

On January 17, 2023, 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 and Colleen Zasowski  
Region III: Abby Deardorff, Erica Hermans, and Dr. Jennifer Motzer  
Presiding Officer: Erica Hermans  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Dr. Kelly M. Murray and Dr. Tina L. Giambattista  
Chief Financial Officer: Jim Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Aditi Mangal (Absent) and Arhan Kaul  
Absent: David R. Shafer

**CALL TO ORDER**

Mrs. Hermans called the meeting to order at 7:30 p.m.  
Mrs. Bickert noted that Mr. Shafer is absent and all other members are present.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

None

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

None

**II. DISCUSSION**

Mr. Rizzo stated that there is a need for support in this building. Fifth and sixth grades follow an Elementary schedule. 7th grade transitions and has a different start time. When the 5/6/7 opened, it was a 2 principal building. It is his recommendation that they put in a temporary principal and they would work together. There would be an interview and internal transfer into a TOSA position and that would be backfilled with a long term sub. His recommendation is for the remainder of this school year and for the 23-24 school year. Dr. Wright noted that she taught in the building when there was a 7th grade principal and she supports this, it's in the best interest of the students. Mr. Jackson asked about the rationale for the stipend. Mr. Rizzo said it was based on the last 2 stipend positions. Mr. Jackson asked about the temporary position for 2 years and Mr. Rizzo said after 2 years they feel they will know if it is a position they want to fill. Mr. Jackson asked if it would be internal with a reconfiguration of 5/6/7 and Mr. Rizzo said he'd like to promote within but can't say definitively. Mr. Fitzgerald said the next step would be a motion with a name if possible or a MOU. For the Teacher On Special Assignment (TOSA) there would need to be a name and expectations so 2 motions. Mr. Rizzo stated that there would be one person per motion. Mrs. Zasowski asked about Board involvement, this is a temporary building principal and if the Board would like to be involved Mr. Rizzo would make that happen.

**A. 7th Grade Temporary Building Principal**

**III. BOARD AND COMMITTEE REPORTS**

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

Student Representative Kaul reported on some of the past events which included the Irish Exchange students visiting and many concerts. This week he reminds everyone to look out for skyward announcements, he noted that the Midterms starts this week and the great kindness challenge is throughout the district.

**Policy    Wendy Earle    2<sup>nd</sup> Wed. 6:30 p.m**

Mrs. Earle reported the membership policy was sent to the solicitor then sent back to committee. Several policies were sent to the solicitor for review. There were several they didn't get to and will be on the next agenda. The MCIU provided input to the Board Membership Policy.

**Curriculum/Technology                      Dr. Margaret Wright    2<sup>nd</sup> Wed. 7:30 p.m.**

Dr. Wright reported on the January meeting which included Mr. Catalano sharing the December phishing report. Staff is starting to recognize these emails and is reporting them. Dr. Edwards and Colyer selection guide and that will be posted on the website. Dr. Murray provided an update on the learning loss and the survey. Tutoring was a top priority of the survey.

**Finance    Clinton L. Jackson    2<sup>nd</sup> Tue. 6:30 p.m.**

Mr. Jackson noted items discussed were the monthly report, Budget for 23-24 and the timeline,

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

Mr. Jackson reported that there was discussion on the 9th grade flooring which will be done in a few weeks. Spring City planning update which was a recap of Saturdays public discussion. 23-24 capital review was discussed. There are 11 action items that came out of this meeting.

**WMCTC    Earle/Weingarten/Zasowski 2<sup>nd</sup> Mon. 7:00 p.m.**

Mrs. Zasowski reported they had a reorg meeting in which everything stayed the same. There were 4 students, all spring-ford, who participated in the SkillsUSA Conference. The Western Center will be hosting this conference for the next 2 years. The budget was lightly approached with some items they are looking at such as another welding instructor, asst. Principal, and items for improvements in preparation for the Skills USA Competition. Also noted was the community meal that is this week.

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

Dr. Murray provided a brief comprehensive planning process. Professional Development upcoming in February was reviewed and the new . Saturday will be on the Class H Room teachers and students go head to head. SNAP Boutique will be opening soon.

Dr. Giambattista reported that the nurses were trained on a medical emergency response team and each building has a team formed. Drills will be performed and all staff will be trained in the near future. School Psychologists have been reviewing training for students at risk. Future Planning Center will be meeting with Juniors. Early intervention update, there are 73 students transitioning into Kindergarten, last year that number was in the 50s.

**Solicitor's Report    Mark Fitzgerald**

Mr. Fitzgerald reported there some property contracts that are on the agenda for approval and if there are any questions the Board should reach out to their

**IV. MINUTES**

No questions or comments

- A. Administration recommends approval of the November 28, 2022 Work Session minutes. **(Attachment A1)**
- B. Administration recommends approval of the December 5, 2022 Reorganization meeting minutes. **(Attachment A2)**

**V. PERSONNEL**

Mrs. Hermans recognized Mr. Hunter's retirement.

**A. Resignations**

1. **Celeste D. Baumgardner**; Elementary Teacher, Royersford Elementary School. Effective: February 24, 2023.
2. **Shawn R. Corroplese**; Asst Softball Coach - HSI. Effective: December 6, 2022.
3. **Melissa A. Hartnett**; Elementary Teacher, Evans Elementary School for the purpose of retirement. Effective: February 3, 2023.
4. **Robert D. Hunter**; Maintenance Director of Planning, Operations and Facilities, for the purpose of retirement. Effective: November 10, 2023.
5. **Lucinda J. Iezzi**; Health & Physical Education Teacher, Senior High School, for the purpose of retirement. Effective: June 9, 2023.
6. **Alexander M. Kraft**; Instructional Assistant, Senior High School. Effective: January 25, 2023.
7. **Ashley M. Lambert**; Instructional Assistant, Upper Providence Elementary School. Effective: January 6, 2023.
8. **Nina M. Lee**; Special Education Teacher, Spring City Elementary, for the purpose of retirement. Effective: June 9, 2023.
9. **Jaclyn A. McDermott**; Assistant Track Coach, 7th/8th Grade. Effective: November 29, 2022.
10. **Patrice M. Mullen**; Instructional Assistant, 8th Grade Center for the purpose of retirement. Effective: August 4, 2023.
11. **Patricia A. Musselman**; Special Education Teacher, Oaks Elementary, for the purpose of retirement. Effective June 9, 2023.
12. **Alison L. Reichwein**; Technology Education Teacher, Senior High School, for the purpose of retirement. Effective: July 1, 2023.
13. **Maria E. Skrzat**; Reading Specialist, 8th Grade Center, for the purpose of retirement. Effective: June 9, 2023.
14. **Corinna M. Vieira**; Instructional Support Teacher, Spring City Elementary. Effective: January 9, 2023.

**B. Leave of Absence**

1. **Brianna M. Hine**; Special Education Teacher, Royersford Elementary, for an unpaid leave of absence per Board Policy. Effective: January 10, 2023 until February 7, 2023.
2. **Meagan M. Snyder**; Elementary Teacher, 5th/6th Grade Intermediate Center, for an unpaid leave of absence per Board Policy. Effective: February 24, 2023 through April 21, 2023 (estimated date).
3. **Joseph D. Stimmler**; Maintenance, Maintenance & Operations for an extension of an unpaid leave of absence per Board Policy. Effective: January 10, 2023 through February 1, 2023.
4. **Christine M. Wheeler**; Food Service Employee, Senior High School, for an unpaid leave of absence per Board Policy. Effective: January 12, 2023 through January 27, 2023.

**C. Support Staff**

1. **Rachel M. Gertenitch**; Instructional Assistant, Upper Providence Elementary School, replacing Deborah J. Mohr-Kebs who retired. Compensation has been set at \$16.36/hour plus benefits per the Instructional Assistants' Benefit Summary. Effective: January 9, 2023.
2. **Kristin L. Schmidt**; Secretary, Senior High School, replacing Sharon D. Ritson who had a change of status. Compensation has been set at \$16.52/hour plus benefits per the Secretarial Benefit Summary. Effective: January 9, 2023.
3. **Tammi L. Virkler**; Administrative Assistant, Spring City Elementary School, replacing Kathy K. Dwyer who had a change of assignment. Compensation has been set at \$19.23/hour plus benefits per the Secretarial Benefit Summary. Effective: January 3, 2023.

#### D. Change of Status

1. **Alexa M. Rawa**; PT (.50) Special Education Teacher at Upper Providence Elementary School to FT Special Education Teacher at Upper Providence Elementary School. Compensation has been set at B Step 1, \$51,000, prorated, with benefits per the Professional Agreement. Effective January 24, 2023.

#### E. Tenure

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

1. **Jennifer C. Lipp**

- F. Administration recommends approval of the following professional staff member(s) for before and after school tutoring for the 2022-2023 school year to be paid from ARP ESSER/7% Set Aside :

1. **Sharon A. Abrams**, Brooke Elementary
2. **Erik B. Ammon**, Brooke Elementary
3. **Nancy A. Daly**, Brooke Elementary
4. **Dr. Marilyn T. Nepps**, Brooke Elementary

- G. Administration recommends approval of the 2023 Kindergarten -12<sup>th</sup> Grade Extended School Year Program (ESY) and the positions identified below to be held at Evans Elementary. The program will be held July 5 - August 3, 2023, Monday-Thursday. Instructional Assistants will work 8:45 a.m. - 1:15 p.m., all others will work 8:30 a.m. - 1:30 p.m.

1. Forty (40) Special Education Teachers at a rate of \$40.00/hour.
2. Sixty (60) Instructional Assistants. Rates will vary between \$16.36-\$23.22/hour depending on experience and educational degree.
3. Four (4) Full Time Equivalent Speech Therapists at a rate of \$40.00/hour.
4. One (1) Behavior Specialist at a rate of \$40.00/hour.
5. One (1) Counselor at a rate of \$40.00/hour.
6. Two (2) Certified School Nurses at a rate of \$40.00/hour.
7. Twelve (12) Special Education Teachers-Tutors at a rate of \$40.00/hour. Position runs June 26, 2023 - August 18, 2023.
8. Five (5) Special Education Teachers with WILSON experience for individual students as per the students' IEP at a rate of \$40.00/hour. Position runs June 26, 2023 - August 18, 2023.

- H. Administration recommends approval of **Erin E. Hughes** and **Sarah M. Toback** to be hired as Summer 2023 R.A.M.S Coordinators. Compensation has been set at \$40.00/hour plus benefits

(FICA & Retirement), not to exceed 140 hours per Summer R.A.M.S Coordinator. Funding will be from the ESSER/ARP ESSER/7% Set Aside. Effective: May 1, 2023.

- I. Administration recommends approval of **Jessica A. Meclarey** as a Teacher for the Pre-K Summer Readiness Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement).
  
- J. Administration recommends approval of **Joan D. Flack** as an Instructional Assistant for the Pre-K Summer Readiness Program. Compensation will be set at the Instructional Assistant's current hourly rate plus benefits (FICA & Retirement).
  
- K. Administration recommends the following School Police Officers for the Summer R.A.M.S. Program. The Summer R.A.M.S. Program will be located at Brooke Elementary School and the 9th Grade Center. Compensation will be the officer's hourly rate, shall not exceed \$6,000.00, and will be paid, as previously budgeted, from the ESSER/ARP ESSER/7% Set Aside.
  - 1. **Timothy Brennan**
  - 2. **Jason Corropelese**
  - 3. **David Engleston**
  - 4. **Bob Greenwood**
  - 5. **Terry Heydt**
  - 6. **Gwen Phillips**
  - 7. **Mark Wickersham**
  
- L. Administration recommends the following Registered Nurses as Substitute Nurses for the 2023 Summer R.A.M.S. Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ESSER/ARP ESSER/7% Set Aside.
  - 1. **Tara L. Santangelo**
  - 2. **Sharon Wiltsie**
  
- M. Administration recommends the following Professional Staff as Teachers for the 2023 Summer R.A.M.S Program. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be paid from the ESSER/ARP ESSER/7% Set Aside.
 

<ul style="list-style-type: none"> <li>1. <b>Mary K. Burkholder</b></li> <li>2. <b>Laura E. Camp</b></li> <li>3. <b>Sienna K. Coleman</b></li> <li>4. <b>Alyssa C. Dougherty</b></li> <li>5. <b>Sheila Egleston</b></li> <li>6. <b>Kathryn L. Ellor</b></li> <li>7. <b>Christa J. Ellsesser</b></li> <li>8. <b>Maureen E. Faulkner</b></li> <li>9. <b>Lauren E. Flanagan</b></li> <li>10. <b>Zoe D. Jacobs</b></li> <li>11. <b>Marisa L. Natale</b></li> <li>12. <b>Jacqueline E. Pizzico</b></li> </ul>	<ul style="list-style-type: none"> <li>13. <b>Jeannine Plitnick</b></li> <li>14. <b>Shawn Riordan</b></li> <li>15. <b>Sarah D. Rizzuto</b></li> <li>16. <b>Georgeiann C. Sklenarik</b></li> <li>17. <b>Maria A. Talone</b></li> <li>18. <b>Jacqueline M. Trianosky</b></li> <li>19. <b>Katelyn M. Vaccaro</b></li> <li>20. <b>Lynne M. Webb</b></li> <li>21. <b>Rachel M. Weigel</b></li> <li>22. <b>Nicole M. Zucal</b></li> </ul>
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- N. Administration recommends approval of the attached extra-curricular contracts for the 2022-2023 school year. **(Attachment A3)**
  
- O. Administration recommends approval of the attached job description for Associate Head Coach. **(Attachment A4)**
  
- P. Administration recommends approval of the attached job description for Assistant Coach.

**(Attachment A5)**

- Q.** Administration recommends approval of the attached job description for Head Coach.  
**(Attachment A6)**

**VI. FINANCE**

Mrs. Zasowski highlighted the Preliminary General Budget is on for approval. Mr. Fink noted the timeline for approving the budget with approval being on the May Board meeting agenda. The budget can change between now and approval.

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

**B.** Payments:

- |  |                 |
|--|-----------------|
| 1. <u>General Fund Checks</u><br>Check No. 215709 - 215959   | \$ 677,191.26   |
| 2. <u>Food Service Checks</u><br>Check No. 2482 - 2513   | \$ 1,205.75     |
| 3. <u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u><br>ACH No. 222300996 - 222301333 | \$ 7,370,038.59 |
| 4. <u>Wires</u><br>Wire No. 202200096 - 202200137  | \$12,003,262.57 |
| 5. <u>Procurement Payments</u><br>Transaction No.220000069 - 220000142                                     | \$ 19,763.94    |

**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. **Daniel Jude Miller, Binghamton, NY** to provide "Author Day" at Royersford Elementary School with a cost not to exceed \$600.00. Funding will be paid from the Royersford Elementary Budget.
2. **The Chester County Intermediate Unit (CCIU)** to provide Psychology services for the 2022-2023 school year. The total cost of the contract is not to exceed \$4,086.50. The contract will be funded from the Special Education Budget.
3. **Personal Health Care** to provide Nursing Services during Extended School Year (ESY) for one student as per their IEP. The total cost of the contract for the one student not to exceed \$1,243.00. This service will be funded through the Special Education Budget.

4. **Dr. Mary Lazar** to conduct a comprehensive neuropsychological evaluation for one student. The cost for the evaluation is not to exceed \$5,500.00. Funding will be paid from the Special Education Budget.
  5. **Procare Therapy** to provide Paraprofessional and Registered Behavior Technician services for students per the IEP for the 2022-2023 school year. The total cost of the contract will not exceed \$123,656.40 and will be funded from the Special Education Budget.
  6. **Dr. Claudia Chernow**, conduct a Psychiatric Evaluation for one student. The cost for the evaluation is not to exceed \$2,500.00. The contract will be paid from the Special Education Budget.
  7. **Pediatric Therapeutic Services Inc. (PTS)**, To provide one full-time school social worker and two full-time board-certified behavior analysts for the 2022-2023 school year. This contract was previously approved in September of 2021 for a total of \$314,523.00 and will be paid through ESSER Grant funding as previously allocated.
  8. **Buxmont Academy** to provide Educational services for one special education student for the 2022-2023 school year. The total cost of the contract is not to exceed \$21,309.20. The funding will be paid from the Special Education Budget.
  9. **The Timothy School** to provide 1:1 services for 1 student per the IEP. The total cost for services is not to exceed \$4,500.00. The funding will be paid from the Special Education Budget.
  10. **Emily Perlis** to conduct an Independent Educational Evaluation for one student. The cost for the evaluation is not to exceed \$4,200.00. The contract will be paid from the Special Education Budget.
- E.** Administration recommends approval of a **confidential settlement agreement 2023-01** with the parent of a special education student in an amount not to exceed \$25,000.00. Funding will be paid from the Special Education Budget.
- F.** Administration recommends the approval of additional funds for Educational Services for students who receive special educational services from **Lakeside Educational Network** for the 2022-2023 school year. The total cost shall not exceed \$22,712.50. The contract will be paid from the Special Education Budget.
- G.** Administration recommends approval of the **Preliminary General Fund Budget** for the 2023-2024 school year in the amount of \$191,526,802.00.
- H.** Administration recommends approval to file with the Department of Education the 2023-2024 referendum exceptions estimated at \$2,000,000.00 for Special Education Expenditures and Retirement Contributions. These estimated referendum exceptions represent approximately 1.63% and could be used for allowable millage over the Act 1 State Index cap amount of 4.10%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.

## VII. PROPERTY

Mrs. Hermans wanted to give a shout out to the Home and School organizations for their donations and thanks them.

- A.** Administration recommends approval for the Phase 2 Camera upgrade project at the FLEX, RES and SCE with Integrated Security Systems through COSTARS contract # 040-058. Camera installation, decoders, licensing, replacement, data storage and maintenance service

agreement. Total cost will not exceed \$447,591.01. Funding will come from the Capital Reserve and then repaid from the School Safety Operating Budget.

- B.** Administration recommends approval for the continued Service and Maintenance Agreement which expires in June of 2023. This agreement is provided by Integrated Security Systems through COSTARS contract #040-058.
- C.** Administration recommends approval for phase 3 of 4 flat roof replacement at the 9GC by Weatherproof Technologies through Contract #KPN-A-202012-04. Funding will be paid from Bond Proceeds and shall not exceed \$978,000.00.
- D.** Administration recommends approval for metal roof restoration coating at Oaks Elementary by Weatherproof Technologies through Contract #KPN-A-202012-04. Funding will be paid from Bond Proceeds and shall not exceed \$866,000.00.
- E.** Administration recommends approval for the replacement of 237 heat pumps including controls and recommissioning of 6 ERU units at the 567 Grade Center by Southland Industries (Burns Mechanical) through COSTARS Contract #008-E22-858. Funding will be paid from Bond Proceeds and shall not exceed \$4,936,000.00.
- F.** Administration recommends approval for the expenditure of a district-controlled contingency budget specific to the 5th/6th/7th Grade Center heat pump replacement project. Funding will be paid from bond proceeds and shall not exceed \$350,000.00. This contingency is not in addition to the original amount budgeted for this project.
- G.** Administration recommends approval for the replacement of the emergency generator at Brooke Elementary by S.J. Thomas Company, Inc. through KPN Contract #2021JOCC-47. Funding will be paid from the Capital Reserve and shall not exceed \$85,000.00.
- H.** Administration recommends approval for the replacement of the fire alarm system at Upper Providence Elementary by Berkshire Systems Group, Inc. through COSTARS Contract #014-E22-249. Funding will be paid from the Capital Reserve and shall not exceed \$145,000.00.
- I.** Administration recommends approval for playground equipment improvements at Royersford Elementary by Recreation Resources through COSTARS Contract #014-E22-249. Funding will be paid from the Capital Reserve and shall not exceed \$144,000.00.
- J.** Administration recommends approval for playground equipment improvements at Oaks Elementary by Recreation Resources through COSTARS Contract #14-74. Funding will be paid from the Capital Reserve and shall not exceed \$126,000.00.
- K.** Administration acknowledges the acceptance of the donation in the amount of \$25,000.00 from the Oaks Elementary Home and School Association to replace the existing school sign with an electronic sign. The installation will be contingent upon approval and permitting with Upper Providence Township.
- L.** Administration acknowledges the acceptance of the donation in the amount of \$6,500.00 from the Evans Elementary Home and School Association to purchase a Gaga Ball Pit for the playground.
- M.** Administration recommends approval of the PennDOT acquisition and acceptance of the PennDOT offer of \$1,800.00 for a .029-acre right of way and a .008-acre temporary construction easement for construction on Black Rock Road adjacent to the Oaks Elementary property for the purpose of expanding the bridge. PennDOT also requires an

application for payment of estimated just compensation be filed and may require additional documentation to be executed on behalf of the School District in connection with the foregoing PennDOT acquisition. It is hereby approved that the School District's Superintendent, Board President and/or Chief Financial Officer are hereby authorized on behalf of the School District in connection with the PennDOT's acquisition to execute the application for payment of estimated just compensation and additional documentation required by PennDOT, subject to solicitor and administration review, and to do all acts and things required in order to effectuate the aforementioned conveyance to PennDOT.

### VIII. PROGRAMMING AND CURRICULUM

No questions or comments

- A. Administration recommends the approval of *Think Java: How to Think Like a Computer Scientist 2nd edition* (Downey, Allen; O'Reilly Media Incorporated, 2020) to be used in AP Computer Science. This purchase includes 30 paperback texts. The cost is not to exceed \$1,100.00 and is a budgeted item that will be paid from the Curriculum Budget.

### IX. CONFERENCES AND WORKSHOPS

Mr. Jackson is happy to see the Facilities getting exposure to conferences and workshops.

- A. **Edward W. Yergey**, Grounds and **Craig Ruoss**, Grounds to attend "*Penn State Extension Turf and Ornamentals School*" in Grantville, PA January 30, 2023. The total cost of the conference is \$425.00 (registration and transportation). Substitute coverage is not required.
- B. **Edward M. Koneski**, Grounds Foreman, to attend "*2023 Eastern PA Golf, Lawn, Landscape and Sports Turf Conference*" in East Earl, PA February 2, 2023. The total cost of the conference is \$145.00 (registration and transportation). Substitute coverage is not required.
- C. **Edward M. Koneski**, Grounds Foreman, to attend "*26th Annual KAFMO Athletic Field Conference*" in East Earle, PA February 17, 2023. The total cost of the conference is \$110.00 (registration and transportation). Substitute coverage is not required.
- D. **Seth Jones, 10-12 GC Director of Bands**, to attend "*NAfME Eastern Division Conference*" in Rochester, NY April 13-16, 2023. The total cost of the conference is \$1,695.00 (registration, hotel, meals). Substitute coverage is required for 2 days.
- E. **Kenneth Rhoads**, HVAC and **Shawn Ryan**, Maintenance Supervisor, to attend "Metasys System Extended Architecture for building Operations Course #388" in New Freedom, PA March 6th to March 8th, 2023. The total cost of the conference is \$1,460.00. (transportation, hotel, and meals). Substitute coverage is not required.
- F. **Riane Casper**, Athletic Trainer, to attend "*Mind Matters Concussion Conference: New Frontiers*" in Philadelphia, PA March 15, 2023. The total cost of the conference is \$375.00 (registration and transportation). Substitute coverage is required.

### X. OTHER BUSINESS

Mrs. Herman's has received questions about the emergency day. Mr. Rizzo reported that the calendar was updated from last week's meeting and the emergency day was removed from spring break and has a set graduation date.

- A. Administration recommends approval for the Spring-Ford Area School District Graduation Commencement to be set for the evening of Wednesday, June 7, 2023 at 7 p.m. in Coach McNelly Stadium. In the event of bad weather, Thursday, June 8, 2023 will serve as a rain date.
- B. Administration recommends approval of the 2023-2024 school calendar. **(Attachment A7)**

- C. Motion to approve and adhere to the guidelines of the Pennsylvania School Boards Association Principles for Governance and Leadership. (**Attachment A8**)
- D. Administration recommends approval of the overnight trip request from Yvonne O'Dea, 10-12 Grade Center Music Teacher, to accompany 7 students for the **Region Choir Competition** in West Chester, PA from February 16<sup>th</sup> to February 18<sup>th</sup>, 2023. Students will travel by district transportation. The cost of the trip is estimated to be \$190.00 per student for (registration, lodging, and meals). Students will miss 2 days of school and will be responsible for any missed work. The total cost to the district is for 1 day of substitute coverage for Ms. O'Dea and district transportation and will be paid from the High School Budget.
- E. Administration recommends approval of the overnight trip request for Robert Swier, Business Education Teacher, Cheryl Murgia, English Teacher, Amy Short Biology Teacher, and Erin Marcellus Cyber Teacher to accompany students qualifying for the **DECA State Competition** in Hershey, PA from February 22<sup>nd</sup> through February 24<sup>th</sup>, 2023. Students will travel via chartered transportation. The cost of the trip is \$450.00 per student for registration, lodging and meals and will be paid by the student attending. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for 3 days of substitute coverage for Mr. Swier, Ms. Murgia, Ms. Short and Ms. Marcellus as well as \$6,000.00 for transportation and will be paid from the High School Budget.
- F. Administration recommends approval of the overnight trip request from Yvonne O'Dea, 10-12 Grade Center Music Teacher, to accompany 7 students for the **District Choir Festival** in Holland, PA from January 12<sup>th</sup> to January 14<sup>th</sup>, 2023. Students will travel by district transportation. The total cost of the trip is \$1,330.00 for registration, lodging, and meals. Students will miss 2 days of school and will be responsible for any missed work. All expenses will be paid from the High School Budget and will include 2 days of substitute coverage for Ms. O'Dea and district transportation.
- G. Administration recommends approval of the overnight trip request from Seth Jones, 10-12 Grade Center Band Director, to accompany 2 students to **NAfME Eastern Division Honor Band and Chorus Competition** in Rochester, NY from April 13<sup>th</sup> to April 16<sup>th</sup>, 2023. Students will travel by district transportation. The cost of the trip is \$500.00 per student and will be paid by each student attending.
- H. Administration recommends the following **high school winter sport teams** for overnight travel during the 2022-2023 school year.

High School Boys Lacrosse – Trip to play 2 PIAA scrimmages  
 Crystal Springs Resort Depart March 22, 2023 - Return March 26, 2023  
 Meals and lodging provided by the Boys Lacrosse Team Booster Club Account  
 The team will use district transportation  
 Cost to district – 2 substitutes for 2 days for Kevin Donnelly and Kevin Czapor (\$768.00)

High School Girls Lacrosse - Trip to play a non-league contest.  
 Game vs Ocean City HS - Depart May 5, 2023 - Return May 7, 2023  
 Meals and lodging provided by the Girls Lacrosse Team Booster Club Account  
 The team will use district transportation  
 Cost to district – 3 substitutes for 1 day (May 5, 2023) for Kristi Holstein, Rose Ward, Meghan Mozi (\$576.00)

- I. The following policies are submitted for **Approval**:
  1. **Policy #204** - Attendance (**Attachment A9**)
  2. **Policy #218** - Student Discipline (**Attachment A10**)

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

1. **Policy #001** - Local Board Procedures (**Attachment A11**)
2. **Policy #249** - Bullying and Cyberbullying (**Attachment A12**)

**XI. INFORMATIONAL**

Mrs. Hermans noted the rate change, no action needed on this.

- A. Effective January 1, 2023, the **IRS mileage rate** will be 65.5 cents per mile which is an increase of 3 cents from the second half of 2022 (62.5 cents).

**XII. BOARD COMMENT**

Mr. Jackson recognized the passing of Clair Cresi, a former Board member who served on Finance and Property committees and attended many meetings. She gave a lot to the district during the 4 years served and will be missed by all.

Mrs. Hermans was made aware by Mr. Fink that there are some folks that are asking for a waiver of school taxes. Mr. Fink can confirm if they have moved in and if they received their bill with Act 57. Mr. Fitzgerald stated that this is for new homeowners who were unable to pay during the discounted period. The law changed about a year ago. This goes into effect July 1st. Mrs. Hermans asked if the Board had any appetite to look at this. Mrs. Deardorff asked how often this happens since they pay this at closing. Mr. Fink said the county has had a delay in getting these out and it may affect some new owners closing at the end of the school year. Mrs. Earle asked about taking these on a case by case. Mr. Fink has about \$2500 in fees across the 5 or 6 requests that fall into the new homeowner. Mrs. Zasowski said school taxes are settled at closing. Mr. Fitzgerald said after July, we shouldn't get these requests since the tax collectors will be doing this. If the Board is looking at this, he suggests holding off and to see the DCED regulations. These will be on hold.

Mrs. Hermans discussed Board and Committee meetings start times and asked if the other members have a desire to change the committee meetings to start earlier. Dr. Wright would like to see Board meetings start at 7:30. After some Board discussion, it was decided to leave the times as they are with Committee meetings being 6:30 and 7:30. Mr. Jackson said that staff doesn't need to be there aside from an administrator and keep them under an hour. Dr. Wright commented that if starting Board meetings earlier, the students and administrators would be able to get home earlier.

Mr. Rizzo discussed trimming down the Board Work Session and Board meeting agenda to items that truly need to be approved.

**XIII. PUBLIC TO BE HEARD**

None

**XIV. ADJOURNMENT**

The Board unanimously adjourned the meeting at 9:02 p.m. with a motion from Mr. Jackson, seconded by Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

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** **2<sup>nd</sup> 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** **2<sup>nd</sup> 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** **3<sup>rd</sup> 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** **3<sup>rd</sup> 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 1<sup>st</sup> 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****1<sup>st</sup> 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****3<sup>rd</sup> 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****4<sup>th</sup> 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), 8<sup>th</sup> Grade Center, to Full-Time Food Service (6 hours/day), 8<sup>th</sup> 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. <u>Procurement Payments</u>		
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 **Procare 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 December 5, 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 and Dr. Margaret D. Wright  
Region II: David R. Shafer and Colleen Zasowski  
Region III: Abby Deardorff, Erica Hermans, and Dr. Jennifer Motzer  
Presiding Officer: Margaret D. Wright (Current President)  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Dr. Kelly M. Murray and Dr. Tina L. Giambattista  
Chief Financial Officer: Jim Fink (Absent)  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Aditi Mangal and Arhan Kaul  
Absent: Clinton L. Jackson  
Called in: Karen Weingarten

**I. CALL TO ORDER AND ATTENDANCE (By Dr. Margaret D. Wright, Board President)**

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

Mrs. Bickert noted that Mr. Jackson is absent, Mrs. Weingarten has joined the meeting by telephone, and all other members are present.

Dr. Wright noted that the Public to be Heard and Board Comment will be switched once they get to that portion of the agenda.

**II. PLEDGE OF ALLEGIANCE**

**III. PURPOSE OF THE MEETING (By Mr. Mark Fitzgerald, Solicitor)**

Mr. Fitzgerald provided the purpose from PA Code which requires all School Districts to hold this meeting the first week each December to reorganize. The board will elect a new President and Vice President as required each year.

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

None

**V. NOMINATIONS AND ELECTION OF TEMPORARY BOARD PRESIDENT**

Mrs. Hermans nominated Dr. Wright.

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

Motion carries 8-0 for Dr. Wright to be temporary Board President.

- Nominations for the Temporary Board President. (No Second is needed for nominations)
- Motion to close the nominations. (A Second is needed to close the nominations)

If more than one person is nominated for the office of Temporary Board President, a roll call vote will be necessary to elect the Temporary Board President.

- The Secretary declares the Board Member elected as the Temporary Board President. The Temporary Board President is now seated.

#### **VI. NOMINATION AND ELECTION FOR THE OFFICE OF BOARD PRESIDENT**

Mrs. Deardorff nominated Mrs. Hermans.

Mrs. Earle motioned to close the nominations, seconded by Mrs. Deardorff.

Motion carries 8-0 for Mrs. Hermans for Board President.

- Nomination for the Board President. (No Second is needed for nominations)
- Motion to close the nominations. (A Second is needed to close the nominations)

If more than one person is nominated for the office of Board President, a roll call vote will be necessary to elect the Board President.

- The Temporary Board President declares the Board Member elected as the Board President. The Board President is now seated.

#### **VII. NOMINATION AND ELECTION FOR THE OFFICE OF BOARD VICE PRESIDENT**

Mrs. Earle nominated Dr. Wright.

Mrs. Earle motioned to close nominations, seconded by Mrs. Zasowski.

Motion carries 8-0 for Dr. Wright for Board Vice-President.

- Nomination for the Board Vice President. (No Second is needed for nominations)
- Motion to close the nominations. (A Second is needed to close the nominations)

If more than one person is nominated for the office of Board Vice President, a roll call vote will be necessary to elect the Board Vice President.

- The Board President declares the Board Member elected as the Board Vice President. The Board Vice President is now seated.

#### **VIII. The Board President shall designate a **Member** and an **Alternate** to serve on the **Montgomery County School Directors Legislative Committee.****

Mrs. Hermans announced that Mrs. Deardorff will remain the Legislative Liaison and she herself will serve as the alternate.

This committee is sponsored by the Montgomery County Intermediate Unit Board of Directors to provide a forum in which local directors can learn about legislative issues, which can affect education in Montgomery County. **Mrs. Abby Deardorff** previously served in this capacity and **Dr. Margaret D. Wright** previously served as the alternate.

#### **IX. The Board shall appoint a **PSBA Liaison** to represent the Spring-Ford Area School District. **Mr. David Shafer** presently serves as the representative.**

Mrs. Earle nominated Mrs. Deardorff. Mrs. Hermans nominated Mr. Shafer.

Dr. Wright made a motion to close nominations, seconded by Mrs. Zasowski. A roll call vote is needed as two have been nominated.

Mrs. Deardorff-Deardorff; Mrs. Earle-Deardorff; Dr. Motzer-Deardorff; Mr. Shafer-Deardorff; Mrs. Weingarten-Shafer; Mrs. Zasowski-Shafer; Mrs. Hermans-Deardorff; Dr. Wright-Deardorff.

Motion carries 6-2, Mrs. Deardorff for PSBA Liaison.

- X. The Board shall appoint a Representative to the **Spring City American Legion**. **Dr. Jennifer Motzer** presently serves as the representative.  
 Dr. Wright nominated Dr. Motzer. Mrs. Deardorff nominated Mr. Shafer.  
 Mrs. Zasowski made a motion to close nominations, Mrs. Deardorff seconded. A roll call vote is needed as two have been nominated.  
 Mrs. Zasowski-Shafer; Mrs. Weingarten-Motzer; Mr. Shafer-Shafer; Dr. Motzer-Shafer; Mrs. Earle-Shafer; Mrs. Deardorff-Shafer; Mrs. Hermans-Shafer; Dr. Wright-Shafer.  
 Motion carries 7-1, Mr. Shafer as Spring City American Legion Representative.

**XI. WESTERN MONTGOMERY COUNTY CAREER AND TECHNICAL CENTER (WMCTC) JOINT OPERATING COMMITTEE MEMBERS**

Dr. Write nominated Mrs. Zasowski.  
 Mrs. Earle made a motion to close nominations, Mrs. Deardorff seconded.  
 Motion for Mrs. Zasowski for a 3-year term carries 8-0.

Members of the Joint Operating Committee for the Area Career and Technical School serve three year terms. One term expires each year to assure continuity in the operation of the joint program. The most recent representatives and the date of expiration for their term are as follows:

<b>Mrs. Colleen Zasowski</b>	<b>2022</b>
Mrs. Wendy Earle	2023
Mrs. Karen Weingarten	2024

- Nominations for the WMCTC Joint Operating Committee Member to fill the vacancy in the three-year term which occurs this year, namely the seat held by **Mrs. Colleen Zasowski**. (No Second is needed for nominations)
- Motion to close the nominations. (A Second is needed to close the nominations)

If more than one person is nominated for the office of the WMCTC Joint Operating Center Member, a roll call vote will be necessary to elect the WMCTC Joint Operating Committee Member.

**XII. Board approval is needed for the attached list of Work Session/Board Meeting Dates for 2023. (Attachment A1)**

Motion by Mrs. Deardorff, seconded by Dr. Wright.  
 Mrs. Hermans spoke about the calendar changes she is presenting to include the move of the Board meeting on Presidents Day and Yom Kipper since students are not in session.  
 There was Board discussion about possibly changing the start times for the committee and Board meetings to 6:00 and 7:00. It was noted that this could affect Executive Sessions if they need to be held. The Board will discuss further in January after reflecting.  
 Motion carries 8-0.

- XIII. Board approval is needed to authorize the signature of \_\_\_\_\_ as the Board President so that he/she can sign all documentation on behalf of the Board.  
 Motion by Mrs. Weingarten, seconded by Mrs. Deardorff to give Mrs. Hermans authorization to sign as Board President on behalf of the Board.  
 Mr. Fitzgerald said this was a necessary housekeeping item and is necessary.  
 Motion carries 8-0.

**XIV. PUBLIC TO BE HEARD**  
None

**XV. BOARD COMMENT**  
Mrs. Hermans thanked the Board.

**XVI. ADJOURNMENT**  
The Board unanimously adjourned the meeting at 7:56 p.m. with a motion from Mrs. Deardorff, seconded by Mrs. Earle.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	Volunteer Boys' Basketball Coach	Winter	Allerton	Michael	Volunteer
2	Robotics Club - Royersford Elementary	Winter	Bornias	Matthew R	\$402.00
3	Track Coach (7th/8th Grade)	Spring	Borgnis	Melinda	\$2,996.00
4	Choreographer Spring Musical - HS	Spring	Colgan	Caitlyn H	\$3,150.00
5	Softball Coach - HS	Spring	Corropolese	Shawn R.	\$7,068.95
6	7th, 8th, & 9th Grade Wrestling Coach	Winter	D'Arcangelo	Benjamin	\$4,526.00
7	Lacrosse Coach - Boys' - HS	Spring	Donnelly	Kevin	\$7,422.39
8	Asst. Track Coach - Girls' & Boys' - HS	Spring	Entenman	Steven	\$4,190.55
9	Basketball Coach-Girls' (7th Grade)	Winter	Fisher	Steven	\$3,186.00
10	Event Workers (Announcers, Clock Operators Ticket Takers)	Winter	Gutshall	Jennifer	\$50/game
11	Volunteer Assistant Baseball Coach	Spring	Heffernan	Michael A.	Volunteer
12	Baseball Coach (8th Grade)	Spring	Heffernan	Michael B.	\$3,681.91
13	Asst. Track Coach-Girls' & Boys'-HS	Spring	Kahler	Geoffrey I.	\$5,566.10
14	Reading Olympics 5/6	Winter	Kirby	Yvonne	\$402.00
15	Volunteer Assistant Basketball Coach-Girls'-HS	Winter	Labick	Matthew	Volunteer
16	Volunteer Boys' Basketball Coach	Winter	Lewullis	Todd	Volunteer
17	Asst. Track Coach Girls' & Boys' HS 10-12 Grade Center	Winter	Matthews	Mark	\$5,189.00
18	5/6 Club #15 Lego Club	Winter	Megill	Margaret	\$402.00
19	Lacrosse Coach - Girls (8th Grade)	Spring	Moley	Marisa	\$2,772.00
20	Asst. Lacrosse Coach-Girls'-HS	Spring	Mozi	Meghan	\$3,991.00
21	Event Workers (Announcers, Clock Operators Ticket Takers)	Winter	Needles	Joy	\$50/game
22	Asst. Indoor Color Guard Instructor -HS (1/2 Contract) 10-12 Grade Center	Winter	Noone	Victoria	\$1,107.50
23	Lacrosse Coach - Girls' (7th Grade)	Spring	Pickersgill	Nicole	\$2,772.00
24	Robotics Club - Royersford Elementary	Winter	Rusinski	Jessica A	\$402.00
25	Event Workers (Announcers, Clock Operators Ticket Takers)	Winter	Saylor	Thomas	\$50/game
26	Volunteer Boys' Basketball Coach	Winter	Sheedy	Jim	Volunteer
27	Set Designer - All Productions - HS (1/2 Contract)	Spring	Swartz	Heidi G	\$840.00
28	Asst. Lacrosse Coach-Girls'-HS	Spring	Ward	Rose	\$4,609.61
29	Indoor Percussion Asst. Director - HS 1/2 Contract	Winter	Yoder	Steven	\$1,107.50

**(Attachment A3)**

# SPRING-FORD AREA SCHOOL DISTRICT JOB DESCRIPTION

---

**Title:** ASSOCIATE HEAD COACH

**Reports To:** Head Coach in conjunction with the ATHLETIC DIRECTOR

**Position Goal:** To carry out the goals and objectives of the program as outlined by the head coach and administration.

---

## **Essential Duties and Responsibilities:**

- Provides technical expertise in coaching the assigned athletic activity.
- Works within the basic framework and philosophy of the head coach to help organize and conduct daily practices to ensure proper skill development, tactical training and conditioning appropriate for the skill level of participants.
- Assists the head coach in upholding board policies and following administrative procedures.
- Assists the head coach in promoting a favorable image of the school district and encouraging community partnerships that enhance district programs and services.
- Promotes the proper use and care of school property.
- Reviews, along with the head coach, procedures, and schedules before the start of the season.
- Attends all mandatory programs.
- Attends all staff meetings and carries out scouting assignments, when necessary, as outlined by the head coach.
- Encourages student involvement in program activities and helps student and parents understand program objectives.
- Assists the head coach in organizing team tryouts and maintaining integrity of the selection process.
- Assists the head coach in organizing and carrying out a practice schedule.
- Maintains accurate records and submits reports on time.
- Maintains the confidentiality of privileged information.
- Along with the head coach, teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and are readily available.
- Promptly documents all injuries that require medical attention.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student code of conduct.
- Reports student discipline problems, vandalism, and other related concerns to the head coach.
- Assists the head coach in verifying that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.

- Assists head coach with assigning and keeping track of athletic equipment issued to students and staff.
- Ensures that students keep locker room and practice areas orderly.
- Obtains permission to be away when duties conflict with other assignments.
- Takes precautions to ensure student/staff safety. Does not leave students unsupervised.
- Assists the head coach with monitoring innovations, evaluating activities, and recommending program improvements.
- Accepts personal responsibility for decisions and conduct.
- Serves as a positive role model for others.

**Abilities Required:**

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working Conditions:** Exposure to the following situations may range from frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a motor vehicle.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Minimum Qualifications:**

- Meets all mandated health requirements (i.e., a negative tuberculosis test, etc.)
- Documentation of a clear criminal record (Acts 34, 151, 114) as outlined in Act 24 of 2011
- Complies with drug-free workplace rules and Board policies
- Relevant coaching experience.
- Knowledgeable about interscholastic athletic program regulations.

**Performance Evaluation:** Job performance is evaluated by the athletic director and/or head coach.

# SPRING-FORD AREA SCHOOL DISTRICT JOB DESCRIPTION

---

**Title:** ASSISTANT COACH

**Reports To:** Head Coach in conjunction with the ATHLETIC DIRECTOR

**Position Goal:** To carry out the goals and objectives of the program as outlined by the head coach and administration.

---

## **Essential Duties and Responsibilities:**

- Provides technical expertise in coaching the assigned athletic activity.
- Works within the basic framework and philosophy of the head coach to help organize and conduct daily practices to ensure proper skill development, tactical training and conditioning appropriate for the skill level of participants.
- Assists the head coach in upholding board policies and following administrative procedures.
- Assists the head coach in promoting a favorable image of the school district and encouraging community partnerships that enhance district programs and services.
- Promotes the proper use and care of school property.
- Reviews, along with the head coach, procedures and schedules before the start of the season.
- Attends all mandatory programs.
- Attends all staff meetings and carries out scouting assignments when necessary as outlined by the head coach.
- Encourages student involvement in program activities and helps student and parents understand program objectives.
- Assists the head coach in organizing team tryouts and maintaining integrity of the selection process.
- Assists the head coach in organizing and carrying out a practice schedule.
- Maintains accurate records and submits reports on time.
- Maintains the confidentiality of privileged information.
- Along with the head coach, teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and are readily available.
- Promptly documents all injuries that require medical attention.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student code of conduct.
- Reports student discipline problems, vandalism, and other related concerns to the head coach.
- Assists the head coach in verifying that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.

**(Attachment A5)**

- Assists head coach with assigning and keeping track of athletic equipment issued to students and staff.
- Ensures that students keep locker room and practice areas orderly.
- Obtains permission to be away when duties conflict with other assignments.
- Takes precautions to ensure student/staff safety. Does not leave students unsupervised.
- Assists the head coach with monitoring innovations, evaluating activities, and recommending program improvements.
- Accepts personal responsibility for decisions and conduct.
- Serves as a positive role model for others.

**Abilities Required:**

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working Conditions:** Exposure to the following situations may range from frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a motor vehicle.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Minimum Qualifications:**

- Meets all mandated health requirements (i.e., a negative tuberculosis test, etc.)
- Documentation of a clear criminal record (Acts 34, 151, 114) as outlined in Act 24 of 2011
- Complies with drug-free workplace rules and Board policies
- Relevant coaching experience.
- Knowledgeable about interscholastic athletic program regulations.

**Performance Evaluation:** Job performance is evaluated by the athletic director and/or head coach.

# SPRING-FORD AREA SCHOOL DISTRICT JOB DESCRIPTION

---

**Title:** HEAD COACH

**Reports To:** Athletic Director

**Position Goal:** To work with student athletes to improve personal and teamwork skills and to provide guidance and encouragement to help students benefit from their participation. Keeps the athletic director informed about emerging issues.

---

## **Essential Duties and Responsibilities:**

- Provides technical expertise in coaching the assigned athletic activity.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district and encourages community partnerships that enhance district programs and services.
- Works with the athletic director to evaluate program needs.
- Promotes the proper use and care of school property.
- Reviews procedures and schedules before the start of the season.
- Attends all mandatory programs.
- Encourages student involvement in program activities and helps student and parents understand program objectives.
- Organizes team tryouts and maintains integrity of the selection process.
- Organizes and carries out a practice schedule.
- Maintains accurate records and submits reports on time.
- Maintains the confidentiality of privileged information.
- Responsible for the development of off-season activities such as summer training, clinics, etc.
- Teaches precautions and procedures to help students prevent injuries. Ensures that medical authorization forms are on file and are readily available.
- Promptly documents all injuries that require medical attention.
- Evaluates individual and team performance, prepares statistics, and develops and refines game strategies.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Promotes academic success as an important priority for all students.
- Maintains high standards and upholds the student code of conduct.
- Reports student discipline problems, vandalism, and other related concerns.
- Verifies that participants have fulfilled all requirements for letters, awards, and/or certificates. Participates in student recognition programs.

- Assigns and keeps track of athletic equipment issued to students and staff.
- Ensures that students keep locker room and practice areas orderly.
- Obtains permission to be away when duties conflict with other assignments.
- Takes precautions to ensure student/staff safety. Does not leave students unsupervised.
- Works closely with the athletic booster association.
- Monitors innovations, evaluates activities, and recommends program improvements.
- Supervises approved fund raising projects. Works with athletic director to ensure that all financial activities are processed through the proper student activities account.
- Accepts personal responsibility for decisions and conduct.
- Serves as a positive role model for others.
- Under the direction of the athletic director: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

**Abilities Required:**

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working Conditions:** Exposure to the following situations may range from frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a motor vehicle.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Minimum Qualifications:**

- Meets all mandated health requirements (i.e., a negative tuberculosis test, etc.)
- Documentation of a clear criminal record (Acts 34, 151, 114) as outlined in Act 24 of 2011
- Complies with drug-free workplace rules and Board policies
- Relevant coaching experience.
- Knowledgeable about interscholastic athletic program regulations.

**Performance Evaluation:** Job performance is evaluated by the athletic director and/or building administrator.

DRAFT

# SPRING-FORD AREA SCHOOL DISTRICT

## 2023-2024 SCHOOL CALENDAR

### JULY 2023

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### AUGUST 2023

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### SEPTEMBER 2023

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### OCTOBER 2023

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### NOVEMBER 2023

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### DECEMBER 2023

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### JANUARY 2024

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### FEBRUARY 2024

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

### MARCH 2024

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL 2024

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY 2024

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE 2024

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

#### LEGEND

- Schools and Offices Closed
- No School for Students or 10-Month Employees
- In-Service Day, No School for Student
- Act 80 Day, No School for Students
- End of the Quarter
- First/Last Day of School

#### DAYS OF INSTRUCTION

Student Days: 180  
 Teacher Days: 190  
 12-Month Emp.: 260

- August 22-24: Staff In-Service Days
  - August 28: First Day of School!
  - September 4: Labor Day, Schools/Offices Closed
  - September 25: Yom Kippur, No School for Students or 10-Month Employees
  - October 16: In-Service Day
  - November 1: End of Quarter One
  - November 7: Election Day, In-Service Day
  - November 20-21: Parent/Teacher Conferences, No School for Students
  - November 22-24: Fall Break, Schools/Offices Closed
  - December 25-January 2: Winter Break, Schools/Offices Closed
  - January 15: Martin Luther King Jr. Day, Schools/Offices Closed
  - January 23: End of Quarter Two
  - January 31: Act 80 Day, No School for Students
  - February 19: Parent/Teacher Conferences, No School for Students
  - March 6: Act 80 Day, No School for Students
  - March 27-29: Spring Break, Schools/Offices Closed
  - April 1: End of Quarter Three
  - April 10: Eid al Fitr, No School for Students or 10-Month Employees
  - April 23: Election Day, In-Service Day
  - May 27: Memorial Day, Schools/Offices Closed
  - June 5: Class of 2024 Commencement Ceremony
  - June 6: Last Day of School
  - June 7: Last Day for Teachers
- Spring-Ford Area School District will have one "traditional" Snow Day (March 27, 2024) and will use Virtual or Flexible Instruction Days (FID) in place of emergency days. If there is a need to call a Snow Day, the first Snow Day of the year will be a "traditional" Snow Day and March 27 will change to an In-Person school day. FID's will be used for any additional weather or emergency related closure. **(Attachment A7)**



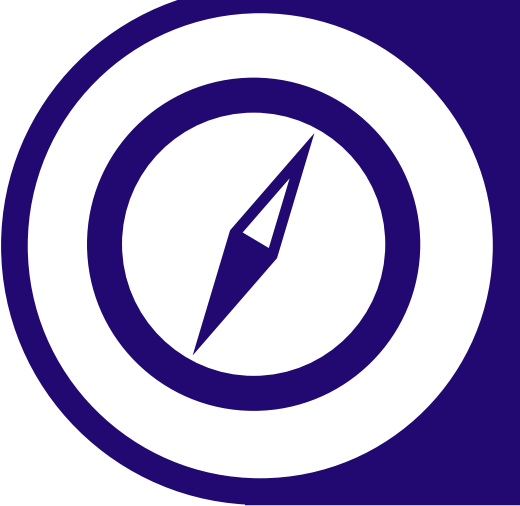
# Pennsylvania School Boards Association PRINCIPLES FOR GOVERNANCE AND LEADERSHIP

Pennsylvania school boards are committed to providing **every** student the opportunity to grow and achieve. Our actions, as elected and appointed board members, ultimately have both short- and long-term impact in the classroom. Therefore, we pledge that we will...



## LEAD RESPONSIBLY

- Prepare for, attend and actively participate in board meetings
- Work together with civility and cooperation, respecting that individuals hold differing opinions and ideas
- Participate in professional development, training and board retreats
- Collaborate with the superintendent, acknowledging their role as the 10th member of the board and commissioned officer of the commonwealth



## ACT ETHICALLY

- Never use the position for improper benefit to self or others
- Avoid actual or perceived conflicts of interest
- Recognize school directors do not possess any authority outside of the collective board
- Accept that when a board has made a decision, it is time to move forward collectively and constructively



## PLAN THOUGHTFULLY

- Implement a collaborative strategic planning process
- Set annual goals that are aligned with comprehensive plans, recognizing the need to adapt as situations change
- Develop a comprehensive financial plan and master facilities plan that anticipates short- and long-term needs
- Allocate resources to effectively impact student success



## EVALUATE CONTINUOUSLY

- Make data-informed decisions
- Evaluate the superintendent annually
- Conduct a board self-assessment on a recurring basis
- Focus on student growth and achievement
- Review effectiveness of all comprehensive and strategic plans



## COMMUNICATE CLEARLY

- Promote open, honest and respectful dialogue among the board, staff and community
- Acknowledge and listen to varied input from all stakeholders
- Promote transparency while protecting necessary confidential matters
- Set expectations and guidelines for individual board member communication



## ADVOCATE EARNESTLY

- Promote public education as a keystone of our commonwealth
- Engage the community by seeking input, building support networks and generating action
- Champion public education by engaging local, state and federal officials



## GOVERN EFFECTIVELY

- Establish and adhere to rules and procedures for board operations
- Develop, adopt, revise and review policy routinely
- Align board decisions to policy, ensuring compliance with the PA School Code and other local, state and federal laws
- Remain focused on the role of governance, effectively delegating management tasks to the administration

Represented by the signatures below, adoption of these principles assures the school board and individual school directors adhere to the same principles across our commonwealth.

Adopted on: \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____

**(Attachment A8)**

Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Active
Adopted	March 25, 1991
Last Revised	November 22, 2022

### **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.[\[1\]](#)

### **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 may result in the filing of citations in accordance with 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 11.22  
22 PA Code 11.28  
22 PA Code 11.32  
22 PA Code 11.34  
22 PA Code 11.5  
22 PA Code 11.31  
22 PA Code 11.31a  
22 PA Code 11.21  
22 PA Code 11.26  
22 PA Code 11.24  
22 PA Code 11.8  
Pol. 115  
Pol. 116  
Pol. 117  
Pol. 118  
Pol. 137  
Pol. 251

Book	Policy Manual
Section	200 Students
Title	Student Discipline
Code	218
Status	Draft
Adopted	March 25, 1991
Last Revised	September 26, 2005

### **Purpose**

It is a common desire of persons in parental relations and teachers to promote good behavior in school. Expecting appropriate behavior is not the only important element of good education--but it is a very important first step. Behavior which infringes on the rights of others necessitates disciplinary action by professional personnel who have a basic responsibility to teach good citizenship and to assist each student to develop self-control.

### **Authority**

The School Board has the authority to make reasonable and necessary rules governing the conduct of students in school. These rules for students in kindergarten through twelfth grade are called the Code of Student Conduct.[1]

The Code of Student Conduct shall include policies governing student discipline and a listing of student rights and responsibilities. Students have a right to a free and full education. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. No student has the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Each student must adhere to Board policies and the Code of Student Conduct. [2][3]

Any student disciplined by a district employee shall have the right to be informed of the nature of the infraction and the applicable rule or rules violated.[12]

When suspensions and expulsions are imposed, they shall be carried out in accordance with Board policy.[7][12]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies.

### **On and Off-Campus Activities**

This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of transportation ("on-campus"). This policy and the Code of Student

Conduct also apply to student behavior that occurs at other times and places ("off-campus") when:[3]

1. The conduct involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;
2. The conduct materially and substantially disrupts or interferes with the school environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
3. The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;
4. The conduct involves the theft or vandalism of school property; or
5. The proximity, timing or motive for the conduct in question or other factors pertaining to the conduct otherwise establish a direct connection to attendance at school, to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct that would violate the Code of Student Conduct if it occurred in school that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.

It is the responsibility of the students to conform with the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

### **Guidelines**

Rules governing student conduct shall require students to conform to reasonable standards of socially acceptable behavior; respect the rights, person, and property of others; preserve the degree of order necessary to the educational program in which they are engaged; obey constituted authority and respond to those who hold that authority.

The Board prohibits the use of corporal punishment as a form of discipline for students in the district. Corporal punishment is defined as any form of physical contact with

intent to punish. However, reasonable force may be used by teachers and school authorities under any of the following or similar circumstances:[4]

1. To quell a disturbance.
2. To obtain possession of weapons or other objects deemed to be dangerous in the judgment of the teacher and/or school authority.
3. For the purpose of self-defense.
4. For the protection of persons or property.

#### Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[19][20][21]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students 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.[16][19][20][22][23][24]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[16][19][25]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[16][20][26][27][28][29]

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[30][31]

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

#### **Delegation of Responsibility**

The School Board authorizes the Superintendent or designee to develop administrative regulations to implement this policy.

The Superintendent, with each school principal, shall prepare rules for students which provide for:[5][6]

1. Parental conferences.
2. Sequential discipline.
3. Suspension from school attendance in accordance with Board policy.
4. Expulsion from school attendance in accordance with Board policy.
5. Referral to alternative school.
6. Referral to juvenile authorities.

The Superintendent or designee shall publish and provide to all students and their persons in parental relations the rules of this district regarding the code of student conduct and the sanctions which may be imposed for breach of those rules.

A copy of the Code of Conduct shall be provided to students and parents/guardians through the senior high school, middle school, intermediate school and elementary handbooks distributed to all students in kindergarten through twelfth grades at the beginning of each school year. A copy of the Code of Conduct shall also be made available in each school library.[6][1]

A copy of the Code of Student Conduct shall be available in each school office and may be included in student handbooks and on the district website.[1][8]

The building principal and/or the assistant principal shall have the authority to assign discipline to students, subject to the rules and regulations of the Board and to the student's due process right to notice, hearing, and appeal, as required by applicable law.

Teaching staff members and other employees of the Spring-Ford Area School District having authority over students shall have the authority to take such reasonable actions as may be necessary to control the conduct of students in all situations and in all places where such students are within the jurisdiction of the Spring-Ford Area School District Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.[7]

#### Role Of The Principal And/Or The Assistant Principal

The principal and/or assistant principal assumes the responsibility for overseeing the condition of discipline in their building. Each principal and/or assistant principal is responsible for establishing a positive learning environment for all students.[1][4]

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.  
[30][31]

#### Role Of The Teacher

The child's classroom teacher provides the first level of intervention in the event of a disciplinary problem. The teacher, utilizing situational leadership, collects information, assesses each problem, and determines what action will be appropriate and effective.

#### Role Of Parents/Guardians

It is anticipated that parents/guardians will embrace the Spring-Ford Discipline Policy and support school and district rules.

Book	Policy Manual
Section	000 Local Board Procedures
Title	Name and Classification
Code	001
Status	Draft
Adopted	March 25, 1991
Last Revised	November 23, 2009

### **Name**

The Board of School Directors shall be known officially as the Board of School Directors of Spring-Ford Area School District, hereinafter sometimes referred to as the "Board".[1]

### **Composition**

The School District of Spring-Ford Area is comprised of all lands that lie within the municipal boundaries of Limerick Township, Royersford Borough, Upper Providence Township and Spring City Borough.[2]

### **Purpose**

The School District of Spring-Ford Area is organized for the purpose of providing a program of public education to serve the needs of the Commonwealth.[3][4][5][9]

### **Intermediate Unit**

The School District of Spring-Ford Area is assigned to Intermediate Unit No. 23.[6][7]

### **Classification**

The School District of Spring-Ford Area is classified as a school district of the second class.[8]

### **Address**

The official address of the Board of School Directors of the School District of Spring-Ford Area School District shall be 857 South Lewis Road, Royersford, PA 19468.

### Legal

1. 24 P.S. 201
2. 24 P.S. 203
3. 24 P.S. 501
4. 24 P.S. 502
5. 24 P.S. 503
6. 24 P.S. 951
7. 24 P.S. 952
8. 24 P.S. 202
9. PA Const. Art. III Sec. 14

Book	Policy Manual
Section	200 Students
Title	Bullying and Cyberbullying
Code	249
Status	Draft
Adopted	May 27, 2008
Last Revised	April 23, 2018

## **Purpose**

The Spring-Ford Area School District is committed to providing all students and employees with a safe and civil educational environment, free from harassment or bullying. Spring-Ford Area School District recognizes that bullying interferes with the learning process, and may present an obstacle to the academic, vocational, and social/emotional development of students.

## **Authority**

All forms of bullying and cyberbullying by school district students are prohibited.

Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

Students shall be encouraged to report bullying or cyberbullying complaints to school district employees and their parents/guardians. Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy. Parents/Guardians are encouraged to report suspected bullying to a building administrator.

## **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

## **Retaliation**

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

## **Definitions**

**Bullying** is an intentional electronic, written, verbal or physical act, or a series of acts:

1. Directed at another student or students;
2. Which occurs in a school setting;
3. That is severe, persistent or pervasive; and

4. That has the effect of doing any of the following
  - a. Substantially interfering with a students' education;
  - b. Creating a threatening environment; or
  - c. Substantially disrupting the orderly operation of the school [6]

Additionally, it shall mean a pattern of repeated intentional harmful behavior by a person or a group of persons that involves an imbalance of power (physical or social) toward a less powerful person or persons. This may include a wide variety of behaviors, with deliberate intent to hurt, embarrass, exclude or humiliate the other person(s). Researchers have identified three (3) forms of bullying:

1. Physical – the most commonly known form; includes hitting, kicking, spitting, pushing and taking personal belongings.
2. Verbal – includes taunting, malicious teasing, name-calling, and making threats.
3. Psychological or Relational – involves spreading rumors, manipulating social relationships, and engaging in social exclusion or intimidation.

**Cyberbullying** shall mean all forms of verbal and psychological bullying that occur using technology or on the Internet through email, instant messaging, text messages, online gaming, social media (ex. Twitter, Facebook) or personal profile websites. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the district by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can include the creation of false or misrepresentative webpages, website postings and/or social media accounts by students or staff members about other students or staff members. All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the district, offenders shall be the subject of appropriate discipline.

**School setting** shall mean in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.

### **Delegation of Responsibility**

Each staff member shall be responsible to make their best efforts to maintain an educational environment free of bullying and cyberbullying.

Each student shall be responsible to respect the rights of his/her fellow students and all school district employees, School Board members and the community at large and to ensure an atmosphere free from all forms of bullying and cyberbullying.

All employees who receive a complaint alleging bullying or cyberbullying shall forward the complaint to an administrator, school counselor, or other qualified professional for the purposes of investigating to determine if bullying or cyberbullying is indicated. If the employee suspects that bullying or cyberbullying has occurred, a referral must be submitted to a building administrator. Employees who witness acts of bullying shall

respond appropriately to ensure observed acts of bullying cease and to teach students that bullying is not acceptable behavior.

A building administrator or his/her designee will inform parents/guardians as appropriate.

### **Guidelines**

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

### **Title IX Sexual Harassment and Other Discrimination**

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.

Students who are found to have bullied others may receive counseling, a parental conference, detention, suspension, expulsion, loss of school privileges, and/or exclusion from school-sponsored activities.[2][5]

Depending upon the severity of a particular situation, a building administrator may also take appropriate steps to further ensure student safety. Such steps may include the implementation of a safety plan; separating and supervising the students involved; providing employee support for students as needed; and reporting incidents to law enforcement, if appropriate.

### **Education**

The district may develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

### **Legal**

1. 24 P.S. 1303.1-A
2. Pol. 218
3. Pol. 220
4. Pol. 248
5. Pol. 233
6. 1303.1-A
- 24 P.S. 1302-A
- 22 PA Code 12.3