

**SPRING-FORD AREA SCHOOL DISTRICT
WORK SESSION**

Tuesday, January 16, 2024 ∞ 7:00 p.m.

**High School Cafeteria
350 South Lewis Road, Royersford, PA 19468**

RCTV YouTube Address: <https://www.youtube.com/ramcountrytv>

MISSION STATEMENT

Spring-Ford Area School District cultivates academic excellence, embraces inclusivity, fosters wellness, and purposefully integrates technology and innovation.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

An Executive Session will be held prior to tonight's meeting at 5:45 p.m. to discuss personnel items.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

II. DISCUSSION

A. Utilization of the PA Treasury unclaimed property funds in the amount of \$231,057.39

III. BOARD AND COMMITTEE REPORTS

Student Rep. Report	Arhan Kaul/Stella Stein	
Policy	Karen Weingarten	2nd Wed. 6:00 p.m
Curriculum/Technology	Dr. Margaret Wright	2nd Wed. 7:00 p.m.
MCIU	Dr. Margaret Wright	4th Wed. 7:00 p.m.
Asst. Superintendent's Report	Dr. Kelly Murray/Dr. Tina Giambattista	
Solicitor's Report	Mark Fitzgerald	

IV. MINUTES

A. Administration recommends approval of the November 27, 2023 Board Meeting minutes.
(Attachment A1)

B. Administration recommends approval of the December 4, 2023 Reorganization Meeting minutes.
(Attachment A2)

V. PERSONNEL

A. Resignations

1. **Kevin K. Bearde:** Head Custodian, Spring City Elementary School. Effective: December 15, 2023.
2. **Cortland Bigelow III,** Elementary Teacher, 5th/6th Grade Center, for the purpose of retirement. Effective: June 7, 2024.
3. **Jennifer L. Clarke:** Elementary Teacher, Oaks Elementary School, for the purpose of retirement. Effective: June 7, 2024.
4. **Bruce A. Cope:** World Language Teacher, Senior High School, for the purpose of retirement. Effective: June 7, 2024.
5. **Cathy A. Emswiler:** Instructional Assistant, Senior High School, for the purpose of retirement. Effective: June 7, 2024.

6. **Betsey J. Fulton:** Administrative Assistant, 7th Grade Center, for the purpose of retirement. Effective: July 3, 2024.
7. **Krisonel Jennings:** Music Teacher, 7th Grade Center, for the purpose of retirement. Effective: June 7, 2024.
8. **Naomi Morissette:** School Psychologist, Upper Providence Elementary School. Effective: June 7, 2024.
9. **Cheryl Murgia,** English Teacher, Senior High School. For the purpose of retirement. Effective June 7, 2024.
10. **Marylou Onorato:** Reading Specialist, Spring City Elementary School, for the purpose of retirement. Effective: July 15, 2024.
11. **Ashlee E. Stenman:** Elementary Teacher, 5th/6th Grade Center. Effective: January 24, 2024.
12. **Susan L. Trimble:** Elementary Teacher, Royersford Elementary School, for the purpose of retirement. Effective: July 15, 2024.
13. **Kacie B. Vargo:** Elementary Teacher, Royersford Elementary. Effective: February 10, 2024.
14. **Dacia A. Williams:** Elementary Teacher, 5th/6th Grade Center, for the purpose of retirement. Effective: June 7, 2024.
15. **Sherry Wilson-Garvin:** Instructional Assistant, 9th Grade Center, for the purpose of retirement. Effective: February 2, 2024.

B. Leave of Absence

1. **Madison A. Carter:** Social Studies Teacher, 8th Grade Center, for an extension of leave of absence per the Professional Agreement. Effective: January 23, 2024 through March 27, 2024.
2. **Lauren M. Rose:** Elementary Teacher, Limerick Elementary School, for an extension of leave of absence per the Professional Agreement. Effective: January 23, 2024 through March 27, 2024.

C. Professional Employee

1. **Kelly M. Armstrong:** School Psychologist, Spring City Elementary School and 5/6 Grade Center, replacing Jennifer K. Benson who resigned. Compensation has been set at M+30, Step 10, \$82,666.00 prorated with benefits per the Professional Agreement. Effective: January 29, 2024.
2. **Mark DeNicola:** English Teacher, Senior High School, replacing Gabrielle A. Sabatino who resigned. Compensation has been set at M+30, Step 2, \$60,856.00, prorated with benefits per the Professional Agreement. Effective: December 18, 2023.

D. Temporary Professional Employee

1. **Olivia P. Delmoro:** Special Education Teacher, 5th/6th Grade Center, replacing Rachel E. Gwinn who resigned. Compensation has been set at B, Step 1, \$51,250.00, prorated with benefits per the Professional Agreement. Effective: January 3, 2024.
2. **Sheila A. O'Donnell:** Health and Physical Education Teacher, 5th/6th Grade Center, replacing Amanda P. Smith 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: January 23, 2024.
3. **Amir J. Pickens:** Health and Physical Education Teacher, 8th Grade Center, replacing Addie Plummer who had a change of assignment. Compensation set at B, Step 1, \$51,250.00, prorated with benefits per the Professional Agreement. Effective: To be determined.
4. **Christine A. Sterenczak:** Special Education Teacher, 7th Grade Center, replacing Carly R. Zaremski who resigned. Compensation has been set at M, Step 12, \$79,843.00, prorated with benefits per the Professional Agreement. Effective: January 16, 2024.

E. Change of Status

1. **Raven Carey:** Custodian to Head Custodian, Spring City Elementary School, replacing Kevin K. Bearde who resigned. Compensation has been set at \$17.56 per hour plus the head custodian stipend of \$1.25 per hour with benefits per the Custodian Benefit Summary Agreement. Effective: January 3, 2024.
2. **Matthew Stem:** Maintenance to Maintenance Foreman, Maintenance, replacing Barry L. Ziegler who retired. Compensation has been set at \$34.75 per hour plus the maintenance foreman stipend of \$5.00 per hour with benefits per the Maintenance Support Benefit Summary Agreement. Effective: April 8, 2024.

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. **Jamie L. Brigham**
2. **Hannah J. Warren**

G. Support Staff

1. **Jessica A. Blessum:** Instructional Assistant, 5th/6th Grade Center, replacing Maureen E. Faulkner who had a change of assignment. Compensation has been set at \$20.00 per hour with benefits per the Instructional Assistants Benefit Summary. Effective: December 18, 2023.
2. **Nickolas J. Centofanti:** Technology Support, 7th Grade Center, replacing Dennis D. Park who resigned. Compensation has been set at \$22.00 per hour with benefits per the Technology Support Benefit Summary. Effective: January 3, 2024.
3. **Terri L. Keeley:** Instructional Assistant, 5th/6th Grade Center, replacing Victoria L. Kaizar who had a change of status. Compensation has been set at \$20.00 per hour with benefits per the Instructional Assistants Benefit Summary. Effective: December 18, 2023.
4. **Eric Klein:** English Language Development, Instructional Assistant, 8th Grade Center. Compensation has been set at \$20.00 per hour with benefits per the Instructional Assistants Benefit Summary. Effective: January 3, 2024.
5. **Anna Kutsch:** Technology Support, 7th Grade Center, replacing Niloofar Abolfath who had a change of status. Compensation has been set at \$22.00 per hour with benefits per the Technology Support Benefit Summary. Effective: December 4, 2023.
6. **Jeffrey C. Roth:** System Administrator, District Office, replacing Anthony J. Malloy who resigned. Compensation has been set at \$90,000.00 prorated with benefits per the Administrative Support Benefit Summary. Effective: February 6, 2024.
7. **Virginia Savarese:** Registered Nurse, 9th Grade Center, replacing Jennifer R. Beyer who resigned. Compensation has been set at \$30.25 per hour with benefits per the Registered Nurse Benefit Summary. Effective: December 18, 2023.

H. Administration recommends approval of the following professional staff member(s) for before and after school tutoring for the 2023-2024 to be paid from ARP ESSER/7% Set Aside.

- | | |
|----------------------------|-------------------------------|
| 1. Kelly L.Cassel | 5. Christina Khoury |
| 2. Hope K. Davis | 6. Jessica A. Mecleary |
| 3. Kathryn L. Ellor | 7. Alexa M. Rawa |
| 4. Erin E. Hughes | 8. Suzanne D. Thompson |

I. Administration recommends approval of **Erin E. Hughes and **Gina M. Romanelli** to be hired as Summer 2024 R.A.M.S Coordinators. Compensation has been set at \$40.00/hour plus benefits**

(FICA & Retirement), not to exceed 140 hours per Summer R.A.M.S Coordinator. Funding will be from the ARP ESSER/7% Set Aside. Effective: May 1, 2024.

- J.** Administration recommends the following Registered Nurses as Nurses for the 2024 Summer R.A.M.S. Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

1. **Tara L. Santangelo**
2. **Sharon Wiltsie**

- K.** Administration recommends the following Registered Nurse as a Substitute Nurse for the 2024 Summer R.A.M.S. Program. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

1. **Jennifer A. Kurian**

- L.** Administration recommends the following Professional Staff as Teachers for the 2024 Summer R.A.M.S Program. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

- | | |
|-------------------------------|------------------------------------|
| 1. Laura E. Camp | 12. Marisa L. Natale |
| 2. Lauren M. Carr | 13. Jacqueline E. Pizzico |
| 3. Sienna K. Coleman | 14. Jeannine Plitnick |
| 4. Rachel A. DeBias | 15. Shawn Riordan |
| 5. Alyssa C. Dougherty | 16. Katharine G. Sargent |
| 6. Kathryn L. Ellor | 17. Georgeiann C. Sklenarik |
| 7. Maureen E. Faulker | 18. Megan E. Smith |
| 8. Lauren E. Flanagan | 19. Katelyn M. Vaccaro |
| 9. Julie M. Korchowsky | 20. Lynne M. Webb |
| 10. Kevin M. Lewis | 21. Rachel M. Weigel |
| 11. Paul E. Moser | |

- M.** Administration recommends approval of the 2024 Extended School Year Program (ESY) and the positions identified below to be held at the 5/6/7th Grade Center. The program will be held July 1 - August 1, 2024, Monday-Thursday. Instructional Assistants will work 8:45 a.m. - 1:15 p.m., all others will work 8:30 a.m.-1:30 p.m. There will also be a staff classroom set-up day on Thursday, June 27, 2024 and they will work 12:30 p.m. - 4:00 p.m.

1. Forty (40) Special Education Teachers at a rate of \$40.00/hour.
2. Sixty (60) Instructional Assistants. Rates will vary between \$20.00-\$28.71/hour depending on experience and educational degree.
3. Four (4) Full-Time Equivalent Speech Therapists at a rate of \$40.00/hour.
4. One (1) Behavior Specialist at a rate of \$40.00/hour.
5. One (1) Counselor at a rate of \$40.00/hour.
6. Two (2) Certified School Nurses at a rate of \$40.00/hour.
7. Twelve (12) Special Education Teachers-Tutors at a rate of \$40.00/hour. Position runs June 27-August 19, 2024.
8. Five (5) Special Education Teachers with WILSON experience for individual students as per the students' IEP at a rate of \$40.00/hour. Position runs June 27-August 19, 2024.

- N.** Administration recommends the following School Police Officers and School Security Officer for Summer R.A.M.S. Program. The Summer R.A.M.S. Compensation will be the employee's hourly rate and shall not exceed \$6,500.00, and will be paid, as previously budgeted, from the ARP ESSER/7% Set Aside.

- | | |
|-----------------------------|----------------------------|
| 1. Timothy Brennan | 3. David Egleston |
| 2. Jason Corropolese | 4. Robert Greenwood |

5. Terry Heydt
6. Gwendolyn Phillips

7. William Tims

- O. Administration recommends approval of **Resolution 2024-01** terminating employee #9431691 as presented.
- P. Administration recommends approval of the attached extra-curricular contracts for the 2023-2024 school year. (**Attachment A3**)
- Q. Administration recommends approval of the **Memo of Understanding** between the Spring-Ford Area School District and the Spring-Ford Education Association for the purpose of adding two extra-curricular positions.

VI. FINANCE

- A. Administration recommends approval for the 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. Food Service Checks
Check No. 2626 - 2630 \$ 117.55
2. General Fund Checks
Check No. 217536 - 217762 \$ 2,572,756.50
3. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH No. 232401157 - 232401573 \$10,539,591.17
4. Wires
Wire No. 202300104 - 202300144 \$ 11,344,035.50
5. Procurement Payments
Transaction No. 220000528 - 220000612 \$ 26,477.82

C. The following monthly Board reports are submitted for your approval:

1. Skyward Reports
 - Check Report
 - ACH Report
 - Wires Report
 - Procurement Report

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

1. **Quiver Farm Projects, Inc**, Pennsburg, PA - an egg hatching program at Spring City Elementary at a cost not to exceed \$750.00 and will be funded from the Spring City Elementary Budget.
2. **Science Explorers**, Mohnton, PA - a science hands-on assembly at Spring City Elementary at a cost not to exceed \$1,600.00 and will be funded from the Spring City Elementary School Budget.
3. **The Brain Show**, Canadensis, PA - an assembly at Spring City Elementary at a cost not to exceed \$2,150.00 and will be funded from the Spring City Elementary School Budget and the Phoenixville Community Health Foundation (PCHF) grant.

4. **What's Out There LLC**, Union, NJ - an assembly at Spring City Elementary at a cost not to exceed \$700.00 and will be funded from the Spring City Elementary Budget.
 5. **Michael McLeod, CCC-SLP TSSLD (GrowNow Therapy Services, LLC)**, Media, PA - to present "ADHD and Executive Functions" professional development workshops to district teachers (4.5 hours total) with a cost not to exceed \$2,250.00. Funding will be paid from the Assistant Superintendent of Student Services Budget.
 6. **The Lifeworks School** - to provide educational services for the 2023-2024 school year for a cost not to exceed \$39,050.00 and will be funded from the Special Education Budget.
 7. **First Children Services**, Philadelphia PA - to provide 2023-2024 school year BCBA services for a total not to exceed \$46,060.00 and will be funded from the Special Education Budget.
- E. Administration recommends approval of the **Proposed Preliminary General Fund Budget** for the 2024-2025 school year in the amount of \$203,431,922.00.
- F. Administration recommends approval to file with the Department of Education the 2024-2025 referendum exceptions estimated at \$2,000,000.00 for Special Education Expenditures and Retirement Contributions. These estimated referendum exceptions represent approximately 1.53% and could be used for allowable millage over the Act 1 State Index cap amount of 5.30%. Exceptions are permitted due to the recognition that there are extraordinary district expenses above the rate of inflation.
- G. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement commencing with tax year 2024 (School District tax year 2024-25) and ending with tax year 2032 (School District tax year 2032-33) for the property located at 3146 Sanatoga Road in Limerick Township and further identified as tax parcel No. 37-00-02632-00-4 (i) setting the assessment of the property at \$21,218,840 and (ii) requiring the property owner, Constellation Energy Generation, LLC, to make payments in addition to taxes to the School District for the duration of the agreement.
- H. Administration recommends upgrades to the Steve Bonetz Television Studio. Funding shall be provided by the Comcast EG Capital Grant not to exceed \$2,225.00.

VII. PROPERTY

- A. Administration recommends entering into a 4-year service agreement with Schindler Elevator Corporation for the High School elevator located in the fitness center. This agreement covers parts and labor for repairs, preventative maintenance, and safety testing for the length of the agreement. This agreement is effective from November 1, 2023 thru October 31, 2027. Funding will be paid from the Maintenance Budget and shall not exceed a 4-year total of \$16,704.00.
- B. Administration recommends entering into a 3-year agreement with Enel X for a Demand response Energy Curtailment Program Effective June 1, 2024 through May 31, 2027. Funding will be reimbursed back to the district as per their agreement. The current agreement expires May 31, 2024.

VIII. PROGRAMMING AND CURRICULUM

- A. Administration recommends the approval of Amplify Core Knowledge Language Studio (2022, Amplify Education, Inc.) to be used in Kindergarten through grade 5 in English Language Development classes. This purchase includes digital materials and print materials for students and teachers (1 year). The cost is not to exceed \$12,000.00 and is a budgeted item that will be paid from Title III and the Assistant Superintendent of Teaching, Learning and Innovation Budget.

- B. Administration recommends changing the name of “Fundamentals of Behavioral Science” to “Behavioral Science” in the 2024-2025 Spring-Ford Area High School Course Selection Guide.
- C. Administration recommends approval of a Memo of Understanding between the Spring-Ford Area School District and Immaculata University for the purpose of dual enrollment opportunities for eligible high school students.

IX. CONFERENCES AND WORKSHOPS

- A. **Jennifer Rinehimer**, Curriculum Supervisor and **9-12 Math teachers**, to attend “*First Education Math Summit*” virtually. The total cost of the conference is \$1,500.00 (registration). Substitute coverage is not needed.
- B. **Robert Catalano**, Director of Technology, **Katie A. Haberman**, Information Systems Analyst, and **Catherine Gardy**, Director of Curriculum & Instruction, to attend “*Pennsylvania Educational Technology Expo & Conference*” February 4-7, 2024 in Hershey, PA. The total cost of the conference is \$2,355.00 (registration, hotel, travel and meals). Substitute coverage is not needed.
- C. **Robert W. Rizzo**, Superintendent, to attend “*PASA Leadership Forum*” March 13-15, 2024 in Hershey, PA. The total cost of the conference is \$1,300.00 (registration, hotel, travel, and meals). Substitute coverage is not needed.
- D. **Kelly M. Murray**, Assistant Superintendent of Teaching, Learning and Innovation, to attend “*Artificial Intelligence Explorations and Their Practical Use in Schools*” virtually on February 12, 2024. The total cost of the conference is \$275.00 (registration). Substitute coverage is not needed.
- E. **Edward Yergey**, Grounds/Maintenance, to attend “*27th Annual KAFMO Athletic Field Conference*” in East Earl, PA. The total cost of the conference is \$130.00 (registration and travel).
- F. **Erin G. Crew**, Director of Communications/Marketing, and **Andrew Rothermel**, Coordinator of Communications and Media, to attend “*PenSPRA Symposium*” March 7-8, 2024 in State College, PA. The total cost of the conference is \$1,085.00 (registration, travel, hotel). Substitute coverage is not needed.
- G. **Daniel Miscavage**, Athletic Director, to attend “*PSADA Leadership Conference*” March 19-22, 2024 in Hershey, PA. The total cost is \$1780.00 (registration, membership fees, hotel, travel, and meals). Substitute coverage is not needed.

X. OTHER BUSINESS

- A. The following policies are submitted for **First Read**:
 - 1. **Policy # 239** - Foreign Exchange Students (**Attachment A4**)
- B. The following policies are submitted for **Approval**:
 - 1. **Policy #142** - Migrant Students (**Attachment A5**)
 - 2. **Policy #202** - Eligibility of Nonresident Students (**Attachment A6**)
 - 3. **Policy #243** - Academic Integrity (**Attachment A7**)
- C. Administration recommends approving the 2024-2025 district calendar as submitted. (**Attachment A8**)
- D. Administration recommends approval of the overnight trip request for Robert Swier, Cheryl Murgia, Veronica Ortiz, Amy Short, Kelly German, Julie Kelly, Lisa Gruhn and Allie Eddinger to accompany students qualifying for the DECA State Competition in Hershey, PA from February 21-23, 2024. Students will travel via chartered transportation. The cost of registration, lodging,

transportation and meals will be paid by the students attending. Students will miss 3 days of school and will be responsible for any missed work. The total cost to the district is for 3 days of substitutes.

XI. INFORMATIONAL

- A.** Effective January 1, 2024, the IRS mileage rate will be 67 cents per mile which is an increase of 1.5 cents from January 1, 2023 (65.5 cents).

XII. BOARD COMMENT

XIII. PUBLIC TO BE HEARD

XIV. ADJOURNMENT

On November 27, 2023, The Spring-Ford Area School District Board Meeting was called to order at 7:35 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

CALL TO ORDER

Mrs. Hermans called the meeting to order at 7:35 p.m.

Mrs. Bickert noted that Mrs. Deardorff, Mrs. Hermans, Mr. Jackson, Dr. Motzer, Mr. Shafer, Mrs. Weingarten, Dr. Wright and Mrs. Zasowski are present.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

An Executive Session was held on November 8, 2023 and prior to tonight's meeting at 6:30 p.m. for Personnel.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

John Yonchuck, Limerick - outgoing motions, school supplies wish lists

Ava Young, Schwenksville and Mary Grace Folk, Royersford - Girls Flag Football

Alexander Sullivan, Pottstown - Girls Flag football

Steve Fry, Royersford - Standardized test results, National conference, Superintendent to Assistant Superintendent Goals

Mr. Fink shared a preliminary budget presentation for the 2024-25 school year. This presentation will be posted on the website.

II. PRESENTATIONS

Mr. Miscavage recognized the championship winners, congratulations to all.

Mrs. Hermans and Mr. Rizzo recognized the outgoing Board members and showed a short video of their accomplishments.

Mr. Jackson and Mrs. Zasowski were both recognized by PSBA for their 8 years of service on the Board.

Mrs. Gardy shared the 2022-23 Data in a presentation that will be posted on the school district website.

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

(Attachment A1)

- **Boys' Golf Team** (PAC Championship)
 - **Girls' Tennis Team** (PAC Championship)
 - **Mia Matriccino/Evelyn Mejia** (PAC Girls Tennis Doubles Champion)
- B. Mrs. Erica Hermans**, School Board President, and **Mr. Robert Rizzo**, Superintendent, to recognize exiting School Board Members **Dr. Jennifer Motzer**, **David Shafer**, and **Colleen Zasowski**.
- C. Mrs. Erica Hermans**, School Board President, and **Mr. Robert Rizzo**, Superintendent, to recognize former School Board Member **Wendy Earle**.
- D. Mrs. Erica Hermans**, Board President, to present **Mrs. Colleen Zasowski** and **Mr. Clinton Jackson** 8 Year Honor Roll Certificate of Appreciation.
- E. Mrs. Catie Gardy**, Director of Curriculum, Instruction, and Educational Technology, to share a 2022-2023 Data Presentation.
- F. Mr. James D. Fink, CPA**, Chief Financial Officer, to present the 2024-2025 Proposed Preliminary Budget for the Spring-Ford Area School District.

III. BOARD AND COMMITTEE REPORTS

Student Rep. Report

Arhan Kaul/Stella Stein

Senior Kaul spoke about past events, including The boys and Girls Tennis winning the PAC Championships, Limerick to Limerick, report cards have been released, and Election Day on November 7th.

Junior Stein spoke about upcoming events which include SAT's, Winter sports has begun and the winter concerts.

Extracurricular Activities

David Shafer

1st Tue. 6:30 p.m.

Mr. Shafer highlighted the committee meeting which included the fall play was the most attended. Three new clubs were added, one was the future teachers of Spring Ford. There was an action item for the girls flag football.

Policy

Wendy Earle

2nd Mon. 6:30 p.m

Did not meet

Curriculum/Technology

Dr. Margaret Wright

2nd Mon. 7:30 p.m.

Dr. Motzer noted that a lot of the items discussed are on the agenda for approval. Summer programs were highlighted as well as the structure literacy grant covering a number of items on for approval. The full minutes will be posted on the district website once approved. Mrs. Zasowski asked about the programs being funded from the grant and how that will be funded in the future. Mrs. Gardy said they aren't an ongoing renewal.

Finance

Clinton L. Jackson

2nd Tue. 6:30 p.m.

Mr. Jackson provided an update on the finances, the budget timeline, busing software contract and leases on the agenda for approval.

Property

Clinton L. Jackson

2nd Tue. 7:30 p.m.

Mr. Jackson stated the committee had ongoing discussion on the GESA project, updates provided on the Lighting and HVAC projects, the monthly evacuations and alic drills were completed to name a few of the items discussed.

Personnel

Colleen Zasowski

As needed

Mrs. Zasowski noted there was a personnel meeting on November 10th.

MCIU**Dr. Margaret Wright****4th Wed. 7:00 p.m.**

Dr. Wright attended the PSBA delegate assembly as the MCIU representative. One item was that PSBA is asking for alternate ways to advertise instead of limiting it to newspapers. Also a number of Charter school topics were discussed such as residency and kindergarten.

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

Mrs. Zasowski students are engaged, the facilities are clean and well run. Donations of lighting and a local company is going to work with the facilities manager to help get Peco rebates. Dec 6th is the open house. Mr. Rizzo is now the Superintendent of record. Mr. Craig Robinson is the new principal. Applications are open.

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

Mrs. Deardorff, the big piece is budget planning that hasn't been distributed to the schools. Significant tax credits available.

PSBA Liaison**Abby Deardorff**

Mrs. Deardorff spoke of the delegate assembly. A lot of information about the required school board training.

American Legion**David Shafer**

Mr. Shafer reported that they met on October 26th and discussed capital investments.

Superintendent's Report**Robert Rizzo**

Spring Ford was highlighted on Good Morning America. These funds will be discussed in the finance Committee. Mr. Rizzo congratulated the retirees and noted their years of service.

Solicitor's Report**Mark Fitzgerald**

Significant case regarding the sunshine act and the changing the agenda. The commonwealth said that agendas can't be changed within 24 hours prior to the meeting. It was also noted that there is a concern about a delay in certifications of elections in Montgomery county. Mr. Fitzgerald also wanted to note that the Library agenda item should be noted that it should state pending final legal review in the minutes.

IV. MINUTES

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

A. Administration recommends approval of the October 16, 2023 Work Session minutes. **(Attachment A1)**

B. Administration recommends approval of the October 23, 2023 Board Meeting minutes. **(Attachment A2)**

V. PERSONNEL

Mrs. Deardorff made a motion to approve Personnel A-J, seconded by Dr. Wright. Motion carries 8-0.

A. Resignations

1. **Krista L. Beitler:** Instructional Assistant, 5th/6th Grade Center. Effective: November 13, 2023.
2. **Rachel E. Gwinn:** Special Education Teacher, 5th/6th Grade Center. Effective: January 2, 2024.
3. **Allie M. Moffett:** Health/Physical Education Teacher, 9th Grade Center. Effective: November 17, 2023.
4. **Karen L. Russo:** Elementary Teacher, Brooke Elementary, for the purpose of retirement. Effective: July 2, 2024.

(Attachment A1)

5. **Barry L. Ziegler:** Maintenance Foreman, District-Wide, for the purpose of retirement. Effective: April 8, 2024.

B. Leave of Absence

1. **Jamie S. Veen;** Special Education Teacher, Senior High, for an unpaid leave of absence per Board Policy. Effective: October 27, 2023 to return no later than January 4, 2024.

C. Professional Employee

1. **Dana K. Boettinger:** Speech and Language Therapist, Royersford Elementary School and Limerick Elementary School, replacing Katherine Macel who resigned. Compensation has been set at M+30, Step 13, \$99,500.00, prorated with benefits per the Professional Agreement. Effective: no later than January 29, 2024.

D. Temporary Professional Employee

1. **Kylie K. Sexton:** Elementary Strings Teacher, District-Wide Elementary, replacing Sunny Hwang who resigned. Compensation has been set at M, Step 1, \$52,750.00, prorated with benefits per the Professional Agreement. Effective: November 27, 2023.

E. Change of Status

1. **Niloofer Abolfath:** Support Technician to System Technician, 7th Grade Center, replacing Arthur P. Boyle who resigned. Compensation has been set at \$53,000.00, prorated with benefits per the Administrative Support Benefit Summary. Effective: November 27, 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. **Ana Karina Clark**
2. **Mary E. Jones**
3. **Angela E. Rowe**
4. **Ciara L. Skala**

G. Support Staff

1. **Cassidy M. Mosley:** Instructional Assistant, Upper Providence Elementary School, replacing Sherri K. Molishus who had a change of status. Compensation has been set at \$20.00 per hour with benefits per the Instructional Assistants Benefit Summary. Effective: November 21, 2023.
2. **Teresa Nicholas:** Instructional Assistant, Royersford Elementary School, replacing Megan E. McCullough who resigned. Compensation has been set at \$20.00 per hour with benefits per the Instructional Assistants Benefit Summary. Effective: December 4, 2023.
3. **Laurie L. White:** Instructional Assistant, 5th/6th Grade Center, replacing Brianna C. Noris who resigned. Compensation has been set at \$20.00 per hour with benefits per the Instructional Assistants Benefit Summary. Effective: November 30, 2023.
4. **Karly P. Sloan:** Instructional Assistant, Oaks Elementary School, replacing Lisa M. Collins who had a change of status. Compensation has been set at \$20.00 per hour with benefits per the Instructional Assistants Benefit Summary. Effective: November 27, 2023.

- H. Administration recommends approval of the following professional staff member(s) for online tutoring for the 2023-2024 to be paid from ARP ESSER/7% Set Aside.

1. **Noah C. Clinard**
2. **Jasmine Ewing**

- I. Administration recommends approval of the following professional staff member(s) for before and after school tutoring for the 2023-2024 to be paid from ARP ESSER/7% Set Aside.

1. **Tara L. Chester**
2. **Briana L. Hayes**
3. **Andrea L. Rees**
4. **Christina M. Stadlin-Zuniga**

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

VI. FINANCE

Mrs. Deardorff made a motion to approve Finance A-T, seconded by Mrs. Weingarten.
Motion carries 8-0.

- A. Administration recommends approval for the 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. Capital Reserve
Check No. 2113-2114 \$ 101,695.50
2. General Fund Checks
Check No. 217333 - 217535 \$ 623,375.14
3. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH No. 232400808 - 232401156 \$ 7,464,019.53
4. Wires
Wire No. 202300072 - 202300103 \$ 3,689,342.93
5. Procurement Payments
Transaction No. 220000488 - 220000527 \$ 23,277.17

- C. The following monthly Board reports are submitted for your approval:

1. Skyward Reports
 - Check Report
 - ACH Report
 - Wires Report
 - Procurement Report

- D. Administration recommends approval of the following **independent contracts**.

1. **Artist in Residency, Two of a Kind** to conduct a 7-day songwriting residency at Spring City Elementary School at a cost not to exceed \$4,165.00 and will be funded from the Spring City Home and School and the Spring City Elementary Budget.
2. **Mario Marchese**, to conduct 2 "*Mario the Maker Magician*" educational assemblies at Evans Elementary, 1 assembly at Royersford Elementary, and 1 assembly at Spring City Elementary at a cost not to exceed \$4,800.00 (\$1,200 per assembly) and will be funded from each of the schools budgets.

3. **Mike and Roberta Straka**, to conduct “*Dinosaur Dig, Rocks and Minerals, and Mystery Box Game Show*” educational assemblies at Spring City Elementary at a cost not to exceed \$550.00 and will be funded from the Spring City Elementary Budget.
 4. **The Camphill School** to provide educational tuition for the 2023-2024 school year at cost not to exceed \$71,000.00 and will be funded from the Special Education Budget.
 5. **Fairwold Academy** to provide related services and 1:1 services for the 2023-2024 school year for a cost not to exceed \$36,178.00 and will be funded from the Special Education Budget.
 6. **Pennsylvania School for the Deaf** to provide related services and 1:1 services for the 2023-2024 school year for a cost not to exceed \$58,776.40 and will be funded from the Special Education Budget.
 7. **Melmark School** to provide educational and related services for the 2023-2024 School Year for a total not to exceed \$104,958.00 and will be funded from the Special Education Budget.
 8. **Dr. Laura Roy** to present on the PA Department of Education Culturally Relevant and Sustaining Education Competencies (CR-SE) to teachers as required by the amendment to PA Code Chapter 49 of Title 22. The cost is not to exceed \$1,500.00. Funding will be paid from the Assistant Superintendent Budget.
 9. **Perkiomen Watershed Conservancy** to conduct “*Winter Secrets*” assembly at Spring City Elementary at a cost not to exceed \$457.50 and will be funded from the Spring City Elementary Budget.
 10. **EI US, LLC d/b/a Learn Well Services** to provide virtual teaching services for the 2023-2024 school year for a cost not to exceed \$22,440.00 and will be funded from the Special Education Budget.
 11. **QBS Safety Care** to provide Safety Care Train the Trainer Training for SFASD. The total cost is not to exceed \$12,300.00 and will be funded from the Special Education Budget.
- E.** Administration recommends approval of an addendum with The Vanguard School to provide 1:1 services for ESY 2023 at a total cost not to exceed \$2,800.00 and will be funded from the Special Education Budget.
- F.** Administration recommends approval of an independent contract with Procure Therapy to provide Paraprofessional, Certified Nursing Assistant and Speech/Language for the 2023-2024 school year at a cost not to exceed \$185,360.00 and will be funded from the Special Education Budget. This contract will replace a previously approved contract from another vendor unable to fill these positions.
- G.** Administration recommends approval of an addendum to Austill's Rehabilitation Services, Inc for ESY 2023 BCBA services in an amount not to exceed \$8,370.00 and will be funded from the Special Education Budget. This contract will replace a previously approved contract from another vendor unable to fill these positions.
- H.** Administration recommends approval of an independent contract with US Medical Staffing to provide LPN services for the 2023-2024 school year at a total cost not to exceed \$81,600.00 and will be funded from the Special Education Budget. This contract will replace a previously approved contract from another vendor unable to fill these positions.

- I. The Board of School Directors authorizes the administration to execute an amendment to the lease agreement with Spring City American Legion Baseball extending the Ram Stadium lease to January 15, 2036. All other lease terms and conditions remain unaltered. **(Attachment A4)**
- J. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 546 Enterprise Drive in Limerick Township and further identified as tax parcel No. 37-00-00659-83-4 setting (i) the assessment of the property at \$1,782,000 for tax year 2023 (School District tax year 2023-24), and (ii) the assessment of the property at \$1,597,500 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.
- K. The Board of School Directors authorizes Fox Rothschild LLP to enter into an agreement for the property located at 1201 S. Collegeville Road in Upper Providence Township and further identified as tax parcel No. 61-00-00226-20-8 setting (i) the assessment of the property at \$11,175,000 for tax year 2022 (School District tax year 2022-23), (ii) the assessment of the property at \$5,643,000 for tax year 2023 (School District tax year 2023-24), and (iii) the assessment of the property at \$5,058,750 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. Administration recommends approval of a contract with Tyler Technologies, Inc. for implementation services and subscription of the Traversa SaaS transportation routing software. The cost for year 1 is \$35,000.00 for implementation, training, and subscription fees. Subsequent subscription fees are not to exceed \$14,000.00 per year. Funding will be from the Transportation operating budget pending approval by the solicitor's office.
- M. Administration recommends approval of an agreement memorializing the property lease with the Royersford Public Library. The lease is a cost pass-through agreement as a partner serving our local community and students.
This is subject to final review of the legal language that was provided a few weeks prior to this meeting.
- N. Administration recommends the approval of additional funds for Capstone Academy for 2023-2024 school year, related services at a cost not to exceed \$11,040.00 and will be funded from the Special Education Budget.
- O. Administration recommends reapproval of an independent contract with Personal Health Care to provide Nursing Services for the 2023-2024 school year. Previously board approved funds in the amount not to exceed \$202,500.00 were only indicated for ESY 2023 services.
- P. Administration recommends approval of transportation mileage reimbursement agreement 2023-09 in an amount not to exceed \$4,500.00 and will be funded from the Special Education Budget.
- Q. Administration recommends approval of transportation mileage reimbursement agreement 2023-10 in an amount not to exceed \$15,076.00 and will be funded from the Special Education Budget.
- R. Administration recommends approval for educational services from Lakeside Educational Network for one special education student. The total contract cost shall not exceed \$54,842.80. The contract will be paid from the Special Education Budget.
- S. Administration recommends approval of the final reconciliation to the **Montgomery County Intermediate Unit** 2021-2022 and 2022-2023 Shared Services Plans in an amount not to exceed \$143,243.48 to cover increased expenditures for services and will be funded from the Special Education Budget.

- T. Administration recommends approval of a confidential settlement agreement 2023-11 in an amount not to exceed \$55,298.75. Funding will be paid from the Special Education Budget.

VII. PROPERTY

Mrs. Deardorff made a motion to approve Property A, seconded by Dr. Wright.

Motion carries 8-0.

- A. Administration recommends approval for the Phase 3 Camera upgrade project and the purchase of (32) 55" Display Monitors, 32 Licenses, 32 Extended Warranty(s) COSTARS Vendor #003-E22-627. Total cost will not exceed \$33,671.00. Funding will come from the Capital Reserve and then repaid from the School Safety Operating Budget.

VIII. PROGRAMMING AND CURRICULUM

Mrs. Deardorff made a motion to approve Programming and Curriculum A-M, seconded by Dr. Wright.

Motion carries 9-0.

- A. Administration recommends approval of a new course for the 2024-2025 school year. Board approval is requested so that administration may begin the process of planning for curriculum development, budgeting, and inclusion of the course in the student's course guide.
(Attachment A5)
- B. Administration recommends the approval of *Typing Pal*. This is a product renewal and is a budgeted item. The cost will not exceed \$600.00 and will be paid from the Curriculum Budget.
- C. Administration recommends the approval of Systematic Instruction in Phonological Awareness, Phonics, and Sight Words (SIPPS) 4th edition reading intervention program (2020, Collaborative Classroom) to be used for K-8 intervention. This purchase includes teacher instructional materials, student resources, and professional development. The total cost will not exceed \$40,000.00 and will be paid from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.
- D. Administration recommends the approval of *Assessing Reading Multiple Measures, 2nd edition* (2018, Consortium on Reaching Excellence in Education, Inc.) to be used in grades K-4 for reading intervention. This purchase includes 50 textbooks. The total cost will not exceed \$2,800.00 and will be paid from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.
- E. Administration recommends the approval of *Equipped for Reading Success* (2016, Casey & Kirsch Publishers) to be used in grades K-4 for reading intervention. This purchase includes 50 textbooks. The total cost will not exceed \$2,400.00 and will be paid from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.
- F. Administration recommends the approval of *Heggerty Phonemic Awareness Primary Extensions* (2022, Heggerty) to be used in grades 3-4 for reading intervention. This purchase includes 14 teacher manuals. The cost is not to exceed \$800.00 and will be paid from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.
- G. Administration recommends the approval of *Quick Phonics Screener - 3rd Edition* (2017, Read Naturally) to be used in grades K-4 for reading intervention. This purchase includes 50 textbooks. The total cost will not exceed \$5,500.00 and will be paid from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.
- H. Administration recommends the approval of the licensing agreement between Spring-Ford Area School District and Montgomery County Intermediate Unit for Wilson Reading System 3-day overview training. This agreement establishes training for up to 30 teachers for a 3-day training course designed to support learning in structured literacy and reading interventions. The total cost will not exceed \$7,850.00 and will be paid from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.

(Attachment A1)

- I. Administration recommends the approval of the licensing agreement between Spring-Ford Area School District and Montgomery County Intermediate Unit for Wilson Reading System Level 1 training. This agreement establishes training for up to 20 teachers for a one-year training course designed to support learning in structured literacy and reading interventions. The total cost will not exceed \$50,500.00 and will be paid from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.
- J. Administration recommends the approval of *Wilson Reading System Introductory Set (Steps 1-6), 4th Edition* (2018, Wilson Language Training Corporation). This purchase includes up to 30 reading system kits to be used for K-12 reading intervention. The total cost will not exceed \$11,200.00 and will be paid from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.
- K. Administration recommends the approval of the licensing agreement between Spring-Ford Area School District and AIM Institute for Learning and Research for Pathways to Proficient Reading. This agreement establishes training for up to 30 teachers a yearlong training course designed to support learning in structured literacy and reading interventions. The total cost will not exceed \$18,750.00 and will be paid from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.
- L. Administration recommends the approval of the cohort Reading Specialist program with Chester County Intermediate Unit for up to 10 teachers. This cohort training will provide teachers with 21 credits for eligibility for a Reading Specialist certification. The total costs will not exceed \$100,000.00 with all graduate credit tuition and textbook expenses being paid for from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.
- M. Administration recommends approval for a three-year independent contract with IXL Learning not to exceed \$15,746.00 and will be funded from the Special Education Budget.

IX. CONFERENCES AND WORKSHOPS

Mrs. Deardorff made a motion to approve Conferences and Workshops A-E, seconded by Mrs. Zasowski. Motion carries 8-0.

- A. **Lyndi Paladino**, School Psychologist, to attend "*National Association for School Psychologists (NASP) Annual Conference*" February 14-16, 2024 in New Orleans, LA. The total cost of the workshop is not to exceed \$1,320.00 (registration and hotel). Substitute coverage is not needed.
- B. **Brianna Angelucci and Jennifer Rinehimer**, Curriculum Supervisors, to attend "*PDE Data Summit*" March 11-13, 2024 in Hershey, PA. The total cost of the conference is \$1,055.00 (registration and travel).
- C. **Yvonne O'Dea and Emily McGranahan**, Music Teachers, to attend "*PA Music Educators State Conference*" April 17-20, 2024 in Erie, PA. The total cost of the conference is \$2,055.00 (registration, hotel, travel, and meals). Substitute coverage is needed for 3 days for both teachers.
- D. **Dwayne Ludwig and Craig Ruoss**, Grounds/Maintenance, to attend "*Penn State Extension Turf and Ornamentals School*" January 29, 2024 in Grantville, PA. The total cost of the conference is \$480.00. (registration and transportation). Substitute coverage is not needed.
- E. **Edward Koneski**, Grounds Foreman, to attend "*2024 Eastern PA Golf, Lawn, Landscape and Sports Turf Conference*" February 8, 2024 in East Earl, PA February 8, 2024. The total cost of the conference is \$180.00 (registration and transportation). Substitute coverage is not needed.

X. OTHER BUSINESS

Mr. Shafer made a motion to approve Other Business B-D, seconded by Mrs. Weingarten. Motion carries 8-0.

A. The following policies are submitted for First Read:

1. **Policy #142** - Migrant Students (**Attachment A6**)
2. **Policy #202** - Eligibility of Nonresident Students (**Attachment A7**)
3. **Policy #243** - Academic Integrity (**Attachment A8**)

B. The following policies are submitted for Approval:

1. **Policy #127** - Assessment of Educational Program (**Attachment A9**)
2. **Policy #137** - Home Education Programs (**Attachment A10**)
3. **Policy #146** - Student Services (**Attachment A11**)
4. **Policy #217** - Graduation Requirements (**Attachment A12**)
5. **Policy #226** - Searches (**Attachment A13**)
6. **Policy #236.1** - Threat Assessment (**Attachment A14**)
7. **Policy #250** - Student Recruitment (**Attachment A15**)
8. **Policy #251** - Students Experiencing Homelessness, Foster Care and Other Educational Instability (**Attachment A16**)
9. **Policy #800.1** - Electronic Signatures/Records (**Attachment A17**)

C. Administration recommends approval of the overnight trip of one hundred (100) students, three (3) staff and four (4) adult/chaperones to participate in orchestra and choir clinics at **George Washington University** and perform at the **Museum of the Marine Corps in Washington, DC** from Friday, April 5, 2024, through Sunday, April 7, 2024. Students will miss one (1) day of school and will be responsible for any missed work. The total cost for each student and chaperone is \$660.00 and includes registration, hotel, meals, and transportation. This trip is replacing the previously approved Nashville, TN trip that was approved in June 2023.

D. Administration acknowledges the acceptance of funds provided by NFL Eagles Flag Football in the amount of \$3,000.00, as well as uniforms and equipment. This donation will cover the start-up costs for a new Spring-Ford Area High School Girls' Flag Football club to start in the Spring 2024.

XI. INFORMATIONAL

A. The Board has reviewed and supports the superintendent and assistant superintendent goals for the 2023-2024 school year. (**Attachment A18**)

XII. BOARD COMMENT

Mrs. Deardorff clarified that she is confident with Mr. Fink.

Mrs. Weingarten thanked Mr. Reese from the SC American Legion.

Mrs. Weingarten shared the Ram that was purchased for the District Office.

Mr. Jackson recognized the outgoing Board Members.

Mrs. Hermans presented Mrs. Zasowski, a banner used at homecoming this year.

XIII. PUBLIC TO BE HEARD

Mr. Reese, Upper Providence Township - Outgoing Board Members, SC American Legion and acknowledged all the work that goes into assemblies

Kelly Volpe, Upper Providence - Structure Literacy Grant Program

John Yonchuk, Limerick - Outgoing Board Members

Jean Lare, Royersford and Heidi Ciano, Limerick - SNAP and after prom committee

XIV. ADJOURNMENT

The Board unanimously adjourned the meeting at 10:18 p.m. with a motion from Mr. Jackson, seconded by Mrs. Deardorff.

Respectfully submitted,

Laurie J. Bickert
Board Secretary

On December 4, 2023, The Spring-Ford Area School District Reorganization meeting was called to order at 7:34 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Karen Weingarten and Dr. Margaret D. Wright
Region II: Clinton L. Jackson
Region III: Abby Deardorff and Erica Hermans
Presiding Officer: Erica Hermans
Superintendent: Robert W. Rizzo
Assistant Superintendents: Dr. Kelly M. Murray-Absent and Dr. Tina L. Giambattista
Chief Financial Officer: Jim Fink-Absent
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Arhan Kaul and Stella Stein

I. CALL TO ORDER AND ATTENDANCE (By Erica Hermans, Current Board President)

Mrs. Hermans called the meeting to order at 7:34 p.m.

Mrs. Bickert noted Mrs. Deardorff, Mrs. Hermans, Mr. Jackson, Mrs. Weingarten and Dr. Wright in attendance.

II. PLEDGE OF ALLEGIANCE

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

Mr. Fitzgerald reviewed the purpose of the meeting.

IV. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

None

V. NOMINATIONS AND ELECTION OF TEMPORARY BOARD PRESIDENT

Mr. Jackson nominated Mrs. Hermans.

Mrs. Weingarten motioned to close nominations, seconded by Mrs. Deardorff.

With an anonymous vote, Mrs. Hermans is the temporary Board President.

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

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

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

VI. SWEARING IN OF THE NEWLY ELECTED BOARD MEMBERS ADMINISTERED BY THE HONORABLE JUDGE RICHARD H. WELSH

Judge Welsh administered the Oath of Office to Ms. Goldsmith, Ms. Westwood and Mr. Laky. Dr. Sharma will be sworn in within the next 10 days since he is absent this evening.

Region I: Heidi Goldsmith

Region II: Theresa Westwood
Sagar Sharma

Region III: David Laky

VII. SWEARING IN OF REELECTED BOARD MEMBER ADMINISTERED BY THE HONORABLE JUDGE RICHARD H. WELSH

Judge Welsh administered the Oath of Office to Dr. Wright.

Region I: Margaret Wright

VIII. NOMINATION AND ELECTION FOR THE OFFICE OF BOARD PRESIDENT

Ms. Goldsmith nominated Mrs. Hermans.

Mrs. Deardorff made a motion to close nominations, seconded by Mrs. Weingarten.

Motion carries 8-0, Mrs. Hermans is President.

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

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

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

IX. NOMINATION AND ELECTION FOR THE OFFICE OF BOARD VICE PRESIDENT

Mrs. Westwood nominated Mr. Jackson.

Mrs. Weingarten made a motion to close nominations, seconded by Mrs. Deardorff.

Motion carries 8-0, Mr. Jackson is the Vice-President.

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

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

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

X. The Board President shall designate a **Member and an **Alternate** to serve on the **Montgomery County School Directors Legislative Committee**. This committee is sponsored by the Montgomery County Intermediate Unit Board of Directors to provide a forum in which local directors can learn about legislative issues, which can affect education in Montgomery County.**

Abby Deardorff presently serves in this capacity and **Erica Hermans** presently serves as the alternate.
Mrs. Hermans appointed Ms. Westwood as the MCIU Legislative Liaison and Dr. Sharma as the alternate.

- XI.** The Board shall appoint a **PSBA Liaison** to represent the Spring-Ford Area School District. **Abby Deardorff** presently serves as the representative
Mrs. Deardorff nominated Ms. Goldsmith.
Mrs. Weingarten made a motion to close nominations, seconded by Mr. Jackson.
Motion carries 8-0, Ms. Goldsmith is the PSBA Liaison.
- XII.** The Board shall appoint a Representative to the **Spring City American Legion David Shafer** previously served as the representative.
Ms. Hermans nominated co-representatives, Mrs. Weingarten and Mr. Laky.
Mr. Jackson made a motion to close nominations, seconded by Ms. Westwood.
Motion carries 8-0 with Mrs. Weingarten and Mr. Laky as co-representatives.

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

Mr. Jackson made a motion to nominate Ms. Goldsmith to the three-year term.
Mr. Jackson motioned to close the nominations, seconded by Mrs. Weingarten.
Motion carries 8-0, Ms. Goldsmith is a JOC Member with a three-year term.

Mrs. Weingarten made a motion to nominate Mrs. Hermans to the two-year term.
Mr. Jackson motioned to close nominations, seconded by Mrs. Deardorff.
Motion carries 8-0, Mrs. Hermans is a JOC Member with a two-year term.

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

Wendy Earle	2023 (three-year term)
Karen Weingarten	2024
Colleen Zasowski	2025 (two-year term)

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

If more than one person is nominated for the office of the WMCTC Joint Operating Center Member, a roll call vote will be necessary to elect the WMCTC Joint Operating Committee Member.
- Nomination for the WMCTC Joint Operating Committee Member to fill the vacancy in the **two-year term**, namely the seat held by outgoing Board Member **Colleen Zasowski**.
- Motion to close the nominations. (A Second is needed to close the nominations)

(Attachment A2)

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

- XIV.** Board approval is needed for the attached list of Work Session/Board Meeting Dates for 2024.
(Attachment A1)
There was Board discussion about having 2 November meetings in 2024 and about starting the meetings at 7:00 p.m.
Motion by Mrs. Deardorff to approve the attached list of Work Session/Board Meeting Dates with a note that the meetings will start at 7:00 p.m., seconded by Ms. Westwood.
Motion carries 8-0.
- XV.** Board approval is needed to authorize the signature of _____ as the Board President so that they can sign all documentation on behalf of the Board.
Motion by Mrs. Weingarten to authorize Mrs. Hermans as the Board President to sign all documentation on behalf of the Board.
Motion carries 8-0.
- XVI. BOARD COMMENT**
Mr. Jackson, Mrs. Weingarten congratulated the new Board Members and Dr. Wright.
Mrs. Hermans congratulated the new Board Members and Mr. Jackson on the Vice President position.
- XVII. PUBLIC TO BE HEARD**
Mr. Reese, Upper Providence, spoke about the district having 1 seat with the Spring City American Legion. Mr. Rizzo stated that the district will continue to only have 1 vote.

Steve Fry, Royersford - EDI and election results.

Mr. Fitzgerald noted that the Board of Commissioners certified the election results and those were received earlier today.
- XVIII. ADJOURNMENT**
The Board unanimously adjourned the meeting at 7:59 p.m. with a motion by Mrs. Deardorff.

Respectfully submitted,

Laurie J. Bickert
Board Secretary

(Attachment A2)

	Contract Title	Season	Last	First	Stipend
1	5/6 Club #13- Running Club	Spring	Ames	Megan	\$402.00
2	Robotics Club - Evans Elementary	Fall	Angstadt	Adria	\$402.00
3	Evans Elementary Club #1- Reading Olympics	Year	Angstadt	Adria	\$402.00
4	Safety Patrol Sponsor – Evans Elementary	Year	Angstadt	Adria	\$585.00
5	Robotics Club - Evans Elementary	Spring	Angstadt	Adria	\$402.00
6	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Barber	Kelly R.	\$50/game
7	Unified Track Head Coach	Spring	Carroll	Mackenzie	\$2,772.00
8	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Cartwright	Bruce	\$50/game
9	Volunteer Assistant Basketball Coach - Girls'- HS	Winter	Cieszkowski	Matthew	Volunteer
10	Asst. Softball Coach-HS	Spring	Civitello	Kate	\$3,991.00
11	Asst. Lacrosse Coach-Girls'-HS	Spring	Cobaugh	Gracelyn	\$3,991.00
12	Choreographer Spring Musical - HS	Spring	Colgan	Caitlyn	\$3,150.00
13	Baseball Coach (7th Grade)	Spring	D'Orazio	Joseph T.	\$3,866.00
14	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Davis	Hope K.	\$50/game
15	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Daw	Ellen	\$50/game
16	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Dubeck	Nicole	\$50/game
17	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Flanagan	Lauren	\$50/game
18	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Gilmore	Laura	\$50/game
19	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Groff	Maura	\$50/game
20	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Heimer	Kim	\$50/game
21	Upper Providence Elementary Club #1- Leader in Me	Winter	Hughes	Erin	\$402.00
22	Upper Providence Elementary Club #2- Leader in Me	Spring	Hughes	Erin	\$402.00
23	Volunteer Assistant Track Coach -Boys' & Girls'- HS	Spring	Johnson	Derrick	Volunteer
24	Robotics Club - Upper Providence Elementary	Spring	Kehl	Mark	\$402.00
25	7th, 8th, & 9th Grade Wrestling Coach	Winter	Kozeniewski	Matthew	\$4,526.00
26	Asst. Baseball Coach-HS	Spring	Mansfield	Robert	\$3,991.00
27	Volunteer Assistant Wrestling Coach -HS	Winter	McGill	Brett A.	Volunteer
28	Evans Elementary Club #4- Reading Olympics	Year	Moreland	James	\$402.00

(Attachment A3)

29	Robotics Club - Evans Elementary	Year	Moreland	James	\$402.00
30	Co-Ed Fitness Intramural # 14 - Grade 5-6	Spring	Morrison	Lauren	\$402.00
31	Volleyball Coach-Boys'-HS	Spring	Moyerman	Samuel	\$5,854.00
32	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Mullen	Patrice	\$50/game
33	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Parker	Christina	\$50/game
34	Upper Providence Elementary Club #3- Leader in Me	Winter	Pastino	Gina	\$402.00
35	Upper Providence Elementary Club #4- Leader in Me	Spring	Pastino	Gina	\$402.00
36	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Pearson	Jaclyn B.	\$50/game
37	Asst. Volleyball Coach-Boys'- HS	Spring	Polzella	Marie A.	\$4,391.00
38	Associate Head Coach Track- Girls' & Boys'- HS	Spring	Rechtin	Lawrence	\$5,500.00
39	Robotics Club - Evans Elementary	Fall	Rizzuto	Sarah D.	\$402.00
40	Event Workers (Announcers, Clock Operators, Ticket Takers)	Year	Schulz	Shonna	\$50/game
41	Elementary Strings Ensemble - 4th Grade	Spring	Sexton	Kylie	\$2,215.00
42	String Jamboree- 4th Grade Director	Spring	Sexton	Kylie	\$440.00
43	Senior Elementary Band Director - 4th Grade	Spring	Slifer	Brett M.	\$2,325.75
44	Track Coach-Boys' & Girls'-HS	Spring	Stauffer	Danielle L.	\$9,648.28
45	SAP Coordinator - Evans Elementary	Year	Sullivan	Donna A.	\$402.00
46	Robotics Club/Tech Club	Year	Weidman	Melissa	\$1,104.00
47	Robotics Club - Upper Providence Elementary	Spring	Wichner	Christi	\$402.00

(Attachment A3)

Book	Policy Manual
Section	200 Pupils
Title	Foreign Exchange Students
Code	239
Status	Draft (PSBA 3/18)
Adopted	NEW
Last Revised	NEW

Purpose

In order to promote cultural awareness and understanding, and to provide diverse experiences to district students, the Board shall admit foreign exchange students into district schools.

Authority

The Board may accept foreign exchange students who meet the criteria **established in Board policy and administrative regulations.**

The Board may accept exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. Exchange students on a J-1 Visa shall not be required to pay tuition. The Board is not authorized to accept privately sponsored exchange students on an F or M Visa for attendance. Only schools certified by the Student and Exchange Visitor Program (SEVP) administered by U.S. Immigration and Customs Enforcement (ICE) can enroll F or M non-immigrant students, and no district schools are certified.

The Board reserves the right to limit the number of foreign exchange students admitted to the schools based on space availability and qualifying criteria.

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.

Delegation of Responsibility

The Superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools and recommending admission of students to the Board.

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 organization shall 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. All potential organizations or individuals applying for

admission shall forward the request to the Superintendent or designee by July 1 preceding the school year of attendance.

Guidelines

Foreign exchange students shall comply with all **enrollment and** immunization requirements for students. Once admitted, all foreign exchange students shall be subject to all Board policies, administrative regulations and rules governing all district students.[1][2]

Foreign exchange students shall be subject to the following guidelines:

1. Foreign exchange students shall be at least fifteen (15) years of age and shall not have attained the age of nineteen (19) by the first day of the academic year in the district, and shall be sufficiently fluent in English to function at the high school level, which is determined in the sole discretion of the administration].
2. Foreign exchange students may not be a graduate of their native school system.
3. Foreign exchange students must matriculate for a full academic year.
4. Foreign exchange students will be considered for admittance on a space-available basis.
5. The Superintendent reserves the right to deny admittance for any reason, in accordance with local, state, and federal law.
6. Resident host families shall submit a child support affidavit accepting responsibility for the foreign exchange student and verifying that they are serving as volunteer hosts without personal profit.
7. Foreign exchange students shall be encouraged to participate in all student activities and athletics, provided all eligibility criteria are met.
8. Foreign exchange students are expected to maintain a full course load each semester of attendance and demonstrate ongoing academic progress.
9. "Foreign exchange students may be awarded a high school diploma and participate in graduation exercises if (a) they successfully meet all academic and attendance requirements required of graduating senior high school students during the year they attend and (b) the senior high school approves of the award."

The district shall administer the Home Language Survey to foreign exchange students enrolling in district schools. Students identified as English Learners shall be assessed and provided appropriate instruction in accordance with the district's Language Instruction Educational Program (LIEP) and Board policy.[3][4][5][6]

Legal

1. Pol. 203

2. Pol. 200
3. 20 U.S.C. 6801 et seq
4. 22 PA Code 11.11
5. 42 U.S.C. 2000d et seq
6. Pol. 138
22 PA Code 4.74
8 U.S.C. 1101
22 CFR Part 62
22 PA Code 4.26

Book	Policy Manual
Section	100 Programs
Title	Migrant Students
Code	142
Status	Draft
Adopted	August 25, 2003
Last Revised	

Authority

The Board establishes a program to address the needs and provide appropriate services to migrant students attending district schools.[\[1\]\[4\]\[24 P.S. 1326\]\[24 P.S. 1327\]](#)

Guidelines

The district program for migrant students shall include procedures to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Ensure migrant students have the appropriate educational opportunities to meet the same academic standards required of all students.
3. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, career and technical education, language programs, counseling programs and elective classes.[3]
4. Provide persons in parental relations an opportunity for meaningful participation in the program.
5. Provide advocacy and outreach programs for migrant students and their families.
6. Provide professional development for district staff.

The district shall provide materials to persons in parental relations regarding their role in improving the academic achievement of their child.

Delegation of Responsibility

The Superintendent or designee shall develop procedures to notify and involve parents in the development, implementation and evaluation of the district's program for migrant students.

Legal

1. 20 U.S.C. 6391 et seq
3. Pol. 105
4. 34 CFR 200.81-200.88

Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students
Code	202
Status	Draft
Adopted	March 25, 1991
Last Revised	September 26, 2023

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

Please refer to Policy 239 (Foreign Exchange Students). [\[23\]](#)

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
- 23. Pol. 239

Book	Policy Manual
Section	200 Pupils
Title	Academic Integrity
Code	243
Status	Draft
Adopted	November 22, 2004
Last Revised	

Purpose

The District is committed to teaching students the concept of academic integrity in support of intellectual, creative, and ethical development. Furthermore, the District recognizes the importance of specific standards of conduct in academic affairs to creating and sustaining a climate of academic integrity in support of our educational mission.

Authority

The Board recognizes that the concept of academic integrity is developmental and authorizes the administration to guide the development of:

- Instructional materials to teach students about academic integrity.
- Procedures to be followed when academic dishonesty is suspected and articulated consequences for the elementary, middle and high school levels.

Definitions

Academic Integrity is teaching and learning in an environment characterized by five fundamental values: honesty, trust, fairness, respect, and responsibility (The Center for Academic Integrity, 1999; affiliated with the Kenan Ethics Program, Duke University).

Academic Dishonesty is the attempt to give or obtain assistance in a formal academic exercise without due acknowledgement.

Examples of academic dishonesty may include but not be limited to a student:

- Copying or allowing another to copy a test, homework or assignment.
- Receiving assistance on any assignment that was meant to be completed independently.
- Allowing a project partner to do all of the work and claiming credit.
- Giving or receiving information on a test, quiz or examination before, during or after it is administered.
- Using fabricated or forged information, images, documents or signatures.
- Multiple submissions of all or a substantive part of an assignment without prior permission.
- Using generative AI software or presenting the results from an AI platform as one's own

Artificial Intelligence (AI) is the ability of computer program, software, or platform to do tasks that are usually done by humans because they require human intelligence and discernment. Examples include, but are not limited to ChatGPT, OpenAI, Grammarly, Google Bard AI, Bing AI Chat, etc.[\[1\]](#)

Plagiarism, the theft of intellectual property and a form of cheating, is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. **Intentional plagiarism is when one knowingly submits someone else's words or ideas as if they were their own.** **Unintentional plagiarism is when one omits documentation, uses imprecise documentation, or paraphrases or summarizes someone's ideas in one's own words without acknowledging the source.**

Examples of plagiarism may include but are not limited to:

- Direct copying of another person's work (homework, reports, take-home exams, tests, research papers, music, art, etc.)
- Allowing false assumptions of authorship by failure to document sources or documenting inaccurately
- Missing or incomplete documentation or citation of a direct quote or paraphrase as assigned
- Failing to document the use of charts, graphs, diagrams or statistics not created or compiled on your own
- Students are not permitted to submit in whole or in part an assignment written for another course.
- Submitting work (homework, reports, take-home exams, tests, research papers, music, art, etc.) created with the use of AI.

Delegation of Responsibility

The Board authorizes the Superintendent or designee, to develop administrative regulations to be followed by all members of the educational community, for responding to and addressing academic dishonesty. Specifically, given the advent of AI tools, the Board further authorizes the Superintendent or designee to establish administrative regulations for the gradual and purposeful introduction of AI tools into the educational environment.

Guidelines

The District will implement appropriate procedures to assure that all district faculty and students are aware of the Academic Integrity policy. Teachers will review the definition of plagiarism and expected ethical behavior with their students. Procedures that accompany this policy emphasize the roles of teaching and learning in helping students to develop a strong sense of academic integrity and avoiding academic misconduct. The Superintendent or designee will develop procedures that outline the process of consequences for academic dishonesty. The procedures shall be communicated through the District's Code of Conduct.

Generally speaking, students are prohibited from using any and all AI tools (i.e. ChatGPT or DALL-E) or essay writing services (e.g. Chegg or Course Hero) to guide,

brainstorm, draft, or create student work until such time as administrative regulations can be developed outlining appropriate use. Any use of AI tools or essay writing services will be considered plagiarism and shall receive consequences in alignment with this policy.

A student may be suspected of plagiarism whenever their writing closely resembles another piece of writing familiar to the reader or when ideas and sentence structure differ markedly from other materials written by the student.

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In order to help students avoid plagiarism, the following action shall be instituted:

- The district shall teach developmentally appropriate lessons in research skills at all grade levels as reflected in research component of the K-12 language arts curriculum.

The district establishes the following consequences for intentional plagiarism:

- Plagiarism which involves using phrases or lines of text without proper citation. This level of plagiarism will result in ten percent (10%) reduction of the grade (Grades 7-12).
- Plagiarism which involves using two or more paragraphs of someone else's ideas or words without proper attribution or repeatedly paraphrasing without crediting the source. Significant portions of the paper are not the student's own work. Students in Grades 7-8 will receive a maximum grade of "60" for the assignment. Students in Grades 9-12 will receive "0" for the assignment.
- Plagiarism (Grades 9-12) occurs if most of the work has been copied from another source. This includes turning in a paper written by someone else. The consequences include a grade of "0" for the assignment and shall result in a notation on the student's permanent record.

Resources

1. [Britannica](#)

SPRING-FORD AREA SCHOOL DISTRICT

2024-2025 SCHOOL CALENDAR

JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024
S M T W TH F S	S M T W TH F S	S M T W TH F S	S M T W TH F S
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
28 29 30 31	25 26 27 28 29 30 31	29 30	27 28 29 30 31
NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025
S M T W TH F S	S M T W TH F S	S M T W TH F S	S M T W TH F S
1 2	1 2 3 4 5 6 7	1 2 3 4	1
3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11	2 3 4 5 6 7 8
10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18	9 10 11 12 13 14 15
17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25	16 17 18 19 20 21 22
24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31	23 24 25 26 27 28
MARCH 2025	APRIL 2025	MAY 2025	JUNE 2025
S M T W TH F S	S M T W TH F S	S M T W TH F S	S M T W TH F S
1	1 2 3 4 5	1 2 3	1 2 3 4 5 6 7
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14
9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21
16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31	29 30
30 31			

LEGEND

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

DAYS OF INSTRUCTION

Student Days: 180
Teacher Days: 190
12-Month Emp.: 261

- August 20-22: Staff In-Service Days
- August 26: First Day of School!
- September 2: Labor Day, Schools/Offices Closed
- October 3: Rosh Hashanah, No School for Students or 10-Month Employees
- October 18: Act 80 Day, No School for Students
- October 29: End of Quarter One
- November 1: Diwali, No School for Students or 10-Month Employees
- November 5: Election Day, In-Service Day
- November 25-26: Parent/Teacher Conferences, No School for Students
- November 27-29: Fall Break, Schools/Offices Closed
- December 23-January 1: Winter Break, Schools/Offices Closed
- January 20: Martin Luther King Jr. Day, Schools/Offices Closed
- January 22: End of Quarter Two

- February 17: Parent/Teacher Conferences, No School for Students
- March 14: Act 80 Day, No School for Students
- March 27: End of Quarter Three
- March 31: Eid al Fitr, No School for Students or 10-Month Employees
- April 17-21: Spring Break
- May 20: Election Day, In-Service Day
- May 26: Memorial Day, Schools/Offices Closed
- June 5: Class of 2025 Commencement Ceremony
- June 6: Last Day of School
- June 9: Last Day for Teachers

A Virtual Day or FID will be used in place of a snow day or other unplanned school closure and eliminates the need for a make-up day. On a weather related Virtual Day, students will follow a modified schedule with virtual lessons synchronously for a portion of each period.

(Attachment A8)