11.23
6. 22 PA Code 11.25
7. 22 PA Code 12.1
8. 24 P.S. 1326
9. 22 PA Code 11.13
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 1333
12. 24 P.S. 1333.1
13. 24 P.S. 1333.2
14. Pol. 103.1
15. Pol. 113
16. Pol. 113.3
17. Pol. 114
18. 24 P.S. 510.2
19. 24 P.S. 1332
20. 24 P.S. 1339
- 24 P.S. 1327.1
- 24 P.S. 1333.3
- 24 P.S. 1546
- 22 PA Code 11.21
- 22 PA Code 11.22
- 22 PA Code 11.24
- 22 PA Code 11.26
- 22 PA Code 11.28

22 PA Code 11.31
22 PA Code 11.31a
22 PA Code 11.32
22 PA Code 11.34
22 PA Code 11.5
22 PA Code 11.8
Pol. 115
Pol. 116
Pol. 117
Pol. 118
Pol. 137
Pol. 251

Book	Policy Manual
Section	800 Operations
Title	Conflict of Interest
Code	827
Status	Draft
Adopted	June 27, 2016
Last Revised	

Purpose

This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Definitions

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[1]

Conflict or **Conflict of interest** shall mean use by a Board member or district employee of the authority of their office or employment, or any confidential information received through them holding public office or employment, for the private pecuniary benefit of them, a member of their immediate family or a business with which they or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or district employee, a member of their immediate family or a business with which they or a member of their immediate family is associated.[1]

De minimis economic impact shall mean an economic consequence which has an insignificant effect.[1]

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[1]

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[1]

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[1]

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Delegation of Responsibility

Each employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and district employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

Guidelines

All Board members and employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it. Additional training shall be provided to designated individuals.

Disclosure of Financial Interests

No Board member shall be allowed to take the oath of office or enter or continue upon their duties, nor shall they receive compensation from public funds, unless they have filed a statement of financial interests as required by law.[2]

The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.[3][4]

Standards of Conduct

The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its employees and Board members engaged in the selection, award and administration of contracts.[5]

No employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if they have a real or apparent conflict of interest as defined above, as well as any other circumstance in which the employee, Board member, any member of their immediate family, their business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[5]

The district shall not enter into any contract with a Board member or employee, or his/her spouse or child, or any business in which the person or their spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[1]

When advertised formal bidding is not required or used, an "open and public process" noted in the above paragraph shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids or quotes and who was chosen.

Any Board member or employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of their interest as a public record.[1]

No Board member, and no non-teacher school district employee who is authorized to take official action with greater than de minimis economic impact on another person, shall accept an honorarium.[1]

Board members and employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the gift is an unsolicited item of nominal value. Gifts of a nominal value may be accepted in accordance with Board policy.[5][6][7]

Improper Influence

No person shall offer or give to a Board member, employee or nominee or candidate for the Board, or a member of their immediate family or a business with which they are associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[1]

No Board member, employee or nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, employee or nominee or candidate that the vote, official action or judgment of the Board member, employee or nominee or candidate for the Board would be influenced thereby.[1]

Organizational Conflicts

Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[5]

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If

such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any district employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

Reporting

The Superintendent or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred with respect to a particular federal grant or group of federal grants, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.

Disciplinary Actions

If an investigation results in a finding that the facts underlying the perceived or suspected conflict of interest occurred and constituted a violation of this policy, the district shall take prompt corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.[8][9][10]

Legal

1. 65 Pa. C.S.A. 1101 et seq
 2. Pol. 004
 3. 51 PA Code 15.2
 4. 65 Pa. C.S.A. 1104
 5. 2 CFR 200.318
 6. Pol. 322
 7. Pol. 422
 8. Pol. 317
 9. Pol. 417
 10. Pol. 517
- Pol. 011
Pol. 319
Pol. 419
Pol. 519
Pol. 609
Pol. 702

Book	Policy Manual
Section	900 Community
Title	Classroom Visitation
Code	907
Status	Draft
Adopted	
Last Revised	April 27, 2009

Authority

The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by person in parental relation, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.[1]

Delegation of Responsibility

The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.

The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.

The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and classrooms as well as to ensure confidentiality.

Guidelines

Persons wishing to visit a school should make arrangements in advance with the school office in that building.

Upon arrival at the school, visitors must register at the office where they must provide any required information or identification to protect the health and safety of students, staff and the school community, as well as

- sign in and sign out,
- receive a pass,
- receive a badge,
- receive instructions,
- be provided with a guide, and/or
- be informed of the school's health and safety rules, which must be followed prior to entry and while the visitor is in the school building and on school property.[2]

Only one (1) designated entrance that is monitored and capable of controlling visitor entry shall be used by visitors to the school. All other entrances shall be locked.[3]

All staff members shall be responsible for requiring a visitor demonstrate that the visitor has a visitor's pass.

No visitor may confer with a student in school without the approval of the building principal.

Should an emergency require that a student be called to the school office to meet a visitor, the building principal or designee shall be present during the meeting.

Failure to comply with this policy shall result in more limited access to the school as determined by the building principal, consistent with Board policies, administrative regulations, school rules and federal and state law and regulations.

Classroom Visitations

Persons in parental relations may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.[1][4]

The building principal or program supervisor must grant prior approval for the visit, and shall notify the classroom teacher prior to the visit.

Persons in parental relations shall be limited to 45 minutes per semester per child in the school for classroom visitations, in order to minimize disruption of the classroom schedule and the educational program. Parental participation in classroom activities or programs such as room parents, back-to-school events, and chaperones for field trips shall not constitute a classroom visit for purposes of this policy.

The building principal or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

Under exceptional circumstances and upon request of the building principal, program supervisor, classroom teacher or parent/guardian, the Superintendent or designee may authorize additional or longer classroom visits by a person in parental relation.

Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[5][6]

Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.

Wear official military uniforms while on district property.

Legal

1. 24 P.S. 510
2. Pol. 705
3. Pol. 709
4. 22 PA Code 14.108
5. 24 P.S. 2402 (Military Uniform)
6. Pol. 250