

On February 26, 2024, The Spring-Ford Area School District Board Meeting was called to order at 7:00 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

Region I: Heidi Goldsmith, Karen Weingarten, and Dr. Margaret D. Wright  
Region II: Clinton L. Jackson, Dr. Sagar Sharma, and Theresa Westwood  
Region III: Abby Deardorff, Erica Hermans, and David Laky  
Presiding Officer: Erica Hermans  
Superintendent: Robert W. Rizzo  
Assistant Superintendents: Dr. Kelly M. Murray and Dr. Tina L. Giambattista  
Chief Financial Officer: James Fink  
Solicitor: Mark Fitzgerald, Esq.  
Student Reps.: Arhan Kaul and Stella Stein

**CALL TO ORDER**

Mrs. Hermans called the meeting to order at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

Mrs. Hermans announced there was an Executive Session held prior to this meeting at 6:15 p.m. for a negotiations update.

Mrs. Bickert noted that all members were present.

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

None

**II. PRESENTATIONS**

The cast of Hero performed a number from the musical that will be playing this coming weekend.

**A. Alexander Cifelli**, Teacher and Spring Musical Director, to provide a glimpse of the Spring-Ford Area High School's Spring Musical *Big Fish*.

**III. BOARD AND COMMITTEE REPORTS**

**Finance**

**Clinton L. Jackson**

**4<sup>th</sup> Thur. 6:00 p.m.**

Mr. Jackson reported a summary of the meeting which included a report out of the executive monthly reports, the 2022-2023 financial audit report was reviewed, a 2024-2025 preliminary budget was reviewed and still in progress and noted that the Food service RFP is out for bid. Dr. Wright ask for the minutes for the Finance Committee be made available prior to the voting meeting.

**Property**

**Clinton L. Jackson**

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

Mr. Jackson provided updates on the chiller replacement at Royersford and Limerick as well as a Spring City Project update. It was noted that the School Police invested 16 Safe to Say Something, 21 Light speed investigations along with many drills. Updates were provided on several grants. Shout out to Facilities for making the schools driveways and sidewalks safe during inclement weather.

**WMCTC**

**Weingarten/Hermans/Goldsmith 1<sup>st</sup> Mon. 7:00 p.m.**

Mrs. Weingarten reported that the Comprehensive Plan is now on the website for review and the 3 key areas are: CoOps, Enrollment, and Nocti scores. The Skills Over Stereotypes will be held this week and the community dinner will be held next week.

**Legislative Committee**

**Theresa Westwood**

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

Mrs. Westwood's legislative report noted the governor's proposed budget for the 2024-2025 and discussion on cyber charter was most of the discussed. Included in the Board memo was an optional resolution if the Board was interested.

**PSBA Liaison**

**Heidi Goldsmith**

Ms. Goldsmith forwarded two available training opportunities to the Board from PSBA.

**American Legion**

**David Laky**

Mr. Laky reported the Board spoke about maintenance items to the baseball stadium.

**Superintendent's Report**

**Robert Rizzo**

Mr. Rizzo reported there were some big accomplishments for Spring-Ford. The HS Percussion Ensemble won the WGI regional Championship and noted the accomplishments with the Boys swimming, and Boys and Girls Basketball. Congratulations to the students that completed in the PTFCA track meet and all their accomplishments. All these students and teams will be recognized at an upcoming Board meeting.

**Solicitor's Report**

**Mark Fitzgerald**

No report but Mr. Fitzgerald reviewed Property item I and stated 2/3 of the Board must vote in favor for this to pass.

**IV. MINUTES**

Motion to approve Minutes A by Mrs. Weingarten, seconded by Dr. Wright.  
Motion carries 9-0.

- A. Administration recommends approval of the January 22, 2024 Board Meeting minutes. (Attachment A2)**

**V. PERSONNEL**

Motion to approve Personnel A-D, F-U by Mrs. Weingarten, seconded by Dr. Wright.  
Motion carries 9-0.

Motion to approve Personnel E by Mrs. Westwood, seconded by Mrs. Weingarten.  
Motion carries 9-0.

**A. Resignations**

1. **Nicole L. Dubeck:** Instructional Assistant, Senior High School. Effective: February 2, 2024.
2. **Rebecca L. Forbes:** Instructional Assistant, 7th Grade Center. Effective: March 8, 2024.
3. **Brittney Y. Eisenhauer:** Benefit Specialist, District Office. Effective: February 9, 2024.
4. **Gary W. Rhodenbaugh Jr.:** Extended School Year Coordinator. Effective: February 12, 2024.

**B. Leave of Absence**

1. **Anna Kutsch:** Support Technician, 7th Grade Center, for an unpaid leave of absence per Board Policy. Effective: June 17, 2024 (approximately) through June 28, 2024.

2. **Lauren M. Rose:** Elementary Teacher, Limerick Elementary School, for an extension of leave of absence per the Professional Agreement. Effective: March 27, 2024 through June 7, 2024.

### C. New Professional Employee

1. **Eual A. Phillips Jr.:** Chemistry Teacher, Senior High School, replacing Joseph DiMino who resigned. Compensation has been set at M +30, Step 10, \$82,666.00, prorated with benefits per the Professional Agreement. Effective: April 29, 2024.

### D. Temporary Professional Employee

1. **Annalise D. Hahn:** Elementary Teacher, Royersford Elementary School, replacing Kacie B. Vargo who resigned. Compensation has been set at B, Step 1, \$51,250.00, prorated with benefits per the Professional Agreement. Effective: February 19, 2024.

### E. New Change of Status

Administration recommends a change of status for **David J. Krakower** from 7<sup>th</sup> grade temporary building principal to 7<sup>th</sup> grade building principal effective February 27, 2024. Compensation will be set at \$162,859.00, prorated with benefits per the Act 93 Agreement.

### 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. **Melissa L. Wasko**

### G. Support Staff

1. **Cynthia Hunter:** Custodian, Senior High School, replacing Raven Carey, who had a change of status. Compensation has been set at \$17.22 per hour, with benefits per the Custodian Benefit Summary. Effective: February 19, 2024.
2. **Karima Idri:** Instructional Assistant, Senior High School, replacing Katie F. Johns, who had a change of status. Compensation has been set at \$20.00 per hour, with benefits per the Instructional Assistant Benefit Summary. Effective: February 19, 2024.
3. **Edward Plowfield:** Custodian, Royersford Elementary School. Compensation has been set at \$17.22 per hour, with benefits per the Custodian Benefit Summary. Effective: February 19, 2024.
4. **Nancy D. Taylor:** English Language Development Instructional Assistant, Senior High School. Compensation has been set at \$20.00 per hour with benefits per the Instructional Assistant Benefit Summary, Effective: February 26, 2024.
5. **Joel E. Whipple:** Secretary, Oaks Elementary School, replacing Celeste M. Foresta, who retired. Compensation has been set at \$16.52 per hour, with benefits per the Secretary Benefit Summary. Effective: February 14, 2024.

- 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. **Amanda M. Weckerly**

- I. 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. <b>Christopher D. Cameron</b> | 4. <b>Rachelle Hafer</b>    |
| 2. <b>Dawn M. Fanelli</b>        | 5. <b>Mary K. B. Whalen</b> |
| 3. <b>Lauren E. Flanagan</b>     | 6. <b>Christine N. Wike</b> |

- J.** Administration recommends approval of **Joan D. Flack** as an Instructional Assistant for the Pre-K Summer Readiness Program. Compensation will be set at the Instructional Assistant's current hourly rate plus benefits (FICA & Retirement).
- K.** Administration recommends approval of **Jessica A. Mecleary** as a Teacher for the Pre-K Summer Readiness Program. Compensation will be set at \$40.00/per hour plus benefits (FICA & Retirement).
- L.** The Board approved the following Program Coordinator for the 2024 Summer Instrumental Program. Compensation will be set at \$30.00 per hour and will be funded through student tuitions collected for the lessons. There will be no cost to the district.
1. **Brett M. Slifer**
- M.** Administration recommends approval of the following Music Teachers for the 2024 Summer Instrumental Program. Compensation will be set at \$30.00 per hour and will be funded through student tuition collected for the lessons. There will be no cost to the district.
1. **Sarah L. Becker-Fralich**
  2. **Michael Hoinowski**
  3. **Brett M. Slifer**
  4. **Heather Steele**
- N.** Administration recommends approval of the following Professional Staff as Special Education Teachers for the 2024 Extended School Year Program (ESY). The program will be held at the 5/6/7 Center, Monday through Thursday, 8:45 AM to 1:30 PM; July 1, 2024 through August 1, 2024, with a set up day from 12:30 PM - 4:00 PM on June 27, 2024. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Kelly R. Barber**
  2. **Mackenzie L. Carroll**
  3. **Hannah Z. Coath**
  4. **April Collins**
  5. **Olivia P. Delmoro**
  6. **Haley M. Didget**
  7. **Jennifer L. Elliott**
  8. **Ashley A. Galluppi**
  9. **Amy R. Heiman**
  10. **Kathy A. Lebedynsky-Pencak**
  11. **Barbara J. McGuigan**
  12. **Kelsey E. Mitton**
  13. **Marykay O'Callagan**
  14. **Megan E. O'Hara**
  15. **Shana L. Savard**
  16. **Christine A. Sterenczak**
  17. **Molly A. Storti**
  18. **Diane S. Vogt**
  19. **Amanda M. Weckerly**
  20. **Courtney A. Zettlemoyer**
- O.** Administration recommends approval of the following Professional Staff as Special Education Teacher Tutors for the 2024 Extended School Year Program (ESY) for a maximum of 30 hours. The position runs June 27, 2024 through August 19, 2024. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Maura F. Groff**
- P.** Administration recommends approval of the following Professional Staff as Special Education Teacher/Wilson Tutors for the 2024 Extended School Year Program (ESY) for a maximum of 30 hours. The position runs June 27, 2024 through August 19, 2024. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.
1. **Megan N. Yakupcin**
- Q.** Administration recommends approval of the following Professional Staff as Certified School Nurses for the 2024 Extended School Year Program (ESY). The program will be held at 5/6/7 Center, Monday through Thursday, 8:45 AM to 1:30 PM; July 1, 2024 through August 18, 2024, with a set up day from 12:30 PM - 4:00 PM on June 27, 2024. Compensation has been set at \$40.00/ hour plus benefits (FICA & Retirement). Funding will be from the Special Education funds.

1. **Erin J. Lewandoski**
2. **Melissa L. Wasko**

**R.** Administration recommends approval of the following Support Staff as Instructional Assistants for the 2024 Extended School Year Program (ESY). The program will be held at 5/6/7 Center, Monday through Thursday, 8:45 AM to 1:15 PM; July 1, 2024 through August 1, 2024, with a set up day from 12:30 PM - 4:00 PM on June 27, 2024. Compensation for new employees will be set at \$20/hour. 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. <b>Nora K. Albertson</b>       | 26. <b>Carlie A. Lewis</b>       |
| 2. <b>Michelle L. Bailey</b>      | 27. <b>Catherine J. Lewis</b>    |
| 3. <b>Jennifer Bonetz</b>         | 28. <b>Colleen A. Lewis</b>      |
| 4. <b>Alisha M. Breuninger</b>    | 29. <b>Jordyn Mayes</b>          |
| 5. <b>Ronda I. Brisbois</b>       | 30. <b>Viola S. McCollum</b>     |
| 6. <b>Cindy L. Butler</b>         | 31. <b>Patricia A. McCormick</b> |
| 7. <b>Devon N. Carlisle</b>       | 32. <b>Laura B. McQuaid</b>      |
| 8. <b>Cassandra L. Castrianni</b> | 33. <b>Sherri K. Molishus</b>    |
| 9. <b>Helena Colon</b>            | 34. <b>Emily M. Moore</b>        |
| 10. <b>Angie L. Cressman</b>      | 35. <b>Lauren M. Morgan</b>      |
| 11. <b>Jasmine A. Davis</b>       | 36. <b>Anastasia J. Morris</b>   |
| 12. <b>Colleen N. Deschamp</b>    | 37. <b>Cassidy M. Mosley</b>     |
| 13. <b>Debra A. DeMitis</b>       | 38. <b>Amy E. Remp</b>           |
| 14. <b>Paula T. Donatelli</b>     | 39. <b>Kristin Richter</b>       |
| 15. <b>Shannon L. Dusko</b>       | 40. <b>Karly P. Sloan</b>        |
| 16. <b>Anita M. Farrell</b>       | 41. <b>Sara E. Snyder</b>        |
| 17. <b>Joan C. Gerretz</b>        | 42. <b>Natalie A. Stark</b>      |
| 18. <b>Kyra L. Heiler</b>         | 43. <b>Alyssa D. Touey</b>       |
| 19. <b>Madison Johnson</b>        | 44. <b>Kathleen A. Valentine</b> |
| 20. <b>Janine M. Justice</b>      | 45. <b>Lisa Wait</b>             |
| 21. <b>Terri L. Keeley</b>        | 46. <b>Cheyenne K. Weston</b>    |
| 22. <b>Naomi L. Keen</b>          | 47. <b>Patricia B. Winston</b>   |
| 23. <b>David G. Kinch</b>         | 48. <b>Patricia A. Young</b>     |
| 24. <b>Colleen Kriebel</b>        | 49. <b>Sydney N. Ziviello</b>    |
| 25. <b>Erin B. Lenker</b>         |                                  |

- S.** Administration recommends approval of **Gina M. High**, Transition Coordinator, to coordinate Spring-Ford Transitional Employment Preparation (STEP) for the 2024 Extended School Year. This program will be held at the 5/6 Grade Center and the Senior High 10-12 Center. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement), not to exceed 70 hours. Funding will be from the Special Education funds.
- T.** Administration recommends approval of the attached extra-curricular contracts for the 2023-2024 school year. **\*Designates new addition since last week (Attachment A3)**
- U.** The Spring-Ford Area School District Board of School Directors recommends a salary increase of \$16,556.86 for **David W. Boyer**, Coordinator of Safety, Security, and Emergency Preparedness. Compensation has been set at \$112,000.00, prorated, effective February 27, 2024 and \$112,000.00 for the 2024-2025 school year.

## **VI. FINANCE**

Motion to approve Finance A-D6, E-N by Mrs. Weingarten, seconded by Mrs. Deardorff.  
Motion carries 9-0.

Motion to approve Finance D7 by Dr. Wright, seconded by Mrs. Weingarten.  
Motion carries 8-1. (Mrs. Goldberg was the dissenting vote)

**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. <u>Capital Reserve</u>		
Check No. 2115 - 2115	\$	19,473.77
2. <u>Food Service Checks</u>		
Check No. 2631 - 2632	\$	977.99
3. <u>General Fund Checks</u>		
Check No. 217763 - 217948	\$	615,110.41
4. <u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u>		
ACH No. 232401574 - 232401847	\$	8,741,558.44
5. <u>Wires</u>		
Wire No. 202300145 - 202300175	\$	3,719,121.30
6. <u>Procurement Payments</u>		
Transaction No. 220000613 - 220000640	\$	6,590.82

**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. **Valley Forge Educational Services** for providing Extended School Year Services at a cost not to exceed \$6,100.00 and will be funded from the Special Education Budget.
2. **Bodymetrix** to provide nutrition education assemblies for the 5<sup>th</sup>/6<sup>th</sup> Grade during the 2023-2024 school year. Cost will not exceed \$5,500.00 and will be paid for by the Pottstown Health and Wellness Grant.
3. **Raji Ganesh, DMD**, Audubon, PA. to perform state mandated dental screenings of students in grades 3 and 7 during the 2023-2024 school year as requested by parents/guardians. Funding will be paid from the General Fund and shall not exceed \$23.00 per screening.
4. **Dr. Laura Roy** to provide professional development on the state-mandated, Culturally-Relevant and Sustaining Education (CR-SE) Framework for the 2023-2024 and 2024-2025 school years. \$15,500.00 will be paid from the 2023-2024 Assistant Superintendent Budget and \$16,000.00 will be paid from the 2024-2025 Assistant Superintendent Budget.
5. **Lincoln Center for Family & Youth** to provide 2023-2024 School Year Services for a total cost not to exceed \$28,250.00 and will be funded from the Special Education Budget.

6. **The Camphill Special School** to provide paraprofessional services for one student for the 2023-2024 school year for a total cost not to exceed \$20,700.00 and will be funded from the Special Education Budget.
  7. **Dr. Jessy Sandoval-Barrett** to conduct Psychiatric Evaluations for two students for a cost not to exceed \$5,330.00 and will be funded from the Special Education Budget.
- E. Administration recommends the approval of special educational services from **Lakeside Educational Network** at a total cost shall not exceed \$22,200.00 and will be funded from the Special Education Budget.
  - F. Administration recommends approval to provide psychologist services and school year services for the 2023-2024 school year by the **Chester County Intermediate Unit (CCIU)** for a total cost not to exceed \$294,400.00. The contract will be funded from the Special Education Budget.
  - G. Administration recommends approval of the 2024-2025 **Montgomery County Intermediate Unit's Member Services** Budget in the amount of \$1,561,980.00. The amount represents a 0% increase from the 2023-2024 MCIU Member Services Budget overall amount. Spring-Ford's share, based upon enrollment, for 2024-2025 is \$120,297.00 which is a \$23.00 increase from last year's amount.
  - H. 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)** for the 2023-2024 School year, as per their IEPs. Anderson Explorations PHP is affiliated with the Montgomery County Intermediate Unit. The total will not exceed \$150,000.00 and will be funded from the Special Education Budget.
  - I. Administration recommends approval of **Valley Forge Educational Services** to provide 1:1 School Year Services for the 2023-2024 School Year at a cost not to exceed \$31,365.00 and will be funded from the Special Education Budget.
  - J. Administration recommends approval of **Devereux Advanced Behavioral Health** to provide psychological services at a cost not to exceed \$1,550.00 and will be funded from the Special Education Budget.
  - K. Administration recommends **Shoen Safety** to provide Basic Life Safety/First Aid CPR Train the Trainer instruction for six district members at a cost not to exceed \$2,100.00. These services will be funded from the Pottstown Health & Wellness Grant.
  - L. Administration recommends approval for the establishment of Future Teachers of Spring-Ford Club Student Activity Account.
  - M. Administration recommends approval for the establishment of a Reading Olympics/Library Club Student Activity Account.
  - N. Administration recommends approval of additional funds for Michael McLeod, CCC-SLP TSSLD (GrowNow Therapy Services, LLC) for professional development workshops at an amount not to exceed \$250.00. Funding will be paid from the Assistant Superintendent of Student Services Budget.

## VII. PROPERTY

Motion to approve Property A-H by Mrs. Weingarten, seconded by Mr. Jackson.  
Motion carries 9-0.

Motion to approve Property I by Mr. Jackson, seconded by Mrs. Deardorff.  
Motion carries 9-0.

- A. Administration recommends approval for additional costs incurred during the 2022/2023 grass cutting service agreement with Charlestown Landscaping. These costs were in addition to our board approved amount and were due to additional grass cutting required to maintain our fields. Funding will come from the Maintenance Budget and will not exceed \$12,000.00, as presented.
- B. Administration recommends approval for the replacement of the main fire pump at the High School by Sciens Building Solutions/Electronic Security Solutions through COSTARS. Funding will be paid from the Capital Reserve and shall not exceed \$38,500.00.
- C. Administration recommends approval for the replacement of carpet and cove base at Brooke Elementary School and the 9<sup>th</sup> Grade Center by Franklin Flooring Inc. through COSTARS. Funding will be paid from the Capital Reserve and shall not exceed \$132,000.00.
- D. Administration recommends approval of painting projects at Brooke and Oaks Elementary Schools by S.J Thomas Company, Inc. through KPN. Funding will be paid from the Capital Reserve and shall not exceed \$552,000.00.
- E. Administration recommends approval for the replacement of the fire alarm system at 9<sup>th</sup> Grade Center by Johnson Controls, Inc. through Sourcewell, conditioned upon legal review and receipt by the School District of all necessary contract documents properly executed and in proper form. Funding will be paid from the Capital Reserve and shall not exceed \$252,000.00.
- F. Administration recommends approval of pre-construction soft costs incurred for the Spring City Elementary School renovation project. These costs are for testing existing infrastructure, Township engineering plan review, permitting costs, etc. Total cost shall not exceed \$65,000.00.
- G. Administration recommends approval of asphalt replacement at the High School rear parking lot, secondary entrance, and 8<sup>th</sup> grade driveway by S.J Thomas Company, Inc. through KPN Contract. Funding will be paid from the Capital Reserve and shall not exceed \$360,000.00.
- H. Administration recommends approval for the replacement of the Emergency Generator by Eastern Generator at Limerick Elementary through COSTARS Contract. Funding will be paid from the Capital Reserve and shall not exceed \$95,000.00.
- I. The Board hereby approves the Deed conveying a portion of TMP 21-6-17.1 located in East Vincent Township, Chester County, Pennsylvania, to the Borough of Spring City pursuant to Lot Line Change Plan Spring-Ford Athletics Prepared For Spring-Ford Youth Athletic League, dated March 4, 2010, last revised January 11, 2011, by Hibbeln Engineering Company, LLC and Polaris Surveying and Forestry, and recorded February 9, 2011 in Chester County at Plan Book 19007, Page 1. The portion of TMP 21-6-17.1 to be conveyed to the Borough of Spring City consists of 0.34 acres of land, more or less. The Board further finds the land and any improvements located on the portion of TMP 21-6-17.1 to be transferred pursuant to the Deed to be unused and unnecessary. The Board votes on this item are as follows:

Voting: Aye - 9      Nay - 0      Abstentions - 0      Absent - 0

**(Attachment A4)**

## **VIII. PROGRAMMING AND CURRICULUM**

Motion to approve Programming and Curriculum A-G by Dr. Wright, seconded by Mrs. Weingarten. Motion carries 9-0.

- A. Administration recommends the approval of *Cosmopolite 2* (2020, Hachette, FLE) to be used in AP French and French 5. This purchase includes 35 print and digital student texts (6 years) and teacher materials. The cost is not to exceed \$4,000.00 and is a budgeted item that will be paid from Curriculum Reserve.

- B. Administration recommends the approval of *Temas, 2nd edition* (2020, Vista Higher Learning) to be used in Spanish 5. This purchase includes 60 digital student texts (3 years) and teacher materials. The cost is not to exceed \$6,200.00 and is a budgeted item that will be paid from Curriculum Reserve.
- C. Administration recommends the approval of *U.S. History Through the Lens 1877 to the Present, National Geographic Learning 1st edition* (2025, Cengage Learning) to be used in 9th grade Social Studies. This purchase includes 175 print and digital student text bundles (6 years), 525 student digital licenses (6 years), 7 print and digital teacher editions (6 years), and professional development. The cost is not to exceed \$90,000.00 and is a budgeted item that will be paid from Curriculum Reserve.
- D. Administration recommends the approval of an additional full day of in-person professional development with *Math 180* (Houghton Mifflin Harcourt Publishing Company) a math intervention in grades 5-7. The cost is not to exceed \$4,200.00 and will be paid through the Assistant Superintendent Budget.
- E. Administration recommends the approval of Summer English Language Development Camp for 6 weeks (2 days a week) from June 24, 2024-August 2, 2024. The cost of the camp which includes staff salary and student materials is not to exceed \$6,500.00 and will be paid from Title III funding.
- F. Administration recommends the approval of *UFLI Foundations- University of Florida Literacy Institute Foundations* (2023, Ventris Learning) to be used in grades K-2 for reading intervention. This purchase includes 50 manuals. The total cost will not exceed \$3,800.00 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 *RAVE-O (Reading through Automaticity, Vocabulary, Engagement, and Orthography)* (2022, Nido Learning) intervention kits and professional development to be used in grades K-4 for reading intervention. This purchase includes 11 intervention kits and professional development. The total cost will not exceed \$16,000.00 and will be paid from the Structured Literacy Grant for supporting reading achievement in schools in Senate District 44.

## IX. CONFERENCES AND WORKSHOPS

Motion to approve Conferences and Workshops A-D, F-J by Dr. Wright, seconded by Mrs. Deardorff. Motion carries 9-0.

Motion to approve Conferences and Workshops E by Mrs. Deardorff, seconded by Dr. Wright. Motion carries 8-1. (Mr. Jackson was the dissenting vote)

- A. **Victoria Kaizar**, Special Education Teacher, to attend “*Zones of Regulation*” virtually on March 15, 2024 at a cost not to exceed \$125.00 (registration). Substitute coverage is needed for one (1) day.
- B. **Dr. Catherine Gardy**, Director of Curriculum & Instruction, **Mary Davidheiser**, Controller, and **Sue Choi**, Principal, to attend “*Pennsylvania Association Federal Programs Coordinators (PAFPC) Annual Conference*” in Pittsburgh, PA April 14-17, 2024 at a cost not to exceed \$5,195.00 (registration, transportation, meals, lodging) and will be paid from Title I funding. Substitute coverage is not needed.
- C. **Jennifer Kurian** and **Carly Smith**, School Nurses, to attend “*PASNAP Annual Education Conference*” in Hershey, PA March 23-24, 2024 at a cost not to exceed \$1,175.00 (registration, transportation, lodging). Substitute coverage is not needed.
- D. **Renee Strausberg**, Administrative Assistant, **Katie Haberman**, Information Systems Analyst, **Courtney Mullen**, Staff Accountant, **Mary Newett**, Staff Accountant, and **Tracy Bogucki**, Administrative Assistant, to attend “*Keystone State Skyward Users Group*” April 16-17, 2024 in

Harrisburg, PA at a total cost of \$2,540.00 (registration, transportation, meals, lodging). Substitute coverage is not needed.

- E. **Andrew Walls**, Long Term Substitute, to attend “*PMEA All-State Conference*” April 17-20, 2024 in Erie, PA at a cost not to exceed . The total cost of the conference is \$2,080.00 (registration, lodging, transportation, meals). Substitute coverage is needed.
- F. **Christopher R. Talley**, Supervisor of Special Education, to attend “*Gifted Regional Day*” at the MCIU on March 19, 2024 at a cost not to exceed \$55.00 (registration, transportation). Substitute coverage is not needed.
- G. **Dr. Jennifer Rinehimer**, Supervisor of Curriculum, **Theresa Silverman**, Instructional Coach, and **Jessica Saloky**, Modernized Learning Coach to attend “*Pennsylvania Council of Teachers of Mathematics (PCTM)*” July 25-26, 2024 in Malvern, PA at a cost not to exceed \$985.00 (registration, transportation). Substitute coverage is not needed.
- H. **Veronica Arriaga-Orts** and **Jennifer Alvarez**, World Language Teachers, to attend “*PSMLA Workshop*” in Mechanicsburg, PA April 6, 2024 at a cost not to exceed \$240.00. (registration and travel) Substitute coverage is not needed.
- I. **David Boyer**, Coordinator of Safety, Security, and Emergency Prep, to attend “*RDS Instructor Certification*” April 23-24, 2024 in Allentown, PA at a cost not to exceed \$440.00. Substitute coverage is not needed.
- J. **Zoe Jacobs**, Social Studies Teacher to attend “*AP Economics- Summer Institute*” July 31, 2023 -August 2, 2023. The vendor was changed to Novi High School through Rodney Franchi dba O Captain! Education LLC due to the original session canceled at the MCIU. The session was held virtually and there were no changes to the previously approved amount and is listed for informational purposes.

## X. OTHER BUSINESS

Mrs. Hermans noted that A is First Read Policies.

Motion to approve Other Business B-D by Mrs. Deardorff, seconded by Dr. Wright.

Motion carries 9-0.

### A. The following policies are submitted for **First Read**:

- 1. **Policy #216.1** - Supplemental Discipline Records (**Attachment A5**)
- 2. **Policy #233** - Suspension and Expulsion (**Attachment A6**)
- 3. **Policy #833** - Security of Computerized Personal Information/Breach Notification (**Attachment A7**)
- 4. **Policy #833.1** - Data Governance-Storage/Security (**Attachment A8**)

### B. The following policies are submitted for **Approval**:

- 1. **Policy #239** - Foreign Exchange Students (**Attachment A9**)

### C. Motion to affirm the review of the Health and Safety Plan in which no changes are being made. (**Attachment A10**)

### D. Administration recommends approval of the overnight trip request for up to nine students, pending qualification, for Pennsylvania Music Educators Association (PMEA) All-States Festival in Erie, PA from April 17-20, 2024. The trip will be chaperoned by up to three previously approved staff members. The total cost to the district for student-related expenses is not to exceed \$6,500.00 and includes registration, lodging, transportation and meals. Students will miss three days of school and will be responsible for any missed work.

**XI. DISCUSSION**

After Board discussion, the Board decided these funds are to go into the General Funds Account.

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

**XII. BOARD COMMENT**

Dr. Wright brought up the yearly audit report and noted that area districts present and have the Board approve the report. Dr. Wright was the only member to express interest in having a presentation from the auditor.

Mrs. Hermans made a statement about commenting about Board operations and making public comment prior to being on the board. Now as Board president, she appoints members to committees and does the best she can to make sure there is great representation. She sees some neighboring school districts get in trouble when an individual member that tries to circumvent the committee and by going to the full Board which she feels in her option is dysfunctional Board behavior. She cautions everyone at this table to think very carefully when a committee comes forth with a recommendation, or not, and an individual or small group of individuals tries to overrule their decision to be careful and tread lightly. With that, she'd like to have healthy Board function.

Mr. Jackson is asking the Board to match is \$500 pledge going to the 5K run.

**XIII. PUBLIC TO BE HEARD**

**Dr. Sara Plummer, Mont Clare** - Student experience with bullying

**XIV. ADJOURNMENT**

The Board unanimously adjourned the meeting at 8:13 p.m. with a motion from Mr. Jackson seconded by Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On January 22, 2024, The Spring-Ford Area School District Board Meeting was called to order at 7:01 p.m. in the cafeteria of the Spring-Ford High School with the following in attendance:

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

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

Mrs. Hermans noted that they held an Executive Session prior to tonight's meeting at 5:45 p.m. to discuss personnel items.

Mrs. Bickert stated that all Board members were present.

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

**Sousan Hejazi**, Student - SNAP

**Cassandra Dryburgh**, Student - SNAP

**II. BOARD AND COMMITTEE REPORTS**

**Policy** **Karen Weingarten** **2<sup>nd</sup> Wed. 6:00 p.m**

Mrs. Weingarten welcomed Heidi to the committee. The committee discussed several policies that went to the solicitor for review and noted there are a few on the agenda for approval.

**Curriculum/Technology** **Dr. Margaret Wright** **2<sup>nd</sup> Wed. 7:00 p.m.**

Dr. Wright reported that there are a few items on the agenda for approval, the course selection guides were updated, and dual enrollment with Immaculata University was discussed and on for approval. Information on the Summer Rams program was shared and the Structured Literacy Grant update was provided.

**Finance** **Clinton L. Jackson** **3<sup>rd</sup> Wed. 6:30 p.m.**

Mr. Jackson stated the monthly executive reports were reviewed, health insurance claims were over a half million dollars, a presentation by SNAP to name a few topics discussed. The minutes will be posted on the district website once approved.

**Property** **Clinton L. Jackson** **3<sup>rd</sup> Wed. 7:30 p.m.**

Mr. Jackson reported there were updates provided on GESA program and it's about 90% complete. Some of the other items were updates on the school police and safety were provided which included fire drills, safe to say, and alicie drills. Shout out to Officer Phillips for providing items to over 100

families over the holiday program and also to the Operations and Facilities crew for keeping the sidewalks and driveways clear of snow and keeping the schools safe.

**MCIU** **Dr. Margaret Wright** **4<sup>th</sup> Wed. 7:00 p.m.**  
No report

**WMCTC** **Weingarten/Hermans/Goldsmith** **1<sup>st</sup> Mon. 7:00 p.m.**  
Mrs. Weingarten noted the reorganization and chair persons. Over 300 students competed in the SkillsUSA competition. Enrollment is open and due to close March 15th.

**Legislative Committee** **Theresa Westwood** **3<sup>rd</sup> Wed. 7:30 p.m.**  
Mrs. Westwood reported conversation on leadership, barriers, Montgomery County Legislative Committee for Superintendents and a trip on the hill. Cyber charter reform bill, waiting for updates on 301 school code amendments as well as a number of other bills.

**PSBA Liaison** **Heidi Goldsmith**  
No Report

**SC American Legion** **Weingarten/Laky**  
No report

**Student Rep. Report** **Arhan Kaul/Stella Stein**  
Ms. Stein provided the report since Mr. Kaul was absent. Previous events highlighted such as winter sports and concerts and future events noted such as midterms, end of quarter and course selection will begin soon.

**Asst. Superintendent's Report, and Dr. Kelly Murray/Dr. Tina Giambattista**  
Dr. Giambattista reported that the 5th and 6th grade center is the recipient of the Pottstown Health and Wellness Grant. The School District Nurses kicked off the district wide weight loss challenge which benefits SNAP.

**Superintendent's Report** **Robert Rizzo**  
Mr. Rizzo noted the retirees and wished them all the best. January is Board appreciation month and a time to recognize the school Board members for their time.

**Solicitor's Report** **Mark Fitzgerald**  
No report

**III. MINUTES**

Motion by Ms. Westwood to approve Minutes A-B, seconded by Mrs. Weingarten.  
Motion carries 9-0.

- 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)**

**IV. PERSONNEL**

Motion by Mrs. Weingarten to approve Personnel A-M, O-Q, seconded by Mr. Jackson.  
Motion carries 9-0.

Motion by Mrs. Deardorff to approve Personnel N, seconded by Ms. Westwood.  
The amount is a total amount, not per person. Dr. Murray noted that this is mainly for the Summer Rams program and as needed for ESY.  
Motion carries 9-0.

## 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. <b>Kelly L. Cassel</b>  | 5. <b>Christina Khoury</b>    |
| 2. <b>Hope K. Davis</b>    | 6. <b>Jessica A. Mecleary</b> |
| 3. <b>Kathryn L. Ellor</b> | 7. <b>Alexa M. Rawa</b>       |
| 4. <b>Erin E. Hughes</b>   | 8. <b>Suzanne D. Thompson</b> |
- 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. <b>Laura E. Camp</b>       | 11. <b>Marisa L. Natale</b>        |
| 2. <b>Lauren M. Carr</b>      | 12. <b>Jacqueline E. Pizzico</b>   |
| 3. <b>Rachel A. DeBias</b>    | 13. <b>Jeannine Plitnick</b>       |
| 4. <b>Alyssa C. Dougherty</b> | 14. <b>Shawn Riordan</b>           |
| 5. <b>Kathryn L. Ellor</b>    | 15. <b>Katharine G. Sargent</b>    |
| 6. <b>Maureen E. Faulker</b>  | 16. <b>Georgeiann C. Sklenarik</b> |
| 7. <b>Lauren E. Flanagan</b>  | 17. <b>Megan E. Smith</b>          |
| 8. <b>Julie M. Korchowsky</b> | 18. <b>Katelyn M. Vaccaro</b>      |
| 9. <b>Kevin M. Lewis</b>      | 19. <b>Lynne M. Webb</b>           |
| 10. <b>Paul E. Moser</b>      | 20. <b>Rachel M. Weigel</b>        |
- M. Administration recommends approval of the 2024 Extended School Year Program (ESY) and the positions identified below to be held at the 5/6/7<sup>th</sup> 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. <b>Timothy Brennan</b>   | 5. <b>Terry Heydt</b>        |
| 2. <b>Jason Corropolese</b> | 6. <b>Gwendolyn Phillips</b> |
| 3. <b>David Egleston</b>    | 7. <b>William Tims</b>       |
| 4. <b>Robert Greenwood</b>  |                              |

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

P. 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.

Q. Administration recommends the approval of **Tara L. Grant** as Special Education Cyber Substitute at Spring-Ford Cyber Learning replacing Allison Workman who has a leave of absence starting February 16, 2024 for 12 weeks. Compensation has been set according to the Memorandum of Understanding matrix (FICA & Retirement).

**V. FINANCE**

Motion by Mrs. Weingarten to approve Finance A-D5, D8, F-H, seconded by Mrs. Deardorff.  
Motion carries 9-0.

Motion by Ms. Westwood to approve Finance D6, seconded by Mrs. Deardorff.  
Ms. Goldsmith asked about the type of services, Dr. Giambattista responded saying it is for tuition.  
Motion carries 9-0.

Motion by Mrs. Deardorff to approve Finance D7, seconded by Ms. Westwood.  
Ms. Goldsmith asked what services, Dr. Giambattista responded that it is for the needs of one student that has just moved in.  
Motion carries 9-0.

Motion by Mr. Jackson to approve Finance E, seconded by Mrs. Deardorff.  
Mrs. Weingarten just wanted to note this is part of the process, not the final budget. Mr. Jackson said it's to check the box and is done every year.  
Motion carries 9-0.

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. <u>Food Service Checks</u>   |                 |
| Check No. 2626 - 2630   | \$ 117.55       |
| 2. <u>General Fund Checks</u>   |                 |
| Check No. 217536 - 217762   | \$ 2,572,756.50 |
| 3. <u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u> |                 |
| 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.

**VI. PROPERTY**

Motion by Mr. Jackson to approve Property A-B, seconded by Mrs. Weingarten.  
Motion carries 9-0.

- 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.

**VII. PROGRAMMING AND CURRICULUM**

Motion by Mrs. Weingarten to approve Programming and Curriculum A-B, seconded by Mrs. Deardorff. Mr. Fitzgerald requested that item C be noted that it is subject to final review of the solicitor office.  
Motion carries 9-0.

Motion by Mrs. Deardorff to approve Programming and Curriculum C, seconded by Mr. Laky. Ms. Goldsmith brought up several concerns, Mr. Fitzgerald heard her concerns and has a few as well which is why we are adding “subject to final review for the solicitor’s office”.  
Motion carries 8-1. (Mr. Jackson was the dissenting vote)

- 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 and is subject to final review of the solicitor’s office.

**VIII. CONFERENCES AND WORKSHOPS**

Motion by Mr. Jackson to approve Conferences and Workshops A-G, seconded by Mrs. Deardorff.  
Motion carries 9-0.

- A. **Dr. 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 **Dr. 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. **Dr. 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 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 \$1,780.00 (registration, membership fees, hotel, travel, and meals). Substitute coverage is not needed.

**IX. OTHER BUSINESS**

Mrs. Hermans noted that Other Business A is First Read.

Motion by Ms. Westwood to approve Other Business B-C, seconded by Mr. Laky.  
Motion carries 9-0.

Motion by Mrs. Deardorff to approve Other Business D, seconded by Ms. Westwood.  
Board discussion asking more specifics about this trip with costs to the 8 chaperones. Mr. Fitzgerald isn't comfortable revising the motion and said this could be a significant amount of money and the Board could vote on this at the February Work Session. The Board decided they will bring this motion back in February to give Administration more time to gather cost information.

**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.**

**X. DISCUSSION**

A high level request of support was requested at the Finance Committee for the SNAP, post prom event. The SNAP representatives are looking for \$15,000 and right now the budget won't allow for the post prom in 2024 with a cap of 200 students to attend, \$19,000 for a cap of 250 students to attend. If the School Board does not provide this support, the SNAP board will need to reconvene to decide what they can do for this year. Depending on how much support is received, that will determine how high the cap will be for the number of students that can attend. Several suggestions were made regarding the bi-laws and their fund balance. The School Board would need additional time to consider, which they do not have, and legally are unable to vote this evening, Mr. Fitzgerald suggests SNAP change their bylaws to free up some of that money.

**A.** How SFASD can potentially support SNAP After Prom 2024.

**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**

**Mrs. Hermans**, Mr. Laky will be the only representative for the Spring City American Legion.

**Mr. Laky** appreciates the administration and all the on-boarding that was provided to the new Board Members..

**Mrs. Deardorff** encourages everyone to support HB1422 which is about 1 million dollars that could come back to the district.

**Dr. Wright** talked about the budget and process as well as her requests to administration. She also asked about the audit and how it is to be presented to the Board.

**XIII. PUBLIC TO BE HEARD**

**Steve Frye**, Royersford - EDI, Policy

**Stacy Fonash**, Colleegeville - SNAP

**Mary Jo McNamara**, Limerick - SNAP

**XIV. ADJOURNMENT**

The Board unanimously adjourned the meeting at 9:05 p.m. with a motion from Mr. Jackson, seconded by Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	Asst. Lacrosse Coach-Boys'-HS	Spring	Baker	Charles	\$4,609.61
2	Co-Ed Fitness Intramural # 2 - Brooke- Walking Club	Spring	Bieber	Joelle	\$402.00
3	Co-Ed Fitness Intramural # 1 - Brooke- Walking Club	Spring	Bieber	Joelle	\$402.00
4	Co-Ed Fitness Intramural # 3 - Brooke- Walking Club	Spring	Bonetz	Jennifer	\$402.00
5	Volunteer Assistant Track Coach -Boys' & Girls'- HS	Spring	Callan	Bryn	Volunteer
6	Lacrosse Coach - Boys' (7th Grade)	Spring	Clyne	John	\$2,772.00
7	Volunteer Assistant Baseball Coach- HS	Spring	Eshbach	Bryer	Volunteer
8	Asst. Flag Football Head Coach - Girls	Spring	Foulke	Laura	\$1,000.00
9	Volunteer Assistant Baseball Coach- HS	Spring	Hayes	Jonathan	Volunteer
10	Volunteer Assistant Baseball Coach- MS	Spring	Heffernan	Michael A.	Volunteer
11	Baseball Coach (8th Grade)	Spring	Heffernan	Michael B.	\$3,681.91
12	Volunteer Assistant Softball Coach- HS	Spring	Hughes	Julianna	Volunteer
13	Softball Coach (Head) (7th Grade)	Spring	Kershaw	Brandy	\$2,772.00
14	Co-Ed Fitness Intramural # 4 - Brooke- Walking Club	Spring	McCabe	Linda	\$402.00
15	Flag Football Head Coach - Girls	Spring	Moley	Marisa	\$2,000.00
16	Asst. Track Coach-Girls' & Boys'-HS	Spring	Mullen	Patrice	\$3,991.00
17	JV "B" Lacrosse Coach-Boys'	Spring	Pickens	Amir	\$3,186.00
18	Asst. Softball Coach-HS	Spring	Rhodenbaugh, Jr.	Gary W.	\$3,991.00
19	Asst. Track Coach-Girls' & Boys'-HS (1/2 Contract)	Spring	Satterthwaite	David	\$1,995.50

**PREPARED BY, RECORD AND RETURN TO:**

Fox Rothschild LLP  
980 Jolly Road, Suite 110  
P.O. Box 3001  
Blue Bell, PA 19422-3001

Portion of TMP 21-006-0017.010E

**DEED**

**THIS INDENTURE MADE THE** \_\_\_\_\_ day of \_\_\_\_\_ in the year of two thousand twenty-three (2024) by and between **SPRING-FORD AREA SCHOOL DISTRICT**, a public school district located within the Commonwealth of Pennsylvania, party of the one part (hereinafter, the “Grantor”), and the **BOROUGH OF SPRING CITY**, a municipality located within the Commonwealth of Pennsylvania, party of the other part (hereinafter, the “Grantee”);

**WITNESSETH**, that the said Grantor for and in consideration of the sum of ONE DOLLARS (\$1.00) lawful money of the United States of America, unto it well and truly paid by the said Grantee at and before the sealing and delivery of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, aliened, released and confirmed, and by these presents does grant, bargain, sell, alien, release and confirm unto the said Grantee, in fee,

**ALL THAT CERTAIN** tract or parcel of land **SITUATE** in East Vincent Township, Chester County, Pennsylvania, shown as Portion of TMP 21-6-17.1 to be transferred from the Spring-Ford Area School District to the Borough of Spring City TMP, 21-6-17, on Lot Line Change Plan Spring-Ford Athletics Prepared For Spring-Ford Youth Athletic League, dated March 4, 2010, last revised January 11, 2011, by Hibbeln Engineering Company, LLC and Polaris Surveying and Forestry, and recorded February 9, 2011 in Chester County at Plan Book 19007, Page 1, and bounded and described as follows:

**BEGINNING** at a concrete monument set on the common line separating lands now or late of Spring-Ford Area School District (UPI #21-6-17.1) and lands now or late of Borough of Spring City (UPI #21-6-17), which point is located the following two (2) courses and distances along said common lines from a common corner of said lands on the title line in the bed of Wall Street, variable width, here 60 feet wide: (1) leaving said Wall Street, crossing over the southwesterly right of way line thereof, South 42 degrees 28 minutes 00 seconds West 157.37 feet to an iron pin set; (2) North 87 degrees 30 minutes 20 seconds West 94.24 feet to a concrete monument set, and the point of beginning; thence from the point of beginning, leaving said lands of Borough of Spring City, through said lands of Spring-Ford Area School District, South 41 degrees 52 minutes 42 seconds West 253.00 feet to a concrete monument set on line of said lands of Borough of Spring City; thence along said lands of Borough of Spring City the following two (2) courses and distances: (1) North 04 degrees 56 minutes 50 seconds East 195.72 feet to a concrete monument found; (2) South 87 degrees 30 minutes 20 seconds East 152.15 feet to a concrete

monument set, and the point and place of beginning; and **CONTAINING** in area 14,877 square feet, 0.34 acres, of land, be the same, more or less.

**BEING** part of UPI #21-6-17.1

BEING a portion of the same premises which Spring City School Authority, by deed dated May 13, 1996, and recorded with the Chester County Recorder of Deeds Office on October 18, 1996, at Deed Book 4096, Page 2261, granted and conveyed unto Spring-Ford Area School District, the Grantor herein.

The property conveyed herein, including land and buildings, shall revert to Grantor if said property, including land and buildings, is no longer being used for municipal purposes.

**SUBJECT** to any existing covenants, easements, encroachments, conditions, restrictions and agreements affecting the property, visible or of record, but not limited to, those stated in the aforementioned plan.

**IN WITNESS WHEREOF**, the said Grantor has executed this Deed the day and year first above written.

**SPRING-FORD AREA SCHOOL DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

*The address of the within-named Grantee is:*  
6 South Church Street  
Spring City, PA 19475

\_\_\_\_\_



Book	Policy Manual
Section	200 Pupils
Title	Supplemental Discipline Records
Code	216.1
Status	Draft (PSBA 3/22)
Adopted	October 23, 2000
Last Revised	August 25, 2003

### **Authority**

The school district shall maintain required records concerning **students** adjudicated **delinquent** and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence. [\[1\]\[2\]\[3\]\[4\]\[5\]](#)

### **Guidelines**

#### **Records/Information Regarding Students Who Have Been Adjudicated Delinquent**

**The building principal or designee** shall receive from the court, through the juvenile probation **office**, information concerning the adjudication of an enrolled student. **The information may include, but not be limited to, the name and address of the student**, a description of **the delinquent acts committed by the student and the disposition of the case. If the student is adjudicated delinquent of a felony offense, the building principal or designee may receive additional information, including but not limited to juvenile probation or treatment reports pertaining to the adjudication**, prior delinquent history **and the supervision plan. Other information may be provided as deemed necessary by the juvenile probation office unless restricted by a court order or other applicable law or regulation.**[\[4\]\[5\]](#)

**Upon receipt, the building principal or designee shall send a written acknowledgement to the juvenile probation office of the receipt of the information, including acknowledgement of the requirements and restrictions of the district regarding such information.**[\[5\]](#)

The building principal **or designee shall** share this information with the student's teacher and the principal of another school to which the student may transfer. **The information shall be used for the limited purposes of protecting school personnel and students, and arranging for appropriate counseling and education for the student.**[\[4\]\[5\]](#)

**The information may be used for school disciplinary decisions only if: the student was under the supervision of the Board at the time of the incident; the act(s) took place within 1,500 feet of school property; and the school has complied with all other statutory, regulatory and constitutional provisions relative to the imposition of school discipline.**[\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]](#)

**The information received from the juvenile probation office** concerning an adjudicated student **shall** be maintained separately from the student's official school record. [\[4\]\[5\]](#)

### **Records Regarding Student Enrollment - Sworn Statement or Affirmation Related to Disciplinary Exclusions**

Upon registration and prior to admission to the school district, the person in parental relation or person having charge of the student shall provide a **signed** sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; **sexual assault**; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons. [\[1\]\[8\]\[10\]\[11\]](#)

**The sworn statement or affirmation shall include the signature of the person in parental relation or person having charge of the student and they** shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree. [\[1\]](#)

This registration statement shall be maintained as part of the student's disciplinary record.

### **Transfer of Disciplinary Records**

#### ***Transfer Into the District -***

When a student transfers to a district school from another school district, a nonpublic school, or other school within this district, the district shall request a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law **and Board policy**. [\[2\]\[12\]](#)

#### ***Transfer From the District -***

When a student transfers from a district school to another school district, a nonpublic school or other school within the district, the district shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred. **A copy of the notice initially provided by the juvenile probation office to the district shall also be provided to the school to which the student has transferred.** [\[5\]](#)

**The building principal or designee shall maintain a log of all individuals from other school districts to whom this information is subsequently provided, and shall inform the juvenile probation office upon providing this information to officials from other schools outside the district.** [\[5\]](#)

Legal

1. 24 P.S. 1304-A
2. 24 P.S. 1305-A
3. 24 P.S. 1307-A
4. 42 Pa. C.S.A. 6341
5. 237 PA Code Rule 163
6. Pol. 113.1
7. Pol. 218
8. Pol. 218.3
9. Pol. 233
10. 24 P.S. 1318.1
11. Pol. 200
12. Pol. 216
- 20 U.S.C. 1232g
- 20 U.S.C. 7118
- Pol. 113.4

Book	Policy Manual
Section	200 Pupils
Title	Suspension and Expulsion
Code	233
Status	Draft (PSBA 11/22)
Adopted	March 25, 1991
Last Revised	April 23, 2001

### **Purpose**

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[\[1\]\[2\]\[3\]\[4\]\[5\]](#)

### **Authority**

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[\[1\]\[6\]\[7\]](#)

### **Guidelines**

#### Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the person in parental relation and the Superintendent in writing when the student is suspended.[\[1\]\[7\]](#)

No student may be suspended without notice of the reasons for which the student is suspended and an opportunity to be heard on their own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[\[1\]](#)

When a suspension exceeds three (3) school days, the student and person in parental relation shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[\[1\]\[6\]](#)

Informal hearings under this provision shall be conducted by the building principal and/or house principal.

#### Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension or to show why the student should not be suspended; in addition to discussing ways to avoid future offenses.[\[6\]](#)

#### Due Process Requirements for Informal Hearing[\[6\]](#)

1. The student and person in parental relation shall be given written notice of the reasons for the suspension.
2. The student and person in parental relation shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The district shall offer to hold the informal hearing within five (5) days of the suspension.

#### Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, and upon action taken by the Board after the hearing. [\[1\]\[6\]\[7\]](#)

#### Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[\[1\]\[6\]\[7\]\[8\]](#)

The formal hearing shall observe the due process requirements of:[\[6\]](#)

1. Notification of the charges in writing by certified mail to the student's person in parental relation.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when the student demonstrates good cause for an extension.
3. The hearing shall be private unless the student or person in parental relation requests a public hearing.
4. Representation by counsel at the person in parental relation's expense and person in parental relation may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.

9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking their rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

### Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[\[9\]](#)

### Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[\[1\]](#)[\[10\]](#)

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in their normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

### Attendance/School Work After Expulsion

Students who are under eighteen (18) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.

[\[1\]](#)[\[10\]](#)[\[11\]](#)

The person in parental relation has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the person in parental relation is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the person in parental relation's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

## Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[12][13]

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.[14]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[15][16]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

### Legal

1. 22 PA Code 12.6
2. 22 PA Code 12.7
3. 22 PA Code 14.143
4. 20 U.S.C. 1400 et seq
5. 34 CFR Part 300
6. 22 PA Code 12.8
7. 24 P.S. 1318
8. 2 Pa. C.S.A. 101 et seq
9. 2 Pa. C.S.A. 101
10. Pol. 204
11. 24 P.S. 1326
12. Pol. 113
13. Pol. 113.1
14. Pol. 218
15. Pol. 216
16. Pol. 113.4
- 22 PA Code 12.3

Book	Policy Manual
Section	800 Operations
Title	Security of Computerized Personal Information/Breach Notification
Code	833
Status	Draft (PSBA 4/23)
Adopted	
Last Revised	

### **Purpose**

**The Board is committed to the security of the district's computerized data and to addressing the risk of a breach of the district's systems involving the possible disclosure of personal information.** This policy addresses the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.

### **Authority**

**The Board requires that records containing personal information be securely maintained, stored and managed in compliance with state and federal laws, regulations, Board policy, administrative regulations and the district's Records Management Plan.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board directs **the district to provide notice as required by law** to any resident **of the Commonwealth** whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.[\[1\]](#)

### **Definitions**

**Breach of the security of the system** - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of a database of personal information regarding multiple individuals and that **causes, or** the district reasonably believes has caused, or will cause, loss or injury to any resident **of the Commonwealth. Acquisition** of personal information by an employee or agent **acting in good faith on behalf** of the school district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district and is not subject to further unauthorized disclosure.[\[9\]](#)

**Determination** - a verification or reasonable certainty that a breach of the security of the system has occurred.[\[9\]](#)

**Discovery** - the knowledge of or reasonable suspicion that a breach of the security of the system has occurred.[\[9\]](#)

**Encryption** - the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.[\[9\]](#)

**Personal information** - includes an individual's **first name or** first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:[\[9\]](#)

1. Social Security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
4. **Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.**[\[9\]](#)
5. **Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits.**[\[9\]](#)
6. **A username or email address, in combination with a password or security question and answer that would permit access to an online account.**

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records **or widely distributed media.**[\[9\]](#)[\[10\]](#)

**Records** - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.[\[9\]](#)

**Redact – for the purposes of this policy, includes, but is not limited to, alteration or truncation such that no more than the last four (4) digits of a Social Security number, driver's license number, state identification card number or account number is accessible as part of the data.**[\[9\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall ensure that the district provides notice, **as required by law,** of any breach **of the security of the district's systems.**[\[1\]](#)

**The Superintendent, in collaboration with appropriate administrators, shall develop administrative regulations to implement this policy, which shall**

include, but not be limited to:[\[1\]](#)

1. **Procedures following discovery of a breach.**
2. **Procedures for the determination of a breach and whether breach notification is required under the law.**
3. **Breach notification procedures including timeline requirements, who must be notified and methods for such notice.**

### **Guidelines**

**Upon determination of a breach of the security of the system**, the Superintendent or designee shall provide notice to **the district attorney in the county where the breach occurred and to** any resident **of the Commonwealth** whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made **in accordance with the provisions of law regarding timelines and methods of notification.**[\[1\]](#)

**The notice** shall be made without **an unreasonable** delay, except when a law enforcement agency determines and advises the district in writing, **citing the applicable section of law**, that the notification would impede a criminal or civil investigation, or the district must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system.[\[1\]](#)[\[12\]](#)

The district **shall** also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.[\[1\]](#)

### Legal

1. 73 P.S. 2301 et seq
2. Pol. 113.4
3. Pol. 216
4. Pol. 324
5. Pol. 800
6. Pol. 800.1
7. Pol. 815
8. Pol. 830.1
9. 73 P.S. 2302
10. Pol. 801
11. 73 P.S. 2303
12. 73 P.S. 2304
- 15 U.S.C. 1681a

Book	Policy Manual
Section	800 Operations
Title	Data Governance - Storage/Security
Code	833.1
Status	Draft (PSBA 4/23)
Adopted	
Last Revised	

### **Purpose**

The district is required to collect, create, store and manage data and information. Accurately maintaining and protecting such data is essential for efficient district operations, legal compliance, confidentiality and upholding trust with the school community.

This policy addresses the Board's commitment to sound data governance related to the integrity and security of the data collected, maintained, stored and managed by the district.

### **Authority**

The Board recognizes the importance of establishing and maintaining a system of data governance that addresses district staff responsibilities and complies with federal and state laws and regulations regarding data storage, security and records management. The district's data governance system shall meet or exceed industry and/or government standards for data protection and privacy of personal information.[\[1\]](#)[\[2\]](#)

The Board directs that the creation, collection, retention, retrieval and disposition of district records shall be governed by Board policy and the district's Records Management Plan and Records Retention Schedule.[\[3\]](#)

The Board directs notifications of a breach of the security of the district's computerized data system involving an individual's personal information to be conducted in accordance with law and Board policy.[\[4\]](#)[\[5\]](#)

### **Definitions**

**Confidential Data/Information** - information regarding which law, Board policy or contract prohibit disclosure or that may be disclosed only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information and other personal information regarding students, employees and district residents.[\[6\]](#)[\[7\]](#)[\[8\]](#)

**Critical Data/Information** - information that is essential to district operations and that must be accurately and securely maintained to avoid disruption to district operations.

**Data Governance** - the district's comprehensive system to ensure the integrity of data created, collected, stored, secured and managed by the district.

**Encryption** - the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.[9]

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

**Personal Information** - includes an individual's first name or first initial and last name in combination with and linked to any one or more of the following when not encrypted or redacted:[5][9]

1. Social Security number.
2. Driver's license number or state identification card number issued instead of a driver's license.
3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
4. Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.[9]
5. Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits.[9]
6. A user name or email address, in combination with a password or security question and answer that would permit access to an online account.

Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.[9][10]

**Records Management Plan** - the system implemented by the district for the storage, retention, retrieval and disposition of all records generated by district operations.[3]

**Records Retention Schedule** - a comprehensive listing stating retention periods and proper disposition of records.[3]

### **Delegation of Responsibility**

The Superintendent or designee, in coordination with the Director of Technology, shall develop procedures necessary to implement this policy.

All individuals who are granted access to confidential and/or critical data/information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such data/information.[5][11]

The technology department shall conduct regular vulnerability and risk assessments to monitor the integrity of the district's system of data governance.

The Superintendent shall ensure that this policy is reviewed at least annually and updated as necessary.[1][2]

### **Guidelines**

The district's system of data governance shall include, but not be limited to, the following:

1. Data security controls that meet or exceed industry and/or government standards for data protection and privacy, to ensure that only authorized individuals have access to computerized data.
2. A plan for backup and recovery of data to protect against information loss. Redundant backup systems of data storage shall be securely maintained in separate physical locations or in separate data storage systems.
3. Training requirements for individuals who have access to confidential and/or critical data and information.
4. Provisions to minimize the risk of unauthorized access, alteration or erasure of computerized data.[5]
5. An inventory of all software applications, digital tools and platforms, and related instruments comprising the data governance system.
6. Procedures for addressing a breach of data and cybersecurity incidents.[5]
7. Procedures and acceptable use provisions for access to data and protection of privacy and personal information for students, staff and district residents.[5][12]
8. A requirement that all service providers retained or contracted by the district for data governance and records management purposes meet or exceed industry and/or government standards for data protection and privacy of personal information.

### **Use of Personal Electronic Devices and Resources**

The district prohibits storage of confidential and/or critical data/information of the district on a personal electronic device, personal email account or other personal platform. District staff and service providers shall use district-controlled accounts and platforms to securely access, store or transmit confidential and/or critical data/information of the district.

### Service Providers

Service providers retained or contracted by the district shall comply with law, Board policy, administrative regulations and district procedures regarding data security and integrity of data containing confidential and/or critical data/information of the district.[3][5]

The district shall ensure that the agreement or contract for service with a service provider who may have access to confidential and/or critical data/information reflects appropriate data security provisions.

### Consequences

Failure to comply with law, Board policy, administrative regulations or procedures regarding data governance and security may result in the following disciplinary measures and possible pursuit of civil and criminal sanctions:[13][14][15]

1. Employees may be disciplined up to and including termination.
2. Volunteers may be excluded from providing services to the district.
3. The termination of a business relationship with a service provider.

### Legal

1. 73 P.S. 2305.1
2. 73 P.S. 2305.2
3. Pol. 800
4. 73 P.S. 2301 et seq
5. Pol. 830
6. Pol. 113.4
7. Pol. 216
8. Pol. 324
9. 73 P.S. 2302
10. Pol. 801
11. Pol. 828
12. Pol. 815
13. Pol. 317
14. Pol. 818
15. Pol. 916

(Attachment A8)

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

**(Attachment A9)**

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

# 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 26, 2024**

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 February 26, 2024 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.

Team Member	Stakeholder Group
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.