

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 Pennycuick 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. Pucio:** 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
2. <u>General Fund Checks</u>		
Check No. 218066 - 218152	\$	180,076.15
3. <u>General Fund, Food Service, Capital Reserve & Projects ACHs</u>		
ACH No. 232402074 - 232402240	\$	4,497,803.68
4. <u>Wires</u>		
Wire No. 202300200 - 202300216	\$	12,422,865.92
5. <u>Procurement Payments</u>		
Transaction No. 220000663 - 220000721	\$	27,958.91

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.

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. The Board approved 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. The Board approved **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. The Board approved 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. 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.
- D. The Board approved 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.
- E. The Board approved 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.
- F. The Board approved 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.

- 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 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

1st 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

2nd 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

2nd 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

2nd Tue. 6:00 p.m.

This report will be provided next week.

Property

Clinton L. Jackson

2nd Tue. 7:00 p.m.

This report will be provided next week.

MCIU

Dr. Margaret Wright

4th 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.

1. **Maggie R. Ackerman**
2. **Debbie L. Boland**
3. **Colton A. Heaton**
4. **Steven Fisher**
5. **Aiden J. Kollar**

6. **Jeanna M. Laire**
7. **Kathleen M. O'Callaghan**
8. **Trisha L. Santangelo**
9. **Liviah E. Yudd**

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.

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

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

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

(Attachment A1)

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 & 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 March 25, 2024, The Spring-Ford Area School District Board Meeting was called to order at 7:02 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-Absent 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 7:02 p.m.
Ms. Crew noted that all Board members are present and in person this evening.

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

Mrs. Hermans announced that the Board held an Executive Session prior to the Board Meeting at 6:00 p.m. for personnel, legal reasons (due process/settlement agreements) and a meet and discuss update.

Mrs. Hermans noted that the action item listed under section VI item M will not be voted on this evening.

PUBLIC TO BE HEARD ON AGENDA ITEMS ONLY

None

I. BOARD AND COMMITTEE REPORTS

Finance	Clinton L. Jackson	2nd Tue. 6:00 p.m.
Mr. Jackson gave an update on the financial reports. He stated that Mr. Fink provided an update on open items.		

Property	Clinton L. Jackson	2nd Tue. 7:00 p.m.
Mr. Jackson reported 2 chillers were discussed as part of the ongoing business. Also, information from the boroughs in regards to traffic was discussed and a safety report was provided. The Mission Kids training event is being hosted at the high school.		

WMCTC	Weingarten/Hermans/Goldsmith	1st Mon. 7:00 p.m.
Mrs. Weingarten reported that applications closed Friday, 120 from Spring-Ford and she provided a breakdown for each of the programs and how the seats are determined. Peco provided free LED Lights which the students installed. A banquet will be held for all Board and Superintendents for the sending schools. NOCTI performance day is coming up and she noted some of the student accomplishments from the SkillsUSA Competition. Mr. Jackson asked about Maintenance budget, Mr. Rizzo stated that the money needs to be returned to the sending schools each year.		

Legislative Committee	Theresa Westwood	2nd Tue. 6:00 p.m.
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Mrs. Westwood Representative Nelson joined the meeting and talked about Cyber Charter reform and what education should look like 10 years from now. Almost all of Chester County has signed the resolution that wasn't discussed in great length this time but was noted in the memo. Mr. Jackson asked about the payments for the Legislative Breakfast, and Mrs. Hermans clarified that refreshments were cut from the Board budget, and policy states that the Board Professional Development is to be paid by the district. This is something to be discussed in Finance Committee.

PSBA Liaison Heidi Goldsmith

Mrs. Goldsmith Advocacy Day is coming up and registration is due and she noted free training on the school safety report that will be coming due sue.

American Legion David Laky

The American Legion met but nothing to report.

Superintendent's Report Robert Rizzo

Mr. Rizzo said there is a few days to round up at the register for hunger with Giant. Girls Basketball played in Hershey and although they didn't win, we are proud of the amazing players and coaches. Indoor winter percussion just won the eastern regional, contracts to all. Mr. Rizzo acknowledged the retiree Mr. Hughes on the agenda and wished him the best of luck in the next phase.

Solicitor's Report Mark Fitzgerald

Mr. Fitzgerald stated the current secretary of education sent out a communication on Title IX. Students receiving Special Education services through age 21 is still going through the courts.

II. MINUTES

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

A. The Board approved the February 20, 2024 Work Session minutes.
(Attachment A1)

B. The Board approved the February 26, 2024 Board Meeting minutes.
(Attachment A2)

III. PERSONNEL

Motion by Mrs. Deardorff to approve Personnel A-C and E-P by Mrs. Deardorff, seconded by Mrs. Weingarten.
Motion carries 9-0.

Motion to approve Personnel D by Mrs. Deardorff, seconded by Mrs. Westwood.
Mr. Jackson asked about this position, Mr. Rizzo said this is backfilling the position Mr. Krakower is now in. Dr. Wright appreciates the district considering teaching staff for these positions.
Motion carries 9-0.

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. Eisenhower, who resigned. Compensation has been set at \$53,000.00, prorated with benefits per the Administrative Support Benefit Summary. Effective: March 25, 2024.

- 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, 8:30 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.** The Board approved 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. The Board approved 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. The Board approved 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. 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. **Maggie R. Ackerman**
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3. **Colton A. Heaton**
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5. **Aiden J. Kollar**

6. **Jeanna M. Laire**
7. **Kathleen M. O'Callaghan**
8. **Trisha L. Santangelo**
9. **Liviah E. Yudt**

- L. 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. **Kathryn L. Ellor**
2. **Maura F. Groff**
3. **Lindsay N. Hillegas**

4. **Susan Ibach**
5. **Kyla Kaczerski**
6. **Megan L. Taylor**

- M. The Board approved 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. The Board approved 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. The Board approved 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. Shannon E. Dauphin | 9. Kathya Holohan |
| 2. Deirdre L. Davidson | 10. Joyce L. Kurtas |
| 3. Carol L. DiFrancesco | 11. Tari Lawson |
| 4. Carrie A. Duarte | 12. Shannon L. Osborne |
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| 6. Hope R. Embree | 14. Alicia M. Spatzer |
| 7. Laura Gilmore | 15. Wendy H. Trump |
| 8. Allison L. Hagan | |

P. The Board approved the attached extra-curricular contracts for the 2023-2024 school year. **(Attachment A3)**

IV. FINANCE

Motion to approve Finance A-H by Mrs. Deardorff, seconded by Mrs. Weingarten.
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. 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 & 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 and 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 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. The Board approved **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. The Board approved **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. The Board approved **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. The Board approved the establishment of Take Action Club Student Activity Account.

V. PROPERTY

Motion to approve Property A, C, and D by Mrs. Deardorff, seconded by Mr. Jackson.
Motion carries 9-0.

Motion to approve Property B by Mrs. Deardorff, seconded by Dr. Sharma.
Mrs. Hermans asked which playground is being replaced, Mr. Pellegrin said it's the main playground. There was Board discussion about being all inclusive to all students, steps needing to be taken to make it compliant, and costs associated along with the timeframe to having this work done. This item will have further discussion during the property committee in April.
Motion fails, 0-9.

- A. The Board accepted 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. The Board did not approve 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. The Board approved 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. The Board approved 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.

VI. PROGRAMMING AND CURRICULUM

Mrs. Hermans noted that it was announced at the beginning of the meeting that item M will not be voted on during this meeting.

Motion to approve Programming and Curriculum A-F, H, I, K-L by Mrs. Deardorff, seconded by Mrs. Weingarten.
Motion carries 9-0.

Motion to approve Programming and Curriculum item G by Mrs. Deardorff, seconded by Mrs. Weingarten. There was Board discussion after hearing Mr. Jackson's concern about contracts coming to the board for approval prior to the solicitors review. Mrs. Hermans is looking for these types of instances be limited.
Motion carries 9-0.

Motion to approve Programming and Curriculum item J by Mrs. Deardorff, seconded by Mrs. Weingarten. Mrs. Goldsmith discussed her concerns with using this and not having safety protocols in place so students aren't impacted on a false practice. Mr. Rizzo cautioned the Board that Administration may get bogged down if they need to know how they are going to use it and the regulations for it.
Motion carries 8-1. (Mrs. Goldsmith was the dissenting vote)

- A. The Board approved *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. The Board approved 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. The Board approved 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. The Board approved 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. The Board approved 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. The Board approved *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. The Board approved *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. This agreement is subject to review and approval by the solicitor's office.
- H. The Board approved *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. The Board approved *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. The Board approved *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. This agreement is subject to review and approval by the solicitor's office.
- K. The Board approved *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. The Board approved 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. Mrs. Hermans announced at the beginning of the meeting that this item will not be voted on during this meeting. ~~Administration recommends the refresh of the Canon Print Shop at Upper Providence Elementary School. This five year agreement through a COSTARS Vendor for the lease, service and base usage will not exceed \$8,800.00 per month. This will be paid from the Technology operating budget. This agreement is subject to review and approval by the solicitor's office.~~

VII. CONFERENCES AND WORKSHOPS

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

Motion to approve Conferences and Workshops C by Mrs. Deardorff, seconded by Mrs. Weingarten. Mrs. Westwood asked if the Board should pay their own way for this conference. Dr. Wright referenced the policy where Board training is within policy.

Motion carries 5-4. (Dissenting votes were Mr. Jackson, Mrs. Westwood, Mrs. Goldsmith, and Mrs. Hermans)

- 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).

VIII. OTHER BUSINESS

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

- 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 **approved**:

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**)

IX. BOARD COMMENT

Mr. Rizzo asked if there was an interest in changing policy regarding Board conferences and workshops, the Board will start a discussion in finance committee in April.

Mr. Jackson noted that 1.1 million approved tonight in curriculum, and wanted to give a simple reminder on the costs associated with voting on items.

Mrs. Hermans spoke about flag football and the positive impact on the program.

Mrs. Weingarten spoke about the German Exchange program and the thrill of having 2 students with her family and Post Prom is needing volunteers.

X. PUBLIC TO BE HEARD

Dr. Sarah Plumber, Mont Clare - Racism

XI. ADJOURNMENT

The Board unanimously adjourned the meeting at 8:27 p.m. with a motion from Mrs. Hermans, seconded by Mrs. Deardorff.

Respectfully submitted,

Erin G. Crew
Asst. Board Secretary

	Contract Title	Season	Last	First	Stipend
1	RCTV Sportscasters	Year	Brennan	John	\$30.00/hour
2	RCTV Sportscasters	Year	Culp	William	\$30.00/hour
3	RCTV Sportscasters	Year	German	Kelly	\$30.00/hour
4	RCTV Sportscasters	Year	Landis	Doug	\$30.00/hour
*5	Volunteer Assistant Volleyball Coach - Boys - HS	Spring	Nase	William	Volunteer
6	RCTV Sportscasters	Year	Palmer	Michael	\$30.00/hour

SPRING-FORD AREA SCHOOL DISTRICT

Position Description

Position Title: School Crossing Guard

Reports To: Coordinator of Safety, Security, and Emergency Preparedness

Position Goal/Summary:

To provide assistance to children crossing the street, maintain children's safety in traffic, and direct or expedite the flow of traffic at a crossing.

Essential Duties & Responsibilities:

- Arrives on time for work.
- Stops traffic at designated school crossings to allow children to cross the street safely.
- Ensures the children cross the street safely using the cross walk.
- Assures the children are waiting safely away from the roadway.
- Enters the street before children.
- Wears and uses issued safety equipment (vest & stop sign) to enhance visibility while in on duty.
- While traffic is stopped and the children are crossing the street, stands with outstretched arms making sure all traffic is stopped.
- After children are completely across the street and out of danger, walks back to the sidewalk.
- Watches for suspicious behavior of motorists or adult pedestrians.
- Provides safety guidance to children using the crossing.
- Reports unsafe/suspicious activity to the Police Department.

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 employee will be required to follow any other job-related instructions and perform other job-related duties requested by the Coordinator of Safety, Security, and Emergency Preparedness.

POSITION SPECIFICATIONS – School Crossing Guard (Non-Exempt)

Work Year: Part-time – August - June

Knowledge, Skills and Abilities:

- Knowledge of school crossing safety concerns
- Knowledge of traffic patterns and volume during school days
- Knowledge of actions that are often considered to be suspicious behavior on the part of pedestrians in the school crossing area
- Knowledge of children’s habits and motions while waiting for permission to cross the street
- Skill in maintaining order and control at school crossings
- Skill in interacting well with children
- Skill in observation and identification of pedestrian traffic
- Ability to exercise good judgment and make rapid decisions relating to speed and distance of multiple vehicles, traffic signal cycles, and pedestrian traffic.

Physical Demands:

- Stand for duration of each shift
- Walk at a moderate pace
- Step up/down street curbs
- Hold arms outstretched
- Hear, see, move, and maneuver quickly in order to cross children safely and avoid danger from errant vehicles
- Exposure to heat, cold, adverse weather, traffic, loud noises, fumes, and moving objects

Work Environment:

Outside

Clearances:

- Act 34 Clearance
- Act 151 Clearance
- Act 114 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.

SPRING-FORD AREA SCHOOL DISTRICT

JOB DESCRIPTION

<u>Position Title:</u>	Department Head-Speech Therapist
<u>Reports To:</u>	Special Education Supervisor
<u>Location:</u>	Varies
<u>Department:</u>	Speech and Language

Position Summary -

Department Head is the title used for persons with specific managerial responsibilities in the following departments: English, Mathematics, Science, Special Education, Art, Guidance-Sec/Elem, Music, Phys. Ed/Health, Social Studies, Business Ed., World Language, Family and Consumer Science, Media, Tech Ed., Health Services, School Psychology, English Language Development, Speech/Language, and Behavior. Department Head assignments are made on the written recommendation of Administration, and to the Superintendent and annual Board approval of the assignments. Compensation is as provided for in the Collective Bargaining Agreement.

The Department Head is considered a specialist in their field of learning. The duties and responsibilities are basically in four areas: Department Leadership, Curriculum, Family Engagement, and Professional Development.

The supplemental contract for services as Department Head covers the responsibilities of the position. **Primary Responsibilities/Accountabilities:**

A. DEPARTMENT LEADERSHIP

Department Coordination

1. Schedules and attends monthly speech meetings
2. Maintains the meeting agenda and keep minutes of all department meetings
3. Reports on meeting items to the Supervisor, if necessary
4. Collaborates with Special Education Supervisors and serve as the point person for the Speech Department

Materials/Supplies

1. Manages all AAC communication device trials/loans/purchases/replacements/etc
2. Serves as the liaison between the Speech Department and the Technology Department.

SPRING-FORD AREA SCHOOL DISTRICT

JOB DESCRIPTION

3. Makes assistive technology recommendations, trials assistive technology processes, works with a student's private insurance for medically-necessary assistive technology that also meets the student's needs to access curriculum tracking communication assistive technology, manages new systems for logging, distribution, training Speech Therapists and other staff members, oversees communication assistive technology evaluations, creates and maintains a log of the district-owned communication devices.

Personnel Functions

1. Trains staff as needed
2. Answers questions regarding any AAC or SETT procedures

B. CURRICULUM COORDINATION

1. Maintains and organizes the Speech test library
2. Monitors incoming and outgoing tests for compliance
3. Sends protocols for tests requested
4. Monitors protocols and reorders as needed
5. Ensures Speech test library list is current
6. Monitors for new tests and orders as needed
7. Oversees end-of-year purchase order for new protocols and testing supplies
8. Organizes and stores all assessments during the summer months
9. Organizes testing materials and coordinates new testing supply purchases
10. Updates procedures and protocols annually
11. Reviews reports as needed

C. FAMILY ENGAGEMENT

1. Attends Early Intervention meetings (3 or 4 per year) and assessments
2. Keeps records and makes recommendations regarding testing versus record review
3. Organizes other Speech Therapists to assist with Early Intervention meetings
4. Helps with the assessment of incoming Kindergarteners

D. PROFESSIONAL DEVELOPMENT

1. Organizes Professional Development opportunities
2. Helps conduct in-service training programs necessary for proper preparation and training of the members of the department.

E. OTHER FUNCTIONS

1. ESY Speech Coordinator

SPRING-FORD AREA SCHOOL DISTRICT

JOB DESCRIPTION

- a) Works with ESY Coordinator to develop and organize speech caseload
 - b) Maintains documents to update ESY eligibility as needed
 - c) Requests and organizes ESY materials
 - d) Makes recommendations on the number of Speech Therapists needed for ESY and how many rooms will be needed
 - e) Orients and supports any contracted Speech Therapists as needed
 - f) Divides the caseload equitably among Speech Therapists working ESY
2. Other Responsibilities
- a) Helps with the yearly workload assignments and building assignment recommendations
 - b) Participates in Speech Therapist interviews as requested by the supervisor
 - c) Supports new Speech Therapists and current district Speech Therapists as needed
 - d) Participates in district-level special service meetings/decisions as requested
 - e) Problem solves with Occupational Therapists, Physical Therapists, Psychologists, and Behavior Specialists as needed
 - f) Monitors Medical Access documentation levels
 - g) Develops and updates a Speech Google folder with important documents and information
 - h) Maintains a weighted caseload
 - i) Assumes additional department duties as may be assigned by the Superintendent, Assistant Superintendent, and the Supervisor of Special Education from time to time

SPRING-FORD AREA SCHOOL DISTRICT

JOB DESCRIPTION

<u>Position Title:</u>	Department Head-Behavior Specialist
<u>Reports To:</u>	Special Education Supervisor
<u>Location:</u>	Varies
<u>Department:</u>	Behavior

Position Summary -

Department Head is the title used for persons with specific managerial responsibilities in the following departments: English, Mathematics, Science, Special Education, Art, Guidance-Sec/Elem, Music, Phys. Ed/Health, Social Studies, Business Ed., World Language, Family and Consumer Science, Media, Tech Ed., Health Services, School Psychology, English Language Development, Speech/Language, and Behavior. Department Head assignments are made on the written recommendation of Administration, and to the Superintendent and annual Board approval of the assignments. Compensation is as provided for in the Collective Bargaining Agreement.

The Department Head is considered a specialist in their field of learning.

The supplemental contract for services as Department Head covers the responsibilities of the position. **Primary Responsibilities/Accountabilities:**

A. DEPARTMENT LEADERSHIP

1. Schedules monthly meetings with the Behavior Department with and without Supervisors of Special Education to ensure consistency of methods, forms, etc., across staff
2. Supports with monitoring caseloads
3. Provides caseload statistics to determine future needs of caseload reorganization
4. Relays Behavior Department needs to Special Education Supervisors
5. Supports training and investigates training for teachers in full-time Autistic Support classes to use VBMPP or Essentials for Living curriculum
6. Supports training or investigates training for teachers in full-time Autistic Support classes in self-regulation (for students)
7. Supports training or investigates training for social skills curriculum
8. Monitors and tracks behavior referrals or screenings

B. SAFETY CARE MANAGEMENT – this limits how much the trainers will need to do on their own time, particularly teachers who are trainers.

SPRING-FORD AREA SCHOOL DISTRICT

JOB DESCRIPTION

1. Coordinates with Executive Secretary for Assistant Superintendent and Curriculum Department
2. Provides support with scheduling recertification and initial training lists, materials, and rooms
3. Determines who needs training annually
4. Sets up annual train-the trainer for Spring-Ford trainers (2 groups)
5. Sets up copying of materials
6. Sends materials to trainers or to trainer locations
7. Sets up annual collaboration agreement with the Montgomery County Intermediate Unit

C. REGISTERED BEHAVIOR TECHNICIAN (RBT) SUPERVISION

1. Ensures all RBT Supervisors meet the supervision requirements
2. Ensures that all RBTs are getting their supervision hours
3. Monitors RBT certification expiration dates to support planning for RBT competency renewals
4. Supports the placement of RBTs and provide ongoing scheduling and supervision

D. PROFESSIONAL DEVELOPMENT

1. Organizes Professional Development opportunities
2. Helps conduct in-service training programs necessary for proper preparation and training of the members of the department.



RESOLUTION 2024-02
MONTGOMERY COUNTY AND CHESTER COUNTY, PENNSYLVANIA

A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF SPRING-FORD AREA SCHOOL DISTRICT, MONTGOMERY COUNTY AND CHESTER COUNTY, PENNSYLVANIA, PROVIDING 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.

WHEREAS, the Board of School Directors ("Board") of the Spring-Ford Area School District, Montgomery County, Pennsylvania ("School District") considers it to be a matter of sound public policy to make special provisions for property tax and rent rebates to a class of senior citizens, widows, widowers and disabled persons in order to assist in relieving their economic burden; and

WHEREAS, pursuant to this Resolution, the Board is demonstrating a willingness to assist the above individuals.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. **Definitions.** The following words and phrases, when used in this Resolution, shall have the meanings ascribed to them in this Section 1, except where the context clearly indicates or requires a different meaning.

(a) "Act" means Chapter 13 (Senior Citizens Property Tax and Rent Rebate Assistance) of the Taxpayer Relief Act, Act 1 of Special Session 2006, 53 P.S. §69261301, et seq.

(b) "Claimant" means a person who files a claim for property tax rebate or rent rebate in lieu of property taxes under the Act and, during the 2021 calendar year, (i) was at least sixty-five (65) years of age, or whose spouse (if a member of the household) was at least sixty-five (65) years of age, (ii) was a widow or widower and was at least fifty (50) years of age, or (iii) was a permanently disabled person eighteen (18) years of age or older. For the purposes of this Resolution, the term "widow" or "widower" shall mean the surviving wife or surviving husband, as the case may be, of a deceased individual and who has not remarried, and the term "permanently disabled person" shall mean a person who is unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to continue indefinitely.

(c) "Claim Form" means the form attached hereto as Exhibit A and the additional information required to be filed with the Assistant to the Superintendent for Business Administration of the School District as set forth on such form.

(d) "Rebate Percentage Factor" shall be the percentage set forth in Exhibit B next to the Claimant's Total Income.

Total Income" shall mean all income of a Claimant and Claimant's spouse from whatever source derived, including, but not limited to:

- (i) Salaries, wages, bonuses, commissions, income from self-employment, alimony, support money, cash public assistance and relief;
- (ii) Total benefits from any pensions, annuities, and individual retirement account distributions;
- (iii) 50% of railroad retirement benefits;
- (iv) 50% of all benefits received under the Social Security Act (49 Stat. 620, 42 U.S.C. § 301 et seq.), except Medicare benefits;
- (v) All benefits received under State unemployment insurance laws;
- (vi) All interest received from the Federal or any state government, or any instrumentality or political subdivision thereof;
- (vii) Realized capital gains and rentals;
- (viii) Workers' compensation;
- (ix) The gross amount of loss of time insurance benefits, life insurance benefits and proceeds, except the first \$5,000 of the total of death benefit payments; and
- (x) Gifts of cash or property, other than transfers by gift between members of a household, in excess of a total value of \$300.

Notwithstanding the foregoing, the term does not include surplus food or other relief in kind supplied by a governmental agency, property tax or rent rebate, inflation dividend, federal veterans' disability payments or state veterans' benefits. The above-referenced terms shall be interpreted in a manner consistent with the Pennsylvania Property Tax or Rent Rebate Program established and operated pursuant to the Act.

(e) "Property Tax Paid" shall mean all taxes on a homestead, exclusive of municipal assessments, delinquent charges and interest, paid during the 2023 calendar year by Claimant as set forth on Line 14 of Form PA-1000 2023 prepared and filed by the Claimant with the Pennsylvania Department of Revenue.

(f) "Rent Paid" means the gross amount actually paid in cash or its equivalent to a landlord in connection with the occupancy of a homestead by Claimant and set forth on Line 16 of Form PA-1000 2021 prepared and filed by the Claimant with the Pennsylvania Department of Revenue.

(h) "School District Fiscal Year" means July 1st to the following June 30th.

(i) "Resolution" means this Resolution.

2. Property Tax or Rent Rebate.

(a) Subject to the other provisions of this Resolution, each Claimant shall be eligible for a property tax rebate from the School District equal to the Claimant's Property Tax Paid times the applicable Rebate Percentage Factor.

(b) Subject to the other provisions of this Resolution, each Claimant shall be eligible for a rent rebate from the School District equal to the Claimant's Rent Paid times the applicable Rebate Percentage Factor.

3. Filing. To claim and receive the property tax or rent rebate provided for under Section 2 from the School District, the Claimant must file a claim for the rebate with the Assistant to the Superintendent-Business Administration of the School on or before the last day of the 2024/2025 School District Fiscal Year. Only one Claimant from a School District homestead shall be entitled to a rebate from the School District for the 2023 calendar year. If two or more persons are able to meet the qualifications for a Claimant, the rebate shall be paid to the Claimant(s) who received the property tax or rent rebate under the Act.

4. Claim Form.

(a) When filing for a property tax or rent rebate from the School District, Claimant shall file between July 1, 2024 and June 30, 2025 with the Assistant to the Superintendent-Business Administration of the School a Claim Form (and all required additional information which shall include evidence of the rebate amount received from the Commonwealth of Pennsylvania). Appropriate evidence of the rebate amount received from the Commonwealth of Pennsylvania shall include a copy of the rebate check received from the Pennsylvania Department of Revenue or a copy of the Claimant's bank statement reflecting the deposit of the rebate amount.

(b) The following is an example to illustrate the requirements of Sections 2 through 4. The example is for illustration purposes only.

Example: Claimant files for a property tax or rent rebate under the Act with the Pennsylvania Department of Revenue by filing Form PA-1000 2023 (Property Tax or Rent Rebate Claim) in connection with property taxes paid in 2023. On July 15, 2024, Claimant receives a property tax or rent rebate from the Commonwealth of Pennsylvania in connection with such filing. Claimant may now file for a property tax or rent rebate with the School District by submitting a Claim Form to the School District (with a copy of the Form PA-1000 2023 (Property Tax or Rent Rebate Claim) filed with the Pennsylvania Department of Revenue and evidence of the rebate amount received) on or before June 30, 2025.

5. Incorrect Claim. Whenever the Assistant to the Superintendent-Business Administration of the School finds a claim to have been incorrectly determined, Assistant to the Superintendent-Business Administration of the School shall re-determine the correct amount of the claim and notify the Claimant of the reason for the redetermination and the amount of the corrected claim.

6. Fraudulent Claim; Conveyance to Obtain Benefits.

(a) In any case in which a claim is excessive and was filed with fraudulent intent, the claim shall be disallowed in full and a penalty of twenty-five percent (25%) of the amount claimed shall be imposed. The penalty and the amount of the disallowed claim, if the claim has been paid, shall bear interest at the rate of one-half (½) of one (1%) percent per month from the date of the claim until repaid. The Claimant and any person who assisted in the preparation of filing of a fraudulent claim shall be subject to criminal prosecution in accordance with applicable provisions and penalties as provided in the Pennsylvania Crimes Code.

(b) A claim shall be disallowed if the Claimant received title to the homestead primarily for the purpose of receiving a property tax rebate.

7. **Petition for Redetermination.** Any Claimant whose claim for a property tax or rent rebate is either denied, corrected or otherwise adversely affected by the Assistant to the Superintendent-Business Administration of the School, may file with the Board a petition for redetermination within ninety (90) days after the date of mailing or written notice by the Assistant to the Superintendent-Business Administration of the School of such action. Such petition shall set forth the grounds upon which the Claimant alleges that such action of the Assistant to the Superintendent-Business Administration of the School is erroneous or unlawful, in whole or in part, and shall be accompanied by an affidavit of affirmation that the facts contained therein are true and correct. The Board shall hold such hearings as may be necessary for the purpose of redetermination and each Claimant who has duly filed such petition for redetermination shall be notified by the Board of the time when, and the place where, such hearing in his or her case will be held. The determination of the Board after such hearings and any required further review shall be final.

8. **Severability.** The provisions of this Resolution are severable; if any word, phrase, clause, sentence, section or provision of this Resolution is for any reason held to be unconstitutional or illegal or invalid, the decision of any Court shall not affect or impair any of the remaining provisions of this Resolution. It is hereby declared to be the intent of the Board of the School District that this Resolution would have been adopted had such unconstitutional or illegal or invalid word, phrase, clause, sentence, section or provision thereof not been included herein. Further, the provisions of this Resolution shall be considered wholly separate and apart from any enactment of real property taxes by the School District and the extent to which any word, phrase, clause, sentence, section or provision of this Resolution is for any reason held to be unconstitutional, illegal, or invalid, shall not otherwise affect or impair the enactment and imposition of real property taxes by the School District.

9. **Effective Date.** This Resolution shall be effective solely for real property taxes and rents paid during the calendar year 2023.

RESOLVED by the Board this 22nd day of April, 2024.

SPRING-FORD AREA SCHOOL DISTRICT

Attest: _____

Laurie Bickert, Board Secretary

By: _____

Erica Hermans, Board President

(SEAL)

EXHIBIT A

SPRING-FORD AREA SCHOOL DISTRICT

PROPERTY TAX/RENT REBATE

Tax Rebate Year – 2024/2025

FILING INSTRUCTIONS

WHERE TO FILE: 857 South Lewis Road, Royersford, PA 19468

WHEN TO FILE: After July 1, 2024 but before June 30, 2025

PLEASE PRINT LEGIBLY OR TYPE

PART A – Personal Information

Name of Claimant:

Address of Claimant:

Property Parcel Number (Found on Tax Bill for Property Owners):

Birth date of Claimant:

Social Security Number of Claimant:

PART B – Form PA-1000 2023 (Property Tax or Rent Rebate Claim)

Insert amount from **Line 13** on Form PA-1000 2023 (Total Income)

\$

NOTE: Inserted amount may not exceed \$45,000

PART C(1) – Calculation of Property Tax Rebate from School District

(a) Insert total property taxes paid from **Line 14** on Form PA-1000 2023

\$

(b) Insert amount from **Line 15** on Form PA-1000 2023 (Property Tax Rebate)

\$

(c) Subtract line (b) from line (a)

\$

(d) Insert Percentage Rebate Factor (see Rebate Percentage Table)

50%

(e) Multiple line (a) by line (d)

\$

(f) Property Tax Rebate from the School District (insert the lesser of line (c) and line (e))

PART C(2) – Calculation of Rent Rebate from School District (for renters only)

(a) Insert total rent paid from Line 16 on Form PA-1000 2023	\$
(b) Multiply line (a) by 20 percent (0.20)	\$
(c) Insert amount from Line 18 on Form PA-1000 2023 (Rent Rebate)	\$
(d) Subtract line (c) from line (b)	\$
(e) Insert Percentage Rebate Factor (see Rebate Percentage Table)	50%
(f) Multiply line (b) by line (e)	\$
(g) Rent Tax Rebate from the School District (insert the lesser of line (d) and line "f")	\$

PART D – Required Information	
(a) Copy of Form PA-1000 2023 (Property Tax or Rent Rebate Claim) filed with the PA Dept. of Revenue	
(b) Evidence of receipt of amount set forth in Part C(1), Line (b) for property owners	
(c) Evidence of receipt of amount set forth in Part C(2), Line (c) for renters	

I declare that this form is true, correct and complete, that the documents required and attached hereto are true and correct copies of those documents, and that to the best of my knowledge and belief this is the only claim filed by members of my household.

Claimant's Signature

Signature of Preparer (if other than Claimant)

Date

Telephone Number

Rebate Percentage Factor Table

Total Income	Rebate Percentage Factor
0 to \$8,000	50%
\$8,001 to \$15,000	50%
\$15,001 to \$18,000	50%
\$18,001 to \$45,000	50%

EXHIBIT B

Property Tax Rebate Percentage Factor Table

Total Income	Rebate Percentage Factor
0 to \$8,000	50%
\$8,001 to \$15,000	50%
\$15,001 to \$18,000	50%
\$18,001 to \$45,000	50%

Rent Rebate Percentage Factor Table

Total Income	Rebate Percentage Factor
0 to \$8,000	50%
\$8,001 to \$15,000	50%
\$15,001 to \$18,000	50%
\$18,001 to \$45,000	50%

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

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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

SPRING-FORD AREA SCHOOL DISTRICT

2024-2025 SCHOOL CALENDAR

JULY 2024

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2024

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2024

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2024

S	M	T	W	TH	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2024

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2024

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2025

S	M	T	W	TH	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2025

S	M	T	W	TH	F	S
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23	24	25	26	27	28	

MARCH 2025

S	M	T	W	TH	F	S
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23	24	25	26	27	28	29
30	31					

APRIL 2025

S	M	T	W	TH	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2025

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2025

S	M	T	W	TH	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

LEGEND

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

DAYS OF INSTRUCTION

Student Days: 179
Teacher Days: 189
12-Month Emp.: 261

- August 20-22: Staff In-Service Days
- August 26: First Day of School!
- September 2: Labor Day, Schools/Offices Closed
- September 20: Act 80 Day, No School for Students
- October 3: Rosh Hashanah, No School for Students or 10-Month Employees
- October 29: End of Quarter One
- November 1: Diwali, No School for Students or 10-Month Employees
- November 5: Election Day, In-Service Day
- November 25-26: Parent/Teacher Conferences, No School for Students
- November 27-29: Fall Break, Schools/Offices Closed
- December 23-January 1: Winter Break, Schools/Offices Closed
- January 20: Martin Luther King Jr. Day, Schools/Offices Closed
- January 22: End of Quarter Two
- February 17: Parent/Teacher Conferences, No School for Students
- March 27: End of Quarter Three
- March 31: Eid al Fitr, Act 80 Day, No School for Students
- April 17-21: Spring Break
- May 20: Election Day, In-Service Day
- May 26: Memorial Day, Schools/Offices Closed
- June 4: Class of 2025 Commencement Ceremony
- June 5: Last Day of School
- June 6: Last Day for Teachers

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