

On Monday, August 28, 2023, The Spring-Ford Area School District Board Meeting was called to order at 7:30 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

- Region I: Karen Weingarten and Dr. Margaret D. Wright
- Region II: Clinton L. Jackson and Colleen Zasowski
- Region III: Abby Deardorff, Erica Herman, and Dr. Jennifer Motzer
- Presiding Officer: Erica Hermans
- Superintendent: Robert W. Rizzo-Absent
- 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
- Virtual: Wendy Earle and David Shafer

**CALL TO ORDER**

Mrs. Hermans called the meeting to order. Mr. Rizzo is absent and Dr. Giambattista will be filling in. Mrs. Bickert noted the roll: In Person, Mrs. Deardorff, Mrs. Hermans, Jr. Jackson, Dr. Motzer, Mrs. Weingarten, Dr. Wright and Mrs. Zasowski. On Zoom, Mrs. Earle and Mr. Shafer. No one is absent.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

None

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

- Dave Laky, Royersford** - Spring City Elementary Project
- Theresa Westwood, Royersford** - Spring City Elementary Project

**II. BOARD AND COMMITTEE REPORTS**

**WMCTC** **Earle/Weingarten/Zasowski 1<sup>st</sup> Mon. 7:00 p.m.**  
 Mrs. Zasowski noted from the first meeting of the school year that the new Principal accepted the position, they were fully staffed on the first day of school, Solicitor Davis spoke about policies and Ms. Earle has been reviewing them.

**Legislative Committee** **Abby Deardorff** **3<sup>rd</sup> Wed. 7:30 p.m.**  
 Mrs. Deardorff stated that Tina Valleto resigned effective September 1st. The SpringFord Board all wishes her well. President Biden launched a back to school campaign, the Senate is due to return August 30th, the PA Budget impasse ended, effective 7/1, and free breakfast is being offered to all students again this school year.

**MCIU** **Dr. Margaret Wright** **4<sup>th</sup> Wed. 7:00 p.m.**  
 Dr. Wright reported that Mrs. Villetto resigned and they are not replacing her. There was a presentation from Patten East, they deal with family engagement, autism, ESL, and provide publications to our district and they will hold a Monte Carlo theme fundraiser.

**PSBA Liaison****Abby Deardorff**

Upcoming events that are being offered are Start Strong is a program for new Directors and the School Leadership Delegate assembly. Mrs. Deardorff also noted the slate of candidates is open and it's important to look at them.

**American Legion****David Shafer**

Mr. Shafer stated that he will report at the September work session.

**Superintendent's Report****Robert Rizzo**

Dr. Giambattista welcomed all the students back today for the first day and she thanked the Technology and Transportation departments. She also noted that the June 26 minutes were reviewed and are accurate and also recognized the retirees for their years of service.

**Solicitor's Report****Mark Fitzgerald**

No report

**III. MINUTES**

Mrs. Weingarten made a motion to approve Minutes A-B, seconded by Dr. Motzer.  
Motion carries 9-0.

- A.** Administration recommends approval of the June 20, 2023 Work Session minutes.  
**(Attachment A1)**
- B.** Administration recommends approval of the June 26, 2023 Board Meeting minutes.  
**(Attachment A2)**

**IV. PERSONNEL**

Mrs. Zasowski made a motion to approve Personnel A-K, seconded by Dr. Wright.  
Motion carries 9-0.

**A. Resignations**

1. **Jennifer K. Benson**; School Psychologist, Spring City Elementary School and 8th Grade Center. Effective: No later than October 13, 2023.
2. **Brittany L. Chinnici**; 10-month Secretary, Senior High School. Effective: August 3, 2023.
3. **Joseph N. Dimino**; Chemistry Teacher, Senior High School. Effective: August 8, 2023.
4. **Wayne F. Downs**; Special Education Teacher, 5/6th Grade Center. Effective: No later than September 29, 2023.
5. **Christa J. Ellsesser**; Instructional Assistant, Limerick Elementary School. Effective: August 9, 2023.
6. **Laura Gilmore**; Assistant Track Coach-Girls' & Boys', Senior High School. Effective: August 14, 2023.
7. **Phillip P. Leddy**; Assistant Principal, 5/6th Grade Center. Effective: No later than September 15, 2023.
8. **Jennifer C. Lipp**; Special Education Teacher, 5/6th Grade Center. Effective: August 8, 2023.
9. **Katherine Macel**; Speech & Language Pathologist, Limerick Elementary and Royersford Elementary Schools. Effective: July 12, 2023.
10. **Anthony J. Malloy**; Systems Administrator, District Office. Effective: August 25, 2023.
11. **Meghan E. McCullough**; Instructional Assistant, Royersford Elementary School. Effective: August 7, 2023.
12. **Amanda J. McLoughlin**; Registered Nurse, 9th Grade Center. Effective: June 27, 2023.
13. **Lorraine R. Moyer**; Administrative Assistant, 9th Grade Center for the purpose of retirement. Effective: July 6, 2023.
14. **Melissa D. Patschke, Ed.D.**; Principal, Upper Providence Elementary School for the purpose of retirement. Effective: October 2, 2023.

15. **Gabrielle A. Sabatino**; English Teacher, Senior High School. Effective: No later than September 29, 2023.
16. **Teanna L. Sibilly**; Instructional Assistant, Extended School Year. Effective: June 27, 2023.
17. **Robert A. Swier, III**; 7th Grade/8th Grade Assistant Football Coach. Effective: July 19, 2023.
18. **Emily A. Walker**; Instructional Assistant, Brooke Elementary School. Effective: August 21, 2023.
19. **Jeanette M. Walker**; Special Education Teacher, Senior High School. Effective: No later than September 18, 2023.
20. **Jennifer B. Young**; Instructional Assistant, Royersford Elementary School. Effective: July 7, 2023.

### **New Resignations**

21. **Hope Davis**; Soccer Coach-Girls' - 8th Grade. Effective: August 21, 2023.
22. **Ashley K. Nastasi**; School Psychologist, 5/6th Grade Center. Effective: October 27, 2023.
23. **Mary Jane Yost**; Special Education Teacher, Brooke Elementary School for the purpose of retirement. Effective: October 1, 2023.

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

1. **Madison A. Carter**; Social Studies Teacher, 8th Grade Center, for a leave of absence per the Professional Agreement. Effective: Estimated start date September 13, 2023 through January 23, 2024
2. **Riley A. Jones**; English Teacher, Senior High School, for a leave of absence per the Professional Agreement. Effective: August 22, 2023 through January 23, 2024
3. **Samantha J. Muntz**; Elementary Teacher, 5/6th Grade Center, for a leave of absence per the Professional Agreement. Effective: Estimated start date September 18, 2023 through March 27, 2024.
4. **Brianna C. Noris**; Instructional Assistant, 5/6th Grade Center, for an unpaid leave of absence per Board Policy. Effective: Estimated start date September 15, 2023 for approximately 6 weeks.
5. **Nicole Catts**; Elementary Teacher, Brooke Elementary School, for a leave of absence per the Professional Agreement. Effective: August 22, 2023 through the 2023-2024 school year.
6. **Danielle N. Strange**; Elementary Teacher, 5/6th Grade Center, for an unpaid leave of absence per Board Policy. Effective: August 28, 2023 through December 4, 2023.  
*Correction from the March Board Agenda.*

### **C. Professional Employee**

1. **Renee A. Hansberger**; Part-time (.50) Music Teacher, Spring City Elementary School, replacing Reagan E. Mindte who resigned. Compensation has been set at M, Step 5, \$28,775.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
2. **Megan M. Kraft**; Instructional Support Teacher, Spring City Elementary School, replacing Corinna M. Vieira who resigned. Compensation has been set at M+30, Step 7, \$72,783.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
3. **Laura Woods**; Special Education Teacher, Oaks Elementary School, replacing Leah R. Miller who had a change of assignment. Compensation has been set at M, Step 8, \$64,284.00, prorated, with benefits per the Professional Agreement. Effective: No later than October 9, 2023.

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

1. **Shari B. Appel**; Special Education Teacher, 5/6th Grade Center, replacing Kathleen D. Gebhard 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.

2. **Ashley A. Galluppi**; Special Education Teacher, 5/6th Grade Center, replacing Taylor N. Wison who resigned. Compensation has been set at B, Step 1, \$51,250.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
3. **Anna E. Hamm**; Music Teacher (Strings), 7th and 8th Grade Centers, replacing Ashley E. Baisch who resigned. Compensation has been set at B, Step 1, \$51,250.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
4. **Emily G. Hartman**; Elementary Teacher, 5/6th Grade Center, replacing Melissa M. Quigley 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.
5. **Julianna J. Hennessey**; Elementary Teacher, Oaks Elementary School. Compensation has been set at B, Step 1, \$51,250.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
6. **Briar K. Hines**; Elementary Teacher, 5/6th Grade Center, replacing Tamara Rivera 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.
7. **Alice T. Kang**; Part-time (.50) Kindergarten Teacher, Oaks Elementary School. Compensation has been set at M, Step 1, \$26,375.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
8. **Matthew A. Kozeniewski**; Social Studies Teacher, Senior High School, replacing Cory A. Lush who resigned. Compensation has been set at B, Step 1, \$51,250.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
9. **Kathy A. Lebedynsky-Pencak**; Special Education Teacher, Royersford Elementary School. Compensation has been set at M, Step 1, \$52,750.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
10. **Margaret R. Mattaliano**; Special Education Teacher, 5/6th Grade Center, replacing Lindsay N. Hillegas who had a change of assignment. Compensation has been set at B, Step 2, \$52,350.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
11. **Mary M. Santoro**; Special Education Teacher, Evans Elementary School. Compensation has been set at B, Step 1, \$51,250.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
12. **Maria T. Stelacio**; Certified School Nurse, replacing Jill O. Yeager who resigned. Compensation has been set at B, Step 1, \$51,250.00, prorated, with benefits per the Professional Agreement. Effective: August 24, 2023.
13. **Suzanne D. Thompson**; Elementary Teacher, Royersford Elementary School. Compensation has been set at B, Step 1, \$51,250.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
14. **Kacie Vargo**; Elementary Teacher, Royersford Elementary School, replacing Susan M. Snyder who retired. Compensation has been set at B, Step 2, \$52,350.00, with benefits per the Professional Agreement. Effective: August 22, 2023.
15. **Courtney A. Zettlemoyer**; Special Education Teacher, 5/6th Grade Center, replacing Jennifer C. Lipp who resigned. Compensation has been set at B, Step 1, \$51,250.00, with benefits per the Professional Agreement. Effective: August 22, 2023.

### **New Temporary Professional Employees**

16. **Brielle E. Harvey**; Special Education Teacher, 9th Grade Center, replacing Allison J. Workman who had a change of assignment. Compensation has been set at B, Step 1, \$51,250.00, prorated with benefits per the Professional Agreement. Effective: August 28, 2023.
17. **Taylor Newhart**; Elementary Teacher, Oaks Elementary School, replacing Allie M. Pribula who resigned. Compensation has been set at M, Step 1, \$52,750.00, with benefits per the Professional Agreement. Effective: August 22, 2023.

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

1. **Joan C. Gerretz**; 6 hour Food Service to Instructional Assistant, 9th Grade Center, replacing Cheryl L. Colmary who resigned. Compensation has been set at \$20.00 per

- hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
2. **Meghan K. Huzzard**; Instructional Assistant to Registered Behavior Technician, Upper Providence Elementary School. Compensation has been set at \$23.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
  3. **Lorraine M. O'Donnell**; Secretary to Administrative Assistant, Special Education Grades 4-6, replacing Katie A. Haberman who had a change of status. Compensation has been set at \$20.40 per hour, with benefits per the Secretary Benefit Summary. Effective: July 10, 2023.
  4. **Amy E. Remp**; Instructional Assistant to Registered Behavior Technician, Upper Providence Elementary School. Compensation has been set at \$23.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
  5. **Alison L. Wright**; Instructional Assistant to Registered Behavior Technician, Senior High School. Compensation has been set at \$23.52 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.

### New Change of Status

6. **Kelly R. Barber**; Instructional Assistant to Registered Behavior Technician, Limerick Elementary School. Compensation has been set at \$23.52 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
7. **Cassandra L. Castriani**; Instructional Assistant to Registered Behavior Technician, Evans Elementary School. Compensation has been set at \$23.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
8. **Katie F. Johns**; Instructional Assistant to Special Education Teacher, 9th Grade Center, replacing Danielle A. DeFrancesco 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.
9. **Sherri K. Molishus**; Instructional Assistant to Registered Behavior Technician, Upper Providence Elementary School. Compensation has been set at \$28.71 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
10. **Shannon L. Osborne**; Instructional Assistant to Registered Behavior Technician, Limerick Elementary School. Compensation has been set at \$25.76 per hour with benefits per the Instructional Assistants' Benefit Summary. Effective: August 28, 2023.
11. **Kira T. Popky**; Instructional Assistant to Special Education Teacher, Senior High School, replacing Jacqueline M. Lippencott who resigned.. Compensation has been set at B, Step 1, \$51,250.00, prorated with benefits per the Professional Agreement. Effective: August 24, 2023.

### F. Tenure

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

1. **Andrea M. Weber**

### G. Support Staff

1. **Michelle L. Bailey**; Instructional Assistant, 7th Grade Center replacing Cheryl A. Goodwin who retired. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
2. **Kayla N. Barber**; Instructional Assistant, Limerick Elementary School replacing Christa J. Ellsesser who resigned. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
3. **Jennifer R. Beyer**; Registered Nurse, 9th Grade Center replacing Amanda J. McLoughlin who resigned. Compensation has been set at \$30.25 per hour, with benefits per the Registered Nurse Benefit Summary. Effective: September 18, 2023.

4. **Elisa M. Brnich**; Instructional Assistant, 5/6th Grade Center replacing Erin R. Ward who resigned. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
5. **Kelly Coughlin**; Instructional Assistant, Royersford Elementary School. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
6. **Madison E. Gooding**; Instructional Assistant, 9th Grade Center replacing Patrice M. Mullen who retired. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
7. **Gina M. Herron**; Secretary, Senior High School replacing Lorraine M. O'Donnell who had a change of status. Compensation has been set at \$16.52 per hour with benefits per the Secretary Benefit Summary. Effective: August 15, 2023.
8. **Gary G. Hopkins**; Instructional Assistant, Senior High School replacing Carol L. Baldassare who retired. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
9. **Joyce L. Kurtas**; Instructional Assistant, Evans Elementary School. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
10. **Chester E. Light**; Technology Support, 7th Grade Center replacing Dwayne D. Anderson Jr. who resigned. Compensation has been set at \$22.00 per hour, with benefits per the Technology Support Benefit Summary. Effective: August 21, 2023.
11. **Dwayne P. Ludwig**; Maintenance II, Maintenance replacing Joseph D. Stimmler who retired. Compensation has been set at \$25.00 per hour, with benefits per the Maintenance Benefit Summary. Effective: July 24, 2023.
12. **Anastasia Morris**; Instructional Assistant, Senior High School. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
13. **Renee B. Strausberg**; Administrative Assistant, District Office replacing Jose A. Mojica who resigned. Compensation has been set at \$19.23 per hour with benefits per the Secretary Benefit Summary. Effective: August 21, 2023.
14. **Diane S. Vogt**; Instructional Assistant, Royersford Elementary School replacing Jennfier B. Young who resigned. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
15. **Cheyenne K. Weston**; Instructional Assistant, Evans Elementary School. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.
16. **Sydney Ziviello**; Instructional Assistant, 7th Grade Center replacing Michelle A. Mack who resigned. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: August 22, 2023.

#### **New Support Staff**

17. **Jeanette M. Carr**; Secretary, 5/6th Grade Center replacing Lisa C. Maslin who had a change of status. Compensation has been set at \$16.52 per hour with benefits per the Secretary Benefit Summary. Effective: September 11, 2023.
  18. **Emily M. Liechty**; Instructional Assistant, Brooke Elementary School replacing Emily A. Walker who resigned. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistants' Benefit Summary. Effective: To be determined.
- H. Administration recommends approval of **Jason M. Bowers**, Assistant Principal, 9th Grade Center, replacing Elaine M. Ruppert, Ed.D. who retired. Compensation has been set at \$128,000.00, prorated, with benefits per the Act 93 Agreement. Effective: August 14, 2023.
- I. 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).
1. **Stacey Hoffman**
  2. **Erin B. Marcellus**

- J. Administration recommends approval of the attached extra-curricular contracts for the 2023-2024 school year. (**Attachment A3**)

### New Personnel

- K. Administration recommends approval of **Jason A. Thompson**, Assistant Principal, 5/6th Grade Center, replacing Phillip P. Leddy who resigned. Compensation has been set at \$124,000.00, prorated, with benefits per the Act 93 Agreement. Effective: No later than October 30, 2023.

## V. FINANCE

Mrs. Deardorff made a motion to approve Finance A-I, seconded by Mrs. Weingarten. Motion carries 8-1 (Mr. Shafer was the dissenting vote).

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

### B. Payments:

- |   |    |               |
|---|----|---------------|
| 1. <u>Food Service Checks</u>   |    |               |
| Check No. 2530-2623   | \$ | 4,372.33      |
| 2. <u>General Fund Checks</u>   |    |               |
| Check No.216771 - 216983  | \$ | 2,353,967.70  |
| 3. <u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u> |    |               |
| ACH No. 222302635 - 222302764   | \$ | 4,534,082.88  |
| ACH No. 232400001 - 232400354   | \$ | 13,534,815.90 |
| 4. <u>Wires</u>   |    |               |
| Wire No. 202200251 - 202200268  | \$ | 8,516,482.90  |
| Wire No. 202300001 - 202300032  | \$ | 3,390,829.52  |
| 5. <u>Procurement Payments</u>  |    |               |
| Transaction No.220000372 - 220000447                                      | \$ | 98,206.38     |

- 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. **Overbrook School for the Blind (APS)** to provide 2023 extended school year services at a total cost not to exceed \$6,180.00 and will be funded from the Special Education Budget.
2. **The Camphill Special School** to provide 2023-2024 school year educational and related services at a cost not to exceed \$383,300.00 and will be funded from the Special Education Budget.
3. **Fairwold Academy** to provide 2023 extended school year and related services at a cost not to exceed \$10,450.00 and will be funded from the Special Education Budget.
4. **Easter Seals** to provide 2023-2024 school year and related services at a cost not to exceed \$20,011.86 and will be funded from the Special Education Budget.

5. **Procare Therapy** to provide 2023 extended school year Registered Behavior Technician services at a cost not to exceed \$10,483.20 and will be funded from the Special Education Budget.
  6. **Procare Therapy** to provide 2023-2024 school year Paraprofessional and Registered Behavior Technician services at a cost not to exceed \$496,402.00 and will be funded from the Special Education Budget.
  7. **US Medical Staffing, LLC.** to provide 2023 extended school year BCBA services at a total not to exceed \$9,000.00 and will be funded from the Special Education Budget.
  8. **US Medical Staffing, LLC.** to provide 2023-2024 school year BCBA services at a cost not to exceed \$68,400.00 and will be funded from the Special Education Budget.
  9. **The Vanguard School** to provide 2022-2023 school year 1:1 services at a cost not to exceed \$5,149.32 and will be funded from the Special Education Budget.
  10. **Devereux** to provide 2023 extended school year services at a cost not to exceed \$54,405.00 and will be funded from the Special Education Budget.
  11. **Timothy School** to provide 2023-2024 school year services-at a cost not to exceed \$373,440.00 and will be funded from the Special Education Budget.
  12. **Timothy School** to provide 2023 extended school year and related services at a cost not to exceed \$20,835.00 and will be funded from the Special Education Budget.
  13. **Chester County Intermediate Unit** to provide 2023 extended school year services for a cost not to exceed \$82,154.83 and will be funded from the Special Education Budget.
  14. **Personal Health Care** to provide 2023 extended school year Nursing Services for a cost not to exceed \$202,500.00 and will be funded from the Special Education Budget.
  15. **Camphill Special School** to provide 2023 extended school year and related services at a cost not to exceed \$10,519.30 and will be funded from the Special Education Budget.
  16. **Devereux** to provide 2022 extended school year 1:1 services at a cost not to exceed \$3,024.00 and will be funded from the Special Education Budget.
  17. **QBS Safety Care** to provide Safety Care Train the Trainer Training for SFASD teachers and behavior specialists at a cost not to exceed \$3,500.00 and will be funded from the Special Education Budget.
  18. **firstPRO, Inc Accounting & Finance Division** to provide temporary/temp-to-hire services for the business office. Services shall be paid at a rate of \$38 per hour. Funding will be paid from the General Fund.
  19. **Joanna Roger McCourt, Ed.D.** of Philadelphia, PA to serve as interim Principal at Evans Elementary School for a period of approximately 12 weeks. Funding will be paid from the General Fund and shall not exceed \$33,000.00.
  20. **Explorations** to provide an appropriately certified Elementary Principal beginning September 5, 2023 for a staff vacancy. This assignment may extend through December 22, 2023. Services will be provided at a per diem rate of \$660.00.
  21. **Lakeside Services** to provide 2.0 crisis counselors for the 2022-2023 school year at a cost not to exceed \$167,567.51 and will be funded by the PCCD Grant.
- E.** The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 400 Campus Drive in Upper Providence Township and further identified as tax parcel No. 61-00-01009-61-3 setting (i) the assessment of the property at \$3,801,600 for tax year 2023 (School District tax year 2023-24), and (ii) the assessment of the property at \$3,408,000 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.
- F.** The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 200 Campus Drive in Upper Providence Township and further identified as tax parcel No. 61-00-01009-60-4 setting (i) the assessment of the property at \$5,108,400 for tax year 2023 (School District tax year 2023-24), and (ii) the assessment of the property at \$4,579,500 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.
- G.** The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 600 Campus Drive in Upper Providence Township and further identified as tax

parcel No. 61-00-01009-04-6 setting (i) the assessment of the property at \$5,583,600 for tax year 2023 (School District tax year 2023-24), and (ii) the assessment of the property at \$5,183,000 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.

- H. Administration recommends approval of a **confidential settlement agreement #2023-05** with the parent of a special education student in an amount not to exceed \$46,340.00. Funding will be paid from the Special Education Budget.
- I. 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. Anderson Explorations PHP is affiliated with the Montgomery County Intermediate Unit. The total will not exceed \$130,000.00. The funding will be paid from the Special Education Budget.

## VI. PROPERTY

Mrs. Deardorff made a motion to approve Property A, seconded by Mrs. Weingarten. Motion carries 8-1 (Mr. Shafer was the dissenting vote).

- A. Administration recommends approval of the phase 2 professional service agreement with ICS consulting for the proposed renovation/addition to Spring City Elementary. This approval would be specific to phase 2, design development only. The not to exceed cost for phase 2 of the project is \$1,143,099.00 and will be paid out of the Capital Reserve.

## VII. PROGRAMMING AND CURRICULUM

Mrs. Deardorff made a motion to approve Programming and Curriculum A-E, seconded by Dr. Wright. Motion carries 9-0.

- A. Administration recommends the approval of **After School Tutoring** using Spring-Ford staff as part of the Learning Loss Plan for the 2023-24 school year. The cost budgeted as part of the Learning Loss Plan and is not to exceed \$35,000 to be paid from ARP ESSER/7% Set Aside as previously allocated.
- B. The administration recommends the approval of **Scenario Learning, LLC d/b/a Vector Solutions** for online training services for professional employees through the Special Education Course Library. Funding will be paid from the Assistant Superintendent's Budget and shall not exceed \$3,020.00.
- C. Administration recommends approval of the 2023-2024 Title I, Part A, Federal Program Grant –Improving Basic Programs, in the amount of \$375,372.00, the 2023-2024 Title II, Part A, Federal Programs Grant – Supporting Effective Instruction, in the amount of \$136,089.00, and the 2023-2024 Title IV, Part A, Federal Program Grant - Student Support and Academic Enrichment Grant, in the amount of \$33,007.00.
- D. Administration recommends approval of the Inter-Agency Agreement for Title II services between Spring-Ford Area School District and the Montgomery County Intermediate Unit for the provision of Title II services for Pope John Paul Regional II High School and St. Teresa of Calcutta non-public schools for 2023-2024 school year under the Federal Program requirements. Funding will be paid from Title II allocations and shall not exceed \$10,000.00.
- E. Administration recommends approval of Addendum to Inter-Agency Agreement for Title I Services between Spring-Ford Area School District and the Montgomery County Intermediate Unit for the provision of Title I Services for Holy Cross Regional Catholic, St. Teresa of Calcutta and St. Mary non-public schools for 2023-2024 school year under the Federal Program requirements. Funding will be paid from Title I allocations and shall not exceed \$4,000.00.

**VIII. CONFERENCES AND WORKSHOPS**

Mrs. Deardorff made a motion to approve Conferences and Workshops A-G, seconded by Mrs. Weingarten.

Motion carries 9-0.

- A. Dr. Tina L. Giambattista**, Assistant Superintendent, to attend "*2023 PASA/PSBA School Leadership Conference*" October 15-17, 2023 at Pocono Manor. The total cost of the workshop is not to exceed \$1,300.00 (registration, hotel, transportation, and meals). Substitute coverage is not needed. **Mr. Clinton L. Jackson**, School Board Director, will also be attending with no cost to the district.
- B. James D. Fink**, Chief Financial Officer, to attend "*Four County Business Manager Conference*" October 4-5, 2023 at Skytop, PA. The total cost of the conference is not to exceed \$985.00 (registration, transportation). Substitute coverage is not needed.
- C. Megan L. Smith**, Speech Therapist, to attend "*Competencies in The Treatment Of Children With Apraxia Of Speech: The Kaufman Speech To Language Protocol*" virtually. The total cost is not to exceed \$440 (registration). Substitute coverage is not needed.
- D. Julie C. Caterson**, Home and School Visitor, to attend "*PASSWP 2023 Conference; The Challenge of Change*" September 28-29, 2023 in Hershey, PA. The total cost to the district is \$375.00 (registration, transportation). Substitute coverage is not needed.
- E. Heather Steinmetz**, Teacher, to attend "*The University of Pittsburgh College in High School Professional Development*" October 18, 2023 in Pittsburgh, PA. The total cost to the district is \$840.00 (transportation, hotel, meals). Substitute coverage is needed.
- F. Thomas P. Leinhauser**, Technology Education Teacher, to attend the "*PLTW Intro to Engineering*" virtually. The cost of the conference is \$2,400.00 (registration only). Substitute coverage is not needed.
- G. Katie A. Davis, Christopher R. Talley, and Amy S. Hiller**, Special Education Supervisors, to attend "*MCIU Special Education Leadership Conference*" October 25-27, 2023 in Skytop, PA. The cost of the conference is \$1,485.00 (registration, transportation and meals). Substitute coverage is not needed.

**IX. OTHER BUSINESS**

Mr. Jackson made a motion to approve Other Business B-F, seconded by Mrs. Deardorff.

Motion carries 9-0.

- A.** The following policies are submitted for **First Read**:
  - 1. **Policy #122** - Co-Curricular and Extra-Curricular Activities (**Attachment A4**)
  - 2. **Policy #123.1** - Concussion Management (**Attachment A5**)
  - 3. **Policy #202** - Eligibility of Nonresident Students (**Attachment A6**)
  - 4. **Policy #610** - Purchases Subject to Bid & Quotation (**Attachment A7**)
  - 5. **Policy #706.1** - Disposal of District Owned Property (**Attachment A8**)
- B.** The following policies are submitted for **Approval**:
  - 1. **Policy #106** - Guides for Planned Instruction (**Attachment A9**)
  - 2. **Policy #123.2** - Sudden Cardiac Arrest (**Attachment A10**)
  - 3. **Policy #200** - Enrollment of Students (**Attachment A11**)
  - 4. **Policy #218.1** - Weapons (**Attachment A12**)
  - 5. **Policy #247** - Hazing (**Attachment A13**)
- C.** Administration recommends approval of the High School Indoor Percussion overnight trip of 4 staff, 32 students and 8 volunteers to Perform at **WGI World Championships** April 17-21,

2024 at the University of Dayton Arena. The cost per student is approximately \$839.53 for hotel, transportation, meals and other travel expenses. Registration is to be paid by the Home and School Organization. The total cost to the district is substitute coverage for 4 staff members for 3 days.

- D. Motion to affirm the review of the Health and Safety Plan in which no changes are being made. **(Attachment A14)**
- E. The Spring-Ford Board of School Directors acknowledges receipt of the updated listing of school bus drivers for the 2023-2024 school year effective August 2023 as presented.
- F. The Spring-Ford Board of School Directors acknowledges receipt and gives approval for the Spring-Ford Area School District's transportation routes for the 2023-2024 school year as presented.

**X. BOARD COMMENT**

Mrs. Zasowski reminded everyone that Homecoming is the end of September.

Dr. Motzer thanked everyone for a successful first day and asked the district to consider providing supplies that appear on the supplies lists that teachers are asking for instead of parents providing them.

**XI. PUBLIC TO BE HEARD**

**Dave Laky**, Limerick Township - Thanked the Board on the Spring City Elementary project vote.  
**Adrienne Brady**, Schwenksville - Public Library

**XII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 8:05 p.m. with a motion from Mrs. Deardorff, seconded by Dr. Wright.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On June 20, 2023, The Spring-Ford Area School District Work Session was called to order at 7:31 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

- Region I: Wendy Earle, Karen Weingarten, and Dr. Margaret D. Wright
- Region II: 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.: Arhan Kaul and Stella Stein
- Virtual: Dr. Jennifer Motzer and David R. Shafer

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

Mrs. Herman's welcomed new student representative, Stella Stein.  
Mrs. Bickert noted that in-person tonight: Mrs. Deardorff, Mrs. Earle, Mrs. Hermans, Mr. Jackson, Mrs. Weingarten, Dr. Wright and Mrs. Zasowski. Dr. Motzer and Mr. Shafer are attending virtually via Zoom.

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

John Yonchuck, Limerick - General Fund Budget  
Theresa Westwood, Royersford - General Fund Budget

**II. ACTION**

Mrs. Deardorff made a motion to approve Action A, seconded by Mr. Jackson.

There was Board discussion about the increase in the budget from the last meeting. Several suggestions were made to cut from the budget to lower the tax increase currently proposed, Mr. Fink named a few of those suggestions such as refreshments, Board Insurance, and lawn mowing.

There was a motion to close the debate by Mrs. Hermans, seconded by Mr. Jackson.

The motion to close the debate carries 9-0.

Motion to approve Action item A carries 5-4. (Dissenting votes were Mrs. Zasowski, Mr. Shafer, Mrs. Earle, and Dr. Wright.)

Motion by Mrs. Deardorff to approve Action B, seconded by Mr. Jackson.

Motion carries 9-0.

- A.** Administration recommends approval of **Resolution #2023-04** for the adoption of the 2023-2024 General Fund Budget in the amount of \$190,613,601 which represents a tax increase of 4.06% (millage 30.8766). **(Attachment A1)**

- B. Administration recommends approval of **Resolution #2023-03** for the 2023-2024 Homestead and Farmstead Exclusion. **(Attachment A2)**

**III. BOARD AND COMMITTEE REPORTS**

**Student Rep. Report**

**Arhan Kaul/Stella Stein**

Arhan reported that there were various field trips across the district, commencements, and the SAT test. Stein thanked the Board and reported that summer assignment links are noted that the fall sports optional summer practices are beginning soon.

**Community Relations**

**Colleen Zasowski**

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

Mrs. Zasowski didn't have a meeting this month but did want to report on the class of 2036, incoming kindergarten students got a chance to walk across the stage and noted that RCTV captured the Senior parade at all 7 buildings.

**Policy**

**Wendy Earle**

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

Mrs. Earle stated the committee had a couple of policies that were brought up to date and are on for approvals.

**Curriculum/Technology**

**Dr. Margaret Wright**

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

Dr. Wright reported the committee has a few items on the agenda that are on for approval, one of which is the student management system. Another item is Raptor and that will be a 1-year renewal. The curriculum portion discussed was an ESL tool for assessment and Math 180.

**Finance**

**Clinton L. Jackson**

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

Mr. Jackson reported the committee reviewed the executive report and the self funded healthcare is running higher than expected and is over budget.

**Property**

**Clinton L. Jackson**

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

Mr. Jackson reported the water testing came back that they were under the threshold. Discussion on the practice football field. Funding is not part of the 10 year plan so further discussion will be needed so as not to impact the budget. Night Lock devices had been installed. Various police trainings were noted. The Spring City design update was discussed, also auction items are on the agenda for approval.

**MCIU**

**Dr. Margaret Wright**

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

Dr. Wright reported some highlights of the meeting that included that they received an environmental grant and congratulations to Jeff Sultanik on 30 years in education.

**Superintendent's Report**

**Robert W. Rizzo**

Mr. Rizzo reminded the Board the health and safety plan is still required. There are 2 retirees on the agenda and wishes them well. Administration is recommending the Board switch back to passive consent for the PAYS Survey..

**Solicitor's Report**

**Mark Fitzgerald**

None

**IV. MINUTES**

Minutes A-B, No comments or questions.

- A. Administration recommends approval of the May 15, 2023 Work Session minutes. **(Attachment A3)**
- B. Administration recommends approval of the May 22, 2023 Board Meeting minutes. **(Attachment A4)**

**(Attachment A1)**

## V. PERSONNEL

There will be an Executive Session next week to discuss Personnel J. The Board expressed some concerns about item V, and item S is a Change of Status for two employees from 10 months to 12 months which will include vacation and compensation.

### 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.

### 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. Waltermyer 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.

**F.** 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.

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

**H.** 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.

**I.** 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.

**J.** 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 \$\_\_\_\_\_.

**K.** 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.

**L.** 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**

**M.** 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. **Maggie R. Ackerman**

2. **Isabel L. Clauhs**
3. **Emma R. Holyoke**
4. **David G. Kinch**
5. **Carlie A. Lewis**
6. **Kathleen M. O'Callaghan**
7. **Liviah E. Yudt**

**N.** 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**

**O.** Administration recommends approval of the Coordinator of Media Communications job description. **(Attachment A5)**

**P.** Administration recommends approval of the Media Content Specialist job description. **(Attachment A6)**

**Q.** Administration recommends approval of the Audio Visual Specialist job description. **(Attachment A7)**

**R.** Administration recommends approval of the English Language Development Assistant job description. **(Attachment A8)**

**S.** 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.

**T.** 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**

**U.** 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. <b>Jennfier L. Alvarez</b>    | 10. <b>Maria Carroll</b>        |
| 2. <b>Veronica Arriaga-Orts</b>  | 11. <b>Amanda V. Christofas</b> |
| 3. <b>Ashley C. Bilotti</b>      | 12. <b>Alexander Cifelli</b>    |
| 4. <b>Melinda J. Borgnis</b>     | 13. <b>Amy B. Culp</b>          |
| 5. <b>Melanie F. Bowen</b>       | 14. <b>Kevin M. Czapor</b>      |
| 6. <b>Krista M. Brooke</b>       | 15. <b>Karen M. DeLange</b>     |
| 7. <b>Hollie C. Burghardt</b>    | 16. <b>Joseph N. DiMino</b>     |
| 8. <b>Christopher D. Cameron</b> | 17. <b>Kevin Donnelly</b>       |
| 9. <b>Matthew J. Cappelletti</b> | 18. <b>Valarie A. Dubbs</b>     |

**(Attachment A1)**

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. Kourosch Parsia
51. Joseph Perry
52. Sarah Pinard
53. Gabrielle G. Procario
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

V. Administration recommends approval of the attached extra-curricular contracts for the 2023-2024 school year. **(Attachment A9)**

**VI. FINANCE**

Finance F, the Board discussed the TV Studio and the 5-year plan is reviewed each year. Item G it was noted that the Right to Know fees are over \$100,000 and the Board asked if there was a limit for item D4 which Solicitor Fitzgerald stated that there is not and only time used would be billed.

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

B. Payments:

1. <u>Scholarship Checks</u>		
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

**(Attachment A1)**

4. Wires  
Wire No. 202200226 - 202200250                      \$ 6,596,830.59
5. Procurement Payments  
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 ESER/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

Mrs. Deardorff commends Upper Providence Home and School for their donation.

- A. Administration recommends auctioning out-of-service equipment which is identified on the attached lists through a contract with Geyer Auction Companies. The 20% contracted commission will be paid through gross proceeds of the sale. **(Attachment A10)**
- 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

Mr. Jackson asked about item E. The downside to this is not having the contract but the solicitor has been going back and forth and anticipates this being resolved by next week.

- 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

It was noted that item B will have a change next week as Mrs. Choi is unable to attend. The cost will reflect just 1 person attending this conference.

- 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. **Sue Choi**, Principal and **Dr. Kathleen Kotch**, House Principal to attend "PA Summit 23" in King of Prussia August 6-8, 2023. The total cost is not to exceed \$1,500.00 (registration, travel).

## X. OTHER BUSINESS

Other Business J is 1st read.

Other Business A, Board discussion and Mrs. Deardorff, Mrs. Hermans and Mr. Jackson expressed interest in attending.

Item E is listed strictly because of insurance purposes.

- A. Board approval is needed to appoint up to 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 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 A11**)
  2. **Policy #003** - Functions (**Attachment A12**)
  3. **Policy #007** - Distribution (**Attachment A13**)
  4. **Policy #008** - Organizational Chart (**Attachment A14**)
  5. **Policy #121.1** - Overnight/Foreign Travel (**Attachment A15**)
  6. **Policy #209** - Health Examinations/Screenings (**Attachment A16**)
  7. **Policy #210.1** - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors (**Attachment 17**)
  8. **Policy #220** - Student Expression/Dissemination of Materials (**Attachment A18**)
  9. **Policy #221** - Dress and Grooming (**Attachment A19**)
  10. **Policy #237** - Electronic Devices (**Attachment A20**)
  11. **Policy #247** - Hazing (**Attachment A21**)
- J.** The following policies are submitted for **First Read**:
1. **Policy #106** - Guides for Planned Instruction (**Attachment A22**)
  2. **Policy #123.2** - Sudden Cardiac Arrest (**Attachment A23**)
  3. **Policy #200** - Enrollment of Students (**Attachment A24**)
  4. **Policy #218.1** - Weapons (**Attachment A25**)

**XI. BOARD COMMENT**

Mrs. Deardorff talked about Joe Ciresi encouraging everyone to support the Cyber Charter School Reform Bill.

Mr. Jackson reminded the community about the property tax rebate and to contact the business office.

Mr. Jackson appreciates the board in engaging in the budget discussion and reminds them that the discussion will begin again in November.

Mr. Shafer stated that even though he didn't vote to pass the budget, he appreciates the committee and leadership and their hard work.

Mr. Shafer talked about the Right to Know and the impact with financial costs but believes it's part of the checks and balances and believes that this process keeps the Board behaving appropriately.

**XII. PUBLIC TO BE HEARD**

**John Yonchuck**, Limerick - Budget

**XIII. ADJOURNMENT**

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

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

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. <b>Jennfier L. Alvarez</b>    | 14. <b>Kevin M. Czapor</b>    |
| 2. <b>Veronica Arriaga-Orts</b>  | 15. <b>Karen M. DeLange</b>   |
| 3. <b>Ashley C. Bilotti</b>      | 16. <b>Joseph N. DiMino</b>   |
| 4. <b>Melinda J. Borgnis</b>     | 17. <b>Kevin Donnelly</b>     |
| 5. <b>Melanie F. Bowen</b>       | 18. <b>Valarie A. Dubbs</b>   |
| 6. <b>Krista M. Brooke</b>       | 19. <b>Ian G. Fickert</b>     |
| 7. <b>Hollie C. Burghardt</b>    | 20. <b>Laura A. Foulke</b>    |
| 8. <b>Christopher D. Cameron</b> | 21. <b>Karen M. Gallagher</b> |
| 9. <b>Matthew J. Cappelletti</b> | 22. <b>Kelly L. German</b>    |
| 10. <b>Maria Carroll</b>         | 23. <b>Mallory R. Greene</b>  |
| 11. <b>Amanda V. Christofas</b>  | 24. <b>Susan S. Hammond</b>   |
| 12. <b>Alexander Cifelli</b>     | 25. <b>Eric J. Hill</b>       |
| 13. <b>Amy B. Culp</b>           | 26. <b>Kristi M. Holstein</b> |

**(Attachment A2)**

- 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

**(Attachment A2)**

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.

**(Attachment A2)**

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

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	Co-Ed Fitness Intramural # 15 - Grade 7- Running	Winter	Ames	Megan M.	\$402.00
2	Marching Band Mallet Percussion-HS	Fall	Baggerly	Benjamin D.	\$2,215.00
3	HS Club #1 - Debate Club	Year	Barnett	Rebecca C.	\$402.00
4	Class Advisor-Grade 10 -HS	Year	Bogus	Stacey A.	\$1,873.00
5	Co-Ed Fitness Intramural # 3 - Grade 7- Kickball	Fall	Bower	Melinda A.	\$402.00
6	Co-Ed Fitness Intramural # 8 - Grade 7- Running	Winter	Bower	Melinda A.	\$402.00
7	HS Club #33- National Organization of Women	Year	Buckley	Alicia C.	\$402.00
8	Co-Ed Fitness Intramural # 16 - Grade 7- Kickball	Spring	Burbano	Matthew J.	\$402.00
9	Co-Ed Fitness Intramural # 19 - Grade 7- Running	Winter	Butterweck	Daniel R.	\$402.00
10	Class Advisor-Grade 12 -HS	Year	Cameron	Christopher D.	\$1,873.00
11	5/6 Club #3- Art Club	Spring	Carlo	Tara L.	\$402.00
12	Co-Ed Fitness Intramural # 4 - Grade 7- Flag Football	Fall	Carroll	Maria	\$402.00
13	Co-Ed Fitness Intramural # 9 - Grade 7- Basketball	Winter	Carroll	Maria	\$402.00
14	Music/Fine Arts Coordinator - 7-12	Year	Cifelli	Alexander	\$5,423.00
15	Class Advisor-Grade 9 - Reside in 9th Grade Center	Year	Clinard	Noah C.	\$1,471.00
16	5/6 Club #7- Screenwriting Club	Winter	Coletti	Alicia	\$402.00
17	Assistant Senior High Program Planner	Fall	Darrow	Jordan P.	\$2,325.75
18	Co-Ed Fitness Intramural # 10 - Grade 7- Kickball	Spring	Davis	Hope K.	\$402.00
19	Co-Ed Fitness Intramural # 5 - Grade 7- Basketball	Winter	Davis	Hope K.	\$402.00
20	Lighting-HS (Both Fall & Spring Productions)	Year	Denning	Joshua C.	\$1,699.01
21	Sound Production -HS (Both Fall & Spring Productions)	Year	Denning	Joshua C.	\$1,699.01
22	Co-Ed Fitness Intramural # 1 - Grade 8- Volleyball	Fall	Ehnot	Jane D.	\$402.00
23	Assistant Senior High Condition Facilitator	Fall	Elizardo	Matthew	\$2,215.00
24	VEX Club Advisor	Year	Eveland	James L.	\$4,000.00
25	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Flynn	Patricia B.	\$50/game
26	Friends in the Community-MS (1/2 Contract)	Year	Flynn	Patricia B.	\$552.00
27	Class Advisor-Grade 10 -HS	Year	Frain	Adrian L.	\$1,873.00
28	Volunteer Assistant Volleyball Coach - Girls - HS	Fall	Freer	Emily	Volunteer

**(Attachment A3)**

29	HS Club #37 - Resiliency Club 9th Grade	Year	Fritsch	Alexandra I.	\$402.00
30	HS Club #42 - Aavidum Club	Year	Fritsch	Alexandra I.	\$402.00
31	Athletic/Activity Business Liaison-7-12	Year	German	Kelly L.	\$5,423.00
32	Asst. Football Coach - (9th Grade)	Fall	Good	Ryan J.	\$3,603.00
33	Volunteer Assistant Volleyball Coach - Girls - HS	Fall	Goodrich	Abigail	Volunteer
34	Middle Strings Ensemble - 7th & 8th Grades	Year	Hamm	Anna E.	\$2,500.00
35	String Jamboree- 7/8 Grade Director	Spring	Hamm	Anna E.	\$520.00
36	Athletic Coordinator-MS 1/2 contract	Year	Harrison, Jr.	Richard L.	\$2,847.08
37	7th Gr. Club #12 - Aavidum	Year	Heiman	Amy R.	\$402.00
38	VEX Club Assistant Advisor	Year	Iannelli	Jeramie J.	\$2,000.00
39	HS Club #34- Social Justice Club	Year	Jacobs	Zoe D.	\$402.00
40	Co-Ed Fitness Intramural # 12 - Grade 7- Kickball	Spring	Jarema	Matthew J.	\$402.00
41	Co-Ed Fitness Intramural # 14 - Grade 7- Kickball	Fall	Jarema	Matthew J.	\$402.00
42	Director of Intramurals-Grade 7 (1/2 contract)	Year	Jarema	Matthew J.	\$1,125.50
43	Ram Buddies-MS (1/2 Contract)	Year	Jeffers	Victoria	\$552.00
44	Drill Designer - MS	Year	Jennings	Krisnoel	\$3,089.18
45	Instrumental Director (Marching, Winter Indoor, and Concert Bands)-MS	Year	Jennings	Krisnoel	\$7,667.85
46	Jazz Ensemble Director-MS	Year	Jennings	Krisnoel	\$6,603.73
47	Cross Country-Boys' (7/8th Grade )	Fall	Karalius	Victoria L.	\$2,996.00
48	Co-Ed Fitness Intramural # 2 - Grade 7- Flag Football	Fall	Kenney	Joan E.	\$402.00
49	Yearbook- Grade 7 (1/2 Contract)	Year	Kenney	Joan E.	\$735.50
50	Percussion Coordinator - Grade 7 & 8	Year	Kobak	John J.	\$2,215.00
51	Asst. Soccer Coach-Boys'-HS	Fall	Kollar	Aiden J.	\$3,991.00
52	Soccer Coach-Girls'-HS	Fall	Kushner	Jeffrey T.	\$5,322.00
53	Asst. Soccer Coach-Girls' -HS	Fall	Leyland, Jr.	Timothy T.	\$4,609.61
54	Band Front Visual Facilitator-HS	Fall	Marone	Danielle M.	\$4,246.42
55	Co-Ed Fitness Intramural #1 - Grade 7- Flag Football	Fall	Mayer	Jessica A.	\$402.00
56	5/6 Club #4- World Language Club	Spring	McCollum	Viola S.	\$402.00
57	5/6 Club #15- Lego Club	Winter	Megill	Margaret	\$402.00

**(Attachment A3)**

58	Assistant Athletic Director-7-12	Year	Miscavage	Joseph A.	\$11,511.94
59	SAP Coordinator - Spring City Elementary	Year	Moran	Jennifer	\$402.00
60	Art Consultant - Gr. 7	Year	Moyer	Christina	\$736.50
61	WSFR-TV Club Advisor-HS (1/2 Contract)	Year	Murgia	Cheryl B.	\$735.50
62	Marching Band Condition Facilitator-HS (1/2 Contract)	Fall	Noone	Victoria M.	\$1,598.50
63	8th Gr. Club #13- GSA	Year	Paladino	Lyndi R.	\$402.00
64	Homework Club Advisor - Grade 7 (1/2 Contract)	Year	Parker	Christina M.	\$735.50
65	Competition Vocal Ensemble Asst. Dir. - HS (Tri County Honors Choir)	Fall	Perry	Joseph	\$2,072.07
66	HS Assistant Marching Band Director	Year	Perry	Joseph	\$7,302.72
67	Music Director (Spring)- HS	Spring	Perry	Joseph	\$3,465.00
68	Spring Musical Orchestra Director - HS	Spring	Perry	Joseph	\$2,541.00
69	Spring Musical Piano - HS (1/2 Contract)	Spring	Perry	Joseph	\$1,155.00
70	Reading Olympics-Grade 8	Year	Pinard	Sarah	\$1,104.00
71	Spring City Elementary Club #4 - Homework Club	Winter	Pizzico	Jacqueline E.	\$402.00
72	HS Club #16 - Interact Club-HS	Year	Quinby	Julie C.	\$402.00
73	Co-Ed Fitness Intramural # 11 - Grade 7- Kickball	Spring	Reagan	Todd M.	\$402.00
74	Co-Ed Fitness Intramural # 6 - Grade 7- Basketball	Winter	Reagan	Todd M.	\$402.00
75	Director of Intramurals-Grade 7 (1/2 contract)	Year	Reagan	Todd M.	\$1,569.69
76	Majorette/Twirlr Instructor - HS	Fall	Rowedder	Melissa E.	\$2,215.00
77	Soccer Coach - Boys' (7th Grade)	Fall	Ruiz	Zachary	\$2,772.00
78	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Sanford	Deborah L.	\$50/game
79	Marching Band Battery Percussion-HS	Fall	Sapp	Michelle	\$2,215.00
80	Asst. Cross Country-Girls'-Grade 7/8	Fall	Satterthwaite	David	\$2,772.00
81	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Seislove	Bevin A.	\$50/game
82	Athletic Coordinator-MS 1/2 contract	Year	Seislove	Timothy J.	\$2,847.08
83	Soccer Coach-Boys'-HS	Fall	Sharpe	Jeremy L.	\$5,322.00
84	Co-Ed Fitness Intramural # 1 - Grade 5-6 - Kickball	Fall	Sherman	Jayne R.	\$402.00
85	Co-Ed Fitness Intramural # 15 - Grade 5-6 - Running	Spring	Sherman	Jayne R.	\$402.00
86	Co-Ed Fitness Intramural # 6 - Grade 5-6 - Basketball	Winter	Sherman	Jayne R.	\$402.00

**(Attachment A3)**

87	Senior High Percussion Technician	Fall	Slifer	Brett M.	\$1,782.90
88	Spring City Elementary Club #3 - Homework Club	Winter	Smith	Amelia M.	\$402.00
89	5/6 Club #10 - AM Announcements	Year	Snyder	Meaghan M.	\$402.00
90	5/6 Club #8 (1/2 Contract)- AM Announcements	Year	Snyder	Meaghan M.	\$201.00
91	Asst. Soccer Coach-Boys'-HS (1/2 Contract)	Fall	Stralkowski	Stanley J.	\$1,995.50
92	Equipment Manager	Year	Strickler	Chadwick A.	\$7,500.00
93	Set Designer -All Productions-HS	Year	Swartz	Heidi G.	\$1,680.00
94	HS Club #35 - Resiliency Club	Year	Toback	Sarah	\$402.00
95	Spring Play Director-Grade 8	Spring	West	Cheryl	\$1,699.01
96	Winter Play Director -Grade 8	Winter	West	Cheryl	\$1,699.01
97	Co-Ed Fitness Intramural # 7 - Grade 7- Basketball	Winter	West	Cheryl A.	\$402.00
98	Class Advisor-Grade 9 - Reside in 9th Grade Center	Year	Willemin	Michelle	\$1,471.00
99	Soccer Coach-Boys'- 8th Grade	Fall	Worrall	Edgar J.	\$2,772.00

Book	Policy Manual
Section	100 Programs
Title	Co-Curricular and Extra-Curricular Activities
Code	122
Status	Draft (PSBA 9/20)
Adopted	March 25, 1991
Last Revised	May 22, 2017

## **Purpose**

The Board believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, some of which are more appropriately conducted outside the regular classroom curricular program of the school.[\[1\]](#)

All learning experiences offered by the schools of this district – co-curricular and extra-curricular - should be planned and integrated toward the attainment of the district's objectives. Activities that are considered to be either co-curricular or extra-curricular are exclusively afforded to the students attending the Spring-Ford Area School District schools. Students that reside in the Spring-Ford Area School District that are not registered, enrolled and actively attending school at a district school or program (non-public school students) are not eligible to participate in any co-curricular or extra-curricular program with the exception of the students referenced in Policy 137.1, Policy 137.2, and Policy 140.1.[\[2\]](#)[\[3\]](#)

## **Definition**

**Co-Curricular Activities** - For purposes of this policy, **co-curricular activities** shall be those activities which are sponsored or approved by the Board that include an “in-school” or during the day component as well as an after school time commitment. Typically these activities have a direct link to a class on a student schedule as well as an expectation of after school practices, meetings or rehearsals. Co-curricular activities may have a credit toward graduation as part of the course expectation but the decision about course credit will be clearly established prior to enrollment in the course. Such activities shall ordinarily be:

1. Conducted partly in the normal school day as well as partly outside the regular school day.
2. Available to all students who voluntarily elect to participate; except when eligibility requirements are necessary or desirable (pre-requisites), the Board shall be so informed and must approve the establishment of eligibility standards before they may be operable, and when disciplinary violations occur, students are excluded.

Examples of co-curricular activities include but are not limited to marching/symphonic band, vocal ensemble, chorus, orchestra, high school yearbook, broadcasting class and individual/group music lessons.

**Extra-Curricular Activities** – For the purpose of this policy, **extra-curricular activities** shall be those activities which are sponsored or approved by the Board but

are not offered for credit toward graduation nor do they have specific expectations during the school day. Such activities shall ordinarily be:

1. Conducted primarily outside the regular school day.
2. Available to all students who voluntarily elect to participate, join, apply and/or try-out; and where disciplinary violations or academic deficiencies occur students may be excluded.

Examples of extra-curricular activities include but are not limited to specific band, chorus and orchestra groups (jazz band, indoor percussion and color guard, concert honors orchestra), athletics, intramurals, most clubs, and philanthropical groups.

**Student Initiated Activities** - For the purposes of this policy, **student initiated activities** shall be those non-curriculum-related student group meetings that students wish to conduct within a limited open forum in the secondary school. The district will not discriminate against student initiated activity meeting on the basis of the religious, political, philosophical or other content of the speech at the meetings.

The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

**Non-Instructional Time** - Non-instructional time includes the hours before and after school, and the lunch period if other non-curricular student groups are permitted to meet during that time. The school has wide latitude in setting the times of day when student groups are permitted to meet provided the right to convene during non-instructional times are on equal terms to all student groups.

### **Authority**

#### **Co-Curricular and Extra-Curricular Activities**

Co-curricular and extra-curricular activities shall be considered to be under the sponsorship of this Board when they have been approved by the Board on recommendation of the Superintendent.

The Board shall make school facilities, supplies and equipment available and assign staff members for the support of a program of co-curricular and/or extra-curricular activities for students in grades K through 12.[\[1\]](#)

The Board shall maintain the program of co-curricular and extra-curricular activities at as minimal cost as possible to participating students and in conjunction with Policy 122.1 – Student Activity Fee. Students and their families may assume all or part of the costs of travel and attendance at co-curricular and/or extra-curricular events and trips. In addition, support from parent organizations and/or booster clubs to enhance and supplement the budgets, staff and overall experience for the students participating in the opportunities is permitted, pending administrative approval.[\[4\]](#)

In general, costs for travel, registration and/or other fees will be covered by the district for league play and the post season for athletics, local competitions located in

Montgomery County and the surrounding counties for competitions for academic teams, clubs and fine arts performances and other yearly similar programs.

*Athletics -*

Travel costs, registrations and/or other fees associated with non-league scheduled competitions, pre-season trips or special opportunities require pre-approval by the Athletic Director and Superintendent or designee. In many cases, athletic teams will need to utilize the team's Booster club funds to cover some or all of the costs or have players fundraise or pay individually for specific opportunities. PIAA Post Season – team and individuals that qualify and advance in the post season will have all reasonable costs covered, with pre-approval by the Athletic Director. The top level of coverage for travel expenses for any student athlete or team will be the PIAA State Tournament. No travel costs, registration and/or other fees will be covered by the district for anything beyond the PIAA State tournament including All State Honors, Big 33 or Big 26 multiple state recognition type events or All East or National Level events.

*Fine Arts (Band, Chorus and Orchestra) -*

Travel costs, registrations and/or other fees associated with marching band, jazz band, concert band, the various choruses and orchestras as well as special opportunities require pre-approval by the school principal and Superintendent or designee. In many cases, fine arts groups will need to plan, budget and collaborate with the Spring-Ford Music Association to cover some or all of the costs or have members fundraise or pay individually for specific opportunities. Students who qualify and advance in the Pennsylvania Music Association (PMEA) select and audition groups (Regionals, Districts and States) will have all reasonable costs covered, with pre-approval by the school principal. The top level of coverage for travel expenses for any fine arts student or team will be the PMEA State level. No travel costs, registration and/or other fees will be covered by the district for anything beyond the PMEA States including All East Coast and National Level performances or competitions.

*Clubs and Student Groups -*

Travel costs, registrations and/or other fees associated with clubs and student groups or special opportunities require pre-approval by the school principal and Superintendent or designee. In general, travel costs, registrations and/or other fees are not covered by the district. Each club and student group has the ability to have a student activity account as well as propose fundraisers to raise funds to support the goals of the club. Fundraisers require pre-approval by the school principal. Local daily transportation (buses or vans) for club and student group usage may be approved, if available, but clubs and student groups along with individual students and families are responsible for any travel costs, registrations and/or other fees.

Student-Initiated Activities

The district shall provide secondary students the opportunity for one or more non-curriculum related student groups to meet on the school premises during non-instructional time for the purpose of conducting a meeting within a limited open forum

without discrimination on the basis of religious, political, philosophical, or other content of the protected speech at such meetings.[\[5\]](#)

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct. [\[6\]](#)

### **Delegation of Responsibility**

For co-curricular, extra-curricular, and student initiated activities, the Superintendent or their designee shall establish the length of sessions, number per week, and other such limitations as are reasonably necessary to ensure the safety of students and maintain order and discipline on school premises.

### Co-Curricular and Extra-Curricular Activities

The Superintendent or designee shall prepare procedures to implement both co-curricular and extra-curricular programs which shall:

1. Assess the needs and interests of the students of this district.
2. Involve students in the planning of co-curricular and extra-curricular activities.
3. Be responsive to the articulated needs of students.
4. Ensure the provision of competent guidance and supervision of staff.
5. Guard against the exploitation of students.
6. Provide for a variety of experiences and a diversity of organizational models.
7. Provide for the continuing evaluation of the co-curricular and extra-curricular programs.
8. Ensure that all co-curricular and extra-curricular activities are open to all students attending the Spring-Ford Area School District and that all students are fully informed of the co-curricular and extra-curricular opportunities open to them.

### Student-Initiated Activities

The Equal Access Act imposes several restrictions on the terms pursuant to a student group. If a student group violates the guidelines, the group may be given an opportunity to modify its violation to come into compliance. If the group resists, it may not meet. The guidelines include:[\[5\]](#)

1. Such meetings must be voluntary and student-initiated.
2. There is no sponsor of the meeting in any way by the school, its agents or employees.
3. Employees or agents of the school are present at religious meetings only in a non-participatory capacity.
4. The meetings cannot materially and substantially interfere with the orderly conduct of the educational activities within the school.
5. Non-school persons do not direct, conduct, control or regularly attend activities of the student groups.

### Conclusion of Activity

On an annual basis, at the conclusion of a season or school year of each co-curricular and extra-curricular activity, the sponsors will prepare and submit a summary report of the activity to the building principal. This report shall include:

1. The number of students participating at the beginning and conclusion of the activity.
2. The inclusive dates of the activity.
3. The frequency and length of the sessions.
4. A brief description of the activity.
5. Any recommendations for improving the activity.

Activity Summary Report forms are available in the school offices. They should be completed and returned to the principal prior to the compensation payment dates.

### Legal

1. 24 P.S. 511
2. Pol. 137.1
3. Pol. 140.1
4. Pol. 122.1
5. 20 U.S.C. 4071 et seq
6. 218  
Pol. 123

Book	Policy Manual
Section	100 Programs
Title	Concussion Management
Code	123.1
Status	Draft
Adopted	
Last Revised	

### **Purpose**

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, detection and treatment of concussions sustained by students while participating in an athletic activity.

### **Definitions**

**Appropriate medical professional** shall mean all of the following:[\[1\]](#)

1. A licensed physician who is trained in the evaluation and management of concussions.
2. A licensed or certified health care professional trained in the evaluation and management of concussions and designated by a licensed physician trained in the evaluation and management of concussions.
3. A licensed psychologist neuropsychologically trained in the evaluation and management of concussions or who has postdoctoral training in neuropsychology and specific training in the evaluation and management of concussions.

**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 school, 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 school.[\[3\]](#)
4. Practices, interschool practices, and scrimmages for all athletic activities.[\[3\]](#)[\[2\]](#)

### **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 acknowledgment of receipt and review of the Concussion and Traumatic Brain Injury Information Sheet.[\[4\]](#)

The Superintendent or designee may develop administrative regulations to implement this policy, which shall include protocols for concussion management, including academic guidelines.

### **Guidelines**

The school shall hold an informational meeting prior to the start of each athletic season for all competitors regarding concussions and other head injuries, the importance of proper concussion management, and how preseason baseline assessments can aid in the evaluation, management and recovery process. In addition to the student athletes, such meetings may include persons in parental relations, coaches, other appropriate school officials, physicians, neuropsychologists, athletic trainers, and physical therapists.[\[4\]](#)

### **Removal From Play**

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, licensed physical therapist, or other official designated by the district, exhibits signs or symptoms of a concussion or traumatic brain injury while participating in an athletic activity shall be removed by the coach from participation at that time.[\[4\]](#)

### **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 an appropriate medical professional. The Board may designate a specific appropriate medical professional(s) to provide written clearance for return to participation.[\[4\]](#)

### **Training**

All coaches shall annually, prior to coaching an athletic activity, complete a concussion management certification training course offered by the Centers for Disease Control and Prevention, the National Federation of State High School Associations, or another provider approved by the Department of Health.[\[4\]](#)

### **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 penalties:[\[4\]](#)

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a **second** violation, permanent removal from that coaching or extra duty position or any other athletic position in the future.
3. For a **third** violation, permanent suspension from coaching any athletic activity.

Legal

1. 24 P.S. 5322
  2. Pol. 123
  3. Pol. 122
  4. 24 P.S. 5323
- 24 P.S. 5321 et seq

Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students
Code	202
Status	Draft
Adopted	March 25, 1991
Last Revised	January 25, 2010

### **Purpose**

The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.[\[1\]](#)[\[2\]](#)[\[3\]](#)

### **Authority**

The Board may permit the admission of nonresident students in accordance with terms of this policy.[\[4\]](#)[\[5\]](#)[\[6\]](#)

The Board shall require that appropriate legal documentation showing dependency or guardianship or sworn statement of residential and financial support be filed with the Superintendent of Schools before an eligible nonresident student may be accepted as a student in the district schools. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education. The Board shall require legal documentation for continuation of enrollment to be submitted annually.[\[7\]](#)[\[8\]](#)

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid. The Board shall address children who are homeless in accordance with the McKinney-Vento Homeless Education Assistance Improvements Act of 2001. Children or youth, and their families, who are living in a shelter, transitional housing, motel, vehicle, campground, on the street, or doubled up with relatives or friends due to a lack of housing are considered to be homeless.[\[7\]](#)

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy, and tuition shall be charged for the period of attendance in the district.[\[7\]](#)

The Board shall not be responsible for transportation to or from school for any student residing outside school district boundaries or elementary school attendance boundary.

Tuition rates shall be determined in accordance with law. Tuition shall be charged monthly, in advance of attendance.[\[5\]](#)[\[9\]](#)[\[10\]](#)

It is the policy of the district not to accept nonresident tuition students except as required by law and in accordance with this policy.

### **Guidelines**

### Nonresident Children Placed In The District

Any child placed in the home of a district resident by a court or government agency shall be admitted to the schools and shall receive the same benefits and be subject to the same duties as resident children. [\[11\]](#)

### Inmates Of Institutions

A child who is an inmate of an institution for the care or training of children located within this district is not a legal resident of the district by such placement; but they shall be admitted to district schools, and a charge shall be made for tuition in accordance with law. [\[12\]](#)[\[13\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[9\]](#)[\[20\]](#)

### Students Experiencing Educational Instability

The district shall immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation. [\[21\]](#)[\[22\]](#)

### Future Residents

Upon written application to the Superintendent, the children of families who expect to become residents of this school district and who have signed a contract to buy, build, or lease a residence in the district shall be admitted to Spring-Ford Area School District at or after the beginning of the semester during which they expect to become residents. No tuition will be charged unless the persons in parental relations fail to submit proof of residence in the district within ninety (90) school days after the date of initial entry. Tuition charges for those who fail to qualify as residents shall commence at the end of the ninety (90) day grace period and will continue until such time as residence within the school district is established. Tuition charges shall be as provided under Section 2561 of the Public School Code. Tuition for the remainder of the school year must be paid in full between the 91st and 101st school day or the student will be disenrolled. [\[5\]](#)[\[9\]](#)

### Former Residents

Any senior student moving from the district during the school year shall be allowed to complete that academic year only after proof of residency within the district has been established on the first day of the student school calendar and a written application has been made to the Superintendent. Students in other grades who move from the district after March 15 shall be entitled to complete that academic year only tuition free. [\[5\]](#)

### Foreign Exchange Students

All organizations seeking to place foreign exchange students in the Spring-Ford Area Senior High School must first seek the initial approval of the principal and final approval of the Board.

The American Field Service and Rotary will be given the first opportunity to place foreign exchange students in the senior high school because of the high level of support which they are able to provide. Other organizations will be permitted to place foreign exchange students in the senior high school only if they can prove special needs or there are other extenuating circumstances.

The proper procedure for any organization to follow would be to contact the high school for a meeting to discuss the foreign exchange program prior to notification of any host families. Determination can be made at that time whether to proceed or not for the next school term.

It is recommended that the number of foreign exchange students be limited to a maximum of two (2) per school year.

### Other Nonresident Students

Nonresident students may be admitted to the district without payment of tuition in accordance with Section 1302 of the Pennsylvania Code and with appropriate affidavits and evidence provided in accordance with the district's administrative requirements showing legal dependency, guardianship, residential and financial support of the student or legal and primary physical custody in accordance with governing law.[7][8]

The student must live full-time and not just for the school year with district residents who assumed legal dependency or guardianship or residential support of the student.

### **Delegation of Responsibility**

The Superintendent or designee shall develop procedures for the enrollment of nonresident children which:

1. Admit such students only on proper application and submission of required documentation by the person in parental relation on the sole discretion of the Board, unless required otherwise by law.
2. Prior to accepting a student for enrollment, the administration will require proof of residency. The Board reserves the right to verify the residency of any enrolled student at any time.
3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.[16]

### Regulations

1. All categories of nonresident students shall be considered for entry or continued attendance only after a written application has been submitted to the office of the Superintendent. Tuition students shall not be accepted without prior approval by the Board.

2. The Superintendent is authorized to approve the attendance of future residents who qualify for tuition-free attendance. The Superintendent is also responsible for referring for approval of the Board all cases in which a future resident fails to establish residency in accordance with Board policy.
3. The principal of each school building shall be responsible for ascertaining the residency status of students who seek enrollment in the district's schools, providing direction to nonresidents concerning the provision of district policy, and giving prompt written notice to the Superintendent or designee of any change in student residency status addressed by this policy.

#### Legal

1. 24 P.S. 501
2. 24 P.S. 502
3. 24 P.S. 503
4. 24 P.S. 1301
5. 24 P.S. 1316
6. Pol. 200
7. 24 P.S. 1302
8. 22 PA Code 11.19
9. 24 P.S. 2561
10. Pol. 607
11. 24 P.S. 1305
12. 24 P.S. 1306
13. 24 P.S. 1307
15. 22 PA Code 11.18
16. Pol. 248.1
17. 24 P.S. 1308
18. 24 P.S. 1309
19. 24 P.S. 1310
20. 24 P.S. 2562
21. 24 P.S. 1331.1
22. Pol. 251

Book	Policy Manual
Section	600 Finances
Title	Purchases Subject to Bid/Quotation
Code	610
Status	Draft (PSBA 12/21)
Adopted	March 25, 1991
Last Revised	January 22, 2018

### **Authority**

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law.[\[1\]\[2\]](#)

### **Supplies**

Furniture, equipment, and school supplies to be purchased by the district shall comply with all applicable legal requirements governing bidding and purchasing thresholds published annually by the Pennsylvania Department of Labor and Industry and/or federal guidelines, when applicable.[\[1\]\[2\]\[3\]\[4\]](#)

### **Contracts**

All contracts for construction, reconstruction, repairs, maintenance or work on any school building as property shall comply with all applicable legal requirements governing bidding & purchasing thresholds published annually by the Pennsylvania Department of Labor and Industry and/or federal guidelines, when applicable.[\[1\]](#)

### **Electronic Bidding**

The Board may receive bids electronically for competitive contracts,, in compliance with applicable laws and Board policy.[\[5\]\[6\]](#)

The district shall electronically maintain the confidentiality of the bid until the bid opening.[\[6\]](#)

### **Delegation of Responsibility**

Bid specifications and bid documents shall be prepared by the administrator responsible for overseeing the purchase and reviewed by the solicitor.

Bid specifications shall provide for alternates wherever possible.[\[2\]](#)

The administrator shall combine like items of supply and material whenever it is feasible, and permissible under statute, and not split purchases to avoid these requirements for bidding.[\[1\]\[2\]](#)

### **Guidelines**

Bids shall be opened publicly by the administrator before one (1) or more witnesses at a previously designated time and place. Contracts shall be awarded to the responsible bidder submitting the lowest responsive bid upon resolution of the Board, unless the Board chooses to reject all bids.[\[2\]](#)

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or the continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[\[1\]](#)

Legal

1. 24 P.S. 751
2. 24 P.S. 807.1
3. 2 CFR Part 200
4. 24 P.S. 120
5. 62 Pa. C.S.A. 4602
6. 62 Pa. C.S.A. 4603
- 62 Pa. C.S.A. 4601 et seq

Book	Policy Manual
Section	700 Property
Title	Disposal of District Owned Property
Code	706.1
Status	DRAFT
Adopted	
Last Revised	

### **Purpose**

Unneeded surplus and obsolete property can consume valuable storage space. This policy is intended to quickly and efficiently dispose of such property, thus avoiding future unnecessary handling and storage. The District shall sell or dispose of such property in both an environmentally responsible and secure manner, in accordance with applicable law.

### **Authority**

When it has been determined that any property or equipment is obsolete or unneeded surplus, the Board authorizes that such property or equipment may be sold, exchanged, disposed, or donated in accordance with the following provisions:

- The property or equipment is no longer required for its originally intended purpose.
- The property or equipment is considered out-of-date, obsolete, or in unusable condition.
- The property or equipment is in quantities exceeding any possibility of effective use by the District.

### **Guidelines**

The Board shall by resolution dispose of unused, unnecessary, surplus, or obsolete property within the Capital Asset Inventory System, including but not limited to: furniture, equipment, technology, or supplies by any of the following methods:

1. Public auction after such notice as the Board shall determine.
2. Solicitation of bids or quotations from companies or persons engaged in a business related to the nature of the items to be disposed.[1]
3. Offer to the general public at prices fixed by the Board.
4. Offer to suppliers of similar books, furniture, supplies or equipment, who shall be required to state their bid for the same as a dollar discount against items they may be proposing to sell to the school district.
5. Donation
6. Discarded or recycled in accordance with all applicable laws.

7. Such other methods as the Board may approve.

Notice of disposal of property shall be advertised in accordance to bidding requirements.[1]

Items not part of the Capital Asset Inventory System or those of little value such as consumables, library or classroom books, workbooks, laboratory manuals, and paperback books may be disposed at the direction of the Superintendent or designee and following the same methods as Capital Asset disposal when they are no longer of any value to the District and after other local educational agencies and libraries have indicated that they do not want the materials.

There shall be no disposal of property or equipment owned by the District except by this Policy.

The disposal of any equipment or other property through waste management services must be done in a manner consistent with environmental rules and regulations and other applicable law. If the property contains hazardous waste materials, it may require special handling in disposal.

District connected personnel may not receive or accept abandoned or disposed of property except that they may join with others in bidding for items to be sold.

All personally identifying, proprietary, and confidential information and licensed software shall be removed from the property before any disposal. The Department of Technology shall ensure that any electronic files on any technology devices containing personally identifying, proprietary, or confidential information are erased or otherwise permanently inaccessible from such devices prior to disposal.

The Chief Financial Officer or designee shall be responsible for maintaining records of all obsolete and unnecessary property disposed of during each fiscal year. This summary shall include the quantity, description of property, method of disposition, and value received. Such records shall be maintained in accordance with applicable law or Board Policy.

#### Legal

1. Pol. 610
2. Pol. 622
3. Pol. 706

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

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

**(Attachment A13)**

# Spring-Ford Area School District

## 2023-2024 Health and Safety Plan



Health and Safety Plan Summary: **SPRING-FORD AREA SCHOOL DISTRICT**

Initial Effective Date: **JUNE 21, 2021**

Date of Last Review: **FEBRUARY 27, 2023**

Date of Last Revision: **AUGUST 22, 2022**

### Summary

Spring-Ford Area School District (SFASD) is planning to open for in-person instruction, 5-days per week, for all students in kindergarten through 12th grade for the 2023-2024 school year.

- SFASD will monitor county and municipality data.
- SFASD will continue to consider guidance and implement mandates provided by:
  - The Center for Disease Control and Prevention (CDC)
  - The Pennsylvania Department of Health (PaDoH)
  - The Pennsylvania Department of Education (PDE)
  - The Montgomery Office of Public Health (MCOPH)
- If schools are required\* to be closed fully, SFASD will operate on a synchronous and virtual basis.
  - Staff will report to their assigned building for instruction
  - Students with special needs will adhere to a modified in-person model where feasible to best facilitate a Free and Appropriate Public Education (FAPE)
  - Athletics and extracurricular activities will follow PaDoH/PDE/MCOPH/PIAA/PAC requirements. Guidelines will be considered.

- To the extent significant changes are required to this plan, the administration will seek board authorization to enact such changes

\* A requirement to modify our instructional model is defined as a mandate from PDE/PaDoH/MCOPH.

**Health and Safety Plan**

In accordance with the PA Department of Education guidance, the district’s Health and Safety Plan must be approved by each school entity’s governing body. This plan will be approved on August 28, 2023 by the Spring-Ford Area School District School Board and posted on the district website, located at <https://www.spring-ford.net/about-spring-ford/reopening-plan>. Throughout the implementation period, the Health and Safety Team will review the plan and make updates as needed (every 6 months minimally). Updates will be reviewed with the Board of School Directors and posted to the district website with a date to reflect the most current updates.

**Health and Safety Planning Team**

Various aspects of the 2023-2024 reopening plan were discussed and vetted through multiple stakeholders. The Health and Safety Planning Team served in various capacities as SFASD planned to bring our students back to school. Additionally, parent/community feedback is gathered through surveys and public meetings. There has been an established avenue for sharing feedback from parents and community members, students and staff.

<b>Team Member</b>	<b>Stakeholder Group</b>
Courtney Amersbach	Educator: Virtual/Cyber Learning Focus Group Co-Chair
Brianna Angelucci	District Administration: Supervisor of Curriculum
David Boyer	District Administration: Coordinator of Safety, Security, and Emergency Preparedness
Robert Catalano	District Administration: Director of Technology
Erin Crew	District Administration: Director of Communications, Marketing, and Media
Karen DeLange	Educator: SFEA Vice President
James Fink	District Administration: Chief Financial Officer

Catherine Gardy	District Administration: Director of Curriculum, Instruction, and Educational Technology, Data Collection/Analysis Subcommittee Co-Chair
Tina Giambattista	District Administration: Assistant Superintendent of Special Education and Student Services
Jaclyn Gospodarek	Nurse: COVID Liaison
Robert Hunter	District Administration: Director of Operations
Christina Khoury	Educator: Virtual/Cyber Learning Focus Group Co-Chair
Zachary Laurie	Educator: SFEA 2nd Vice President
Elizabeth Leiss	District Administration: Director of Human Resources/Pandemic Liaison
Erin Lewandoski	Nurse: COVID Liaison
Michael McDaniel	District Administration: Athletic Director
Laura McNeil-Murphy	Nurse: Department Chair
Dan Miscavage	District Administration: Athletic Director
Robin Moyer	Building Administration: Elementary Principal
Kelly Murray	District Administration: Assistant Superintendent of Teaching, Learning, and Innovation
Marilyn Nepps	Educator: Data Collection/Analysis Subcommittee Co-Chair
Aimee Oblak	Supervisor of Special Education: Special Education Subcommittee Co-Chair
Jennifer Rinehimer	District Administration: Supervisor of Curriculum; SFCL Principal
Jaclyn Ritter	Educator: SFEA President
Robert Rizzo	District Administration: Superintendent/Pandemic Liaison
Gina Romanelli	Educator: 21st Century Learning Subcommittee Co-Chair
Shawn Ryan	District Administration: Supervisor of Operations
Mollie Smith	Educator: Special Education Subcommittee Co-Chair
Trisha Smith	Nurse: Department Chair

**#1 - How will the Local Education Agency (LEA), to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?**

- SFASD will continually review the most recent guidance, recommendations, and mandates from the CDC, PDE, PaDoH, and MCOPH.
- SFASD Health and Planning Safety Team will regularly review the current plan and update to be in alignment to the extent feasible. Each update will be presented and approved by the SFASD Board of School Directors.
- SFASD will continue to foster communication and collaboration between Montgomery County Intermediate Unit and our district partners.

**#2 - How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services?**

- SFASD has developed a robust continuity of instruction plan through the collaborative efforts of many administrators and educators within the district. The CoE plan can be accessed [HERE](#).
  - Spring-Ford Area School District is planning for a full return to in-person learning for the 2023-2024 school year. Should a mandated closure occur, SFASD will seamlessly transition to fully virtual and synchronous activities.

**#3 - How will the LEA maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC?**

- SFASD will discuss and consider following recommended practices as per the PDE/PaDoH/MCOPH/CDC guidance to the extent they are feasible.

## Universal and correct wearing of masks

Item	Low/Medium/High
<p><b>Staff, Students, and Visitors:</b> Guidelines on the use of face coverings (masks or face shields)*</p> <p><i>*<a href="#">Click here</a> for the CDC's page on mask guidance.</i></p>	<ul style="list-style-type: none"> <li>● <b>K-12:</b> Masks are optional.</li> <li>● Alternative face coverings may be provided upon request.</li> <li>● Masking may be required as part of a “test to stay” or “mask to stay” protocol.</li> <li>● Masking may be required as part of a return from isolation protocol.</li> </ul>

## Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding)

Item	Low/Medium	High
<p>Protocols for distancing student desks/ seating and other social distancing practices classroom/learning space occupancy that allows for separation among students and staff throughout the day to the maximum extent feasible.</p>	<ul style="list-style-type: none"> <li>● All spaces within the district will resume with normal spacing and floor plans.</li> </ul>	<ul style="list-style-type: none"> <li>● A minimum of 3' of physical distancing may be established in all learning environments to the extent feasible.</li> <li>● Special consideration for musical performing ensembles, classroom spaces, and instrumental/choral music instruction may be implemented.</li> </ul>
<p>Procedures for restricting the use of cafeterias.</p>	<ul style="list-style-type: none"> <li>● An automated process (RFP) will be used for student payment in the lunch line to minimize touching of the check-out keypad. If this system is not available, students will be required to sanitize their hands after they use the keypad.</li> <li>● Cleaning carts will be available in all spaces used for serving/eating lunch to facilitate wiping down of surfaces in between lunch services.</li> </ul>	<ul style="list-style-type: none"> <li>● Cafeteria seating will maximize spacing to the extent feasible.</li> <li>● Student seating may be staggered to avoid sitting directly across from one another.</li> </ul>
<p>Methods of limiting the</p>	<ul style="list-style-type: none"> <li>● No restrictions will be in place when in</li> </ul>	<ul style="list-style-type: none"> <li>● Students will practice safe social distancing, to the</li> </ul>

number of individuals in classrooms and other learning spaces, and interactions between groups of students	Low/Medium.	extent feasible, when moving throughout the buildings.
Procedures to limit the sharing of materials among students	<ul style="list-style-type: none"> <li>No restrictions will be in place when in Low/Medium</li> </ul>	<ul style="list-style-type: none"> <li>Student material sharing will be limited to the extent feasible.</li> </ul>
Protocols for adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> <li>No restrictions will be in place when in Low/Medium</li> </ul>	<ul style="list-style-type: none"> <li>No restrictions will be in place when in High unless transportation safety protocols are mandated by PDE/PaDoH/MCOPH/CDC.</li> <li>Strategies may include students being seated one to a seat, loading the bus from back to front, and unloading from front to back to the extent feasible.</li> </ul>

<b>Handwashing and respiratory etiquette</b>	
Item	Low/Medium/High
Hygiene practices for students and staff which include the manner and frequency of hand-washing.	<ul style="list-style-type: none"> <li>Stay home when sick.</li> <li>Hands should be washed regularly. Handwashing should include the use of regular soap and water for a minimum of 20 seconds. If soap is not immediately available, use hand sanitizer with 60% alcohol content or greater.</li> <li>Avoid touching your eyes, nose, and mouth with unwashed hands.</li> </ul>
Hygiene practices for students and staff which include respiratory etiquette	<p>Students and staff will be encouraged to:</p> <ul style="list-style-type: none"> <li>Cover your mouth and nose when coughing or sneezing.</li> <li>Use tissues and throw them away.</li> <li>Wash your hands or use a hand sanitizer every time you touch your mouth or nose.</li> </ul> <p>SFASD will:</p> <ul style="list-style-type: none"> <li>Provide tissues and no-touch receptacles for their disposal.</li> <li>Provide resources for performing hand hygiene in or near waiting areas.</li> <li>Provide space and encourage symptomatic patients to sit as far away from others as possible.</li> </ul>

**Cleaning and maintaining healthy facilities, including improving ventilation**

Item	Low/Medium/High
<p>Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces and any other areas used by students (i.e. restrooms, hallways, and transportation.</p>	<ul style="list-style-type: none"> <li>● SFASD will utilize EPA approved disinfectants against COVID-19.</li> <li>● All classrooms will be cleaned, sanitized &amp; disinfected at least 1x/day 5 days per week per CDC Guidance.</li> <li>● All bathrooms and locker rooms will be cleaned, sanitized &amp; disinfected at least 1x/day 5 days per week per CDC Guidance.</li> <li>● Hand sanitizing stations will be installed in every classroom, building primary entrances and office areas.</li> <li>● Scheduled filter and equipment preventative maintenance according to manufacturer’s instructions.</li> <li>● Inspection and maintenance on exhaust systems in kitchens and bathrooms.</li> <li>● All HVAC equipment and building automations systems operate as designed.</li> <li>● To the extent feasible, SFASD will implement recommended CDC strategies.</li> </ul>

**Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments**

Item	Low/Medium/High
<p>Contact Tracing</p>	<ul style="list-style-type: none"> <li>● Contact tracing may occur in alignment with MCOPH guidelines providing Spring-Ford is mandated to comply.</li> </ul>
<p>Isolation</p>	<ul style="list-style-type: none"> <li>● Confirmed positive cases will be isolated as per MCOPH Health Code and CDC guidance.</li> <li>● A modified isolation may be utilized requiring masking upon return to school for a defined period of time.</li> </ul>
<p>Quarantine</p>	<ul style="list-style-type: none"> <li>● Close contacts may be quarantined as per MCOPH Health Code and CDC guidance.</li> <li>● A modified quarantine may be utilized.</li> <li>● “Test to stay” and “testing out of quarantine” protocols may be employed to minimize students’ time out of the building.</li> </ul>

	<ul style="list-style-type: none"> <li>• “Mask to stay” may be employed to eliminate students’ time out of the building.</li> </ul>
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### **Diagnostic and screening testing**

Item	Low/Medium/High
Staff self monitoring	<ul style="list-style-type: none"> <li>• Staff should continue to self-monitor and remain home if not feeling well.</li> </ul>
Staff testing	<ul style="list-style-type: none"> <li>• SFASD may continue optional testing for interested staff members.</li> </ul>
Testing to stay	<ul style="list-style-type: none"> <li>• SFASD may implement a test to stay protocol               <ul style="list-style-type: none"> <li>◦ Should identified close contacts be required to quarantine, a test to stay program could provide an opportunity for students to be monitored and avoid quarantine providing they are asymptomatic.</li> </ul> </li> </ul>
Masking to stay	<ul style="list-style-type: none"> <li>• SFASD may implement a mask to stay protocol               <ul style="list-style-type: none"> <li>◦ Should identified close contacts be required to quarantine, a mask to stay program could provide an opportunity for students to be monitored and avoid quarantine providing they are asymptomatic.</li> </ul> </li> </ul>
Testing out of quarantine	<ul style="list-style-type: none"> <li>• SFASD may implement a testing out of quarantine protocol to encourage staff and students to return to school in an expedient manner, minimizing disruptions.</li> </ul>

### **Efforts to provide vaccinations to school communities**

Item	Low/Medium/High
Vaccination information	<ul style="list-style-type: none"> <li>• SFASD will continue to provide information on vaccination sites and availability through multiple means of communication as needed.</li> </ul>
Vaccination School Site	<ul style="list-style-type: none"> <li>• Should a need arise, SFASD may coordinate with local pharmacists to provide a strategic pop-up vaccination site.</li> </ul>

### **Appropriate accommodations for students with disabilities with respect to health and safety policies**

Item	Low/Medium/High
In-person instruction	<ul style="list-style-type: none"> <li>● Normal attendance</li> <li>● If a modified model is mandated, students with IEPs may have the opportunity to continue in-person learning based on determined need.</li> </ul>
Accommodations	<ul style="list-style-type: none"> <li>● Regardless of instructional model or transmission rate, students with disabilities will be provided accommodations as needed to ensure access to a FAPE.</li> </ul>

### Coordination with state and local health officials

Item	Low/Medium/High
MCOPH	SFASD will continue to work alongside MCOPH and receive updates in conjunction with MCIU superintendent meetings.
PDE/PaDoH/CDC	SFASD will continue to review guidance and make updates to best practices as needed.
Montgomery County Network	SFASD will continue to foster communication and collaboration between Montgomery County Intermediate Unit and our district partners.