

On March 18, 2024, The Spring-Ford Area School District Work Session 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: Karen Weingarten, and Dr. Margaret D. Wright
- Region II: 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 (Stella Stein-Absent)
- Absent: Heidi Goldsmith and Clinton L. Jackson

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

The Board held an Executive Session at 6:00 p.m. for the purpose of a negotiations update. Prior to the Work Session, an Act 34 Hearing was held at 6:30 p.m. on the Spring City Elementary renovation/addition project.

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

None

**II. PRESENTATIONS**

Mr. Miscavage presented the Champions with certificates and noted their accomplishments. Mr. Lawler announced the 2024 National Merit Scholarship recipients. The Board and Administration congratulated all the champions and finalists.

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

Individual/Relay PAC Champions

- Girls 200 Yard Freestyle Relay – **Sydney Koehler, Chloe Fennimore, Abby Koehler, Kaia Griffith**
- Boys 200 Yard Medley Relay - **Patrick Baganski, Blaise Sadowski, Dylan Dayrit, Nate Reagan**
- Boys 200 Yard Freestyle – **Kyle Kruppa**
- Boys 200 Yard IM – **Nate Reagan**
- Boys 200 Yard Freestyle Relay – **Patrick Baganski, Nate Reagan, Justin Delp, Kyle Kruppa**
- Boys 100 Yard Backstroke – **Patrick Baganski**
- Boys 400 Yard Freestyle Relay – **Nate Reagan, Patrick Baganski, Justin Delp, Kyle Kruppa**

PAC Team Championship

- Boys' Swim Team (PAC Championship)

**B. Mr. Gavin Lawler**, 12th Grade House Principal, to recognize the following students on being named as "Finalists" in the 2024 National Merit Scholarship Program.

**Saranya S. Anantapantula**  
**Patrick Baganski**  
**Hayden M. Collier**  
**Neng E. Jiang**  
**Samuel F. McVey**  
**Mayank Sengupta**

**Pragya Seth**  
**Sai R. Shettar**  
**Tarneet Singh**  
**Vaishnavi Vatsal**  
**Jocelyn T. Wright**

**III. BOARD AND COMMITTEE REPORTS**

**Student Rep. Report**

**Arhan Kaul/Stella Stein**

Mr. Kaul noted past events that included PIAA District One playoffs, Spring Musical, SNAP Basket Raffle and Jr. Prom. Some upcoming events include a blood drive, a Marching Band concert, College and Career fair and ACT test.

**Community Relations**

**Erica Hermans**

**1<sup>st</sup> Tue. 6:00 p.m.**

Mrs. Hermans reported there was a lengthy presentation from precovid to now and making sure teachers have the resources they need which was a history of smart panel project, There were a number of awards for Spring-Ford Communication team from the Pennsylvania School Public Relation Association Contest and there was also a trademark update and that project is moving forward. Mrs. Hermans also noted all the upcoming events that run through the end of the school year.

**Policy**

**Karen Weingarten**

**2<sup>nd</sup> Mon. 6:00 p.m.**

Mrs. Weingarten reported that the Use of Facilities and Public Participation policies will be brought back in April. All policies brought forward for first read and for approval are attached to the agenda. There were a few policies that will be brought back to the committee for consideration in April.

**Curriculum/Technology**

**Dr. Margaret Wright**

**2<sup>nd</sup> Mon. 7:00 p.m.**

Dr. Wright reported that several items on the agenda, such as the Cannon print refresh are on for approval next week and she touched on the purpose of those items along with an update on the ESSER funds spending during the meeting.

**Finance**

**Clinton L. Jackson**

**2<sup>nd</sup> Tue. 6:00 p.m.**

This report will be provided next week.

**Property**

**Clinton L. Jackson**

**2<sup>nd</sup> Tue. 7:00 p.m.**

This report will be provided next week.

**MCIU**

**Dr. Margaret Wright**

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

Dr. Wright reported that they are holding their annual elections. There was an Audit presentation with no findings and congratulated the business office and this was at no additional cost. Dr. Landis was approved for another four years.

**Asst. Superintendent's Report**

**Dr. Kelly Murray/Dr. Tina Giambattista**

Dr. Giambattista discussed World Down Syndrome Day and invited everyone to participate in Rock Your Socks March 21st. The first Flag football will game will be tomorrow. Dr. Murray reported that the curriculum department is gathering ways to improve report cards and the best way to report student progress and she announced the student registration process has changed and the Kindergarten registration for 2024-25 school year is now open.

**Solicitor's Report**

**Mark Fitzgerald**

Mr. Fitzgerald reported the Supreme Court has ruled on a social media for elective officials. Mr. Fitzgerald said that if there is a simple disclaimer and a single member doesn't have authority to speak on behalf of the full board.

#### IV. MINUTES

Minutes A-B, no questions or comments.

- A. Administration recommends approval of the February 20, 2024 Work Session minutes. **(Attachment A1)**
- B. Administration recommends approval of the February 26, 2024 Board Meeting minutes. **(Attachment A2)**

#### V. PERSONNEL

Personnel A-P, no questions or comments.

##### A. Resignations

1. **Michelle Bailey:** Extended School Year Instructional Assistant. Effective: March 15, 2024.
2. **Mackenzie L. Carroll:** Extended School Year Teacher. Effective: March 4, 2024.
3. **Thomas A. Getzey:** Head Custodian, Evans Elementary. Effective: March 11, 2024.
4. **Zoe D. Jacobs:** Athletic Event Supervisor-Spring, Middle School. Effective: March 1, 2024.
5. **Jessica M. Kemp:** Administrative Assistant, District Office. Effective: March 29, 2024.
6. **Tanner J. Miller:** Support Technician, 7th Grade Center. Effective: March 21, 2024.
7. **John Timothy Hughes:** Social Studies Teacher, Senior High School for the purpose of retirement. Effective: June 7, 2024.
8. **Marylou Onorato:** Reading Specialist, Spring City Elementary School, for the purpose of retirement. Effective: March 31, 2025 (date revised from previous approval of July 15, 2024).
9. **Susan L. Trimble:** Elementary Teacher, Royersford Elementary School, for the purpose of retirement. Effective: June 7, 2024 (date revised from previous approval of July 15, 2024).

##### B. Leave of Absence:

1. **Amanda Hegedus:** Instructional Assistant, Limerick Elementary School, for an unpaid leave of absence per Board Policy. Effective March 13, 2024 to return on May 13, 2024.
2. **Cassidy M. Mosley:** Instructional Assistant, Upper Providence Elementary School for an unpaid leave of absence per Board Policy. Effective: May 20, 2024 through June 3, 2024.
3. **Cassidy M. Mosley:** Instructional Assistant, Upper Providence Elementary School for an unpaid leave of absence per Board Policy. Effective: August 23, 2024 through December 10, 2024.

##### C. Professional Employee

1. **Aaron S. Hinnershitz:** Elementary Teacher, 5/6 Grade Center, replacing Ashlee E. Stenman, who resigned. Compensation has been set at M, Step 5, \$57,550.00, prorated with benefits per the Professional Agreement. Effective: No later than April 8, 2024.

##### D. Change of Status

1. **Seth Jones:** Music Teacher/Teacher on Special Assignment to House Principal, Senior High School, replacing David J. Krakower who had a change of status effective March 26, 2024. Compensation has been set at \$120,500.00, prorated with benefits per the Act 93 Agreement.

##### E. 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. **Thomas L. O'Connor**

**F. Support Staff**

1. **Kaylee Braithwaite:** Benefit Specialist, District Office, replacing Brittney Y. Eisenhauer, who resigned. Compensation has been set at \$53,000.00, prorated with benefits per the Administrative Support Benefit Summary. Effective: March 25, 2024.

**G.** 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 Grade Center, Monday through Thursday, 8:30 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. **Rachael L. Saxon**

**H.** Administration recommends approval of the following Professional Staff as **Full Time Equivalent Speech Therapists** for the 2024 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center, Monday through Thursday, 8:30 AM to 1:30 PM; July 1, 2024 through August 19, 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. **Alainna D. Rehrer**

**I.** Administration recommends the following Professional Staff as a **Behavior Specialist** for the 2024 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center, Monday through Thursday, 8:30 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. **Elise-Marie A. Lannutti**

**J.** Administration recommends approval of the following Professional Staff as a **Counselor** for the 2024 Extended School Year Program (ESY). The program will be held at 5/6/7 Grade Center, Monday through Thursday, 8:30 AM to 1:30 PM; July 1, 2024 through August 19, 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. **Kara C. McQuaid**

**K.** 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 the 5/6/7 Grade Center. Monday through Thursday, 8:45 AM to 1:15 PM; July 1, 2024 through August 19, 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.

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| <ol style="list-style-type: none"> <li>1. <b>Maggie R. Ackerman</b></li> <li>2. <b>Debbie L. Boland</b></li> <li>3. <b>Colton A. Heaton</b></li> <li>4. <b>Steven Fisher</b></li> <li>5. <b>Aiden J. Kollar</b></li> </ol> | <ol style="list-style-type: none"> <li>6. <b>Jeanna M. Laire</b></li> <li>7. <b>Kathleen M. O'Callaghan</b></li> <li>8. <b>Trisha L. Santangelo</b></li> <li>9. <b>Liviah E. Yudd</b></li> </ol> |
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L. Administration recommends the following Professional Staff as **Special Education Teacher Substitutes** for the 2024 Extended School Year Program (ESY). The program will be held at 5/6/7 Grade Center, Monday through Thursday, 8:30 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.

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|-------------------------------|---------------------------|
| 1. <b>Kathryn L. Ellor</b>    | 4. <b>Susan Ibach</b>     |
| 2. <b>Maura F. Groff</b>      | 5. <b>Kyla Kaczerski</b>  |
| 3. <b>Lindsay N. Hillegas</b> | 6. <b>Megan L. Taylor</b> |

M. Administration recommends the following Professional Staff as **Substitute Certified School Nurses** for the 2024 Extended School Year Program (ESY). The program will be held at 5/6/7 Grade Center, Monday through Thursday, 8:30 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. **Jennifer A. Kurian**

N. Administration recommends the following Professional Staff as **Behavior Specialist Substitutes** for the 2024 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade Center, Monday through Thursday, 8:30 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. **Kathryn Ellor**

O. Administration recommends the following Support Staff as **Instructional Assistant Substitutes** for the 2024 Extended School Year Program (ESY). The program will be held at the 5/6/7 Grade 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 will be set at the employees' current Instructional Assistant hourly rate plus benefits (FICA & Retirement). Funding will be from the Special Education funds

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|--------------------------------|-------------------------------|
| 1. <b>Shannon E. Dauphin</b>   | 9. <b>Kathya Holohan</b>      |
| 2. <b>Deirdre L. Davidson</b>  | 10. <b>Joyce L. Kurtas</b>    |
| 3. <b>Carol L. DiFrancesco</b> | 11. <b>Tari Lawson</b>        |
| 4. <b>Carrie A. Duarte</b>     | 12. <b>Shannon L. Osborne</b> |
| 5. <b>Debra H. Ellis</b>       | 13. <b>Jayne W. Oyler</b>     |
| 6. <b>Hope R. Embree</b>       | 14. <b>Alicia M. Spatzer</b>  |
| 7. <b>Laura Gilmore</b>        | 15. <b>Wendy H. Trump</b>     |
| 8. <b>Allison L. Hagan</b>     |                               |

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

**VI. FINANCE**

Finance A-H, Mrs. Westwood asked about H and it appears because it's the creation of a club account.

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

B. Payments:

1. Food Service Checks

Check No. 2633 - 2650	\$ 1,246.65
2. <u>General Fund Checks</u>	
Check No. 217949 - 218065	\$ 686,908.18
3. <u>General Fund, Food Service, Capital Reserve &amp; Projects ACHs</u>	
ACH No. 232401848 - 232402073	\$ 6,373,547.69
4. <u>Wires</u>	
Wire No. 202300176 - 202300199	\$ 7,744,066.77
5. <u>Procurement Payments</u>	
Transaction No. 220000641 - 220000662	\$ 28,299.80

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. **The Lincoln Center for Family & Youth** to provide 2023-24 School Year Services for a total cost not to exceed \$22,500.00 and will be funded from the Special Education Budget.

E. Administration recommends the approval of **QBS Safety Care** to provide Safety Care Train the Trainer Recertification at a cost not to exceed \$2,800.00 and will be funded from the Special Education Budget.

F. Administration recommends approval for **Suzanne Dailey** to provide professional development for our instructional assistants at a cost not to exceed \$2,000.00 and will be funded from the School-Based Behavioral Health American Recovery Plan Act Grant.

G. Administration recommends approval of **Peter's Place** to provide professional development for school nurses at cost not to exceed \$500.00 and will be funded from the Assistant Superintendent's Budget.

H. Administration recommends approval for the establishment of Take Action Club Student Activity Account.

## VII. PROPERTY

Property A-D, Dr. Wright asked if the playground was a scheduled project, Mr. Pellegrin stated that it is. Mrs. Deardorff thanked the Upper Providence Home and School for all they do

- A. Administration acknowledges the acceptance of a donation in the amount of \$9,900.00 from the Upper Providence Elementary Home and School Association to install a concrete pad under the current benches at the outdoor classroom.
- B. Administration recommends approval for the installation of a new playground at Brooke Elementary School by Recreation Resources through COSTARS. Funding will be paid from Capital Reserve and shall not exceed \$165,000.00.
- C. Administration recommends approval for the purchase of (2) ViewSonic Monitors. Total cost will not exceed \$3,600.00. Funding will come from the Capital Reserve and then repaid from the School Safety Operating Budget.

- D. Administration recommends approval of Phase 3 to complete the Command Center at the high school. COSTARS contract with Integrated Security Systems to provide labor and materials not to exceed \$35,000.00. Funding will come from the Capital Reserve and then repaid from the School Safety Operating Budget.

## VIII. PROGRAMMING AND CURRICULUM

Programming and Curriculum A-M, Dr. Sharma asked about L and what that covered. Mr. Catalano responded and said that it is part of the 10 year refresh, networking upgrades, cabling, and access points.

Dr. Sharma stated we would want to leverage AI tools. Mr. Rizzo said they are currently working on this, Dr. Murray is doing administrative regulations to safely and effectively use this.

- A. Administration recommends the approval of *Positive Physics* (Positive Physics LLC) to be used in Physics. This purchase includes unlimited student access and four teacher subscriptions for 7 years. The cost is not to exceed \$7,500.00 and is a budgeted item that will be paid from Curriculum reserve.
- B. Administration recommends the approval of the use of *Positive Psychology: A Workbook for Personal Growth and Well-Being* (Hoffman, E. L.; Sage Publishers) This purchase includes 41 copies of the text to be used in Honors Behavioral Science. The cost is not to exceed \$2,900.00 and is a budgeted item that will be paid from Curriculum reserve.
- C. Administration recommends the approval of the use of *U Thrive: How to Succeed in College (and Life)* (Lerner, D.; Little, Brown and Company). This purchase includes 41 copies of the text to be used in Honors Behavioral Science. The cost is not to exceed \$550.00 and is a budgeted item that will be paid from Curriculum reserve.
- D. Administration recommends the approval of the use of *Psychology 2e* (OpenStax, nonprofit through Rice University). This comes at no cost to the district as it is licensed under Creative Commons Attribution 4.0 International to be used in Honors Behavioral Science.
- E. Administration recommends the approval of the use of *Introduction to Psychology* (Cummings, J. A. & Sanders, L.) This comes at no cost to the district as it is licensed under Creative Commons Attribution NonCommercial ShareAlike to be used in Honors Behavioral Science.
- F. Administration recommends the approval of *iReady Classroom Mathematics (2024, Curriculum Associates)* to be used in grades 5 through 8 in Math. This purchase includes digital materials and print materials for students and teachers (7 years) and professional development for teachers and administrators (7 years). The cost is not to exceed \$550,000.00 and is a budgeted item that will be paid from Curriculum reserve.
- G. Administration recommends the approval of *Reveal Algebra 1* (2020, McGraw Hill, LLC) to be used in Algebra 1. This purchase includes 700 student texts with digital content (7 years), teacher materials (7 years), and professional development (1 year). The cost is not to exceed \$140,000.00 and is a budgeted item that will be paid from Curriculum reserve.
- H. Administration recommends the approval of *Activate Learning Prime* (2022, Activate Learning SASC LLC) to be used in Grade 5 Science. This purchase includes 650 student resources (4 years), teacher materials (4 years), and professional development (1 year). The cost is not to exceed \$95,000.00 and is a budgeted item that will be paid from Curriculum reserve.
- I. Administration recommends the approval of *Open SciEd Middle School* (2022, Activate Learning SASC LLC) to be used in Grade 6 Science. This purchase includes 650 student resources (4 years), teacher materials (4 years), and professional development (1 year). The cost is not to exceed \$102,000.00 and is a budgeted item that will be paid from Curriculum reserve.

- J. Administration recommends the approval of *Turnitin Originality* (Artificial Intelligence detector). This is an add-on product to *Turnitin* which is currently being used at the high school level. The total cost for the remainder of the contract is an annual cost not to exceed \$3,000.00 and will be paid from the Curriculum budget.
- K. Administration recommends the approval of *LinkIt!* This purchase includes test and answer key digitization service for up to 225 assessments. The cost is not to exceed \$5,500.00 and will be paid from the Assistant Superintendent Budget.
- L. Administration recommends the purchase of Networking equipment as part of our 10-year Infrastructure plan. The cost will not exceed \$215,000.00. This purchase is eligible for the E-Rate program with a 50% refund. This will be paid from Tech Reserve and repaid from the Technology operating budget.
- M. Administration recommends the refresh of the Canon Print Shop at Upper Providence Elementary School. This five-year agreement for the lease, service and base usage will not exceed \$8,800.00 per month. This agreement is subject to review and approval by the solicitor's office. This will be paid from the Technology operating budget.

#### IX. CONFERENCES AND WORKSHOPS

Conferences and Workshops A-C, no questions or comments.

- A. **Gregory V. Detwiler and Randall S. Albright**, Grounds Crew, to attend "*2024 Playground Safety Inspector Course and Exam*" in Allentown, PA May 8-10, 2024 at a cost not to exceed \$2,010.00 (registration and transportation). Substitute coverage is not needed.
- B. **Robert W. Rizzo**, Superintendent, to attend "*MCIU Superintendents' Conference*" in Philadelphia, PA April 11, 2024 at a cost not to exceed \$300.00 (registration and transportation). Substitute coverage is not needed.
- C. School Board Members **David Laky, Dr. Sagar Sharma, and Dr. Margaret Wright** and **Dr. Kelly Murray**, Assistant Superintendent, to attend "*MCIU Legislative Breakfast*", in King of Prussia, PA April 26, 2024. The total cost of the conference is \$100.00 (registration).

#### X. OTHER BUSINESS

Other Business A-B, Dr. Wright noted the district audit policy change from the audit being presented to now being provided with no approval.

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

1. **Policy #204** - Attendance (**Attachment A4**)
2. **Policy #619** - District Audit (**Attachment A5**)
3. **Policy #906** - Public Complaint Process (**Attachment A6**)

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

1. **Policy #216.1** - Supplemental Discipline Records (**Attachment A7**)
2. **Policy #233** - Suspension and Expulsion (**Attachment A8**)
3. **Policy #833** - Security of Computerized Personal Information/Breach Notification (**Attachment A9**)
4. **Policy #833.1** - Data Governance-Storage/Security (**Attachment A10**)

#### XI. BOARD COMMENT

Mrs. Weingarten reported that she and Dr. Wright attended Senator Joe Webster's open house and saw the art and heard the music.

Dr. Wright talked about Pie Day at the 5/6 Grade Center.

**XII. PUBLIC TO BE HEARD**

None

**XIII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 7:49 p.m. with a motion from Mrs. Deardorff, seconded by Mrs. Westwood.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

On February 20, 2024, The Spring-Ford Area School District Work Session 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: Erica Hermans  
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  
Absent: Abby Deardorff and David Laky

**CALL TO ORDER**

Mrs. Hermans called the meeting to order at 7:00 p.m.  
Mrs. Bickert noted attendance: Ms. Goldsmith, Dr. Sharma, Ms. Weingarten, Ms. Westwood, Dr. Wright, Mr. Jackson, Ms Hermans. It was noted that Ms. Deardorff and Mr. Laky are absent.

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

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

Steve Fry, Royersford - CR-SE

**II. ACTION ITEMS**

Motion to approve Action item A by Mrs. Weingarten, seconded by Mr. Jackson.  
Motion carries 7-0.

Motion to approve Action item B by Mrs. Weingarten, seconded by Mrs. Westwood.  
Motion carries 7-0.

Motion to approve Action item C by Dr. Wright, seconded by Mrs. Weingarten.  
Board discussion about the timing of this request. Mr. Catalano made the Board aware that this vendor has a limited quantity and this purchase would save the district money.  
Motion carries 7-0.

- A.** Administration recommends approval of Resolution 2024-01 (1) authorizing a public hearing to be held on March 18, 2024, regarding the Spring City Elementary School Additions and Renovations Project; (2) directing the publication of notice of the hearing in accordance with Act 34; and (3) directing and authorizing the administration, Solicitor, Architect, and other consultants to take all actions in furtherance of the Spring City Elementary School Addition and Renovations Project necessary to comply with Act 34. **(Attachment A1)**
- B.** Administration recommends approval of the overnight trip request for **Robert Swier, Trish Smith, Cheryl Murgia, Amy Short, Rachelle Hafer, Tara O’Toole, Christopher Cameron, Matthew Kozeniewski, Erin Marcellus, Melissa Weidman and Autumn Murphy** 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 will be paid by each student, and ranges from \$400-\$543 per student depending on room occupancy and includes registration, lodging, transportation, meals and chaperone expenses. 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 for each staff member.

- C. Administration recommends the purchase of 1,500 Chromebooks from SHI. The purchase will not exceed \$725,000.00 and will be paid out of the Technology Reserve and repaid out of the Technology operating budget over the life of the device.

### III. BOARD AND COMMITTEE REPORTS

#### **Student Rep. Report**

**Arhan Kaul/Stella Stein**

Mr. Kaul gave a quick rundown on past events which included midterms, second quarter closed, VEX Robotics competitions at SFAHS and PAC Champions. Some of the upcoming events that Ms. Stein noted were PIAA District 1 playoffs, spring musical, District 1 Championships, Spring sports starting and the First Digital SAT will be administered.

#### **Community Relations**

**Erica Hermans**

**1<sup>st</sup> Tue. 6:00 p.m.**

Ms. Hermans welcomed the new members to the committee. The Golden Rams Card and the Spring-Ford Sign Garden were a few items discussed and it was announced that 7 of the 17 submissions with PenSPRA were recognized. Other points discussed were trademarking and past and upcoming events.

#### **Extracurricular Activities**

**Abby Deardorff**

**1<sup>st</sup> Tue. 7:00 p.m.**

Dr. Giambattista noted the committee welcomed the new members. There were 3 theater students that presented the arts and all the plays throughout the years. 3 students from the take action club developed a tutoring system for students which is online. Mr. Miscavage provided an update on the girls flag football.

#### **Policy**

**Karen Weingarten**

**2<sup>nd</sup> Mon. 6:00 p.m**

Ms. Weingarten touched on the policies updated, those that are under further review, several coming back next month for further discussion and a few on this agenda for first read.

#### **Curriculum/Technology**

**Dr. Margaret D. Wright**

**2<sup>nd</sup> Mon. 7:00 p.m.**

Dr. Write reported there are 7 items on the agenda that were discussed and now on for approval, the Technology department is fully staffed and an update was shared from Know Before.

#### **MCIU**

**Dr. Margaret D. Wright**

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

Dr. Wright stated the MCIU welcomed new members from around the county. Dr. Speaker invited the board to participate in Read Across America and that Dr. Speaker's contract was approved for another 4 years.

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

Dr. Murray shared that there are 10 Merit Scholarship Finalists, Mr. Rizzo, Dr. Giambattista and she attended the SkillsUsa Competition and honored to serve as judges. The Department of Health is conducting listening tours to learn how to support. Spring-Ford hosted 71 teams in the VEX Robotics earlier in the month. Skills over stereotypes event was announced and it was announced a teachers job fair is coming.

#### **Solicitor's Report**

**Mark Fitzgerald**

Briefly noted Finance O, Deed of Conveyance, it was noted that in order for this to pass it would need 6 votes in favor, not court approval.

Ms. Goldsmith asked about the MOU with Immaculata, Mr. Fitzgerald noted the changes.

**IV. MINUTES**

Minutes A, No questions or comments.

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

**V. PERSONNEL**

Personnel A-S, No questions or comments.

Mrs. Hermans did not that item S will be updated with an effective date of February 27, 2024.

**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. 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.

**D. Tenure**

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

1. **Melissa L. Wasko**

**E. 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.
- F. 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**
- G. 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> |
- H. 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).
- I. 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).
- J. 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**
- K. 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. <b>Sarah L. Becker-Fralich</b> | 3. <b>Brett M. Slifer</b> |
| 2. <b>Michael Hoinowski</b>       | 4. <b>Heather Steele</b>  |
- L. 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. <b>Kelly R. Barber</b>             | 11. <b>Barbara J. McGuigan</b>     |
| 2. <b>Mackenzie L. Carroll</b>        | 12. <b>Kelsey E. Mitton</b>        |
| 3. <b>Hannah Z. Coath</b>             | 13. <b>Marykay O'Callagan</b>      |
| 4. <b>April Collins</b>               | 14. <b>Megan E. O'Hara</b>         |
| 5. <b>Olivia P. Delmoro</b>           | 15. <b>Shana L. Savard</b>         |
| 6. <b>Haley M. Didget</b>             | 16. <b>Christine A. Sterenczak</b> |
| 7. <b>Jennifer L. Elliott</b>         | 17. <b>Molly A. Storti</b>         |
| 8. <b>Ashley A. Galluppi</b>          | 18. <b>Diane S. Vogt</b>           |
| 9. <b>Amy R. Heiman</b>               | 19. <b>Amanda M. Weckerly</b>      |
| 10. <b>Kathy A. Lebedynsky-Pencak</b> | 20. <b>Courtney A. Zettlemoyer</b> |
- M. 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**

- N.** 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**

- O.** 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**

- P.** 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>         |                                  |

- Q.** 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.

- R. Administration recommends approval of the attached extra-curricular contracts for the 2023-2024 school year. (**Attachment A3**)
- S. 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 21, 2024 and \$112,000.00 for the 2024-2025 school year.

## VI. FINANCE

Finance D4, Mr. Jackson asked what this was for and it was explained that PDE does require this training and this idea is to help with CR-SE Standards. This will be done over this school year and next school year.

Finance E, Dr. Giambattista confirmed that this is for one student.

Finance F, Dr. Giambattista confirmed this is for two full time Psychologists.

Finance G, Mr. Rizzo spoke about the MCIU Budget and the district's requirement to pay a portion of this and Mr. Fitzgerald said this is basically for running the MCIU. The services, Shared Services, will be a separate budget approved at the end of the school year.

Finance I, Dr. Giambattista confirmed this is Vanguard School.

- 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**.

(Attachment A1)

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.
- O.** 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 \_\_\_\_\_ Nay \_\_\_\_\_ Abstentions \_\_\_\_\_ Absent \_\_\_\_\_

**(Attachment A4)**

**VII. PROPERTY**

Dr. Wright asked about A, Mr. Jackson noted the equipment they have is limited in what they can cut and it came down that the larger fields were cut more than expected for athletic events.

Mrs. Westwood asked about which fun F is coming from, Mr. Jackson said thei is all part of the original budget and items that should have been included in phase I and II.

Dr. Wright asked about G, Mr. Jackson said this is part of the capital projects that comes up every year.

Dr. Sharma asked about he vendor selection process, Mr. Jackson said they go through the state procurement process.

- 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.

### VIII. PROGRAMMING AND CURRICULUM

Mrs. Goldsmith noted that for Programming and Curriculum F and G, these selections came from a list that was provided for use to choose from.

- 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

Conference and Workshops G, Dr. Wright noted that these attendees are presenters at this conference.

- 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

Other Business C, Mr. Rizzo noted that this item is going to be removed from the agenda for now. There are other items on the calendar that may be moved and they will all be adjusted at the same time.

Other Business E, Policy 122 covers what is covered and what is not. This is an overnight trip and it is also a conference for the teachers.

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

(Attachment A1)

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.** The Administration recommends approval to shift the October 18, 2024 Act 80 Day to September 20, 2024 in the 2024-2025 school calendar.

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

**E.** Administration recommends approval of the overnight trip request for **Yvonne O’Dea, Emily McGranahan and Andrew Walls** to accompany students qualifying for PMEA in Erie, PA from April 17-20, 2024. The total cost to the district is not to exceed \$6,500.00 and includes registration, lodging, transportation and meals. Students will miss 3 days of school and will be responsible for any missed work. Substitutes will be needed to cover three staff members for 3 days of school. Students will miss 3 days of school and will be responsible for any missed work.

**XI. BOARD COMMENT**

Mr Rizzo, noted in the memo about adding a 7th Grade Principal permanent.

Mr. Jackson asked how many nurses there are, Ms. Leiss said there are 18.

Dr. Wright noted that she and a few others attended the MCIU Finance workshop and found it helpful in understanding the budget.

Mrs. Weingarten reminded everyone that the WMCTC Community Dinner is starting but it is probably sold out. Also noted that the Skills over stereotypes program is next week and reminded everyone the play “Big Fish” is this coming weekend.

Mr. Jackson reminded the Board that next week’s voting meeting has a lot of money and to be mindful.

**XII. PUBLIC TO BE HEARD**

Steve Fry, Royersford - CR-SE

Maryjo McNamara, Limerick - Budget Presentation

**XIII. ADJOURNMENT**

The Board unanimously adjourned the meeting at 8:30 p.m. with a motion from Mrs. Weingarten seconded by Dr. Wright.

Respectfully submitted,

Laurie J. Bickert  
Board Secretary

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, Ventriss 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

	<b>Contract Title</b>	<b>Season</b>	<b>Last</b>	<b>First</b>	<b>Stipend</b>
1	JV "B" Baseball Coach	Spring	Bean	William	\$3,186.00
2	Athletic Event Supervisor-Spring-MS	Spring	Bogus	Stacey	\$1,181.00
3	Extended School Year Coordinator	Year	Carroll	Mackenzie	\$9,000.00
4	Lacrosse Coach - Girls' (7th Grade)	Spring	DiSimone	Sarah	\$2,772.00
5	Co-Ed Fitness Intramural # 1 - Limerick- Walking Club	Spring	Ferko	Stephen	\$402.00
6	Volunteer Assistant Track Coach -Boys' & Girls'- HS	Spring	Johnson	Derrick	Volunteer
7	Asst. Lacrosse Coach-Girls'-HS (1/2 Contract)	Spring	Kada	Kaitlyn	\$1,995.50
8	Kiwanis Builders' Club - Grade 7 (1/2 Contract)	Year	Leshner	Melinda	\$552.00
9	Volunteer Assistant Track Coach -Boys' & Girls'- HS	Spring	Poole	Dustin	Volunteer
10	Co-Ed Fitness Intramural # 4 - Limerick- Walking Club	Spring	Randle	Vincent	\$402.00
11	Lacrosse Coach - Girls (8th Grade)	Spring	Ryan	Megan	\$2,772.00
12	Softball Coach - 8th Grade	Spring	Shaheen	Emily	\$2,772.00
13	Lacrosse Coach - Boys (8th Grade)	Spring	Sloat	Collin	\$2,772.00
14	Co-Ed Fitness Intramural # 3 - Limerick- Walking Club	Spring	Weber	Andrea	\$402.00
15	Co-Ed Fitness Intramural # 2 - Limerick- Walking Club	Spring	Wike	Christine	\$402.00

Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204
Status	Draft
Adopted	March 25, 1991
Last Revised	January 23, 2023

### **Purpose**

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

### **Authority**

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board hereby authorizes the Superintendent or designee to identify and appoint appropriate school officials to act as Attendance Officers for the district.[\[1\]](#)

Administrative regulations and procedures shall include guidelines regarding grieving students.

### **Definitions**

**Compulsory school age** shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall mean no later than age six (6) until age eighteen (18). The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

**Habitually truant** shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[8\]](#)

**Truant** shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[8\]](#)

**Person in parental relation** shall mean a:[\[8\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.

3. Guardian of the student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

**School-based or community-based attendance improvement program** shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[8\]](#)

### **Guidelines**

#### Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[2\]](#)

The Board shall issue notice to those persons in parental relations who fail to comply with the statutory requirements of compulsory attendance that such infractions may result in the filing of citations in accordance with law.

#### Enforcement of Compulsory Attendance Requirements

##### *Student is Truant –*

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[11\]](#)

The notice shall:[\[11\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[11\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[11\]](#)

*School Attendance Improvement Conference (SAIC) –*

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[\[11\]](#)

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[\[8\]](#)

The following individuals shall be invited to the SAIC:[\[8\]](#)

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[\[11\]](#)

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[\[11\]](#)

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[\[11\]](#)

*Student is Habitually Truant –*

When a student under fifteen (15) years of age is habitually truant, district staff:[\[12\]](#)

1. Shall refer the student to:
  - a. A school-based or community-based attendance improvement program;  
or
  - b. The local children and youth agency.

2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[\[12\]](#)

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[\[12\]](#)

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[\[12\]](#)

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[\[12\]](#)

#### *Filing a Citation –*

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[\[13\]](#)

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[\[13\]](#)

#### Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.[\[14\]](#)[\[15\]](#)[\[17\]](#)

#### Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[\[11\]](#)

#### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, persons in parental relation, staff, local children and youth agency, and local magisterial district judges about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[\[1\]\[18\]](#)

The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the building and/or house principals, Attendance Officer, and/or Home and School Visitor shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[19\]\[20\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. Ensure that students legally absent have an opportunity to make up work.

#### Legal

1. 22 PA Code 11.41
2. 24 P.S. 1327
3. 24 P.S. 1329
4. 24 P.S. 1330
5. 22 PA Code 11.23
6. 22 PA Code 11.25
7. 22 PA Code 12.1
8. 24 P.S. 1326
9. 22 PA Code 11.13
10. 42 Pa. C.S.A. 6302
11. 24 P.S. 1333
12. 24 P.S. 1333.1
13. 24 P.S. 1333.2
14. Pol. 103.1
15. Pol. 113
16. Pol. 113.3
17. Pol. 114

18. 24 P.S. 510.2  
19. 24 P.S. 1332  
20. 24 P.S. 1339  
24 P.S. 1327.1  
24 P.S. 1333.3  
24 P.S. 1546  
22 PA Code 11.21  
22 PA Code 11.22  
22 PA Code 11.24  
22 PA Code 11.26  
22 PA Code 11.28  
22 PA Code 11.31  
22 PA Code 11.31a  
22 PA Code 11.32  
22 PA Code 11.34  
22 PA Code 11.5  
22 PA Code 11.8  
Pol. 115  
Pol. 116  
Pol. 117  
Pol. 118  
Pol. 137  
Pol. 251

Book	Policy Manual
Section	600 Finances
Title	District Audit
Code	619
Status	Draft
Adopted	March 25, 1991
Last Revised	April 26, 2021

### **Purpose**

The Board recognizes the importance of the public's right to have access to the public records of the district, including public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the district's accountants and the audit conducted by the Auditor General's office.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Authority**

The Board shall employ an independent, certified public accountant to conduct an annual district audit in conformance with prescribed and legal standards. The completed audit shall be provided to the Board for its examination..[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board recognizes its obligation as an elected body to represent the best interests of all its constituents. Therefore, the Board shall make the results of both the district's accountant's audit and the Auditor General's audit available to the public at the business office of the district.

The Board believes that the two (2) available audits provide adequate safeguards for the public interest. Therefore, special audits by special interest groups are not permitted.

The Board recognizes that certain information shall not be made available to the public, such as:[\[3\]](#)

1. Personnel records.[\[8\]](#)
2. Student records.[\[9\]](#)
3. Labor relations negotiations records.
4. Property acquisition negotiation information.
5. Records regarding actions of a criminal justice nature.
6. Other records not considered public records.

### **Delegation of Responsibility**

The Superintendent and Board Secretary shall annually submit a signed statement to the Pennsylvania Department of Education certifying that the financial statements of

the school district have been properly audited pursuant to law and that in the independent auditor's opinion, the financial information submitted in the annual financial report is materially consistent with the audited financial statements. If the financial information is not deemed materially consistent, the district shall submit a revised annual financial report.[\[10\]](#)

Legal

1. 24 P.S. 408
2. 65 P.S. 67.701
3. Pol. 801
4. 24 P.S. 2401
5. 24 P.S. 2408
6. 24 P.S. 2441
7. 24 P.S. 437
8. Pol. 324
9. Pol. 216
10. 24 P.S. 218
- 24 P.S. 1337
- 24 P.S. 2432
- 24 P.S. 504
- 24 P.S. 511
- 65 P.S. 67.101 et seq

Book	Policy Manual
Section	900 Community
Title	Public Complaint Process
Code	906
Status	Draft (PSBA 2/18)
Adopted	March 25, 1991
Last Revised	August 27, 2018

### **Purpose**

The Board welcomes inquiries, suggestions, and constructive criticism **from** persons in parental relations, **district** residents or community groups regarding the district's programs, personnel, operations and facilities. **The Board adopts this policy to establish procedures** for seeking appropriate resolution **to complaints**.

### **Authority**

**The Board encourages persons in parental relations, district residents or community groups who have general complaints about Board policy and district procedures, district programs, personnel, operations and facilities to follow the general complaint procedure established in this policy.**

The Board **directs** persons in parental relations, other individuals and organizations alleging violations **of law** in the **district's** administration of **federally-funded** programs to submit complaints **in accordance with the separate federal program complaint procedure established in this policy.**[\[1\]](#)

**The Board shall ensure that this policy is posted on the district's publicly accessible website in accordance with law.**[\[2\]](#)

### **Delegation of Responsibility**

**The district shall annually notify persons in parental relations, employees and the public of this policy and established complaint procedures via the district website, newsletters, posted notices and/or other efficient communication methods.**

### **Guidelines**

#### General Complaint Procedure

**It is the intent of the Board that complaints, concerns and suggestions be addressed and/or resolved at the lowest appropriate level.**

At all levels of this procedure, district employees shall make a determination as to whether the complaint should proceed as outlined in this policy or if the complaint should be submitted through a specialized complaint process addressed in a separate Board policy, district procedure or administrative regulation that is directly related to the nature of the complaint.

General complaints about Board policy and district procedures, programs, personnel, operations and facilities shall **begin with an informal, direct discussion between the complainant and district employee who is most directly involved.**

**The employee** shall attempt to provide a reasonable explanation or take appropriate action within the employee's authority. The employee shall report the matter and the resolution to the building principal or immediate supervisor.

**When an informal discussion fails to resolve the complaint, the following procedure shall be used.**

**First Level - If a satisfactory resolution is not achieved by discussion with the employee, the complainant shall submit a written complaint to the building principal or designee and a conference shall be scheduled with the complainant. The written complaint shall include the contact information of the person or group filing the complaint,** the specific nature of the complaint, a brief statement of relevant facts, how the complainant has been affected adversely, and the action requested. **The building principal or designee shall provide a written response to the complainant.**

**Second Level - If a satisfactory resolution is not achieved through a conference with the building principal or designee, the complaint shall be referred to the Superintendent or designee. The Superintendent or designee shall review the complaint and may** schedule a conference with the complainant. The Superintendent or designee shall provide a written response to the complainant.

**Third Level - If a satisfactory resolution is not achieved through referral to the Superintendent or designee or if resolution of the complaint is beyond his/her authority and requires Board action, the Superintendent or designee shall refer the complaint to the Board.**

**The Board,** after reviewing all information relative to the complaint, shall provide the complainant with its written **response. The Board may, at its discretion,** grant a hearing before the Board or a committee of the Board. **If a hearing is granted,** the complainant shall be advised of the Board's **response,** in writing, no more than **thirty (30)** days following the hearing.

Any requests, suggestions or complaints **first** directed to individual Board members and/or the Board shall be referred to the Superintendent for consideration, **investigation** and action. If further action is warranted, based on the initial investigation, such action shall be in accordance with the **procedures outlined above.**

#### Complaint Procedure for Federal Programs

Complaints alleging violations of law in the district's administration of federally-funded programs shall be processed in accordance with the following procedure.[\[1\]](#)

**The complainant shall submit** a written, signed statement **to the district's administration office** that **includes:**

1. **Contact information of the individual or organization filing the complaint.**
2. Alleged federal program violation.
3. Facts supporting the alleged violation.
4. Supporting documentation, such as information on discussions, correspondence or meetings with district **staff** regarding the complaint.

**District staff shall forward** complaints to the **district administrator responsible for federal programs**, who will notify the Superintendent **and acknowledge receipt of the complaint in writing.**

The **district administrator responsible for federal programs shall** conduct an independent investigation, which **may** include, but not be limited to:

1. On-site visit to the building that is the subject of the complaint.
2. Opportunity to present evidence by all individuals and/or organizations involved.
3. Opportunity for **participants to ask questions of each other** and witnesses.

When the investigation is completed, the **district administrator responsible for federal programs shall** prepare a **written** report with a recommendation for resolving the complaint. The report **shall** include:

1. Name of the individual or organization filing the complaint.
2. Nature of the complaint.
3. Summary of the investigation.
4. Recommended resolution.
5. Reasons for the recommended resolution.

The **district administrator responsible for federal programs shall** submit the **written** report to the Superintendent, who will determine whether further investigation is required and/or the district's final response.

All **individuals and/or organizations making the complaint or that are the subject of the complaint shall** be notified of the resolution of the complaint by the **Superintendent or designee.**

The **district administrator responsible for federal programs shall** ensure that the resolution of the complaint is implemented.

The time period between receipt and resolution of a complaint **shall** not exceed sixty (60) calendar days, unless circumstances require additional time.

**The complainant** may appeal the final resolution to the Pennsylvania Department of Education.

#### **Division Chief**

Division of Federal Programs  
PA Department of Education  
333 Market Street  
Harrisburg, PA 17126-0333

**PSBA Revision 2/18 © 2018 PSBA**

Legal

1. 20 U.S.C. 7844

2. 24 P.S. 510.2

24 P.S. 510

Pol. 103

Pol. 103.1

Pol. 104

Pol. 105.1

Pol. 108

Pol. 109

Pol. 116

Pol. 127

Pol. 137

Pol. 150

Pol. 202

Pol. 206

Pol. 247

Pol. 249

Pol. 251

Pol. 252

Pol. 255

Pol. 610

Pol. 621

Pol. 626

Pol. 718

Pol. 801

Pol. 808

Pol. 815

Pol. 824

Pol. 827

Pol. 828

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