

**SPRING-FORD AREA SCHOOL DISTRICT
BOARD MEETING**

Tuesday, May 28, 2024 ~ 7:00 p.m.

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

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

MISSION STATEMENT

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

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

II. PRESENTATIONS

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

- Boys Lacrosse Team (PAC Championship)

B. Farewell to the current Student Representative to the School Board, **Arhan Kaul**.

C. Introduction of the new Student Representative to the School Board, **Anika Gupta**.

III. BOARD AND COMMITTEE REPORTS

WMCTC	Weingarten/Hermans/Goldsmith	1st Mon. 7:00 p.m.
Legislative Committee	Theresa Westwood	Varies
PSBA Liaison	Heidi Goldsmith	
American Legion	David Laky	
Superintendent's Report	Robert Rizzo	
Solicitor's Report	Mark Fitzgerald	

IV. MINUTES

A. Administration recommends approval of the April 15, 2024 Work Session minutes.
(Attachment A1)

B. Administration recommends approval of the April 22, 2024 Board Meeting minutes.
(Attachment A2)

C. Administration recommends approval of the May 7, 2024 Special Meeting minutes.
(Attachment A3)

V. PERSONNEL

A. Resignations

1. **Shari B. Appel**: Special Education Teacher, 5/6th Grade Center. Effective: June 7, 2024.

2. **Amanda L. Burr:** Special Education Teacher Tutor, Extended School Year. Effective: April 29, 2024.
3. **Ronda I. Brisbois:** Instructional Assistant, Evans Elementary School and Extended School Year. Effective: May 10, 2024.
4. **Kimberly A. Brown:** Instructional Assistant, Evans Elementary School. Effective: May 8, 2024.
5. **Julie C. Catterson:** Home and School Visitor, 7th Grade Center for the purpose of retirement. Effective: September 5, 2024.
6. **Colleen Deschamp:** Instructional Assistant, Extended School Year. Effective; May 13, 2024.
7. **Steven Fisher:** Instructional Assistant, Extended School Year. Effective: April 30, 2024.
8. **Lauren E. Flanagan:** Reading Teacher, 8th Grade Center and Summer RAMS. Effective: June 7, 2024.
9. **Barbara J. McGuigan:** Special Education Teacher, Extended School Year. Effective: May 1, 2024.
10. **Amelia M. Smith:** Walking Club, Spring City Elementary School. Effective: May 1, 2024.
11. **Kristen Richter:** Instructional Assistant, Extended School Year. Effective: May 1, 2024.
12. **Dena R. Wisneski:** Instructional Assistant, Royersford Elementary for the purpose of retirement. Effective: June 7, 2024.

New Resignations

13. **Emily A. Sonnon:** Elementary Teacher, Spring City Elementary School. Effective: June 1, 2024.

B. Leave of Absence

1. **Gabrielle M. Fisher:** Instructional Assistant, 8th Grade Center, for an unpaid leave of absence per Board Policy starting on May 13, 2024 to June 7, 2024.
2. **Anna Kutsch:** Support Technician, 7th Grade Center, for an unpaid leave of absence per Board Policy starting on May 27, 2024 to June 30, 2024.
3. **Alan R. Horning:** Custodian, Senior High School, for an unpaid leave of absence per Board Policy starting on February 22, 2024 extended to June 6, 2024.
4. **Sara E. Synder:** Instructional Assistant, 5/6 Grade Center, for an unpaid leave of absence per Board Policy starting on February 26, 2024 to May 14, 2024.

C. Professional Employee

1. **Angela M. Schoettle:** Social Studies Teacher, Senior High School, replacing John T. Hughes, who retired. Compensation has been set at M +30, Step 10, \$83,750.00 with benefits per the Professional Agreement. Effective: August 20, 2024.
2. **Steven E. Yoder:** Music Teacher, 7/8th Grade Centers, replacing Krisnoel Jennings who retired. Compensation has been set at M, Step 11, \$76,000.00 with benefits per the Professional Agreement. Effective: August 20, 2024.

D. Temporary Professional Employee

1. **Mark F. Cecconi:** Broadcast Teacher, Senior High School, replacing Cheryl B. Murgia, who retired. Compensation has been set at B, Step 1, \$55,000.00 with benefits per the Professional Agreement. Effective: August 20, 2024.
2. **Lindsay P. Valovage:** School Psychologist, Upper Providence Elementary School, replacing Naomi C. Morissette, who resigned. Compensation has been set at M Step 1, \$62,100.00 with benefits per the Professional Agreement. Effective: August 20, 2024

New Temporary Professional Employee

3. **Calyx E. Castel:** Spanish Teacher, Senior High School, replacing Bruce A. Cope, who retired. Compensation has been set at B, Step 1, \$55,000.00 with benefits per the Professional Agreement. Effective: August 20, 2024.

E. Change of Status

1. **Jeanette M. Carr:** Secretary 12 Month, 5/6th Grader Center to Secretary 10 Month, 5/6th Grade Center, replacing Deborah Oliver who had a change of assignment. Effective: August 19, 2024.
2. **Deborah A. Oliver:** Secretary 10 Month, 5/6th Grader Center to Secretary 12 Month, 5/6th Grade Center, replacing Jeanette Carr who had a change of assignment. Effective: August 19, 2024.
3. **Melissa A. Wobensmith:** School Counselor, Spring-Ford Cyber Learning to Data and Reporting Specialist, 9th Grade Center, replacing Timothy Poth who retired. Compensation has been set at \$69,500.00 prorated with benefits per the Administrative Support Benefit Summary. Effective: July 8, 2024.

F. Support Staff

1. **David M. Price:** Head Custodian, District Office, replacing Lisa Zink who had a change of status. Compensation has been set at \$17.22 per hour plus the head custodian stipend of \$1.25 per hour with benefits per the Custodian Benefit Summary. Effective: May 20, 2024.

- G.** Administration recommends approval of the following Professional Staff as Tutors for English Language Development Camp at Brooke Elementary School. The program will be held for 2 sessions (8:30-10:30am and 10:30 am-12:30 pm) on Tuesdays and Wednesdays from June 24, 2024 through July 31, 2024. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

1. **Jennifer C. Brown**
2. **Tara L. Chester**
3. **Judith S. Rickard**

- H.** Administration recommends approval of the following Professional Staff as Substitute Tutors for English Language Development Camp at Brooke Elementary School. The program will be held for 2 sessions (8:30-10:30am and 10:30 am-12:30 pm) on Tuesdays and Wednesdays from June 24, 2024 through July 31, 2024. Compensation has been set at \$40.00/hour plus benefits (FICA & Retirement). Funding will be paid from the ARP ESSER/7% Set Aside.

1. **Sandra Cerniglia**

- I.** 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, 8:30 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. ***Designates new addition since last week**

1. **Kimberly L. Acosta**
2. ***Vanessa G. Donatelli**
3. ***Kimberly M. Freese**

- J.** 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.

1. **Kelsey L. Brown**

- K.** Administration recommends the following Support Staff as **Instructional Assistant** 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. ***Designates new addition since last week**

1. **Melissa E. Cherkasky**
2. **Christa M. Fitch**
3. **Rachel M. Gertenitch**
4. ***Carol E. Roth**

- L.** 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. **Bridget A. Mullins**
2. **Shelley N. Robbins**

- M.** Administration recommends approval of the attached extra-curricular contracts for the 2023-2024 school year. **(Attachment A4)**
- N.** Administration recommends approval of the Assistant Coordinator of Transportation job description. This position will replace the Administrative Assistant position in the Transportation Department. **(Attachment A5)**

VI. FINANCE

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

B. Payments:

1. Food Service Checks
Check No. 2652 - 2657 \$ 1,144.74
2. General Fund Checks
Check No. 218153 - 218347 \$ 1,250,883.43
3. General Fund, Food Service, Capital Reserve & Projects ACHs
ACH No. 232402241 - 232402581 \$ 8,572,059.17
4. Wires
Wire No. 202300217- 202300244 \$ 2,921,460.34
5. Procurement Payments
Transaction No. 220000722 - 220000818 \$ 45,916.83

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. **Capstone Academy** to provide Extended School Year 2024 tuition and related services at a cost not to exceed \$42,000.00. Funding will be paid from the 2024-25 Special Education Budget.
2. **Capstone Academy** to provide 2024-2025 School Year tuition and related services at a cost not to exceed \$314,775.00. Funding will be paid from the Special Education Budget.
3. **Cottage Seven Academy** to provide Extended School Year Services 2024 at a cost not to exceed \$2,500.00. The funding will be paid from the Special Education Budget.
4. **The Pathway School** to provide Extended School Year 2024 services at a cost not to exceed \$36,500.00. Funding will be paid from the Special Education Budget.
5. **The Camphill School** to provide Extended School Year 2024 services at a cost not to exceed \$50,300.00. Funding will be paid from the Special Education Budget.
6. **firstPRO, Inc Accounting & Finance Division** to provide temporary/temp-to-hire services for the business office. Services shall be paid at rates up to \$45 per hour. Funding will be paid from the General Fund.
7. **Montgomery County Intermediate Unit – Norristown, PA** to provide school-based ACCESS Program billing services for the 2024-2025 school year at an amount equal to 12% of the ACCESS dollars earned by the district. Funding will be paid from the Medical ACCESS dollars received.
8. **Lakeside Family Services** for 7 educational slots and 6 crisis counselors in the total amount of \$880,267.00. \$242,000.00 will be paid from The Montgomery County Department of Health and Human Services Grant and \$638,267 will be paid from the Special Education Budget.
9. **Procure Therapy** to provide ESY 2024 services (1:1 and Speech/Language) at a total cost not to exceed \$16,320.00 and will be funded from the Special Education Budget.
10. **US Medical Staffing** to provide LPN services for ESY 2024 school year at a total cost not to exceed \$5,304.00 and will be funded from the Special Education Budget.
11. **Variety Club Camp and Developmental Center** to provide ESY 2024 services for a total cost not to exceed \$83,810.00. The contract will be funded from the Special Education Budget.
12. **Devereux** to provide ESY 2024 Services for a total cost not to exceed \$36,120.00. The contract will be funded from the Special Education Budget.
13. **Vanguard School** to provide ESY 2024 Services at a total cost not to exceed \$28,033.00. The contract will be funded from the Special Education Budget.

- E. Board approval is needed for the appointment of **James D. Fink**, Chief Financial Officer, to the Office of Board Treasurer of the Spring-Ford Area School District Board of Directors for the term of one (1) year, effective July 1, 2024.
- F. Administration recommends approval of a renewal agreement for the 2024-2025 school year with **EI US, LLC dba LearnWell**, formerly Education, Inc. in Plymouth, MA to provide educational tutoring services on an as-needed basis when students have been admitted to a hospital or behavioral health center setting. Services will be provided at a rate of \$44.75 per hour for a maximum of 5 hours per week per student.
- G. Administration recommends approval of a contract with **Deaf-Hearing Communication Centre** to provide professional sign language interpreting for meetings and events within the schools for the 2024-2025 school year. The total cost will not exceed \$2,000.00 and will be funded from the Assistant Superintendent Budget.
- H. Administration recommends approval of a contract with **Buxmont Academy** in the total amount of \$237,824.95 for seven educational slots for the 2024-2025 school year. Funding will be paid from the Special Education Budget.
- I. Administration recommends approval for **Explorations PHP** in the amount of \$50,000.00 for extended school year services and will be funded from the Special Education Budget.
- J. Administration recommends approval of a **confidential settlement agreement #2024-08** with the parent of a special education student in an amount not to exceed \$151,253.93. Funding will be paid from the Special Education Budget.
- K. Administration recommends approval of a **confidential settlement agreement #2024-10** with the parent of a special education student in an amount not to exceed \$147,955.00. Funding will be paid from the Special Education Budget.
- L. Administration recommends approval of remaining soft costs for the Spring City Elementary School renovation/addition project in accordance with the final project budget. These costs are for various vendors/service providers for permits, site management and equipment fees, insurances, relocation costs, legal fees, furniture and fixtures, construction contingency, etc. Total cost shall not exceed \$2,759,767.00.
- M. Administration recommends approval for the purchase of one cargo van at a cost not to exceed \$50,000.00 through a COSTARS participating dealership as per the vehicle replacement plan. Funding will come from the Capital Reserve.
- N. Administration recommends approval of **Resolution #2024-05** for the 2024-2025 Homestead and Farmstead Exclusion. (**Attachment A6**)
- O. Administration recommends approval of **Resolution #2024-06** for the adoption of the 2024-2025 General Fund Budget in the amount of \$205,504,941 which represents a tax increase of 5.30% (millage 32.5136). (**Attachment A7**)
- P. Administration recommends approval of **Aramark Education Services, LLC** to manage the district's food services program, effective for the 2024-2025 fiscal year, with the opportunity of four one-year renewals to this agreement. The agreement is consistent with the terms of the district's RFP as approved by the Pennsylvania Department of Education. Aramark will provide management services and will fill vacant positions upon attrition of Spring-Ford Food Service Employees.
- Q. Administration recommends approval of **Explorations** to provide an appropriately certified Supervisor of Special Education beginning approximately August 1, 2024 for a staff leave of absence for up to twelve (12) weeks. Services will be provided at a per diem rate of \$605.00.

- R. Administration recommends the approval of **FMX** for the 2024-2025 school year to be used for facility and maintenance scheduling. The total cost of the software will not exceed \$16,200.00 and will be paid from the Facilities and Technology Budgets.
- S. Administration recommends the approval of **BoardDocs LT** for the 2024-2025 school year. Total cost of the software will not exceed \$3,000.00 and will be paid from the Superintendent's Budget.

VII. PROPERTY

- A. Integrated Security Systems, Inc. (ISS) to provide Spring-Ford Area School District with this Service and Preventative Maintenance Agreement. This agreement takes effect on July 1, 2024, and will expire on June 30, 2025. Service and Preventative Maintenance is not to exceed \$112,138.00. Funding will come from the School Safety and Security Budget.
- B. Integrated Security Systems, LLC (ISS), shall provide a proposal to supply and install a video decoder and licensing for the decoder for the Flex building Police Office to interface with our existing Genetec Server. This installation and purchase shall not exceed \$4,237.47. This is the final piece of our operations centers project 23-24. Funding will come from the Capital Reserve and then repaid from the School Safety and Security Budget.

VIII. PROGRAMMING AND CURRICULUM

- A. Administration recommends the approval of Renaissance FastBridge. This is a reading, math, and social-emotional behavior assessment system that will be used in grades K-12 for screening purposes and for progress monitoring. The annual cost is not to exceed \$87,000.00 and it is a budgeted item that will be paid from the 2024-2025 Curriculum Budget.
- B. Administration recommends the renewal of Virtual High School (VHS) through the Montgomery County Intermediate Unit. This includes up to 10 student seats in each semester (fall and spring). The annual contract is not to exceed \$11,000.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum Budget.
- C. Administration recommends the approval of Quizizz. This is a digital resource product for three years used to support instruction in grades 7-12 and cyber course work. The annual cost is not to exceed \$14,500.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum Budget.
- D. Administration recommends the approval of *Granny Torrelli* (Creech, Sharon) to be used as part of the Grade 4 English Language Arts curriculum. This purchase includes 680 texts from Barnes and Noble. The cost is not to exceed \$4,500.00 and it is a budgeted item that will be paid from Curriculum Reserve.
- E. Administration recommends approval to purchase High School Marching Band uniforms from Fred J. Miller Inc. The cost is not to exceed \$98,325.00 and it is a budgeted item that will be paid from Curriculum Reserve.
- F. Administration recommends the approval to renew the Test of English Language Learning (Pearson) to be used in grades K-12 English Language Development for diagnostic and progress monitoring. This purchase includes student diagnostic digital licenses (1 year) and student progress monitoring licenses (1 year). The cost is not to exceed \$3,500.00 and it is a budgeted item that will be paid from Title III grant allocations.
- G. Administration recommends the approval of CodeHS -Pro Teacher License to be used in high school Computer Science courses. This purchase includes licensing for teachers and up to 250 students. The annual cost is not to exceed \$8,000.00 and it is a budgeted item that will be paid from the Technology Operating Budget.

- H. Administration recommends entering into a 3-year agreement for the Skyward Hosting Platform. The annual cost will not exceed \$16,000.00. There is a one time fee not to exceed \$5,000.00 for project management and implementation. This will be paid for out of the Technology Operating Budget.
- I. Administration recommends the renewal of RWAN services from the MCIU. Total cost will not exceed \$40,000.00 and will be paid for out of the Technology Operating Budget.
- J. Administration recommends the renewal of E-Rate consulting services from the MCIU. Total cost will not exceed \$7,000.00 and will be paid for out of the Technology Operating Budget.
- K. Administration recommends entering into a 3-year agreement for the Rubrik backup services from the CCIU. The annual cost will not exceed \$20,000.00 and will be paid out of the Technology Operating Budget.
- L. Administration recommends the purchase of 5-Star Students. Total cost will not exceed \$3,000.00 and will be paid for out of the Technology Operating Budget.
- M. Motion to approve the purchase of copiers and related equipment from Canon USA Inc. for a purchase price of \$123,865.73, which shall be accomplished through a lease purchase financing arrangement with Toshiba Financial Services for a total financed amount of approximately \$150,000.00. This is to be paid from the Technology Operating Budget.
- N. Administration recommends the approval of a 5-year service contract with Canon Solutions America, Inc., in connection with the Canon USA Inc. and Toshiba Financial Services contracts for an estimated monthly cost of \$8,000.00. This will be paid out of the Technology Operating Budget.
- O. Administration recommends the purchase of ViewSonic Smart panels, mounts and installation services from SHI as part of the Smart Panel project. Total cost will not exceed \$500,000.00. This will be funded out of the Technology Reserve and then repaid from the Technology Operating Budget.

IX. OTHER BUSINESS

- A. Administration recommends the approval of the **2024-2025 Ireland Exchange** program with the Coláiste Chiaráin in Limerick, Ireland. This exchange program provides a 2-week opportunity between students at Spring-Ford Area High School and students at Coláiste Chiaráin High School. Exact dates to be determined. The cost per student to participate is \$3,500.00. The program includes approximately 2-week travel to Ireland and trips to Philadelphia, Washington DC, Lancaster, NYC (overnight) and other US landmarks. The only cost to the district includes substitute coverage for 2 chaperones.
- B. Administration recommends approval of **Student 2024-02**, an upcoming Junior, for Early Graduation in the Spring of 2025, a year ahead of their scheduled graduation date, 2026. This is a strong student who fully meets the qualifications/requirements under the Spring-Ford School Board Policy 217, Graduation Requirements. The High School Counseling and Professional Staff feel that they will succeed in college and endorse their application.
- C. Administration recommends approval for Spring-Ford Area High School current 11th grade **Student 2024-03**, to participate in a Gifted Independent Study in accordance with Board Policy #118 during the 2024-2025 school year, their senior year.
- D. Administration recommends approval for Spring-Ford Area High School current 11th grade **Student 2024-04**, to participate in a Gifted Independent Study in accordance with Board Policy #118 during the 2024-2025 school year, their senior year.

- E. Administration recommends approval for Spring-Ford Area High School current 11th grade **Student 2024-05**, to participate in a Gifted Independent Study in accordance with Board Policy #118 during the 2024-2025 school year, their senior year.
- F. Administration recommends approval for Spring-Ford Area High School current 11th grade **Student 2024-06**, to participate in a Gifted Independent Study in accordance with Board Policy #118 during the 2024-2025 school year, their senior year.
- G. Administration recommends approval for Spring-Ford Area High School current 11th grade **Student 2024-07**, to participate in a Gifted Independent Study in accordance with Board Policy #118 during the 2024-2025 school year, their senior year.
- H. The following policies are submitted for **First Read**:
 - 1. **Policy #916** - Community Volunteers (**Attachment A8**)

X. INFORMATIONAL ITEM

- A. Board approval is needed to appoint up to three Board members to serve as the district's voting delegates for the 2024 PSBA Delegate Assembly. This year's hybrid assembly will take place Saturday, November 2, 2024 at 9:00 a.m.

XI. BOARD COMMENT

XII. PUBLIC TO BE HEARD

XIII. ADJOURNMENT

On April 15, 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: Abby Deardorff, Erica Hermans, and David Laky

Presiding Officer: Erica Hermans

Superintendent: Robert W. Rizzo

Assistant Superintendents: Dr. Kelly M. Murray and Dr. Tina L. Giambattista

Chief Financial Officer: James Fink

Solicitor: Mark Fitzgerald, Esq.

Student Reps.: Arhan Kaul-absent and Stella Stein

CALL TO ORDER

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

Mrs. Bickert noted that all Board members are present and in person.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

The Board held an Executive Session on April 2, 2024 at 7:00 p.m. for the purpose of personnel.

The Board held an Executive Session prior to the Work Session at 6:00 p.m. for the purpose of discussing a legal matter.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

None

II. BOARD AND COMMITTEE REPORTS

Student Rep. Report

Arhan Kaul/Stella Stein

Ms. Stein noted some of the past events which included the Girls Basketball going to states, the Blood Drive, the College and Career Fair and the end of the third marking period.

Coming events include the SFEF 5K run/walk, PSSA testing, senior prom and post prom, decision day and AP exams. Please check the calendar for a complete list of events, times and locations.

Extracurricular Activities

Abby Deardorff

1st Tue. 6:00 p.m.

Mrs. Deardorff recognized the Mid Atlantic Percussion Championship winning team and is moving on to worlds next. There was a presentation from the NOW club and an update was provided on then end of season with athletics. Dr. Wright asked if there is an interest in the district to provide free period products for our students. Mrs. Hermans noted that this will be discussed during the Finance Committee. Mrs. Westwood also noted the Public also asking for supplies being provided and that to be discussed in Finance.

Policy

Karen Weingarten

2nd Mon. 6:00 p.m

No report, this meeting was canceled.

Curriculum/Technology

Dr. Margaret Wright

2nd Mon. 7:00 p.m.

Mrs. Weingarten reported that Ms. Crew went over all the features of ParentSquare.. Mr. Catalano talked about the Learn Platform. Skyward hosting was also discussed which will allow enhanced security and load balancing for report cards and scheduled releases. The ClassLink launchpad, for single sign on, will begin at the start of the school year. For Curriculum, Dr. Colyer talked about paying for students' first AP exam and Curriculum renewals. Many of the renewals are listed on the agenda for approval.

Finance

Clinton L. Jackson

2nd Tue. 6:00 p.m.

Mr. Jackson reported the Limerick Tax Collector reported a positive report. Financial reports were reviewed. Mr. Fink provided the 2024-25 budget update. Dr. Wright asked about the Library contract, and Mr. Jackson stated there were no changes to the contract that is being approved.

Property

Clinton L. Jackson

2nd Tue. 7:00 p.m.

Mr. Jackson stated, the two chiller projects are complete, there was discussion on the bleacher inspection which was complete with no issues. Brooke Elementary project was discussed and is on the agenda for approval. 27 Safe to Say Something tips since March were reported. Chief is coordinating tabletop exercises for this summer for leadership.

Personnel

Erica Hermans

As Needed

Mrs. Hermans stated they met to discuss the meet and discuss with secretaries, Act 93, Food Service and custodians.

MCIU

Dr. Margaret Wright

4th Wed. 7:00 p.m.

Dr. Wright stated she will report out next week.

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

Dr. Giambattista congratulated the high school Percussion team as they will advance to WGI World Championships in Ohio. Springfield will be hosting the Special Olympics, which will include approximately 400 students and 400 volunteers and hosting 9 districts from around the county. Dr. Murray participated in the National Honor society induction and thanked the NHS club advisor and HS Administration and noted that RCTV did a fantastic job of the solar eclipse.

Solicitor's Report

Mark Fitzgerald

Mr. Fitzgerald participated in the Title IX training with the District Administrators. It was very productive and a good opportunity.

III. MINUTES

Minutes A-B, no questions or comments.

- A.** Administration recommends approval of the March 18, 2024 Work Session minutes. **(Attachment A1)**
- B.** Administration recommends approval of the March 25, 2024 Board Meeting minutes. **(Attachment A2)**

IV. PERSONNEL

Mrs. Goldsmith asked about F, G, H, and I and if these are replacing or are in addition to new people. Dr. Giambattista said most are new additions and some were for staff backing out.

A. Resignations

- 1. **Nancy T. Birch:** Instructional Assistant, 5/6th Grade Center, for the purpose of retirement. Effective: June 7, 2024.
- 2. **Marlene M. McClintock:** Food Service, 5/6th Grade Center. Effective: April 12, 2024.
- 3. **Timothy R. Poth:** Data & Reporting Specialist, 9th Grade Center, for the purpose of retirement. Effective: July 12, 2024.

4. **Vanessa M. Puco:** Administrative Assistant, District Office, for the purpose of retirement. Effective: August 1, 2024.

B. Support Staff

1. **Colin J. Bartley:** Maintenance III- Electrician, Maintenance, replacing Matthew Stem, who had a change of status. Compensation has been set at \$30.00 per hour with benefits per the Maintenance Benefit Summary. Effective: April 15, 2024.
2. **Steven Fisher:** Instructional Assistant, 9th Grade Center, replacing Sherry Wilson-Garvin who retired. Compensation has been set at \$20.00 per hour with benefits per the Instructional Assistants Benefit Summary. Effective: April 15, 2024.

C. Change of Status

1. **Lisa Zink:** Head Custodian at District Office to Head Custodian, Evans Elementary, replacing Thomas Getzey who resigned. Compensation has been set at \$23.99 per hour plus the head custodian stipend of \$1.50 per hour with benefits per the Custodian Benefit Summary Agreement. Effective: March 27, 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. **Carly MK Smith**

E. Substitutes

1. **Latika Das Gupta** Office/Clerical Substitute

- F. 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, 8:45 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. **Audrey G. Delaney**
2. **Christa J. Ellsesser**
3. **Brenda A. Haydt**
4. **Megan M. Stenson**

- G. 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.

1. **Jennifer A. Bowyer**
2. **Jaclyn A. Clingman**
3. **Jaclyn B. Pearson**

- H. 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. **Amanda L. Burr**

- I. 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.
 1. **Juliana A. Hopwood**
 2. **Kathleen M. Kwiej**
- J. Administration recommends approval of the attached extra-curricular contracts for the 2023-2024 school year. **(Attachment A3)**
- K. Administration recommends approval for the Spring-Ford Area School District Custodian Benefit Summary, effective July 1, 2024 - June 30, 2026.
- L. Administration recommends approval for the Spring-Ford Area School District Food Service Benefit Summary, effective July 1, 2024 - June 30, 2026.
- M. Administration recommends approval for the Spring-Ford Area School District Administrative Assistant/Secretary/Copy Clerk Benefit Summary, effective July 1, 2024 - June 30, 2026.
- N. Approval of the Professional Agreement between the Spring-Ford Area School District and the Spring-Ford Education Association from 2024-2025 through 2028-2029.
- O. Administration recommends approval for the Spring-Ford Area School District Act 93 Principals and Administrators Meet & Discuss Plan, effective July 1, 2024 - June 30, 2026.
- P. Administration recommends approval of the School Crossing Guard job description. **(Attachment A4)**
- Q. Administration recommends approval of the Speech Department Chair job description. **(Attachment A5)**
- R. Administration recommends approval of the Behavior Department Chair job description. **(Attachment A6)**

V. FINANCE

Mrs. Hermans noted that next week Mr. Fink will be presenting the proposed final budget for 2024-2025. This is a check the box and noted that there is still work to be done on the budget.

Mrs. Goldberg asked about D1, Dr. Giambattista stated it is 2 full time and 1 is half day and will be spread K-12.

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

B. Payments:

- | | | | |
|----|---|----|------------|
| 1. | <u>Food Service Checks</u> | | |
| | Check No. 2651 - 2651 | \$ | 200.00 |
| 2. | <u>General Fund Checks</u> | | |
| | Check No. 218066 - 218152 | \$ | 180,076.15 |
| 3. | General Fund, Food Service, Capital Reserve & Projects ACHs | | |

ACH No. 232402074 - 232402240 \$ 4,497,803.68

4. Wires

Wire No. 202300200 - 202300216 \$12,422,865.92

5. Procurement Payments

Transaction No.220000663 - 220000721 \$ 27,958.91

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 2.5 crisis counselors for the 2024-2025 school year at a cost not to \$195,000.00 and will be funded by the PCCD Grant.

E. Montgomery County Intermediate Unit 2023-2024 Shared Services Plan, originally approved June 2023, in the amount of \$200,000.00 to cover increased expenditures for services. Funding will be paid from the Special Education Budget.

F. Administration recommends adoption of the Proposed Final Budget for the 2024-2025 school year in the amount of \$204,160,842.00. The proposed final budget must be approved thirty (30) days prior to the final budget adoption, and the proposed final budget will be made available for public inspection at least twenty (20) days prior to the adoption of the final budget.

G. Administration recommends approval of **Resolution 2024-02** for the provision of property tax and rent rebates to certain senior citizens, widows, widowers, and disabled persons with fixed and limited incomes; establishing uniform standards and qualifications for eligibility to receive a rebate; and providing penalties for fraudulent claims. **(Attachment A7)**

H. Administration recommends approval of a lease agreement with The Royersford Free Public library to memorialize the continued use of the district's building located at 200 S. 4th Avenue, Royersford PA. The lease is a perpetual cost pass-through agreement whereby the district will maintain the property and invoice the tenant at cost of the services.

I. Administration recommends approval of a **confidential settlement agreement 2024-01** with the parent of a special education student in an amount not to exceed \$357,366.70. Funding will be paid from the Special Education Budget.

VI. PROPERTY

Mrs. Hermans said there was good conversation, Kindergarten playground and the deteriorating small playground is being replaced. The main playground will remain.

- A. 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.

VII. PROGRAMMING AND CURRICULUM

Mr. Jackson noted that items A-P total \$1,500,000 and last month a million was approved. Dr. Murray said that around this time of year is when the renewals come due. Programs and resources are constantly being reviewed. Board discussion about the importance of the curriculum and the importance of being aware of the costs and there was discussion on long term contracts to bring the costs down.

Dr. Sharma asked about item O, this is part of the 12 year plan and this is for 320 staff devices, bags, project lead the way, and more and these were purchased off the bid protected list.

- A.** 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.
- B.** Administration recommends the renewal of EdPuzzle Pro. This is for one year digital resource licensing that will be used to support instruction in grades 5-12 and cyber course building. The cost is not to exceed \$12,000.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- C.** Administration recommends the renewal of Learning A-Z. This is for one year digital reading resource licensing for grades K-4. The cost is not to exceed \$65,000.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- D.** Administration recommends the renewal of Nearpod. This is a one year district digital license which includes access to standards aligned resources and English Learner resources. The cost is not to exceed \$41,500.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- E.** Administration recommends the renewal of Pebble Go & Pebble Go Next. This is a one year district digital license for online book access for each elementary school. The cost is not to exceed \$12,500.00 and is a budgeted amount that will be paid from the 2024-2025 Curriculum budget.
- F.** Administration recommends the renewal of Progress Learning (USA Test Prep) for 9th English, 8th Science, Biology, and Algebra. The cost is not to exceed \$2,900.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- G.** Administration recommends the renewal of Chinese II, & III through Proximity Learning. This is a live teaching resource for Chinese. The cost is not to exceed \$19,500.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- H.** Administration recommends the renewal of Seesaw. This is a digital resource that will be used to support instruction in grades K-4. The annual cost will not exceed \$15,500.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- I.** Administration recommends the renewal of the Smart Futures online program to manage Act 339 evidence for all students K-12. The cost is not to exceed \$13,500.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- J.** Administration recommends entering into a three-year agreement with ParentSquare for the use of the school district's mass-communication tool. Funding will come from the Technology budget and shall not exceed a total of \$2,000.00 in 2023-2024, \$30,300.00 in 2024-2025, \$31,750.00 in 2025-2026, and \$33,300.00 in 2026-2027.
- K.** Administration recommends the purchase of LearnPlatform from Instructure (Canvas). The two year agreement will not exceed \$50,000.00 and will be paid out of the Technology Operating budget.
- L.** Administration recommends the purchase of Skyward Hosting Platform. The annual cost will not exceed \$16,000.00. There is a one time fee not to exceed \$2,825.00 for project management and implementation. This will be paid out of the Technology Operations budget.
- M.** Administration recommends the purchase of ClassLink Launchpad. The annual cost will not exceed \$17,100.00 and will be paid from the Technology Operating budget.

- N. Administration recommends the purchase of Microsoft Licensing agreement with Lancaster-Lebanon Intermediate Unit 13 (IU13). This 5-year agreement will not exceed \$100,000.00 annually. This will be paid from the Technology Operating budget.
- O. Administration recommends the purchase of Summer Refresh equipment. Total cost will not exceed \$950,000.00 and will be paid out of Tech Reserve and repaid over the life of the device from the Technology Operating budget.
- P. Administration recommends approval to submit to PDE the Spring-Ford Area School District's "Special Education Plan" Effective July 1, 2024, through June 30, 2027, as presented.

VIII. CONFERENCES AND WORKSHOPS

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

- A. Administration recommends the approval of the Certification Board for Diabetes Care and Education Certification for two nurses. This will be funded through the Pottstown Health and Wellness Grant and will not exceed \$900.00.
- B. **Jennifer Rinehimer, Jessica Saloky, Teresa Silverman and Megan McGee** to attend "*PATTAN Secondary Literacy Summit*" in Harrisburg, PA May 29, 2024 at a cost not to exceed \$250.00 (registration and transportation). Substitute coverage is not needed.

IX. OTHER BUSINESS

Other Business A-B, no questions or comments.

- A. The following policies are submitted for **Approval**:
 1. **Policy #204** - Attendance (**Attachment A8**)
 2. **Policy #619** - District Audit (**Attachment A9**)
 3. **Policy #906** - Public Complaint Process (**Attachment A10**)
- B. Administration recommends approving the revised 2024-2025 district calendar as submitted. (**Attachment A11**)

X. INFORMATIONAL ITEM

- A. Administration acknowledges the acceptance of a donation from Brooke Elementary Home and School Association to install a seating area consisting of tables and chairs within the Butterfly Garden section. This is an Eagle Scout Project provided by Troop 231, Will Garmen is the Eagle Scout candidate providing the installation labor for the project.

XI. BOARD COMMENT

Mrs. Westwood reiterated Mr. Jackson's comment about the number of difficult decisions with the budget and encouraged the community to come out.

XII. PUBLIC TO BE HEARD

None

XIII. ADJOURNMENT

The Board unanimously adjourned the meeting at 7:40 p.m. with a motion from Mrs. Hermans.

Respectfully submitted,

Laurie J. Bickert
Board Secretary

On April 22, 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: Karen Weingarten and Dr. Margaret D. Wright

Region II: Clinton L. Jackson, Dr. Sagar Sharma, and Theresa Westwood

Region III: Abby Deardorff and Erica Hermans

Presiding Officer: Erica Hermans

Superintendent: Robert W. Rizzo

Assistant Superintendents: Dr. Kelly M. Murray and Dr. Tina L. Giambattista

Chief Financial Officer: James Fink

Solicitor: Stephen Kalis, Esq.

Student Reps.: Arhan Kaul and Stella Stein

Virtual: Heidi Goldsmith and David Laky

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Mrs Hermans announced that prior to the Board Meeting, the Board held an Executive Session at 6:15 p.m. for an update on a legal matter.

I. PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

None

II. PRESENTATIONS

Mr. Fink's presentation noted the state budget hasn't been passed yet as one of the obstacles, another being that Federal awards haven't been communicated to us yet. Some changes since the preliminary budget include decrease in department/building budgets, PSERS rate change, decrease in budgetary reserve, decrease in debt service and workers compensation insurance that was estimated. There was an increase in Special education and CBA and Meet/discuss benefits/personnel hires. There was Board discussion on tightening the budget. A copy of the presentation has been posted on the website under Board Documents, 2024 Presentations.

A. Mr. James D. Fink CPA, Chief Financial Officer, Presentation and Discussion of the 2024-2025 Proposed Final Budget.

III. BOARD AND COMMITTEE REPORTS

MCIU

Dr. Margaret Wright

4th Wed. 7:00 p.m.

Dr. Wright noted Dr. Gaffney introduced a new environmental mobile unit. Fox Rothschild was approved for another year and the Health & Safety plan was also approved along with several contracts. The Board also approved Spring-Ford to host 2 MCIU Classrooms.

WMCTC

Weingarten/Hermans/Goldsmith 1st Mon. 7:00 p.m.

Mrs. Weingarten noted that there was a budget presentation that included maintenance for all the programs, an assistant principal. Discussion included a grant from Senator Pennycuik Program for the automotive program. The climate survey results will be provided at May's Board meeting. There

was an application update with 386 applications received and there are only 250 seats. Accepted students should be receiving letters at the end of April. Mr. Rizzo spoke with administration on the Strategic Plan.

Legislative Committee

Theresa Westwood

Varies

Mrs. Westwood stated the theme was Cyber Charter and discussion included how there hasn't been any reform and the impacts of the different districts. For Spring-Ford, the bill would save the district 1.2 million dollars per year. Advocacy day will include topics such as funding on basic education, special education and other topics.

PSBA Liaison

Heidi Goldsmith

Mrs. Goldsmith reported PSBA is having a virtual advocacy day in May. Also PSBA did send an alert with new Title IX regulations.

American Legion

David Laky

Wasn't able to attend but did talk with the president and there isn't anything to report back at this time.

Superintendent's Report

Robert Rizzo

Spring-Ford graduate Eric Ryman appeared on Jeopardy and came in second., Lt. Paul Johnson completed his 52 day trek from CA to NY to raise awareness for mental health awareness. The 10th annual Spring-Ford Education 5K was held last week. Decision day is coming up and we look forward to celebrating all of our students and their decision to enter the workforce, to serve our country, or attend a 2 or 4 year college. Indoor percussion made history world championship 1st place on the WGI Percussion World championship. Retirees were also acknowledged and we wish them all the best.

Solicitor's Report

Mark Fitzgerald

Solicitor Stephen Kalis is sitting in place of Mr. Fitzgerald. He reported that there are new regulations on Title IX and they don't go into effect until august.

IV. MINUTES

Motion to approve Minutes A-B by Mrs. Weingarten, seconded by Mrs. Westwood.

Motion carries 9-0

A. The Board approved the March 18, 2024 Work Session minutes.
(Attachment A1)

B. The Board approved the March 25, 2024 Board Meeting minutes.
(Attachment A2)

V. PERSONNEL

Motion to approve Personnel A-T by Mrs. Weingarten, seconded by Mrs. Westwood.

Motion carries 9-0.

A. Resignations

1. **Nancy T. Birtch:** Instructional Assistant, 5/6th Grade Center, for the purpose of retirement. Effective: June 7, 2024.
2. **Marlene M. McClintock:** Food Service, 5/6th Grade Center. Effective: April 12, 2024.
3. **Timothy R. Poth:** Data & Reporting Specialist, 9th Grade Center, for the purpose of retirement. Effective: July 12, 2024.
4. **Vanessa M. Puco:** Administrative Assistant, District Office, for the purpose of retirement. Effective: August 1, 2024.

New Resignation

5. **Brittany L. Berry:** Instructional Assistant, Evans Elementary School. Effective: May 1, 2024.
6. **Tyler J. Bingaman:** Support Technician, 7th Grade Center. Effective: April 19, 2024.
7. **Barbara L. Halphen:** Administrative Assistant, Brooke Elementary School, for the purpose of retirement. Effective: July 9, 2024.
8. **Raelene M. Jeffers:** Food Service Manager, Brooke Elementary School, for the purpose of retirement. Effective June 7, 2024.

B. New Temporary Professional Employee

1. **Andrew R. Walls:** Music Teacher, Senior High School, replacing Seth R. Jones who had a change of status. Compensation will be set at B, Step 3, \$53,450.00, prorated, with benefits per the Professional Agreement. Effective: April 23, 2024.

C. Support Staff

1. **Colin J. Bartley:** Maintenance III- Electrician, Maintenance, replacing Matthew Stem, who had a change of status. Compensation has been set at \$30.00 per hour with benefits per the Maintenance Benefit Summary. Effective: April 15, 2024.
2. **Steven Fisher:** Instructional Assistant, 9th Grade Center, replacing Sherry Wilson-Garvin who retired. Compensation has been set at \$20.00 per hour with benefits per the Instructional Assistants Benefit Summary. Effective: April 15, 2024.

D. Change of Status

1. **Lisa Zink:** Head Custodian, District Office to Head Custodian, Evans Elementary, replacing Thomas Getzey who resigned. Compensation has been set at \$23.99 per hour plus the head custodian stipend of \$1.50 per hour with benefits per the Custodian Benefit Summary. Effective: March 27, 2024.

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. **Carly MK Smith**

F. Substitutes

1. **Latika Das Gupta** Office/Clerical Substitute

G. The Board approved 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, 8:45 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. *Designates new addition since last week

1. **Audrey G. Delaney**
2. **Christa J. Ellsesser**
3. **Brenda A. Haydt**
4. ***Deborah E. Malack**
5. **Megan M. Stenson**

H. The Board approved 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.

1. **Jennifer A. Bowyer**
2. **Jaclyn A. Clingman**
3. **Jaclyn B. Pearson**

- I. The Board approved 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. **Amanda L. Burr**

- J. The Board approved 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.

1. **Juliana A. Hopwood**
2. **Kathleen M. Kwiej**

- K. The Board approved the attached extra-curricular contracts for the 2023-2024 school year.
*Designates new addition since last week **(Attachment A3)**

- L. The Board approved the Spring-Ford Area School District Custodian Benefit Summary, effective July 1, 2024 - June 30, 2026.

- M. The Board approved the Spring-Ford Area School District Food Service Benefit Summary, effective July 1, 2024 - June 30, 2026.

- N. The Board approved the Spring-Ford Area School District Administrative Assistant/Secretary/Copy Clerk Benefit Summary, effective July 1, 2024 - June 30, 2026.

- O. The Board approved the Professional Agreement between the Spring-Ford Area School District and the Spring-Ford Education Association from 2024-2025 through 2028-2029.

- P. The Board approved the Spring-Ford Area School District Act 93 Principals and Administrators Meet & Discuss Plan, effective July 1, 2024 - June 30, 2026.

- Q. The Board approved the School Crossing Guard job description.
(Attachment A4)

- R. The Board approved the Speech Department Chair job description. **(Attachment A5)**

- S. The Board approved the Behavior Specialist Department Chair job description. **(Attachment A6)**

New Personnel

- T. The Board approved **Heather Kronstain, Matthew Cappelletti, Jessica Saloky** and **Brittany McElwee** to teach summer course advancement (Honors Algebra 2, Honors Geometry, and Honors Pre-Calculus) and **Amanda Myers** to monitor the platform through Spring-Ford Cyber Learning at a cost not to exceed \$9,000.00. The program will be self-funded via student tuition.

VI. FINANCE

Motion to approve Finance A-J by Mrs. Deardorff, seconded by Dr. Wright.

Motion carries 9-0.

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

B. Payments:

- | | | | |
|----|--|----|---------------|
| 1. | <u>Food Service Checks</u> | | |
| | Check No. 2651 - 2651 | \$ | 200.00 |
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- C. The following monthly Board reports were Board approved:**

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

- D. The Board approved the following independent contracts.**

1. **The Lincoln Center for Family & Youth** to provide 2.5 crisis counselors for the 2024-2025 school year at a cost not to \$195,000.00 and will be funded by the PCCD Grant.

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- I. The Board approved a **confidential settlement agreement 2024-01** with the parent of a special education student in an amount not to exceed \$357,366.70. Funding will be paid from the Special Education Budget.

New Finance

- J. The Board approved the contract with Be a Part of the Conversation. The contract is for a parent-community presentation "Clearing the Air: Vaping, Nicotine, and Cannabis." The cost will not exceed \$3,000.00 and will be paid for by the Pottstown Health and Wellness Grant.

VII. PROPERTY

Motion to approve Property A by Mrs. Deardorff, seconded by Mrs. Weingarten.
Motion carries 7-2. (Dr. Wright and Mrs. Goldsmith were the dissenting votes)

- A. The Board approved 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.

VIII. PROGRAMMING AND CURRICULUM

Motion to approve Programming and Curriculum A-K and N by Mrs. Deardorff, seconded by Mrs. Weingarten.
Motion carries 9-0.

Motion to approve Programming and Curriculum L by Mrs. Deardorff, seconded by Dr. Wright.
Board discussion on if this is needed.
Motion carries 8-1. (Mr. Jackson was the dissenting vote)

Motion to approve Programming and Curriculum M by Mrs. Deardorff, seconded by Mr. Jackson.
Board discussion if this is needed this year, if it has to be now.
Motion carries 8-1. (Mr. Jackson was the dissenting vote)

- A. The Board approved EdPuzzle Pro. This is for one year digital resource licensing that will be used to support instruction in grades 5-12 and cyber course building. The cost is not to exceed \$12,000.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- B. The Board approved the renewal of Learning A-Z. This is for one year digital reading resource licensing for grades K-4. The cost is not to exceed \$65,000.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- C. The Board approved the renewal of Nearpod. This is a one year district digital license which includes access to standards aligned resources and English Learner resources. The cost is not to exceed \$41,500.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
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- G. The Board approved the renewal of Seesaw. This is a digital resource that will be used to support instruction in grades K-4. The annual cost will not exceed \$15,500.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- H. The Board approved the renewal of the Smart Futures online program to manage Act 339 evidence for all students K-12. The cost is not to exceed \$13,500.00 and is a budgeted item that will be paid from the 2024-2025 Curriculum budget.
- I. The Board approved entering into a three-year agreement with ParentSquare for the use of the school district's mass-communication tool. Funding will come from the Technology budget and shall not exceed a total of \$2,000.00 in 2023-2024, \$30,300.00 in 2024-2025, \$31,750.00 in 2025-2026, \$33,300.00 in 2026-2027, \$34,800 in 2027-2028, and \$36,400 in 2028-2029.
- J. The Board approved the purchase of LearnPlatform from Instructure (Canvas). The two year agreement will not exceed \$50,000.00 and will be paid out of the Technology Operating budget.
- K. The Board approved the purchase of ClassLink Launchpad. The annual cost will not exceed \$17,100.00 and will be paid from the Technology Operating budget.
- L. The Board approved the purchase of Microsoft Licensing agreement with Lancaster-Lebanon Intermediate Unit 13 (IU13). This 5-year agreement will not exceed \$100,000.00 annually. This will be paid from the Technology Operating budget.
- M. The Board approved the purchase of Summer Refresh equipment. Total cost will not exceed \$950,000.00 and will be paid out of Tech Reserve and repaid over the life of the device from the Technology Operating budget.
- N. Administration recommends approval to submit to PDE the Spring-Ford Area School District's "Special Education Plan" Effective July 1, 2024, through June 30, 2027, as presented.

IX. CONFERENCES AND WORKSHOPS

Motion to approve conferences and Workshops A-B by Mrs. Deardorff, seconded by Mrs. Weingarten. Motion carries 9-0.

- A. The Board approved the approval of the Certification Board for Diabetes Care and Education Certification for two nurses. This will be funded through the Pottstown Health and Wellness Grant and will not exceed \$900.00.
- B. **Jennifer Rinehimer, Jessica Saloky, Teresa Silverman and Megan McGee** to attend "*PATTAN Secondary Literacy Summit*" in Harrisburg, PA May 29, 2024 at a cost not to exceed \$250.00 (registration and transportation). Substitute coverage is not needed.

X. OTHER BUSINESS

Motion to approve Other business A-B by Mrs. Deardorff, seconded by Mrs. Weingarten. Motion carries 9-0.

- A. The Board approved the following policies:

1. **Policy #204 - Attendance (Attachment A8)**
2. **Policy #619 - District Audit (Attachment A9)**
3. **Policy #906 - Public Complaint Process (Attachment A10)**

- B. The Board approved the revised 2024-2025 district calendar as submitted. **(Attachment A11)**

XI. INFORMATIONAL ITEM

- A.** Administration acknowledged the acceptance of a donation from Brooke Elementary Home and School Association to install a seating area consisting of tables and chairs within the Butterfly Garden section. This is an Eagle Scout Project provided by Troop 231, Will Garmen is the Eagle Scout candidate providing the installation labor for the project.

XII. BOARD COMMENT

Mr. Jackson attended the Upper Providence Supervisors meeting where they discussed the Park House development and said this was something to keep on our radar.

Mrs. Hermans thanked the SFEA leadership, they are the backbone of a successful district. Mrs. Hermans also noted that Dr. Giambattista is partnering with Mr. Pellegrin to plan and budget the Brooke playground.

XIII. PUBLIC TO BE HEARD

Marcus Plummer, student - Bullying

Zach Laurie, SFEA Bargaining Team - 5 year contract

Mr. Rizzo commented that Marcus did a great job speaking and is working with the family and school.

XIV. ADJOURNMENT

The Board unanimously adjourned the meeting at 8:14 p.m. with a motion from Mrs. Weingarten.

Respectfully submitted,

Laurie J. Bickert
Board Secretary

On May 7, 2024, The Spring-Ford Area School District Special Meeting was called to order at 7:13 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 (Both absent)
Chief Financial Officer: James Fink
Solicitor: Mark Fitzgerald, Esq.
Student Reps.: Arhan Kaul and Stella Stein (Both absent)

CALL TO ORDER

Mrs. Hermans called the meeting to order at 7:13 p.m.
Ms. Crew noted that all Board members were in person.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Mrs. Hermans announced that there was an Executive Session held prior to the meeting at 6:15 p.m. to discuss contracts.

READING OF NOTICE OF MEETING

Ms. Crew read the legal ad that was placed in the Pottstown Mercury.

I. PRESENTATION

Mr. Fink provided a presentation of where the project started, where they are at now and where he thinks they will be. He summarized items have been completed or no longer needed and the impact as well as the 2 options on the agenda and potential impacts and risks. Mr. Rizzo talked about the reason why this project is being proposed now and expressed his concerns if this was to wait. There was Board discussion on the financial impact and implications of waiting. Questions were raised on the risks and worse case scenario as well as other options should this not pass. Mrs. Deardorff stated that she and the entire Board take these decisions and spending the taxpayers money very seriously.

A. Spring City Renovation/Addition project budget update - Jim Fink

II. PUBLIC TO BE HEARD (On Action Item Only)

The following individuals all spoke about the Spring City Elementary project:

Jess Rourh, Spring City Borough, Action item A

Kim Weiner, Spring City Borough, Action item A

Adam Alberico, Spring City Borough, Action item A

Jessica Rourh, Spring City Borough, Spring City decision

Moriah Rider, Royersford Borough, Action item A

III. ACTION ITEM

Motion to approve Action item A by Mrs. Weingarten, seconded by Mrs. Westwood.
Motion carries 9-0.

Action item B was not voted on.

- A.** Motion to approve **Resolution 2024-03** memorializing the Board of School Director's acceptance of bids involving the Spring City Elementary School expansion/renovation project and authorizing the administration in conjunction with the ICS Consulting, Inc. to take any and all necessary steps to effectuate the intent of this resolution. **(Attachment A1)**
- B.** Motion to approve **Resolution 2024-04** memorializing the Board of School Director's rejection of bids involving the Spring City Elementary School expansion/renovation project and authorizing the administration to take any and all necessary steps to redesign and rebid. **(Attachment A2)**

IV. PUBLIC TO BE HEARD

Jessica Rourh, Spring City Borough, Commented on the vote

Adam Alberico, Spring City Borough, Commented on the vote

V. ADJOURNMENT

The Board unanimously adjourned the meeting at 8:09 p.m.

Respectfully submitted,

Erin G. Crew
Asst. Board Secretary

	Contract Title	Season	Last	First	Stipend	Board	Pay Frequency
1	Spring City Elementary Club #2- Fitness Club- Prorated	Spring	Miller	Megan L.	\$120.60	May	1
2	8th Gr. Club #6- World Language Club	Year	Murphy	Autumn	\$402.00	May	1

SPRING-FORD AREA SCHOOL DISTRICT

Position Description

(Non-exempt)

POSITION TITLE: Assistant Coordinator of Transportation
REPORTS TO: Coordinator of Transportation
LOCATION: District Office
DEPARTMENT: Transportation
POSITION GOAL: To work under the direction of the Coordinator of Transportation to maintain a safe and efficient transportation program to meet all requirements of the district's daily operational needs and to assist in ensuring the department operates safely, continuously, and efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Coordinator in maintaining and preparing all pertinent information required for PDE state reporting to include detailed vehicle mileage, student load count per vehicle, and school days vehicle utilized based on each school's calendar during the 10 months in session.
- Prepare department purchase orders and monitor financial progress for each budget code through the school year.
- Process all requests for field trips / shuttles and make necessary arrangements with transportation contractor as necessary.
- Collect and maintain accurate records of contractor's employee's driver credentials per state mandate.
- Maintain student records within the current transportation software for all students within the district.
- Assist the Coordinator in processing and distributing completed routing and student updates to contractors, schools, and families.
- Share the daily responsibility in monitoring 2-way radio communications and the joint transportation email.
- Update and maintain shared schedule of district owned vans.
- Update and maintain the master calendar of all schools attended by district students.
- Contact all non-public and charter schools by mid-May requesting upcoming school year rosters and calendars.
- Collect and process all Childcare forms and Act 372 forms as needed.
- Share the responsibility in resolving parental requests and complaints regarding bus stop locations and bus routes.
- Work with the Coordinator to create and execute the timeline needed for the start of each school year.
- Have or develop the geographic knowledge of Spring-Ford Area school district and the surrounding area to assist with routing.
- Accept additional duties as assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Assistant Coordinator of Transportation will be required to follow any other job-related instructions and perform any other job-related duties requested by the Coordinator of Transportation.

POSITION SPECIFICATIONS – Assistant Coordinator of Transportation

Type of Position:	Support Staff/Admin Support
Work Year:	Full-time Position, 12 month (July 1 – June 30)
Physical Demands:	Occasional bending, stooping, reaching, and grasping Must be able to sit for extended periods of time Must be able to use hands to finger, handle or feel, and reach with hands and arms Occasional light lifting – maximum 20 pounds
Sensory Abilities:	Visual acuity to be able to read computer screen and correspondence and read maps Auditory acuity to be able to use the telephone Ability to speak clearly and distinctly
Work Environment:	Inside year round – office setting
Temperament:	Ability to work as a member of a team Ability to work harmoniously with staff, community, and administration Must be cooperative, congenial, and service oriented Ability to work in an environment with constant interruptions
Cognitive Ability:	Ability to read and write Ability to weigh options, think rationally, and evaluate accurately Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks Ability to communicate effectively
Education/Experience:	High School diploma or equivalent Previous administrative experience in public school transportation, preferred
Specific Skills:	Knowledge of school transportation operation or related field Ability to use computer technology efficiently
License/Clearance(s):	Act 34 – Criminal History Clearance Act 151 – Child Abuse History Clearance Act 114 – FBI Criminal Clearance

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

The Spring-Ford Area School District is an equal opportunity employer.



SPRING-FORD AREA SCHOOL DISTRICT

District Office

857 South Lewis Road, Royersford, PA 19468

RESOLUTION 2024-05 SPRING-FORD AREA SCHOOL DISTRICT 2024-2025 Homestead and Farmstead Exclusion Resolution

WHEREAS, the Pennsylvania Department of Education (the "Department") has certified that, pursuant to Special Session Act 1 of 2006 (the "Taxpayer Relief Act" or Act 1), section 505(a)(4), that it will distribute funds during the 2024-2025 school year to the Spring-Ford Area School District (the "District") for property tax relief; and

WHEREAS, the Department's certification indicates it will give the District \$3,660,112.49 comprised of \$3,029,367.33 from the property tax relief formula and \$630,745.16 in Sterling Act reimbursements, which have both been prorated based on the total funds available for tax relief; and

WHEREAS, funds will be available during the 2024-2025 school year for real estate reduction as a result of undistributed funds from the property tax reduction funds received in 2023-2024 in the amount of \$13,173.00.

WHEREAS, total funds to be distributed during the 2024-2025 school year for real estate reduction will be \$3,673,285.00.

WHEREAS, the Montgomery County and Chester County assessor's office has certified, as required by Act 1 § 341(g)(3), the specific properties within the District that have been approved as Homesteads and Farmsteads within the District. Within that certification there are 12,423 approved Homesteads and 12 approved Farmsteads; and

WHEREAS, pursuant to Act 1 § 341, the District is required to designate the Homestead exclusion and to designate the Farmstead exclusion no later than the last day prior to the beginning of the year for which the exclusions will apply, and for budget year 2024-2025 that date will be June 30, 2024; and

WHEREAS, the Homestead exclusion and the Farmstead exclusion set by the District are each fixed dollar amounts that may not exceed one-half the median assessment on approved Homestead properties within the District as of the date of the county's certification and shall only apply to calculation of District property taxes; and

WHEREAS, pursuant to 53 Pa.C.S.A. § 8585, the Farmstead exclusion may be equal to or less than the Homestead exclusion, but may not be greater than the Homestead exclusion; and

WHEREAS, a mechanism exists in Act 1, Chapter 9 for the District to reject property tax reduction allocations subject only to voter approval through a referendum; and

(Attachment A6)

SFASD Board Members

Mrs. Abby Deardorff | Mrs. Heidi Goldsmith | Mrs. Erica Hermans, President
Mr. Clinton L. Jackson, Vice President | Mr. David Laky | Dr. Sagar Sharma
Mrs. Karen Weingarten | Mrs. Theresa Westwood | Dr. Margaret D. Wright

NOW, THEREFORE, the Board of School Directors of the Spring-Ford Area School District (the "Board") hereby **RESOLVES** as follows:

1. On its own behalf and on behalf of the District's approved homestead and farmstead owners, the Board accepts all property tax allocations and earned income tax reimbursements offered to the District pursuant to Act 1 and declares it will not seek to reject any such funds as permitted under Act 1, Chapter 9.
2. In order to utilize, as directed in Act 1, the Certified Funds for property tax relief, the District resolves to set the maximum property tax reductions for its approved Homestead properties at \$295.00 and the maximum property tax reductions for its approved Farmstead properties shall be the same amount as the Homestead properties.
3. In the 2024-2025 school year, the real estate tax rate for the District is 32.5136 mills.
4. Using the District's millage rate, converting the maximum tax reduction for Homesteads and Farmsteads yields a \$9,073.00 calculated Homestead exclusion and Farmstead exclusion.
5. Therefore, the Board hereby sets the exclusion from assessed value for school property tax purposes of each approved Homestead and Farmstead at \$9,073.00 which is less than half the median assessed value of approved Homestead properties within the District.
6. Where the assessor has approved a property as both a Homestead and Farmstead, the property will receive multiple exclusions, however, whether eligible for multiple exclusions or not, no property may exclude an amount from its assessment greater than the assessed value of the property.
7. The exclusions will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.
8. Pursuant to 53 Pa.C.S.A. § 8584, any property, which loses its approval as a Homestead or Farmstead after the beginning of the District's budget year, shall be taxed from that point at the full assessed value without exclusion, and shall receive an interim tax bill reflecting the balance due.
9. Any funds received from the Department by the District to fund exclusions where the funds are unused due to exclusions lost on or after July 1, 2024 shall be held by the District and added to the funds used for exclusions in the following budget year.

**Resolution approved by the Board of School Directors of
the Spring-Ford Area School District on May 28, 2024**

Erica Hermans
President

___ Yes / ___ No

(Attachment A6)



SPRING-FORD AREA SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

857 SOUTH LEWIS ROAD, ROYERSFORD, PA 19468

ADMINISTRATION

Robert W. Rizzo
Superintendent

Dr. Kelly Murray
Dr. Tina Giambattista
Assistant Superintendents

BOARD OF DIRECTORS

Erica Hermans
Board President

Clinton L. Jackson
Board Vice President

Dr. Margaret D. Wright
Region I

Karen Weingarten
Region I

Heidi Goldsmith
Region I

Theresa Westwood
Region II

Dr. Sagar Sharma
Region II

Gabrielle Deardorff
Region III

David Laky
Region III

RESOLUTION 2024-06

2023-2024 BUDGET ADOPTION SPRING-FORD AREA SCHOOL DISTRICT

WHEREAS, under the terms of 24 P.S. §6-687 and 53 P.S. §6926.312 the Spring-Ford Area School District (the "District") is required to adopt an annual budget for the 2024-2025 school year ("2024-2025 budget") no later than June 30, 2024; and

WHEREAS, the District previously adopted a preliminary budget for the 2024-2025 school year on January 22, 2024 as required by 53 P.S. §6925.311 and a proposed final 2024-2025 budget on April 22, 2024 (no less than 30 days prior to adopting final budget) as required by 24 P.S. §6-687; and

WHEREAS, the District has made the proposed 2024-2025 budget available for inspection at the District's business office and on the District's web site since at least May 8, 2024 for at least twenty days; and

WHEREAS, the District advertised its intent to adopt the 2024-2025 budget on or before May 18, 2024, which is at least ten days prior to the date of adoption; and

WHEREAS, said 2024-2025 budget is attached hereto and made a part hereof; and

WHEREAS, pursuant to 24 P.S. §6-672.1, as the District lies in more than one county, the 2024-2025 budget reflects a tax rate that is equalized between the District's two counties through a means adopted by the District in May 1999 to permit a uniform millage rate for the entire district; and

WHEREAS, the District has set the millage rate necessary to fund this budget at an equalized 32.5136 mills (a copy of the calculations to reach this millage rate appears in the RETR section of the 2024-2025 budget); and

WHEREAS, the above millage increase does not exceed the District's index (with allowable exceptions) as certified by the Secretary of the Department of Education (the "Secretary") pursuant to 24 P.S. §6926.302 as increased by the District requested exceptions approved by the Secretary; and

WHEREAS, the District also wishes to reenact and reaffirm those other taxes previously levied pursuant to the Local Tax Enabling Act, 53 P.S. §6901, et. seq. ("LTEA") at the same rate as levied in the prior school year. Such taxes include, but are not limited to, earned income tax and real estate transfer tax; and

WHEREAS, the District approved Resolution 2012-30 in June 2012, allowing the ability to pay Real Estate Taxes in 3 equal installments by established dates to particular qualified taxpayers (excluding any interims or delinquent school property taxes), and

NOW THEREFORE, intending to be legally bound, the Board of School Directors of the Spring-Ford Area School District (the "Board") hereby resolved this 28th Day of May 2024 as follows:

1. The above referenced recitals are herein incorporated by reference and made a part hereof as if fully set forth, herein.
2. The 2024-2025 Budget, as attached, is hereby adopted by the Board along with the millage as set forth, therein.
3. The Board's action of May 1999 in determining a means to equalize property tax rates for properties in Chester County and Montgomery County is reaffirmed.
4. The Board's action of June 2012 allowing school Real Estate Taxes to be paid in installments to particular qualified taxpayers is reaffirmed.
5. The Board also re-affirms for the 2024-2025 school year the prior levy of taxes imposed pursuant to the LTEA, as well as any other prior lawfully imposed taxes, without limitation, at the same rate as previously levied.

BY: _____
Erica Hermans
Board President
May 28, 2028

BY: _____
Laurie Bickert
Board Secretary
May 28, 2024

Book	Policy Manual
Section	900 Community
Title	Community Volunteers
Code	916
Status	Draft
Adopted	January 28, 2008
Last Revised	November 23, 2015

Purpose

The Board values the unique contributions made by persons in parental relations and community volunteers to the educational and extracurricular programs of the school district. Accordingly, the Board encourages the use of persons in parental relations and community volunteers, subject to certain requirements and procedures as set forth below.

Authority

The Board prohibits discrimination on the basis of race, color, marital status, creed, religion, ancestry, handicap/disability, age, sex, gender identity, sexual orientation or national origin in the school environment and all district programs for volunteers.

Definition

A **volunteer** is defined as any individual who performs a service for the school district without compensation, remuneration or other consideration and who otherwise meets the requirements of this policy. A volunteer must be at least eighteen (18) years of age. A volunteer need not be a person in parental relation of a student enrolled in the school district. A **volunteer** for purposes of this policy shall include but is not limited to the following opportunities:

- Serving as a daily classroom, library or office assistant
- Assisting with classroom or building special events/celebrations
- Chaperoning a single day field trip and/or overnight field trip/competition
- Volunteering with any of the district interscholastic athletic teams, musical performance groups, home and school organizations and/or parent organizations including booster clubs, S.N.A.P. and working in concession stands or similar roles.
- Advising or assisting an extracurricular activity
- Providing supplemental assistance to a student

Guidelines

Volunteer Status Based Upon Student Contact Category

Holding the position of a volunteer is not a right, but a privilege conferred upon the volunteer by the Board, acting through the building principal of each school within the school district. According to this policy, all volunteers will be placed into one (1) of two (2) categories.

1. Limited Contact Volunteer – A volunteer in this category is in the range of volunteers who may perform a role with little to no contact with students, indirect contact with students, direct contact with students up to roles with or in close proximity to a school district employee while performing his/her volunteer service and there is NO time when the volunteer is alone with a student or in a secluded, isolated or remote area with a student without a school district employee being present. Limited Contact volunteers include, but are not limited to, chaperones for single day field-trips, working events with home and school and other parent organizations, working in the concession stand or similar role, serving as a daily classroom, library or office assistant and/or assisting with classroom or building special events.
2. Substantial Contact Volunteer – A volunteer in this category may or will reasonably have direct contact with a student(s) while performing his/her volunteer service without direct supervision by a school district employee. Direct contact time may include, but is not limited to, coaching and/or assisting with an athletic team or musical performing group, advising an extracurricular activity, chaperoning an overnight field trip or competition, and/or providing supplemental assistance to a student, without direct supervision by a school district employee.

Volunteer Requirements

All volunteers have specific requirements that need to be completed PRIOR to participating in any volunteer experience.

Each volunteer shall be required to complete and return the following documentation to the district administration office prior to performing any services at a district school [\[1\]](#)[\[2\]](#)[\[3\]](#):

1. The Spring-Ford Volunteer Registration and Disclosure Statement
2. Tuberculosis test or Tuberculosis Exposure Risk Assessment Questionnaire
 - a. 10 or more hours weekly – A negative tuberculosis test completed within three (3) months of submission to the district.
 - b. Fewer than 10 weekly hours – Tuberculosis Exposure Risk Assessment Questionnaire
3. An Act 34 – Criminal History Clearance Report
4. An Act 151 – Child Abuse Clearance Report
5. An Act 114 – FBI Criminal Clearance Report.

If a Limited Contact Volunteer has been a resident of the Commonwealth of Pennsylvania for the entirety of the previous ten (10) years, they may complete a Volunteer Affidavit swearing and affirming that they are not disqualified from volunteer service in lieu of providing an Act 114 FBI Criminal Clearance Report.

The cost for obtaining these required background clearances shall be covered by the volunteer. Clearance documents are valid with the district for a maximum of five (5) years and must be updated and resubmitted in order to continue as a volunteer.

Currently enrolled students in good standing who are performing unpaid district-sponsored services such as tutoring, mentoring or similar activities are deemed to be participants in district curricular, co-curricular and extra-curricular activities and are not "volunteers" under the applicable law or this policy. Therefore, such students are not required to complete the paperwork and volunteer clearances otherwise required by this policy.

Under no circumstances shall a volunteer be considered an employee or independent contractor of the school district. A volunteer shall not receive wages, salary or other valuable consideration for the performance of their services; provided, however that, without altering a person's status as a volunteer, the applicable building principal, in their sole discretion, may reimburse reasonable costs incurred by volunteers. A volunteer may not direct or supervise a school-sponsored program, group of students, or an individual student belonging to any such program outside the immediate supervision of a professional staff member. A volunteer is not permitted to impose or administer school discipline, though he or she may bring an individual's actions to the staff or administration's attention.

Volunteers shall follow all applicable administrative procedures established pursuant to this policy and shall follow all other relevant rules, regulations and administrative guidelines concerning the conduct of the professional and paraprofessional staff of the school district; provided however that such rules, regulations and administrative procedures and guidelines shall not be deemed to expand the responsibility, authority or scope of activity applicable to volunteers under this policy. The local school administrator has the authority and sole discretion to dismiss a volunteer and direct that the volunteer leave district property when that administrator feels it is appropriate to do so.

The Board authorizes the district administration to investigate any allegations of impropriety involving a volunteer, and authorizes the district Superintendent to involve the solicitor and/or law enforcement authorities in any such investigation as deemed necessary and appropriate.

Safety Requirements

All volunteers and/or visitors will be required to check in through the security system utilized by the district before being granted access beyond the school office. A temporary identification badge must be worn at all times by all volunteers while working with students and/or serving as a school volunteer.

Except as specifically authorized by the Superintendent on a case-by-case basis, volunteers shall not be permitted to operate any motor vehicles owned by or under the control of the school district, and volunteers shall not be permitted to transport students by motor vehicle in support of any school program. Any volunteer operating a school owned vehicle or vehicle under the control of the school district must provide a Department of Motor Vehicles (DMV) 10-year Driving Record Report prior to operating the vehicle. The DMV 10-year Driving Record must be submitted on a yearly basis and will be kept on file in the Transportation Department at the district office. The cost of obtaining the DMV report will be covered by the volunteer. The Transportation Department in conjunction with the administrator in charge of the activity is responsible for verifying the approval by the Superintendent or designee authorizing the volunteer to operate the vehicle, verifying the DMV Driving Record and coordinating the exchange of keys and essential paperwork.

Confidentiality

Each volunteer shall keep strictly confidential all information they may learn, during the course of performing services, about the students enrolled in the school district.[\[4\]](#)

Delegation of Responsibility

Delegation

In conjunction with the administration, each school within the school district shall adopt its own administrative procedures for the recruitment, selection and assignment of volunteers. Each building principal or designee shall assume general authority and responsibility over the volunteers performing services of any kind at or on behalf of the school, including, without limitation, the responsibility for implementing the security system utilized by the district, overseeing volunteer paperwork and confirming with the district office in regard to the clearances.[\[1\]](#)[\[2\]](#)[\[3\]](#)

No such procedures adopted by the schools within the school district shall be inconsistent with the terms and conditions of this policy.

With regard to volunteer coaches and band staff, the high school principal, athletic director and/or designee shall assume general authority over volunteer coaches and band staff on the high school level, and principals or designees at the 7th, 8th and 9th grade centers shall assume responsibility for volunteer coaches and band staff at those respective schools. The head coach/director in charge of the volunteer coach and band staff will assume daily responsibility for the actions and training of their volunteer coaches and band staff.

All such procedures adopted by the schools within the school district shall be subject to the approval of the Superintendent or designee.

Notwithstanding the previously granted authority and discretion of the local school administrator, the Board directs that the building principal in which the volunteer is assigned will dismiss any volunteer who, with or without previous warning, violates this policy or any other policy or guideline of the district, including the Staff-Student

Communication/Relations policies or whose presence is considered a danger to the school population.[5][6][7]

Legal

1. 24 P.S. 111
2. 22 PA Code 8.1 et seq
3. 23 Pa. C.S.A. 6301 et seq
4. 20 U.S.C. 1232g
5. Pol. 345
- 24 P.S. 1418
- 24 P.S. 510
- 28 PA Code 23.44
6. Pol. 445
7. Pol. 545