

On June 26, 2023, The Spring-Ford Area School District Board Meeting was called to order at 7:32 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

- Region I: Wendy Earle, Karen Weingarten, and Dr. Margaret D. Wright
- Region II: Colleen Zasowski
- Region III: Abby Deardorff and Erica Hermans
- 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.: Arhan Kaul and Stella Stein, both were absent
- Absent: Clinton L. Jackson and David R. Shafer
- Virtual: Dr. Jennifer Motzer

**CALL TO ORDER**

Mrs. Hermans called the meeting to order at 7:32 p.m.  
Mrs. Bickert noted those in attendance this evening were Mrs. Deardorff, Mrs. Earle, Mrs. Hermans, Mrs. Weingarten, Dr. Wright, and Mrs. Zasowski. Dr. Motzer attended virtually on Zoom and Mr. Jackson and Mr. Shafer were absent.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

There will be an Executive Session held prior to the Board Meeting at 6:30 p.m. for the annual Safe Schools report and the superintendent evaluation.

Mrs. Hermans asked the Board for approval to amend Personnel item K to read: Board approval is needed to set the salary for the Superintendent of Schools, Mr. Robert W. Rizzo. Mr. Rizzo's salary for the 2023-2024, beginning July 1, 2023, will be \$234,737.00  
Motion to amend the agenda as presented by Mrs. Deardorff, seconded by Mrs. Weingarten.  
Motion carries 7-0.

Mrs. Hermans announced that due to the weather, internet connection may be interrupted. The meeting will be posted in its entirety on the District website on Tuesday morning.

Mrs. Bickert noted that in person, Mrs. Deardorff, Mrs. Earle, Mrs. Hermans, Mrs. Weingarten, Dr. Wright and Mrs. Zasowski. Dr. Motzer is on Zoom and Mr. Jackson and Mr. Shafer are absent.

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

Chris Papa, Oaks - Extracurricular staffing concern

**II. PRESENTATIONS**

Mrs. Hermans announced that the Future Planning presentation has been postponed until a later date.

Dr. Murray presented Social Emotional Learning. Resources include PDE and CASEL which focuses on Self-Awareness, Self-Management, Social Awareness, Relationship to name a few and making sure students know where to go to get help and have a welcoming environment. Character recognition, cyber bullying, positive school guidance, and unity day are some examples of training in the schools. Pottstown Health & Wellness grant helps in funding professional development. Dr. Motzer states that Social Emotional Learning is essential and necessary and supports SEL in the district. Dr. Wright thanked Dr. Murray for clearing up some misinformation on this topic.

- A. Mrs. Margaret Lusignea and Mrs. Marissa Sussman**, College and Career Advisors, to present an update on the Future Planning Center (FPC) and the Class of 2023.
- B. Dr. Kelly Murray**, Assistant Superintendent of Teaching, Learning, and Innovation, to present on Social Emotional Learning in Spring-Ford Area School District.

**III. BOARD AND COMMITTEE REPORTS**

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

Mrs. Zasowski reported the JOC discussed enrollment, programs and space enhancements. They discussed School Safety. They are adding several advisory committees and looking to consider the needs of the Western center.

**Legislative Committee Abby Deardorff 3<sup>rd</sup> Wed. 7:30 p.m.**

Mrs. Deardorff stated that there is a lot going on in Harrisburg to reach a budget on Friday and Cyber charter reform is one bill that is being presented.

**PSBA Liaison Abby Deardorff**

None

**American Legion David Shafer**

No report, Mrs. Weingarten asked when the last time the agreement was looked at and Mr. Fitzgerald believes the term is up in the next 2 years.

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

Dr. Giambattista reported that the ESY program will begin next week with 169 students at Evans Elementary. The HS softball team is hosting their first Golf Outing this Friday. The SFEF is holding a golf outing on August 5th.

Dr. Murray reported Summer Rams first session is about to begin.

**Solicitor’s Report Mark Fitzgerald**

There has been discussion with the business office and Limerick generating station on the 10-year tax assessment and settlement will likely be present in August.

**IV. MINUTES**

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

- A. Administration recommends approval of the May 15, 2023 Work Session minutes. (Attachment A1)**
- B. Administration recommends approval of the May 22, 2023 Board Meeting minutes. (Attachment A2)**

**V. PERSONNEL**

Motion to approve Personnel A-W by Mrs. Deardorff, seconded by Mrs. Earle.

Motion carries 7-0.

Motion to approve Personnel X by Mrs. Weingarten, seconded by Mrs. Deardorff.

Motion fails as 4-3 as there are not 5 votes in favor. (Mrs. Weingarten, Mrs. Hermans and Dr. Motzer were the dissenting votes.)

Motion to approve Personnel Y by Mrs. Weingarten, seconded by Mrs. Deardorff.

Motion carries 7-0.

#### A. Resignations

1. **Ronda I. Brisbois**; Instructional Assistant, Extended School Year. Effective: June 1, 2023.
2. **Hope K. Davis**; Student Council-Grade 7 (½ contract). Effective: January 8, 2023.
3. **Brianna M. Hine**; Special Education Teacher, Royersford Elementary. Effective: June 14, 2023.
4. **Michael G. Leszkowicz Jr**; Support Technician, 8<sup>th</sup> Grade Center. Effective: July 5, 2023.
5. **Jose A. Mojica**; Administrative Assistant, District Office. Effective: June 6, 2023.
6. **Elaine M. Ruppert, Ed.D.**; Assistant Principal, Senior High School for the purpose of retirement. Effective: August 18, 2023.
7. **Joseph D. Stimmler**; Maintenance III, Maintenance and Operations for the purpose of retirement. Effective: May 26, 2023.
8. **Taylor N. Wilson**; Special Education Teacher, 5/6 Grade Center. Effective: July 21, 2023.
9. **Jill O. Yeager**; Certified School Nurse, Senior High School. Effective: June 15, 2023.

#### New Resignations

10. **Dylan B. Clark**; Instructional Assistant, Extended School Year. Effective: June 21, 2023.
11. **Andrea F. Krauss**; Elementary Teacher, 5/6 Grade Center for the purpose of retirement. Effective: June 7, 2024.
12. **Lisa M. Morrow**; Special Education Teacher, Senior High School. Effective: August 21, 2023.
13. **Amanda L. Zatko**; Elementary Teacher, Royersford Elementary. Effective: June 21, 2023.

#### B. Leave of Absence

1. **Nicole A. Catts**; ELD Teacher, Brooke Elementary, for a leave of absence per the Professional Agreement. Effective: August 22, 2023 through the end of the 2023-2024 school year.
2. **Marisa Gojkovich**; ELD Teacher, Brooke Elementary, for a leave of absence per the Professional Agreement. Effective: August 22, 2023 through the end of the 2023-2024 school year.
3. **Katelyn A. Gryscavage**; Elementary Teacher, Brooke Elementary, for a leave of absence per the Professional Agreement. Effective: September 2, 2023 through January 23, 2024.

#### C. Professional Employee

1. **Kimberly A. Huntoon**; Special Education Teacher, Senior High School, replacing Rebekah J. Smith who resigned. Compensation has been set at M+18, Step 3, \$59,085.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
2. **Thomas P. Leinhauser**; Technology Education Teacher, 9th Grade Center, replacing Alison L. Reichwein who retired. Compensation has been set at M, Step 12, \$79,843.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
3. **Cole D. Noll**; Special Education Teacher, Spring City Elementary, replacing Nina M. Lee who retired. Compensation has been set at M, Step 11, \$74,437.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
4. **Kimberly L. Rehak**; Behavioral Specialist, Limerick Elementary, replacing Lauren N. Murray who resigned. Compensation has been set at M+30, Step 9, \$78,993.00, with benefits per the Professional Agreement. Effective: August 22, 2023.

**D. Temporary Professional Employee**

1. **Laura Fenerty**; Elementary Teacher, 5/6 Grade Center, replacing Lindsey F. Waltermeyer who had a change of assignment. Compensation has been set at M, Step 1, \$52,750.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
2. **Abigail G. Goodrich**; English Teacher, Senior High School, replacing Linda K. Valloor who retired. Compensation has been set at B, Step 1, \$51,250.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
3. **Addie G. Plummer**; Health & Physical Education Teacher, 8th Grade Center, replacing Vincent E. Terry who had a change of assignment. Compensation has been set at B, Step 1, \$51,250.00, with benefits per the Professional Agreement. Effective August 22, 2023.
4. **Jamie Veen**; Special Education Teacher, Senior High School. Compensation has been set at B, Step 3, \$53,450.00, with benefits per the Professional Agreement. Effective: August 22, 2023.

**E. Change of Status**

1. **Katie A. Haberman**; Administrative Assistant to Information Systems Analyst, 9th Grade Center, replacing Joseph B. Mayo who retired. Compensation has been set at \$72,500.00, prorated with benefits per the Administrative Support Benefit Summary. Effective: July 10, 2023.
2. **Lisa C. Maslin**; Secretary to Administrative Assistant, 9th Grade Center, replacing Lorraine R. Moyer who retired. Compensation has been set at \$20.30 per hour with benefits per the Administrative Assistant/Secretaries/Copy Clerks Benefit Summary. Effective: June 27, 2023.
3. **Courtney L. Mullen**; Junior Accountant to Staff Accountant, District Office, replacing Bernadette J. Crenshaw who resigned. Compensation has been set at \$50,000.00, prorated with benefits per the Administrative Support Benefit Summary. Effective: June 27, 2023.

**New Change of Status**

4. **Brandon R. Bartolotta**; 10-month Media Communications Assistant to 12-month Media Content Specialist. Compensation has been set at \$23.86 per hour with benefits per the Administrative Support Benefit Summary. Effective July 3, 2023.
5. **Jason R. Corropolese**; 10-month School Security Officer to 12-month School Security Officer. Compensation has been set at \$34.12 per hour with benefits per the School Police/School Security Benefit Summary. Effective July 3, 2023.
6. **David M. Egleston**; 10-month School Police Officer to 12-month School Police Officer. Compensation has been set at \$39.01 per hour with benefits per the School Police /School Security Benefit Summary. Effective July 3, 2023.
7. **Richard S. Prevete**; Audio Visual Communications Tech to Audio Visual Specialist. Compensation has been set at \$30.77 per hour with benefits per the Administrative Support Benefit Summary. Effective July 3, 2023.
8. **Andrew T. Rothermel**; Manager of Communications Media to Coordinator of Media Communications. Compensation has been set at \$76,000.00 with benefits per the Act 93 Agreement. Effective July 3, 2023.
9. **Craig I. Ruoss**; Maintenance II to Maintenance III. Compensation has been set at \$30.00 per hour with benefits per the Maintenance Benefit Summary. Effective July 3, 2023.
10. **Andrew R. Whitmore**; Maintenance II to Maintenance III. Compensation has been set at \$30.00 per hour with benefits per the Maintenance Benefit Summary. Effective July 3, 2023.
11. **Edward W. Yergey**; Maintenance II to Maintenance III. Compensation has been set at \$30.00 per hour with benefits per the Maintenance Benefit Summary. Effective July 3, 2023.

**F. New Support Staff**

1. **Natalie M. Gordon**; Registered Nurse, Evans Elementary. Compensation has been set at \$30.25 per hour with benefits per the Registered Nurse Benefit Summary. Effective: August 22, 2023.
2. **Tiffany Roellinghoff**; Secretary, Upper Providence Elementary, replacing Carol L. Mays who retired. Compensation has been set at \$16.52 per hour with benefits per the Secretary Benefit Summary. Effective: July 17, 2023.

**G.** Administration is requesting authorization from the Board to employ personnel during the interval between the June Board meeting and the August Board meeting for the 2023-2024 school year. It has been customary for the Board to authorize its officers to execute contracts for personnel recommended for employment by the administration during the months of July and August. Such authorization is, of course, subject to limitations imposed by the 2023-2024 General Fund Budget.

**H.** Administration recommends approval of the Salary Book for the 2023-2024 school year.

**I.** Board approval is needed to set the salary for the Assistant Superintendent of Teaching, Learning, and Innovation, Dr. Kelly M. Murray. Dr. Murray's salary for the 2023-2024, beginning July 1, 2023, will be \$180,147.00.

**J.** Board approval is needed to set the salary for the Assistant Superintendent of Special Education and Student Services, Dr. Tina L. Giambattista. Dr. Giambattista's salary for the 2023-2024, beginning July 1, 2023, will be \$180,147.00.

**K.** Board approval is needed to set the salary for the Superintendent of Schools, Mr. Robert W. Rizzo. Mr. Rizzo's salary for the 2023-2024, beginning July 1, 2023, will be \$234,737.00.

**L.** Administration recommends approval of **Andrea Rees**, professional staff member, for before and after school tutoring for the 2022-2023 school year to be paid from ARP ESSER/7% Set Aside funds. In approving this motion, the Board also shall rescind and void the previous approval of Ms. Rees for a position with the 2023 Extended School Year Program as a Teacher Tutor which had previously been approved on March 27, 2023.

**M.** Administration recommends approval of the following Professional Staff as Substitute Tutors for English Language Development Camp at Brooke Elementary School. The program will be held Tuesdays and Thursdays for 2 hour sessions from June 20, 2023 through August 4, 2023. 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. Chester**
2. **Christina M. Stadlin**

**N.** Administration recommends approval of the following Support Staff as Instructional Assistants for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:45 AM to 1:15 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation for new employees will be set at \$16.36/hour non-degree rate or \$17.36/hour degree rate. Current hourly employees will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds. **\*Designates new addition since last week**

1. **Maggie R. Ackerman**
2. **Isabel L. Clauhs**
3. **Emma R. Holyoke**
4. **David G. Kinch**
5. **Carlie A. Lewis**
6. **\*Catherine J. Lewis** (pending clearances)

- 7. **Kathleen M. O'Callaghan**
  - 8. **Liviah E. Yudt**
- O.** Administration recommends approval of the following Professional Staff as Special Education Teachers for the 2023 Extended School Year Program (ESY). The program will be held at the Evans Elementary School, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
- 1. **Audrey G. Delaney**
  - 2. **Sara R. Markley**
  - 3. **Ashlyn M. Phifer**
  - 4. **Diane S. Vogt**
- P.** Administration recommends approval of the Coordinator of Media Communications job description. **(Attachment A3)**
- Q.** Administration recommends approval of the Media Content Specialist job description. **(Attachment A4)**
- R.** Administration recommends approval of the Audio Visual Specialist job description. **(Attachment A5)**
- S.** Administration recommends approval of the English Language Development Assistant job description. **(Attachment A6)**
- T.** Administration recommends approval of the addendum for the Spring-Ford Area School District School Police/School Security Benefit Summary, effective July 1, 2023 - June 30, 2025.
- U.** Administration recommends the following Nurses for the Summer Band Camp from August 7, 2023 through August 17, 2023. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 64 hours. Funding will be from the General Fund.
- 1. **Erin J. Lewandoski**
  - 2. **Tara L. Santangelo**
  - 3. **Trisha Smith**
  - 4. **Melissa L. Wasko**
  - 5. **Sharon Wiltsie**
- V.** Administration recommends the approval of the following Professional Staff as SFCL teachers for the 2023-2024 school year. Compensation has been set according to the Memorandum of Agreement matrix (FICA & Retirement). Funding will be from ESSER.
- 1. **Jennfier L. Alvarez**
  - 2. **Veronica Arriaga-Orts**
  - 3. **Ashley C. Bilotti**
  - 4. **Melinda J. Borgnis**
  - 5. **Melanie F. Bowen**
  - 6. **Krista M. Brooke**
  - 7. **Hollie C. Burghardt**
  - 8. **Christopher D. Cameron**
  - 9. **Matthew J. Cappelletti**
  - 10. **Maria Carroll**
  - 11. **Amanda V. Christofas**
  - 12. **Alexander Cifelli**
  - 13. **Amy B. Culp**
  - 14. **Kevin M. Czapor**
  - 15. **Karen M. DeLange**
  - 16. **Joseph N. DiMino**
  - 17. **Kevin Donnelly**
  - 18. **Valarie A. Dubbs**
  - 19. **Ian G. Fickert**
  - 20. **Laura A. Foulke**
  - 21. **Karen M. Gallagher**
  - 22. **Kelly L. German**
  - 23. **Mallory R. Greene**
  - 24. **Susan S. Hammond**
  - 25. **Eric J. Hill**
  - 26. **Kristi M. Holstein**

- 27. **Zoe D. Jacobs**
- 28. **Mary E. Jones**
- 29. **Victoria E. Karalius**
- 30. **Lauren M. Keifer**
- 31. **Desiree L. Keppler**
- 32. **Jason A. Kerkusz**
- 33. **Brent E. Kissel**
- 34. **Lisa L. Knaub**
- 35. **Doug W. Landis**
- 36. **Rachel Lawrence**
- 37. **Daniel W. Leppold**
- 38. **Jason Marcellus**
- 39. **Erin L. McAnallen**
- 40. **Jennifer D. McGlade**
- 41. **Michael J. Miedlar**
- 42. **Susan C. Miscavage**
- 43. **Marisa Moley**
- 44. **Lisa M. Morrow**
- 45. **Christina M. Moyer**
- 46. **Joy S. Needles**
- 47. **Christopher Okonski**
- 48. **Tara L. O'Toole**
- 49. **Karen F. Parker**
- 50. **Kourosh Parsia**
- 51. **Joseph Perry**
- 52. **Sarah Pinard**
- 53. **Gabrielle G. Procaro**

- 54. **Lisa S. Pupo**
- 55. **Cheryl A. Rabinowitz**
- 56. **Allison Ramil**
- 57. **Jennifer E. Reagan**
- 58. **Dianne H. Ricci**
- 59. **Kristin L. Rouyer**
- 60. **Jessica Saloky**
- 61. **Jamie J. Scheck**
- 62. **Bradley J. Seltzer**
- 63. **Mollie Smith-Wood**
- 64. **Ryan N. Souder**
- 65. **Nathan V. Stalker**
- 66. **Leah R. Stallard**
- 67. **Dana M. Starkey**
- 68. **Megan M. Stauffer**
- 69. **Heather Steinmetz**
- 70. **Chadwick A. Strickler**
- 71. **Adam Swavely**
- 72. **Robert A. Swier III**
- 73. **Vincent E. Terry**
- 74. **Nicholas A. Tier**
- 75. **Lindsey F. Waltermeyer**
- 76. **Tricia J. Weller**
- 77. **Michelle Willemin**
- 78. **Allison L. Workman**
- 79. **Heather L. Woznicki**

- W.** Administration recommends approval of the attached extra-curricular contracts for the 2023-2024 school year. **\*Designates new addition since last week (Attachment A7)**
- X.** Administration recommends approval of **Timothy J. Raub** as High School Girls' Soccer Coach for Fall 2023. Compensation has been set at \$5,588.10.

**New Personnel**

- Y.** Administration recommends approval of **Daniel Pellegrin**, Director of Planning, Operations, and Facilities, replacing Robert D. Hunter who is retiring. Compensation has been set at \$137,500.00, prorated, with benefits as per the Act 93 Agreement. Effective: October 30, 2023.

**VI. FINANCE**

Motion to approve Finance A-O, not D4, by Mrs. Weingarten, seconded by Mrs. Earle.  
Motion carries 7-0.

Motion to approve Finance D4 by Mrs. Weingarten, seconded by Mrs. Deardorff.  
There is not a not to exceed amount as this will be billed only as used.  
Motion carries 7-0.

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

**B. Payments:**

- 1. Scholarship Checks

Check No. 379 - 457	\$ 37,685.00
2. <u>General Fund Checks</u>	
Check No. 216606 - 216770	\$ 708,072.33
3. <u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u>	
ACH No. 222302376 - 222302634	\$ 8,647,049.99
4. <u>Wires</u>	
Wire No. 202200226 - 202200250	\$ 6,596,830.59
5. <u>Procurement Payments</u>	
Transaction No.220000331 - 220000371	\$ 22,753.52

**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. **Dr. John Aylward** - Royersford, PA. to provide medical supervision and emergency treatment services for the 2023-2024 school year in connection with the Athletic Department. Services for varsity football games/scrimmages shall be paid at a rate of \$125.00 per game with junior varsity games being paid at a rate of \$75.00 per game. Funding will be paid from the Athletic Budget and shall not exceed \$4,000.00.
2. **Reconstructive Orthopedic Associates II, P.C./Dr. Adam Chrusch** - Limerick, PA. to provide medical supervision and emergency treatment services in the absence of Dr. John Aylward for the 2023-2024 school year in connection with the Athletic Department. Services for varsity games shall be paid at a rate of \$125.00 per game with junior varsity games being paid at a rate of \$75.00 per game. Funding will be paid from the Athletic Budget and shall not exceed \$4,000.00.
3. **Friendship Hook, Ladder and Ambulance, Inc.** - Royersford, PA. to provide Ambulance services for the 2023-2024 school year in connection with the Athletic Department. Services will be provided for high school home varsity and junior varsity football games, middle school home football games and other events deemed necessary by the school district at a rate of \$150.00 per game up to a maximum of \$250.00 per game depending on the requirement of staying and not leaving for another call. Funding will be paid from the Athletic Budget and shall not exceed \$8,500.00.
4. **Susan Packer, MD** - Rydal, PA. to perform state mandated school physical examinations, provide standing orders and consultation regarding school-based medical issues during the 2023-2024 and 2024-2025 school years. Funding will be paid from the General Fund.
5. **Easter Seals** - Philadelphia PA. to provide Extended School Year and related services for 1 student who receives special education services as per their IEP. Easter Seals will provide the educational and related services described in the student's IEP for a total of 5 weeks for a total cost not to exceed \$1,348.00. The funding will be paid from the Special Education Budget.

6. **Vanguard School** - Malvern, PA. to provide ESY Services for 7 students who receive ESY special education services as per their IEP. The total cost of the contract is not to exceed \$54,714.00. The contract will be funded from the Special Education Budget.
7. **Vanguard School** - Malvern, PA. to provide School Year Services for 4 students who receive special education services and 1 student who receives food services as per their IEP. The total cost of the contract is not to exceed \$322,000.00. The contract will be funded from the Special Education Budget.
8. **Richard J. Caron Foundation, dba Caron Treatment Centers** – Wernersville, PA. to provide 3 days of Student Assistance Program (SAP) Training for 15 staff members. Funding will be paid from the ARP ESSER/7% Set Aside and shall not exceed \$4,425.00.
9. **Lifeworks School** - Doylestown, PA. to provide ESY 2023 services for 1 student and school year services for 2 students as per the IEP. The total cost for all services is not to exceed \$117,167.00. The funding will be paid from the Special Education Budget.
10. **Personal Health Care** - Valley Forge, PA. to provide Nursing Services during Extended School Year (ESY) for 3 students as per their IEPs. The total cost of the contract for the three students is not to exceed \$21,735.00. This service will be funded through the Special Education Budget.
11. **Milagre School** - to provide 12 months of services (ESY and School Year) for 3 students as per their IEPs. The total cost for all services is not to exceed \$334,272.00. The funding will be paid from the 2023-2024 Special Education Budget.
12. **Capstone Academy** - East Norriton, PA. to provide Extended School Year and related services for 3 students as per the IEP. The total cost for all services is not to exceed \$40,315.00. Funding will be paid from the 2023-2024 Special Education Budget.
13. **Capstone Academy** - East Norriton, PA. to provide 2023-2024 School Year tuition and related services for 3 students as per the IEP. The total cost for all services is not to exceed \$298,450.00. Funding will be paid from the 2023-2024 Special Education Budget.
14. **Camphill Special School** - to provide Extended School Year and related services for 1 student who receives special education services. Camphill will provide the educational and related services described in the student's IEP. The total cost shall not exceed \$6,417.00. The funding will be paid from the Special Education Budget.
15. **Pathway School** - Jeffersonville, PA. to provide extended school year services for 3 students (two 1:1 support) as per the IEPs. The total cost for all services is not to exceed \$36,500.00. The funding will be paid from the Special Education Budget.
16. **Buxmont Academy** - Bethlehem, PA. to provide educational services for 1 special education student for the 2021-2022 school year. The total cost of the contract is not to exceed \$9,271.92. The funding will be paid from the 2022-2023 Special Education Budget.
17. **Bayada Home Health Care Inc.** - Downingtown, PA. to provide Nursing Services for 1 student for the 2023 Extended School Year. The total cost of the contract will not exceed \$12,000.00. This service will be funded through the Special Education Budget.
18. **HMS School for Children with Cerebral Palsy** - Philadelphia PA. to provide Extended School Year services for 1 student who receives special education services as per his IEP. HMS School will provide twenty-seven (27) days of ESY programming at a cost of \$595.00 per day for a total contract cost not to exceed \$16,065.00. The contract will be funded from the Special Education Budget.

19. **Melmark School** - Delaware County, PA. to provide educational and related services for 2 students who receive special education services for Extended School Year 2023. The total shall not exceed \$31,320.00. The funding will be paid from the Special Education Budget.
20. **Surpass Behavioral Health - King of Prussia, PA.** to provide Extended School Year services for 2 students who receive special education services as per the IEP. Contractor will provide up to 20 hours of direct program supervision. The total cost of the contract will not exceed \$2,400.00. The contract will be funded from the Special Education Budget.
21. **Variety Club Camp and Developmental Center** - Worcester, PA. to provide Extended School Year services for 12 students who receive special education services as per their IEPs. The total cost of the contract will not exceed \$101,660.00. The contract will be funded from the Special Education Budget.
- E. Administration recommends approval of a renewal agreement for the 2023-2024 school year with EI US, LLC dba LearnWell, formerly Education, Inc. in Plymouth, MA to provide educational tutoring services on an as-needed basis when students have been admitted to a hospital or behavioral health center setting. LearnWell Services will follow the district's curriculum in working with students thereby easing the transition back into school. Services will be provided at a rate of \$40.75 per hour for a maximum of 5 hours per week per student.
- F. Administration recommends approval to move forward with the Steve Bonetz Television Studio Remodel through TV Set Designs. The amount will not exceed \$54,100.00. Funding will be paid from the Capital Reserve.
- G. Administration recommends approval to continue with the legal services, for the 2023-2024 fiscal year of Fox Rothschild LLP at a blended hourly rate of \$200.00 per hour for those services listed in the Agreement. Items not covered under the Agreement of Services Letter will be billed at the established rates under the Miscellaneous Matters and Rates as outlined in the Fox Rothschild Agreement. There is a \$5.00 per hour increase from last year's rates.
- H. Administration recommends approval of the Montgomery County Intermediate Unit Shared Services Plan for the 2023-2024 school year. Funding will be paid from the Special Education Budget and shall not exceed \$1,443,993.10.
- I. Administration recommends approval of an increase to the Montgomery County Intermediate Unit 2022-2023 Shared Services Plan, originally approved June 27, 2022, in the amount of \$700,000.00 to cover increased expenditures for services. Funding will be paid from the Special Education Budget and shall not exceed a newly adjusted MCIU Shared Services Plan amount of \$2,123,947.23.
- J. The Board of School Directors authorizes the Administration to enter into a service agreement with the Western Montgomery County Career and Technology Center ("CTC") for the purpose of operating the CTC's food services operation in accordance with the National School Lunch Program. The agreement is a cost-reimbursement contract and includes annual fees payable to Spring-Ford's food services department of \$20,000.00 plus \$0.1385 per meal/meal-equivalent served. The per meal/meal-equivalent fee will increase annually at the ACT 1 Index rate or CPI, whichever is greater.
- K. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 430 Linfield Trappe Road in Limerick Township and further identified as tax parcel No. 37-00-02465-00-9 setting (i) the assessment of the property at \$2,767,100 for tax year 2021 (School District tax year 2021-22), (ii) the assessment of the property at \$3,129,000 for tax year 2022 (School District tax year 2022-23), (iii) the assessment of the property at \$2,791,800 for tax year 2023 (School District tax year 2023-24), and (iv) the assessment of the property at \$2,556,000 for tax year 2024 (School District tax year 2024-25) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.

- L. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 1000 Campus Drive in Upper Providence Township and further identified as tax parcel No. 61-00-01009-70-3 setting (i) the assessment of the property at \$4,738,200 for tax year 2022 (School District tax year 2022-23), (ii) the assessment of the property at \$3,465,000 for tax year 2023 (School District tax year 2023-24), and (iii) and the assessment of the property at \$2,875,500 for tax year 2024 (School District tax year 2024-25) for each subsequent tax year until a change in the property’s assessment pursuant to applicable law.
- M. Administration recommends the approval of funds for educational and mental health services for students who will be receiving special education services from Anderson Explorations Partial Hospitalization Placement (PHP), as per their IEPs for the 2023-24 school year. Anderson Explorations PHP is affiliated with the Montgomery County Intermediate Unit. The total will not exceed \$50,000.00. The funding will be paid from the Special Education Budget.
- N. Provision of speech and language services for a student who will be receiving services from Karen Clapper, Communication Associates per the student’s IEP. Educational services will be provided at a cost not to exceed \$7,350.00 for the school year. The funding will be paid from the Special Education Budget.
- O. Provisional of educational services from Lakeside Educational Network to provide 2022-2023 school year and ESY 2023 services through the Lakeside Mobile Support Program for one special education student. The total contract cost shall not exceed \$11,358.00. The contract will be paid from the Special Education Budget.

**VII. PROPERTY**

Motion to approve Property A-B by Mrs. Deardorff, seconded by Mrs. Earle.  
 Motion carries 7-0.

- A. Administration recommends auctioning out-of-service equipment which is identified on the attached list through a contract with Geyer Auction Companies. The 20% contracted commission will be paid through gross proceeds of the sale. **(Attachment A8)**
- B. The Board acknowledges the acceptance of the donation in the amount of \$43,910.00 from the UPE Home and School Association for the installation of an amphitheater in the rear of the building.

**VIII. PROGRAMMING AND CURRICULUM**

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

Motion to approve Programming and Curriculum E by Dr. Wright, seconded by Mrs. Weingarten.  
 Motion carries 7-0.

- A. Administration recommends the acceptance of the Pottstown Area Health and Wellness Foundation Grant in the amount of \$29,000.00. The grant will continue to support our district-wide Healthy Choices Program.
- B. Administration recommends approval of the Memorandum of Understanding between the Spring-Ford Area School District and the Montgomery County Intermediate Unit for the participation in the 2023-2024 MCIU Title III Consortium.
- C. Administration recommends the approval of Math 180 (Houghton Mifflin Harcourt Publishing Company) to be used for math intervention in grades 5-7. This purchase includes 201 student digital licenses (3 years), student and teacher print materials (3 years), and professional development. The cost is not to exceed \$103,000.00 and is a budgeted item that will be paid from Curriculum Reserve.

- D. Administration recommends the approval of Test of English Language Learning (Pearson) to be used in grades K-12 English Language Development for diagnostic and progress monitoring. This purchase includes 85 student diagnostic digital licenses (1 year) and 85 student progress monitoring licenses (1 year). The cost is not to exceed \$2,500.00 and is a budgeted item that will be paid from Title III grant allocations.
- E. Administration recommends the approval of a 5-year renewal of Canvas LMS from Instructure. Total cost over the 5-year term will not exceed \$331,000.00 and will be paid out of the Technology Operating Budget. This is subject to review and approval of the solicitor's office.
- F. Administration recommends the approval of a 3-year renewal of Kami. Total cost will not exceed \$73,000.00 over the 3-year term and will be paid out of the Technology Operating Budget.
- G. Administration recommends the approval of a 1-year renewal of Raptor Volunteer Management. Total cost will not exceed \$5,400.00 and will be paid out of the Technology Operating Budget.

#### IX. CONFERENCES AND WORKSHOPS

Motion to approve Conferences and Workshops A-B by Mrs. Earle, seconded by Dr. Wright.  
Motion carries 7-0.

- A. **Kimberly Leybin**, School Psychologist and **Ana Karina Clark**, School Psychologist to attend "*ADOS-2 Training*" virtually. The total cost of the workshop is not to exceed \$1,305.00 (registration). Substitute coverage is not needed
- B. **Dr. Kathleen Kotch**, House Principal to attend "*PA Summit 23*" in King of Prussia, PA August 6-8, 2023. The total cost is not to exceed \$750.00 (registration, travel).

#### X. OTHER BUSINESS

Motion to approve Other Business A-I and K by Mrs. Weingarten, seconded by Dr. Wright.  
Motion carries 7-0.

- A. Board approval is needed to appoint Mrs. Hermans, Mrs. Deardorff, and Mr. Jackson to serve as the district's voting delegates for the 2023 PSBA Delegate Assembly. This year's assembly will be held on Saturday, November 4th at 9:00 am. Certification of appointed delegates is needed before August 25, 2023.
- B. Administration recommends approval of the overnight trip for three (3) staff members, **Yvonne O'Dea, Emily McGranahan, and Joe Perry** and one hundred (100) select choir and orchestra students to compete in the Heritage Festival in Nashville TN from Wednesday, April 3, 2024 through Sunday, April 7, 2024. Students will miss three (3) days of school and will be responsible for any missed work. The total cost for each student and chaperone is \$1,250.00 and includes registration, hotel, meals, and transportation. The total cost to the district is 3 days of substitute coverage for 3 staff members.
- C. Administration recommends the approval for all 2023 - 2024 Fall, Winter and Spring Athletic Teams/Individuals that qualify for postseason play to be granted permission for overnight travel, when deemed necessary by the Athletic Department, and approved by the Superintendent or their Designee. The School Board will be notified of this travel and Board approval will be sought at the next scheduled Board Meeting. Funding will be paid from the Athletic Budget.
- D. The High School Cheerleading Squad requests permission to attend UCA Cheerleading Camp, located at Pine Forest Camp in Olyphant, Pennsylvania from Sunday, August 13th through Wednesday, August 16th, 2023. The cost per student-athlete including transportation will be \$350.00. The cheerleaders and staff will conduct fundraising events to help defray student costs. Student-athletes will not miss any school days since this is prior to the first day of classes. No substitutes needed. There will be no cost to the district.

- E. Administration recommends the following high school winter sport teams for overnight travel during the 2023-2024 school year. There will be no cost to the district for lodging and meals as this will be paid from the respective team's Booster Club Account.

High School Wrestling  
 Solanco High School  
 Depart 12/1/2023 - Return 12/2/2023  
 Meals and lodging provided by the Wrestling Team Booster Club Account  
 The team will use district transportation

Liberty Holiday Wrestling Classic – Bethlehem, PA  
 Liberty High School Depart 12/27/23 – Return 12/29/23  
 Meals and lodging provided by the Wrestling Team Booster Club Account  
 The team will use district transportation  
 No substitutes needed

- F. Administration recommends approval for the Spring-Ford Area High School Girls' Basketball Team to accept the invitation to participate in the Tampa Bay Christmas Invitational, December 26, 2023 – December 31, 2023, in Tampa, Florida. 200 teams were chosen from the entire country to compete in this year's tournament. Each team is guaranteed three games. The cost per student-athlete will be approximately \$1,700.00 for lodging, meals and air and ground transportation. The High School Girls' Basketball Program and staff will conduct fundraising events to help defray the costs. The cost to the school district is transportation to and from Philadelphia Airport. No school days will be missed, and no substitutes are needed.

- G. Administration recommends approval for the Spring-Ford Area High School Girls' Basketball Team to accept the invitation to participate in the Art Turner Memorial Tournament, December 1, 2023 – December 2, 2023, at Paul VI High School in Chantilly, VA. Each team will play two games. The cost per student-athlete will be approximately \$200.00 for lodging, meals, and ground transportation. The High School Girls' Basketball Program and staff will conduct fundraising events to help defray the costs. One school day will be missed, and one substitute is needed.

- H. Administration recommends approval for the Spring-Ford Area High School Girls' and Boys' Basketball Teams to accept the invitation to participate in the State College High School Tip Off Tournament, December 7, 2023 – December 9, 2023, at State College High School in State College PA. Each team will play two games. The cost per student-athlete will be approximately \$200.00 for lodging and meals. The High School Girls' and Boys' Basketball Programs and staff will conduct fundraising events to help defray the costs. The teams will use district transportation. One school day will be missed, and one substitute is needed.

- I. The following policies are submitted for **Approval**:

1. **Policy #002** - Authority and Powers (**Attachment A9**)
2. **Policy #003** - Functions (**Attachment A10**)
3. **Policy #007** - Distribution (**Attachment A11**)
4. **Policy #008** - Organizational Chart (**Attachment A12**)
5. **Policy #121.1** - Overnight/Foreign Travel (**Attachment A13**)
6. **Policy #209** - Health Examinations/Screenings (**Attachment A14**)
7. **Policy #210.1** - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors (**Attachment 15**)
8. **Policy #220** - Student Expression/Dissemination of Materials (**Attachment A16**)
9. **Policy #221** - Dress and Grooming (**Attachment A17**)
10. **Policy #237** - Electronic Devices (**Attachment A18**)

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

1. **Policy #106** - Guides for Planned Instruction (**Attachment A20**)
2. **Policy #123.2** - Sudden Cardiac Arrest (**Attachment A21**)
3. **Policy #200** - Enrollment of Students (**Attachment A22**)
4. **Policy #218.1** - Weapons (**Attachment A23**)
5. **Policy #247** - Hazing (**Attachment A19**)

**New Other Business**

- K.** Administration recommends approval of an overnight trip for the Girls' High School Volleyball team to State College, PA September 15-16, 2023 to play in a match against State College High School then attend a Penn State Volleyball match. The Booster Club will cover all student costs. District transportation will be provided.

**XI. BOARD COMMENT**

Mrs. Zasowski noted that the Future Planning Center does an incredible job

**XII. PUBLIC TO BE HEARD**

None

**XIII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 8:54 p.m. with a motion from Mrs. Deardorff, seconded by Dr. Wright.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On May 15, 2023, The Spring-Ford Area School District Work Session was called to order at 7:34 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

- Region I: Wendy Earle and Karen Weingarten
- Region II: Clinton L. Jackson and Colleen Zasowski
- Region III: Abby Deardorff and Erica Herman
- 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 and Arhan Kaul-arrived at 7:44 p.m.
- Absent: David R. Shafer and Dr. Margaret D. Wright
- Virtual: Dr. Jennifer Motzer

**CALL TO ORDER**

Mrs. Hermans called the meeting to order at 7:34 p.m.  
Mrs. Bickert noted the role: In person: Mrs. Deardorff, Mrs. Earle, Mrs. Hermans, Mr. Jackson, Mrs. Weingarten, and Mrs. Zasowski. On Zoom: Dr. Motzer. Absent: Mr. Shafer and Dr. Wright.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

Mrs. Hermans announced there was an Executive Session prior to the Work Session at 6:30 p.m. to discuss personnel items.

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

None

**II. BOARD AND COMMITTEE REPORTS**

**Student Rep. Report**

**Aditi Mangal/Arhan Kaul**

Ms. Mangal noted the events that happened around the district such as Prom, Decision Day, several art shows and then noted some upcoming events such as several concerts, makeup AP exams, Keystone Exams.

**Extracurricular Activities**

**David Shafer**

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

No report

**Policy**

**Wendy Earle**

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

Mrs. Earle noted several policies were reviewed and approved and sent to the solicitor. The minutes will be posted to the website once approved at the next meeting in June.

(Attachment A1)

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

Dr. Motzer noted that for Technology, Mr. Catalano provided an update on the summer refresh and there will be a different deployment strategy. All students will be using chromebooks, there won't be any more ipads. For Curriculum, there was a lengthy discussion on LinkIt which is on the agenda for approval. This will provide data management and much more.

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

Mr. Jackson noted the financial reports and the 2023-24 budget approval is on the agenda and is currently at a 4% increase.

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

Mr. Jackson noted updates on the maintenance and repairs around the district. They also discussed summer repairs that are planned, one of which is the HS Tennis Courts. Police statistics on Light Speed and Safe to Say were also noted.

**MCIU    Dr. Margaret Wright                      4<sup>th</sup> Wed. 7:00 p.m.**

No Report, will be moved to the Board Meeting.

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

Dr. Murray noted the AP and Keystone exams are going on now and she also was able to sit in on the AP presentations and was impressed. Spring City Elementary received a Wellness recognition from Pottstown Health & Wellness Foundation.

Dr. Giambattista noted the concerts around the district were well attended and also talked about the athletic competitions and the Spring-Ford Education Foundation held its 5K this past weekend.

**Solicitor's Report                                  Mark Fitzgerald**

Mr. Fitzgerald reported that in the next week or two, the US Department of Education will release new title 9 regulations.

**III. MINUTES**

Minutes A-B, no comments or questions.

- A.** Administration recommends approval of the April 17, 2023 Work Session minutes. **(Attachment A1)**
- B.** Administration recommends approval of the April 24, 2023 Board Meeting minutes. **(Attachment A2)**

**IV. PERSONNEL**

Personnel A-P, no comments or questions.

**A. Resignations**

1. **Hope K. Davis;** Special Education Teacher, Extended School Year. Effective: May 8, 2023.
2. **Sara T. Lansdown-Flannery;** English Language Development Teacher, Senior High School. Effective: June 9, 2023.
3. **Cory A. Lush;** Social Studies Teacher, Senior High School. Effective: June 9, 2023.
4. **Allie M. Pribula;** Teacher, Oaks Elementary. Effective: June 9, 2023.
5. **Maria A. Talone;** Summer R.A.M.S Teacher. Effective: May 3, 2023.

**B. Leave of Absence**

1. **Margaret C. Finnegan;** Secretary, 5/6th Grade Center, for an extension of a leave of absence per Board Policy. Effective: May 1, 2023 through May 5, 2023. *Correction from the April Board Agenda.*

2. **Emily A. Sonnon**; Elementary Teacher, Spring City Elementary for an extension of a leave of absence per the Professional Agreement. Effective: August 21, 2023, through the 2023-2024 school year.

**C. Change of Status**

1. **Elizabeth J. Fulton**; Secretary to temporary Administrative Assistant, 7<sup>th</sup> Grade Center. Compensation has been set at \$25.45 per hour, with benefits per the Secretary Benefit Summary. Effective May 23, 2023 for the remainder of the 2022-2023 school year and the full 2023-2024 school year.

**D. Tenure**

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

1. **Krista M. Mansfield**

- E.** Administration recommends approval of the following Support Staff as Instructional Assistants for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:45 AM to 1:15 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation for new employees will be set at \$16.36/hour non-degree rate or \$17.36/hour degree rate. Current hourly employees will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Devon N. Carlisle**
2. **Colleen M. Deschamp**
3. **Erin B. Lenker**
4. **Cheyenne K. Weston**

- F.** Administration recommends approval of the following Professional Staff as Special Education Teacher Substitutes for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Elizabeth Shields**
2. **Amelia M. Smith**

- G.** Administration recommends approval of the following Professional Staff as Tutors for English Language Development Camp at Brooke Elementary School. The program will be held Tuesdays and Thursdays for 2 hour sessions from June 20, 2023 through August 4, 2023. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

1. **Sandra Cerniglia**
2. **Allison L. Workman**

- H.** Administration recommends approval of the following Support Staff as Instructional Assistant Substitutes for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:45 AM to 1:15 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation will be set at the employees' current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Kathya Holohan**

- I.** Administration recommends approval of the following Professional Staff as Special Education Teachers for the 2023 Extended School Year Program (ESY). The program will be held at the Evans Elementary School, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has



- 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. **Jack Bracale, DMD - Royersford, PA.** to perform state mandated dental screenings of students in grades 3 and 7 during the 2023-2024 school year as requested by parents/guardians. Funding will be paid from the General Fund and shall not exceed \$10.00 per screening.
  2. **Cottage Seven Academy** to provide Extended School Year Services 2023 (ESY) for 1 student who receives services per the IEP. The total cost of the contract is not to exceed \$2,500.00. The funding will be paid from the Special Education Budget.
  3. **Cottage Seven Academy** to provide educational tuition for 1 student who receives school year services per the IEP for the 2022-23 school year. The total cost of the contract is not to exceed \$10,920.00 The funding will be paid from the Special Education Budget.
  4. **High School to Work Transition Services, Inc.** to provide a Spring-Ford Transitional Employment Program (S.T.E.P) for students with special needs which are included as part of the students' IEPs for Extended School Year (ESY) 2023. Payment for the Spring-Ford Transitional Employment Program (S.T.E.P) and individual transitional employment for ESY 2023 will not exceed \$9,198.00. The contract will be paid from the Special Education Budget.
  5. **Medley & Mesaric Therapy Associates, LLC (MMTA)** to conduct an Independent Educational Speech Evaluation for one student. The cost for the evaluation is not to exceed \$4,000.00. The contract will be paid from the Special Education Budget.
  6. **Pediatric Therapeutic Services Inc. (PTS)**, Conshohocken PA for the provision of occupational therapy, physical therapy, speech and language and behavior services for a three (3) year term. The contract addresses direct intervention, consultation, indirect services (i.e. meetings, in-service, paperwork), evaluations, early intervention and extended school year services. The contract is effective 7/1/2023 through 6/30/2026. The contract will be paid from the Special Education Budget and will not exceed the budgeted amount with the outlined contracted rates for 2023-24, 2024-25, and 2025-26 school years including ESY.
  7. **Montgomery County Intermediate Unit – Norristown, PA** to provide school-based ACCESS Program billing services for the 2023-2024 school year at an amount equal to 9% of the ACCESS dollars earned by the district. Funding will be paid from the Medical ACCESS dollars received.
  8. **Substitute Teacher Service (STS)** – Aston, PA. Provide Professional Staff, Instructional Assistant, and Secretary substitute services effective July 1, 2023 through June 30, 2026.
- E.** The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 500 Campus Drive in Upper Providence Township and further identified as tax parcel No. 61-00-01009-50-5 setting (i) the assessment of the property at \$3,752,000 for tax year 2021 (School District tax year 2021-22), (ii) the assessment of the property at \$4,023,000 for tax year 2022 (School District tax year 2022-23), and (iii) the assessment of the property at \$3,663,000 for tax year 2023 (School District tax year 2023-24) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.

- F. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 100 Cresson Blvd. in Upper Providence Township and further identified as tax parcel No. 61-00-01208-19-8 setting (i) the assessment of the property at \$2,806,965 for tax year 2021 (School District tax year 2021-22), (ii) the assessment of the property at \$2,979,255 for tax year 2022 (School District tax year 2022-23), and (iii) the assessment of the property at \$2,803,680 for tax year 2023 (School District tax year 2023-24) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
- G. Administration recommends the renewal of the Movia RAI (Robot-Assisted Instruction) Software License Enterprise – Teacher's Aide for the 2023-24 school year. The total cost shall not exceed \$27,450.00 and will be paid from the Special Education Budget.
- H. Administration recommends approval of attorney fees for an approved March 2023 Confidential In Lieu of FAPE Agreement (Settlement 2023-02). The total amount will not exceed \$8,000.00. Funding will be paid from the Special Education Budget.
- I. Administration recommends approval of ESY fees for an approved August 2022 Confidential In Lieu of FAPE Agreement (Settlement 2022-10) The total amount will not exceed \$4,000.00. Funding will be paid from the Special Education Budget.
- J. Administration recommends approval of the Memo of Understanding between the Spring-Ford Area School District and the Spring Valley Y of the Greater Philadelphia YMCA for the purpose of providing weekly swim lessons and recreational swim for children in the special needs program for grades K-12 from September 2023 to June 2024 at no cost to the district.
- K. Provision of educational services from Lakeside Youth Service d/b/a Lakeside Educational Network for eight in-School Counselors and ten student slots for special education services at the Lakeside School, Lakeside Girls Academy, Souderton Vantage Academy, or Upper Merion Vantage Academy plus transportation costs for the 2023-24 school year. The total contract cost shall not exceed \$1,185,050.00. The contract will be paid from the Special Education Budget.
- L. Provision of educational services from Buxmont Academy for three special education student slots and two general education slots from Buxmont Academy for the 2023-24 school year. The total contract cost shall not exceed \$156,186.94. The contract will be paid from the Special Education Budget.
- M. Administration recommends approval of a contract with Deaf-Hearing Communication Centre to provide professional sign language interpreting for meetings and events within the school for the 2023-24 school year. The total cost will not exceed \$1,500.00. The contract will be funded from the Assistant Superintendent Budget.
- N. Administration recommends approval of **Resolution #2023-04** for the adoption of the 2023-2024 General Fund Budget in the amount of \$190,519,698.00 which represents a tax increase of 4.00% (millage 30.8568). **(Attachment A4)**
- O. Administration recommends approval of **Resolution #2023-03** for the 2023-2024 Homestead and Farmstead Exclusion. **(Attachment A5)**
- P. Administration recommends approval of the Western Montgomery Career and Technology Center's 2023-2024 Budget in the amount of \$8,082,133.00. Spring-Ford's share of the cost is \$2,581,603.00 or an increase of \$132,986.00 from the prior year's budget. The district's contribution calculation is based on the 5-year average ADM ratio per agreement.

## VI. PROPERTY

Property A, no questions or comments.

- A. Administration recommends approval for paving the Green Street access to the 9th Grade Center with S.J. Thomas through KPN Contract #2021JOCC-50. Funding will come from the Capital Reserve and shall not exceed \$50,000.00.

## VII. PROGRAMMING AND CURRICULUM

Programming and Curriculum A, Dr. Murray shared that the vendor is going to allow the district to sign the 3-year contract and pay each year instead of all 3 years up front as originally proposed. There was Board discussion on this product and it was their request to have the motion revised for next week's approval to reflect this new language.

- A. Administration recommends the approval of **Linkit!** This is a one-year license which includes Data Warehousing, Intervention Manager, Navigator Analytics and Support/Professional Development. The cost is not to exceed \$67,000.00 and is a budgeted item that will be paid from the 2023-24 Assistant Superintendent Budget and ARP ESSER/7% Set Aside.

## VIII. CONFERENCES AND WORKSHOPS

Conferences and Workshops, Mr. Jackson asked about item C and what will be learned in this conference. There was Board discussion on item B and what course is being taken and item D on the vendor who is providing this training.

- A. **Zoe Jacobs**, Social Studies Teacher to attend "*AP Economics-APS*" July 31, 2023 - August 3, 2023 at the MCIU in Norristown, PA. The total cost of the conference is \$950.00 (registration and transportation). Substitute coverage is not needed.
- B. **Andrew Walls**, LTS Music Teacher, to attend "*AP Summer Institute 2023*" July 10-13, 2023 at Cabrini University in Radnor, PA. The total cost of the conference is \$1,535.00 (registration, transportation, and meals). Substitute coverage is not needed.
- C. **Robert Catalano**, Director of Technology and **Dr. Kelly Murray**, Assistant Superintendent of Teaching, Learning, and Innovation, to attend "*Springhouse Project Management Essentials*" 3-day virtual training. The total cost of the workshop is not to exceed \$3,600.00 (registration). Substitute coverage is not needed.
- D. **Elizabeth Leiss**, Human Resource Director, to attend "*2023 Title IX Regulations Implementation for K-12 School Districts*" virtually August 7, 2023. The total cost is not to exceed \$440.00 (registration). Substitute coverage is not needed.
- E. **Gwen Phillips**, School Police Lieutenant, to attend "*5th Annual PASRO School Safety conference*" July 24-26, 2023 in Harrisburg, PA. The total cost of the conference is not to exceed \$1,060.00 (registration, transportation, hotel, and meals). Substitute coverage is not needed.

## IX. OTHER BUSINESS

Other Business A-H, There was Board discussion on item A and what this conference is, item B, Mr. Rizzo stated this is approval then each year going forward would be approval of changes and item C a lengthy discussion on changing from active consent since the participation rate went down approximately 80%. Item E was also discussed and it was noted that the Pottstown Health & Wellness Foundation had paid for this in the past, and since it has not yet approved this year it was included in the budget. If the grant is approved, some of the money will be used to pay for this. The Board also asked for more specific staff fees. This motion will be rewritten for next week's approval to include this information.

- A. Board approval is needed to appoint 3 Board members to serve as the district's voting delegates for the 2023 PSBA Delegate Assembly. This year's assembly will be held on Saturday, November 4th at 9:00 am. Certification of appointed delegates is needed before August 25, 2023.
- B. Administration recommends approval of the Elementary Handbook (Code of Conduct), Intermediate School Handbook (Code of Conduct), Middle School Handbook (Code of Conduct), and High School Handbook (Code of Conduct). (**Attachment A6**)

- C. Administration recommends approval to participate in the Pennsylvania Youth Survey (PAYS) once again for students in grades 6, 8, 10, and 12. Administration of this survey helps the district's eligibility for Montgomery County Drug and Alcohol Funding. This funding enables the district to continue delivering drug and alcohol prevention and intervention-based programs to our students. The district has participated in this survey which is administered every two years since 1989. There is no cost to the district to participate in this survey.
- D. Board approval is needed for the appointment of **James D. Fink**, Chief Financial Officer, to the Office of Board Treasurer of the Spring-Ford Area School District Board of Directors for the term of one (1) year, effective July 1, 2023.
- E. Administration requests approval to register ten (10) students and one (1) staff member, **Alexandra Fritsch**, to participate in the Pennsylvania Masonic Youth Foundation's 2023 LifeSkills Conference that will take place in Elizabethtown, PA July 16<sup>th</sup> - 21<sup>st</sup>, 2023. This activity is an overnight trip. The cost includes a \$400 per student registration fee and shall not exceed \$4,000.00 and will be paid from the High School Budget. The staff member will be paid at the rate of \$30 per hour.
- F. Administration recommends approving the revised 2023-24 district calendar as submitted. **(Attachment A7)**
- G. The following policies are submitted for **Approval**:
1. **Policy #111** - Lesson Plans **(Attachment A8)**
  2. **Policy #113.1** - Discipline of Students with Disabilities **(Attachment A9)**
  3. **Policy #113.2** - Behavior Support **(Attachment A10)**
  4. **Policy #113.4** - Confidentiality of Special Education Student Information **(Attachment A11)**
  5. **Policy #137** - Home Education Programs **(Attachment A12)**
  6. **Policy #137.1** - Extracurricular Participation by Home Education Students **(Attachment A13)**
  7. **Policy #137.2** - Participation in Cocurricular Activities and Academic Courses by Home Education Students **(Attachment A14)**
  8. **Policy #137.3** - Participation in Career and Technical Education Programs by Home Education Students **(Attachment A15)**
  9. **Policy #201** - Admission of Students **(Attachment A16)**
  10. **Policy #815.2** - District Social Media **(Attachment A17)**
- H. The following policies are submitted for **First Read**:
1. **Policy #002** - Authority and Powers **(Attachment A18)**
  2. **Policy #003** - Functions **(Attachment A19)**
  3. **Policy #007** - Distribution **(Attachment A20)**
  4. **Policy #008** - Organizational Chart **(Attachment A21)**
  5. **Policy #121.1** - Overnight/Foreign Travel **(Attachment A22)**
  6. **Policy #209** - Health Examinations/Screenings **(Attachment A23)**
  7. **Policy #210.1** - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors **(Attachment 24)**
  8. **Policy #220** - Student Expression/Dissemination of Materials **(Attachment A25)**
  9. **Policy #221** - Dress and Grooming **(Attachment A26)**
  10. **Policy #237** - Electronic Devices **(Attachment**

**X. BOARD COMMENT**

None

**XI. PUBLIC TO BE HEARD**

None

**XII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 8:55 p.m. with a motion from Mrs. Deardorff, seconded by Mrs. Earle.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On May 22, 2023, The Spring-Ford Area School District Board Meeting was called to order at 7:32 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

- Region I: Karen Weingarten and Dr. Margaret D. Wright
- Region II: Clinton L. Jackson, David R. Shafer, and Colleen Zasowski
- Region III: Abby Deardorff, Erica Herman, 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 and Arhan Kaul
- Absent: Wendy Earle

**CALL TO ORDER**

Mrs. Hermans called the meeting to order at 7:32 p.m.  
Mrs. Bickert noted the Roll: Present: Mrs. Deardorff, Mrs. Hermans, Mr. Jackson, Dr. Motzer, Mr. Shafer, Mrs. Weingarten, Dr. Wright, and Mrs. Zasowski. Absent: Mrs. Earle

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

There was an Executive Session prior to the Work Session at 7:00 p.m. to discuss personnel items.

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

None

**II. PRESENTATIONS**

Mr. Kelly presented a certificate to Mr. Rizzo and noted this is the 7th year in a row that Spring-ford received this award.

Mr. Jones presented proclamations to all the music students for their achievements.

Mr. Miscavage presented proclamations to all the athletic students for their achievements.

Dr. Colyer wished student representative Aditil Mangel well in her future and thanked her for her years of service on the Board. Ms. Mangel thanked the Board and administration for their support. She and the Board presented flowers and gifts to Aditi and wished her well at Drexel University next year.

Dr. Colyer introduced the new student representative, Stella Stein.

- A. Thomas Kelly** of Zeswitz Music to recognize the Spring-Ford Area School District for being named as one of the NAMM Foundation’s Best Communities for Music Education.
- B.** Members of the Music Department to recognize the following students and student groups on their achievements in the 2022-2023 school year:

- Proclamation commending **Sunidhi Srinivas, Tazman Ratkowski, Aidan McNulty, Omari Romu, Andrew Quain, Brendan McCoy** for being selected to represent Spring-Ford Area High School at PMEA District 11 Choir
  - Proclamation commending **Sunidhi Srinivas, Tazman Ratkowski, Andrew Quain** for being selected to represent Spring-Ford Area High School at PMEA Region 6 Choir
  - Proclamation commending **Sunidhi Srinivas** for being selected to represent Spring-Ford Area High School at PMEA All-State Choir
  - Proclamation commending **Ben Richvalsky, Ayan Zaman, Kathryn Mull, Sarah Rutkowski, Bobby Palladino** for being selected to represent Spring-Ford Area High School at PMEA District 11 Band
  - Proclamation commending **Ben Richvalsky, Ayan Zaman, Kathryn Mull, Bobby Palladino** for being selected to represent Spring-Ford Area High School at PMEA Region 6 Band
  - Proclamation commending **Ben Richvalsky, Kathryn Mull** for being selected to represent Spring-Ford Area High School at PMEA All-State Band
  - Proclamation commending **Ben Richvalsky, Ayan Zaman, Sarah Rutkowski** for being selected to represent Spring-Ford Area High School at PMEA District 11 Orchestra
  - Proclamation commending **Ben Richvalsky** for being selected to represent Spring-Ford Area High School at PMEA Region 6 Band
  - Proclamation commending **Samuel Brown** for being selected to represent Spring-Ford Area High School at NAFME Eastern Division Band
  - Proclamation commending **Sunidhi Srinivas** for being selected to represent Spring-Ford Area High School at NAFME National Choir
- C. Students **Sunidhi Srinivas, Kathryn Mull**, and the Spring-Ford Area High School Vocal Ensemble to perform based on their extraordinary work this year
- D. Members of the Athletic Department to recognize the following teams:
- Proclamation commending **Boys Lacrosse Team**, Head Coach **Kevin Donnelly** and Assistant Coaches, **Kevin Czapor**, and **Chuck Baker** for qualifying for the PAC Championship
  - Proclamation commending the **High School Boys Track & Field Team**, Head Coach **Danielle Stauffer**, Associate Head Coach **Larry Rehtin**, and Assistant Coaches, **Geoffrey Kahler, Patrice Mullen, Steven Entenman** and **Laura Gilmore** for qualifying for the PAC Championship
- E. **Dr. Robert Colyer**, High School Building Principal, Farewell to current School Board Student Representative, **Aditi Mangel**
- F. **Dr. Robert Colyer**, High School Building Principal, Introduction of new School Board Student Representative, **Stella Stein**

### III. BOARD AND COMMITTEE REPORTS

#### Extracurricular Activities

**David Shafer**

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

Mr. Shafer highlighted some items such as financial reports for the extracurricular activities, robotics club expanding to more schools and girls flag football had a small group interested.

#### WMCTC

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

Discussion on personnel items, events that have taken place, NOCTI performance, the number of applications processed and the numbers on the waitlist, and a presentation will be provided at the next meeting to help with those on a wait list. There was also an ongoing discussion on a maintenance plan, the budget was approved.

**Legislative Committee**

**Abby Deardorff**

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

Mrs. Deardorff attended the legislative breakfast with Mrs. Hermans and Dr. Giambattista. There was a federal level update. PA Dept. of Revenue collection update provided. 25-26 .5 or 1 credit personnel Finance Grow our own educators bill passed. Teacher pipeline scholarship was passed. Child reunification bill was passed. Charter reform,

**MCIU**

**Dr. Margaret Wright**

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

Dr. Wright highlighted the early intervention presentation, membership budget passed, and approved Fox Rothschild for the upcoming year.

**PSBA Liaison**

**Abby Deardorff**

Mrs. Deardorff encouraged everyone to become more involved. She spoke about the PSBA Delegate assembly. Looking for officer nominations, each board member should have this info in email.

**American Legion**

**David Shafer**

No report

**Superintendent's Report**

**Robert Rizzo**

Mr. Rizzo spoke about the transition breakfast, acknowledging Rich Weidner as he will no longer be working with the district. He noted the Special Olympics are this Wednesday and Spring-Ford is hosting 9 districts. June 7th is graduation, rain date June 8. Next Work Session is Tuesday June 20th.

**Solicitor's Report**

**Mark Fitzgerald**

Mr. Fitzgerald stated that prayer and religion in schools guidance was released last week by the US Dept. of Education. Each district needs to certify this each year.

**IV. MINUTES**

Motion by Mrs. Deardorff to approve Minutes A-B, seconded by Mrs. Weingarten.  
Motion carries 8-0.

- A.** Administration recommends approval of the April 17, 2023 Work Session minutes. **(Attachment A1)**
- B.** Administration recommends approval of the April 24, 2023 Board Meeting minutes. **(Attachment A2)**

**V. PERSONNEL**

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

**A. Resignations**

1. **Hope K. Davis;** Special Education Teacher, Extended School Year. Effective: May 8, 2023.
2. **Sara T. Lansdown-Flannery;** English Language Development Teacher, Senior High School. Effective: June 9, 2023.
3. **Cory A. Lush;** Social Studies Teacher, Senior High School. Effective: June 9, 2023.
4. **Allie M. Pribula;** Teacher, Oaks Elementary. Effective: June 9, 2023.
5. **Maria A. Talone;** Summer R.A.M.S Teacher. Effective: May 3, 2023.

**New Resignations**

6. **Bernadette J. Crenshaw;** Staff Accountant, District Office. Effective: June 9, 2023.
7. **Reagan E. Mindte;** Part Time (.50) Music Teacher, Spring City Elementary. Effective: June 9, 2023.

**B. Leave of Absence**

1. **Margaret C. Finnegan**; Secretary, 5/6th Grade Center, for an extension of a leave of absence per Board Policy. Effective: May 1, 2023 through May 5, 2023. *Correction from the April Board Agenda.*
2. **Emily A. Sonnon**; Elementary Teacher, Spring City Elementary for an extension of a leave of absence per the Professional Agreement. Effective: August 21, 2023, through the 2023-2024 school year.

**C. Change of Status**

1. **Elizabeth J. Fulton**; Secretary to temporary Administrative Assistant, 7<sup>th</sup> Grade Center. Compensation has been set at \$25.45 per hour, with benefits per the Secretary Benefit Summary. Effective May 23, 2023 for the remainder of the 2022-2023 school year and the full 2023-2024 school year.

**D. Tenure**

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

1. **Krista M. Mansfield**

- E.** Administration recommends approval of the following Support Staff as Instructional Assistants for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:45 AM to 1:15 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation for new employees will be set at \$16.36/hour non-degree rate or \$17.36/hour degree rate. Current hourly employees will be paid at their current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Devon N. Carlisle**
2. **Colleen M. Deschamp**
3. **Erin B. Lenker**
4. **Cheyenne K. Weston**

- F.** Administration recommends approval of the following Professional Staff as Special Education Teacher Substitutes for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Elizabeth Shields**
2. **Amelia M. Smith**

- G.** Administration recommends approval of the following Professional Staff as Tutors for English Language Development Camp at Brooke Elementary School. The program will be held Tuesdays and Thursdays for 2 hour sessions from June 20, 2023 through August 4, 2023. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

1. **Sandra Cerniglia**
2. **Allison L. Workman**

- H.** Administration recommends approval of the following Support Staff as Instructional Assistant Substitutes for the 2023 Extended School Year Program (ESY). The program will be held at Evans Elementary, Monday through Thursday, 8:45 AM to 1:15 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation will be set at the employees' current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Kathya Holohan**

- I. Administration recommends approval of the following Professional Staff as Special Education Teachers for the 2023 Extended School Year Program (ESY). The program will be held at the Evans Elementary School, Monday through Thursday, 8:30 AM to 1:30 PM; July 5, 2023 through August 3, 2023, with a set up day from 12:30 PM - 4:00 PM on June 29, 2023. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
  - 1. **Theresa K. Auletta**
- J. Administration recommends approval of **Jessica L. Saloky** to teach summer course advancement (Honors Algebra 2, Honors Geometry, and Honors Pre-Calculus) at a cost not to exceed \$5,000.00. The program will be self-funded via student tuition.
- K. Administration recommends approval for the Spring-Ford Area School District Instructional Assistant Benefit Summary, effective July 1, 2023 – June 30, 2025.
- L. Administration recommends approval for the Spring-Ford Area School District Maintenance Benefit Summary, effective July 1, 2023 – June 30, 2025.
- M. Administration recommends approval for the Spring-Ford Area School District Registered Nurse Benefit Summary, effective July 1, 2023 – June 30, 2025.
- N. Administration recommends approval for the Spring-Ford Area School District School Police/School Security Benefit Summary, effective July 1, 2023 – June 30, 2025.
- O. Administration recommends approval for the Spring-Ford Area School District Technology Support Benefit Summary, effective July 1, 2023 – June 30, 2025.
- P. Administration recommends approval of the attached extra-curricular contracts for the 2022-2023 school year. (**Attachment A3**)

**New Personnel**

- Q. 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 ARP ESSER/7% Set Aside.
  - 1. **Lauren M. Carr**
  - 2. **Rachel A. DeBias**
  - 3. **Paul E. Moser**

**VI. FINANCE**

Motion by Mrs. Deardorff to approve Finance A-M, O, and P, seconded by Mrs. Weingarten. Motion carries 8-0.

Motion by Mrs. Zasowski to rescind the approval of Finance O, seconded by Mrs. Weingarten. Motion carries 8-0.

Motion by Mrs. Zasowski to table Finance N, seconded by Mr. Jackson. There was Board discussion with several members stating they would like the tax increase under 4.0%. Motion carries 5-3 (Mrs. Deardorff, Mrs. Hermans and Dr. Motzer were the dissenting votes)

- 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.



amount with the outlined contracted rates for 2023-24, 2024-25, and 2025-26 school years including ESY.

7. **Montgomery County Intermediate Unit – Norristown, PA** to provide school-based ACCESS Program billing services for the 2023-2024 school year at an amount equal to 9% of the ACCESS dollars earned by the district. Funding will be paid from the Medical ACCESS dollars received.
  8. **Substitute Teacher Service (STS) – Aston, PA.** Provide Professional Staff, Instructional Assistant, and Secretary substitute services effective July 1, 2023 through June 30, 2026.
- E. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 500 Campus Drive in Upper Providence Township and further identified as tax parcel No. 61-00-01009-50-5 setting (i) the assessment of the property at \$3,752,000 for tax year 2021 (School District tax year 2021-22), (ii) the assessment of the property at \$4,023,000 for tax year 2022 (School District tax year 2022-23), and (iii) the assessment of the property at \$3,663,000 for tax year 2023 (School District tax year 2023-24) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
  - F. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 100 Cresson Blvd. in Upper Providence Township and further identified as tax parcel No. 61-00-01208-19-8 setting (i) the assessment of the property at \$2,806,965 for tax year 2021 (School District tax year 2021-22), (ii) the assessment of the property at \$2,979,255 for tax year 2022 (School District tax year 2022-23), and (iii) the assessment of the property at \$2,803,680 for tax year 2023 (School District tax year 2023-24) and for each subsequent tax year until a change in the property's assessment pursuant to applicable law.
  - G. The Board approved the renewal of the Movia RAI (Robot-Assisted Instruction) Software License Enterprise – Teacher's Aide for the 2023-24 school year. The total cost shall not exceed \$27,450.00 and will be paid from the Special Education Budget.
  - H. The Board approved additional funds for Confidential Settlement Agreement 2023-02. The total amount will not exceed \$8,000.00. Funding will be paid from the Special Education Budget.
  - I. The Board approved additional funds for approved Confidential Settlement agreement 2022-10. The total amount will not exceed \$4,000.00. Funding will be paid from the Special Education Budget.
  - J. The Board approved the Memo of Understanding between the Spring-Ford Area School District and the Spring Valley Y of the Greater Philadelphia YMCA for the purpose of providing weekly swim lessons and recreational swim for children in the special needs program for grades K-12 from September 2023 to June 2024 at no cost to the district.
  - K. The Board approved Lakeside Youth Service d/b/a Lakeside Educational Network for eight in-School Counselors and ten student slots for special education services at the Lakeside School, Lakeside Girls Academy, Souderton Vantage Academy, or Upper Merion Vantage Academy plus transportation costs for the 2023-24 school year. The total contract cost shall not exceed \$1,185,050.00. The contract will be paid from the Special Education Budget.
  - L. The Board approved Buxmont Academy for three special education student slots and two general education slots from Buxmont Academy for the 2023-24 school year. The total contract cost shall not exceed \$156,186.94. The contract will be paid from the Special Education Budget.
  - M. The Board approved a contract with Deaf-Hearing Communication Centre to provide professional sign language interpreting for meetings and events within the school for the 2023-24 school year.

The total cost will not exceed \$1,500.00. The contract will be funded from the Assistant Superintendent Budget.

- N. The Board tabled **Resolution #2023-04** for the adoption of the 2023-2024 General Fund Budget in the amount of \$190,615,101 which represents a tax increase of 4.06% (millage 30.8770). **(Attachment A4)**
- O. The Board approved then rescinded that approval of **Resolution #2023-03** for the 2023-2024 Homestead and Farmstead Exclusion. **(Attachment A5)**
- P. The Board approved the Western Montgomery Career and Technology Center's 2023-2024 Budget in the amount of \$8,082,133.00. Spring-Ford's share of the cost is \$2,581,603.00 or an increase of \$132,986.00 from the prior year's budget. The district's contribution calculation is based on the 5-year average ADM ratio per agreement.

## VII. PROPERTY

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

- A. The Board approved paving the Green Street access to the 9th Grade Center with S.J. Thomas through KPN Contract #2021JOCC-50. Funding will come from the Capital Reserve and shall not exceed \$50,000.00.

## VIII. PROGRAMMING AND CURRICULUM

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

- A. The Board approved **Linkit!** This is a three-year contract, beginning with the 2023-2024 school year, which includes Data Warehousing, Intervention Manager, Navigator Analytics and Support/Professional Development. The cost is not to exceed \$67,000.00 per year and will be paid annually. This is a budgeted item that will be paid from the Assistant Superintendent Budget and ARP ESSER/7% Set Aside. This agreement is subject to review and approval by the solicitor's office.

## IX. CONFERENCES AND WORKSHOPS

Motion by Mrs. Weingarten to approve Conferences and Workshops A-E, seconded by Dr. Wright.  
Motion carries 8-0.

Motion Mrs. Deardorff to approve Conferences and Workshops F, seconded by Mrs. Weingarten.  
Motion carries 8-0.

- A. **Zoe Jacobs**, Social Studies Teacher to attend "*AP Economics - Summer Institute*" July 31, 2023 - August 3, 2023 at the MCIU in Norristown, PA. The total cost of the conference is \$950.00 (registration and transportation). Substitute coverage is not needed.
- B. **Andrew Walls**, LTS Music Teacher, to attend "*AP Music Theory - Summer Institute*" July 10-13, 2023 at Cabrini University in Radnor, PA. The total cost of the conference is \$1,535.00 (registration, transportation, and meals). Substitute coverage is not needed.
- C. **Robert Catalano**, Director of Technology and **Dr. Kelly Murray**, Assistant Superintendent of Teaching, Learning, and Innovation, to attend "*Springhouse Project Management Essentials*" 3-day virtual training. The total cost of the workshop is not to exceed \$3,600.00 (registration). Substitute coverage is not needed.
- D. **Elizabeth Leiss**, Human Resource Director, to attend "*2023 Title IX Regulations Implementation for K-12 School Districts*" virtually August 7, 2023. The total cost is not to exceed \$440.00 (registration). Substitute coverage is not needed.

- E. Gwen Phillips**, School Police Lieutenant, to attend “5th Annual PASRO School Safety conference” July 24-26, 2023 in Harrisburg, PA. The total cost of the conference is not to exceed \$1,060.00 (registration, transportation, hotel, and meals). Substitute coverage is not needed.

### New Conferences and Workshops

- F. Alexandra Fritsch**, Mathematics Teacher, to attend “Pennsylvania Masonic Youth Foundation 2023 LifeSkills Conference” in Elizabethtown, PA July 16-21, 2023. The total cost is not to exceed \$100 (transportation). She will be paid \$100 per day, not to exceed \$600. Substitute coverage is not needed.

### X. OTHER BUSINESS

Other Business A will appear on the June agenda.

Motion by Mrs. Zasowski to approve Other Business D, F, G, I, and J, seconded by Mrs. Deardorff.  
Motion carries 8-0.

Motion by Mrs. Deardorff to approve Other Business B, seconded by Mrs. Weingarten.  
Dr. Motzer discussed the dress code.  
Motion carries 6-2 (Dr. Motzer and Mrs. Deardorff were the dissenting votes)

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

Motion by Mrs. Deardorff to approve Other Business E, seconded by Dr. Motzer.  
Motion carries 8-0.

- A.** Board approval is needed to appoint 3 Board members to serve as the district’s voting delegates for the 2023 PSBA Delegate Assembly. This year’s assembly will be held on Saturday, November 4th at 9:00 am. Certification of appointed delegates is needed before August 25, 2023.
- B.** The Board approved the Elementary Handbook (Code of Conduct), Intermediate School Handbook (Code of Conduct), Middle School Handbook (Code of Conduct), and High School Handbook (Code of Conduct). (**Attachment A6**)
- C.** The Board approved to participate in the Pennsylvania Youth Survey (PAYS) once again for students in grades 6, 8, 10, and 12. Administration of this survey helps the district’s eligibility for Montgomery County Drug and Alcohol Funding. This funding enables the district to continue delivering drug and alcohol prevention and intervention-based programs to our students. The district has participated in this survey which is administered every two years since 1989. There is no cost to the district to participate in this survey.
- D.** The Board approved the appointment of **James D. Fink**, Chief Financial Officer, to the Office of Board Treasurer of the Spring-Ford Area School District Board of Directors for the term of one (1) year, effective July 1, 2023.
- E.** The Board approved to register ten (10) students to participate in the Pennsylvania Masonic Youth Foundation’s 2023 LifeSkills Conference that will take place in Elizabethtown, PA July 16<sup>th</sup> - 21<sup>st</sup>, 2023. This activity is an overnight trip. The cost includes a \$400 per student registration fee and shall not exceed \$4,000.00. This will be paid from the High School Budget and Pottstown Health and Wellness Grant.
- F.** The Board approved the revised 2023-24 district calendar as submitted. (**Attachment A7**)
- G.** The following policies are **approved**:
1. **Policy #111 - Lesson Plans (Attachment A8)**

2. **Policy #113.1** - Discipline of Students with Disabilities (**Attachment A9**)
3. **Policy #113.2** - Behavior Support (**Attachment A10**)
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**H.** The following policies are submitted for **First Read**:

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8. **Policy #220** - Student Expression/Dissemination of Materials (**Attachment A25**)
9. **Policy #221** - Dress and Grooming (**Attachment A26**)
10. **Policy #237** - Electronic Devices (**Attachment A27**)

**New Other Business**

- I. The Board approved the **2023-24 German exchange program** in Stuttgart, Germany. This exchange program provides a 2-week opportunity between students at Spring-Ford High School and students in Stuttgart, Germany. Exact dates to be determined. The cost per student to participate is \$3,500.00. The program includes approximately 2-week travel to Germany and France and trips to Philadelphia and Washington DC. The only cost to the district includes substitute coverage for 2 chaperones.
- J. The Board approved the **2023-24 Ireland exchange program** with the Coláiste Chiaráin in Limerick, Ireland. This exchange program provides a 2-week opportunity between students at Spring-Ford High School and students at Coláiste Chiaráin High School. Exact dates to be determined. The cost per student to participate is \$3,500.00. The program includes approximately 2-week travel to Ireland and trips to Philadelphia, Washington DC, Lancaster, NYC (overnight) and other US landmarks. The only cost to the district includes substitute coverage for 2 chaperones.

**XI. BOARD COMMENT**

Mr. Jackson asked the board to come to the committee meeting with ideas to reduce the budget.

**XII. PUBLIC TO BE HEARD**

Adrienne Brady, Schwenksville spoke about the Library summer program.

Mr. Jackson spoke about the Planet Fitness summer program where students are free.

**XIII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 9:11 p.m. with a motion from Mrs. Deardorff, seconded by Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

**SPRING-FORD AREA SCHOOL DISTRICT  
JOB DESCRIPTION**

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**Position Title:**           **Coordinator of Media Communications**

**Reports To:**               Director of Communications, Marketing & Media

**Position Goal:**           The Coordinator of Media Communications will oversee the operation of the television studio and the production and distribution of television programs. The manager will coordinate with faculty and staff in the use of the studio facility and in program production. The Coordinator of Media Communications will provide direction and district-wide focus to the development, expansion, and management of television and audio/visual (AV) services for broader use by the Spring-Ford Community

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**Television Production:**

- Serve as a consultant to staff on any instructional television project upon request with proper scheduling for consultation.
- Ram Country Television technical director, videographer, editor, script writer, lighting director and sound engineer.
- Seek, acquire, host, produce and direct quality programming and district wide media productions
- Produce, direct, and edit content for assemblies, plays, graduation, etc. including the setup and breakdown of audio/visual and broadcasting equipment.
- Assist with the production of audio/visual programs for student curriculum coursework.
- Coordinate the use of in-house television studio and mobile production studio.
- Advise administrator, teachers, and students as to the resources available to meet district communication goals.
- Advise building level administration on instructional television projects.
- Serve as a liaison for school and cable television systems to coordinate appropriate services and programming opportunities.
- Create video training resources for employees and students.
- Keep informed of new developments and trends in the field of instructional television.
- Provide your own transportation for travel between district buildings throughout the workday.

**Television Studio Engineer**

- Establish procedures related to television hardware, software, and network media distribution.
- Analyze needs and recommend enhancements to the medial communications hardware and software.
- Install and maintain equipment in the television studio and mobile production studio.
- Work with vendors to coordinate equipment repairs, inspections, and maintenance.
- Work with the Business Office to prepare bid specifications, evaluate bids, and provide purchasing recommendation for communication, audio visual, and television equipment.
- Work closely with the Audio/Visual Technician.

**Data Analytics**

- Track viewership using measures such as viewers, regular return viewers, etc. using a variety of metrics, data sources and systems.
- Make recommendations based on analysis to increase viewership and/or change programming

**Spring-Ford School Broadcast Program**

- Under the direction of the Broadcast Teacher, assist with the school Broadcast program
- Demonstrate to students the proper use of broadcasting equipment in both the television studio and the mobile production studio
- Assist with student produced programs
- Facilitate the integration of instructional television into school curriculum

**Assist with District-wide Communications**

- Assist the Manager of Communications, Marketing and Media during the dissemination of emergency communications

- Backup for third-party communication applications: Finalsight, SchoolMessenger (Skylert), etc.

**Districtwide TV/AV Planning**

- Oversee all aspects of TV/AV services within the district.
- Develop TV/AV building based priority purchasing plans.
- Assist staff and students with the use of audio-visual systems and develop formal procedures and training for staff in the use of audio-visual technology.
- Review building AV/TV operations and requests.
- Evaluate, repair, restore equipment necessary to operate FCC approved AV equipment.
- Provide appropriate training for new equipment users.

**Dedicated Spring-Ford Trainer**

- Provide on-going training for 12-month staff to the daily use of Google Platform.
- Assist the Director of Communications in providing training for 12-month staff for the daily use of Skyward and Finalsight.

This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Media Communications Manager will be required to follow any other job-related instructions and perform other job-related duties requested by the Director of Communications, Marketing & Media.

**Position Title: Coordinator of Media Communications**

**Work Year:** 12-month 7.5 hours/day

**Classification:** Act 93 Administration

**Qualifications**

- Technical School/2 Years College/Associate Degree

**Knowledge/Skill Required** – Minimum level of knowledge and skill required to perform this position effectively.

- Demonstrated experience in communications and broadcasting, technology applications, and a strong understanding of television studio production.
- Knowledge of operation of audio-visual equipment
- Knowledge of television program production and technical skills to carry out day-to day operations.
- Strong knowledge of television studio hardware and software solutions
- Ability to perform complex planning that considers multiple variables and timelines
- A working understanding of the following:
  - Computer applications in a Windows or Apple environment
  - Video footage acquisition using a variety of cameras
  - Video editing in a linear and non-linear environment
  - Internet usage, online searching, web page development
  - Video/audio/data duplication
  - Microphone selection and usage
  - Digital cameras, basic photography, scanners
  - Audio-visual equipment
  - Operation of multimedia distribution systems
  - Setup and operation of video conferencing systems
  - Character generators, presentation technologies
- Demonstrated interpersonal skills
  - Enjoys working with school age students
  - Ability to work as part of a team
  - Must be courteous and able to deal effectively with people
  - Must be positive, cooperative, and congenial
  - Ability to work in an environment with frequent interruptions
  - Ability to understand and facilitate the needs of various personality types
- Strong organizational and professional skills
  - Ability to complete multiple tasks with minimal supervision
  - Ability to read, write, and do simple computation
  - Ability to work independently and make work-related decisions
  - Strong verbal and written communication skills

**Physical Demands:**

- Frequently required to stand and walk
- Frequently required to climb, bend, twist, reach, and grasp
- Frequently required to kneel and squat
- Frequently required to sit
- Lifting and carrying – up to 75 pounds

**Sensory Abilities:**

- Ability to speak clearly and distinctly
- Auditory acuity to answer phones and relay messages correctly
- Visual acuity to read correspondence and computer screen

**Work Environment:**

- Level of noise is quiet to moderate
- Inside office setting. Infrequently exposed to adverse conditions such as dust, noise, fumes, inclement weather, poor lighting, or heavy machinery/equipment.

**Temperament:**

- Must be cooperative, congenial, and service oriented
- Ability to work in an environment with frequent interruptions
- Ability to work with others as a team
- Must be courteous and be able to deal effectively and responsibly with people

**License/Clearance(s):**

- Act 34 – Criminal History Clearance
- Act 151 – Child Abuse History Clearance
- Act 114 – Federal Criminal History Clearance

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

# SPRING-FORD AREA SCHOOL DISTRICT

## JOB DESCRIPTION

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**Position Title:** Media Content Specialist

**Reports To:** Director of Communications, Marketing & Media

**Position Goal:** The Media Content Specialist works to support the Communications team in all aspects of media production. The work is performed under the general supervision of the Media Communications Manager under the direction of the Director of Communications, Marketing & Media.

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**Essential Duties and Responsibilities** – Those job functions which if not performed would fundamentally change the position.

### Television Production

- Write, produce, and edit video content for post-production projects. For studio production, construct staging and sets, operate lighting console, and run the video switcher (for live productions).
- Act as technical director, videographer, editor, script writer, lighting director and sound.
- Provide live coverage for school district events including school board meetings, concerts, awards programs, and athletic events.
- Assist the Coordinator of Media Communications with video editing, videography, audio, filed/news/studio production, and production of content for television and web.
- Assist the Coordinator of Media Communications with supervision of student crew members and crew members.
- Maintain a clean Television Studio along with the overall upkeep of relevant television production equipment.

### Television Studio Engineer

- Work with the Coordinator of Media Communications to analyze needs and recommend enhancements to the media communications hardware and software.
- Install and maintain equipment in the television studio and mobile production studio.

### Dedicated SFAHS Webmaster

- Generate, edit, and publish accurate, timely, and interesting content for the Spring-Ford Area High School website.
- Assist school content managers with content development.

### Facilities Scheduling

- Oversee the outside use of Spring-Ford facilities scheduling.
- Work with internal users for scheduling buildings/spaces throughout the day and on weekends for general use, special events, and professional development days.

### Other

- Provide your own transportation for travel between district buildings throughout the workday
- Perform other duties as assigned by the Director of Communications, Marketing & Media or Coordinator of Media Communications

**Position Title:**           **Media Content Specialist**

**Work Year:**               12 month – 7.5 hours per day

**Classification:**        Non-Exempt – Administrative Support

**Qualifications**

- Technical School/1 Year College/Associate Degree

**Knowledge/Skill Required** – Minimum level of knowledge and skill required to perform this position effectively.

- Basic knowledge of communications and broadcasting, technology applications, and a strong understanding of television studio production.
- Knowledge of operation of audio-visual equipment
- Basic knowledge of television program production and technical skills to carry out day-today operations.
- Knowledge of television studio hardware and software solutions
- Ability to troubleshoot hardware and software problems
- Basic knowledge of the of the following:
  - Adobe Creative Cloud
  - Computer applications in a Windows or Apple environment
  - Video footage acquisition using a variety of cameras
  - Video editing in a linear and non-linear environment
  - Auditorium, studio, and portable lighting systems
  - Internet usage, online searching, web page development
  - Video/audio/data duplication
  - Microphone selection and usage
  - Digital cameras, basic photography, scanners
  - Audio visual equipment
  - Operation of multimedia distribution systems
  - Setup and operation of video conferencing systems
- Demonstrated interpersonal skills
  - Enjoys working with school age students
  - Ability to work as part of a team
  - Must be courteous and able to deal effectively with people
  - Must be positive, cooperative, and congenial
  - Ability to work in an environment with frequent interruptions
  - Ability to understand and facilitate the needs of various personality types
- Strong organizational and professional skills
  - Ability to follow written and verbal directions
  - Ability to complete multiple tasks with minimal supervision
  - Ability to work independently and make work-related decisions
  - Ability to communicate effectively both orally and in writing
  - Ability to speak and present in front of a group of District employees

**Physical Demands:**

- Frequently required to stand and walk
- Frequently required to climb, bend, twist, reach, and grasp
- Frequently required to kneel and squat
- Frequently required to sit
- Lifting and carrying – up to 75 pounds

**Sensory Abilities:**

Updated May 2023

- Ability to speak clearly and distinctly
- Auditory acuity to answer phones and relay messages correctly
- Visual acuity to read correspondence and computer screen

**Work Environment:**

- Level of noise is quiet to moderate
- Inside office setting. Infrequently exposed to adverse conditions such as dust, noise, fumes, inclement weather, poor lighting, or heavy machinery/equipment.

**Temperament:**

- Must be cooperative, congenial, and service oriented
- Ability to work in an environment with frequent interruptions
- Ability to work with others as a team
- Must be courteous and be able to deal effectively and responsibly with people

**License/Clearance(s):**

- Act 34 – Criminal History Clearance
- Act 151 – Child Abuse History Clearance
- Act 114 – Federal Criminal History Clearance

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

# SPRING-FORD AREA SCHOOL DISTRICT

## JOB DESCRIPTION

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**Position Title:** Audio Visual Specialist

**Reports To:** Director of Communications, Marketing & Media

**Position Goal:** The Audio Visual Specialist provides district support of instructional and essential facility communication systems in all buildings in accordance with the school district goals and strategic plan. Provides technical assistance and districtwide support of audio-visual needs for students, administrators, and staff.

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**Essential Duties and Responsibilities** – Those job functions which if not performed would fundamentally change the position.

- Work with the Coordinator of Communications Media on long range AV planning, project management, and budget development.
- Install, configure, troubleshoot, upgrade, maintain, and repair AV equipment at all district locations.
- Ensure all systems are maintained and comply with all current safety and FCC regulations.
- Assist principals and other administrators with AV needs, evaluate requests, and develop recommendations based upon best practices.
- Assist staff and students with the daily use of AV systems and develop formal procedures and training for staff in the use of AV equipment.
- Coordinate media, sound, and lighting needs for events in Spring-Ford including, but not limited to School Board meetings, school use of auditoriums, multipurpose rooms, and cafeterias.
- Attend planning meetings and provide input during the planning stage of major events.
- Coordinate student stage crew to assist with media, sound, and light needs for events in auditoriums and multi-purpose rooms throughout the district.
- Provide your own transportation for travel between district buildings throughout the workday
- Perform other duties as assigned by the Director of Communications, Marketing & Media or Coordinator of Media Communications.
- Attend planning meetings and provide input during the planning stage of major events.
- Coordinate student stage crew to assist with media, sound, and light needs for events in auditoriums and multi-purpose rooms throughout the district.

**Position Title:** Audio Visual Specialist  
**Work Year:** 12 month – 7.5 hours per day  
**Classification:** Non-Exempt – Administrative Support

**Qualifications**

- Technical School/1 Year College/Associate Degree

**Knowledge/Skill Required** – Minimum level of knowledge and skill required to perform this position effectively.

Demonstrated technology skills

- Knowledge of Audio-Visual equipment
- Knowledge of sound equipment
- Knowledge of lighting systems
- Knowledge of programming and running productions
- Knowledge of presentation system equipment and infrastructure
- Knowledge of A/V wiring and Smartboard cabling
- Knowledge of technology project management
- Knowledge of Microsoft Office programs and Internet web browsers

Demonstrated interpersonal skills

- Ability to work as a leader of a team
- Must be courteous and able to deal effectively with people
- Must be positive, cooperative and congenial
- Ability to work in an environment with frequent interruptions
- Ability to understand and facilitate the needs of various personality types

Strong organizational and professional skills

- Ability to complete multiple tasks with minimal supervision
- Ability to read, write, and do simple computation
- Ability to work independently and make work-related decisions
- Ability to communicate effectively both orally and in writing
- Ability to speak and present in front of a group of District employees

**Physical Demands:**

- Frequently required to stand and walk
- Frequently required to climb, bend, twist, reach, and grasp
- Frequently required to kneel and squat
- Frequently required to sit
- Lifting and carrying – up to 75 pounds

**Sensory Abilities:**

- Ability to speak clearly and distinctly
- Auditory acuity to answer phones and relay messages correctly
- Visual acuity to read correspondence and computer screen

**Work Environment:**

- Level of noise is quiet to moderate
- Inside office setting. Infrequently exposed to adverse conditions such as dust, noise, fumes, inclement weather, poor lighting, or heavy machinery/equipment.

**Temperament:**

Updated May 2023

- Must be cooperative, congenial, and service oriented
- Ability to work in an environment with frequent interruptions
- Ability to work with others as a team
- Must be courteous and be able to deal effectively and responsibly with people

**License/Clearance(s):**

- Act 34 – Criminal History Clearance
- Act 151 – Child Abuse History Clearance
- Act 114 – Federal Criminal History Clearance

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

# SPRING-FORD AREA SCHOOL DISTRICT

## JOB DESCRIPTION

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**Position Title:** ENGLISH LANGUAGE DEVELOPMENT ASSISTANT

**Report To:** Building Principal

**Position Goal:** To contribute to the instructional program within the guidelines of lesson plans written or approved by a certified educator.

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### ESSENTIAL FUNCTIONS

- Under the supervision of the classroom teacher, assists individual or small groups of students with remedial work, independent study activities, specialized areas of need, and enrichment programs.
- Applies paraprofessional instructional techniques and theories applicable to assigned subject areas.
- Assist in acclimating newcomer Multilingual learners to the school, school routines, and student schedule.
- Assist content area teachers in making their content accessible to Multi-lingual Learners through material modifications and accommodations.
- Acts as support between ELD Teacher and Content Teachers.
- Establish rapport with students receiving English Language Development support services
- Establish a working relationship with content area teachers that includes regular communication and meetings
- Be aware of all major upcoming assignments in all classes for multilingual learners
- Help multilingual learners with clarification in class, outlining/reference sheets, decoding instructions and expectations
- Instructs students individually or in groups with lesson assignments under the direction of a certificated teacher (e.g., modifying lessons, tutoring, etc.) for the purpose of presenting and/or reinforcing learning concepts.
- Use and support translation of materials using (technology, apps, and print materials).
- Monitor individual and/or groups of students in various activities for the purpose of providing a safe and positive learning environment.
- Serve a resource between the family, student, and district for the purpose of verbal and written translation, responding to inquiries, coordinating meetings, and referring to community agencies as directed by the ELD teacher.
- Attend and participate in appropriate in-service activities and faculty meetings as requested.
- Follow school district human relations policies and promotes good human relations practices with students, staff, and parents.
- Help maintain order and discipline and assists in managing the behavior of students.
- Assist with arrival and dismissal of students.
- Report to work on time and on a regular basis.
- Maintain confidential student/teacher information as mandated under FERPA, HIPAA, and Spring-Ford Area School District's policy.

This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The ENGLISH LANGUAGE DEVELOPMENT ASSISTANT will be required to follow any other job-related instructions and perform other job-related duties requested by the Building Principal.

**POSITION SPECIFICATIONS –ENGLISH LANGUAGE DEVELOPMENT ASSISTANT (Non-Exempt)**

(Attachment A6)

<b>Work Year:</b>	Full-time (7 hr. /day) position, 10 months (follow teacher calendar)
<b>Physical Demands:</b>	Frequent bending, stooping, twisting, reaching, grasping Occasional lifting, carrying
<b>Sensory Abilities:</b>	Visual acuity to view students in classroom, cafeteria, and/or playground Visual acuity to read correspondence, computer screen Auditory acuity to be able to use telephone and converse with others Ability to speak clearly and distinctly
<b>Work Environment:</b>	Inside - Classroom setting Occasionally exposed to outside weather conditions, i.e.; bus duty, fire drills, recess
<b>Temperament:</b>	Ability to work as member of a team Must be courteous and able to deal effectively with people Must be cooperative and congenial Ability to work in an environment with frequent interruptions Possesses patience and flexibility
<b>Cognitive Ability:</b>	Ability to follow written and verbal directions Ability to complete multiple tasks with minimal supervision Ability to read, write, and do simple computation Ability to work independently and make work-related decisions Ability to communicate effectively both orally and in writing Ability to adhere to the rules of confidentiality and keep personal information about students confidential at all times
<b>Educational Level:</b>	High School Diploma or GED Associates' or Bachelor's Degree preferred
<b>Clearances:</b>	Act 34 Clearance Act 151 Clearance Act 114 Clearance
<b>Specific Skills:</b>	Some knowledge of grade level curriculum Some knowledge of strategies used in instruction

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

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	Limerick Elementary Club #2- Reading Olympics	Year	Alba	Alice V.	\$402.00
2	Safety Patrol Sponsor – Limerick Elementary	Year	Alba	Alice V.	\$585.00
3	Foreign Language Department Head	Year	Alvarez	Jennifer L.	\$3,868.00
4	Asst. Cross Country-Boys'-Grade 7/8	Fall	Amersbach	Courtney M.	\$3,866.00
5	Field Hockey Coach-HS	Fall	Anderson	Jennie	\$7,068.95
6	HS Club #30- Aevidum Club	Year	Anderson	Jennie	\$402.00
7	Volleyball Intramural-HS	Fall	Anderson	Jennie	\$678.00
*8	Reading Olympics – 5/6	Winter	Bailey	Emily R.	\$402.00
*9	Detention Duty - Grades 5/6 & 7 (1/2 Contract)	Year	Baldan	Joseph J.	\$1,873.00
10	Marching Band Condition Facilitator-HS (1/2 Contract)	Fall	Bashline	Nathan R.	\$1,598.50
11	Robotics Club - Limerick Elementary	Fall	Bautsch	Kris R.	\$402.00
12	Robotics Club - Limerick Elementary	Spring	Bautsch	Kris R.	\$402.00
13	Detention Duty - Grades 5/6 & 7 (1/2 Contract)	Year	Bean	Kevin M.	\$1,813.00
14	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Beard	Robert L.	\$50/game
15	Guidance-Sec/Elem Department Head (1/2 Contract)	Year	Beideman	Kristin A.	\$2,097.00
16	Asst. Football Coach 7/8th Grade	Fall	Bergman	Dale P.	\$4,161.47
*17	Yearbook-Business Advisor-HS	Year	Bilotti	Ashley C.	\$1,873.00
18	Commencement-HS	Spring	Blackledge	Danielle C.	\$1,471.00
19	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Bogus	Stacey	\$50/game
20	Powderpuff Football-Girls'-HS	Fall	Bogus	Stacey	\$678.00
21	Student Council-HS (9-12)	Year	Bogus	Stacey	\$1,471.00
22	Asst. Field Hockey Coach-HS	Fall	Bogus	Stacey	\$4,609.61
23	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Borgins	Melinda J.	\$50/game
24	Family & Consumer Science Department Head	Year	Borgins	Melinda J.	\$3,868.00
25	Track Coach (7/8th Grade)	Spring	Borgins	Melinda J.	\$3,114.30
26	Robotics Club - Royersford Elementary	Fall	Bornais	Matthew R.	\$402.00
27	Robotics Club - Royersford Elementary	Winter	Bornais	Matthew R.	\$402.00
28	HS Club #15- Interact Club-HS	Year	Bowen	Melanie F.	\$402.00
29	8th Gr. Club #10- Car Club	Spring	Bowers	Todd G.	\$402.00
30	8th Gr. Club #3- Drama Club - 1st Sem.	Fall	Bowers	Todd G.	\$402.00
31	8th Gr. Club #4- Drama Club - 2nd Sem.	Spring	Bowers	Todd G.	\$402.00
32	8th Gr. Club #9- Car Club	Fall	Bowers	Todd G.	\$402.00

**(Attachment A7)**

33	Stage & Make-Up-Grades 7 & 8	Year	Bowers	Todd G.	\$2,612.20
34	TV Studio Coordinator, Grade 8	Year	Bowers	Todd G.	\$1,471.00
35	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Brennan	John A.	\$50/game
36	Golf Coach-HS - Girls'	Fall	Brennan	John A.	\$5,029.50
37	Tennis Coach-Boys'-HS	Spring	Brennan	John A.	\$6,680.43
38	HS Club #23- Animal Rescue Club- HS	Year	Briggs	Janine	\$402.00
39	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Brittingham	Daniel	\$50/game
40	Fitness Room Supervisor-Spring-HS	Spring	Brubaker	Chadwin R.	\$679.00
41	Football Coach-HS	Fall	Brubaker	Chadwin R.	\$12,016.68
42	Media Department Head (1/2 Contract)	Year	Brubaker	Chadwin R.	\$1,934.00
43	9th Grade Football Coach- Head	Fall	Brumfield	Joshua	\$5,427.00
44	Costumer/Make-Up Designer HS (Both)	Year	Burke	Hannah	\$800.00
45	8th Gr. Club #11- Homework	Year	Burr	Amanda L.	\$402.00
46	Asst. Golf Coach-Boys' HS	Fall	Butterweck	Daniel R.	\$4,771.07
*47	7th Gr. Club #6- World Language Club	Year	Calvin	Krista L.	\$402.00
48	Asst. Tennis Coach-Girls'-HS	Fall	Canuso	Karen A.	\$3,771.60
49	Homework Club Advisor -IMS	Year	Carfagno	Tina M.	\$1,471.00
*50	School Newspaper-Grade 7	Year	Carroll	Maria	\$1,471.00
51	5/6 Club #5- World Language Club	Spring	Cerniglia	Sandra	\$402.00
52	English Language Development Department Head	Year	Chester	Tara L.	\$4,194.00
53	Director of the Spring Production - Musicale -HS	Spring	Cifelli	Alexander	\$7,650.72
54	Shades of Blue Choir Director - HS (Men's)	Year	Cifelli	Alexander	\$2,072.07
55	Spring Musical Piano - HS (1/2 Contract)	Spring	Cifelli	Alexander	\$1,155.00
56	Set Builder - All Productions - HS (Both Fall & Spring Productions)	Year	Cifelli	Joseph K.	\$1,200.00
57	Co-Ed Fitness Intramural # 2 - Royersford- Walking Club	Fall	Clauss	Kathryn E.	\$402.00
58	Co-Ed Fitness Intramural # 4 - Royersford- Walking Club	Spring	Clauss	Kathryn E.	\$402.00
59	Marching Band Program Planner-HS (1/2 Contract)	Fall	Clauss	Kathryn E.	\$1,903.65
60	Asst. Track Coach (7/8th Grade)	Spring	Clinard	Noah C.	\$2,772.00
61	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Cooper	Cynthia A.	\$50/game
62	Athletic Event Supervisor-Winter-MS	Winter	Corropolese	Shawn R.	\$1,240.05
63	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Corropolese	Shawn R.	\$50/game
64	Softball Coach-HS	Spring	Corropolese	Shawn R.	\$7,068.95
65	Reading Olympics – 5/6	Winter	Craig	Jessica M.	\$402.00

**(Attachment A7)**

66	Art Enrichment - HS	Year	Culp	Amy B.	\$402.00
67	Art Enrichment - HS	Year	Culp	Amy B.	\$402.00
68	Asst. Lacrosse Coach-Boys'-HS	Spring	Czapor	Kevin M.	\$5,301.05
69	Fitness Room Supervisor-Fall-HS	Fall	Czapor	Kevin M.	\$679.00
70	HS Club #14- Health Club Advisor-HS	Year	Czapor	Kevin M.	\$402.00
71	Phys. Ed./Health Department Head	Year	Czapor	Kevin M.	\$4,194.00
72	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	D'Orazio	Joseph T.	\$50/game
73	Yearbook - IMS	Year	Davidheiser	Juliet R.	\$1,471.00
74	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Davis	Hope K.	\$50/game
75	Soccer Coach-Girls'- 8th Grade	Fall	Davis	Hope K.	\$2,772.00
76	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	DeFrancesco	Danielle A.	\$50/game
77	HS Club #17- Library Club/Reading Olympics	Year	DeFrancesco	Danielle A.	\$402.00
78	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	DiMino	Joseph N.	\$50/game
79	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Donnelly	Kevin J.	\$50/game
80	Fitness Room Supervisor-Fall-HS	Fall	Donnelly	Kevin J.	\$679.00
81	Lacrosse Coach-Boys'-HS	Spring	Donnelly	Kevin J.	\$7,422.39
82	Volleyball Coach-Girls' (7th Grade)	Fall	Drummer	Gabrielle R.	\$3,186.00
83	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Dubbs	Valarie A.	\$50/game
84	SAP Building Coordinator – HS/9th	Year	Dubbs	Valarie A.	\$402.00
85	Ireland/Germany Trip Coordinator	Year	Duerr	Amy J.	\$1,104.00
86	Safety Patrol Sponsor – Spring City Elementary	Year	Eaton	Deborah M.	\$585.00
*87	Play Director-HS (Fall)	Fall	Edwards	Kailey	\$4,000.00
88	Co-Ed Fitness Intramural # 16 - Grade 8- Dodgeball	Fall	Ehnot	Jane D.	\$402.00
89	Co-Ed Fitness Intramural # 17 - Grade 8- Walk & Talk	Fall	Ehnot	Jane D.	\$402.00
90	Co-Ed Fitness Intramural # 18 - Grade 8- Walk & Talk	Winter	Ehnot	Jane D.	\$402.00
91	Co-Ed Fitness Intramural # 19 - Grade 8- Walk & Talk	Spring	Ehnot	Jane D.	\$402.00
92	Co-Ed Fitness Intramural # 2 - Grade 8- Basketball	Winter	Ehnot	Jane D.	\$402.00
93	Co-Ed Fitness Intramural # 20 - Grade 8- Dodgeball	Spring	Ehnot	Jane D.	\$402.00
94	Co-Ed Fitness Intramural # 3 - Grade 8- Fitness Club	Fall	Ehnot	Jane D.	\$402.00
95	Director of Intramurals-Grade 8	Year	Ehnot	Jane D.	\$3,139.39
96	Limerick Elementary Club #4- Reading Olympics	Year	Ellison	Gwendolyn D.	\$402.00
97	Asst. Cross Country Coach-HS	Fall	Engler	Lindsey	\$3,991.00
98	Asst. Football Coach 7/8th Grade	Fall	Entenman	Steven E.	\$3,783.15

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99	Asst. Track Coach-Girls' & Boys'-HS	Spring	Entenman	Steven E.	\$4,190.55
100	Asst. Track Coach-Girls' & Boys'-Winter-HS	Winter	Entenman	Steven E.	\$5,448.45
101	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Exeter	Laurie J.	\$50/game
102	English Department Head	Year	Farischon	Jennifer M.	\$4,845.00
103	HS Club #2- Arboretum Club - HS	Year	Farischon	Jennifer M.	\$402.00
*104	Robotics Club - 7- 7th Grade	Year	Fickert	Ian G.	402
*105	7th Gr. Club #4- 3D Printing	Fall	Fickert	Ian G.	\$402.00
*106	7th Gr. Club #5- Crafting	Fall	Fickert	Ian G.	\$402.00
*107	Robotics Club - 5/6- 5th Grade	Winter	Fickert	Ian G.	\$402.00
*108	Robotics Club - 5/6- 6th Grade	Winter	Fickert	Ian G.	\$402.00
109	Asst. Volleyball Coach-Boys'- HS	Spring	Flanagan	Lauren E.	\$4,391.00
110	SAP Building Coordinator – 5/6	Year	Fleisher	Alisa D.	\$402.00
*111	Friends in the Community-MS (1/2 Contract) *2021-2022 School Year	Year	Flynn	Patricia B.	\$552.00
*112	7th Gr. Club #7- World Language Club	Year	Foulke	Laura A.	\$402.00
113	Powderpuff Football-Girls'-HS	Fall	Frain	Adrian L.	\$678.00
114	Student Council-HS (9-12)	Year	Frain	Adrian L.	\$1,471.00
115	Volleyball Coach-Girls'-HS	Fall	Fuller	George H.	\$5,854.00
116	Asst. Track Coach-Girls' & Boys'-HS *2022-2023 School Year	Spring	Gallagher	Matthew J.	\$3,991.00
117	Asst. Track Coach-Girls' & Boys'-Winter-HS	Winter	Gallagher	Matthew J.	\$5,189.00
118	Class Advisor-Grade 11-HS	Year	German	Kelly L.	\$1,873.00
119	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	German	Kelly L.	\$50/game
120	Ireland/Germany Trip Coordinator	Year	German	Kelly L.	\$1,104.00
121	Theater Business Manager-HS	Year	German	Kelly L.	\$1,966.65
122	Asst. Track Coach-Girls' & Boys'-HS	Spring	Gilmore	Laura	\$3,991.00
123	Co-Ed Fitness Intramural # 5 - Grade 8- Fitness Club	Winter	Greco	Jay N.	\$402.00
124	Asst. Bowling Coach-Girls & Boys-HS	Winter	Greene	Mallory R.	\$3,771.60
125	Asst. Field Hockey Coach-HS	Fall	Greene	Mallory R.	\$5,301.05
126	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Greene	Mallory R.	\$50/game
127	Volleyball Intramural-HS	Fall	Greene	Mallory R.	\$678.00
128	HS Club #13- German Club Advisor-HS	Year	Gruhn	Lisa H.	\$402.00
129	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Gutshall	Jennifer W.	\$50/game
130	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Hammond	Susan S.	\$50/game
131	Athletic Event Supervisor-Fall-MS	Fall	Harrison, Jr.	Richard L.	\$1,181.00

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132	Baseball Coach-HS	Spring	Harrison, Jr.	Richard L.	\$7,068.95
133	Co-Ed Fitness Intramural # 10 - Grade 8- Basketball	Winter	Harrison, Jr.	Richard L.	\$402.00
134	Co-Ed Fitness Intramural # 11 - Grade 8- Fitness Club	Fall	Harrison, Jr.	Richard L.	\$402.00
135	Co-Ed Fitness Intramural # 12 - Grade 8- Walking Club	Winter	Harrison, Jr.	Richard L.	\$402.00
136	Co-Ed Fitness Intramural # 13 - Grade 8- Dodgeball	Spring	Harrison, Jr.	Richard L.	\$402.00
137	Co-Ed Fitness Intramural # 14 - Grade 8- Fitness Club	Spring	Harrison, Jr.	Richard L.	\$402.00
138	Co-Ed Fitness Intramural # 15 - Grade 8- Walking Club	Spring	Harrison, Jr.	Richard L.	\$402.00
139	Co-Ed Fitness Intramural # 7 - Grade 8- Dodgeball	Fall	Harrison, Jr.	Richard L.	\$402.00
140	Co-Ed Fitness Intramural # 8 - Grade 8- Walking Club	Fall	Harrison, Jr.	Richard L.	\$402.00
141	Co-Ed Fitness Intramural # 9 - Grade 8- Fitness Club	Winter	Harrison, Jr.	Richard L.	\$402.00
142	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Harrison, Jr.	Richard L.	\$50/game
143	SAP Coordinator - Upper Providence Elementary	Year	Hauseman	Jessica A.	\$402.00
144	Co-Ed Fitness Intramural # 1 - Oaks- Walking Club	Fall	Henzie	Lauren M.	\$402.00
145	Co-Ed Fitness Intramural # 3 - Oaks- Walking Club	Spring	Henzie	Lauren M.	\$402.00
146	SAP Building Coordinator – HS/10-12	Year	Herb	Khrystin Jo	\$402.00
147	SAP District Coordinator	Year	Herb	Khrystin Jo	\$1,471.00
148	Special Olympics Coordinator	Spring	High	Gina M.	\$2,000.00
149	SAP Building Coordinator – Grade 8	Year	Hillegas	Susan L.	\$402.00
150	Band Director-5th Grade	Year	Hoinowski	Michael	\$3,089.18
151	Band Director-6th Grade	Year	Hoinowski	Michael	\$3,089.18
152	Asst. Track Coach (7/8th Grade)	Spring	Hollingsworth, Jr.	Gerald A.	\$3,866.00
153	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Hollingsworth, Jr.	Gerald A.	\$50/game
154	Golf Coach-HS - Boys'	Fall	Hollingsworth, Jr.	Gerald A.	\$6,362.32
155	Volunteer Assistant Football Coach - HS	Fall	Hopkins	Gary G.	Volunteer
156	HS Club #27- Ultimate Frisbee Club Advisor	Year	Horne	Rodger J.	\$402.00
157	Head Cheerleading- Fall-HS	Fall	Householder	Dawn M.	\$4,256.18
158	Guidance-Sec/Elem Department Head (1/2 Contract)	Year	Hughes	John Thomas	\$2,097.00
159	SAP Coordinator - Limerick Elementary	Year	Hughes	John Thomas	\$402.00
*160	Asst. Golf Coach-Girls'-HS	Fall	Hughes	John Timothy	\$3,771.60
161	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Hughes	John Timothy	\$50/game
162	Fitness Room Supervisor-Winter-HS	Winter	Hughes	John Timothy	\$679.00
163	Athletic Event Supervisor-Spring-MS	Spring	Jacobs	Zoe D.	\$1,181.00
164	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Jacobs	Zoe D.	\$50/game

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165	Field Hockey Coach (8th Grade)	Fall	Jacobs	Zoe D.	\$2,910.60
166	Asst. Football Coach - (9th Grade)	Fall	Jaskot	Gregory F.	\$3,603.00
167	Music Department Head	Year	Jennings	Krisnoel	\$4,194.00
168	Asst. Track Coach-Girls' & Boys'-HS	Spring	Kahler	Geoffrey I	\$5,566.10
169	Asst. Cheerleading-Fall-HS	Fall	Kajak	Brittany E.	\$2,555.00
170	Asst. Track Coach (7/8th Grade)	Spring	Karalius	Victoria L.	\$2,772.00
171	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Karalius	Victoria L.	\$50/game
172	Intermediate/Middle Strings Ensemble - 5th Grade	Year	Katzianer	Kristen K.	\$2,942.07
173	Intermediate/Middle Strings Ensemble - 6th Grade	Year	Katzianer	Kristen K.	\$2,942.07
174	String Jamboree- 5/6 Grade Director	Spring	Katzianer	Kristen K.	\$462.00
175	Royersford Elementary Club #1- Reading Olympics	Year	Kehl	Carrie A.	\$402.00
176	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Kenney	Joan E.	\$50/game
*177	Friends in the Community-MS (1/2 Contract) *2021-2022 School Year	Year	Kenney	Joan E.	\$552.00
*178	Spring Play Director-Grade 7	Spring	Kenney	Joan E.	\$1,699.01
*179	Winter Play Director-Grade 7	Winter	Kenney	Joan E.	\$1,699.01
180	8th Gr. Club #1- Art Club - Semester 1	Fall	Kerkusz	Jason A.	\$402.00
181	8th Gr. Club #2- Art Club - Semester 2	Spring	Kerkusz	Jason A.	\$402.00
182	Art Consultant - Gr. 8	Year	Kerkusz	Jason A.	\$936.50
183	Co-Ed Fitness Intramural # 4 - Grade 8- Football	Spring	Kerkusz	Jason A.	\$402.00
184	Co-Ed Fitness Intramural # 6 - Grade 8- Wrestling	Winter	Kerkusz	Jason A.	\$402.00
185	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Kerkusz	Jason A.	\$50/game
186	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Kissel	Brent E.	\$50/game
187	5/6 Club #11- Photography Club	Spring	Kraeer	Brian J.	\$402.00
188	Math Counts Sponsor Gr. 8	Winter	Kronstain	Heather M.	\$1,104.00
189	Asst. Soccer Coach-Girls' -HS	Fall	Kushner	Jeffrey T.	\$3,991.00
190	Asst. Wrestling Coach-HS	Winter	Landis	Doug W.	\$6,892.29
191	HS Club #3- Book Club - HS	Year	Lawrence	Rachel	\$402.00
192	Field Hockey Coach (7th Grade)	Fall	MacMillan	Taylor P.	\$2,772.00
193	Soccer Coach - Girls' (7th Grade)	Fall	Malloy	Anthony J.	\$2,772.00
194	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Marcellus	Erin B.	\$50/game
195	Asst. Golf Coach- Developmental Boys/Girls -HS	Fall	Marcellus	Jason	\$3,592.00
196	Tech Ed. Department Head	Year	Marushak	Jacob R.	\$3,868.00
197	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Mayer	Jessica A.	\$50/game

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198	Academic Decathlon Coach-HS	Winter	McAnallen	Erin L.	\$1,028.00
199	HS Club #31- Commencement Coordinator-HS	Spring	McAnallen	Erin L.	\$402.00
200	HS Club #6- Future Medical Leaders of America- HS	Year	McAnallen	Erin L.	\$402.00
201	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	McCarter	Delores J.	\$50/game
202	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	McDaniel	Michael P.	\$50/game
203	HS Club #18- Math Club Advisor-HS	Year	McElwee	Brittany N.	\$402.00
204	Honors Orchestra Director - HS	Year	McGranahan	Emily C.	\$3,089.18
205	Montgomery County Honors Strings Director	Fall	McGranahan	Emily C.	\$1,631.76
206	String Ensemble Director - HS	Year	McGranahan	Emily C.	\$3,089.18
207	String Jamboree- High School Director	Spring	McGranahan	Emily C.	\$588.00
208	Health Services Department Head (1/2 Contract)	Year	McNeil Murphy	Laura	\$1,934.00
209	Co-Ed Fitness Intramural # 1 - Evans- Walking Club	Fall	McNeil-Murphy	Laura	\$402.00
210	Co-Ed Fitness Intramural # 3 - Evans- Walking Club	Spring	McNeil-Murphy	Laura	\$402.00
211	SAP Coordinator - Oaks Elementary	Year	McVey	Jennifer L.	\$402.00
212	SAP Coordinator - Royersford Elementary	Year	Mest	Steven	\$402.00
213	HS Club #11- French Club Advisor-HS	Year	Metyas	Mirna H.	\$402.00
214	Fitness Room Supervisor-Spring-HS	Spring	Mich Jr.	James E.	\$679.00
215	Asst. Football Coach-HS	Fall	Mich, Jr.	James E.	\$9,462.79
216	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Miscavage	Joseph A.	\$50/game
217	Academic Decathlon Coach-HS	Winter	Miscavage	Susan C.	\$1,028.00
218	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Miscavage	Susan C.	\$50/game
219	HS Club #5- Commencement Speaker Coordinator-HS	Spring	Miscavage	Susan C.	\$402.00
220	Asst. Softball Coach-HS	Spring	Moffett	Allie M.	\$3,991.00
221	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Moley	Marisa	\$50/game
222	Asst. Football Coach 7/8th Grade	Fall	Morgan	Mark M.	\$5,024.97
*223	Co-Ed Fitness Intramural # 11 - Grade 5-6- Basketball	Winter	Morgan	Mark M.	\$402.00
224	Newspaper Advisor-HS (RAMPAGE-HS)	Year	Moser	Paul E.	\$3,626.00
*225	7th Gr. Club #1- Art Club	Fall	Moyer	Christina M.	\$402.00
*226	7th Gr. Club #2- Art Club	Winter	Moyer	Christina M.	\$402.00
*227	7th Gr. Club #3- Art Club	Spring	Moyer	Christina M.	\$402.00
*228	Co-Ed Fitness Intramural # 13 - Grade 5-6- Wiffle Ball	Spring	Moyer	Jeffrey S.	\$402.00
*229	Co-Ed Fitness Intramural # 5 - Grade 5-6- Kickball	Fall	Moyer	Jeffrey S.	\$402.00
*230	Co-Ed Fitness Intramural # 8 - Grade 5-6- Basketball	Winter	Moyer	Jeffrey S.	\$402.00

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231	Director of Intramurals-Grades 5/6	Year	Moyer	Jeffrey S.	\$2,599.91
232	Volunteer Assistant Football Coach - HS	Fall	Moyer	Stephen	Volunteer
233	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Mozi	Megan	\$50/game
234	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Mullins	Bridget A.	\$50/game
235	WSFR-TV Club Advisor-HS (1/2 Contract)	Year	Murgia	Cheryl B.	\$735.50
236	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Murphy	Autumn R.	\$50/game
237	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Murtin	John A.	\$50/game
238	Asst. Cheerleading-Fall-HS	Fall	Needles	Joy S.	\$2,682.75
239	Asst. Cheerleading-Winter-HS	Winter	Needles	Joy S.	\$2,682.75
240	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Needles	Joy S.	\$50/game
241	Asst. Football Coach-HS	Fall	Nesley, III	Charles J.	\$7,836.68
242	Limerick Elementary Club #3- Reading Olympics	Year	O'Callaghan	Marykay	\$402.00
243	Volunteer Assistant Golf Coach - Boys'-HS	Fall	O'Connor	Gregory M.	Volunteer
244	Chorus & Concert Choir Director - HS	Year	O'Dea	Yvonne L.	\$2,175.67
245	Competition Vocal Ensemble Director - HS	Year	O'Dea	Yvonne L.	\$6,527.02
246	Golden Voices Choir Director - HS (Women's)	Year	O'Dea	Yvonne L.	\$2,175.67
247	Vocal Jazz Director - HS (Select Vocal Ensemble)	Year	O'Dea	Yvonne L.	\$2,175.67
248	Yearbook - IMS	Year	O'Drain	Mari J.	\$1,471.00
249	Detention Duty-HS	Year	O'Toole	Tara L.	\$3,626.00
250	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	O'Toole	Tara L.	\$50/game
251	Detention Duty-Grade 8 (1/2 Contract)	Year	Ott	Jennifer L.	\$1,813.00
*252	7th Gr. Club #11- GSA	Year	Paladino	Lyndi R.	\$402.00
253	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Paladino	Lyndi R.	\$50/game
254	School Psychologist Department Head	Year	Paladino	Lyndi R.	\$4,194.00
255	Asst. Football Coach-HS	Fall	Palmer	Michael E.	\$6,785.00
256	HS Club #25- SNAP Coordinator	Year	Parker	Christina M.	\$402.00
257	Science Department Head	Year	Parker	Karen F.	\$4,845.00
258	Co-Ed Fitness Intramural # 17 - Grade 5-6- Playground	Spring	Parsia	Amy L.	\$402.00
259	Co-Ed Fitness Intramural # 2 - Grade 5-6- Walking Club	Fall	Parsia	Amy L.	\$402.00
260	8th Gr. Club #12- Board Game Club	Spring	Parsia	Kourosh	\$402.00
261	8th Gr. Club #8- Board Game Club	Fall	Parsia	Kourosh	\$402.00
262	Blue & Gold Director - Grade 8 (1/2 Contract)	Year	Perry	Joseph	\$1,081.66
263	Chorus - 7th & 8th Grade (1/2 Contract)	Year	Perry	Joseph	\$1,081.66

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264	Evans Elementary Club #2- Reading Olympics	Year	Piergiovanni	Alexandra K.	\$402.00
265	Spring City Elementary Club #1- Fitness Club	Spring	Pizzico	Jacqueline E.	\$402.00
266	Royersford Elementary Club #3- Reading Olympics	Year	Pogash	Melissa E.	\$402.00
*267	Asst. Volleyball Coach-Girls'- HS	Fall	Polzella	Marie A.	\$4,391.00
268	Co-Ed Fitness Intramural # 16 - Grade 5-6- Running	Spring	Quigley	Melissa M.	\$402.00
269	Kiwanis Builders' Club - IMS (1/2 Contract)	Year	Quigley	Melissa M.	\$552.00
270	Mathematics Department Head	Year	Ramil	Allison	\$4,845.00
271	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Reagan	Jennifer E.	\$50/game
272	Ramoirs Advisor-HS	Year	Reagan	Jennifer E.	\$585.00
273	Asst. Tennis Coach-Boys'-HS	Spring	Reagan	Todd M.	\$5,009.63
274	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Reagan	Todd M.	\$50/game
275	Tennis Coach-Girls'-HS	Fall	Reagan	Todd M.	\$6,680.43
276	Associate Head Coach Track- Girls' & Boys'- HS *2022-2023 School Year	Spring	Rechtin	Lawrence	\$5,500.00
277	Cross Country Coach-HS	Fall	Rechtin	Lawrence	\$5,322.00
278	Media Department Head (1/2 Contract)	Year	Reitnauer	April L.	\$1,934.00
279	Asst. Tennis Coach-Boys'-HS	Spring	Rendick	Ryan G.	\$4,771.07
280	Asst. Football Coach-HS	Fall	Rhodenbaugh, Jr.	Gary W.	\$9,462.79
281	Special Education Department Head-	Year	Rhodenbaugh, Jr.	Gary W.	\$4,845.00
*282	Class Advisor-Grade 11 -HS	Year	Ricci	Dianne H.	\$1,873.00
283	Robotics Club - Limerick Elementary	Fall	Riordan	Shawn	\$402.00
284	Robotics Club - Limerick Elementary	Spring	Riordan	Shawn	\$402.00
285	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Ritter	Jaclyn M.	\$50/game
286	Evans Elementary Club #3- Reading Olympics	Year	Rizzuto	Sarah D.	\$402.00
287	Student Council-Grade 8	Year	Robison	Ryan M.	\$1,471.00
288	HS Club #24- Science Club Advisor-HS	Year	Rocco	Judith B.	\$402.00
289	Kiwanis Builders' Club - IMS (1/2 Contract)	Year	Rosenblum	Dana	\$552.00
290	Co-Ed Fitness Intramural # 20 - Grade 5-6- Running	Spring	Rubeo	Joy	\$402.00
291	Yearbook-Literary Advisor-HS	Year	Rudloff	Corrine P.	\$3,626.00
292	Robotics Club - Royersford Elementary	Fall	Rusinski	Jessica A.	\$402.00
293	Robotics Club - Royersford Elementary	Winter	Rusinski	Jessica A.	\$402.00
294	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Saylor	Thomas	\$50/game
295	Asst. Football Coach 7/8th Grade	Fall	Scaramuzzino, Jr.	Salvatore	\$3,783.15
296	Volunteer Assistant Football Coach - 9th Grade	Fall	Scarcelle	Michael V.	Volunteer

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297	HS Club #8- FBLA Club Advisor-HS	Year	Scheck	Carol L.	\$402.00
298	Business Ed. Department Head	Year	Scheck	Jamie J.	\$3,868.00
299	Asst. Football Coach-HS	Fall	Schein	Steve	\$9,462.79
300	Chorus-Grade 5-IS	Year	Seislove	Bevin A.	\$3,089.18
301	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Seislove	Timothy J.	\$50/game
302	Wrestling Coach-HS	Winter	Seislove	Timothy J.	\$9,648.28
303	National Honor Society Advisor-HS	Year	Seltzer	Bradley J.	\$1,104.00
304	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Shafer	Barry L.	\$50/game
305	Event Workers (Announcers, Clock Operators, Ticket Takers) *2022-2023 School Year	Year	Shafer	Barry L.	\$50/game
306	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Shields	Elizabeth	\$50/game
307	Volleyball Coach - Girls' (8th Grade)	Fall	Shields	Elizabeth	\$3,679.83
308	Yearbook-Grade 8 (1/2 Contract)	Year	Shields	Elizabeth	\$735.50
309	Asst. Track Coach (7/8th Grade)	Spring	Short	Amy S.	\$2,910.60
310	Cross Country-Girls' (7/8th Grade)	Fall	Short	Amy S.	\$2,996.00
311	JV "B" Basketball Coach-Boys'	Winter	Siuchta	Michael	\$6,011.66
*312	TV Studio Coordinator, Grade 7	Year	Skarbek	Amy M.	\$1,471.00
*313	Yearbook- Grade 7 (1/2 Contract)	Year	Skarbek	Amy M.	\$735.50
*314	Co-Ed Fitness Intramural # 10 - Grade 5-6- Volleyball	Winter	Smith	Amanda P.	\$402.00
*315	Co-Ed Fitness Intramural # 12 - Grade 5-6- Wiffle Ball	Spring	Smith	Amanda P.	\$402.00
*316	Co-Ed Fitness Intramural # 4 - Grade 5-6- Kickball	Fall	Smith	Amanda P.	\$402.00
*317	Co-Ed Fitness Intramural # 7 - Grade 5-6- Basketball	Winter	Smith	Amanda P.	\$402.00
318	Spring City Elementary Club #2- Fitness Club	Spring	Smith	Amelia M.	\$402.00
319	Co-Ed Fitness Intramural # 2 - Oaks- Walking Club	Fall	Smith	Carly MK.	\$402.00
320	Co-Ed Fitness Intramural # 4 - Oaks- Walking Club	Spring	Smith	Carly MK.	\$402.00
321	Health Services Department Head (1/2 Contract)	Year	Smith	Trisha	\$1,934.00
322	HS Club #7- Cultural Awareness Club-HS	Year	Smith-Wood	Mollie M.	\$402.00
323	Special Olympics Coordinator	Spring	Smith-Wood	Mollie M.	\$2,000.00
324	Bowling Coach Boys' and Girls'- HS	Winter	Souder	Ryan N.	\$5,029.50
325	Football Coach (8th Grade)	Fall	Souder	Ryan N.	\$5,698.77
326	Asst. Tennis Coach-Girls'-HS	Fall	Staino	Devon L.	\$4,771.07
327	Head Cheerleading Fall-7th Grade	Fall	Stanton	Ayannah J.	\$1,875.00
328	Asst. Cross Country Coach-HS	Fall	Stauffer	Danielle L.	\$5,301.05
*329	7th Gr. Club #15- SAP	Year	Stauffer	Megan M.	\$402.00

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*330	Student Council-Grade 7	Year	Stauffer	Megan M.	\$1,471.00
331	Student Council-Grade 7 (1/4 Contract)* 2022-2023 School Year	Year	Stauffer	Megan M.	\$367.75
332	Art Consultant - Digital Graphic Artist HS	Year	Strickler	Chadwick A.	\$1,873.00
333	Art Department Head	Year	Strickler	Chadwick A.	\$4,194.00
334	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Strickler	Chadwick A.	\$50/game
335	Asst. Football Coach 7/8th Grade	Fall	Swier, III	Robert A.	\$4,161.47
336	Asst. Wrestling Coach (7/8/9th Grade)	Winter	Swier, III	Robert A.	\$4,890.27
337	HS Club #21- Entrepreneurship Club	Year	Swier, III	Robert A.	\$402.00
338	HS Club #22- DECA Club Advisor - HS	Year	Swier, III	Robert A.	\$402.00
339	HS Club #20- PEP Club Advisor-HS	Year	Talley	Tara M.	\$402.00
340	Asst. Baseball Coach-HS	Spring	Terry	Vincent E.	\$4,190.55
341	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Tier	Nicholas A.	\$50/game
342	Social Studies Department Head	Year	Tier	Nicholas A.	\$4,845.00
343	Detention Duty-Grade 8 (1/2 Contract)	Year	Timmes	Meghan F.	\$1,813.00
344	Co-Ed Fitness Intramural # 1 - Royersford- Walking Club	Fall	Vaccaro	Katelyn M.	\$402.00
345	Co-Ed Fitness Intramural # 3 - Royersford- Walking Club	Spring	Vaccaro	Katelyn M.	\$402.00
346	Royersford Elementary Club #2- Reading Olympics	Year	Vaccaro	Katelyn M.	\$402.00
347	Asst. Cross Country Coach-HS	Fall	Varady	Matthew J.	\$4,609.61
348	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Wallis	Kaylee J.	\$50/game
349	HS Instrumental Director (Marching & Concert Bands)	Year	Walls	Andrew R.	\$9,273.18
350	Jazz Ensemble Director-HS	Spring	Walls	Andrew R.	\$4,735.00
351	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Ward	Rose M.	\$50/game
352	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Weigel	Rachel M.	\$50/game
353	Volunteer Assistant Field Hockey Coach-HS	Fall	Weigel	Rachel M.	Volunteer
354	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Weiss	Paula L.	\$50/game
355	Limerick Elementary Club #1- Reading Olympics	Year	Williams	Kristin K.	\$402.00
356	Yearbook-Grade 8 (1/2 Contract)	Year	Wise	Laura A.	\$735.50
*357	7th Gr. Club #8- World Language Club	Year	Yura-Brown	Jaclyn	\$402.00
358	Head Cheerleading Fall-8th Grade	Fall	Yurko	Tara M.	\$1,968.75
359	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Zimmerman	Rhiannon	\$50/game

**(Attachment A7)**

Status	Serial/ Vin #	Description	Make	Model	Year
Vehicle not in service	1GCHG35R8Y1197870	Van	Chevy	Express	2000
Vehicle not in service	1GCGG25V141157899	Van	Chevy	Express	2004
Not in service	92G96536	Table saw	Delta	34-806	
Not in service	2040661139	Table saw	Powermatic	66-TA Saw	
Not in service	140 count 8-9GC	Teachers desks			

<u>Status</u>	<u>Action</u>	<u>Location</u>	<u>Area</u>	<u>Manufactor</u>	<u>Description</u>	<u>Notes</u>
	Auction	8th Grade	Production	Groen	80 Gal soup kettle	Gas
	Auction	8th Grade	Production	Hobart	Standing Chopper	Gas
	Auction	8th Grade	Production	Hobart	Stand mixer	Electric
	Auction	9th Grade	Production	Market Forge	100 Gallon Large Steam Kettle	Gas
	Auction	9th Grade	Production	Cleveland	Tilt Skillet	Gas
	Auction	High School	Production	Hobert	80 gal Floor Mixer	
	Auction	High School	Production	Cleveland	Tilt Skillet	Gas
	Auction	High School	Production	Cleveland	80 Gal soup steam Kettle	Gas
	Auction	High School	Production	Hobart	Buffalo Chopper	
Broken	Auction	Flex	Production	Market Forge	2 Door Steamer	Gas
Broken	Auction	Flex	Production	Southbend	4 Burner Range w/ Oven	Gas
	Auction	Flex	Production	Groen	Tilt Skillet	Gas
	Auction	Flex	Production	Hobart	Meat Slicer	
	Auction	Flex	Production	Hobart	Floor Mixer	
	Auction	Flex	Production	Hobart	Table Mixer	
	Auction	Evans	Production	Clevend	Tilt Skillet	Gas
	Auction	Royersford	Production	Cleveland	80 Gal soup steam Kettle	Gas
	Auction	Royersford	Production	Hobart	Floor Mixer	
	Auction	Limerick	Production	Berker	Meat Slicer	
	Auction	Limerick	Production	Hobart	Table Top Mixer	
	Auction	Oaks	Production	Berker	Meat Slicer	
	Auction	Brooke	Production	Vulcan	10 Gal Soup Kettle	Electric
	Auction	Brooke	Production	Garland	Flat Top Griddle	Gas
	Auction	Brooke	Production	Hobart	Stand Mixer	
	Auction	Brooke	Production	Groen	80 Gallon Soup Kettle	Gas
	Auction	UPE	Production	Groen	80 Gallon Soup Kettle	Gas

**Food Service Auction equipment List**

Status	Action	Location	Area	Manufacturer	Description	Notes
	Auction	8th Grade	Production	Groen	80 Gal soup kettle	Gas
	Auction	8th Grade	Production	Hobart	Standing Chopper	Gas
	Auction	8th Grade	Production	Hobart	Stand mixer	Electric
	Auction	9th Grade	Production	Market Forge	100 Gallon Large Steam Kettle	Gas
	Auction	9th Grade	Production	Cleveland	Tilt Skillet	Gas
	Auction	High School	Production	Hobart	80 gal Floor Mixer	
	Auction	High School	Production	Cleveland	Tilt Skillet	Gas
	Auction	High School	Production	Cleveland	80 Gal soup steam Kettle	Gas
	Auction	High School	Production	Hobart	Buffalo Chopper	
Broken	Auction	Flex	Production	Market Forge	2 Door Steamer	Gas
Broken	Auction	Flex	Production	Southbend	4 Burner Range w/ Oven	Gas
	Auction	Flex	Production	Groen	Tilt Skillet	Gas
	Auction	Flex	Production	Hobart	Meat Slicer	
	Auction	Flex	Production	Hobart	Floor Mixer	
	Auction	Flex	Production	Hobart	Table Mixer	
	Auction	Evans	Production	Cleveland	Tilt Skillet	Gas
	Auction	Royersford	Production	Cleveland	80 Gal soup steam Kettle	Gas
	Auction	Royersford	Production	Hobart	Floor Mixer	
	Auction	Limerick	Production	Berker	Meat Slicer	
	Auction	Limerick	Production	Hobart	Table Top Mixer	
	Auction	Oaks	Production	Berkel	Meat Slicer	
	Auction	Brooke	Production	Vulcan	10 Gal Soup Kettle	Electric
	Auction	Brooke	Production	Garland	Flat Top Griddle	Gas
	Auction	Brooke	Production	Hobart	Stand Mixer	
	Auction	Brooke	Production	Groen	80 Gallon Soup Kettle	Gas
	Auction	UPE	Production	Groen	80 Gallon Soup Kettle	Gas

(Attachment A8)

Book	Policy Manual
Section	000 Local Board Procedures
Title	Authority and Powers
Code	002
Status	Active
Adopted	March 25, 1991
Last Revised	August 27, 2001
Last Reviewed	April 12, 2010

### **Authority**

The authority to establish, equip, furnish, operate and maintain the public schools of Spring-Ford Area School District is vested in the Board of School Directors, which is a body corporate and is constituted and governed by Title 24 of the Pennsylvania Statutes, the Public School Code of 1949 as amended, Article III of the Pennsylvania Constitution and applicable federal and state laws and regulations.

[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### **Powers**

*The Board shall establish such schools as are required for the education of every student residing in Spring-Ford Area School District between the ages of six (6) and twenty-one (21) years who may attend school; shall equip, furnish, operate, and maintain the schools; shall adopt and enforce rules and regulations for the management of school affairs and the conduct and department of employees and students; and shall levy and collect taxes as may be necessary, in addition to the annual state appropriation, for the exercise of aforesaid powers.*

[\[2\]](#)[\[9\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[18\]](#)

*The Board shall act as the general agent of the residents of the school district in matters of public education. It shall establish educational goals and academic criteria for district schools and govern an educational program designed to meet those goals and criteria and to support student achievement. The Administration, with Board oversight, shall be responsible for establishing, maintaining and evaluating the educational programs in district schools, and for enforcing mandatory laws and regulations.*

[\[3\]](#)[\[15\]](#)[\[16\]](#)

The Board, in accordance with its statutory mandate, shall adopt Board procedures for its own operation, and policies for the guidance of the Superintendent in the operation of the school district. Board procedures and policies shall be consistent with law, have a rational and substantial relationship to a legitimate purpose of the Board, and be directed towards the maintenance and support of a thorough and efficient system of public education in this district.[\[9\]](#)[\[17\]](#)

The powers of the Board of School Directors are not vested in the individual Board member. No such individual is authorized to act on behalf of the Board to carry out any of the Board's statutorily authorized powers, except for those acts stated in law.[\[3\]](#)

Legal

2. 24 P.S. 211  
3. 24 P.S. 301  
4. 24 P.S. 501  
5. 24 P.S. 502  
6. 24 P.S. 503  
7. 24 P.S. 507  
8. 24 P.S. 510  
9. 24 P.S. 407  
10. 24 P.S. 511  
11. 24 P.S. 801  
12. 24 P.S. 803  
13. 24 P.S. 1301  
15. Pol. 100  
16. Pol. 102  
17. Pol. 000  
18. 24 P.S. 1411  
24 P.S. 1302

Book	Policy Manual
Section	000 Local Board Procedures
Title	Functions
Code	003
Status	Active
Adopted	March 25, 1991
Last Revised	August 27, 2001
Last Reviewed	April 12, 2010

## **Legislative**

The Board shall exercise leadership through its rule-making power by adopting Board procedures and policies for the organization and operation of the school district. Those procedures and policies which are not dictated by the statutes, or regulations of the State Board, or ordered by a court of competent authority may be adopted, amended or repealed at any meeting of the Board, provided the proposed adoption, amendment or repeal has been proposed at a previous Board meeting and has remained on the agenda of each succeeding Board meeting until approved or rejected.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Changes in a proposed Board procedure or policy, except for minor editorial revisions, at the second reading shall cause that reading to constitute a first reading.[\[2\]](#)

The Board may, upon a majority vote, cause to suspend at any time the operation of a Board procedure or policy, provided the suspension does not conflict with legal requirements. Such suspension shall be effective until the next meeting of the Board, unless an earlier time is specified in the motion to suspend.[\[2\]](#)

Board policies and procedures shall be adopted, amended or repealed by a majority vote of the Board.[\[6\]](#)

The adoption, modification, repeal or suspension of a Board procedure or policy shall be recorded in the minutes of the Board meeting. All current procedures and policies shall be maintained in the Board Policy Manual and disseminated appropriately.[\[7\]](#)

## **Executive**

The Board shall exercise its executive power by the appointment of a district Superintendent, who shall enforce the statutes of the Commonwealth, the regulations of the State Board of Education, the policies of the Board, and all other applicable laws and regulations.[\[8\]](#)[\[9\]](#)[\[10\]](#)

The Superintendent shall be responsible for implementing Board policies and establishment of administrative regulations for the operation of the school district that are not inconsistent with state and federal statutes or regulations; are dictated by the policies of this Board; are binding on district employees and students when issued; and shall be submitted to the Board for review. The Board reserves the right to alter or rescind any such administrative regulation.[\[3\]](#)[\[5\]](#)

The Board reserves the right to review and to direct revisions of administrative regulations when it considers the regulations to be inconsistent with Board policy or district practices. However, the Board shall not adopt administrative regulations unless required by law or requested by the Superintendent. Such adoption and/or amendment of administrative regulations shall adhere to the policy for adoption and amendment of Board procedures and policies.

The Board delegates authority to the Superintendent to take necessary action in circumstances not provided for in Board policy. The Superintendent shall promptly inform the Board of such action. The Superintendent's decision may be subject to review by the Board.

The Superintendent shall implement a procedure to inform Board members and designated employees of their responsibility under the Ethics Law.[\[12\]](#)

Whenever responsibility is delegated to the Superintendent or other administrator, it is understood that such individual may designate a representative to act on their behalf.

### **Review**

The Board may assume jurisdiction over controversies or disputes arising within this school district concerning any matter over which the Board has authority granted by statute or where the Board has retained jurisdiction in contract or policies.[\[3\]](#)

In furtherance of its adjudicatory function, the Board may hold hearings in accordance with law which shall offer the parties to a dispute, on notice duly given, a fair and impartial forum for the resolution of the matter.[\[11\]](#)

Beyond the basic requirements of due process, a hearing may vary in form and content in line with the severity of the consequences that may flow from it, the difficulty of establishing findings of fact from conflicting evidence, and the impact of the Board's decision on the school district.[\[11\]](#)

### **Evaluation of Board Procedures**

The Board may plan an annual evaluation of its functions as a Board. The Board may evaluate Board procedures, relationships, or activities, or focus on a particular area or issue.

#### Legal

1. 24 P.S. 301
2. 24 P.S. 407
3. 24 P.S. 510
4. 24 P.S. 511
5. Pol. 000
6. Pol. 006
7. Pol. 007
8. 24 P.S. 508
9. 24 P.S. 1001
10. 24 P.S. 1081

11. 2 Pa. C.S.A. 551 et seq  
12. 65 Pa. C.S.A. 1101 et seq

Book	Policy Manual
Section	000 Local Board Procedures
Title	Distribution
Code	007
Status	Active
Adopted	January 25, 1993
Last Revised	June 25, 2012

### **Purpose**

The Board desires to make the list of all School Board Policies available as a useful guide for all Board members, district administrators, personnel employed by the Board, district students, persons in parental relations and members of the community. The Policy Manual will be available electronically on the school district website ([www.springford.net](http://www.springford.net)) and all updates to policies will be reflected as soon as possible on the Policy Manual webpage. A single hard copy binder of all School Board Policies needs to be maintained in the Office of the Superintendent.

The Superintendent or designee will be responsible for sending electronically all School Board Policy changes and updates to the following stakeholders:

1. All Board Members.
2. Superintendent.
3. Assistant Superintendent(s).
4. Board Secretary.
5. Business Manager.
6. All Building Principals.
7. Appropriate administrators.
8. Board Solicitor.
9. Each recognized bargaining agent of a certified bargaining unit.
10. Each School Library.
- 11.

The Board Policy Manual shall be considered a public record and shall be available on the district website. Community members can visit the District Office to utilize a computer to access the school district website for the purpose of reviewing the School Board Policies. Community members requesting the use of a computer at the District Office are asked to provide 24-hour notice to prearrange with the Technology Department. [\[1\]](#)[2]

The Superintendent or designee shall maintain an orderly plan for the promulgation of policies to students, persons in parental relations and staff members who are affected by them and shall provide easy accessibility on the district website.

The Superintendent shall be responsible to review existing policy in light of Board actions and revisions to state and federal statutes and regulations, and to recommend to the Board the changes necessary to maintain the Board Policy Manual in a current status. Since the Superintendent office is responsible for revisions to the Board Policy Manual, their office will maintain an official hard copy to mirror the electronic copy on the district website.[3]

Legal

1. 65 P.S. 67.701
  2. Pol. 801
  3. Pol. 003
- 24 P.S. 407  
24 P.S. 510

Book	Policy Manual
Section	000 Local Board Procedures
Title	Organizational Chart
Code	008
Status	Draft
Adopted	
Last Revised	

## [ATTACHMENT](#)

### **Authority**

The legal authority of the Board shall be transmitted through the Superintendent along specific paths from person to person as shown by the organizational chart for the district. The lines of authority in the chart represent the direction of authority and responsibility. Updates are in accordance with Board authorized personnel changes.

The Board directs the Superintendent to establish a clear understanding on the part of all district employees of the working relationships in the school district. Lines of direct authority shall be shown on the district organization chart. Employees (staff) shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary.

Book	Policy Manual
Section	100 Programs
Title	Overnight/Foreign Travel
Code	121.1
Status	Draft (PSBA)
Adopted	February 25, 2008
Last Revised	October 26, 2015

### **Purpose**

The Board of School Directors recognizes valuable educational experiences may be gained by students in a setting other than the classroom. It is, therefore, the policy of the Board to permit student educational travel pursuant to guidelines and conditions herein set forth. Two (2) categories of student educational travel are delineated for grades K-12:

1. Overnight trips.
2. Foreign travel.

### **Guidelines**

The following conditions shall apply to all overnight and foreign trips:

#### Superintendent/Board Approval

Any overnight trip shall require the written recommendation of the Superintendent or their designee and the principal and approval by the Board at an open meeting. The request must be submitted no less than six (6) months prior to the planned trip. The Superintendent may waive the six (6) month requirement in special circumstances. Fundraising campaigns may not be initiated for the specific event before approval is granted by the Superintendent and School Board.

In the event that an open Board meeting is not scheduled prior to a postseason athletic event, extra-curricular activity and/or club competition advancement of similar situation, the Superintendent or their designee has the authority to approve the specific overnight travel and will notify the Board members of the decision. At the next regularly scheduled Board meeting, the specific overnight travel will be on the agenda for ratification.

#### Dissemination Of Information

An information flyer for either school sponsored overnight travel and/or school sponsored foreign travel approved by the Superintendent and School Board may be distributed to interested students during the appropriate class or extra-curricular activity.

#### Permission from Person in Parental Relation

The staff sponsor of the school sponsored approved trips shall acquire written permission from the persons in parental relations for each participant for each trip. Copies of the written permission slips shall be kept on file by the appropriate principal.

#### Administration of Medication

If a student with a specified medical requirement is participating in an overnight field trip or foreign travel, arrangements shall be made in advance to transport, dispense and/or administer approved medication. Medication shall be administered in accordance with applicable laws, regulations, Board policies and district procedures.

#### School Facilities And Transportation

The staff sponsor of the approved trips may use school facilities to meet with students and persons in parental relations involved in the trip. The purpose of the meeting is to disseminate information related to the trip.

The use of vans or private automobiles for trips planned to include late night or overnight student travel should generally be avoided. Such trips should generally use commercial motor coaches paid for by the participants of the trip.

#### Cost

Students may be charged for the cost of overnight and activities trips; however, provisions may be made by the staff sponsor to provide financial assistance so that students of all economic backgrounds are able to participate. Students will be refunded the cost of the trip minus any applicable administrative fees should the trip be canceled.

#### Chaperones

An overnight extracurricular trip for high school students shall be attended by a minimum of one (1) chaperone per twelve (12) students; the preference is to include at least one (1) male and one (1) female chaperone when students of different sexes are participating. A request for an exemption to this requirement must be submitted with the Trip Approval Request form. If the trip is approved by the School Board and Superintendent, substitute coverage will be provided, at district expense, for the staff sponsor and chaperones.

A chaperone, who is not an employee of the school district, must be in full compliance with Policy 916 – Community Volunteers including all necessary paperwork and clearances, prior to attending the trip.[1]

#### Conduct

Students, faculty and chaperone volunteers participating in an approved school sponsored overnight/foreign travel field trip are bound by personal conduct standards as stated in the Spring-Ford Area School District Policy Manual.[2][3]

#### Tentative Itinerary

The application for an overnight trip shall be accompanied by a tentative itinerary to include purpose/educational value of the trip, anticipated departure and arrival times, housing arrangements, and activities in which the students are expected to participate. Cost estimates and plans for paying for the trip are to be provided at the time of the request. A detailed itinerary must be provided to the Superintendent and the building principal prior to departure.

When in the judgment of the Superintendent, the safety and security of the students and faculty involved in a field trip are endangered; the Superintendent or their designee shall have the authority to cancel an approved field trip.

#### Examination Week

Overnight trips are not to be scheduled during exam weeks or during the testing window of State Assessments.

#### Excess Accident Medical Insurance

The school district does not carry Excess Accident Medical Insurance for students and chaperones. Staff sponsors shall require proof of personal medical insurance coverage for all students and chaperones. Students can purchase 24-hour optional volunteer medical insurance coverage with the district. Voluntary Student Accident Coverage Accident Insurance Emergency forms shall be completed to list emergency contact information and give authorization of medical treatment if necessary. The district does not cover out of pocket medical expenses.

#### Liability Insurance

Liability insurance in an amount not less than \$50,000 shall be provided by the district for all designated employee and nonemployee chaperones while involved in school-sanctioned activities.

#### Trip Reimbursement Insurance

The sponsoring organization must make trip reimbursement/return transportation insurance must available for purchase individually by all students and volunteer chaperones of a school-sponsored foreign travel event.

#### District Funds

No district budget funds may be used to finance such trips without prior approval of the School Board.

#### Fundraising

The cost to students to participate shall be minimized. Through optional fundraising activities, attempts will be made to provide financial assistance so that students of all economic backgrounds are able to participate.

### Accounting Substantiation

Spring-Ford Area School District requires a separate account for each foreign trip. A cash receipt journal should be maintained detailing each participant's name, date, payments, and the amount deposited in the bank, or an official financial account statement shall be submitted from the travel agency. The district is to receive the final revenue/expenditure statement upon the completion of the activity.

### Overnight Trips Not Endorsed by the Superintendent or School Board

The Board does not endorse, support, nor assume responsibility in any way for any district staff member who takes students on trips not approved by the Board or Superintendent. Any staff members who are organizing a non-endorsed trip with District students must still place the Superintendent or designee on notice of such pending trips. No staff member may solicit district students for such trips in class, on school grounds, using school email, through school provided technology or within district facilities. Employees who violate this direction may be subject to discipline, up to and including termination.

#### Legal

1. Pol. 916
  2. Pol. 218
  3. Pol. 317
- 24 P.S. 1361  
24 P.S. 517  
23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	200 Pupils
Title	Health Examinations/Screenings
Code	209
Status	Draft (PSBA 8/20)
Adopted	March 25, 1991
Last Revised	March 26, 2012

### **Authority**

In compliance with applicable law and regulations, and Board-approved health and safety plans, the Board shall require that district students submit to health and dental examinations, screenings and health monitoring in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety and physical education courses meets the student's individual needs and that the learning potential of each student is not lessened by a remediable physical disability.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Guidelines**

Report of a comprehensive health examination is required for each student upon original entry, in sixth grade, and in eleventh grade.[\[2\]](#)[\[4\]](#)[\[5\]](#)

Report of a comprehensive dental examination is required for each student upon original entry, in third grade, and in seventh grade.[\[3\]](#)[\[4\]](#)[\[5\]](#)

A private health and/or dental examination conducted at the expense of a student's person in parental relations shall be encouraged to promote continuity of care. The district shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.[\[5\]](#)

Students who have no record of private physical and/or dental examinations shall be scheduled for school examinations. Persons in parental relations will receive notification of school physical and dental examinations including the date and location of said examinations and invitation for the persons in parental relations to attend. Such statements may also include notification that the student may be exempted from such examination or screening if it is contrary to the religious beliefs of the student's person in parental relations.[\[7\]](#)[\[8\]](#)[\[9\]](#)

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the district. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.[\[2\]](#)[\[4\]](#)[\[6\]](#)

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the student's person in parental relation shall be notified of the apparent need for a special examination by the student's private

physician or dentist. The person in parental relation shall report to the school whether a special examination occurred. If the person in parental relation fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel shall arrange a special health examination for the student.[2][4][12]

In the event that the person in parental relation objects to or refuses to obtain a regular or special health or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances, the refusal should be reported to the PA Department of Health or other appropriate authorities.

A student who presents a statement signed by a person in parental relation that a health examination is contrary to the religious beliefs of the student or the student's person in parental relations shall be examined only when the Secretary of Health determines that facts exist indicating that certain conditions would present a substantial menace to the health of others in contact with the student if the student is not examined for those conditions.[10][11]

Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.[13][14]

#### Health Monitoring

The Board directs district staff to monitor student health in accordance with applicable Board policy and the Board-approved health and safety plan.[15]

A student may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted.[16]

A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.[16][17]

Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Board policy.[15]

#### Health Records

The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the results of tests, measurements, regularly scheduled examinations and special examinations.[2]

All health records shall be confidential and shall be disclosed only when necessary for the health of the student or when requested by the person in parental relation, in accordance with law and Board policy.[\[18\]](#)[\[19\]](#)[\[20\]](#)

The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.[\[15\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)

Designated district staff shall promptly request from the transferring school the health records of students transferring into district schools. Staff shall promptly respond to such requests for the health records of students transferring from district schools to other schools.[\[18\]](#)

The district shall destroy student health records only after the student has not been enrolled in district schools for at least two (2) years.[\[18\]](#)[\[24\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate health concerns or disability and to promptly report such conditions to the school nurse or designated staff.[\[2\]](#)

The Superintendent or designee shall ensure that notice is provided to all persons in parental relations regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[\[12\]](#)

#### Legal

1. 24 P.S. 1401
2. 24 P.S. 1402
3. 24 P.S. 1403
4. 22 PA Code 12.41
5. 24 P.S. 1407
6. 28 PA Code 23.1 et seq
7. 24 P.S. 1405
8. 28 PA Code 23.2
9. 20 U.S.C. 1232h
10. 24 P.S. 1419
11. 28 PA Code 23.45
12. 24 P.S. 1406
13. 23 Pa. C.S.A. 6311
14. Pol. 806
15. Pol. 203
16. Pol. 103
17. Pol. 103.1
18. 24 P.S. 1409
19. Pol. 113.4
20. Pol. 216
21. 20 U.S.C. 1232g
22. 34 CFR Part 99

23. Pol. 805  
24. Pol. 800  
24 P.S. 1401-1419  
23 Pa. C.S.A. 6301 et seq

Book	Policy Manual
Section	200 Pupils
Title	Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
Code	210.1
Status	Draft (PSBA 5/18)
Adopted	February 25, 2013
Last Revised	January 28, 2015

[ATTACHMENT – FORM](#)

Authority

The Board shall permit students in district schools to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and Board policy.[\[1\]](#)[\[2\]](#)

The Board shall authorize the district to stock epinephrine auto-injectors in the name of the school district for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction.[\[3\]](#)

Definitions

Anaphylaxis - a sudden, severe allergic reaction that involves various areas of the body simultaneously. In extreme cases, anaphylaxis can cause death.

Asthma inhaler shall mean a prescribed device used for self-administration of short-acting, metered doses of prescribed medication to treat an acute asthma attack.[\[4\]](#)

Epinephrine auto-injector shall mean a prescribed disposable drug delivery system designed for the administration of epinephrine to provide rapid first aid for students suffering the effects of anaphylaxis.

Self-administration shall mean a student’s use of medication in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner or physician assistant.

Delegation of Responsibility

The Superintendent or designee, in conjunction with the school nurse(s), shall develop procedures for student possession and self-administration of asthma inhalers or epinephrine auto-injectors and emergency response, and for the acquisition, stocking and administration of stock epinephrine auto-injectors, and training of school employees responsible for the storage and use of epinephrine auto-injectors.

The Superintendent or designee shall annually distribute to students, persons in parental relations, and staff this policy along with the Code of Student Conduct by publishing such in handbooks and newsletters, on the district’s website, and through posted notices and other efficient methods.[\[1\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The school nurse shall be responsible for building-level storage of and administration of stock epinephrine auto-injectors.[3]

The building principal shall annually notify persons in parental relations of their right to opt-out of the provisions of this policy related to the administration of a stock epinephrine auto-injector. To opt-out, a person in parental relation shall sign and return the district's exemption form to the school nurse. The signed opt-out forms shall be maintained by the school nurse, and the school nurse shall provide trained school employees with the names of students whose persons in parental relations have returned a signed opt-out form.[3]

### Guidelines

Administration of asthma inhalers and epinephrine auto-injectors shall comply with Board policy, district procedures and individualized student plans such as an Individualized Education Program (IEP), Section 504 Service Agreement (Service Agreement), Individualized Healthcare Plan (IHP), or Emergency Care Plan (ECP).[2][3][8][9][10][11]

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[2][9][12][13][14][15]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[13][14]

### Student Self-Administration of Asthma Inhalers and Epinephrine Auto-Injectors

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, the Board shall require the following:[1][8]

1. A written request from the person in parental relation that the school complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the person in parental relation acknowledging that the school is not responsible for ensuring the medication is taken and relieving the district and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times medication is to be taken.
  - d. Length of time medication is prescribed.
  - e. Diagnosis or reason medication is needed, unless confidential.
  - f. Potential serious reaction or side-effects of medication.
  - g. Emergency response.
  - h. If child is qualified and able to self-administer the medication.

4. A written acknowledgement from the school nurse that the student has demonstrated that they are capable of self-administration of the asthma inhaler and/or epinephrine auto-injector in the school setting. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity and demonstration of responsible behavior.[\[1\]](#)
5. A written acknowledgement from the student that s/he has received instruction from the student's licensed physician, certified registered nurse practitioner or physician assistant on proper safety precautions for the handling and disposal of the asthma inhaler and/or epinephrine auto-injector, including acknowledgement that the student will not allow other students to have access to the prescribed medication and that they understand appropriate safeguards.

The district reserves the right to require a statement from the licensed physician, certified registered nurse practitioner or physician assistant for the continued use of a medication beyond the specified time period.[\[1\]](#)

A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the person in parental relation and an updated prescription. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the licensed physician, certified registered nurse practitioner or physician assistant shall update the written statements.[\[1\]](#)

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.[\[1\]](#)

Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the asthma inhaler or epinephrine auto-injector may result in loss of privilege to self-carry the asthma inhaler or epinephrine auto-injector and disciplinary action in accordance with Board policy and applicable procedural safeguards.[\[1\]](#)[\[2\]](#)[\[7\]](#)[\[16\]](#)[\[17\]](#)

If the district denies a student's request to self-carry an asthma inhaler or epinephrine auto-injector or the student has lost the privilege of self-carrying an asthma inhaler or epinephrine auto-injector, the student's prescribed medication shall be appropriately stored at a location in close proximity to the student. The school nurse, other designated school employees and the student's classroom teachers shall be informed where the medication is stored and the means to access the medication.[\[1\]](#)

#### Standing Order From the School Physician

The school physician shall provide and annually renew a standing order for administration of stock epinephrine auto-injectors to students believed to be experiencing an anaphylactic reaction.

The standing order shall include at least the following information:

1. Type of epinephrine auto-injector.
2. Date of issue.
3. Dosage.
4. Signature of the school physician.

The standing order shall be maintained with the nurse coordinators, and copies of the standing order shall be kept in each health suite..

#### Acquisition, Storage and Disposal of Stock Epinephrine Auto-Injectors

One or more school employees shall be designated within each school to be responsible for the storage and use of the stock epinephrine auto-injectors.[\[3\]](#)

Stock epinephrine auto-injectors shall be safely stored in the school nurse's office or other location designated by the school nurse in accordance with the drug manufacturer's instructions.

Stock epinephrine auto-injectors shall be made readily accessible to those employees who have completed the required training to administer it in the event of a student experiencing an anaphylactic reaction. All properly trained employees shall be informed of the exact location where stock epinephrine auto-injectors are being stored within the school nurse's office or other location.

The school nurse shall obtain sufficient supplies of stock epinephrine auto-injectors pursuant to the standing order in the same manner as other medical supplies acquired for the school health program. The school nurse or designee shall regularly inventory and refresh epinephrine auto-injector stocks, and maintain records thereof, in accordance with the established internal procedures, manufacturer recommendations and Pennsylvania Department of Health guidelines.

#### Administration of Stock Epinephrine Auto-Injectors

When responding to a student believed to be experiencing an anaphylactic reaction, a trained school employee shall:[\[3\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

1. Administer an epinephrine auto-injector that meets the prescription on file for either the student or the district. If the student is authorized to self-administer an epinephrine auto-injector, the trained school employee may provide the student with an epinephrine auto-injector that meets the prescription on file for either the student or the district for self-administration.
2. Call for medical help immediately (dial 9-1-1).
3. Take additional precautions or steps outlined in emergency response procedures and training, including the administration of a second dose of epinephrine, if necessary.
4. Stay with the student until emergency medical help arrives.
5. Cooperate with Emergency Medical Services (EMS) personnel responding to the incident.
6. Notify the school nurse or designee of the incident.

## Training

Before any school district employee may be responsible for the storage or administration of epinephrine auto-injectors under this policy, the employee must successfully complete a training course approved by the Pennsylvania Department of Health.[\[3\]](#)

Refresher training shall be completed every two (2) years, and a hands-on demonstration and review of this policy and any accompanying procedures shall be completed annually.

Evidence that such training has been completed shall be placed in the employee's personnel file.

A list of school district employees who successfully complete such training shall be maintained, updated and kept in the school district administration office.

## Indemnification

The school district shall indemnify and hold harmless any employee who administers an epinephrine auto-injector in good faith to a student experiencing anaphylaxis, if all of these conditions apply:[\[3\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)

1. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering the epinephrine auto-injector to the student.
2. The employee successfully completed the training required by this policy.
3. The employee promptly sought additional medical assistance before or immediately after administering the epinephrine auto-injector.
4. The employee administered the epinephrine auto-injector pursuant to this policy, and the student's individualized plan, if applicable.

## Legal

1. 24 P.S. 1414.1
2. Pol. 103.1
3. 24 P.S. 1414.2
4. 24 P.S. 1401
5. 22 PA Code 12.3
6. 24 P.S. 510.2
7. Pol. 218
8. 22 PA Code 12.41
9. Pol. 113
10. Pol. 209.1
11. Pol. 210
12. 24 P.S. 1409
13. Pol. 113.4
14. Pol. 216
15. Pol. 810
16. Pol. 113.1
17. Pol. 227

18. 42 Pa. C.S.A. 8332
19. 42 Pa. C.S.A. 8337.1
20. 42 Pa. C.S.A. 8541
21. 42 Pa. C.S.A. 8545
22. 24 P.S. 1414.9
23. 42 Pa. C.S.A. 8547
24. 42 Pa. C.S.A. 8548

Pennsylvania Department of Health Guidance - Epinephrine Auto-Injector  
Administration, May 2018

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Dissemination of Materials
Code	220
Status	Draft (PSBA 3/22)
Adopted	March 25, 1991
Last Revised	April 27, 2020

## ATTACHMENT

### **Purpose**

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to disseminate nonschool materials to others as a part of that expression. The Board also recognizes that the exercise of that right is not unlimited and must be balanced with the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.[\[1\]](#)

This policy addresses student expression in general as well as dissemination of expressive materials that are not part of district-sponsored activities (nonschool materials).

This policy does not apply to materials sought to be disseminated as part of the curricular or extracurricular programs of the district, which shall be regulated separately as part of the school district's educational program.

### **Definitions**

For the purposes of this policy, dissemination shall mean students distributing or publicly displaying nonschool materials to others:

1. On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or
2. At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the school district.

Expression means verbal, written, technological or symbolic representation or communication.

Nonschool materials means any printed, technological or written materials, regardless of form, source or authorship, that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, online discussion areas and digital bulletin boards, personal websites and the like [8].

## **Authority**

### Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially and substantially disrupt or interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. Student expression is prohibited to the extent that it: [\[1\]](#)

1. Violates federal, state or local laws, Board policy or district rules or procedures;
2. Is defamatory, obscene, lewd, vulgar or profane; [\[2\]](#)
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/vaping products, alcohol or illegal drugs;
4. Incites violence, advocates use of force or threatens serious harm to the school or community;
5. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; or
7. Violates written district procedures on time, place and manner for dissemination of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources, is subject to this policy. The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression: [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

1. Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;
2. Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; or
3. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.

### Dissemination of Nonschool Materials

The Board requires that dissemination of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression. [\[1\]](#)[\[3\]](#)[\[8\]](#)

The Board requires that students who wish to disseminate nonschool materials on school property shall obtain approval by submitting them at least one (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.[1]

If the nonschool materials include matters prohibited by this policy, the building principal or designee shall promptly notify the students of the nature of the violation and that they may not disseminate the materials until the violation is corrected and the materials are resubmitted for approval.

If notice of disapproval is not given during the period between submission and the time for the planned dissemination, students may consider the request approved and proceed with dissemination as requested, subject to all other established procedures and requirements relating to time, place and manner of dissemination. Students may nonetheless be directed to cease or suspend dissemination if it is later determined that the materials or the dissemination of them are in violation of this policy or implementing rules and procedures.

Students who disseminate printed nonschool materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

#### Review of Student Expression

Review of nonschool materials proposed for dissemination shall be conducted promptly so as to avoid unreasonable delay in dissemination.

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible, and apart from regarding time, place and manner, shall not be restricted unless the expression violates some other aspect of this policy, e.g., because it is independently determined to be in violation of this policy for reasons other than the religious nature of the content.

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.[5]

#### Delegation of Responsibility

The Superintendent or designee shall assist with sharing to the Events & Flyers webpage.

When student dissemination of nonschool materials or other student expression violates this policy, the building principal may determine what, if any, disciplinary or other consequences should be imposed. Disciplinary actions shall be in accordance with applicable Board policy and the Code of Student Conduct.[6][7]

The Superintendent shall ensure that building principals and other staff involved in reviewing nonschool materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on school officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

#### Legal

1. 22 PA Code 12.9

2. 22 PA Code 12.2

3. 24 P.S. 510

4. 24 P.S. 511

5. Pol. 219

6. Pol. 113.1

7. Pol. 218

8. Pol 910

Pol. 816

Mahanoy Area School District v. B.L., 594 U.S. \_\_\_\_ (2021)

Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221
Status	Draft (PSBA 11/22)
Adopted	
Last Revised	

### **Purpose**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

### **Authority**

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their persons in parental relations to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[\[1\]](#)[\[2\]](#)

The School Board authorizes administration to develop administrative regulations to implement this policy.

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities or other situations where special attire may be required to ensure the health or safety of the student.[\[2\]](#)

The Board directs district staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Board policy or school rules related to dress and grooming.[\[3\]](#)

### **Delegation of Responsibility**

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[\[2\]](#)

Staff members shall be instructed to demonstrate, by example, positive attitudes and compliance with Board policy and school rules related to dress and grooming.[\[4\]](#)

Legal

1. 24 P.S. 1317.3
2. 22 PA Code 12.11
3. Pol. 251

4. Pol. 325

Book	Policy Manual
Section	200 Pupils
Title	Electronic Devices
Code	237
Status	Draft (PSBA 3/22)
Adopted	January 28, 2008
Last Revised	October 24, 2011

### **Purpose**

The Board adopts this policy in order to support an educational environment that is orderly, safe and secure for district students and employees.

### **Definition**

Electronic devices shall include all devices that can take photographs; record, play or edit audio or video data; store, transmit or receive calls, messages, text, data or images; operate online applications; or provide a wireless, unfiltered connection to the Internet.

### **Authority**

*The Board authorizes building principals, in consultation with the Superintendent and in compliance with Board policy, administrative regulations and rules, to determine the extent of the use of electronic devices within their buildings and programs, on district property, and/or while students are attending school-sponsored activities. Use of electronic devices at the elementary level may be different than at the middle school and/or high school levels or may be different between programs. Building principals shall establish rules and notify students, staff and persons in parental relations of all applicable rules for use of electronic devices within their buildings and programs.* [\[1\]](#)

The Board prohibits use of electronic devices in locker rooms, bathrooms, health suites and other changing areas at any time.

The district shall not be liable for the loss, damage or misuse of any electronic device.

### **Electronic Images and Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district shall report such conduct to state and/or federal law enforcement agencies.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, persons in parental relations and employees about the Board's electronic device policy.

The Superintendent or designee shall develop administrative regulations to implement this policy.

### **Guidelines**

Violations of this policy by a student shall result in disciplinary action and may result in confiscation of the electronic device.[4][7][8]

The confiscated item shall not be returned until a conference has been held with a person in parental relation.

#### Legal

1. 24 P.S. 510
2. Pol. 103.1
3. Pol. 113
4. Pol. 218
5. Pol. 815
6. Pol. 235
7. Pol. 226
8. Pol. 233

Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247
Status	Draft (PSBA 7/20)
Adopted	November 27, 2000
Last Revised	January 23, 2017

## [ATTACHMENT](#)

### **Purpose**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

### **Definitions**

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[\[1\]](#)

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[\[2\]](#)

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[\[3\]](#)[\[4\]](#)

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:[\[5\]](#)

1. The consent of the student was sought or obtained, or

2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[\[6\]](#)[\[7\]](#)

For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.[\[8\]](#)

For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[\[8\]](#)

### **Authority**

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[\[4\]](#)[\[5\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)

No student, person in parental relation, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

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

Every report of alleged hazing 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 hazing 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 hazing.[\[11\]](#)[\[12\]](#)

### **Delegation of Responsibility**

Students, persons in parental relations, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

### **Guidelines**

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, persons in parental relations, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks, verbal instructions by the coach or

sponsor at the start of the season or program, and publication in coach's manual and in school staff handbooks. [4]

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct. [7]

#### Complaint Procedure

A student who believes that they have been subject to hazing should promptly report the incident to the building or house principal.

Students should 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.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

#### Interim Measures/Police

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard. [13]

*Referral to Law Enforcement and Safe Schools Reporting Requirements –*

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, 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.[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, 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.[\[14\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The Superintendent or designee shall notify the person in parental relation of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the person in parental relation 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.[\[15\]](#)[\[20\]](#)[\[21\]](#)

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.[\[14\]](#)[\[20\]](#)

#### 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 hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

#### Consequences for Violations

##### *Safe Harbor –*

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[13\]](#)

##### *Students –*

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student

may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[13\]](#)[\[22\]](#)[\[23\]](#)

#### *Nonstudent Violators/Organizational Hazing -*

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor, or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[\[24\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

#### *Criminal Prosecution –*

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.[\[4\]](#)

#### Legal

1. 18 Pa. C.S.A. 2802
  2. 18 Pa. C.S.A. 2803
  3. 18 Pa. C.S.A. 2804
  4. 18 Pa. C.S.A. 2808
  5. 18 Pa. C.S.A. 2806
  6. 18 Pa. C.S.A. 2801
  7. 24 P.S. 511
  8. 18 Pa. C.S.A. 2301
  9. Pol. 122
  10. Pol. 123
  11. Pol. 103
  12. Pol. 103.1
  13. 18 Pa. C.S.A. 2810
  14. 24 P.S. 1303-A
  15. 22 PA Code 10.2
  16. 35 P.S. 780-102
  17. 24 P.S. 1302.1-A
  18. 22 PA Code 10.21
  19. 22 PA Code 10.22
  20. Pol. 805.1
  21. 22 PA Code 10.25
  22. Pol. 218
  23. Pol. 233
  24. Pol. 317
- 18 Pa. C.S.A. 2801 et seq

22 PA Code 10.23  
Pol. 113.1  
Pol. 916

Book	Policy Manual
Section	100 Programs
Title	Guides for Planned Instruction
Code	106
Status	Draft
Adopted	March 25, 1991
Last Revised	April 26, 2011

### **Authority**

Guides shall be prepared by the Assistant Superintendent for Teaching, Learning, and Innovation or designee for all planned instruction adopted by the Board in order to direct and assist the professional staff toward the attainment of academic standards for a course of study.[1][2][3][4]

### **Guidelines**

Each guide may contain, as appropriate to that planned instruction:

1. Objectives of the instruction.
2. Suggested activities designed to achieve the objectives.
3. Suggested methods of instruction which include differentiation and assessment practices for learning.
4. Reading list of supplemental titles for the guidance of teachers.
- 5.
- 6.
7. Concepts and skills to be taught.
- 8.
9. Assessment criteria and methods intended to evaluate the extent to which learning objectives have been achieved.

### **Delegation of Responsibility**

Each teaching staff member shall conduct the assigned planned instruction in accordance with the course guide. Any deviation from its content must be approved in advance by the teacher's principal or supervisors.

Each course guide shall be construed as providing a basic framework for the planned instruction. Within this framework, each teacher shall use the course guide in a manner best designed to meet the needs of students.

Each teacher shall use the planned instruction guide as the core of the course they have been assigned to teach.

The School Board authorizes administration to develop administrative regulations to implement this policy.

The Assistant Superintendent for Teaching, Learning, and Innovation shall be responsible for the preparation of guides, and shall develop administrative regulations for such preparation which include:

1. Participation by appropriate staff members and resource personnel.
- 2.
3. Continuing research in instructional methods, materials, activities and assessment strategies.
4. Systematic review of all guides to ensure their continuing usefulness in achieving established academic standards.

A system of administrative review shall be implemented to ensure that guides are being followed by teaching staff members to the degree of conformity required.

Electronic copies of all current course guides for planned instruction shall be kept on file in a district database accessible to all staff.

#### Legal

1. 24 P.S. 1511
2. 24 P.S. 1512
3. 22 PA Code 4.4
4. Pol. 107
5. 22 PA Code 4.13

Book	Policy Manual
Section	100 Programs
Title	Sudden Cardiac Arrest
Code	123.2
Status	Draft (PSBA 9/20)
Adopted	
Last Revised	NEW POLICY

## [ATTACHMENT](#)

### **Authority**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes.[1]

### **Definition**

Athletic activity shall mean all of the following:[1]

1. Interscholastic athletics.[2]
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the district, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.[3]
3. Noncompetitive cheerleading that is sponsored by or associated with the district.[3]
4. Practices, interschool practices and scrimmages for all athletic activities, as defined above.[2][3]

### **Delegation of Responsibility**

Each school year, prior to participation in an athletic activity, every student athlete and their person in parental relation shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet that includes information about electrocardiogram testing.[1]

### **Guidelines**

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest and information about electrocardiogram testing. In addition to the student athletes, such meetings may include persons in parental relations, coaches, other appropriate school officials, physicians, cardiologists, and athletic trainers.[1]

### **Removal From Play**

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.[1]

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.[1]

#### Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.[1]

#### Training

All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.[1]

#### Penalties

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following minimum penalties:[1]

1. For a first violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a third violation, permanent suspension from coaching any athletic activity.

#### **PSBA Revised 9/20 © 2020 PSBA**

Legal

1. [24 P.S. 1425](#)
  2. Pol. 123
  3. Pol. 122
- Pol. 822

Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200
Status	Draft (PSBA 11/22)
Adopted	June 22, 2009
Last Revised	

### **Authority**

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### **Definitions**

**School age** shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first. [\[1\]](#)[\[6\]](#)

**District of residence** shall be defined as the school district in which a student's persons in parental relations reside. [\[2\]](#)[\[3\]](#)

### **Guidelines**

School age resident students and eligible nonresident students shall be entitled to attend district schools. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[7\]](#)

The district shall not enroll a student until the person in parental relation has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

The district shall administer a home language survey to all students enrolling in district schools for the first time. [\[3\]](#)[\[12\]](#)

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application. [\[3\]](#)

The district shall immediately enroll students **experiencing homelessness, foster care and other forms of educational instability**, even if the student or person in parental relation is unable to produce the required documents, **in accordance with Board policy, law and regulation.** [\[5\]](#)[\[13\]](#)

The district shall not inquire about the immigration status of a student as part of the enrollment process. [\[3\]](#)

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy. [\[14\]](#)

## **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, persons in parental relations and staff about the district's **enrollment** policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[\[4\]](#)

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

## **PSBA Revision 11/22 © 2022 PSBA**

### Legal

1. 24 P.S. 1301
2. 24 P.S. 1302
3. 22 PA Code 11.11
4. 22 PA Code 11.41
5. 24 P.S. 1331.1
6. 22 PA Code 11.12
7. 22 PA Code 12.1
8. 24 P.S. 1303a
9. 24 P.S. 1304-A
10. Pol. 203
11. Pol. 216.1
12. Pol. 138
13. Pol. 251
14. Pol. 202
- Pol. 201

Book	Policy Manual
Section	200 Pupils
Title	Weapons
Code	218.1
Status	Draft
Adopted	January 23, 1995
Last Revised	April 26, 2004

### **Purpose**

The Board recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

### **Definitions**

**School property** - all buildings, facilities, and grounds on the school campus, school buses and other conveyances providing transportation to or from school or school-related functions or activities, school parking areas, and any facility being used for a school function or activity.

**School zone** - in, or on the grounds of a public, parochial or private school, or within a distance of one thousand (1,000) feet from the grounds of a public, parochial or private school.

**Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.[\[1\]](#)[\[2\]](#)

**Possessing** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker or assigned storage area; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any school event held away from the school, or while the student is coming to or from school.

### **Authority**

The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school-sponsored activity, and onto any public vehicle providing transportation to or from school or a school-sponsored activity or while the student is coming to or from school.[\[2\]](#)[\[3\]](#)

The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law and Board policy. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.[\[2\]](#)[\[4\]](#)[\[5\]](#)

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 regulation, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[2\]](#)[\[4\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with state law and regulations and with the procedures set forth in the memorandum of understanding with local law enforcement officials and the district's emergency preparedness plan.[\[11\]](#)[\[12\]](#)[\[13\]](#)

When the behavior of a student in possession of a weapon 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.[\[14\]](#)[\[15\]](#)

### **Guidelines**

The Superintendent or designee shall immediately report incidents involving weapons 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.[\[2\]](#)[\[11\]](#)[\[12\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving weapons 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.[\[11\]](#)[\[17\]](#)[\[19\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents involving possession of a weapon to the Office for Safe Schools on the required form.[\[11\]](#)[\[16\]](#)

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.[\[2\]](#)

In accordance with federal law, possession or discharge of a firearm in, on, or within 1,000 feet of school grounds is prohibited. Violations shall be reported to the appropriate law enforcement agency.[\[20\]](#)[\[21\]](#)

### **Transfer Students**

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment does not exceed the expulsion period.[\[2\]](#)[\[22\]](#)

Legal

1. 24 P.S. 1301-A
2. 24 P.S. 1317.2
3. Pol. 218
4. Pol. 113.1
5. Pol. 233
6. 22 PA Code 10.23
7. 20 U.S.C. 1400 et seq
8. Pol. 103.1
9. Pol. 113.2
10. Pol. 113.3
11. Pol. 805.1
12. 24 P.S. 1302.1-A
13. Pol. 805
14. 24 P.S. 1302-E
15. Pol. 236.1
16. 24 P.S. 1303-A
17. 22 PA Code 10.2
18. 22 PA Code 10.21
19. 22 PA Code 10.25
20. 18 U.S.C. 921
21. 18 U.S.C. 922
22. Pol. 200
- 18 Pa. C.S.A. 912
- 20 U.S.C. 7114
- 20 U.S.C. 7961
- 22 PA Code 403.1
- 34 CFR Part 300