

**WEST CHESTER AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING**

Monday, February 22, 2021

7:00 pm

Zoom/Livestream

AGENDA

- I. Call to Order Mr. McCune
 Salute to the Flag (led by Eric Soares and Ranay Torres
 of Mary C. Howse Elementary School)
- II. Roll Call Ms. Cherashore
- III. Approval of Minutes of the January 25, 2021 Monthly
 School Board Meeting..... Mr. McCune
- IV. Approval of the February 22, 2021 School Board Meeting Agenda..... Mr. McCune
- V. Superintendent’s Report Dr. Scanlon
 Student Representatives’ Report *Alice Tran, East High School*
 *Colleen Kinkead, Henderson High School*
 *Davis Patel, Rustin High School*
- VI. Public Comments on Agenda Items (submitted via google form) Ms. Cherashore
- VII. Approval of Personnel Recommendations Dr. Ulmer
- VIII. Approval of Consent Agenda..... Mr. McCune
- IX. School Board Reports

Committee Reports

A. *Education*..... Mrs. Tiernan

*	1.	Approval to establish the following Activity Account: -East HS Breast Cancer Awareness Club Funds
*	2.	Approval of Revised Board Policy 122 Extracurricular Activities, First Reading
*	3.	Approval of Revised Board Policy 123 Interscholastic Athletics, First Reading
*	4.	Approval of Revised Board Policy 123.2 Sudden Cardiac Arrest, First Reading

B. *Pupil Services*..... Ms. Chester

*	1.	Approval of (1) One Special Education Settlement Agreement
*	2.	Approval of Revised Policy 113.1 Discipline for Students with Disabilities, Second Reading
*	3.	Approval of Revised Policy 113.2 Behavior Intervention, Second Reading
*	4.	Approval of Revised Policy 113.4 Confidentiality of Special Education Student Information, Second Reading
	5.	Approval of Family Service of Chester County Contract
	6.	Approval of Mary Daniels Independent Contractor Agreement

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\*Consent Agenda Items

C. *Personnel*.....Dr. Herrmann

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|---|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * | 1. | Approval of (2) Two New Assistant to the Director of Teaching and Learning Positions and Job Description                                                        |
| * | 2. | Approval of (1) One New Assistant to the Director of Pupil Services Position and Job Description                                                                |
| * | 3. | Approval of Revised Equity Advocate Job Description                                                                                                             |
| * | 4. | Approval of New District Department Leader Job Description                                                                                                      |
| * | 5. | Approval of (1) One New Lead Intervention and Mental Health Specialist Position and Job Description                                                             |
| * | 6. | Approval of Revised Public Safety Supervisor Job Description and movement of position from the Non-Bargaining Employee Group to the Act 93 Administrative Group |
| * | 7. | Approval of (2) Two New Campus Safety Officer Positions and Job Description                                                                                     |
| * | 8. | Approval of Revised Security Greeter Job Description and movement from Group 1 Support Staff Bargaining Unit to Group 2 Service Support Staff Bargaining Unit   |
|   | 9. | Approval of Revised WCASD Management Team Organizational Chart                                                                                                  |

D. *Property and Finance*.....Mr. Bevilacqua

|   |    |                                                                                        |
|---|----|----------------------------------------------------------------------------------------|
| * | 1. | Approval of Revised Policy 827, Conflict of Interest, Second Reading                   |
| * | 2. | Approval for 2021-22 E-Rate Bids                                                       |
| * | 3. | Approval of Contract Award - Phase 2 Roof Replacement – Rustin High School             |
| * | 4. | Approval of Contract Award for Synthetic Turf Courtyard at Greystone Elementary School |

**Other Reports**

- A. Intermediate Unit..... Mrs. Tiernan
- B. PSBA Report.....Dr. Herrmann
- C. Legislative Liaison.....Dr. Shaw
- D. Equity Report .....Mr. Durnell
- E. Community Liaison..... Mr. Spackman

X. Other Business .....Mr. McCune

|   |    |                                                                                                                                                   |
|---|----|---------------------------------------------------------------------------------------------------------------------------------------------------|
| * | 1. | Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of January 1, 2021 to January 31, 2021 |
| * | 2. | Approval of the January 31, 2021 Financial Report                                                                                                 |
|   | 3. | Approval of Revisions to Phased School Reopening Health and Safety Plan for SY 2020-21                                                            |

XI. Comments from Residents (submitted via google form)

XII. Adjournment



\*Consent Agenda Items

## WEST CHESTER AREA SCHOOL BOARD—Meeting of January 25, 2021

Documents previously distributed to Board Members are not recopied or submitted with this draft. Minutes of this meeting, in compliance with Section 518 of the School Laws of Pennsylvania and after approval by the School Board Members will be transcribed into the permanent minute book together with reports indicated (copy in). Routine reports and lengthy multi-page documents made a part of the minutes of this meeting are filed separately for permanent record.

### I. Call to Order

The West Chester Area School Board met at 7:00 p.m. in the Spellman Education Center, 782 Springdale Dr. Exton, PA. Mr. McCune, Board President, called the meeting to order and Riley Powers and Kevin Tellez-Herrera of Hillsdale Elementary School led the public in the Pledge of Allegiance.

### II. Roll Call

**Members Present:** Mr. Bevilacqua, Ms. Chester, Mr. Durnell, Mr. Gallen, Dr. Herrmann, Mr. McCune, Dr. Shaw, Mr. Spackman, Mrs. Tiernan. Student Representatives: Alice Tran, East High School; Colleen Kinkead, Henderson High School; Davis Patel, Rustin High School.

**Members Absent:**

### III. Approval of Minutes of the December 21, 2020 Monthly School Board Meeting

**BOARD ACTION:** It was moved by Dr. Herrmann and seconded by Mr. Gallen to approve the minutes of the December 21, 2020 monthly School Board Meeting.

**On roll call vote, all members present voted “aye.” Motion carried 9-0.**

***Mr. McCune announced that the Board met in Executive Session on January 11, 2021 regarding a legal matter and January 19, 2021 regarding a legal matter.***

### Approval to Amend the January 25, 2021 Meeting Agenda

**BOARD ACTION:** It was moved by Mr. Spackman and seconded by Mr. Bevilacqua to amend the January 25, 2021 Meeting Agenda as follows: Move the following two action items: X4. Approval of motion to approve the Skills for Life Charter School Application, as amended and supplemented and X5. Approval of motion to deny the Skills for Life Charter School Application, as amended and supplemented, to immediately following Section VI. Public Comment on Agenda Items.

**On roll call vote, all members present voted “aye.” Motion carried 9-0.**

**IV. Approval of the January 25, 2021 School Board Meeting Agenda as amended**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Mr. Durnell to approve the January 25, 2021 meeting agenda as amended.

**On roll call vote, all members present voted “aye.” Motion carried 9-0.**

**V. Superintendent’s Report**

Superintendent Scanlon and the High School Student Representatives gave monthly reports.

**VI. Public Comments on Agenda Items**

Dr. Sokolowski read public comments on agenda items received via google form. The comments will be attached to the official meeting minutes.

**X5. Approval of Motion to Deny the Skills for Life Charter School Application, as amended and supplemented**

**BOARD ACTION:** It was moved by Dr. Herrmann and seconded by Mr. Durnell to approve the motion to deny the Skills for Life Charter School Application, as amended and supplemented

**On roll call vote, all members present voted “aye.” Motion carried 9-0.**

**VII. Approval of Personnel Recommendations—Dr. Ulmer (Copy In)**

**BOARD ACTION:** It was moved by Dr. Herrmann and seconded by Mr. Gallen to approve the Personnel Recommendations as presented.

**On roll call vote, all members present voted “aye.” Motion carried 9-0.**

**VIII. Approval of Consent Agenda**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Mr. Spackman to approve the following Consent Agenda Items:

Education

Pupil Services

1. Approval of (1) one Special Education Settlement Agreement
2. Approval of Ethos Treatment LLC Annual Contract
3. Approval of Sweet, Stevens, Katz and Williams Fee Agreement
4. Approval of Revised Policy 113.1 Discipline for Students with Disabilities, First Reading
5. Approval of Revised Policy 113.2 Behavior Intervention, First Reading
6. Approval of Revised Policy 113.4 Confidentiality of Special Education Student Information, First Reading

Personnel

Property & Finance

1. Approval of Acknowledge Receipt of 2019-20 Local Audit Report
2. Approval of Contract Award with the lowest responsible bidder, JBM Mechanical in the amount of \$189,000 for Replacement of Roof Top HVAC Units at East Goshen Elementary School's Multi-Purpose Room
3. Approval of Tax Collector Resolution

RESOLUTION NO.

BACKGROUND

The Board of School Directors of the West Chester Area School District are offering the School District's elected tax collectors two compensation options for collecting the School District's real estate taxes for the term commencing 2022. With one option the tax collector is responsible for all administrative functions involved in the tax collection. In the other option, the majority of the tax collector functions are delegated to the School District and a bank selected by the School District and deputized by the tax collector to collect the real estate taxes. Accordingly, this Resolution is being adopted, per the Local Tax Collection Law, and specifically, 72 P.S. §5511.36a.

RESOLUTION

AND NOW, this 25th day of January, 2021, the Board of School Directors of the West Chester Area School District resolves as follows:

1. The compensation for the West Chester Area School District ("WCASD" or "District") tax collectors for the term commencing 2022 shall be computed on a per tax bill basis according to one of the following options to be selected by each tax collector:

Option 1: The District will pay the tax collector Fifty-Five Cents (\$.55) per bill if the tax collector prepares and mails the tax bills, and collects and deposits the taxes per the requirements of this Resolution, the School District's rules and regulation, and the laws of this Commonwealth. In addition, expenses for postage and printing of tax notices shall be paid by the School District as provided by the School Laws of this Commonwealth.

Option 2: The District will pay the tax collector One Dollar (\$1.00) per annum, plus reasonable documented expenses, not to exceed Twenty Cents (\$.20) per tax bill, if the tax collector contracts with the School District to prepare and mail the tax bills and deputizes the bank selected by the

School District to collect the taxes, per the requirements of this Resolution, the School District's rules and regulations, and the laws of this Commonwealth. In addition, the School District shall agree to indemnify and hold harmless tax collector from any and all claims which may be brought against tax collector because of any action or inaction of the School District pursuant to said contract.

2. If Option 1 is selected by a tax collector, he or she shall comply with the following requirements:
  - (a) Checks for tax payments shall be made payable to West Chester Area School District. Tax collectors shall deposit all tax payments into the designated West Chester Area School District (WCASD) bank account on the day the tax payments are received.
  - (b) Tax collectors shall accept the envelope postmark for mailed payments to determine compliance with the tax collection deadlines, and shall not make exceptions to tax collection deadline rule when determining payment periods and crediting amounts due from taxpayers.
  - (c) Tax collectors shall accept installment payments according to the procedures set forth in section 11 of the Tax Collection Act, 72 P.S. § 5511.11. Due dates on installment tax bills shall match WCASD payment period time lines.
  - (d) Tax collectors shall be compensated for single bill only. In other words, in the case of installment payments, tax collectors will not be compensated for each installment, but just for the single bill. When taxes are paid in installments, the tax collectors shall provide payment stubs to WCASD each day on the day they are received. Deposits for installment payments shall be prepared separately from the deposits for regular bills, and shall match the installment payment stubs' total.
  - (e) For daily collections, tax collectors shall send a daily electronic file compatible with WCASD real estate tax record keeping software. Data shall list at a minimum, OCR encoding or invoice number (which shall match the OCR encoding or invoice number assigned by WCASD) and the amount paid. Total taxes shall match daily deposit amount.
  - (f) For tax bills collected through mortgage service companies, WCASD requires the following:
    - (1) Except with respect to the contract provisions concerning to whom payments shall be made, the tax collectors shall not do anything inconsistent with the terms of the contracts (as they may be modified from time to time) between WCASD and mortgage service companies.

(2) Tax collectors shall require mortgage service companies to pay for and obtain a copy of the tax duplicate electronic file from WCASD.

(3) The tax collectors shall require each mortgage service company to deliver to WCASD an electronic file of the property owners for which the mortgage companies are making payments.

- (g) Weekly reports shall be delivered by the tax collectors to WCASD by the close of business each Friday (or final workday of week). The first report shall list a count of tax bills paid, taxes collected, taxpayer name, OCR encoding number, invoice number, parcel number, discounts, penalties, date of collection; and shall reconcile to weekly deposits. The second report shall list a count of bills unpaid, taxes uncollected, taxpayer name, OCR encoding number, invoice number, parcel number, and amount due.
- (h) Monthly reports shall be delivered by tax collectors to WCASD by the close of business on the fourth (4th) working day after the month end. The first report shall list a count of bills paid, taxes collected, taxpayer name, OCR encoding number, invoice number, parcel number, discounts, penalties, date of collection; and shall reconcile to monthly deposits. The second report shall list a count of bills unpaid, taxes uncollected, taxpayer name, OCR encoding number, invoice number, parcel number, and amount due.
- (i) Tax collectors shall deliver the following reports to WCASD within four (4) working days after the tax collection period deadlines for Discount, Face, and Penalty. The first report shall list a count of bills paid, taxes collected, taxpayer name, invoice number, parcel number, discounts, penalties, and date of collection. The second report shall list a count of bills unpaid, taxes uncollected, taxpayer name, invoice number, parcel number, and amount due.
- (j) Separate weekly and monthly reports and discount, face, and penalty period reports shall be prepared in the same manner and delivered within the same time frames for interim tax collections as for regular tax collections.
- (k) WCASD will release the tax duplicates on June 15 of each tax year. WCASD is responsible for updating the tax duplicates for address changes, transfers, etc. and will remit any tax duplicate changes to the tax collectors after the initial mailing. The tax collectors shall promptly prepare rebillings for any changes sent by WCASD after the initial mailing.

- (l) Tax collectors shall generate and mail regular and full year interim tax bills by July 1, or four (4) business days after the mill rate is set, whichever is sooner.
  - (m) WCASD shall provide each tax collector with a monthly report of additions to the tax duplicate for interim taxes. Within ten (10) business days after receipt of each monthly report, each tax collector shall mail interim tax notices, and each tax collector shall also provide to WCASD an electronic file, compatible with WCASD real estate tax record keeping software of interim billing information, including OCR encoding number, invoice number, parcel number, taxpayer name, address, tax parcel description, location, year, assessment, and discount, face and penalty dates and amounts.
  - (n) Tax collectors shall prepare and mail final notices to taxpayers for unpaid tax bills by December 1 of each year.
  - (o) Tax collectors shall provide written tax certifications and duplicate bills, at the request of taxpayers, real estate offices, and other parties and entities, for Twenty Dollars (\$20.00) each. Oral confirmation of tax certificates is prohibited.
  - (p) At the request of the tax collectors, WCASD shall issue tax refunds as a result of appeals, duplicate payments, etc. For duplicate payments the tax collectors shall provide to WCASD the canceled checks from the parties who issued the duplicate payments, and a letter from both (all) parties designating who shall receive the refund. For all other refunds, the tax collectors shall provide documentation satisfactory to WCASD's internal control standards, to verify that the refund is due.
  - (q) Tax collectors shall make a final settlement of the tax duplicate by June 15th of the applicable tax year.
  - (r) Tax collectors shall comply with the terms of this Resolution, District rules and regulations and the laws of the Commonwealth.
  - (s) In compliance with Section 22(b) of the Local Tax Collection Law, 72 P.S. 5511.22(b), the tax collectors shall appoint a deputy tax collector in the event of the tax collector's incapacitation and complete such forms as required by the Commonwealth to indicate the appointment.
3. If Option 2 is selected by a tax collector, he or she shall:
- (a) Enter into an agreement with WCASD, which agreement shall be substantially the same as the form which is attached hereto and made a part hereof and marked Exhibit "A".
  - (b) Pursuant to 72 P.S. §5511.22, deputize the District, any tax administrator appointed by the District, and the bank selected by WCASD to collect the real estate taxes for WCASD.



- (c) Tax collectors shall comply with the terms of this Resolution, District rules and regulations and the laws of the Commonwealth.

- 4. On or before February 15, 2021, a copy of this Resolution as certified by the Board Secretary, shall be hand delivered or mailed by certified mail, return receipt requested, to each of the District's existing tax collectors, and that a copy thereof be published in the same manner as are notices of the Board's public meetings.
- 5. All resolutions or parts of resolutions conflicting or inconsistent herewith are hereby repealed.

I certify that this is a true and correct copy of the Resolution adopted by the Board of School Directors of the West Chester Area School District in public meeting on January 25, 2021 and is made a part of the minutes of that meeting.

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*Board Secretary*

4. Approval of Revised Policy 827, Conflict of Interest, First Reading

| Other Business                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
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| 1.                                                                      | <p>Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of December 1, 2020 to December 31, 2020</p> <p style="text-align: center;">WEST CHESTER AREA SCHOOL DISTRICT<br/>JANUARY 25, 2021<br/>STATEMENT OF DISBURSEMENTS SUMMARY<br/>FOR THE PERIOD DECEMBER 1, 2020 - DECEMBER 31, 2020</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">GENERAL FUND DISBURSEMENTS</td> <td style="text-align: right;">25,025,541.40</td> </tr> <tr> <td colspan="2">Includes Technology,<br/>Federal Programs and any<br/>Special State Funds</td> </tr> <tr> <td>BILLS PAID</td> <td style="text-align: right;">25,025,541.40</td> </tr> <tr> <td>INVESTMENTS</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>CAPITAL RESERVE FUND</td> <td style="text-align: right;">32,384.01</td> </tr> <tr> <td>CAPITAL PROJECTS FUND</td> <td style="text-align: right;">2,220,554.69</td> </tr> <tr> <td>SPECIAL REVENUE - Athletics</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td>TRUST FUNDS</td> <td style="text-align: right;">190.00</td> </tr> <tr> <td>CAFETERIA</td> <td style="text-align: right;">256,357.71</td> </tr> <tr> <td>STUDENT ACTIVITY FUND DISBURSEMENTS</td> <td style="text-align: right;">12,777.26</td> </tr> <tr> <td>TRUST AND AGENCY FUND DISBURSEMENTS</td> <td style="text-align: right;"><u>11,176.17</u></td> </tr> <tr> <td style="text-align: center;">TOTAL DISBURSEMENTS</td> <td style="text-align: right;"><u>27,558,981.24</u></td> </tr> </table> <p>NOTE: A copy of the details of the above disbursements is available for review from the Board Secretary.</p> | GENERAL FUND DISBURSEMENTS | 25,025,541.40 | Includes Technology,<br>Federal Programs and any<br>Special State Funds |  | BILLS PAID | 25,025,541.40 | INVESTMENTS | 0.00 | CAPITAL RESERVE FUND | 32,384.01 | CAPITAL PROJECTS FUND | 2,220,554.69 | SPECIAL REVENUE - Athletics | 0.00 | TRUST FUNDS | 190.00 | CAFETERIA | 256,357.71 | STUDENT ACTIVITY FUND DISBURSEMENTS | 12,777.26 | TRUST AND AGENCY FUND DISBURSEMENTS | <u>11,176.17</u> | TOTAL DISBURSEMENTS | <u>27,558,981.24</u> |
| GENERAL FUND DISBURSEMENTS                                              | 25,025,541.40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| Includes Technology,<br>Federal Programs and any<br>Special State Funds |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| BILLS PAID                                                              | 25,025,541.40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| INVESTMENTS                                                             | 0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| CAPITAL RESERVE FUND                                                    | 32,384.01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| CAPITAL PROJECTS FUND                                                   | 2,220,554.69                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| SPECIAL REVENUE - Athletics                                             | 0.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| TRUST FUNDS                                                             | 190.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| CAFETERIA                                                               | 256,357.71                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| STUDENT ACTIVITY FUND DISBURSEMENTS                                     | 12,777.26                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| TRUST AND AGENCY FUND DISBURSEMENTS                                     | <u>11,176.17</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| TOTAL DISBURSEMENTS                                                     | <u>27,558,981.24</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |
| 2.                                                                      | Approval of the December 31, 2020 Financial Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |               |                                                                         |  |            |               |             |      |                      |           |                       |              |                             |      |             |        |           |            |                                     |           |                                     |                  |                     |                      |

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| 3. | Approval of Memorandum of Agreement between the Chester County Health Department and the West Chester Area School District regarding participation in the Project Assisting Childhood Education through Increased Testing (ACE-IT) |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**On roll call vote to approve the above Consent Agenda Items, all members present voted “aye.” Motion carried 9-0.**

## **IX. School Board Reports**

*Property and Finance Committee—Mr. Bevilacqua*

### **D-5. Approval of the 2021-22 Technology Projects in the Capital Reserve Fund**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Mr. Gallen to approve the 2021-22 Technology Projects in the Capital Reserve Fund not to exceed a total budget of \$3,434,867.

**On roll call vote, all members present voted “aye.” Motion carried 9-0.**

## **X. Comments from Residents**

Dr. Sokolowski read public comments on non-agenda items received via google form. The comments will be attached to the official meeting minutes.

Mrs. Tiernan read the following quote, “You and I, as citizens, have the power to set this country’s course. You and I, as citizens, have the obligation to shape the debates of our time -- not only with the votes we cast, but with the voices we lift in defense of our most ancient values and enduring ideals.” ~ Barack Obama

## **XI. Adjournment**

**BOARD ACTION:** On motion by Mr. Bevilacqua, seconded by Mr. Spackman, the Board, on voice vote, agreed to adjourn at 8:27 p.m.

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Board Secretary

**WEST CHESTER AREA SCHOOL DISTRICT  
SCHOOL BOARD MEETING**

Monday, February 22, 2021

7:00 PM

Zoom/Livestream

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**CONSENT AGENDA**

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I recommend the Board approve the following consent agenda items:

IX. School Board Reports

Education

1. Approval to establish the following Activity Account:  
-East HS Breast Cancer Awareness Club Funds
2. Approval of Revised Board Policy 122 Extracurricular Activities, First Reading
3. Approval of Revised Board Policy 123 Interscholastic Athletics, First Reading
4. Approval of Revised Board Policy 123.2 Sudden Cardiac Arrest, First Reading

Pupil Services

1. Approval of (1) one Special Education Settlement Agreement
2. Approval of Revised Policy 113.1 Discipline for Students with Disabilities, Second Reading
3. Approval of Revised Policy 113.2 Behavior Intervention, Second Reading
4. Approval of Revised Policy 113.4 Confidentiality of Special Education Student Information, Second Reading

Personnel

1. Approval of (2) Two New Assistant to the Director of Teaching and Learning Positions and Job Description
2. Approval of (1) One New Assistant to the Director of Pupil Services Position and Job Description
3. Approval of Revised Equity Advocate Job Description
4. Approval of New District Department Leader Job Description
5. Approval of (1) New Lead Intervention and Mental Health Specialist Position and Job Description
6. Approval of Revised Public Safety Supervisor Job Description and movement of position from the Non-Bargaining Employee Group to the Act 93 Administrative Group
7. Approval of (2) Two New Campus Safety Officer Positions and Job Description
8. Approval of Revised Security Greeter Job Description and movement from Group 1 Support Staff Bargaining Unit to Group 2 Service Support Staff Bargaining Unit

Property & Finance

1. Approval of Revised Policy 827, Conflict of Interest, Second Reading
2. Approval for 2021-22 E-Rate Bids
3. Approval of Contract Award - Phase 2 Roof Replacement – Rustin High School
4. Approval of Contract Award for Synthetic Turf Courtyard at Greystone Elementary School

## X. Other Business

1. Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of January 1, 2021 to January 31, 2020
2. Approval of the January 31, 2021 Financial Report

**Responsible Staff: Dr. Scanlon*****Background***

These action items are either routine or high consensus items and may not require discussion by the Board. If any Board member wishes to discuss any action item, the Board President will move it from the consent agenda to its appropriate place on the regular agenda.

**I. Removal from Payroll**

|    |                                                                                                                                                             |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Resignations                                                                                                                                                |
| 1. | Shelby Boothman, 1.0 Secretary to the Assistant Principals at Henderson HS, effective 2/11/21.                                                              |
| 2. | Maurice Hill, Custodian at East HS, effective 2/23/21.                                                                                                      |
| 3. | Brianna McCabe, 1.0 LTS at District, effective 1/29/21.                                                                                                     |
| 4. | Christy Rutherford, Business & Marketing Education Teacher at East HS, effective TBD.                                                                       |
| b. | Retirements                                                                                                                                                 |
| 1. | Christine Bland, Gifted Teacher at East HS, effective end of the 2020-2021 school year. 16 years of service.                                                |
| 2. | Joan DiSalvatore, Paraprofessional at Glen Acres ES, effective 6/30/21. 21 years of service.                                                                |
| 3. | Jane Halligan, English Teacher at Peirce MS, effective end of the 2020-2021 school year. 16 years of service.                                               |
| 4. | Deborah Krupa, Special Education Teacher at East Bradford ES, effective 4/5/21. 12 years of service.                                                        |
| c. | Deceased                                                                                                                                                    |
| 1. | Joan Osborne, Accounting Technician at Spellman Education Center, passed away on 2/17/21. She served 37 years in the District. Joan will be greatly missed. |

**II. Additions to Payroll**

|    |                                          |                                                                                                                                                                           |
|----|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a. | Professional Staff: Contract             |                                                                                                                                                                           |
| 1. | John Dodson                              |                                                                                                                                                                           |
|    | Placement                                | 1.0 Grade 4 Teacher at Exton ES, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 2, \$49,400.                                                 |
|    | Education                                | Bachelor of Science from Shippensburg University 2014-2018                                                                                                                |
|    | Experience                               | Building Sub at West Chester Area School District with Kelly Education Services 9/2019 - current                                                                          |
|    | Certification                            | Instructional I, Elementary K-4, Special Education PreK-8                                                                                                                 |
| b. | Professional Staff: Long Term Substitute |                                                                                                                                                                           |
| 1. | Jane Bryer                               |                                                                                                                                                                           |
|    | Placement                                | 1.0 Grade 1 Teacher at Mary C. Howse ES, Temporary Professional Employee (Non-Tenured), effective 1/25/21, Level 1, Step 1, \$46,000. During Ms. Kane's leave of absence. |
|    | Education                                | Bachelor of Science from West Chester University of Pennsylvania 2016-2020                                                                                                |
|    | Experience                               | Substitute Teacher with Kelly Services 12/2020-current                                                                                                                    |
|    | Certification                            | Instructional I, Grades PK-4                                                                                                                                              |
| 2. | Cassandra Cerullo                        |                                                                                                                                                                           |
|    | Placement                                | 1.0 School Counselor at East HS, Temporary Professional Employee (Non-Tenured), effective 2/17/21, Level 1, Step 1, \$46,000. During Mr. Lindros' leave of absence.       |

Recommendations

Supplement to the Agenda – February 22, 2021- p.2

|                                          |               |                                                                                                                                                                                                |
|------------------------------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | Education     | Bachelor of Arts from James Madison University 2012-2016, Master of Education from West Chester University of Pennsylvania 2017-2019                                                           |
|                                          | Experience    | School Counselor Long Term Substitute at Great Valley School District 8/2019 – current, Substitute Teacher with STS 1/2017-6/2019                                                              |
|                                          | Certification | Educational Specialist I, Elementary & Secondary School Counselor PK-12                                                                                                                        |
| 3. Rachel Hubbs                          |               |                                                                                                                                                                                                |
|                                          | Placement     | 1.0 Reading Teacher at Stetson MS, Temporary Professional Employee (Non-Tenured), effective 3/1/21, Level 1, Step 1, \$46,000. During Ms. Whitmire’s Temporary Assignment.                     |
|                                          | Education     | Bachelor of Arts from Eastern University 2009-2013, Master of Science from Saint Joseph’s University 2015-2018                                                                                 |
|                                          | Experience    | Teacher at Collegium Charter School 1/2017 - current                                                                                                                                           |
|                                          | Certification | Instructional I, English 7-12                                                                                                                                                                  |
| 4. Brandon Olmeda                        |               |                                                                                                                                                                                                |
|                                          | Placement     | 1.0 Music Teacher at .5 Penn Wood ES/.5 Westtown Thornbury ES, Temporary Professional Employee (Non-Tenured), effective 3/4/21, Level 1, Step 1 \$46,000. During Ms. Elder’s leave of absence. |
|                                          | Education     | Bachelor of Arts in Music from West Chester University of Pennsylvania 2016-2020                                                                                                               |
|                                          | Experience    | Substitute Teacher at Octorara School District 12/2020 - current                                                                                                                               |
|                                          | Certification | Instructional I, Music                                                                                                                                                                         |
| 5. Charles Owens                         |               |                                                                                                                                                                                                |
|                                          | Placement     | 1.0 Science Teacher at Henderson HS, Temporary Professional Employee (Non-Tenured), effective 2/4/21, Level 1, Step 1, \$46,000. During Ms. Foster’s leave of absence.                         |
|                                          | Education     | Bachelor of Science from Widener University 2008-2012, Certification from West Chester University 2017-2019                                                                                    |
|                                          | Experience    | Building Substitute with ESS, New Jersey 8/2020-current                                                                                                                                        |
|                                          | Certification | Instructional I, Biology, General Science                                                                                                                                                      |
| c. Administrative Staff: Contract - None |               |                                                                                                                                                                                                |
| d. Support Staff: Non Bargaining - None  |               |                                                                                                                                                                                                |
| e. Support Staff: Contract               |               |                                                                                                                                                                                                |
| 1. Carol Anderson                        |               |                                                                                                                                                                                                |
|                                          | Placement     | .5 Part-Time Custodian at District, 4 hrs./day, 5 days/week, 260 days/year, effective 2/16/21, Group 5, Step 1, \$18.30.                                                                       |
| 2. Lawrence DelloBuono                   |               |                                                                                                                                                                                                |
|                                          | Placement     | .5 Part-Time Custodian at District, 4 hrs./day, 5 days/week, 260 days/year, effective TBD, Group 5, Step 1, \$18.30.                                                                           |
| 3. Victor Hernandez                      |               |                                                                                                                                                                                                |

Recommendations  
 Supplement to the Agenda – February 22, 2021- p.3

|    |                                  |                                                                                                                                                      |
|----|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Placement                        | .5 Part-Time Custodian at District, 4 hrs./day, 5 days/week, 260 days/year, effective TBD, Group 5, Step 1, \$18.30.                                 |
| 4. | Dina Mulhern                     |                                                                                                                                                      |
|    | Placement                        | 1.0 Paraprofessional in Autistic Support Room at Fern Hill ES, 7 hrs./day, 5 days/week, 182 days/year, effective 2/16/21, Group 1B, Step 3, \$13.56. |
| 5. | Alijah Munoz                     |                                                                                                                                                      |
|    | Placement                        | 1.0 Special Education Paraprofessional at Exton ES, 7 hrs./day, 5 days/week, 182 days/year, effective 2/22/21, Group 1 B, Step 3, \$13.56.           |
| f. | Support Staff: Substitute - None |                                                                                                                                                      |

**III. Personnel Events**

a. Status Change

|    | Name                | Type           | From                                       | To                                               | Effective Date                    |
|----|---------------------|----------------|--------------------------------------------|--------------------------------------------------|-----------------------------------|
| 1. | Kelly Cromleigh     | Support Staff  | 1.0 Attendance Secretary at East Goshen ES | 1.0 Secretary to the Principal at East Goshen ES | 2/16/21, Group 3, Step 4, \$19.91 |
| 2. | Jennifer Fitzgibbon | Professional   | 1.0 Staff Nurse at East HS                 | 1.0 Certified School Nurse at East HS            | 2/3/21, Level 3, Step 5, \$54,100 |
| 3. | Jason Moore         | Non-Bargaining | 1.0 Custodian at Glen Acres ES             | 1.0 Head Custodian at Spellman Education Center  | 1/22/21, \$52,964                 |

b. Involuntary Transfer - None

c. Voluntary Transfer - None

**IV. Personnel Leave**

a. Sabbatical Leave

|    | Name             | Position                                           | Effective Date | Ending Date |
|----|------------------|----------------------------------------------------|----------------|-------------|
| 1. | Elena Castilla   | 1.0 Gifted Resource Teacher at Henderson HS        | 8/23/21        | 1/25/22     |
| 2. | Heather Cosgrove | 1.0 Art Teacher at Peirce MS                       | 8/23/21        | 6/16/22     |
| 3. | Jessica McKeever | 1.0 Grade 2 Teacher at Exton ES                    | 8/23/21        | 6/16/22     |
| 4. | Caitlin Student  | 1.0 Health/Physical Education Teacher at Fugett MS | 8/23/21        | 6/16/22     |

b. Unpaid Leave

|    | Name             | Position                                 | Effective Date | Ending Date |
|----|------------------|------------------------------------------|----------------|-------------|
| 1. | Vivian Boročaner | 1.0 Paraprofessional at East Bradford ES | 2/8/21         | 2/26/21     |

**V. Additional Information**

|     |                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Madisyn Aman’s start date was 2/3/21.                                                                                                                                                                                                                                                                                                                                                                          |
| 2.  | Dr. Kristen Barnello should receive \$2,500 for her work in Secondary Cyber Program for the month of February.                                                                                                                                                                                                                                                                                                 |
| 3.  | Mary Beckert is extending her unpaid leave return date to 3/19/21.                                                                                                                                                                                                                                                                                                                                             |
| 4.  | Delaney Bowes’ start date was 2/8/21.                                                                                                                                                                                                                                                                                                                                                                          |
| 5.  | Megan Breslin’s start date was 1/28/21.                                                                                                                                                                                                                                                                                                                                                                        |
| 6.  | Dr. Rebecca Eberly should receive \$2,500 for her work in Elementary Cyber Program for the month of February, 2021.                                                                                                                                                                                                                                                                                            |
| 7.  | Katie Lasater’s start date was 2/16/21.                                                                                                                                                                                                                                                                                                                                                                        |
| 8.  | Dawn Mader’s salary should be \$140,765, not \$140,675 as previously reported.                                                                                                                                                                                                                                                                                                                                 |
| 9.  | Krista McNichol’s start date was 2/17/21.                                                                                                                                                                                                                                                                                                                                                                      |
| 10. | Emily Paladino’s start date was 1/29/21.                                                                                                                                                                                                                                                                                                                                                                       |
| 11. | KerryLynn Resnick has withdrawn her acceptance of the 1.0 Paraprofessional position at Hillsdale ES.                                                                                                                                                                                                                                                                                                           |
| 12. | Nikolette Trofa’s last day will be 2/26/21.                                                                                                                                                                                                                                                                                                                                                                    |
| 13. | Morgan Whiteside’s start date was 2/8/21.                                                                                                                                                                                                                                                                                                                                                                      |
| 14. | In accordance with the PA State Auditor’s recommendation, the following list of drivers, employed by our transportation contractors Krapf’s and On the Go Kids, require School Board approval. The credentials and security clearances for each of these drivers has been verified to be in compliance with our transportation carrier contracts and have been vetted through the WCASD Transportation Office. |

**KRAPF’S**

| First Name | Last Name     | Driver/Aide |
|------------|---------------|-------------|
| Rosa       | Ruiz-Denizard | Driver      |
| Kareen     | Schofield     | Driver      |

**ON THE GO KIDS**

| First Name | Last Name  | Driver/Aide |
|------------|------------|-------------|
| Breannah   | Cooper     | Driver      |
| Severn     | Green      | Driver      |
| George     | Harris     | Driver      |
| Kiona      | Larios     | Aide        |
| Alita      | Miller     | Aide        |
| Alyssa     | Sammartino | Aide        |
| Tasha      | Wylie      | Driver      |
| Razyia     | Wylie      | Aide        |

**VI. Supplemental Contracts**

| Last Name                   | First Name | Location | Season | Step | % of Contract | Total Contract | Position Title           |
|-----------------------------|------------|----------|--------|------|---------------|----------------|--------------------------|
| <b>2020-2021 Additions:</b> |            |          |        |      |               |                |                          |
| Bridgehouse                 | Ethan      | PMS      | Spring | 2    | 100%          | \$2,835        | Head Boys Lacrosse Coach |
| Clay                        | Charles    | HHS      | Spring | 4    | 100%          | \$1,104        | Spring Intramurals       |



Recommendations  
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| Last Name           | First Name | Location | Season | Step | % of Contract | Total Contract | Position Title             |
|---------------------|------------|----------|--------|------|---------------|----------------|----------------------------|
| Enns                | Katie      | SMS      | Spring | 1    | 100%          | \$2,156        | Asst. Girls Lacrosse Coach |
| Fad                 | Alex       | EHS      | Spring | 1    | 100%          | \$3,696        | Asst. Boys Track Coach     |
| Gillard             | Emily      | PMS      | Spring | 1    | 50%           | \$1,078        | Asst. Softball Coach       |
| Kropp               | Sarah      | RHS      | Spring | 1    | 100%          | \$3,696        | Asst. Girls Lacrosse Coach |
| Martin              | Madeline   | PMS      | Spring | 1    | 50%           | \$1,078        | Asst. Softball Coach       |
| Patterson           | Emily      | SMS      | Spring | 1    | 100%          | \$2,464        | Asst. Track Coach          |
| Pester              | Gary       | SMS      | Spring | 2    | 100%          | \$2,520        | Asst. Track Coach          |
| Phethean            | Theresa    | PMS      | Spring | 4    | 100%          | \$2,944        | Asst. Track Coach          |
| Saunders            | Rebecca    | HHS      | Spring | 3    | 100%          | \$3,888        | Asst. Girls Lacrosse Coach |
| Scelsa              | Meredith   | EHS      | Spring | 5    | 100%          | \$1,143        | Spring Intramurals         |
| Whiteside           | Morgan     | SMS      | Spring | 1    | 100%          | \$2,772        | Head Girls Lacrosse Coach  |
| Wildermuth          | Timothy    | PMS      | Spring | 2    | 100%          | \$2,205        | Asst. Boys Lacrosse Coach  |
| Yahn                | Frederick  | PMS      | Spring | 1    | 100%          | \$2,156        | Asst. Baseball Coach       |
| <b>Removals:</b>    |            |          |        |      |               |                |                            |
| Chavarria           | Courtney   | SMS      | Spring | 2    | 100%          | \$2,835        | Head Girls Lacrosse Coach  |
| Cherubino           | Marshall   | SMS      | Spring | 2    | 100%          | \$2,205        | Asst. Girls Lacrosse Coach |
| Egleston            | Amanda     | SMS      | Spring | 1    | 100%          | \$2,464        | Asst. Track Coach          |
| Gilligan            | Gregory    | FMS      | Spring | 1    | 100%          | \$2,772        | Boys Head Lacrosse Coach   |
| Pinder              | Mitch      | EHS      | Spring | 1    | 35%           | \$1,293.60     | Asst. Baseball Coach       |
| Schorn              | James      | EHS      | Spring | 4    | 100%          | \$5,888        | Head Boys Lacrosse Coach   |
| Virgilio            | Edward     | EGE      | Annual | 7    | 100%          | \$3,879        | After School Intramurals   |
| <b>Adjustments:</b> |            |          |        |      |               |                |                            |
| Pinder              | Jeffrey    | EHS      | Spring | 1    | 100%          | \$3,696        | Asst. Baseball Coach       |



WEST CHESTER AREA SCHOOL DISTRICT

Education Committee

February 22, 2021

Action Items

---

**Approval to Establish the following Activity Account(s)**

Approval is requested to establish the following Activity Account:

- East HS Breast Cancer Awareness Club Funds

*I so move.*

**Approval of Revised Board Policy 122 Extracurricular Activities, First Reading**

Approval is requested of Revised Board Policy 122 Extracurricular Activities, First Reading

*I so move.*

**Approval of Revised Board Policy 123 Interscholastic Athletics, First Reading**

Approval is requested of Revised Board Policy 123 Interscholastic Athletics, First Reading

*I so move.*

**Approval of Revised Board Policy 123.2 Sudden Cardiac Arrest, First Reading**

Approval is requested of Revised Board Policy 123.2 Sudden Cardiac Arrest, First Reading

*I so move.*



**WEST CHESTER AREA SCHOOL DISTRICT  
Education Committee**

**February 8, 2021  
Virtual Meeting  
Start: 6:31 – Finish: 7:56**

**Attending Committee Members:**

Sue Tiernan (Chair),  Joyce Chester,  Daryl Durnell,  Kate Shaw

**Other Board Members:**

Gary Bevilacqua,  Brian Gallen,  Karen Herrmann,  Chris McCune,  Randell Spackman

**Administration:**

Jim Scanlon,  Robert Sokolowski,  Leigh Ann Ranieri,  Sara Missett,  Tammi Florio,  Michael Wagman,  Dawn Mader,  Steve Werner,  Deb Whitmire,  Ian Kerr

**Items on Agenda-**

- Approval of the January 11, 2021 Education Committee Meeting Minutes
- Approval of Revised Board Policy 122 Extracurricular Activities
- Approval of Revised Board Policy 123 Interscholastic Athletics
- Approval of Revised Board Policy 123.2 Sudden Cardiac Arrest
- Review of Elementary Achievement Report
- Review of K-12 Summer Programming for 2021

**February Education Committee Agenda Item actions/outcomes to be placed on February 24, 2021 Board Agenda:**

| <b>Agenda Item</b>                                                            | <b>Vote</b> |
|-------------------------------------------------------------------------------|-------------|
| <b>Approval of the Education Committee Meeting Minutes – January 11, 2021</b> | <b>4-0</b>  |
| <b>Approval of Revised Board Policy 122 Extracurricular Activities</b>        | <b>4-0</b>  |
| <b>Approval of Revised Board Policy 123 Interscholastic Athletics</b>         | <b>4-0</b>  |
| <b>Approval of Revised Board Policy 123.2 Sudden Cardiac Arrest</b>           | <b>4-0</b>  |

**November Board Consent Agenda Items:**

- Approval to Establish EHS Breast Cancer Awareness Club Funds

**D. Items to be discussed at a later date: None**

|               |                            |
|---------------|----------------------------|
| Book          | Policy Manual              |
| Section       | 100 Programs               |
| Title         | Extracurricular Activities |
| Code          | 122                        |
| Status        | First Reading              |
| Adopted       | August 1, 2015             |
| Last Reviewed | June 22, 2015              |

### **Purpose**

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as building social relationships, developing interests in a specific area, and gaining an understanding of the elements and responsibilities of good citizenship.

### **Definitions**

For purposes of this policy, **extracurricular activities** shall be those programs that are sponsored or approved by the Board and are conducted wholly or partly outside the regular school day; are marked by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who voluntarily elect to participate. The term includes both curriculum and non-curriculum related extracurricular activities.[1]

For purposes of this policy, an **athletic activity** shall mean all of the following:

1. An athletic contest or competition, other than interscholastic athletics.
2. Noncompetitive cheerleading that is sponsored by or associated with the school.
3. Practices, interschool practices, and scrimmages for all athletic activities.

### **Authority**

The Board shall make school facilities, supplies and equipment available, and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act.[2][3][4][5]

The Board shall establish and collect student activity fees for participation in extracurricular activities in accordance with Board policy.[6]

The Board directs that no student may participate in extracurricular activities who has not:[3]

1. Met the requirements for academic eligibility.
2. Complied with the requirements of the Extracurricular Code of Conduct (122-AG-2) and applicable Board policies and administrative regulations related to student discipline.

3. Been in attendance on the day of the extracurricular event or practice for the hours required.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct/Disciplinary Action Schedule if any of the following circumstances exist:[7]

1. The conduct occurs during the time the student is traveling to and from school, or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct/Disciplinary Action Schedule if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### Delegation of Responsibility

Each school year, prior to participation in an athletic activity, every student athlete and ~~his/her~~ **their** parent/guardian shall sign and return the acknowledgement of receipt and review of the following:  
[8][9][10][11]

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or his/her designee shall develop administrative regulations to implement the extracurricular activities program. All student groups shall adhere to Board policy and administrative regulations.

### Guidelines

Guidelines shall ensure that the program of extracurricular activities:

1. Assesses the needs and interests of and is responsive to district students.
2. Ensures provision of competent guidance and supervision by staff.
3. Guards against exploitation of students.
4. Provides a variety of experiences and diversity of organizational models.
5. Provides for continuing evaluation of the program and its components.
6. Ensures that all extracurricular activities are open to all students and that all students are fully informed of the opportunities available to them.[1][12]

### Equal Access Act

The district shall provide secondary students the opportunity for non-curriculum-related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents, or employees.[2]

Non-curriculum related student groups shall be initiated by application of the students, which shall be filed with the building principal.

**Noninstructional time** is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.

The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

#### Extracurricular Trips

Extracurricular trips shall be conducted in accordance with Board policy.[13]

#### Recognized Athletic Groups

Recognized athletic groups shall be governed by 123AG2.

#### Reservation of Right to Terminate

The Board reserves the right at any time, and without notice, and for any or no reason, to immediately terminate any non-curriculum related club or activities or recognized athletic groups.

#### Faculty Sponsor

A **faculty sponsor** shall be a district administrator, professional personnel, nonprofessional personnel (approved by the Superintendent or his/her designee), and student teachers (approved by the Superintendent or his/her designee). A faculty sponsor may be from another building in the district.

In the event there is an unexpected vacancy in a faculty sponsor position, the Superintendent or his/her designee may fill the vacancy on an interim basis with a non-faculty sponsor until such time as a faculty sponsor may be secured. Preference for non-faculty sponsors shall be given to teachers from other school districts, private schools and/or charter schools, retired teachers, and education majors in their senior year who are eligible to become student teachers. All non-faculty sponsors shall be required to obtain child abuse clearances, state and federal criminal background checks, and such other background checks as may be required by the state or the district, at their own expense, and to understand and comply with all district policies and regulations and federal and state laws, and such other rules and regulations that the district may develop from time to time. All non-faculty sponsors shall be volunteers and in no event be considered to be employees of the district.[14][15]

## Legal

1. 22 PA Code 12.1
  2. 20 U.S.C. 4071 et seq
  3. 24 P.S. 511
  4. Pol. 103
  5. Pol. 103.1
  6. Pol. 122.1
  7. Pol. 218
  8. 24 P.S. 5323
  9. 24 P.S. 5333
  10. Pol. 123.1
  11. Pol. 123.2
  12. 22 PA Code 12.4
  13. Pol. 121
  14. 23 Pa. C.S.A. 6344
  15. 24 P.S. 111
- 23 Pa. C.S.A. 6301 et seq  
24 P.S. 5321 et seq  
24 P.S. 5331 et seq  
Pol. 000



|               |                           |
|---------------|---------------------------|
| Book          | Policy Manual             |
| Section       | 100 Programs              |
| Title         | Interscholastic Athletics |
| Code          | 123                       |
| Status        | First Reading             |
| Adopted       | August 1, 2015            |
| Last Reviewed | June 22, 2015             |

### **Purpose**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

### **Definition**

For purposes of this policy, the program of **interscholastic athletics** shall include all activities relating to competitive or exhibition sport contests, games, or events involving individual students or teams of students when such events occur between schools within this district or outside this district. Intramural sports shall be governed by Policy 122, as athletic activities. Recognized athletic groups shall be governed by 123-AG-2.[1]

### **Authority**

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with law and regulations.[2][3][4][5][6]

The Board shall annually approve a program of interscholastic athletics.[7]

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall include, but not be limited to, requiring that each student, before participating in any interscholastic activity, be covered by student accident insurance; be free of injury; and undergo a physical examination by a licensed physician.[7]

The Board adopts those eligibility standards set by the Constitution of the Pennsylvania Interscholastic Athletic Association (PIAA). The PIAA bylaws that pertain to age, awards, attendance, health, transfers and residence participation, representation, curriculum, and seasonal rules will be followed.

The PIAA bylaws will be followed by any district-sponsored interscholastic athletic program.

The Board further adopts the eligibility requirements set by the Chester-Montgomery County League (Ches-Mont) and shall review such standards periodically to ascertain that they continue to be in conformity with the objectives of the district.



The Board shall establish and collect student activity fees for participation in interscholastic athletics in accordance with Board policy.[8]

The Board directs that no student may participate in interscholastic athletics who has not: [7]

1. Maintained a record of academic proficiency.
2. Complied with the requirements of the Extracurricular Code of Conduct (123-AG-1) and applicable Board policies and administrative regulations related to student discipline.
3. Attended school regularly.[9]
4. Been in attendance on the day of the athletic event or practice for the hours required.
5. Returned all school athletic equipment previously used.

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct/Disciplinary Action Schedule if any of the following circumstances exist:[10]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct/Disciplinary Action Schedule if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### **Delegation of Responsibility**

All students shall be required to submit a completed physician's certificate and parent's certificate, in the form required by the PIAA, as well as any other medical or emergency information required by the district.

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and his/her **their** parent/guardian shall sign and return the acknowledgement of receipt and review of the following: [11][12][13][14]

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet.

The Superintendent or his/her designee shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

S/He shall inform the Board of changes in that schedule as they occur.

The Superintendent or his/her designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the PIAA and the school district.

All student participants in interscholastic athletics shall be bound by the Extracurricular Code of Conduct (123-AG-1), which may be amended from time to time.

The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.[\[15\]](#)[\[16\]](#)

## **Guidelines**

### Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or his/her designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.[\[17\]](#)

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.[\[17\]](#)

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.[\[17\]](#)

### Extracurricular Trips

Extracurricular trips shall be conducted in accordance with Board policy.[\[18\]](#)

### Single Gender Sports Teams

The Board recognizes that it is appropriate to provide some athletic opportunities on a single-gender basis where separate teams in a sport are provided for each sex, and in "contact sports" where participation of the opposite gendered student on the team designated for a particular gender may provide the opposite gendered student with an unfair competitive advantage or present an increased risk of injury. Where the district provides a team for female students in a contact sport, and where participation of male students in the contests of that sport may present an unfair competitive advantage and/or an increased risk of injury, male students may be excluded from participation on the team(s) in that sport.

## Legal

1. Pol. 122
2. 22 PA Code 4.27
3. 24 P.S. 1601-C et seq
4. 34 CFR 106.41
5. Pol. 103
6. Pol. 103.1
7. 24 P.S. 511
8. Pol. 122.1
9. Pol. 204
10. Pol. 218
11. 24 P.S. 5323
12. 24 P.S. 5333
13. Pol. 123.1
14. Pol. 123.2
15. 22 PA Code 12.1
16. 22 PA Code 12.4
17. 24 P.S. 1603-C
18. Pol. 121
- 24 P.S. 5321 et seq
- 24 P.S. 5331 et seq

|               |                       |
|---------------|-----------------------|
| Book          | Policy Manual         |
| Section       | 100 Programs          |
| Title         | Sudden Cardiac Arrest |
| Code          | 123.2                 |
| Status        | First Reading         |
| Adopted       | August 1, 2015        |
| Last Reviewed | November 24, 2014     |

### **Authority**

The Board recognizes the importance of ensuring the safety of students participating in the district's athletic programs. This policy has been developed to provide guidance for prevention and recognition of sudden cardiac arrest in student athletes. [\[1\]](#)

### **Definition**

**Athletic activity** shall mean all of the following: [\[2\]](#)

1. Interscholastic athletics. [\[3\]](#)
2. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the **district school**, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations. [\[4\]](#)
3. Noncompetitive cheerleading that is sponsored by or associated with the **district school**. [\[4\]](#)
4. Practices, interschool practices and scrimmages for all athletic activities, **as defined above**. [\[3\]](#)[\[4\]](#)

### **Delegation of Responsibility**

Each school year, prior to participation in an athletic activity, every student athlete and his/her **their** parent/guardian shall sign and return the acknowledgement of receipt and review of the Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet **that includes information about electrocardiogram testing**. [\[5\]](#)

### **Guidelines**

The school may hold an informational meeting prior to the start of each athletic season for all competitors regarding the symptoms and warning signs of sudden cardiac arrest **and information about electrocardiogram testing**. In addition to the student athletes, such meetings may include parents/guardians, coaches, other appropriate school officials, physicians, pediatric cardiologists, and athletic trainers. [\[5\]](#)

Removal From Play

A student who, as determined by a game official, coach from the student's team, certified athletic trainer, licensed physician, or other official designated by the district, exhibits signs or symptoms of sudden cardiac arrest while participating in an athletic activity shall be removed by the coach from participation at that time.[\[5\]](#)

Any student known to have exhibited signs or symptoms of sudden cardiac arrest prior to or following an athletic activity shall be prevented from participating in athletic activities.

### Return to Play

The coach shall not return a student to participation until the student is evaluated and cleared for return to participation in writing by a licensed physician, certified registered nurse practitioner or cardiologist.[\[5\]](#)

### Training

All coaches shall annually, prior to coaching an athletic activity, complete the sudden cardiac arrest training course offered by a provider approved by the PA Department of Health.[\[5\]](#)

### Penalties

After July 29, 2014, a coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following **minimum** penalties:[\[5\]](#)

1. For a **first** violation, suspension from coaching any athletic activity for the remainder of the season.
2. For a **second** violation, suspension from coaching any athletic activity for the remainder of the season and for the next season.
3. For a **third** violation, permanent suspension from coaching any athletic activity.

### Legal

1. [24 P.S. 5331 et seq](#)
  2. [24 P.S. 5332](#)
  3. Pol. 123
  4. Pol. 122
  5. [24 P.S. 5333](#)
- Pol. 822

WEST CHESTER AREA SCHOOL DISTRICT  
Pupil Services Committee  
February 22, 2021

ACTION ITEMS

**Approval of (1) One Special Education Settlement Agreement**

Approval is requested of (1) One Special Education Settlement Agreement.

*I so move.*

**Approval of Revised Policy 113.1-Discipline for Students with Disabilities, Second Reading**

Approval is requested of Revised Policy 113.1-Discipline for Students with Disabilities, Second Reading.

*I so move.*

**Approval of Revised Policy 113.2-Behavior Interventions, Second Reading**

Approval is requested of Revised Policy 113.2-Behavior Interventions, Second Reading.

*I so move.*

**Approval of Revised Policy 113.4-Confidentiality of Special Education Student Information, Second Reading**

Approval is requested of Revised Policy 113.4-Confidentiality of Special Education Student Information, Second Reading.

*I so move.*

**Approval of Family Service of Chester County Contract**

Approval is requested of the Family Service of Chester County Contract.

*I so move.*

**Approval of the Mary Daniels Independent Contractor Contract**

Approval is requested of the Mary Daniels Independent Contractor Contract.

*I so move.*

**Pupil Services Meeting Minutes**  
**February 8, 2021**  
**Pupil Services Committee Meeting**

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**Ms. Chester opened the meeting at 7:56 pm.**

**Attending Committee Members:** Joyce Chester, Sue Tiernan, Daryl Durnell, Kate Shaw

**Other Board Members:** Chris McCune, Randell Spackman, Karen Hermann

**Administration:** Tammi Florio, Robert Sokolowski, Sara Missett, Michael Wagman, Dawn Mader, Jim Scanlon

**Items listed on the agenda:**

- January 11, 2021 Committee Meeting Minutes
- Mental Health Overview Presentation
- Family Services of Chester County Contract
- Policy Revisions Second Read:
  - 113.1 Discipline for Students with Disabilities
  - 113.2 Behavior Interventions
  - 113.4 Confidentiality of Special Education Student Information

**Actions and Outcomes:**

- Approval of the January 11, 2021 Committee Meeting Minutes Vote: 4-0
- Approval of the following policies Second Read Vote: 4-0
  - 113.1 Discipline for Students with Disabilities
  - 113.2 Behavior Interventions
  - 113.4 Confidentiality of Special Education Student Information

**Items to be placed on upcoming Board Agenda:**

- Family Services of Chester County Contract

**Items to be placed on the Consent Agenda:**

- The following policies Second Read:
  - 113.1 Discipline for Students with Disabilities
  - 113.2 Behavior Interventions
  - 113.4 Confidentiality of Special Education Student Information

**Items to be discussed at a later date: None**

**The meeting ended at 8:29 pm.**

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**Next Meeting: Monday, March 8, 2021 – 7:00 pm**

|               |                                          |
|---------------|------------------------------------------|
| Book          | Policy Manual                            |
| Section       | 100 Programs                             |
| Title         | Discipline of Students With Disabilities |
| Code          | 113.1                                    |
| Status        | Second Reading                           |
| Adopted       | August 1, 2015                           |
| Last Reviewed | August 24, 2015                          |

### **Purpose**

The district shall develop and implement positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning. [1] [2] [3]

Students with disabilities who violate the Code of Student Conduct/Disciplinary Action Schedule, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and **Positive** Behavior Support Plan. [1] [4] [5] [6] [7]

### **Definitions**

**Students with disabilities** - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. [2]

**Suspensions from school** - disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days. [7] [8]

**Expulsions from school** - disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school. [7] [8]

**Interim alternative educational settings** - removal of a student with a disability from ~~his/her~~ **the student's** current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability. [5] [9]

### **Authority**

The Board directs that the district shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining students with disabilities for violations of Board policy or district rules or regulations. No student with a



disability shall be subjected to a disciplinary change in placement if the student's particular misconduct is a manifestation of ~~his/her~~ **the student's** disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student's educational placement to one which is more restrictive than the placement where the misconduct occurred. [\[4\]](#)[\[5\]](#)[\[9\]](#)

#### Provision of Education During Disciplinary Exclusions

During any period of expulsion, or suspension from school for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate **public** education (**FAPE**), in accordance with law. [\[5\]](#)[\[8\]](#)[\[10\]](#)

### **Guidelines**

#### Suspension From School

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) nonconsecutive, cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement. [\[4\]](#)[\[5\]](#)[\[8\]](#)[\[9\]](#)[\[11\]](#)

#### Changes in Educational Placement/Manifestation Determinations

For disciplinary exclusions which constitute a change in educational placement, the district shall first determine whether the student's behavior is a manifestation of ~~his/her~~ **the student's** disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement. [\[4\]](#)[\[5\]](#)

A student with a disability whose behavior is not a manifestation of ~~his/her~~ **the student's** disability may be disciplined in accordance with Board policy and district rules and regulations in the same manner and to the same extent as students without disabilities. [\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

#### Parent/Guardian Appeals From Disciplinary Actions/Request for Hearing by District for Students Who Are a Danger to Themselves or Others

A due process hearing may be requested by a parent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the district if the district believes that the current placement is substantially likely to result in injury to the student or others. On parent/guardian appeal, or when the district requests a due process hearing, the hearing officer may return the student to the placement from which ~~s/he~~ **the student's** was removed or order ~~his/her~~ **the student's** removal to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that maintaining the ~~child's~~ **student's** current placement is substantially likely to result in an injury to the student or others. [\[9\]](#)[\[12\]](#)

Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the district and the parent/guardian agree otherwise. [\[9\]](#)[\[13\]](#)

#### Students Not Identified as Disabled/Pending Evaluation

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the

evaluation shall be expedited. Absent a danger, student placement remains in place until the evaluation is complete. [9][14]

### Administrative Removal to Interim Alternative Educational Setting for Certain Infractions

School personnel may remove a student with a disability, including intellectual disability, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student: [5][9]

1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, **weapon** is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length. [5][9][15][16]
2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the district. [5][9][17][18]
3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, **serious bodily injury** means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. [5][9][19]

### Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [20][21][22]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods, and techniques defined in the student's **Positive** Behavior Support Plan. [1][2][3][6][9][15][17][21][23][24][25][26][27][28][29][30][31][32][33][34]

For a student with a disability who does not have a **Positive** Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a **Positive** Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations, and Board policies. [1][3][26][31]

When reporting an incident committed by a student with a disability to the appropriate authorities, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall **ensure compliance with the** transmit copies of the student's special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act **when transmitting copies of the student's special education and disciplinary records.** [9][21][24][25][26][29][34][35][36]

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity.[\[20\]](#)[\[34\]](#)

Legal

1. [22 PA Code 14.133](#)
2. Pol. 113
3. Pol. 113.2
4. [22 PA Code 14.143](#)
5. [34 CFR 300.530](#)
6. Pol. 218
7. Pol. 233
8. [22 PA Code 12.6](#)
9. [20 U.S.C. 1415](#)
10. [20 U.S.C. 1412](#)
11. [34 CFR 300.536](#)
12. [34 CFR 300.532](#)
13. [34 CFR 300.533](#)
14. [34 CFR 300.534](#)
15. Pol. 218.1
16. [18 U.S.C. 930](#)
17. Pol. 227
18. [21 U.S.C. 812](#)
19. [18 U.S.C. 1365](#)
20. [24 P.S. 1303-A](#)
21. [22 PA Code 10.2](#)
22. [35 P.S. 780-102](#)
23. [24 P.S. 1302.1-A](#)
24. [22 PA Code 10.21](#)
25. [22 PA Code 10.22](#)
26. [22 PA Code 10.23](#)
27. [22 PA Code 10.25](#)
28. [22 PA Code 14.104](#)
29. [34 CFR 300.535](#)
30. Pol. 103.1
31. Pol. 113.3
32. Pol. 218.2
33. Pol. 222
34. Pol. 805.1
35. Pol. 113.4
36. Pol. 216

20 U.S.C. 1400 et seq

24 P.S. 510

34 CFR Part 300

Pol. 113.5

Pol. 146.1

|               |                       |
|---------------|-----------------------|
| Book          | Policy Manual         |
| Section       | 100 Programs          |
| Title         | Behavior Intervention |
| Code          | 113.2                 |
| Status        | Second Reading        |
| Adopted       | August 1, 2015        |
| Last Reviewed | August 24, 2015       |

### **Purpose**

Students with disabilities shall be educated in the least restrictive environment (LRE) in accordance with their Individualized Education Program (IEP), and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily and cannot meet the needs of the student. The IEP team for a student with a disability shall develop a Positive Behavior Support Plan if the student requires specific intervention to address behavior that interferes with learning. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### **Authority**

The Board directs that the district's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional behavioral assessment and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.[\[1\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### **Definitions**

The following terms shall have these meanings, unless the context clearly indicates otherwise.[\[1\]](#)

**Aversive techniques** - deliberate activities designed to establish a negative association with a specific behavior.

**Behavior support** - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

**Positive Behavior Support Plan or Behavior Intervention Plan** - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A Positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education.

**Positive techniques** - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

**Restraints** - application of physical force, with or without the use of any device, designed to restrain free movement of a student's body, excluding the following:

1. Briefly holding a student, without force, to calm or comfort the student.
2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort the student safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

**Seclusion** - confinement of a student in a room, with or without staff supervision in the same room at all times, in order to provide a safe environment to allow the student to regain self-control.

**Students with disabilities** - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.[9]

### **Delegation of Responsibility**

The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall provide regular training and retraining of staff in the use of specific procedures, methods and techniques, including de-escalation techniques, emergency responses, restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs, Positive Behavior Support Plans and Board policy.[1]

The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports to be made to the district by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and career and technical schools.[1]

### **Guidelines**

Development of a separate Positive Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.[1][5]

When an intervention is necessary to address problem behavior, the positive techniques and types of intervention chosen for a student shall be the least intrusive necessary.

### **Physical Restraints**

Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and

only when less restrictive measures and techniques have proven to be or are less effective.[\[1\]](#)

The Director of Special Education or designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised Positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.[\[1\]](#)

The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment. Restraints may be included in an IEP with parental consent only if:[\[1\]](#)

1. The restraint is used with specific component elements of a Positive Behavior Support Plan.
2. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors.
3. Staff are authorized to use the restraint and have received appropriate training.
4. Positive Behavior Support Plan includes efforts to eliminate the use of restraints.

### Mechanical Restraints

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of a student when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians.[\[1\]](#)

Mechanical restraints shall prevent a student from injuring the student or others, or promote normative body positioning and physical functioning.

### Seclusion

The district permits involuntary seclusion of a student for a limited period of time in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative. District staff shall provide continuous supervision of students in seclusion, which need not always involve presence of staff within the same room.

The district prohibits the seclusion of students in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.[\[1\]](#)

### Aversive Techniques

The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs:[\[1\]](#)

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions constituting a pattern as defined in state regulations.[\[12\]](#)

7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Prone restraints, which are restraints by which a student is held face down on the floor.

### Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Positive Behavior Support Plan. [1][6][9][10][13][14][15][16][17][18][19][20][21][22][23][24][25][26][27]

For a student with a disability who has a Positive Behavior Support Plan at the time of referral, subsequent to notification to law enforcement, the district shall convene the student's IEP team and an updated functional behavioral assessment and Positive Behavior Support Plan shall be required. [1][11][17]

If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the Director of Special Education or designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the student's functional behavioral assessment and Positive Behavior Support Plan. [1]

For a student with a disability who does not have a Positive Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a Positive Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policy. [1][17]

### Relations With Law Enforcement

The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district. [9][17][19][27]

The district shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program. [1][9][17][19][27]

### **Purpose**

~~To ensure compliance with the requirements of Chapter 14 of the regulations of the Pennsylvania State Board of Education governing behavior interventions and the use of restraints with students identified with disabilities. [1]~~

### General Policy

~~The following principles shall govern the use of behavior supports and interventions for children with disabilities: [1][2][3][4][5][6][7][8][9]~~



1. Positive, rather than negative, measures must form the basis of behavior support programs to ensure that all students shall be free from demeaning treatment, the use of adverse techniques, and the unreasonable use of restraints.
2. Behavior support programs and plans must be based on a functional assessment of behavior and use positive behavior techniques.
3. Behavior support programs must include research-based practices and techniques to develop and maintain skills that will enhance an individual student's opportunity for learning and self-fulfillment.
4. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student shall be the least intrusive necessary.
5. The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques.
6. Nothing in this policy shall be construed to require the development of a separate behavior support or intervention plan when appropriate positive behavioral interventions, strategies, and supports, consistent with the requirements of this policy, can be incorporated into the body of the IEP.

## **Definitions**

As used in this policy, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise. [\[1\]](#)

**~~Aversive techniques~~** – deliberate activities designed to establish a negative association with a specific behavior.

**~~Behavior support~~** – the development, change, and maintenance of selected behaviors through the systematic application of behavior change techniques.

**~~Positive Behavior Support Plans~~** – a plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcement and other positive techniques to shape the behavior of the child with disabilities, ranging from the use of positive verbal statements as a reward for good behavior to specific tangible rewards.

**~~Restraints~~** – the application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student's body, excluding the following:

1. Briefly holding a student, without force, to calm or comfort him/her.
2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort him/her safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

## Guidelines

### Use of Physical Restraints Other Than Mechanical Restraints

Restraints to control acute or episodic aggressive or self-injurious behavior may be used only when the student is acting in a manner as to be a clear and present danger to him/herself, to other students, or to employees, and only when less restrictive measures and techniques have proven to be or are less effective. The Director of Special Education or his/her designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of his/her child and shall convene a meeting of the IEP team within ten (10) school days of the inappropriate behavior causing the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.[\[1\]](#)

The use of restraints may only be included in a student's IEP under the following conditions:[\[1\]](#)

1. The restraint is used in conjunction with specific components of positive behavior support.
2. The restraint is used in conjunction with the teaching of socially acceptable alternative skills to replace problem behavior.
3. Staff are authorized, and have received all training required, to use the specific procedure.
4. The positive Behavior Support Plan of the student includes a plan for eliminating the use of restraint through the application of positive behavior support.
5. The use of restraints are not included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment.

### Use of Mechanical Restraints

Except in an emergency, or otherwise provided herein, mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians. Mechanical restraints shall prevent a student from injuring him/herself or others or promote normative body positioning and physical functioning.[\[1\]](#)

### Proscription of Certain Aversive Techniques

The following aversive techniques for addressing behavior are inappropriate and may not be used in educational programs:

1. Corporal punishment.
2. Punishment for a manifestation of a child's disability.
3. Locked rooms, locked boxes, or other locked structures or spaces from which the child cannot readily exit.
4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water, or fresh air.
6. Suspensions constituting a pattern as defined in Section 14.143(a) of the regulations of the State Board of Education, and any other successor regulation.[\[10\]](#)

7. ~~Treatment of a reasonably demeaning nature.~~
8. ~~Electric shock.~~
9. ~~The use of prone restraints, which are those by which a student is held face down on the floor.~~

#### Reporting and Monitoring

~~The Superintendent or his/her designee shall maintain and report data on the use of restraints in a manner prescribed by the Secretary of Education of the Commonwealth of Pennsylvania. Such report shall be readily available for review during cyclical compliance monitoring conducted by the Pennsylvania Department of Education.~~[\[1\]](#)

#### Referral to Law Enforcement

~~Subsequent to a referral to law enforcement, an updated functional behavioral assessment and positive Behavior Support Plan shall be required for students with disabilities who have positive Behavior Support Plans at the time of such referral. If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the Director of Special Education or his/her designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the functional behavioral assessment and the positive Behavior Support Plan of the student.~~[\[1\]](#)~~[9]~~[\[11\]](#)

#### Regular Program of Training

~~The Superintendent or his/her designee shall provide for the regular training and retraining, as needed, of personnel in the use of specific procedures, methods, and techniques, including restraints, that those personnel will be expected to employ in the implementation of positive behavior supports or interventions in accordance with the IEP of the child and this policy.~~[\[1\]](#)

Legal

1. 22 PA Code 14.133
2. 20 U.S.C. 1414
3. 20 U.S.C. 1415
4. 34 CFR 300.324
5. 34 CFR 300.34
6. 34 CFR 300.530
7. Pol. 113
8. Pol. 113.1
9. Pol. 113.3
10. 22 PA Code 14.143
11. 22 PA Code 10.23
- 24 P.S. 1303-A
- 24 P.S. 1302.1-A
- 22 PA Code 10.2
- 22 PA Code 10.21
- 22 PA Code 10.22
- 22 PA Code 10.25
- 22 PA Code 14.104
- 22 PA Code 14.145
- 20 U.S.C. 1400 et seq
- 34 CFR Part 300

Pennsylvania Training and Technical Assistance Network (PaTTAN), Questions and Answers on the Restraint Reporting Requirements and System, June 2009

- Pol. 000
- Pol. 103.1
- Pol. 218
- Pol. 218.1
- Pol. 218.2
- Pol. 222
- Pol. 227
- Pol. 805.1

|               |                                                          |
|---------------|----------------------------------------------------------|
| Book          | Policy Manual                                            |
| Section       | 100 Programs                                             |
| Title         | Confidentiality of Special Education Student Information |
| Code          | 113.4                                                    |
| Status        | Second Reading                                           |
| Adopted       | August 1, 2015                                           |
| Last Reviewed | August 24, 2015                                          |

### **Authority**

The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.[1]

The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing, and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.[2]

The rights provided by this policy apply to parents/guardians of students who receive special education programming and services from the district or an outside program provided through the district.[3][4]

### **Definitions**

**Destruction** shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.[5]

**Disclosure** shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.[6]

**Education Records**, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.[6][7][8]

**Personally identifiable information** includes, but is not limited to:[6][9]

1. The name of a student, the student's parents/guardians or other family members.
2. The address of the student or student's family.
3. A personal identifier, such as the student's social security number, student number, or biometric record.

4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

## **Guidelines**

### Parental Access Rights

The district shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the district in connection with providing special education services to the student.[\[10\]](#)[\[11\]](#)

The district shall comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; or a resolution meeting.

The district shall presume a parent/guardian has authority to inspect and review records relating to his/her **their** child unless it has been provided documentation that the requesting parent/guardian does not have this authority under applicable state law.[\[11\]](#)[\[12\]](#)

The district shall comply with a parental request for review within forty-five (45) days following receipt of the request.[\[10\]](#)[\[11\]](#)

A parent's/guardian's right to inspect and review education records includes the right to:

1. A response from the district to reasonable requests for explanations and interpretations of the records;
2. Request that the district provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records; and
3. Have a representative inspect and review the records.

If an education record includes information on more than one (1) student, the parents/guardians shall have access only to the information relating to their child or shall be provided a summary of the information in the record related to their child.[\[13\]](#)[\[14\]](#)

The district shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the district.[\[15\]](#)

### Fees

The district may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records.[\[16\]](#)[\[17\]](#)

The district shall not charge a fee to search for or to retrieve information in response to a parental request. Charging of fees shall be in accordance with Board policy.

### Record of Access

The district shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education **and related services** to students with disabilities, except access by parents/guardians and authorized district employees.[\[18\]](#)

The district's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

#### Amendment of Records Upon Parental Request

If a parent/guardian believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request that the district amend the information.[\[19\]](#)[\[20\]](#)

The district shall decide whether to amend the information within a reasonable period of time from receipt of the request.

If the district declines to amend the information in accordance with a parental request, the district shall inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing.

#### Records Hearing

The district shall, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The district recognizes that parents/guardians who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing.[\[21\]](#)[\[22\]](#)[\[34\]](#)

#### Hearing Procedures

A hearing to challenge information in education records must meet the following requirements:[\[23\]](#)[\[24\]](#)

- ~~1. The Superintendent or his/her designee shall schedule a hearing within thirty (30) days after receiving the request for a hearing.~~
2. The district shall hold the hearing within a reasonable time after receiving the request for a hearing.
3. The district shall give the parent/guardian ~~five (5) days'~~ **reasonable** advanced written notice of the date, time, and place of the hearing.
4. The hearing may be conducted by any individual, including a district official, who does not have a direct interest in the outcome of the hearing.
5. The district shall give the parent/guardian a full and fair opportunity to present relevant evidence. The parent/guardian may, at his/her **their** own expense, be assisted or represented by one (1) or more individuals of his/her **their** choice, including an attorney.
6. The district shall inform parents/guardians of its decision in writing within thirty (30) days after the hearing.
7. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

#### Result of Hearing

If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall amend the information

accordingly and inform the parent/guardian in writing.[21][25]

If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall inform the parent/guardian of the parent's/guardian's right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the district's decision.

Any explanation placed in the student's records shall be:

1. Maintained by the district as part of the student's records as long as the record or contested portion is maintained by the district; and
2. Included with the record or contested portion if the record or contested portion are disclosed to any party.

#### Storage, Retention, and Destruction of Information

The district shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention.[26]

The district shall maintain, for public inspection, a current listing of the names and positions of those district employees who have access to personally identifiable information.[26]

In order to comply with state compliance monitoring requirements, the district shall maintain education records for students receiving special education services for at least six (6) years.[8]

The district shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon parental request.[27]

No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.[10]

The district may maintain, among others, a permanent record of the student's name, address, and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.[27]

The district shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and his/her **the student's** family.[26]

#### Disclosure to Third Parties

The district shall obtain parental consent before disclosing personally identifiable information to parties other than school district officials with a legitimate educational interest or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the disclosure is permitted without parental consent under law and regulations.[8][28][29][30][31][32][33]

Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.[31]

If a student is enrolled, or is going to enroll in a private school that is not located in the district of the parent's/guardian's residence, parental consent must be obtained before any personally identifiable information about the student is released between officials in the district where the private school is located and officials in the district of the parent's/guardian's residence.[31]



## **Disclosure to Law Enforcement**

**When reporting an incident committed by a student with a disability to the appropriate authorities, in accordance with applicable law, regulations and Board policy, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.**[\[2\]](#)[\[8\]](#)[\[33\]](#)[\[35\]](#)[\[36\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)

## **Delegation of Responsibility**

In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Board designates the Superintendent or designee to coordinate the district's efforts to comply with this policy and applicable laws and regulations.[\[26\]](#)

All district employees collecting or using personally identifiable information shall receive training or instruction regarding Board policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.[\[26\]](#)

Legal

1. Pol. 113
2. 34 CFR 300.611-300.627
3. 34 CFR 300.520
4. 34 CFR 300.625
5. 34 CFR 300.611
6. 34 CFR 99.3
7. 20 U.S.C. 1232g
8. Pol. 216
9. 34 CFR 300.32
10. 34 CFR 99.10
11. 34 CFR 300.613
12. 34 CFR 99.4
13. 34 CFR 99.12
14. 34 CFR 300.615
15. 34 CFR 300.616
16. 34 CFR 99.11
17. 34 CFR 300.617
18. 34 CFR 300.614
19. 34 CFR 99.20
20. 34 CFR 300.618
21. 34 CFR 99.21
22. 34 CFR 300.619
23. 34 CFR 99.22
24. 34 CFR 300.621
25. 34 CFR 300.620
26. 34 CFR 300.623
27. 34 CFR 300.624
28. 34 CFR 99.30
29. 34 CFR 99.31
30. 34 CFR 300.154
31. 34 CFR 300.622
32. Pol. 113.1
33. Pol. 113.2
34. 34 CFR 300.510-300.516
- 20 U.S.C. 1400 et seq
- 34 CFR 300.101-300.176
- 34 CFR Part 99
- 34 CFR Part 300

Bureau of Special Education Letter to School Entities on Retention Of Records, Dated November 9, 2009



WEST CHESTER AREA SCHOOL DISTRICT  
School Board Meeting  
February 22, 2021

**PERSONNEL COMMITTEE**

**ACTION ITEMS**

**Approval of (2) Two New Assistant to the Director of Teaching and Learning Positions and Job Description**

Approval is requested of (2) Two New Assistant to the Director of Teaching and Learning Positions and Job Description.

*I so move.*

**Approval of (1) One New Assistant to the Director of Pupil Services Position and Job Description**

Approval is requested of (1) One New Assistant to the Director of Pupil Services Position and Job Description.

*I so move.*

**Approval of Revised Equity Advocate Job Description**

Approval is requested of Revised Equity Advocate Job Description.

*I so move.*

**Approval of New District Department Leader Job Description**

Approval is requested of New District Department Leader Job Description.

*I so move.*

**Approval of (1) One New Lead Intervention and Mental Health Specialist Position and Job Description**

Approval is requested of (1) One New Lead Intervention and Mental Health Specialist Position and Job Description.

*I so move.*

**Approval of Revised Public Safety Supervisor Job Description and movement of position from the Non-Bargaining Employee Group to the Act 93 Administrative Group**

Approval is requested of Revised Public Safety Supervisor Job Description and movement of position from the Non-Bargaining Employee Group to the Act 93 Administrative Group

*I so move.*

**Approval of (2) Two New Campus Safety Officer Positions and Job Description**

Approval is requested of (2) Two New Campus Safety Officer Positions and Job Description.

*I so move.*

**Approval of Revised Security Greeter Job Description and movement from Group 1 Support Staff Bargaining Unit to Group 2 Service Support Staff Bargaining Unit**

Approval is requested of Revised Security Greeter Job Description and movement from Group 1 Support Staff Bargaining Unit to Group 2 Service Support Staff Bargaining Unit.

*I so move.*

**Approval of revised WCASD Management Team Organizational Chart**

Approval is requested of revised WCASD Management Team Organizational Chart.

*I so move.*



## WEST CHESTER AREA SCHOOL DISTRICT

### POSITION DESCRIPTION

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|                        |                                                    |                  |                         |
|------------------------|----------------------------------------------------|------------------|-------------------------|
| <b>POSITION TITLE:</b> | Assistant to the Director of Teaching and Learning | <b>DATE:</b>     | January, 2021           |
| <b>DEPARTMENT:</b>     | Management Team                                    | <b>LOCATION:</b> | Administration Building |
| <b>FLSA:</b>           | Exempt                                             |                  |                         |

#### **SUMMARY:**

The Assistant Director of Teaching and Learning provides staff development expertise and leadership while acting as a leader, a resource, and a collaborator with the Curriculum Leaders in the areas of curriculum and instruction. This position is a central office administrator who reports to the Director of Teaching and Learning.

#### **REPORTING RELATIONSHIPS:**

- Reports directly to and works collaboratively with the Director of Teaching and Learning
- Leads, manages, and collaborates with K-12 Curriculum Leaders
- Works collaboratively with building principals and other administrators and staff to perform job responsibilities as outlined

#### **TERMS OF EMPLOYMENT:**

- 12 month position
- Salary and benefits are as described in the Administrative Compensation Plan of the West Chester Area School District.

#### **QUALIFICATIONS & PHYSICAL REQUIREMENTS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Supervisory Certificate - Curriculum & Instruction or Principal Certificate
- Minimum of Three Years of Supervisory and/or Building Level Administrative experience in public school setting.
- Extensive knowledge and experience in the development of K-12 curriculum and in leading high quality professional development.
- Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence and procedure manuals
- Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, Board members, support staff, colleagues, and outside professional contacts
- Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions; proficiency in the use of technology for individual and system management, communication, and research; proficiency in presentation technology to enhance small and large group information and demonstration sessions



Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel and crouch; Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; Have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the Director.

**Curriculum, Instruction & Assessment**

- Ensures vertical alignment of curriculum and instruction for the core areas and the Unified Arts.
- Meets regularly with Curriculum Leaders to coordinate efforts.
- Facilitates curriculum program reviews and recommendations
- Assists Director of Teaching and Learning with writing, revising and mapping District curriculum.
- Facilitates and organizes textbook selection cycles.
- Presents curriculum progress reports on a periodic basis to keep School Board informed.
- Conducts teacher observations and site visits to ensure curriculum and program implementation.
- Supports Director of Equity and Assessment with data analysis as it pertains to curriculum and instruction.
- Creates district assessment calendar and analyzes results of assessments to plan instruction.
- Maintains an awareness of trends; anticipates and researches current topics of interest to a wide range of educators.
- Collaborates and shares in providing vision and leadership of assigned Federal and Special Programs and ensures management functions are properly carried out in areas of assessment and planning, grant application, personnel supervision and management, and program design and management as assigned by the Director of Teaching and Learning.
- Prepares budget for each service and/or function under his/her responsibility and controls expenditures within the established budget limitations.
- Contributes to monthly meetings of the Instructional Leadership Team.



### **Professional Learning**

- Supports administrators, Curriculum Leaders, and staff in the planning and evaluation of professional development.
- Monitors professional development with district administrators to ensure that all professional development activities meet the criteria standards as outlined by Act 48, the Pennsylvania Inspired Leadership guidelines, the National Staff Development Councils' Standards for Professional Development, Pennsylvania Academic Standards and is research-based.
- Confers with Instructional Cabinet, Curriculum Leaders, and principals to monitor student assessment data to help identify areas of need for future professional development.
- Helps to plan and schedule sessions for in-service days with curriculum leaders, teacher leaders, supervisors, and principals.
- Coordinates with administrators the development of rubrics by which to measure teachers' professional learning.
- Reviews the professional development evaluation forms and develops reports based on staff feedback from the evaluation database.
- Attends meetings to support focused professional development and facilitates professional learning communities to align with district and school goals.
- Disseminates information on professional development opportunities to staff.
- Facilitates and coordinates District Professional Development Advisory Council
- Coordinates the development and implementation of the District Teacher Induction Program K-12.
- Supports the mentoring of new teachers and training of mentors K-12; formally observes non-tenured and tenured teachers during their first year in the District.
- Works with Human Resources to place student teachers, interns, etc.
- Participates in building, district, state and nation-wide opportunities to continue personal professional development.
- Performs other duties as directed by the Director.

The West Chester Area School District is an equal opportunity employment, educational and service organization.





WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION

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|                        |                                             |                  |                         |
|------------------------|---------------------------------------------|------------------|-------------------------|
| <b>POSITION TITLE:</b> | Assistant to the Director of Pupil Services | <b>DATE:</b>     | January, 2021           |
| <b>DEPARTMENT:</b>     | Management Team                             | <b>LOCATION:</b> | Administration Building |
| <b>FLSA:</b>           | Exempt                                      |                  |                         |

**SUMMARY:**

The Assistant Director of Pupil Services provides expertise and leadership while acting as a leader, a resource, and a collaborator with the supervisors and teacher leaders in the areas of psychology, school & career counseling and mental health. This position is a central office administrator who reports to the Director of Pupil Services.

**REPORTING RELATIONSHIPS:**

- Reports directly to and works collaboratively with the Director of Pupil Services
- Leads, manages, and collaborates with the teacher leaders (psychologists, counselors, mental health) and high school counselor department chairs.
- Works collaboratively with pupil services supervisors, building principals, other administrators and staff to perform job responsibilities as outlined.

**TERMS OF EMPLOYMENT:**

- 12 month position
- Salary and benefits are as described in the Administrative Compensation Plan of the West Chester Area School District.

**QUALIFICATIONS & PHYSICAL REQUIREMENTS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Supervisory Certificate – Special Education, Pupil Services or Principal
- Minimum of Three Years of Supervisory and/or Building Level Administrative experience in public school setting.
- Extensive knowledge and experience in the areas of pupil services including psychology, counseling and mental health.
- Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulations
- Ability to write reports, business correspondence and procedure manuals
- Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, Board members, support staff, colleagues, and outside professional contacts
- Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions; proficiency in the use of technology for individual and system management, communication, and research; proficiency in presentation technology to enhance small and large group information and demonstration sessions

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; sit and occasionally be required to stand, walk, stoop, kneel and crouch; have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.



**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the Director.

- Prepares budget for each service and/or function under his/her responsibility and controls expenditures within the established budget limitations.
- Conducts observations and site visits to ensure curriculum and program implementation.
- Participates in building, district, state and nation-wide opportunities to continue personal professional development.
- Maintains an awareness of trends; anticipates and researches current topics of interest to a wide range of educators.
- Contributes to monthly meetings of the Instructional Leadership Team
- Coordinates the development and implementation of the District Teacher Induction Program K-12 for the Pupil Services Department.
- Supports the mentoring of new teachers (psychologists, school counselors, mental health specialists) and training of mentors K-12; formally observes non-tenured psychologists and school counselors.
- Coordinates Crisis Response Teams, K-12.
- Assist with supervision of preparation and/or complete in an accurate and timely manner state and federal reports for the purpose of compliance
- Protects confidentiality of records and information about student and staff, and use discretion when sharing any such information within legal confines
- Works with Human Resources to place interns, etc.
- Performs other duties as directed by the Director.
- Supervise the implementation and/or perform the following duties in each area:

**Psychologists**

- Evaluations- Review all (ER/RR) before issuing
- Summer Psychologist testing
- Staffing- hiring psychologists, getting cases picked up, contracting with IU and PTS
- Professional Development
- Hold Monthly Department Meetings
- Review and be a resource for SRA/VRA
- MTSS- meet with each team annually and be a resource to the team
- IEPWriter and other pupil services software implementation
- Assessment tools- ordering and training (Psych and SLP)

**Counselors**

- 339 Documentation/Artifacts K-12th
- Developmental programs K-12th
- Naviance/ artifact documentation implementation



- IEP Writer implementation
- Second Step implementation
- SRA/VRA -review, consult, and train
- Parent training in areas related to pupil services
- Participate and or insure participation in community meetings: Chester County Suicide Prevention Task Force; CVC; CTC
- 504-review, problem solve and consult
- Facilitate Crisis Team
- Approve OT/PT referrals
- School Counselor intern-documentation k-12th
- Facilitate the registration process
- Professional Development
- Hold Monthly meetings
- Night presentations-Financial Aid night, College bound Night
- Facilitate Course Selection and School Profile
- Supervise the APT program at each high school
- Facilitate the Universal Screening process

#### **Career Counselors**

- Community Career Advisory Council
- Internships–policy and procedures
- Job shadowing
- Artifact implementation
- Professional Development
- Hold monthly meetings

#### **Intervention Specialists**

- Review all completed SRA and D & A assessments and consult with the teams
- Consultant MH/DA placements
- Facilitate the administration and updates of the District Crisis Team/Tragedy Handbook
- Approval of prevention activities
- Facilitate Gender Plan review and Name Change procedure
- BH Works Screening implementation
- Professional Development
- Hold monthly meetings

#### **Mental Health Specialists (CCIU employees)**

- Work collaboratively with the CCIU to supervise the Mental Health Specialists
- Review Level of care assessments
- Professional Development
- Hold monthly meetings

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## WEST CHESTER AREA SCHOOL DISTRICT

### POSITION DESCRIPTION

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|                        |                                     |                  |                   |
|------------------------|-------------------------------------|------------------|-------------------|
| <b>POSITION TITLE:</b> | Equity Advocate                     | <b>DATE:</b>     | February 12, 2021 |
| <b>DEPARTMENT:</b>     | K-12 Equity (Supplemental Contract) | <b>LOCATION:</b> | School Building   |
| <b>FLSA:</b>           | Exempt (Professional Staff-WCAEA)   |                  |                   |

#### **SUMMARY:**

The position of Equity Advocate requires the teaching staff member to coordinate all equity related instruction and activities with the Director of Equity and Assessment, to provide equity instructional leadership to the staff in his/her building and to maintain equity meetings necessary for conducting equity initiatives.

#### **REPORTING RELATIONSHIPS:**

- Reports directly to the building Principal
- Works cooperatively with administrators, supervisors, staff and others to perform job responsibilities as outlined

#### **TERMS OF EMPLOYMENT:**

1. As outlined in the current Collective Bargaining Agreement
2. Salary as described in the current Collective Bargaining Agreement.

#### **QUALIFICATIONS & PHYSICAL REQUIREMENTS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Bachelor's degree with valid PA certification
- Proficiency in the use of technology for individual communication and research
- Proficiency in presentation of technology to enhance small and large student group information & demonstration sessions
- Possess effective interpersonal skills with the ability to interface diplomatically with other teachers, administrators, parents, students, support staff and outside professional contacts

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel and crouch; Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; Have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

1. Meet once a month with Director of Equity and Assessment after school.
2. Contact Director of Equity and Assessment with teacher feedback and concerns.
3. Assist Equity and Assessment with scheduling school visitations.



Job Description – Equity Advocate (cont'd)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (cont'd)

4. Coordinate equity-based trips and projects.
5. Collect information used during monitoring by Director of Equity and Assessment.
6. Provide instructional strategies for staff.
7. Conduct in-service at home school.
8. Arrange and conduct an annual school-wide activity or in-service opportunity.
9. Distribute and coordinate materials within each school.
10. Coordinate ordering of supplies within each school.

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ko no original date; retyped 7/99; new format 11/03



WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION

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|                        |                                                     |                  |                         |
|------------------------|-----------------------------------------------------|------------------|-------------------------|
| <b>POSITION TITLE:</b> | Lead Intervention and Mental Health Specialist K-12 | <b>DATE:</b>     | February 3, 2021        |
| <b>DEPARTMENT:</b>     | Pupil Services                                      | <b>LOCATION:</b> | Administration Building |
| <b>FLSA:</b>           | Exempt (Professional Staff-WCAEA)                   |                  |                         |

**SUMMARY:**

The Lead Specialist assists the department of Pupil Services Department in the areas mental health and substance abuse.

The Lead Specialist represents his/her particular department as appropriate on district-wide committees, special projects, professional workshops, and conferences.

**REPORTING RELATIONSHIPS:**

- Reports directly to the Assistant Director of Pupil Services or Director of Pupil Services.
- Works cooperatively with administrators, supervisors, staff, and others to perform job responsibilities as outlined

**TERMS OF EMPLOYMENT:**

1. As outlined in the current Collective Bargaining Agreement
2. Salary as described in the current Collective Bargaining Agreement.

**QUALIFICATIONS & PHYSICAL REQUIREMENTS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Master's Degree with valid PA certification
- Certification in subject field
- Proficiency in the use of technology for individual communication and research
- Proficiency in presentation of technology to enhance small and large student group information & demonstration sessions
- Possess effective interpersonal skills with the ability to interface diplomatically with other teachers, administrators, parents, students, support staff and outside professional contacts

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel and crouch; Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; Have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.



**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the Director or Assistant Director of Pupil Services.

1. Responsible for managing the implementation of Suicide Risk Assessments, Violent Risk Assessments and universal screeners.
2. District point person for programs that report student behavior such as Safe 2 Say Something and district technology monitoring tools.
3. Coordinate the implementation of the Drug and Alcohol screenings.
4. Maintain data regarding the out of district placements for mental health or drug and alcohol.
5. Work with the intervention and mental health specialist to coordinate student groups and services provided by contractors.
6. Work with the intervention specialists to coordinate consistent prevention activities across the district.
7. Coordinate training for new Multi Tier System of Supports members and specialists on tools listed in number one.
8. Point person along with the Assistant Director for the district's Crisis Team and Tragedy Handbook.
9. Be a resource to the Gay Straight Alliance clubs and support teams in the development of gender plans.
10. Participate in countywide mental health and drug and alcohol organizations.
11. Coordinate the professional development and monthly meetings with the Assistant Director

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LAR 2/3/2021



## WEST CHESTER AREA SCHOOL DISTRICT

### POSITION DESCRIPTION

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|                        |                                                             |                  |                  |
|------------------------|-------------------------------------------------------------|------------------|------------------|
| <b>POSITION TITLE:</b> | District Department Leader                                  | <b>DATE:</b>     | February 2, 2021 |
| <b>DEPARTMENT:</b>     | Elementary/Secondary Instruction<br>(Supplemental Contract) | <b>LOCATION:</b> | School Building  |
| <b>FLSA:</b>           | Exempt (Professional Staff-WCAEA)                           |                  |                  |

#### **SUMMARY:**

District Department Leaders provide content area expertise and leadership in the assigned area while acting as resources and collaborators in the department of Teaching and Learning. Teachers assist with the development and implementation of curriculum, instruction, assessment, and professional learning.

District Department Leaders represent a particular department (K-12 Art, 6-12 Business/Marketing, 6-12 English Language Arts, K-12 English Language Development, 6-12 Family and Consumer Science, K-12 Health/Phys Ed, K-12 Library/Media, 6-12 Math/Computer Science, K-12 Music, 6-12 Science, 6-12 Social Studies, 6-12 Technology Education, 9-12 Video, 6-12 World Language).

#### **REPORTING RELATIONSHIPS:**

- Reports directly to the appropriate Assistant Director of Teaching and Learning and/or to the Director of Teaching and Learning
- Works cooperatively with administrators, supervisors, staff, and others to perform job responsibilities as outlined

#### **TERMS OF EMPLOYMENT:**

1. As outlined in the current Memorandum of Understanding
2. Salary as described in the current Memorandum of Understanding

#### **QUALIFICATIONS & PHYSICAL REQUIREMENTS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Bachelor's degree with valid PA certification
- Certification in subject field
- Minimum of 5 years of successful teaching experience in the leadership area
- Proficiency in the use of technology for individual communication and research
- Proficiency in presentation of technology to enhance small and large student group information & demonstration sessions
- Possess effective interpersonal skills with the ability to interface diplomatically with other teachers, administrators, parents, students, support staff and outside professional contacts

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel and crouch; Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; Have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.





## Job Description – District Department Chair

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to be consistently at work and perform any other position-related duties requested by the Director or Assistant Directors.

1. Meets regularly with Assistant Directors to support curriculum, instruction, assessment, and professional development for the leadership area.
2. Assists with reviewing, writing, revising, and mapping District curriculum.
3. Develops and provides training to assist staff in translating research into practice at the classroom, building, and district level.
4. Develops and monitors the effectiveness of common local assessments.
5. Supports administrators, other curriculum leaders, and staff in the planning, delivery, and evaluation of professional development.
6. Performs other duties as assigned.

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WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION

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|                        |                          |                  |                         |
|------------------------|--------------------------|------------------|-------------------------|
| <b>POSITION TITLE:</b> | Public Safety Supervisor | <b>DATE:</b>     | February 2021           |
| <b>DEPARTMENT:</b>     | Management Team          | <b>LOCATION:</b> | Facilities & Operations |
| <b>FLSA:</b>           | Exempt                   |                  |                         |

**SUMMARY:**

The Public Safety Supervisor is responsible for the security of students, staff, buildings and grounds at all school district facilities.

The Public Safety Supervisor shall adhere to established School Board policies and administrative regulations and procedures.

**REPORTING RELATIONSHIPS:**

- Reports directly to the Director of Facilities and Operations.
- Works cooperatively with other administrators, local police departments, supervisors, staff, parents and others to perform job responsibilities as outlined.

**TERMS OF EMPLOYMENT:**

1. 12 months (260-262 days) 8 hours daily
2. Salary & Benefits in accordance with the Administrative Compensation Plan of the West Chester Area School District.
3. This position is of an essential nature and will require employee to respond during times of emergency.

**QUALIFICATIONS & PHYSICAL REQUIREMENTS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualifications and requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Bachelor's degree in criminal justice, emergency preparedness or equivalent
- Five years of experience in public safety.
- Working knowledge of the Incident Command System
- Proficiency in the use of technology for individual communication and research.
- Effective interpersonal skills with the ability to interface diplomatically with teachers, administrators, parents, students, staff and outside professional contacts.
- Ability to operate under periods of stress due to the nature of the position.

Must be able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects. Requires use of both hands for repetitive motion. Able to bend, twist, kneel, stoop, climb and crawl. Lift/carry supplies weighing 70 pounds or more. Ability to work in an external environment subject to temperatures below 32 degrees or above 100 degrees. Able to stand or walk eighty percent (80%) of workday. Ability to work alone and with little supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to be consistently at work and perform any other position-related duties requested by the supervisor.

1. Provide security oversight at all District facilities:
  - Supervise Campus Safety Officers.
  - Establish schedules of school district and contracted security personnel.
  - Keep daily activity and incident logs and disseminate that information as required.
  - Work with local police departments and vendors to coordinate and schedule after hours security personnel.
  - Coordinate vacation of security greeters.
  - Perform routine security inspections identifying concerns and providing reports as needed.
2. Perform investigations, reporting and interviewing required to assist in identifying wrong doers.
3. Emergency Preparedness
  - a. Serve as lead on District Emergency Management Committee
  - b. Assist in preparation of Safe Schools Plans
  - c. Facilitate Hazard Vulnerability Assessments with appropriate stakeholders
  - d. Participate in annual security and safety exercises.
4. Oversee perimeter security and manage all access systems.
5. Stay current with changes in security field especially as it relates to schools.
6. Assist in bid specification, preparation and/or review, as needed relating to the security department.
7. Oversee large evening events such as graduation, back to school nights, etc. from a security and parking perspective.
8. Serve on the Attorney General's Safe 2 Say Something core team.
9. Attend County emergency responders meetings.
10. Coordinate with local officials and volunteers on use of school district facilities as emergency shelters.
11. Coordinate District's lock/key systems for all buildings. Houses all keys and maintains proper record keeping and control procedures.
12. Respond to calls from custodians, principals and security greeters during non-school hours.
13. Compliance

## Job Description –Public Safety Supervisor

- a. Ensure compliance with Chapter 10 regulations
- b. Ensure compliance with Act 44

14. Serve as point of contact during State audit of security measures.

15. In coordination with the Director of Information Technology, review automated internet and network use reports, District social media sites, phone call recording system, and electronic school visitor guest logs for potential threats to school security.

16. In coordination with the Director of Information Technology, schools and local 911 centers, conduct periodic 911 system checks from school location for accuracy.

6/2018 New Position  
3/2019 Revised  
2/2021 Revised

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WEST CHESTER AREA SCHOOL DISTRICT  
POSITION DESCRIPTION

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**POSITION TITLE:** Campus Safety Officer Specialist                      **DATE:** February 22, 2021  
**DEPARTMENT:** Facilities and Operations                                      **LOCATION:** School Buildings  
**FLSA:** Exempt (Non-Bargaining Support Staff)

**SUMMARY:**

The Campus Safety Officer (CSO) will oversee and monitor safety and well-being of property, students, faculty and staff at school sites within the School District. As directed, the CSO will enforce applicable West Chester Areas School District policies and procedures; individual school rules and regulations; and assist in the maintenance of an orderly and safe school environment.

Working with the District Public Safety Supervisor and subordinate to the school Principal the CSO will chair the School Safety Team and work closely with the School Crisis Team to enhance the safe school learning environment and support the School All-Hazard Plan as it relates to mitigation and prevention, preparedness, response and recovery to an emergency or crisis.

**REPORTING RELATIONSHIPS:**

- Reports directly to the Public Safety Supervisor
- Works cooperatively with administrators, and school safety team to perform job responsibilities as outlined

**TERMS OF EMPLOYMENT:**

- 12 months (260-262 days) 8 hours daily
- Salary & Benefits in accordance with the Non-Bargaining/Confidential unit of the West Chester Area School District.
- This position is of an essential nature and will require employee to respond during times of emergency.

**QUALIFICATIONS & PHYSICAL REQUIREMENTS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

Must do the following:

- Possess a high school diploma and/or college degree
- Prior Security work is desirable (law enforcement, security or military)
- Previous experience working with adolescents is highly desirable.



## Job Description – Campus Safety Officer Specialist (cont'd)

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- Awareness of tenets and trauma informed care and mental health resources.
  - Ability to stay calm and react appropriately in unusual or emergency situations
  - Ability communicate tactfully and diplomatically with students, staff, visitors and the general public.
  - Ability to diffuse situations calmly with authority.
  - Ability to work cooperatively with students, general public, district personnel, and emergency services with poise and consistency
  - Ability to exercise strict confidentiality of campus and student issues
  - Ability to quickly identify, interpret, analyze and problem solve.
  - Demonstrate sound security techniques and procedures in daily operations
  - Possess a current and valid driver's license
  - SRO (Basic) training \*
  - First Aid, CPR/AED and Stop-the-Bleed certification \*
  - CPI certified \*
  - PREPaRE mental health training \*\*
  - ALICE training certification \*\*
  - Certification in FEMA NIMS 100, 200, 700, 906, & 907 \*\*
  - Maintain PA State certification
- \* If not current, training will be arranged prior to commencement of duties.  
\*\* If not currently present, certification of successful completion must be obtained within six (6) months of employment.

### **QUALIFICATIONS & PHYSICAL REQUIREMENTS: (cont'd)**

Qualified candidate will be required to:

- Use hands to finger, handle or feel objects, tools or controls, and to talk and hear
- Sit, stand, walk, stoop, kneel and crouch
- Have specific vision abilities to include close vision, color vision, and the ability to adjust focus
- Have the ability to lift and/or move up to 75 pounds
- Possess effective communication, judgmental, planning and human relations skills
- Be required to work under periods of stress due to the level of the position responsibility
- Be prepared to restrain or subdue a person if necessary

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to be consistently at work and perform any other position-related duties requested by the supervisor.



## Job Description – Campus Safety Officer Specialist (cont'd)

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- To the maximum extent possible, assist administrators and professional staff in maintaining a safe, secure and academically conducive environment.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
- Patrol and monitor school facilities and surrounding areas to ensure the safety and well-being of students and to deter, detect, report and stop violations of law and/or district policies
- Detect, investigate and report unauthorized or suspicious persons, vehicles and activities.
- Notify the administrative staff, police, fire department or other appropriate authorities of security or emergency situations.
- Respond to emergency situations and take appropriate action in accordance with established guidelines.
- Work with school administrators and law enforcement officials in handling serious student offenses and law violations.
- Assist with School mandatory drills.
- Maintain security records, logs and reports.
- At all times, show high visibility and interact as much as possible with students, staff, and visitors.
- Work in conjunction with the Public Safety Supervisor and School Principal to prepare and chair the quarterly school security team meetings as required.
- Collaborate with pupil services in student threat assessment and associated issues.
- Participate in discussions with individual students, parents and school staff for the purpose of channeling student activities into acceptable behavior, good attendance and academic achievements.
- Assist in the removal of disruptive students from classes when required.
- Assist and deliver crisis response training to students and staff under the guidance of the Public Safety Supervisor.
- Assist in monitoring student behavior using the current discipline policy as a guide for understanding expectations of student behavior related to class attendance and student arrival.
- Provide traffic and parking control for the purpose of maintaining efficient traffic flow and use of parking lots, as directed.
- Be proficient in Microsoft Office (i.e. PPT, Excel, Word, etc.)
- Supervise Security Greeter in the buildings

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WEST CHESTER AREA SCHOOL DISTRICT  
POSITION DESCRIPTION

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**POSITION TITLE:** Security Greeter **DATE:** January 1, 2021  
**DEPARTMENT:** Facilities and Operations **LOCATION:** School Buildings  
**FLSA:** Non-Exempt – Service Support Professional Association

**SUMMARY:**

The Security Greeter welcomes families and visitors into the building, providing direction and answering informational questions. They assist in creating an atmosphere of hospitality and care while maintaining the security and protection of all students, staff and property.

**REPORTING RELATIONSHIPS:**

- Reports directly to the Public Safety Supervisor
- Works cooperatively with administrators, supervisors, staff, parents and students to perform job responsibilities as outlined

**TERMS OF EMPLOYMENT:**

1. 10 month (188 days), 8 hours daily
2. Salary and benefits in accordance with the Service Support Professional unit of the West Chester Area School District

**QUALIFICATIONS & PHYSICAL REQUIREMENTS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Communicate with students, staff and visitors and develop a positive rapport with each
- Demonstrate aptitude or competence for assigned responsibilities
- Demonstrate sound security techniques and procedures in daily operations
- Interpret, analyze and problem solve
- Demonstrate proficiency in written and verbal communications
- High school diploma or equivalent
- Current and valid driver's license
- Experience in law enforcement or security fields desirable
- Maintain PA State certification





## Job Description – Security Greeter (cont'd)

### **QUALIFICATIONS & PHYSICAL REQUIREMENTS: (cont'd)**

Qualified candidate will be required to:

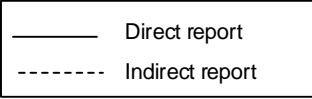
- Use hands to finger, handle or feel objects, tools or controls, and to talk and hear
- Sit and occasionally be required to stand, walk, stoop, kneel and crouch
- Have specific vision abilities to include close vision, color vision, and the ability to adjust focus
- Have the ability to lift and/or move up to 25 pounds
- Possess effective communication, judgmental, planning and human relations skills
- Be required to work under periods of stress due to the level of the position responsibility

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to be consistently at work and perform any other position-related duties requested by the supervisor.

- To the maximum extent possible, assist administrators and professional staff in maintaining a safe, secure and academically conducive environment.
- Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally. Wear District designated attire in a presentable manner during assigned work hours.
- Monitor school building for illegal entry
- Report any unusual or suspicious behavior to designated administrator(s) and/or police officers
- At all times, show high visibility and interact as much as possible with students, staff, and visitors
- Control access to the building, screen visitors and assist in directing visitors to the proper destination
- Assist in monitoring student behavior using the current discipline policy as a guide for understanding expectations of student behavior related to class attendance and student arrival
- Be proficient in Microsoft Office (ie. PPT, Excel, Word, etc)
- Maintain a customer service focus and welcoming demeanor
- Other duties as assigned by administrator(s)

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**School Board of Directors**

**Superintendent**

**Assistant Superintendent**

Director of Elementary School Education/Gifted k-12

Director of Equity and Assessment

Director of Pupil Services

Director of Teaching and Learning

Director of Technology

Director of Human Resources

Director of Facilities & Operations

Director of Business Affairs

Elementary Principals (11)

Middle School Principals (3)

High School Principals (3)

Asst. to the Director

Asst. to the Director-Elementary K-5 Sci/SS

Asst. to the Director-Secondary

Asst. Director

Asst. Director

Asst. Director

MS Assistant Principals (6)

HS Assistant Principals (9)

Special Ed Supervisors (k-12) (3)

Supervisors -Sci/STEM -Math/Bus. (until 6/2022)

Athletic Directors (3)

Nursing Coord.

Social Work Coord.

Communications Manager

Instructional Technology Coordinators (4)

Public Safety Supervisor

Capital Programs Manager

July, 2021

WEST CHESTER AREA SCHOOL DISTRICT  
*Property & Finance Committee*  
February 22, 2021 – ACTION ITEMS

**Approval of Revised Board Policy 827, Conflict of Interest, Second Reading**

Approval is requested for revised Board Policy 827, Conflict of Interest, Second Reading.

*I so move.*

Approval of 2021-22 E-Rate Bids

**Approval is requested for the following E-Rate technology bids and vendors:**

|                                                                                                                     |                 |
|---------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Crown Castle</b> 60-month dark fiber lease                                                                       | \$15,499.77/mo. |
| <b>Optiv Security</b> Dell-branded switchgear for Network Operations Center (NOC)                                   | \$176,624.50    |
| <b>CDW/G</b> HP Aruba-branded edge switch gear and Aruba-branded Wireless access points, controllers, and licenses. | \$384,285.00    |

*I so move.*

**Approval of Contract Award – Phase 2 Roof Replacement – Rustin High School**

Approval is requested for the Contract with Metal Alliance, Inc. in the amount of \$1,297,500.00 to furnish and install replacement roofing and associated work for the Phase 2 work area of Bayard Rustin High School.

*I so move.*

**Approval of Contract Award for Synthetic Turf Courtyard at Greystone Elementary School**

Approval is requested for the Contract with Keystone Sports Construction in the amount of \$108,217.98 to furnish and install synthetic turf with shock absorbing pad in the courtyard of Greystone Elementary School.

*I so move.*

Committee Meeting Minutes  
 WEST CHESTER AREA SCHOOL DISTRICT  
 February 16, 2021 – Property & Finance Committee (via ZOOM)

Attending Committee Members: Mr. Gary Bevilacqua-Chair, Mr. Brian Gallen, Dr. Karen Herrmann, Mr. Randell Spackman

Other Board Members: Mr. Daryl Durnell, Dr. Kate Shaw, Mrs. Sue Tiernan

Administration: Mr. John Scully, Dr. James Scanlon, Mr. Kevin Campbell, Mr. Justin Matys, Dr. Bob Sokolowski, Mr. Michael Wagman, Mr. Mark Groves, Mr. Wayne Birster

Also Present: Members of the public

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|
| Action or outcomes from the meeting: (Unless noted, all votes were 4-0.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                |                |
| The committee approved the January 19, 2021 Property & Finance Committee Minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                | Mr. Bevilacqua |
| Mr. Wagman reviewed the result of the RFP for the fiber optic lease and the mini-bids from PEPPM approved providers, per E-Rate rules, for network hardware for the 2021-2022 school year. Mr. Wagman recommended approval of the following bids and vendors:                                                                                                                                                                                                                                                                                                                                                                     |                | Mr. Wagman     |
| Crown Castle 60-month dark fiber lease effective July 1, 2021                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$15,499.77/mo |                |
| Optiv Security Dell-branded switchgear for Network Operations Center (NOC)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$176,624.50   |                |
| CDW/G HP Aruba-branded edge switchgear and Aruba-branded Wireless access points, controllers, and licenses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$384,285.00   |                |
| The costs quoted do not factor in the 40% E-Rate subsidy on the eligible portions of the equipment. The fiber lease cost, referred to in E-Rate as a Category One expenditure, is incorporated into the operational budget. Network hardware is referred to as a Category Two expenditure and incorporated into our capital budget. The committee recommended approving the purchase of E-Rate Category 1 and Category 2 lease and equipment from the recommended vendors.                                                                                                                                                        |                |                |
| Mr. Groves presented the committee with a proposal from Metal Alliance, Inc. in the amount of \$1,297,500 to furnish and install replacement roofing and associated work in accordance with their National Contract pricing proposal dated January 19, 2021. This proposal is for the Phase 2 work area of Bayard Rustin High School and is the same vendor that completed Phase 1 replacement. This Fund 30 project was approved by the School Board and is on the 2021-2022 Capital Project list. The committee recommended approval of the contract with Metal Alliance, Inc. for the Phase 2 roof work at Rustin High School. |                | Mr. Groves     |
| Mr. Groves reviewed the bid from Keystone Sports Construction in the amount of \$108,217.98 to furnish and install synthetic turf with shock absorbing pad in the courtyard of Greystone ES. Pricing is provided through COSTARS. This Fund 30 project was approved by the School Board in September 2019. The committee recommended approval of the contract with Keystone Sports Construction.                                                                                                                                                                                                                                  |                | Mr. Groves     |
| Mr. Scully reviewed the February Budget Forecast Model. Changes to the 2020-21 expense projections included a reduction of \$250,000 in Contracted Special Ed, an increase of \$400,000 in Alt Ed-IU, a reduction of                                                                                                                                                                                                                                                                                                                                                                                                              |                | Mr. Scully     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>\$600,000 in Alt Ed-APT, a reduction of \$150,000 in Charter Schools, and increases in CCIU Federal Grant Salaries, Benefits, and Supplies of \$143,894, \$60,596, and \$663,428 respectively. Changes to the 2020-21 revenue projections include an increase in current real estate revenue of \$1,000,000, an increase in transfer tax of \$350,000, a reduction in investment income of \$150,000, a reduction in other revenue of \$141,254, and an increase in State Rental Subsidy of \$66,029. The net savings for 2020-21 is \$1,724,775. The savings resulting from changes to the 2020-21 projections will be utilized to reduce the 2021-22 budget gap. Mr. Scully reviewed changes to the 2021-22 expense projections, which include a reduction in Charter School expense of \$400,000 and will be utilized to reduce the 2021-22 budget gap. Mr. Scully reviewed the Financial Summary – All funds on page 35 of the model. With the incorporation of the above changes, the summary of all funds analysis showed a net gap in 2021-22 of \$3,942,000 assuming a tax increase up to the ACT 1 limit. This is an informational item and no Board action is required.</p> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Items to be placed on board agenda February 22, 2021:</p> <ul style="list-style-type: none"><li>• Approval of E-Rate technology bids and vendors</li><li>• Approval of Contract Award – Phase 2 Roof Replacement – Rustin High School</li><li>• Approval of Contract Award for Synthetic Turf Courtyard at Greystone Elementary School</li></ul> <p>MEMO items for board agenda February 22, 2021:</p> <ul style="list-style-type: none"><li>• Approval of Revised Board Policy 827, Conflict of Interest</li></ul> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                                          |  |
|------------------------------------------|--|
| <p>Items to discuss at a later date:</p> |  |
|                                          |  |
|                                          |  |

Next Meeting Date: **March 15, 2021**

|              |                      |
|--------------|----------------------|
| Book         | Policy Manual        |
| Section      | 800 Operations       |
| Title        | Conflict of Interest |
| Code         | 827                  |
| Status       | Second Reading       |
| Adopted      | July 25, 2016        |
| Last Revised | March 27, 2017       |

### **Purpose**

This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

### **Definitions**

**Confidential information** shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[\[1\]](#)

**Conflict or Conflict of interest** shall mean use by a Board member or high level employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or high level employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.[\[1\]](#)

**De minimis economic impact** shall mean an economic consequence which has an insignificant effect.[\[1\]](#)

**Financial interest** shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[\[1\]](#)

**High level employee** shall mean Superintendent, Assistant Superintendent, Director of Business Affairs, Assistant Director of Business Affairs, Director of Elementary Education, Director of Facilities and Operations, Director of Human Resources, Director of Information Technology, Director of Pupil Services, Director of Secondary Education, principals, assistant principals, any Board Officer, or any other person employed by the district who files a Statement of Financial Interest under the Ethics Act or otherwise is responsible for taking or recommending official action of a nonministerial nature with regard to contracting or procurement, the selection, awarding, administering or monitoring grants or subsidies, or other activity where the official action has an economic impact of greater than de minimis nature on the interest of any person.

**Honorarium** shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[1]

**Immediate family** shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[1]

**Business partner** shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

**Business with which a person is associated** shall mean a business in which a person is a director, officer, owner, employee or has a financial interest.

### **Delegation of Responsibility**

Each high level employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and high level employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

### **Guidelines**

All Board members and high level employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it.

### **Disclosure of Financial Interests**

No Board member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.[2]

The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.[3][4]

### **Standards of Conduct**

The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its high level employees and Board members engaged in the selection, award and administration of contracts.[5]

No high level employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the high level employee, Board member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[5]

The district shall not enter into any contract with a Board member or high level employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or high level employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[1]

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids, quotes, or applications and who was chosen, except that in the event of an employment application, post-award disclosure need only include who was selected.

Any Board member or high level employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written statement to be attached to the Board minutes.[\[1\]](#)

No Board member or high level employee shall accept an honorarium.[\[1\]](#)

Board members and high level employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the item is an unsolicited item and of de minimis or nominal value. ~~Items of de minimis or nominal value shall include any gift, hospitality, transportation or lodging that may be accepted under the Pennsylvania's Ethics Act, but shall be subject to reporting on a Statement of Financial Interest if the value thereof is such as to require reporting under the Ethics Act.~~[\[5\]](#)[\[6\]](#) Gifts of a nominal value may be accepted in accordance with law."

### Improper Influence

No person shall offer or give to a Board member, high level employee or nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, high level employee or nominee or candidate for the Board would be influenced thereby.[\[1\]](#)

No Board member, high level employee or nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, high level employee or nominee or candidate that the vote, official action or judgment of the Board member, high level employee or nominee or candidate for the Board would be influenced thereby.[\[1\]](#)

### Organizational Conflicts

Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[\[5\]](#)

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any high level employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;
3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

### Reporting Conflicts of Interest



Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

The Superintendent or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.[\[Z\]](#)

### Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.[\[Z\]](#)

### Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.[\[8\]](#)

- Legal
1. [65 Pa. C.S.A. 1101 et seq](#)
  2. Pol. 004
  3. [51 PA Code 15.2](#)
  4. [65 Pa. C.S.A. 1104](#)
  5. [2 CFR 200.318](#)
  6. Pol. 322
  7. [2 CFR 200.112](#)
  8. Pol. 317
- Pol. 011  
Pol. 319  
Pol. 609  
Pol. 702

**WEST CHESTER AREA SCHOOL DISTRICT**

**February 22, 2021 SCHOOL BOARD MEETING**

**CONSENT AGENDA RESOLUTION**

**Approval of School Board Treasurer's Report and Statement of Disbursements  
Summary Schedule for the Period of January 1, 2021 to January 31, 2021**

The Treasurer's Report includes the schedules of the School District's cash balances for the General Fund, Activity/Trust Funds, and Cafeteria Fund; the investments schedule for the General Fund, Capital Reserve and Capital Project Funds; the schedule of disbursements for all funds, and the debit memos and check register for all funds. The Statement of Disbursements Summary Lists total expenditures by fund for the period.

Approval is requested for the Treasurer's Report and the disbursements listed on the Statement of Disbursements Summary for the period of January 1 to January 31, 2021 totaling \$16,042,472.86

I so move.

*The Treasurer's Report is available in its entirety on the business office webpage and in the Board Meeting packet posted on School Board webpage at [www.wcasd.net](http://www.wcasd.net). Please contact the School Board Secretary for any hard copies of the report.*

John T. Scully  
School Board Treasurer

WEST CHESTER AREA SCHOOL DISTRICT  
CASH BALANCE STATEMENT  
January 31, 2021

CASH BALANCE DECEMBER 31, 2020 \$ 15,440,497.20

RECEIPTS JANUARY 1, 2021 - JANUARY 31, 2021

|                                                    |                  |                         |
|----------------------------------------------------|------------------|-------------------------|
| GENERAL FUND                                       | \$ 23,275,401.61 |                         |
| CAPITAL RESERVE FUND                               | \$ 880.75        |                         |
| CAPITAL RESERVE FUND- FACILITIES                   | \$ -             |                         |
| CAPITAL PROJECTS FUND                              | \$ 2,001,438.94  |                         |
| SPECIAL REVENUE FUND-ATHLETICS                     | \$ 500.00        |                         |
| TRUST FUNDS                                        | \$ -             |                         |
|                                                    |                  |                         |
| TOTAL RECEIPTS JANUARY 1, 2021 - JANUARY 31, 2021  |                  | \$ <u>25,278,221.30</u> |
|                                                    |                  |                         |
| AVAILABLE FUNDS JANUARY 1, 2021 - JANUARY 31, 2021 |                  | \$ 40,718,718.50        |

DISBURSEMENTS JANUARY 1, 2021 - JANUARY 31, 2021

CHECKS & EFT'S APPROVED FEBRUARY 22, 2021 ck #40078734-40078807,ck #40078808-40078897,ck #40078898-40078970,ck #40078971,ck #40078972-40079068,eft #V1004380-V1004385,eft #V1004386-V1004407,eft #V1004408-V1004424,eft #V1004425-V1004442

|                                | <u>CHECKS</u>       | <u>EFT'S</u>      | <u>TOTAL</u>        |
|--------------------------------|---------------------|-------------------|---------------------|
| GENERAL FUND                   | 2,727,121.39        | 357,356.65        | 3,084,478.04        |
| CAPITAL RESERVE FUNDS          | 84,733.19           | -                 | 84,733.19           |
| CAPITAL PROJECTS FUND          | 1,357,370.40        | 4,147.93          | 1,361,518.33        |
| SPECIAL REVENUE FUND-ATHLETICS | 1,963.70            | -                 | 1,963.70            |
| TRUST FUNDS                    | -                   | -                 | -                   |
| TOTAL                          | <u>4,171,188.68</u> | <u>361,504.58</u> | <u>4,532,693.26</u> |

VOIDS AND OTHER DISBURSEMENTS JANUARY 1, 2021 - JANUARY 31, 2021

|                                | <u>VOIDS</u>      | <u>DEBIT MEMOS</u>   | <u>INVESTMENTS</u> | <u>TOTAL</u>         |
|--------------------------------|-------------------|----------------------|--------------------|----------------------|
| GENERAL FUND                   | (5,852.96)        | 11,309,783.12        | -                  | 11,303,930.16        |
| CAPITAL RESERVE FUND           | -                 | -                    | -                  | -                    |
| CAPITAL PROJECTS FUND          | -                 | -                    | -                  | -                    |
| SPECIAL REVENUE FUND-ATHLETICS | (71.00)           | -                    | -                  | (71.00)              |
| TRUST FUNDS                    | -                 | -                    | -                  | -                    |
| TOTAL                          | <u>(5,923.96)</u> | <u>11,309,783.12</u> | <u>-</u>           | <u>11,303,859.16</u> |

TOTAL DISBURSEMENTS JANUARY 1, 2021 - JANUARY 31, 2021

|                                | <u>CHECKS/VOIDS</u> | <u>EFT'S/DEBIT<br/>MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>         |
|--------------------------------|---------------------|------------------------------|--------------------|----------------------|
| GENERAL FUND                   | 2,721,268.43        | 11,667,139.77                | -                  | 14,388,408.20        |
| CAPITAL RESERVE FUND           | 84,733.19           | -                            | -                  | 84,733.19            |
| CAPITAL PROJECTS FUND          | 1,357,370.40        | 4,147.93                     | -                  | 1,361,518.33         |
| SPECIAL REVENUE FUND-ATHLETICS | 1,892.70            | -                            | -                  | 1,892.70             |
| TRUST FUNDS                    | -                   | -                            | -                  | -                    |
| TOTAL                          | <u>4,165,264.72</u> | <u>11,671,287.70</u>         | <u>-</u>           | <u>15,836,552.42</u> |

CASH BALANCE JANUARY 31, 2021 \$ 24,882,166.08

WEST CHESTER AREA SCHOOL DISTRICT  
DISBURSEMENT APPROVAL REPORT  
JANUARY 31, 2021

|                                | <u>VOIDS</u>      | <u>DEBIT MEMOS</u>   | <u>INVESTMENTS</u> | <u>TOTAL</u>         |
|--------------------------------|-------------------|----------------------|--------------------|----------------------|
| GENERAL FUND                   | (5,852.96)        | 11,309,783.12        | -                  | 11,303,930.16        |
| CAPITAL RESERVE FUND           | -                 | -                    | -                  | -                    |
| CAPITAL PROJECTS FUND          | -                 | -                    | -                  | -                    |
| SPECIAL REVENUE FUND-ATHLETICS | (71.00)           | -                    | -                  | (71.00)              |
| TRUST FUNDS                    | -                 | -                    | -                  | -                    |
| <b>TOTAL</b>                   | <b>(5,923.96)</b> | <b>11,309,783.12</b> | <b>-</b>           | <b>11,303,859.16</b> |

CHECKS & EFT'S APPROVED FEBRUARY 22, 2021 ck #40078734-40078807,ck #40078808-40078897,ck #40078898-40078970,ck #40078971,ck #40078972-40079068,eft #V1004380-V1004385,eft #V1004386-V1004407,eft #V1004408-V1004424,eft #V1004425-V1004442

|                                | <u>CHECKS</u>       | <u>EFT'S</u>      | <u>TOTAL</u>        |
|--------------------------------|---------------------|-------------------|---------------------|
| GENERAL FUND                   | 2,727,121.39        | 357,356.65        | 3,084,478.04        |
| CAPITAL RESERVE FUND           | 84,733.19           | -                 | 84,733.19           |
| CAPITAL PROJECTS FUND          | 1,357,370.40        | 4,147.93          | 1,361,518.33        |
| SPECIAL REVENUE FUND-ATHLETICS | 1,963.70            | -                 | 1,963.70            |
| TRUST FUNDS                    | -                   | -                 | -                   |
| <b>TOTAL</b>                   | <b>4,171,188.68</b> | <b>361,504.58</b> | <b>4,532,693.26</b> |

TOTAL DISBURSEMENTS FOR APPROVAL FEBRUARY 22, 2021

|                                | <u>CHECKS/<br/>VOIDS</u> | <u>DEBIT MEMOS/<br/>EFT'S</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>         |
|--------------------------------|--------------------------|-------------------------------|--------------------|----------------------|
| GENERAL FUND                   | 2,721,268.43             | 11,667,139.77                 | -                  | 14,388,408.20        |
| CAPITAL RESERVE FUND           | 84,733.19                | -                             | -                  | 84,733.19            |
| CAPITAL PROJECTS FUND          | 1,357,370.40             | 4,147.93                      | -                  | 1,361,518.33         |
| SPECIAL REVENUE FUND-ATHLETICS | 1,892.70                 | -                             | -                  | 1,892.70             |
| TRUST FUNDS                    | -                        | -                             | -                  | -                    |
| <b>TOTAL</b>                   | <b>4,165,264.72</b>      | <b>11,671,287.70</b>          | <b>-</b>           | <b>15,836,552.42</b> |

## INVESTMENT BALANCE STATEMENT

Page 3

**END-OF-MONTH: January 31, 2021**

| INSTRUMENT                                     | INSTITUTION           | PURCHASE DATE | DUE DATE | % RATE | PREVIOUS Mo. Balance                            | INTEREST MONTH | AMOUNT                |
|------------------------------------------------|-----------------------|---------------|----------|--------|-------------------------------------------------|----------------|-----------------------|
| <b><u>GENERAL FUND</u></b>                     |                       |               |          |        |                                                 |                |                       |
| PSDLAF-General Fund Acct.                      | PSDMAX-9101063        |               | *        | 0.01%  | 122,652.92                                      | 0.93           | 122,653.85            |
| INVEST-Tax Appeals Fund                        | INVEST 4-001          |               | *        | 0.530% | 286,185.67                                      | 13.73          | 286,199.40            |
| INVEST-General Fund                            | INVEST 6-001          |               | *        | 0.530% | 1,144,182.31                                    | 48.65          | 2,894,668.37          |
| CRIMs General Fund                             | Fulton Financial      |               | *        |        | <u>152,073,734.13</u>                           | 13,438.43      | <u>133,087,172.56</u> |
|                                                |                       |               |          |        | <b>TOTAL GENERAL FUND AT INTEREST =</b>         |                | <b>153,626,755.03</b> |
|                                                |                       |               |          |        |                                                 |                | <b>136,390,694.18</b> |
| <b><u>CAPITAL RESERVE FUND</u></b>             |                       |               |          |        |                                                 |                |                       |
| WT Maint. Escrow 164-46                        | PLGIT/ARM Escr 164-46 | 6/2/10        | *        | 0.02%  | 4,678.56                                        | 1.65           | 4,680.21              |
| East Bradford Escrow 164-54                    | PLGIT/ARM 164-54      | 7/2/13        | *        | 0.02%  | 4,792.54                                        | 1.70           | 4,794.24              |
| WWT Maint. Escrow 164-60                       | PLGIT/ARM 164-60      | 4/25/16       | *        | 0.02%  | 54,890.82                                       | 20.44          | 54,911.26             |
| G.O.B. Series of 2019 164-68                   | PLGIT/ARM 164-68      | 8/27/19       | *        | 0.02%  | 311,481.92                                      | 253.82         | 311,735.74            |
| CRIMs Capital Projects                         | Fulton Financial      |               | *        |        | <u>19,216,131.62</u>                            | 356.38         | <u>19,216,488.00</u>  |
|                                                |                       |               |          |        | <b>TOTAL CAPITAL RESERVE FUND AT INTEREST =</b> |                | <b>19,591,975.46</b>  |
|                                                |                       |               |          |        |                                                 |                | <b>19,592,609.45</b>  |
| <b><u>CAPITAL PROJECT FUND INVESTMENTS</u></b> |                       |               |          |        |                                                 |                |                       |
| WT Maint. Escrow 164-46                        | PLGIT/ARM Escr 164-46 | 6/2/10        | *        | 0.02%  | 78,000.00                                       |                | 78,000.00             |
| East Bradford Escrow 164-54                    | PLGIT/ARM 164-54      | 7/2/13        | *        | 0.02%  | 80,328.50                                       |                | 80,328.50             |
| WWT Maint. Escrow 164-60                       | PLGIT/ARM 164-60      | 4/25/16       | *        | 0.02%  | 968,991.10                                      |                | 968,991.10            |
| G.O.B. Series of 2019 164-68                   | PLGIT/ARM 164-68      | 8/27/19       | *        | 0.02%  | <u>14,005,791.86</u>                            |                | <u>12,005,791.86</u>  |
|                                                |                       |               |          |        | <b>TOTAL CAPITAL PROJECT FUND AT INTEREST =</b> |                | <b>15,133,111.46</b>  |
|                                                |                       |               |          |        |                                                 |                | <b>13,133,111.46</b>  |

\*Investment Accounts with Average % Yield for the period

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40078734     | 01/05/2021 | 1007456       | 21ST CENTURY MEDIA NEWSPAPERS LLC  | \$386.44           |
|              | 40078735     | 01/05/2021 | 1002557       | ABC-CLIO                           | \$1,956.00         |
|              | 40078736     | 01/05/2021 | 1008801       | ACS CONSULTANTS INC                | \$96.39            |
|              | 40078737     | 01/05/2021 | 1008943       | AMAZON                             | \$1,893.12         |
|              | 40078738     | 01/05/2021 | 007150        | APPLE COMPUTER, INC                | \$314.07           |
|              | 40078739     | 01/05/2021 | 1008574       | ARK THERAPEUTIC                    | \$66.92            |
|              | 40078740     | 01/05/2021 | 008510        | ASCD                               | \$79.00            |
|              | 40078741     | 01/05/2021 | 009710        | B & H PHOTO                        | \$214.56           |
|              | 40078742     | 01/05/2021 | 010830        | BARNES & NOBLE INC.                | \$207.66           |
|              | 40078743     | 01/05/2021 | 1006591       | BAYADA HOME HEALTH CARE            | \$375.00           |
|              | 40078745     | 01/05/2021 | 017340        | BSN SPORTS LLC                     | \$13,530.60        |
|              | 40078746     | 01/05/2021 | 1003362       | CARLSON, MARTHA                    | \$126.95           |
|              | 40078747     | 01/05/2021 | 023650        | CHESTER COUNTY FAMILY ACADEMY      | \$16,805.91        |
|              | 40078748     | 01/05/2021 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$17,977.32        |
|              | 40078749     | 01/05/2021 | 1005242       | CITY OF PHILADELPHIA               | \$2,054.56         |
|              | 40078750     | 01/05/2021 | 1004703       | COMSTAR TECHNOLOGIES               | \$22,279.62        |
|              | 40078751     | 01/05/2021 | 1009147       | COOPER, DANIEL                     | \$11,245.50        |
|              | 40078752     | 01/05/2021 | 1001584       | DELTA-T GROUP, INC.                | \$9,875.88         |
|              | 40078753     | 01/05/2021 | 1009129       | DESKO, BARRY J.                    | \$3,575.00         |
|              | 40078754     | 01/05/2021 | 1007871       | EBS HEALTHCARE INC.                | \$1,363.25         |
|              | 40078755     | 01/05/2021 | 1003612       | FASTENAL COMPANY                   | \$120.37           |
|              | 40078756     | 01/05/2021 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$4,745.16         |
|              | 40078757     | 01/05/2021 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$2,269.63         |
|              | 40078758     | 01/05/2021 | 1001467       | HAGERTY, MARK A.                   | \$1,065.50         |
|              | 40078759     | 01/05/2021 | 1007808       | IMPERIAL BAG & PAPER               | \$1,640.00         |
|              | 40078761     | 01/05/2021 | 1000345       | KADES-MARGOLIS CAPITAL             | \$200.00           |
|              | 40078762     | 01/05/2021 | 1007627       | KAMOR-BARNES, HEATHER              | \$1,837.50         |
|              | 40078763     | 01/05/2021 | 1009073       | KELLY SERVICES INC                 | \$43,029.08        |
|              | 40078764     | 01/05/2021 | 1000346       | LINCOLN INVESTMENT PLANNING, INC.  | \$625.00           |
|              | 40078765     | 01/05/2021 | 1004209       | LOWES COMMERCIAL SERVICES          | \$434.25           |
|              | 40078766     | 01/05/2021 | 1003056       | LUCKY SIGN SHOP                    | \$100.00           |
|              | 40078767     | 01/05/2021 | 069270        | MACGILL & CO, WILLIAM V.           | \$347.20           |
|              | 40078768     | 01/05/2021 | 069582        | MACKIN EDUCATIONAL RESOURCES /     | \$642.60           |
|              | 40078769     | 01/05/2021 | 1000348       | METROPOLITAN LIFE INSURANCE CO.    | \$138.89           |
|              | 40078770     | 01/05/2021 | 077211        | MUSICIANS FRIEND                   | \$89.50            |
|              | 40078771     | 01/05/2021 | 077500        | NASCO                              | \$20.67            |
|              | 40078772     | 01/05/2021 | 079580        | OFFICE BASICS INC                  | \$996.00           |
|              | 40078780     | 01/05/2021 | 079550        | OFFICE DEPOT                       | \$16,011.32        |
|              | 40078781     | 01/05/2021 | 1008130       | OPTIV SECURITY INC                 | \$19,158.04        |

## West Chester Area School District Check Register

| Fund Charged | Check Number   | Check Date | Vendor Number | Vendor Name                        | Transaction Amount  |
|--------------|----------------|------------|---------------|------------------------------------|---------------------|
| 01           | 40078782       | 01/05/2021 | 080031        | PACIFIC LIFE                       | \$29,006.00         |
|              | 40078783       | 01/05/2021 | 080622        | PATHWAY SCHOOL, THE                | \$9,197.25          |
|              | 40078784       | 01/05/2021 | 080887        | PEDIATRIC THERAPEUTICS SVC INC     | \$95,583.17         |
|              | 40078785       | 01/05/2021 | 1001796       | PTM DOCUMENT SYSTEMS               | \$686.10            |
|              | 40078786       | 01/05/2021 | 1004513       | PURE HEALTH SOLUTIONS INC          | \$49.00             |
|              | 40078787       | 01/05/2021 | 1003552       | REINARD, SARA JANE                 | \$12.00             |
|              | 40078788       | 01/05/2021 | 085750        | ROTHWELL DOCUMENT SOLUTIONS        | \$1,711.54          |
|              | 40078789       | 01/05/2021 | 085890        | RYDIN DECAL                        | \$75.00             |
|              | 40078790       | 01/05/2021 | 1009041       | SAVVAS LEARNING COMPANY            | \$14,822.10         |
|              | 40078791       | 01/05/2021 | 1007434       | SBH AWARDS LLC                     | \$160.00            |
|              | 40078793       | 01/05/2021 | 1000172       | STENHOUSE PUBLISHERS               | \$533.01            |
|              | 40078794       | 01/05/2021 | 029320        | TRUSTMARK HEALTH BENEFITS INC      | \$1,646.04          |
|              | 40078795       | 01/05/2021 | 1007699       | US MEDICAL STAFFING, INC.          | \$14,961.10         |
|              | 40078796       | 01/05/2021 | 1002676       | VERIZON WIRELESS                   | \$1,748.04          |
|              | 40078798       | 01/05/2021 | 049790        | W. W. GRAINGER, INC.               | \$26.58             |
|              | 40078799       | 01/05/2021 | 1008367       | WEGMANS                            | \$52.65             |
|              | 40078800       | 01/05/2021 | 1000059       | WEST CHESTER ED SUPPORT PERSONNEL  | \$2,528.40          |
|              | 40078801       | 01/05/2021 | 1000058       | TRUMARK FCU                        | \$1,280.51          |
|              | 40078802       | 01/05/2021 | 1008049       | WEST HEALTH ADVOCATE SOLUTIONS INC | \$14,300.40         |
|              | 40078803       | 01/05/2021 | 097960        | WIGGINS SHREDDING                  | \$37.00             |
|              | 40078805       | 01/05/2021 | 1007278       | WILMINGTON TRUST                   | \$780.00            |
|              | 40078806       | 01/05/2021 | 1007742       | WINSOR LEARNING INC.               | \$4,818.00          |
|              | 40078807       | 01/05/2021 | 1007421       | XTEL COMMUNICATIONS, INC.          | \$3,141.39          |
| <b>01</b>    | <b>- Total</b> |            |               |                                    | <b>\$395,049.74</b> |
| 22           | 40078781       | 01/05/2021 | 1008130       | OPTIV SECURITY INC                 | \$11,228.40         |
| <b>22</b>    | <b>- Total</b> |            |               |                                    | <b>\$11,228.40</b>  |
| 27           | 40078804       | 01/05/2021 | 1008068       | WILLIAMS SCOTSMAN, INC             | \$4,911.62          |
| <b>27</b>    | <b>- Total</b> |            |               |                                    | <b>\$4,911.62</b>   |
| 30           | 40078744       | 01/05/2021 | 1004477       | BLACKNEY HAYES ARCHITECTS          | \$69,996.02         |
|              | 40078760       | 01/05/2021 | 1006736       | JBM MECHANICAL, INC.               | \$344,936.25        |
|              | 40078792       | 01/05/2021 | 1007154       | SHA-NIC, INC.                      | \$218,426.79        |
|              | 40078797       | 01/05/2021 | 1007680       | VISION MECHANICAL, INC.            | \$62,333.44         |
| <b>30</b>    | <b>- Total</b> |            |               |                                    | <b>\$695,692.50</b> |
| 51           | 80039149       | 01/05/2021 | 010830        | BARNES & NOBLE INC.                | \$480.00            |
|              | 80039150       | 01/05/2021 | 1007485       | CMF VENDING                        | \$187.50            |
|              | 80039151       | 01/05/2021 | 1007808       | IMPERIAL BAG & PAPER               | \$1,425.60          |

**West Chester Area School District  
Check Register**

| <b>Fund Charged</b>    | <b>Check Number</b> | <b>Check Date</b> | <b>Vendor Number</b> | <b>Vendor Name</b>        | <b>Transaction Amount</b> |
|------------------------|---------------------|-------------------|----------------------|---------------------------|---------------------------|
| 51                     | 80039152            | 01/05/2021        | 1004513              | PURE HEALTH SOLUTIONS INC | \$44.00                   |
| 51                     | <b>- Total</b>      |                   |                      |                           | <b>\$2,137.10</b>         |
| <b>Overall - Total</b> |                     |                   |                      |                           | <b>\$1,109,019.36</b>     |



## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                  | Transaction Amount |
|------------------------|--------------|------------|---------------|------------------------------|--------------------|
| 01                     | V1004380     | 01/05/2021 | 049450        | GOPHER SPORT                 | \$63.60            |
|                        | V1004381     | 01/05/2021 | 075220        | MUSIC & ARTS CENTERS         | \$3,542.87         |
|                        | V1004382     | 01/05/2021 | 086710        | SCHOOL SPECIALTY INC         | \$285.97           |
|                        | V1004383     | 01/05/2021 | 090190        | STAR PRINTING INC.           | \$199.00           |
|                        | V1004384     | 01/05/2021 | 092000        | TAYLORS MUSIC STORE          | \$214.69           |
|                        | V1004385     | 01/05/2021 | 1000056       | UNITED WAY OF CHESTER COUNTY | \$666.58           |
| <b>01 - Total</b>      |              |            |               |                              | <b>\$4,972.71</b>  |
| 51                     | V5000381     | 01/05/2021 | 073860        | METROPOLITAN COMMUNICATIONS  | \$1,250.00         |
|                        | V5000382     | 01/05/2021 | 093337        | TUTTLE MARKETING SVCS INC    | \$455.25           |
| <b>51 - Total</b>      |              |            |               |                              | <b>\$1,705.25</b>  |
| <b>Overall - Total</b> |              |            |               |                              | <b>\$6,677.96</b>  |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40078808     | 01/12/2021 | 1007456       | 21ST CENTURY MEDIA NEWSPAPERS LLC  | \$1,493.28         |
|              | 40078809     | 01/12/2021 | 1006947       | A. G. MAURO COMPANY                | \$1,250.00         |
|              | 40078810     | 01/12/2021 | 001525        | ADI                                | \$948.96           |
|              | 40078811     | 01/12/2021 | 1001574       | AG INDUSTRIAL, INC.                | \$6,671.23         |
|              | 40078812     | 01/12/2021 | 1003432       | AHOLD FINANCIAL SERVICES           | \$114.83           |
|              | 40078813     | 01/12/2021 | 1004912       | ALTA LANGUAGE SERVICES, INC.       | \$5,815.35         |
|              | 40078814     | 01/12/2021 | 1008943       | AMAZON                             | \$1,373.34         |
|              | 40078817     | 01/12/2021 | 007075        | AQUA PA                            | \$19,979.90        |
|              | 40078818     | 01/12/2021 | 007351        | ARAMARK UNIFORM SERVICES           | \$50.96            |
|              | 40078819     | 01/12/2021 | 010830        | BARNES & NOBLE INC.                | \$365.40           |
|              | 40078820     | 01/12/2021 | 1006591       | BAYADA HOME HEALTH CARE            | \$887.50           |
|              | 40078821     | 01/12/2021 | 1000676       | BEACON ATHLETICS                   | \$1,099.68         |
|              | 40078822     | 01/12/2021 | 011473        | BEARINGS, BELTS & CHAIN, INC       | \$71.60            |
|              | 40078823     | 01/12/2021 | 1007468       | BENEFIT RESOURCE, INC.             | \$373.50           |
|              | 40078824     | 01/12/2021 | 1009130       | BENIK CORPORATION                  | \$217.50           |
|              | 40078826     | 01/12/2021 | 015300        | BOROUGH OF WEST CHESTER            | \$52.00            |
|              | 40078827     | 01/12/2021 | 015400        | BOROUGH OF WEST CHESTER            | \$10,036.81        |
|              | 40078828     | 01/12/2021 | 1009120       | BOUND TREE MEDICAL LLC             | \$377.58           |
|              | 40078829     | 01/12/2021 | 016520        | BROOKE & ASSOCIATES, ROBERT        | \$3,705.00         |
|              | 40078830     | 01/12/2021 | 017340        | BSN SPORTS LLC                     | \$14,306.96        |
|              | 40078831     | 01/12/2021 | 1009126       | CARDIAC LIFE PRODUCTS INC          | \$614.34           |
|              | 40078832     | 01/12/2021 | 023200        | CHESCONET                          | \$13,000.00        |
|              | 40078833     | 01/12/2021 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$111,509.01       |
|              | 40078834     | 01/12/2021 | 028880        | CONWAY POWER EQUIPMENT INC         | \$296.84           |
|              | 40078835     | 01/12/2021 | 1008731       | CROWN CASTLE                       | \$12,105.28        |
|              | 40078836     | 01/12/2021 | 032540        | DELL COMPUTER CORPORATION          | \$479.00           |
|              | 40078837     | 01/12/2021 | 1001584       | DELTA-T GROUP, INC.                | \$3,753.12         |
|              | 40078838     | 01/12/2021 | 1005210       | DIRECT ENERGY BUSINESS             | \$472.46           |
|              | 40078839     | 01/12/2021 | 1000407       | E.M. KUTZ, INC.                    | \$1,775.13         |
|              | 40078841     | 01/12/2021 | 1004765       | EFFECTIVE CONTROLS EAST            | \$417.00           |
|              | 40078842     | 01/12/2021 | 1009039       | ESH'S FENCING                      | \$41.20            |
|              | 40078844     | 01/12/2021 | 042490        | FEDERAL EXPRESS CORP               | \$26.03            |
|              | 40078845     | 01/12/2021 | 042520        | FERGUSON ENT., INC. #501           | \$48.05            |
|              | 40078846     | 01/12/2021 | 1007608       | FICK EDUCATIONAL SERVICES, LLC     | \$900.00           |
|              | 40078847     | 01/12/2021 | 045280        | GALE GROUP, THE                    | \$1,266.38         |
|              | 40078848     | 01/12/2021 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$5,010.41         |
|              | 40078849     | 01/12/2021 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$1,196.95         |
|              | 40078850     | 01/12/2021 | 1007020       | H. C. NYE SERVICE CO.              | \$1,350.00         |
|              | 40078851     | 01/12/2021 | 054645        | HILLYARD, INC.                     | \$151.26           |

**West Chester Area School District  
Check Register**

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40078852     | 01/12/2021 | 055560        | HOME DEPOT CREDIT SERVICES         | \$436.20           |
|              | 40078853     | 01/12/2021 | 1007808       | IMPERIAL BAG & PAPER               | \$1,660.05         |
|              | 40078854     | 01/12/2021 | 1008195       | INK TONER STORE                    | \$51.90            |
|              | 40078855     | 01/12/2021 | 059550        | INTERSTATE TAX SERVICE, INC.       | \$905.94           |
|              | 40078856     | 01/12/2021 | 1007425       | JUGS SPORTS INC                    | \$595.00           |
|              | 40078857     | 01/12/2021 | 1000345       | KADES-MARGOLIS CAPITAL             | \$200.00           |
|              | 40078858     | 01/12/2021 | 1008994       | KAJEET, INC.                       | \$1,068.27         |
|              | 40078859     | 01/12/2021 | 062600        | KEEN COMPRESSED GAS CO             | \$67.70            |
|              | 40078860     | 01/12/2021 | 1009073       | KELLY SERVICES INC                 | \$30,098.49        |
|              | 40078861     | 01/12/2021 | 1008670       | KP WALSH ASSOCIATION INC           | \$150.00           |
|              | 40078862     | 01/12/2021 | 065200        | KRAPF JR & SON INC GEORGE          | \$626,001.94       |
|              | 40078863     | 01/12/2021 | 1000346       | LINCOLN INVESTMENT PLANNING, INC.  | \$625.00           |
|              | 40078864     | 01/12/2021 | 069270        | MACGILL & CO, WILLIAM V.           | \$184.00           |
|              | 40078865     | 01/12/2021 | 069582        | MACKIN EDUCATIONAL RESOURCES /     | \$2,986.43         |
|              | 40078866     | 01/12/2021 | 073020        | MCMASTER-CARR SUPPLY CO            | \$635.36           |
|              | 40078868     | 01/12/2021 | 1000348       | METROPOLITAN LIFE INSURANCE CO.    | \$138.89           |
|              | 40078869     | 01/12/2021 | 077500        | NASCO                              | \$2,805.30         |
|              | 40078870     | 01/12/2021 | 080190        | PA DEPT OF LABOR & INDUSTRY-B      | \$75.51            |
|              | 40078871     | 01/12/2021 | 052305        | PEARSON/HARCOURT ASSESSMENT        | \$706.86           |
|              | 40078872     | 01/12/2021 | 080887        | PEDIATRIC THERAPEUTICS SVC INC     | \$693.90           |
|              | 40078873     | 01/12/2021 | 1003736       | PETROLEUM TRADERS CORP.            | \$5,198.17         |
|              | 40078874     | 01/12/2021 | 1007519       | RAINBOW PRINTING AND ULTRA PLASTIC | \$301.00           |
|              | 40078875     | 01/12/2021 | 9009          | REINARD, HOWARD                    | \$16.00            |
|              | 40078876     | 01/12/2021 | 1005267       | RICOH USA, INC.                    | \$243.10           |
|              | 40078878     | 01/12/2021 | 085750        | ROTHWELL DOCUMENT SOLUTIONS        | \$8,128.65         |
|              | 40078879     | 01/12/2021 | 085890        | RYDIN DECAL                        | \$489.80           |
|              | 40078880     | 01/12/2021 | 087815        | SHOP RITE OF W.C.                  | \$85.14            |
|              | 40078881     | 01/12/2021 | 091390        | SWANSON, INC., ROBERT S            | \$1,406.00         |
|              | 40078882     | 01/12/2021 | 1008380       | TELCO HOLDINGS INC                 | \$531.25           |
|              | 40078884     | 01/12/2021 | 1006474       | TRI-STATE ELEVATOR COMPANY, INC.   | \$259.75           |
|              | 40078885     | 01/12/2021 | 093600        | UNITED REFRIGERATION CO            | \$942.96           |
|              | 40078886     | 01/12/2021 | 094403        | US FOODSERVICE                     | \$513.02           |
|              | 40078887     | 01/12/2021 | 1007699       | US MEDICAL STAFFING, INC.          | \$3,399.52         |
|              | 40078888     | 01/12/2021 | 1006612       | VALLEY FORGE EDUCATIONAL SERVICES  | \$268,000.00       |
|              | 40078889     | 01/12/2021 | 049790        | W. W. GRAINGER, INC.               | \$4,047.06         |
|              | 40078890     | 01/12/2021 | 095412        | WAREHOUSE BATTERY OUTLET           | \$447.84           |
|              | 40078891     | 01/12/2021 | 028984        | WATERLOGIC EAST LLC                | \$110.70           |
|              | 40078892     | 01/12/2021 | 1001391       | WEAVER MULCH                       | \$73.50            |
|              | 40078893     | 01/12/2021 | 1000059       | WEST CHESTER ED SUPPORT PERSONNEL  | \$2,528.40         |

## West Chester Area School District Check Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount    |
|------------------------|--------------|------------|---------------|------------------------------------|-----------------------|
| 01                     | 40078894     | 01/12/2021 | 1000058       | TRUMARK FCU                        | \$1,247.25            |
|                        | 40078895     | 01/12/2021 | 097005        | WEST GOSHEN TOWNSHIP               | \$647.60              |
|                        | 40078896     | 01/12/2021 | 097430        | WESTTOWN TOWNSHIP                  | \$46,332.00           |
|                        | 40078897     | 01/12/2021 | 097960        | WIGGINS SHREDDING                  | \$74.00               |
| 01                     | - Total      |            |               |                                    | \$1,238,713.29        |
| 22                     | 40078843     | 01/12/2021 | 1008471       | EXCEL COMMUNICATIONS WORLDWIDE INC | \$17,006.17           |
| 22                     | - Total      |            |               |                                    | \$17,006.17           |
| 27                     | 40078840     | 01/12/2021 | 1008906       | EASTERN GENERATOR AND SERVICE INC  | \$30,127.00           |
| 27                     | - Total      |            |               |                                    | \$30,127.00           |
| 29                     | 40078830     | 01/12/2021 | 017340        | BSN SPORTS LLC                     | \$568.20              |
| 29                     | - Total      |            |               |                                    | \$568.20              |
| 30                     | 40078825     | 01/12/2021 | 1008879       | BLUEFIN LLC                        | \$1,795.50            |
|                        | 40078867     | 01/12/2021 | 1009028       | METAL ALLIANCE INC                 | \$41,625.00           |
|                        | 40078883     | 01/12/2021 | 1008856       | THE FARFIELD COMPANY               | \$111,656.97          |
| 30                     | - Total      |            |               |                                    | \$155,077.47          |
| 50                     | 80039153     | 01/12/2021 | 1007565       | CHESTER COUNTY FOOD BANK           | \$3,190.09            |
|                        | 80039154     | 01/12/2021 | 1006732       | DOWLIN, ROSEMARY                   | \$4,000.00            |
|                        | 80039155     | 01/12/2021 | 1002703       | HOME OF THE SPARROW                | \$3,190.09            |
|                        | 80039156     | 01/12/2021 | 071840        | MATLACK FLORIST                    | \$237.50              |
|                        | 80039157     | 01/12/2021 | 1009134       | OPEN JAR STUDIOS LLC               | \$1,067.94            |
|                        | 80039158     | 01/12/2021 | 085985        | SAFE HARBOR                        | \$3,190.06            |
|                        | 80039159     | 01/12/2021 | 1006397       | WEST CHESTER FOOD CUPBOARD         | \$3,109.09            |
| 50                     | - Total      |            |               |                                    | \$17,984.77           |
| 80                     | 50001109     | 01/12/2021 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$43.50               |
| 80                     | - Total      |            |               |                                    | \$43.50               |
| <b>Overall - Total</b> |              |            |               |                                    | <b>\$1,459,520.40</b> |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number | Check Date | Vendor Number  | Vendor Name                         | Transaction Amount |
|------------------------|--------------|------------|----------------|-------------------------------------|--------------------|
| 01                     | V1004386     | 01/12/2021 | 1007696        | AARDVARK PEST CONTROL SERVICES INC. | \$1,135.00         |
|                        | V1004387     | 01/12/2021 | 026352         | COLLINS SPORTS MEDICINE             | \$217.33           |
|                        | V1004388     | 01/12/2021 | 032952         | DENNEY ELECTRIC SUPPLY              | \$2,425.60         |
|                        | V1004389     | 01/12/2021 | 042300         | FAULKNER PONTIAC BUICK              | \$119.43           |
|                        | V1004390     | 01/12/2021 | 1007101        | FOLLETT SCHOOL SOLUTIONS, INC.      | \$64.43            |
|                        | V1004391     | 01/12/2021 | 049450         | GOPHER SPORT                        | \$1,484.98         |
|                        | V1004392     | 01/12/2021 | 051180         | GOSHEN SIGN PRODUCTS                | \$46.00            |
|                        | V1004393     | 01/12/2021 | 1002386        | JOHNSON CONTROLS, INC.              | \$12,471.25        |
|                        | V1004394     | 01/12/2021 | 060970         | JOHNSTONE SUPPLY INC                | \$96.26            |
|                        | V1004395     | 01/12/2021 | 061630         | JUNIOR LIBRARY GUILD                | \$488.90           |
|                        | V1004396     | 01/12/2021 | 064810         | KNOX EQUIPMENT RENTALS INC          | \$394.00           |
|                        | V1004397     | 01/12/2021 | 1004344        | ROBERT E. LITTLE, INC.              | \$6.00             |
|                        | V1004398     | 01/12/2021 | 074590         | MILLER'S AUTOMOTIVE SERVICE         | \$45.00            |
|                        | V1004399     | 01/12/2021 | 077475         | PARTS SERVICE - FRAZER              | \$1,633.88         |
|                        | V1004400     | 01/12/2021 | 1007124        | REPUBLIC SERVICES, INC.             | \$9,573.49         |
|                        | V1004401     | 01/12/2021 | 002820         | RIDDELL/ALL AMERICAN                | \$117.20           |
|                        | V1004402     | 01/12/2021 | 1000679        | SHERWIN WILLIAMS                    | \$869.35           |
|                        | V1004403     | 01/12/2021 | 092000         | TAYLORS MUSIC STORE                 | \$871.99           |
|                        | V1004405     | 01/12/2021 | 094345         | UNRUH, TURNER, BURKE & FREES        | \$22,185.18        |
|                        | V1004406     | 01/12/2021 | 095760         | WEINSTEIN SUPPLY CORPORATION        | \$724.37           |
| V1004407               | 01/12/2021   | 097010     | WEST MUSIC CO. | \$45.15                             |                    |
| <b>01 - Total</b>      |              |            |                |                                     | <b>\$55,014.79</b> |
| 30                     | V1004404     | 01/12/2021 | 1001416        | ULINE                               | \$1,018.72         |
|                        | V1004405     | 01/12/2021 | 094345         | UNRUH, TURNER, BURKE & FREES        | \$3,129.21         |
| <b>30 - Total</b>      |              |            |                |                                     | <b>\$4,147.93</b>  |
| 50                     | V5000383     | 01/12/2021 | 1006372        | CROWN TROPHY OF WILMINGTON          | \$1,608.70         |
|                        | V5000384     | 01/12/2021 | 093337         | TUTTLE MARKETING SVCS INC           | \$2,051.59         |
| <b>50 - Total</b>      |              |            |                |                                     | <b>\$3,660.29</b>  |
| 51                     | V5000385     | 01/12/2021 | 093337         | TUTTLE MARKETING SVCS INC           | \$2,051.58         |
| <b>51 - Total</b>      |              |            |                |                                     | <b>\$2,051.58</b>  |
| <b>Overall - Total</b> |              |            |                |                                     | <b>\$64,874.59</b> |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40078898     | 01/19/2021 | 1008487       | A TO Z BOOKS LLC                   | \$47.66            |
|              | 40078899     | 01/19/2021 | 1008887       | AERC RECYCLING SOLUTIONS           | \$1,794.59         |
|              | 40078900     | 01/19/2021 | 091740        | TAX REFUNDS                        | \$27,543.09        |
|              | 40078901     | 01/19/2021 | 1004912       | ALTA LANGUAGE SERVICES, INC.       | \$1,584.05         |
|              | 40078902     | 01/19/2021 | 1008943       | AMAZON                             | \$2,811.80         |
|              | 40078903     | 01/19/2021 | 007075        | AQUA PA                            | \$2,075.25         |
|              | 40078904     | 01/19/2021 | 1006471       | ASAP HYDRAULICS EXTON LLC          | \$30.00            |
|              | 40078905     | 01/19/2021 | 1004484       | BARBACANE THORNTON & COMPANY       | \$7,325.00         |
|              | 40078906     | 01/19/2021 | 010830        | BARNES & NOBLE INC.                | \$881.40           |
|              | 40078907     | 01/19/2021 | 011440        | BECKER'S SCHOOL SUPPLIES           | \$72.69            |
|              | 40078908     | 01/19/2021 | 012700        | BERKHEIMER ASSOC H A               | \$6,394.22         |
|              | 40078909     | 01/19/2021 | 1008511       | BERKS DEAF AND HARD OF HEARING     | \$12,088.25        |
|              | 40078910     | 01/19/2021 | 013455        | BIO-RAD LABORATORIES               | \$405.73           |
|              | 40078911     | 01/19/2021 | 1004955       | BRADLEY, SANDRA                    | \$2,030.43         |
|              | 40078912     | 01/19/2021 | 017340        | BSN SPORTS LLC                     | \$3,220.80         |
|              | 40078913     | 01/19/2021 | 017290        | BUCKS COUNTY IU #22                | \$12,077.16        |
|              | 40078914     | 01/19/2021 | 1008443       | CALICO PACKAGING LLC               | \$10,622.50        |
|              | 40078915     | 01/19/2021 | 020465        | CAMPBILL SPECIAL SCHOOLS, INC.     | \$22,222.86        |
|              | 40078916     | 01/19/2021 | 1003362       | CARLSON, MARTHA                    | \$394.67           |
|              | 40078917     | 01/19/2021 | 1001439       | CARRIER CORPORATION                | \$5,128.00         |
|              | 40078918     | 01/19/2021 | 092508        | CENGAGE LEARNING                   | \$1,303.50         |
|              | 40078919     | 01/19/2021 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$6,873.31         |
|              | 40078920     | 01/19/2021 | 027232        | COME ALIVE COMMUNICATION INC       | \$250.00           |
|              | 40078921     | 01/19/2021 | 028880        | CONWAY POWER EQUIPMENT INC         | \$22.49            |
|              | 40078922     | 01/19/2021 | 1008424       | CRYSTAL SPRINGS                    | \$142.32           |
|              | 40078923     | 01/19/2021 | 1002947       | COMPUTER SPORTS MEDICINE INC.      | \$250.00           |
|              | 40078924     | 01/19/2021 | 1009033       | DANIELS, MARY                      | \$77.83            |
|              | 40078925     | 01/19/2021 | 1003625       | DISCOUNT SCHOOL SUPPLY             | \$209.68           |
|              | 40078926     | 01/19/2021 | 1007783       | EASTERN SALT COMPANY INC.          | \$2,993.22         |
|              | 40078927     | 01/19/2021 | 1007871       | EBS HEALTHCARE INC.                | \$2,411.66         |
|              | 40078928     | 01/19/2021 | 040083        | ELWYN INC                          | \$43,457.68        |
|              | 40078930     | 01/19/2021 | 1009149       | ETHOS TREATMENT LLC                | \$150.00           |
|              | 40078931     | 01/19/2021 | 042520        | FERGUSON ENT., INC. #501           | \$82.96            |
|              | 40078932     | 01/19/2021 | 1008368       | FLEXIP SOLUTIONS INC               | \$4,842.50         |
|              | 40078933     | 01/19/2021 | 1007589       | FOOTAGE FIRM INC                   | \$499.00           |
|              | 40078934     | 01/19/2021 | 1006961       | FUTURE CITY COMPETITION            | \$25.00            |
|              | 40078935     | 01/19/2021 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$6,671.97         |
|              | 40078936     | 01/19/2021 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$2,538.62         |
|              | 40078937     | 01/19/2021 | 1009152       | HIGH SCHOOL ESPORTS LEAGUE INC     | \$500.00           |

**West Chester Area School District  
Check Register**

| Fund Charged | Check Number   | Check Date | Vendor Number | Vendor Name                       | Transaction Amount  |
|--------------|----------------|------------|---------------|-----------------------------------|---------------------|
| 01           | 40078938       | 01/19/2021 | 1007808       | IMPERIAL BAG & PAPER              | \$4,595.20          |
|              | 40078939       | 01/19/2021 | 1009138       | INNOVATIVE THERAPY SOLUTIONS LLC  | \$814.00            |
|              | 40078940       | 01/19/2021 | 062600        | KEEN COMPRESSED GAS CO            | \$209.85            |
|              | 40078941       | 01/19/2021 | 1009073       | KELLY SERVICES INC                | \$5,515.84          |
|              | 40078942       | 01/19/2021 | 065915        | LANGUAGE SERVICES ASSOCIATES      | \$1,265.10          |
|              | 40078943       | 01/19/2021 | 1000250       | LINDAMOOD-BELL LEARNING PROCESSES | \$7,726.50          |
|              | 40078944       | 01/19/2021 | 1007487       | MCGRAW-HILL SCHOOL EDUCATION      | \$182.03            |
|              | 40078945       | 01/19/2021 | 1003302       | MILAGRE KIDS SCHOOL, INC., THE    | \$7,100.00          |
|              | 40078946       | 01/19/2021 | 1009030       | MR. & MRS. DARYL COOPER           | \$14,366.80         |
|              | 40078947       | 01/19/2021 | 1009112       | MYHOUSE SPORTS GEAR               | \$1,042.00          |
|              | 40078948       | 01/19/2021 | 080065        | PA PRINCIPALS ASSOCIATION         | \$595.00            |
|              | 40078949       | 01/19/2021 | 080575        | PASCD                             | \$65.00             |
|              | 40078950       | 01/19/2021 | 082150        | PECO ENERGY COMPANY               | \$164,721.51        |
|              | 40078951       | 01/19/2021 | 1008062       | PERSON DIRECTED CLINICAL SERVICES | \$350.00            |
|              | 40078952       | 01/19/2021 | 1003736       | PETROLEUM TRADERS CORP.           | \$776.22            |
|              | 40078953       | 01/19/2021 | 1009153       | PLAYON SPORTS                     | \$4,500.00          |
|              | 40078954       | 01/19/2021 | 1004513       | PURE HEALTH SOLUTIONS INC         | \$44.00             |
|              | 40078955       | 01/19/2021 | 085750        | ROTHWELL DOCUMENT SOLUTIONS       | \$422.94            |
|              | 40078956       | 01/19/2021 | 086590        | SDIC - SCHOOL DISTRICTS           | \$5,078.95          |
|              | 40078957       | 01/19/2021 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$100.00            |
|              | 40078958       | 01/19/2021 | 1008459       | SHELLER OIL COMPANY               | \$48.00             |
|              | 40078959       | 01/19/2021 | 089850        | SQUIBB CO, INC. ALVAH M.          | \$56.98             |
|              | 40078960       | 01/19/2021 | 091390        | SWANSON, INC., ROBERT S           | \$2,250.00          |
|              | 40078961       | 01/19/2021 | 091360        | SWEET, STEVENS, KATZ, & WILLIAMS  | \$2,100.00          |
|              | 40078962       | 01/19/2021 | 091582        | TALK, INC                         | \$40,575.00         |
|              | 40078963       | 01/19/2021 | 1007460       | THOMSON REUTERS-WEST PUBLISHING   | \$289.83            |
|              | 40078964       | 01/19/2021 | 1006892       | U. S. BANK EQUIPMENT FINANCE      | \$2,162.45          |
|              | 40078965       | 01/19/2021 | 1009143       | ULTIMATESLP                       | \$1,849.68          |
|              | 40078966       | 01/19/2021 | 093630        | UNITED PARCEL SERVICE             | \$19.63             |
|              | 40078967       | 01/19/2021 | 093600        | UNITED REFRIGERATION CO           | \$2,110.76          |
|              | 40078969       | 01/19/2021 | 097380        | WESTTOWN-EAST GOSHEN POLICE       | \$6,000.00          |
|              | 40078970       | 01/19/2021 | 098560        | WOODCRAFT                         | \$118.94            |
| <b>01</b>    | <b>- Total</b> |            |               |                                   | <b>\$469,104.10</b> |
| 22           | 40078929       | 01/19/2021 | 040396        | EPLUS TECHNOLOGY OF PA            | \$21,220.00         |
| <b>22</b>    | <b>- Total</b> |            |               |                                   | <b>\$21,220.00</b>  |
| 30           | 40078968       | 01/19/2021 | 1008854       | WATTS SERVICES LLC                | \$84,550.00         |
| <b>30</b>    | <b>- Total</b> |            |               |                                   | <b>\$84,550.00</b>  |

**West Chester Area School District  
Check Register**

| Fund Charged   | Check Number   | Check Date | Vendor Number | Vendor Name                    | Transaction Amount  |
|----------------|----------------|------------|---------------|--------------------------------|---------------------|
| 50             | 80039160       | 01/19/2021 | 071840        | MATLACK FLORIST                | \$392.15            |
|                | 80039161       | 01/19/2021 | 081098        | PA DECA                        | \$3,870.00          |
| <b>50</b>      | <b>- Total</b> |            |               |                                | <b>\$4,262.15</b>   |
| 51             | 80039162       | 01/19/2021 | 1007485       | CMF VENDING                    | \$39.50             |
|                | 80039163       | 01/19/2021 | 1008859       | HORN PLUMBING                  | \$2,597.50          |
| <b>51</b>      | <b>- Total</b> |            |               |                                | <b>\$2,637.00</b>   |
| 80             | 50001110       | 01/19/2021 | 1005754       | ARAMARK SERVICES INC.          | \$163,219.58        |
|                | 50001111       | 01/19/2021 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$107.45            |
| <b>80</b>      | <b>- Total</b> |            |               |                                | <b>\$163,327.03</b> |
| <b>Overall</b> | <b>- Total</b> |            |               |                                | <b>\$745,100.28</b> |



**West Chester Area School District  
Electronic Funds Transfer Register**

| Fund Charged           | Check Number   | Check Date | Vendor Number | Vendor Name               | Transaction Amount  |
|------------------------|----------------|------------|---------------|---------------------------|---------------------|
| 01                     | V1004408       | 01/19/2021 | 014300        | BLICK ART MATERIALS       | \$129.71            |
|                        | V1004409       | 01/19/2021 | 020600        | CAPP INC                  | \$989.33            |
|                        | V1004410       | 01/19/2021 | 021100        | CAROLINA BIOLOGICAL       | \$141.67            |
|                        | V1004411       | 01/19/2021 | 032900        | DEMCO , INC.              | \$490.97            |
|                        | V1004412       | 01/19/2021 | 043490        | FOLLETT LIBRARY RESOURCES | \$2,986.88          |
|                        | V1004413       | 01/19/2021 | 039650        | EDVOTEK INC               | \$635.80            |
|                        | V1004414       | 01/19/2021 | 1003700       | EPIC DEVELOPMENT SERVICES | \$245,249.59        |
|                        | V1004415       | 01/19/2021 | 042300        | FAULKNER PONTIAC BUICK    | \$20.63             |
|                        | V1004416       | 01/19/2021 | 043605        | FOX ROTHSCHILD LLP        | \$6,278.02          |
|                        | V1004417       | 01/19/2021 | 060970        | JOHNSTONE SUPPLY INC      | \$128.70            |
|                        | V1004418       | 01/19/2021 | 1004344       | ROBERT E. LITTLE, INC.    | \$345.48            |
|                        | V1004419       | 01/19/2021 | 075220        | MUSIC & ARTS CENTERS      | \$154.50            |
|                        | V1004420       | 01/19/2021 | 077475        | PARTS SERVICE - FRAZER    | \$519.95            |
|                        | V1004421       | 01/19/2021 | 080980        | PENN OFFICE PRODUCTS      | \$22.35             |
|                        | V1004422       | 01/19/2021 | 1000679       | SHERWIN WILLIAMS          | \$868.25            |
|                        | V1004423       | 01/19/2021 | 097010        | WEST MUSIC CO.            | \$161.45            |
|                        | V1004424       | 01/19/2021 | 1004004       | WORKPLACE CENTRAL         | \$20.81             |
| <b>01</b>              | <b>- Total</b> |            |               |                           | <b>\$259,144.09</b> |
| 50                     | V5000386       | 01/19/2021 | 093337        | TUTTLE MARKETING SVCS INC | \$1,718.00          |
| <b>50</b>              | <b>- Total</b> |            |               |                           | <b>\$1,718.00</b>   |
| <b>Overall - Total</b> |                |            |               |                           | <b>\$260,862.09</b> |

**West Chester Area School District  
Check Register**

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|-----------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01              | 40078971     | 01/21/2021 | 1008507       | INTEGRITY WORKFORCE SOLUTIONS INC | \$3,544.96         |
| 01 - Total      |              |            |               |                                   | \$3,544.96         |
| Overall - Total |              |            |               |                                   | \$3,544.96         |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40078972     | 01/26/2021 | 1003432       | AHOLD FINANCIAL SERVICES           | \$144.87           |
|              | 40078973     | 01/26/2021 | 1004912       | ALTA LANGUAGE SERVICES, INC.       | \$2,873.95         |
|              | 40078974     | 01/26/2021 | 1008943       | AMAZON                             | \$428.33           |
|              | 40078975     | 01/26/2021 | 007075        | AQUA PA                            | \$231.36           |
|              | 40078977     | 01/26/2021 | 1005446       | ASSOCIATED TRUCK PARTS             | \$878.92           |
|              | 40078978     | 01/26/2021 | 1006591       | BAYADA HOME HEALTH CARE            | \$575.00           |
|              | 40078979     | 01/26/2021 | 091740        | TAX REFUNDS                        | \$4,064.21         |
|              | 40078982     | 01/26/2021 | 017340        | BSN SPORTS LLC                     | \$5,810.36         |
|              | 40078983     | 01/26/2021 | 1009115       | CANNON, STACEY                     | \$960.00           |
|              | 40078984     | 01/26/2021 | 091740        | TAX REFUNDS                        | \$848.90           |
|              | 40078985     | 01/26/2021 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$30,134.15        |
|              | 40078986     | 01/26/2021 | 091740        | TAX REFUNDS                        | \$110.37           |
|              | 40078987     | 01/26/2021 | 028880        | CONWAY POWER EQUIPMENT INC         | \$300.99           |
|              | 40078989     | 01/26/2021 | 1009033       | DANIELS, MARY                      | \$302.68           |
|              | 40078990     | 01/26/2021 | 091740        | TAX REFUNDS                        | \$503.65           |
|              | 40078991     | 01/26/2021 | 1001584       | DELTA-T GROUP, INC.                | \$1,880.97         |
|              | 40078992     | 01/26/2021 | 091740        | TAX REFUNDS                        | \$1,474.11         |
|              | 40078993     | 01/26/2021 | 10462         | DEVER, ALICIA                      | \$73.00            |
|              | 40078994     | 01/26/2021 | 1005210       | DIRECT ENERGY BUSINESS             | \$44,804.62        |
|              | 40078995     | 01/26/2021 | 1007783       | EASTERN SALT COMPANY INC.          | \$2,872.30         |
|              | 40078996     | 01/26/2021 | 091740        | TAX REFUNDS                        | \$887.55           |
|              | 40078997     | 01/26/2021 | 091740        | TAX REFUNDS                        | \$6,980.46         |
|              | 40078998     | 01/26/2021 | 042520        | FERGUSON ENT., INC. #501           | \$186.91           |
|              | 40079000     | 01/26/2021 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$1,332.50         |
|              | 40079002     | 01/26/2021 | 10826         | GRAY, GEROME                       | \$59.00            |
|              | 40079003     | 01/26/2021 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$3,473.94         |
|              | 40079005     | 01/26/2021 | 10854         | HAMMOND, COLIN                     | \$59.00            |
|              | 40079006     | 01/26/2021 | 1007133       | HEMPFIELD SCHOOL DISTRICT          | \$4,960.00         |
|              | 40079007     | 01/26/2021 | 1008859       | HORN PLUMBING                      | \$2,913.00         |
|              | 40079008     | 01/26/2021 | 1004977       | HUDL                               | \$1,450.00         |
|              | 40079009     | 01/26/2021 | 1007751       | IBM CORPORATION                    | \$720.00           |
|              | 40079010     | 01/26/2021 | 1007808       | IMPERIAL BAG & PAPER               | \$160.00           |
|              | 40079011     | 01/26/2021 | 1008195       | INK TONER STORE                    | \$139.90           |
|              | 40079012     | 01/26/2021 | 1008953       | INSIGHT PUBLIC SECTOR INC          | \$247.21           |
|              | 40079013     | 01/26/2021 | 1000335       | INTELLICOM SYSTEMS, INC.           | \$800.00           |
|              | 40079015     | 01/26/2021 | 091740        | TAX REFUNDS                        | \$525.09           |
|              | 40079016     | 01/26/2021 | 1000345       | KADES-MARGOLIS CAPITAL             | \$200.00           |
|              | 40079017     | 01/26/2021 | 1009073       | KELLY SERVICES INC                 | \$38,526.05        |
|              | 40079018     | 01/26/2021 | 091740        | TAX REFUNDS                        | \$4,387.80         |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40079019     | 01/26/2021 | 065850        | LANCASTER-LEBANON INT UNIT #13    | \$585.00           |
|              | 40079020     | 01/26/2021 | 1000346       | LINCOLN INVESTMENT PLANNING, INC. | \$625.00           |
|              | 40079021     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$1,688.97         |
|              | 40079022     | 01/26/2021 | 9781          | LUKASEVICH, AMY                   | \$73.00            |
|              | 40079023     | 01/26/2021 | 069582        | MACKIN EDUCATIONAL RESOURCES /    | \$1,751.44         |
|              | 40079024     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$38,611.58        |
|              | 40079025     | 01/26/2021 | 1005143       | MAILROOM SYSTEMS, INC.            | \$414.09           |
|              | 40079027     | 01/26/2021 | 1000348       | METROPOLITAN LIFE INSURANCE CO.   | \$138.89           |
|              | 40079028     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$660.26           |
|              | 40079029     | 01/26/2021 | 077500        | NASCO                             | \$1,226.33         |
|              | 40079030     | 01/26/2021 | 1001857       | NATIONAL ENERGY CONTROL CORP.     | \$1,634.29         |
|              | 40079032     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$1,129.59         |
|              | 40079034     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$1,289.62         |
|              | 40079038     | 01/26/2021 | 079550        | OFFICE DEPOT                      | \$7,836.99         |
|              | 40079039     | 01/26/2021 | 079853        | ON THE GO KIDS, INC               | \$315,427.45       |
|              | 40079040     | 01/26/2021 | 080750        | PAXTON/PATTERSON                  | \$430.35           |
|              | 40079041     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$388.27           |
|              | 40079042     | 01/26/2021 | 1003736       | PETROLEUM TRADERS CORP.           | \$761.98           |
|              | 40079043     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$1,294.44         |
|              | 40079044     | 01/26/2021 | 10226         | PORRECA, ANTHONY                  | \$73.00            |
|              | 40079045     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$1,039.44         |
|              | 40079046     | 01/26/2021 | 1005844       | RELIANCE STANDARD LIFE            | \$23,652.69        |
|              | 40079047     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$339.13           |
|              | 40079048     | 01/26/2021 | 1008721       | RIVERSIDE INSIGHTS                | \$51.92            |
|              | 40079050     | 01/26/2021 | 087815        | SHOP RITE OF W.C.                 | \$157.36           |
|              | 40079051     | 01/26/2021 | 1003412       | SIEMENS FIRE SAFETY DIVISION      | \$3,030.00         |
|              | 40079052     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$4,534.10         |
|              | 40079053     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$86.41            |
|              | 40079054     | 01/26/2021 | 1008422       | TELESYSTEM                        | \$7,165.96         |
|              | 40079055     | 01/26/2021 | 1009157       | TRANSITIONS COUNSELING SERVICES   | \$150.00           |
|              | 40079056     | 01/26/2021 | 1006474       | TRI-STATE ELEVATOR COMPANY, INC.  | \$526.75           |
|              | 40079057     | 01/26/2021 | 093630        | UNITED PARCEL SERVICE             | \$181.08           |
|              | 40079058     | 01/26/2021 | 1007699       | US MEDICAL STAFFING, INC.         | \$6,673.10         |
|              | 40079059     | 01/26/2021 | 1006612       | VALLEY FORGE EDUCATIONAL SERVICES | \$20,659.38        |
|              | 40079060     | 01/26/2021 | 091740        | TAX REFUNDS                       | \$441.04           |
|              | 40079061     | 01/26/2021 | 1002676       | VERIZON WIRELESS                  | \$1,959.90         |
|              | 40079062     | 01/26/2021 | 049790        | W. W. GRAINGER, INC.              | \$159.56           |
|              | 40079063     | 01/26/2021 | 1008367       | WEGMANS                           | \$47.40            |
|              | 40079064     | 01/26/2021 | 1000059       | WEST CHESTER ED SUPPORT PERSONNEL | \$2,512.35         |

## West Chester Area School District Check Register

| Fund Charged           | Check Number   | Check Date | Vendor Number | Vendor Name                        | Transaction Amount    |
|------------------------|----------------|------------|---------------|------------------------------------|-----------------------|
| 01                     | 40079065       | 01/26/2021 | 1000058       | TRUMARK FCU                        | \$1,247.25            |
|                        | 40079066       | 01/26/2021 | 1008120       | WHITELAND BUSINESS PARK MANAGEMENT | \$1,160.39            |
|                        | 40079067       | 01/26/2021 | 1008068       | WILLIAMS SCOTSMAN, INC             | \$1,468.00            |
|                        | 40079068       | 01/26/2021 | 098060        | WILSON LANGUAGE TRAINING CORP      | \$144.40              |
| <b>01</b>              | <b>- Total</b> |            |               |                                    | <b>\$620,709.30</b>   |
| 27                     | 40078981       | 01/26/2021 | 1008451       | BOHLER ENGINEERING PA LLC          | \$240.00              |
| <b>27</b>              | <b>- Total</b> |            |               |                                    | <b>\$240.00</b>       |
| 29                     | 40078976       | 01/26/2021 | 10062         | ASDOURIAN, CHRISTOPHER             | \$73.00               |
|                        | 40078982       | 01/26/2021 | 017340        | BSN SPORTS LLC                     | \$1,030.50            |
|                        | 40078988       | 01/26/2021 | 10730         | CUTRONA, ANDREW                    | \$73.00               |
|                        | 40079001       | 01/26/2021 | 1007263       | GRACI, JOSEPH                      | \$73.00               |
|                        | 40079031       | 01/26/2021 | 10717         | NELSON, CASEY                      | \$73.00               |
|                        | 40079033       | 01/26/2021 | 10384         | NEWTON, ZAIRE                      | \$73.00               |
| <b>29</b>              | <b>- Total</b> |            |               |                                    | <b>\$1,395.50</b>     |
| 30                     | 40078980       | 01/26/2021 | 1008879       | BLUEFIN LLC                        | \$997.50              |
|                        | 40078999       | 01/26/2021 | 1008855       | GARLAND DBS INC                    | \$201,467.23          |
|                        | 40079004       | 01/26/2021 | 1007152       | GUY M. COOPER, INC.                | \$70,904.50           |
|                        | 40079014       | 01/26/2021 | 1002239       | ISIGN                              | \$5,004.00            |
|                        | 40079026       | 01/26/2021 | 1009028       | METAL ALLIANCE INC                 | \$138,096.20          |
|                        | 40079049       | 01/26/2021 | 1006778       | SC STEVENSON CONSULTING INC        | \$5,581.00            |
| <b>30</b>              | <b>- Total</b> |            |               |                                    | <b>\$422,050.43</b>   |
| 50                     | 80039164       | 01/26/2021 | 1009154       | KISSES FOR KYLE FOUNDATION         | \$100.00              |
|                        | 80039165       | 01/26/2021 | 077190        | MUSIC THEATRE INTERNATIONAL        | \$2,544.00            |
|                        | 80039166       | 01/26/2021 | 077565        | NATL ART EDUCATION ASSN            | \$89.00               |
| <b>50</b>              | <b>- Total</b> |            |               |                                    | <b>\$2,733.00</b>     |
| 51                     | 80039167       | 01/26/2021 | 005150        | AMERICAN HEART ASSOC. S.E. PA      | \$2,413.00            |
|                        | 80039168       | 01/26/2021 | 1007485       | CMF VENDING                        | \$45.50               |
|                        | 80039169       | 01/26/2021 | 069582        | MACKIN EDUCATIONAL RESOURCES /     | \$361.12              |
|                        | 80039170       | 01/26/2021 | 1007324       | PROGRAPH, INC                      | \$804.00              |
| <b>51</b>              | <b>- Total</b> |            |               |                                    | <b>\$3,623.62</b>     |
| 80                     | 50001112       | 01/26/2021 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$37.15               |
| <b>80</b>              | <b>- Total</b> |            |               |                                    | <b>\$37.15</b>        |
| <b>Overall - Total</b> |                |            |               |                                    | <b>\$1,050,789.00</b> |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount |
|------------------------|--------------|------------|---------------|--------------------------------|--------------------|
| 01                     | V1004425     | 01/26/2021 | 009490        | AUTOARENT OF WEST CHESTER, INC | \$87.98            |
|                        | V1004426     | 01/26/2021 | 014300        | BLICK ART MATERIALS            | \$12.64            |
|                        | V1004427     | 01/26/2021 | 021100        | CAROLINA BIOLOGICAL            | \$449.48           |
|                        | V1004428     | 01/26/2021 | 026352        | COLLINS SPORTS MEDICINE        | \$707.25           |
|                        | V1004429     | 01/26/2021 | 032900        | DEMCO , INC.                   | \$492.61           |
|                        | V1004430     | 01/26/2021 | 030755        | DGF PRODUCTS                   | \$28,218.76        |
|                        | V1004431     | 01/26/2021 | 043490        | FOLLETT LIBRARY RESOURCES      | \$1,744.03         |
|                        | V1004432     | 01/26/2021 | 042300        | FAULKNER PONTIAC BUICK         | \$31.86            |
|                        | V1004433     | 01/26/2021 | 1007101       | FOLLETT SCHOOL SOLUTIONS, INC. | \$1,821.04         |
|                        | V1004434     | 01/26/2021 | 061630        | JUNIOR LIBRARY GUILD           | \$2,480.50         |
|                        | V1004435     | 01/26/2021 | 077475        | PARTS SERVICE - FRAZER         | \$468.73           |
|                        | V1004436     | 01/26/2021 | 080855        | PEARSON EDUCATION              | \$193.11           |
|                        | V1004437     | 01/26/2021 | 086710        | SCHOOL SPECIALTY INC           | \$182.72           |
|                        | V1004438     | 01/26/2021 | 1000679       | SHERWIN WILLIAMS               | \$280.00           |
|                        | V1004439     | 01/26/2021 | 092000        | TAYLORS MUSIC STORE            | \$144.00           |
|                        | V1004440     | 01/26/2021 | 093609        | U.S. MUNICIPAL SUPPLY, INC.    | \$813.85           |
|                        | V1004441     | 01/26/2021 | 095760        | WEINSTEIN SUPPLY CORPORATION   | \$70.94            |
|                        | V1004442     | 01/26/2021 | 1004004       | WORKPLACE CENTRAL              | \$25.56            |
| <b>01 - Total</b>      |              |            |               |                                | <b>\$38,225.06</b> |
| <b>Overall - Total</b> |              |            |               |                                | <b>\$38,225.06</b> |

**Student Activity Accounts**

| <b>Budget Unit</b> | <b>Project</b> | <b>Project Title</b>         | <b>January 31,<br/>2021</b> |
|--------------------|----------------|------------------------------|-----------------------------|
| 50000221           | 005221         | BEST BUDDIES                 | 1,527.10                    |
| 50000222           | 005222         | BEST BUDDIES                 | 364.27                      |
| 50000223           | 005223         | BEST BUDDIES                 | 2,873.76                    |
| 50000326           | 005326         | BEST BUDDIES                 | 1,642.49                    |
| 50000327           | 005327         | BEST BUDDIES                 | 474.99                      |
| 50000328           | 005328         | BEST BUDDIES                 | 1,806.46                    |
| 50000221           | 006221         | BLACK STUDENT UNION          | 6,008.92                    |
| 50000222           | 006222         | BLACK STUDENT UNION          | 1,967.75                    |
| 50000223           | 006223         | BLACK STUDENT UNION          | 1,443.15                    |
| 50000223           | 007223         | BRINGING HOPE HOME CLUB      | 189.00                      |
| 50000327           | 008327         | 8 <sup>th</sup> GRADE DANCE  | 703.48                      |
| 50000221           | 010221         | CLASS OF 2021                | 8,918.06                    |
| 50000222           | 010222         | CLASS OF 2021                | 11,556.77                   |
| 50000223           | 010223         | CLASS OF 2021                | 6,317.87                    |
| 50000221           | 011221         | CLASS OF 2022                | 2,842.39                    |
| 50000222           | 011222         | CLASS OF 2022                | 1,631.96                    |
| 50000223           | 011223         | CLASS OF 2022                | 6,405.26                    |
| 50000221           | 012221         | CLASS OF 2023                | 731.64                      |
| 50000222           | 012222         | CLASS OF 2023                | 224.00                      |
| 50000223           | 012223         | CLASS OF 2023                | 3,659.76                    |
| 50000221           | 013221         | CLASS OF 2018                | 36.50                       |
| 50000222           | 013222         | CLASS OF 2018                | 1,000.00                    |
| 50000223           | 013223         | CLASS OF 2018                | 225.00                      |
| 50000223           | 015223         | CLASS OF 2020                | 8,018.54                    |
| 50000221           | 016221         | MOCK TRIAL TEAM              | 149.99                      |
| 50000221           | 017221         | MODEL U.N.                   | 913.31                      |
| 50000223           | 017223         | MODEL U.N.                   | 4,487.47                    |
| 50000221           | 018221         | DECA                         | 3,651.17                    |
| 50000222           | 018222         | DECA                         | 9,334.18                    |
| 50000223           | 018223         | DECA                         | 19,933.17                   |
| 50000223           | 019223         | IDRYO (LITERARY MAGAZINE)    | 49.51                       |
| 50000222           | 020222         | INTERACT                     | 2,606.74                    |
| 50000221           | 021221         | MULTICULTURAL CLUB           | 529.04                      |
| 50000221           | 022221         | F.B.L.A. HENDERSON           | 3,210.16                    |
| 50000221           | 023221         | VIDEO PRODUCTION CLUB        | 2.43                        |
| 50000222           | 023222         | WVIK CLUB                    | 368.80                      |
| 50000223           | 023223         | PHOTOGRAPHY CLUB             | 3,477.75                    |
| 50000221           | 025221         | ARTNERSHIPS                  | 337.73                      |
| 50000221           | 028221         | WARRIORS HELPING WARRIORS    | 70.26                       |
| 50000222           | 025222         | RELAY FOR LIFE               | 700.09                      |
| 50000221           | 027221         | GIRL UP                      | 1,373.74                    |
| 50000221           | 032221         | WORLD LANGUAGE HONOR SOCIETY | 595.78                      |
| 50000221           | 034221         | NATIONAL HONOR SOCIETY       | 3,213.13                    |
| 50000222           | 034222         | NATIONAL HONOR SOCIETY       | 3,318.27                    |
| 50000223           | 034223         | NATIONAL HONOR SOCIETY       | 1,017.80                    |
| 50000221           | 036221         | NEWSPAPER                    | 659.92                      |
| 50000221           | 037221         | SPEECH & DEBATE              | 214.22                      |
| 50000222           | 038222         | FASHION CLUB                 | 525.14                      |

**Student Activity Accounts**

| <b>Budget Unit</b> | <b>Project</b> | <b>Project Title</b>         | <b>January 31,<br/>2021</b> |
|--------------------|----------------|------------------------------|-----------------------------|
| 50000223           | 038223         | FASHION CLUB                 | 409.76                      |
| 50000221           | 039221         | HELPING HANDS CLUB           | 132.53                      |
| 50000222           | 039222         | HANDS TO HEARTS              | 22.52                       |
| 50000221           | 040221         | S.A.D.D.                     | 691.12                      |
| 50000222           | 040222         | S.A.D.D.                     | 964.99                      |
| 50000223           | 040223         | S.A.D.D.                     | 1,616.22                    |
| 50000221           | 041221         | SCIENCE OLYMPIAD             | 2,294.75                    |
| 50000222           | 041222         | SCIENCE OLYMPIAD             | 494.79                      |
| 50000223           | 041223         | SCIENCE OLYMPIAD             | 4,655.59                    |
| 50000221           | 042221         | SKI CLUB                     | 0.21                        |
| 50000223           | 042223         | SKI CLUB                     | 1,643.65                    |
| 50000326           | 042326         | SKI CLUB                     | 7,638.27                    |
| 50000221           | 043221         | PHYSICS OLYMPIAD             | 534.15                      |
| 50000326           | 045326         | CROSS COUNTRY                | 70.55                       |
| 50000326           | 044326         | SCIENCE OLYMPIAD             | 1,559.24                    |
| 50000327           | 045327         | ART CLUB                     | 21.87                       |
| 50000221           | 046221         | NATIONAL ART HONOR SOCIETY   | 705.61                      |
| 50000222           | 046222         | NATIONAL ART HONOR SOCIETY   | 1,273.39                    |
| 50000222           | 049222         | HOUSE OF HOPE                | 75.22                       |
| 50000221           | 050221         | STUDENT COUNCIL              | 671.55                      |
| 50000222           | 050222         | STUDENT COUNCIL              | 14,835.62                   |
| 50000223           | 050223         | STUDENT COUNCIL              | 10,293.46                   |
| 50000326           | 050326         | STUDENT COUNCIL              | 9,994.49                    |
| 50000327           | 050327         | STUDENT COUNCIL              | 4,573.06                    |
| 50000328           | 050328         | STUDENT COUNCIL              | 12,777.05                   |
| 50000221           | 051221         | GSA                          | 177.55                      |
| 50000223           | 051223         | RUSTIN GSA                   | 1,068.59                    |
| 50000326           | 051326         | GSA                          | 316.06                      |
| 50000222           | 052222         | OPERATION SMILE              | 126.00                      |
| 50000221           | 054221         | HIGH SCHOOL YEARBOOK         | 940.39                      |
| 50000222           | 054222         | HIGH SCHOOL YEARBOOK         | 18,767.65                   |
| 50000223           | 054223         | HIGH SCHOOL YEARBOOK         | 4,702.70                    |
| 50000327           | 054327         | MIDDLE SCHOOL YEARBOOK       | 208.16                      |
| 50000328           | 054328         | MIDDLE SCHOOL YEARBOOK       | 3,572.77                    |
| 50000221           | 058221         | ANIME CLUB                   | 23.67                       |
| 50000223           | 060223         | GERMAN CLUB                  | 786.92                      |
| 50000221           | 061221         | MU ALPHA THETA HONOR SOCIETY | 328.06                      |
| 50000222           | 061222         | MATH CLUB                    | 65.83                       |
| 50000221           | 062221         | ACADEMIC TEAM - HENDERSON    | 3,411.62                    |
| 50000223           | 062223         | ACADEMIC TEAM - RUSTIN       | 145.32                      |
| 50000223           | 064223         | AMERICAN LATINO PROGRAM      | 211.14                      |
| 50000221           | 070221         | SCHOOL MUSICAL               | 17,608.83                   |
| 50000222           | 070222         | BROADWAY SHOW                | 18,510.91                   |
| 50000223           | 070223         | THEATER FUND                 | 9,616.82                    |
| 50000221           | 072221         | CALLIOPE                     | 784.08                      |
| 50000326           | 073326         | FOOTBALL ACTIVITY FUND       | 3,712.75                    |
| 50000326           | 074326         | CHEER CLUB                   | 2,789.17                    |



## Student Activity Accounts

| Budget Unit                   | Project | Project Title             | January 31,<br>2021 |
|-------------------------------|---------|---------------------------|---------------------|
| 50000326                      | 075326  | WRESTLING ACTIVITY        | 242.47              |
| 50000326                      | 076326  | TRACK & FIELD ACTIVITY    | 779.98              |
| 50000221                      | 077221  | TRI-M MUSIC HONOR SOCIETY | 851.06              |
| 50000221                      | 078221  | MUSIC DEPARTMENT FUND     | 2,897.90            |
| 50000222                      | 078222  | CHORAL FUND               | 974.68              |
| 50000223                      | 078223  | CHORAL FUND               | 5,418.86            |
| 50000222                      | 086222  | COMPUTER ACCOUNT          | 778.37              |
| 50000221                      | 087221  | ROBOTICS CLUB             | 2,228.54            |
| 50000221                      | 090221  | DRAMA CLUB                | 5,948.27            |
| 50000326                      | 090326  | DRAMA                     | 19,854.54           |
| 50000327                      | 090327  | DRAMA                     | 3,794.26            |
| 50000328                      | 090328  | DRAMA                     | 20,899.81           |
| 50000221                      | 093221  | STUDENTS HELPING STUDENTS | 809.96              |
| 50000222                      | 093222  | KARE - EAST               | 935.40              |
| 50000326                      | 093326  | PEIRCE PROUD KIDS         | 1,093.09            |
| 50000328                      | 093328  | FUGETT CARES              | 129.00              |
| 50000223                      | 094223  | MEGA CLUB                 | 733.74              |
| 50000221                      | 095221  | FEMPOWERMENT CLUB         | 165.29              |
| 50000221                      | 097221  | KIDS 4 KIDS               | 128.34              |
| 50000222                      | 098222  | FORGN LANG HONOR SOCIETY  | 2,096.48            |
| <b>Total Fund 50 Projects</b> |         |                           | <b>367,893.61</b>   |
| 51000327                      | 142327  | SKI CLUB                  | 1,303.40            |
| 51000330                      | 164330  | ACTIVITY FUND             | 6,123.33            |
| 51000432                      | 164432  | ACTIVITY FUND             | 956.85              |
| 51000437                      | 164437  | ACTIVITY FUND             | 13,622.06           |
| 51000438                      | 164438  | ACTIVITY FUND             | 3,761.41            |
| 51000440                      | 164440  | ACTIVITY FUND             | 3,371.99            |
| 51000444                      | 164444  | ACTIVITY FUND             | 17,267.09           |
| 51000445                      | 164445  | ACTIVITY FUND             | 1,359.45            |
| 51000447                      | 164447  | ACTIVITY FUND             | 9,750.06            |
| 51000448                      | 164448  | ACTIVITY FUND             | 9,022.34            |
| 51000451                      | 164451  | ACTIVITY FUND             | 8,943.94            |
| 51000452                      | 164452  | ACTIVITY FUND             | 10,088.81           |
| 51000453                      | 164453  | ACTIVITY FUND             | 5,404.65            |
| 51000931                      | 164931  | ACTIVITY FUND             | 222.29              |
| 51000955                      | 164955  | ACTIVITY FUND             | 620.97              |
| 51000451                      | 179451  | PHYSICAL EDUCATION        | 1,305.15            |
| 51000221                      | 180221  | CLEARING ACCOUNT          | 8,346.15            |
| 51000222                      | 180222  | CLEARING ACCOUNT          | 4,130.86            |
| 51000223                      | 180223  | CLEARING ACCOUNT          | 7,814.88            |
| 51000326                      | 180326  | CLEARING ACCOUNT          | 5,512.56            |
| 51000327                      | 180327  | CLEARING ACCOUNT          | 449.54              |
| 51000328                      | 180328  | CLEARING ACCOUNT          | 12,163.69           |
| 51000955                      | 182955  | COLLEGE SCHOLRSHF FD ADM  | 4,066.62            |
| 51000222                      | 191222  | SCHOOL SIGN EHS           | 3,875.14            |
| 51000452                      | 193452  | LIFE SKILLS SUPPORT       | 22.05               |
| 51000440                      | 194440  | FIELD TRIP ACCT           | 19,253.85           |

**Student Activity Accounts**

| <b>Budget Unit</b> | <b>Project</b> | <b>Project Title</b>                   | <b>January 31,<br/>2021</b> |
|--------------------|----------------|----------------------------------------|-----------------------------|
| 51000327           | 195327         | FIELD TRIP STET 6                      | 3,010.14                    |
| 51000327           | 196327         | FIELD TRIP STET 7                      | 7,327.41                    |
| 51000327           | 197327         | FIELD TRIP STET 8                      | 496.54                      |
| 51000221           | 202221         | IMPROVEMENT FUND                       | 17,462.92                   |
| 51000222           | 202222         | IMPROVEMENT FUND                       | 26,961.20                   |
| 51000223           | 202223         | IMPROVEMENT FUND                       | 16,298.86                   |
| 51000326           | 202326         | IMPROVEMENT FUND                       | 1,343.55                    |
| 51000327           | 202327         | IMPROVEMENT FUND                       | 4,000.65                    |
| 51000328           | 202328         | IMPROVEMENT FUND                       | 1,329.09                    |
| 51000222           | 203222         | HEART MONITOR/PE ACCT                  | 4,500.86                    |
| 51000223           | 203223         | PE HEART MONITORS                      | 3,978.33                    |
| 51000222           | 209222         | ENGLISH DEPT                           | 4,858.82                    |
| 51000222           | 210222         | LIBRARY FUND                           | 1,019.96                    |
| 51000223           | 210223         | LIBRARY FUND                           | 311.68                      |
| 51000326           | 210326         | LIBRARY FUND                           | 1,001.02                    |
| 51000327           | 210327         | LIBRARY FUND                           | 948.60                      |
| 51000328           | 210328         | LIBRARY FUND                           | 3,261.75                    |
| 51000438           | 210438         | LIBRARY FUND                           | 474.56                      |
| 51000440           | 210440         | LIBRARY FUND                           | 437.19                      |
| 51000444           | 210444         | LIBRARY FUND                           | 5,701.80                    |
| 51000445           | 210445         | LIBRARY FUND                           | 593.02                      |
| 51000447           | 210447         | LIBRARY FUND                           | 597.41                      |
| 51000448           | 210448         | LIBRARY FUND                           | 10,478.70                   |
| 51000451           | 210451         | LIBRARY FUND                           | 90.23                       |
| 51000452           | 210452         | LIBRARY FUND                           | 7,767.59                    |
| 51000453           | 210453         | LIBRARY FUND                           | 4,309.50                    |
| 51000221           | 211221         | HEALTH FITNESS/HRM                     | 2,291.54                    |
| 51000326           | 214326         | MUSIC FUND                             | 10,476.64                   |
| 51000327           | 214327         | MUSIC FUND                             | 496.83                      |
| 51000328           | 214328         | MUSIC FUND                             | 911.62                      |
| 51000448           | 214448         | MUSIC FUND                             | 91.38                       |
| 51000222           | 216222         | PAVE THE WAY                           | 1,652.62                    |
| 51000221           | 234221         | STUDENT ASSISTANCE FUND                | 8,900.23                    |
| 51000222           | 234222         | STUDENT ASSISTANCE FUND                | 16,251.29                   |
| 51000223           | 234223         | STUDENT ASSISTANCE FUND                | 3,200.90                    |
| 51000328           | 234328         | STUDENT ASSISTANCE FUND                | 3,872.50                    |
| 51000221           | 250221         | BRUNO SCHOLARSHIP                      | 9,581.15                    |
| 51000953           | 250953         | ACTIVITY FEE WAIVER FUND STUDENT       | 8.94                        |
| 51000221           | 251221         | RICK MAERKER MEMORIAL SCHOLARSHIP      | 13,901.58                   |
| 51000223           | 251223         | ARSCOTT SOCCER SCHOLARSHIP             | 119.29                      |
| 51000221           | 252221         | B REED HNDERSON SCHOLARSHIP            | 65,099.53                   |
| 51000221           | 253221         | VICKY AHLUM MEMORIAL SCHOLARSHIP       | 4,831.50                    |
| 51000221           | 254221         | PEER BEST BUDDIES SCHOLARSHIP          | 282.73                      |
| 51000222           | 254222         | CLASS OF 2005 SCHOLARSHIP              | 2,262.34                    |
| 51000221           | 255221         | BOYS LACROSSE BOOSTERS AWARD           | 5,806.32                    |
| 51000222           | 255222         | RECYCLING SCHOLARSHIP                  | 494.04                      |
| 51000221           | 257221         | JEANNE D. SCIUBBA MEMORIAL SCHOLARSHIP | 4.96                        |

**Student Activity Accounts**

| <b>Budget Unit</b>                                                 | <b>Project</b> | <b>Project Title</b>                   | <b>January 31,<br/>2021</b>  |
|--------------------------------------------------------------------|----------------|----------------------------------------|------------------------------|
| 51000223                                                           | 258223         | BIANCA ROBERSON SCHOLARSHIP            | 8,638.67                     |
| 51000955                                                           | 259955         | MATLACK MEMORIAL TRUST FUND            | 5,083.32                     |
| 51000221                                                           | 261221         | TRAPNELL SCHOLARSHIP                   | 117,999.91                   |
| 51000223                                                           | 263223         | CHARLES COGNATO SCHOLARSHIP            | 23,685.00                    |
| 51000221                                                           | 265221         | TUKLOFF MEMORIAL TRUST                 | 975.08                       |
| 51000222                                                           | 268222         | WENKE SCHOLSP FUND                     | 8,697.76                     |
| 51000221                                                           | 269221         | THOMAS WEEKS SCHOLARSHIP               | 467.66                       |
| 51000221                                                           | 275221         | KATHY CLARK FLAMM MEMORIAL SCHOLARSHIP | 19,869.00                    |
| 51000222                                                           | 275222         | ALICIA CONCHE SCHOLARSHIP              | 1,045.00                     |
| 51000221                                                           | 276221         | CLASS OF 2020 SCHOLARSHIP              | 5,000.00                     |
| 51000955                                                           | 290955         | UNDISTRIBUTED INCOME                   | (836.95)                     |
| <b>Total Fund 51 Projects</b>                                      |                |                                        | <b>628,482.89</b>            |
| <b>Fund 50 / 51 - Combined Project Totals</b>                      |                |                                        | <b>996,376.50</b>            |
| <b>Fund 50 / 51 - Combined Accounts Payable</b>                    |                |                                        | <b>-</b>                     |
| <b>Fund 50 / 51 - Due to / from other funds</b>                    |                |                                        | <b>(2,043.80)</b>            |
| <b>Total Student Activity and Agency Funds</b>                     |                |                                        | <b>994,332.70</b>            |
| <b>Fund 50 / 51 - Cash Account Balances as of January 31, 2021</b> |                |                                        | <b>Total Cash 994,332.70</b> |
| <b>Total Student and Agency Activity Funds</b>                     |                |                                        | <b>994,332.70</b>            |

WEST CHESTER AREA SCHOOL DISTRICT  
 FOOD SERVICES CASH BALANCE STATEMENT AND DISBURSEMENT APPROVAL REPORT  
 JANUARY 31, 2021

OPERATING CASH

CASH BALANCE DECEMBER 31, 2020 \$ 15,684.66

RECEIPTS JANUARY 1, 2021 - JANUARY 31, 2021

|                                   |            |            |
|-----------------------------------|------------|------------|
| DEPOSITS                          | 2,327.50   |            |
| DEPOSITS ON ACCOUNT               | 1,587.91   |            |
| INTEREST                          | 10.87      |            |
| SALE OF EQUIPMENT                 | -          |            |
| POS FEES RECEIVED                 | 7.46       |            |
| ARAMARK REIMBURSEMENT             | -          |            |
| TRANSFER FROM INVESTMENTS ACCOUNT | 175,000.00 |            |
| TOTAL RECEIPTS                    |            | 178,933.74 |

DISBURSEMENTS JANUARY 1, 2021 - JANUARY 31, 2021

|                              |            |            |
|------------------------------|------------|------------|
| BANK FEES                    | 44.87      |            |
| POS SERVICE CHARGES          | -          |            |
| EQUIPMENT PURCHASES          | -          |            |
| ARAMARK PAYMENTS             | 163,219.58 |            |
| STUDENT REFUNDS              | 188.10     |            |
| ARAMARK MAINTENANCE SUPPLIES | -          |            |
| CUSTODIAL SERVICES           | -          |            |
| OTHER                        | -          |            |
| TOTAL DISBURSEMENTS          |            | 163,452.55 |

CASH BALANCE JANUARY 31, 2021 \$ 31,165.85

INVESTMENTS

INVESTMENT BALANCE DECEMBER 31, 2020 \$ 562,581.73

RECEIPTS JANUARY 1, 2021 - JANUARY 31, 2021

|                                  |            |            |
|----------------------------------|------------|------------|
| TRANSFERS FROM CHECKING ACCOUNT: |            |            |
| STATE SUBSIDY:                   | 319,884.40 |            |
| INTEREST:                        | 28.15      |            |
| TOTAL ADDITIONS                  |            | 319,912.55 |

DISBURSEMENTS JANUARY 1, 2021 - JANUARY 31, 2021

|                              |            |            |
|------------------------------|------------|------------|
| TRANSFER TO CHECKING ACCOUNT | 175,000.00 |            |
| TOTAL DISBURSEMENTS          |            | 175,000.00 |

INVESTMENT BALANCE JANUARY 31, 2021 \$ 707,494.28

PREPAID STUDENT ACCOUNTS

PREPAID STUDENT ACCOUNTS BALANCE DECEMBER 31, 2020 \$ 268,025.24

|                          |  |   |
|--------------------------|--|---|
| ADD: RECEIVED ON ACCOUNT |  |   |
| TOTAL ADDITIONS          |  | - |

|                       |  |   |
|-----------------------|--|---|
| DEDUCT: PREPAIDS USED |  |   |
| TOTAL DEDUCTIONS      |  | - |

PREPAID STUDENT ACCOUNTS BALANCE JANUARY 31, 2021 \$ 268,025.24

WEST CHESTER AREA SCHOOL DISTRICT  
 FEBRUARY 22, 2021  
 STATEMENT OF DISBURSEMENTS SUMMARY  
 FOR THE PERIOD JANUARY 1, 2021 - JANUARY 31, 2021

|                                              |               |                      |
|----------------------------------------------|---------------|----------------------|
| GENERAL FUND DISBURSEMENTS                   |               | 14,388,408.20        |
| includes Technology,                         |               |                      |
| Federal Programs and any Special State Funds |               |                      |
| BILLS PAID                                   | 14,388,408.20 |                      |
| INVESTMENTS                                  | 0.00          |                      |
|                                              |               |                      |
| CAPITAL RESERVE FUND                         |               | 84,733.19            |
| CAPITAL PROJECTS FUND                        |               | 1,361,518.33         |
| SPECIAL REVENUE - Athletics                  |               | 1,892.70             |
| TRUST FUNDS                                  |               | 0.00                 |
| CAFETERIA                                    |               | 163,407.68           |
| STUDENT ACTIVITY FUND DISBURSEMENTS          |               | 30,358.21            |
| TRUST AND AGENCY FUND DISBURSEMENTS          |               | <u>12,154.55</u>     |
|                                              |               |                      |
| TOTAL DISBURSEMENTS                          |               | <u>16,042,472.86</u> |

NOTE: A copy of the details of the above disbursements is available for review from the Board Secretary.

# **WEST CHESTER AREA SCHOOL DISTRICT**

## **February 22, 2021 SCHOOL BOARD MEETING**

### **CONSENT AGENDA RESOLUTION**

#### **Approval of the January 31, 2021 Financial Report**

Approval is requested for the West Chester School District Financial Report for the month ending January 31, 2021.

I so move.

#### **2020-2021 General Fund Financial Analysis**

The expenses and revenues as of January 2021 represent 7 months of financial activity for the District. To date we have collected \$174.2 million in real estate taxes which exceeds our budgeted revenue for this category. Outstanding taxes not collected by December 31st were liened and submitted to the County on January 15 for collection in accordance with PA tax collection law. Year-to-date we have collected \$869,572 in interim taxes which is more than last year. We will continue to receive interim tax revenues throughout the remainder of the school year.

The second largest local revenue category is Earned Income Tax which is 7.8% ahead of last year's collections. This is most likely caused by the extension in the due date for final payments (due April 15, 2020) until July 15, 2020 as a result of the pandemic. We will continue to monitor EIT closely this year to provide an updated trend. We have received \$3.2 million in transfer taxes year to date, this amount is ahead of last year and is the result of the size and timing of property transfers within the District.

Our local revenues YTD total \$190.3 million or 94.7% of budget. State revenues are on target with budget, the largest component to date is \$3.6 million in gaming revenues and other subsidies are trending in line with last year. Federal revenues are also on target with budget.

We have made some revisions to our expenses for the 2020-21 school year. The revisions include a \$273,068 reduction of salaries and benefits related to average teacher salary, a reduction in salaries related to aides in the amount of \$150,000 and a reduction in custodial salaries of \$250,000. We have reduced our educational supplies projection by \$1,091,773 as a result of school PPA and departmental building carryover forfeitures as well as a PPA adjustment due to lower than anticipated enrollment. We have reduced Professional and technical services and other contracted aides by \$1,050,000, reduced Charter School Tuitions by \$150,000, reduced Alternative Education Services by \$200,000 and reduced our variable debt service expense for the 2020-21 year in the amount of \$250,000. We have increased our projections in the following categories to recognize the spending related to the CARES grant funding and includes: salaries and benefits \$275,990, prof and tech services \$101,799 and supplies \$1,331,360. In August we refinanced an existing GOB and recognized \$1.5 million in savings. This amount was transferred to the capital reserve fund.

And as you can see on the statement, we have budgeted \$269.8 million in expenses and \$248.5 million in revenues this year and we budgeted to use \$21.3 million of our fund balance to close the gap between the expenses and revenues.

Our fund balance is projected to be \$41.1 million at June 30th 2021, but we are currently anticipating a \$3.9 million budget gap after an Act 1 index tax increase for the 2021-22 school year. This concludes the financial report.

John T. Scully  
School Board Treasurer

West Chester Area School District

2020-21 General Fund Including Technology and Federal Programs

Revenue for the Month Ending January 31, 2021

|                            | CURRENT YR<br>BUDGET  | YEAR TO DATE<br>REVENUE | AVAILABLE<br>BALANCE | YTD RECEIPTS<br>CURR VS. PRIOR YR | % OF BUDGET<br>RECEIVED<br>CURRENT YR | % OF BUDGET<br>RECEIVED VS.<br>PRIOR YR |
|----------------------------|-----------------------|-------------------------|----------------------|-----------------------------------|---------------------------------------|-----------------------------------------|
| CURRENT REAL ESTATE        | 172,568,153.00        | 174,233,786.11          | (1,665,633.11)       | 601,103.82                        | 100.97%                               | 101.02%                                 |
| INTERIM R. E. TAXES        | 824,699.00            | 869,572.30              | (44,873.30)          | 156,389.54                        | 105.44%                               | 60.12%                                  |
| PUBLIC UTILITY R. T.       | 180,000.00            | 195,012.30              | (15,012.30)          | 17,440.94                         | 108.34%                               | 88.79%                                  |
| EARNED INCOME TAXES        | 19,590,251.00         | 10,490,871.15           | 9,099,379.85         | 539,918.21                        | 53.55%                                | 45.72%                                  |
| REAL ESTATE TRANSFER       | 3,735,352.00          | 3,202,532.52            | 532,819.48           | 113,751.66                        | 85.74%                                | 70.29%                                  |
| DELIQU TAX LEVIED          | 2,858,800.00          | 934,395.19              | 1,924,404.81         | (171,648.02)                      | 32.68%                                | 38.69%                                  |
| EARNINGS-INVESTMENTS       | 500,000.00            | 144,515.87              | 355,484.13           | (1,409,491.65)                    | 28.90%                                | 155.40%                                 |
| PARKING FEES               | 65,000.00             | -                       | 65,000.00            | (59,620.00)                       | 0.00%                                 | 99.37%                                  |
| RENTALS                    | 245,000.00            | 100,758.25              | 144,241.75           | (229,739.95)                      | 41.13%                                | 91.81%                                  |
| CONTRIBUTIONS              | 11,000.00             | 3,563.80                | 7,436.20             | (3,861.20)                        | 32.40%                                | 67.50%                                  |
| SUMMER SCHL TUITION        | 51,000.00             | 18,898.79               | 32,101.21            | (12,008.06)                       | 37.06%                                | 68.68%                                  |
| RCPTS OTHER LEA'S PA       | 53,000.00             | 77,513.65               | (24,513.65)          | 10,836.59                         | 146.25%                               | 85.48%                                  |
| OUTDOOR EDU. TUITION       | 14,510.00             | -                       | 14,510.00            | (13,942.17)                       | 0.00%                                 | 19.88%                                  |
| MISCELLANEOUS REVENU       | 76,000.00             | 66,255.36               | 9,744.64             | (15,140.04)                       | 87.18%                                | 107.10%                                 |
| REF PRIOR YR EXPEN.        | 10,000.00             | 15,815.56               | (5,815.56)           | 9,953.77                          | 158.16%                               | 23.45%                                  |
| ACTIVITY FEE REVENUE       | 294,490.00            | 1,575.00                | 292,915.00           | (306,990.00)                      | 0.53%                                 | 81.10%                                  |
| ADVERTISING REVENUE        | -                     | -                       | -                    | (36.79)                           | 0.00%                                 | 0.00%                                   |
| <b>LOCAL REVENUES</b>      | <b>201,077,255.00</b> | <b>190,355,065.85</b>   | <b>10,722,189.15</b> | <b>(773,083.35)</b>               | <b>94.67%</b>                         | <b>93.51%</b>                           |
| BASIC INSTR. SUBSIDY       | 8,421,880.00          | 3,638,676.00            | 4,783,204.00         | (39.00)                           | 43.21%                                | 43.21%                                  |
| TUITION ORPHANS            | 290,000.00            | -                       | 290,000.00           | -                                 | 0.00%                                 | 0.00%                                   |
| MIGRATORY CHILDREN         | -                     | -                       | -                    | -                                 | 0.00%                                 | 0.00%                                   |
| SPECIAL ED FUNDING         | 5,899,089.00          | 3,271,790.26            | 2,627,298.74         | 133,890.37                        | 55.46%                                | 50.59%                                  |
| PRRJ/APS DIRECT PAYMENTS   | -                     | -                       | -                    | -                                 | 0.00%                                 | 0.00%                                   |
| TRANSPORTATION SUB.        | 2,321,816.00          | 1,582,704.00            | 739,112.00           | (113,849.00)                      | 68.17%                                | 46.18%                                  |
| RENT SUBSIDY               | 1,093,234.00          | 364,305.98              | 728,928.02           | 24,687.71                         | 33.32%                                | 30.59%                                  |
| MEDICAL-DENTAL SVCS.       | 252,545.00            | -                       | 252,545.00           | -                                 | 0.00%                                 | 0.00%                                   |
| BASIC ED REIM SUPP         | 3,570,346.00          | 3,570,346.02            | (0.02)               | (27,906.80)                       | 100.00%                               | 100.00%                                 |
| SCHOOL SAFETY AND SECURITY | -                     | 45,000.00               | (45,000.00)          | (355,050.00)                      | 0.00%                                 | 100.00%                                 |
| READY TO LEARN BLOCK GRANT | 399,095.00            | 399,095.00              | -                    | -                                 | 100.00%                               | 100.00%                                 |
| OTHER STATE GRANTS         | -                     | 155,005.12              | (155,005.12)         | 155,005.12                        | 0.00%                                 | 0.00%                                   |
| SOC SEC/MED SUBSIDY        | 3,924,722.00          | 717,412.05              | 3,207,309.95         | 161,116.71                        | 18.28%                                | 14.68%                                  |
| RETIREMENT SUBSIDY         | 17,695,207.00         | 3,499,196.34            | 14,196,010.66        | 922,205.41                        | 19.77%                                | 15.18%                                  |
| <b>STATE REVENUES</b>      | <b>43,867,934.00</b>  | <b>17,243,530.77</b>    | <b>26,624,403.23</b> | <b>900,060.52</b>                 | <b>39.31%</b>                         | <b>36.23%</b>                           |
| IDEA 619 FUNDS             | 6,100.00              | -                       | 6,100.00             | -                                 | 0.00%                                 | 0.00%                                   |
| IDEA PASS THROUGH          | 1,425,436.00          | -                       | 1,425,436.00         | -                                 | 0.00%                                 | 0.00%                                   |
| TITLE I                    | 598,796.00            | 274,085.49              | 324,710.51           | 34,567.11                         | 45.77%                                | 34.00%                                  |
| TITLE II                   | 236,948.00            | 338,368.36              | (101,420.36)         | 137,755.09                        | 142.80%                               | 77.08%                                  |
| TITLE III LEP/IMMIGRAN     | 91,336.00             | 98,762.71               | (7,426.71)           | 23,154.49                         | 108.13%                               | 69.39%                                  |
| TITLE IV                   | 52,725.00             | 29,446.07               | 23,278.93            | 7,873.41                          | 55.85%                                | 35.98%                                  |
| OTHER FEDERAL GRANTS       | -                     | 531,007.40              | (531,007.40)         | 531,007.40                        | 0.00%                                 | 0.00%                                   |
| CARES ACT                  | -                     | 152,408.44              | (152,408.44)         | 152,408.44                        | 0.00%                                 | 0.00%                                   |
| GOV'S EMERGENCY ED RELIEF  | -                     | 10,715.68               | (10,715.68)          | 10,715.68                         | 0.00%                                 | 0.00%                                   |
| MA DIRECT SERVICES         | 970,000.00            | 1,045,909.05            | (75,909.05)          | 65,611.77                         | 107.83%                               | 208.57%                                 |
| MA ADMIN TIME STUDY        | 30,000.00             | 28,157.38               | 1,842.62             | 1,789.95                          | 93.86%                                | 87.89%                                  |
| <b>FEDERAL PROGRAMS</b>    | <b>3,411,341.00</b>   | <b>2,508,860.58</b>     | <b>902,480.42</b>    | <b>964,883.34</b>                 | <b>73.54%</b>                         | <b>52.04%</b>                           |
| <b>TOTAL REVENUES</b>      | <b>248,356,530.00</b> | <b>210,107,457.20</b>   | <b>38,249,072.80</b> | <b>1,091,860.51</b>               | <b>84.60%</b>                         | <b>82.79%</b>                           |



DATE: 02/08/2021  
 TIME: 13:37:18

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
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SELECTION CRITERIA: orgn.fund='01'  
 ACCOUNTING PERIOD: 7/21

SORTED BY: ACCOUNT  
 TOTALED ON:  
 PAGE BREAKS ON:

| ACCOUNT | TITLE                    | BUDGET        | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|---------|--------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 111     | REG SALARIES ADMIN       | 9,237,294.00  | 668,316.62             | .00                         | 5,278,818.91        | 3,958,475.09         | 57.15       |
| 121     | REG SALARIES PROF        | 72,910,522.00 | 6,687,801.08           | .00                         | 40,133,627.56       | 32,776,894.44        | 55.05       |
| 123     | EXTRA ASSIGN PROF        | 1,162,113.22  | 18,302.48              | .00                         | 1,090,809.83        | 71,303.39            | 93.86       |
| 124     | SABBATICL LV PROF        | 300,000.00    | 40,812.29              | .00                         | 152,430.47          | 147,569.53           | 50.81       |
| 125     | SUBJ CHRPRSN PROF        | 421,496.00    | 41,732.84              | .00                         | 225,381.93          | 196,114.07           | 53.47       |
| 127     | RETIREMT SEV PROF        | 392,000.00    | .00                    | .00                         | 5,400.00            | 386,600.00           | 1.38        |
| 128     | HOMEBD INSTR PROF        | .00           | 70.00                  | .00                         | 332.50              | -332.50              | .00         |
| 135     | SUPPLEMTL CONTR PROF     | 2,167,000.00  | 163,084.82             | .00                         | 1,200,903.78        | 966,096.22           | 55.42       |
| 141     | REG SALARIES TECHNCL     | 4,054,914.00  | 265,609.56             | .00                         | 2,014,498.94        | 2,040,415.06         | 49.68       |
| 143     | EXTRA ASSIGN TECHNCL     | 2,000.00      | .00                    | .00                         | 5,933.73            | -3,933.73            | 296.69      |
| 151     | REG SALARIES OFFICE      | 2,911,088.00  | 196,359.17             | .00                         | 1,464,196.92        | 1,446,891.08         | 50.30       |
| 153     | O/T SALARIES OFFICE      | 63,439.56     | 1,800.75               | .00                         | 42,357.38           | 21,082.18            | 66.77       |
| 154     | SALARIES AIDES           | 503,231.00    | 29,950.09              | .00                         | 155,179.01          | 348,051.99           | 30.84       |
| 158     | TECH AIDES               | 434,855.00    | 38,521.53              | .00                         | 224,069.41          | 210,785.59           | 51.53       |
| 161     | REG SALARIES O & M       | 5,266,503.00  | 356,445.04             | .00                         | 2,442,988.04        | 2,823,514.96         | 46.39       |
| 162     | TEMP SALARIES O & M      | 75,000.00     | .00                    | .00                         | .00                 | 75,000.00            | .00         |
| 163     | O/T SALARIES O & M       | 180,000.00    | 5,236.60               | .00                         | 15,969.39           | 164,030.61           | 8.87        |
| 167     | CUSTODIAL SEVERANCE      | 40,000.00     | .00                    | .00                         | .00                 | 40,000.00            | .00         |
| 168     | TECH TRADE/CRAFTS        | 680,689.00    | 48,597.89              | .00                         | 315,339.29          | 365,349.71           | 46.33       |
| 171     | NEW HIRES                | .00           | -748.30                | .00                         | .00                 | .00                  | .00         |
| 191     | REG SALARIES INSTRL AIDE | 2,341,711.00  | 144,349.12             | .00                         | 844,168.53          | 1,497,542.47         | 36.05       |
| 193     | O/T INSTRUCTIONAL AIDES  | 59,450.00     | 116.19                 | .00                         | 42,964.68           | 16,485.32            | 72.27       |
| 211     | MEDICAL INSURANCE        | 15,375,752.00 | 1,532,674.37           | .00                         | 9,052,630.01        | 6,323,121.99         | 58.88       |
| 212     | DENTAL INSURANCE         | 1,339,097.00  | 109,767.49             | .00                         | 640,671.95          | 698,425.05           | 47.84       |
| 213     | LIFE INSURANCE           | 194,862.00    | 8,824.41               | .00                         | 61,444.58           | 133,417.42           | 31.53       |
| 214     | INC. PROT. INS.          | 241,185.00    | 12,526.58              | .00                         | 78,565.92           | 162,619.08           | 32.57       |
| 215     | EYE CARE INS             | 198,559.00    | 17,793.23              | .00                         | 104,046.90          | 94,512.10            | 52.40       |
| 216     | PRESCRIPTION INS         | 4,089,799.00  | 298,248.92             | .00                         | 1,821,014.47        | 2,268,784.53         | 44.53       |
| 220     | SOCIAL SECURITY CONT     | 7,849,447.00  | 634,319.58             | .00                         | 3,973,565.82        | 3,875,881.18         | 50.62       |
| 230     | RETIREMENT CONTRIBS      | 35,390,415.00 | 2,980,448.49           | .00                         | 18,841,897.66       | 16,548,517.34        | 53.24       |
| 231     | RETIREMENT CONTR - DC    | .00           | 10,255.48              | .00                         | 53,141.89           | -53,141.89           | .00         |
| 240     | TUITION REIMBURSE        | 600,000.00    | 57,774.35              | .00                         | 202,536.80          | 397,463.20           | 33.76       |
| 250     | UNEMPLOYMENT COMP        | 374,472.00    | 905.94                 | .00                         | 96,153.86           | 278,318.14           | 25.68       |
| 260     | WORKMEN'S COMPENS        | 915,305.00    | 5,078.95               | .00                         | 531,374.77          | 383,930.23           | 58.05       |
| 290     | OTHER EMPLOYEE BEN       | .00           | .00                    | .00                         | 358,144.15          | -358,144.15          | .00         |
| 300     | PRCHSD PRO&TECH SVS      | 2,800.00      | .00                    | .00                         | .00                 | 2,800.00             | .00         |
| 302     | PURCH PROF AIDES         | 3,378,000.00  | 51,230.99              | .00                         | 332,483.61          | 3,045,516.39         | 9.84        |
| 303     | PURCH PROF TSS CCIU      | 500,000.00    | .00                    | .00                         | .00                 | 500,000.00           | .00         |
| 304     | PURCH PROF TSS CONTRACTE | 1,621,000.00  | 245,249.59             | .00                         | 553,923.15          | 1,067,076.85         | 34.17       |
| 310     | OFFICIAL/ADMIN SVCS      | 639,938.00    | 51,600.10              | 747.00                      | 311,245.87          | 327,945.13           | 48.75       |
| 315     | PURCH PROF TEACHER SUBS  | 2,281,864.95  | 59,251.42              | 575.00                      | 554,990.13          | 1,726,299.82         | 24.35       |
| 316     | PURCH PROF AIDES SUBS    | 300,000.00    | 850.50                 | .00                         | 4,959.62            | 295,040.38           | 1.65        |
| 317     | PURCH PROF ADM SUPPRT SU | 100,000.00    | 2,896.79               | .00                         | 85,293.39           | 14,706.61            | 85.29       |
| 320     | PROF EDUCATIONAL SVCS    | 1,500.00      | .00                    | .00                         | .00                 | 1,500.00             | .00         |
| 322     | PROF ED SVCS IU'S        | 5,658,360.00  | 138,014.77             | .00                         | 1,263,701.76        | 4,394,658.24         | 22.33       |
| 323     | PROF ED SVCS OTHER       | 2,449,637.00  | 10,572.40              | .00                         | 882,075.68          | 1,567,561.32         | 36.01       |

DATE: 02/08/2021  
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WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='01'  
 ACCOUNTING PERIOD: 7/21

SORTED BY: ACCOUNT  
 TOTALED ON:  
 PAGE BREAKS ON:

| ACCOUNT | TITLE                    | BUDGET        | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|---------|--------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 324     | PROF ED SRVS EMPL TRAIN. | 124,623.98    | 706.00                 | 867.00                      | 23,163.85           | 100,593.13           | 19.28       |
| 329     | PROF. EDUC. SVCS- OTHER  | 442,415.00    | 6,759.50               | .00                         | 47,407.32           | 395,007.68           | 10.72       |
| 330     | OTHER PROF SERVICES      | 2,403,650.00  | 106,866.60             | 20,823.51                   | 930,177.28          | 1,452,649.21         | 39.56       |
| 340     | TECHNICAL SERVICES       | 24,640.00     | .00                    | .00                         | .00                 | 24,640.00            | .00         |
| 348     | PROF SVCS - TECHN LGY    | 67,024.44     | 638.75                 | 84.37                       | 54,245.42           | 12,694.65            | 81.06       |
| 350     | SECURITY/SAFETY SVCS     | 513,101.11    | 10,500.00              | .00                         | 60,004.81           | 453,096.30           | 11.69       |
| 360     | EMPLOYEE TRAINING AND DE | 2,000.00      | .00                    | .00                         | .00                 | 2,000.00             | .00         |
| 390     | OTHER PURCH. SVCS        | 209,284.58    | 2,092.73               | 48.00                       | 82,457.00           | 126,779.58           | 39.42       |
| 422     | ELECTRICITY              | 1,729,000.00  | 123,936.34             | .00                         | 819,323.91          | 909,676.09           | 47.39       |
| 424     | WATER/SEWAGE             | 621,900.00    | 79,497.24              | 950.63                      | 239,241.07          | 381,708.30           | 38.62       |
| 430     | REPAIRS & MAINT SVCS     | 969,968.10    | 53,313.83              | 293,910.36                  | 311,648.88          | 364,408.86           | 62.43       |
| 432     | REPAIRS & MAINT- SVC EQU | 8,100.00      | 915.55                 | 5,662.44                    | 1,428.81            | 1,008.75             | 87.55       |
| 438     | REPAIRS & MAINT- TECH    | 169,796.29    | .00                    | .00                         | 66,541.40           | 103,254.89           | 39.19       |
| 441     | RENTAL - LAND & BLDGS    | 281,800.00    | 1,468.00               | 4,729.00                    | 114,330.58          | 162,740.42           | 42.25       |
| 442     | EQUIPMENT RENTAL         | 200,802.95    | 14,763.54              | 88,344.20                   | 91,874.74           | 20,584.01            | 89.75       |
| 444     | RENTAL VEHICLES          | 3,500.00      | .00                    | .00                         | .00                 | 3,500.00             | .00         |
| 449     | OTHER RENTAL             | 3,725.00      | .00                    | .00                         | 265.19              | 3,459.81             | 7.12        |
| 513     | CONTRACTED CARRIERS      | 14,787,371.35 | 941,429.39             | .00                         | 4,517,480.54        | 10,269,890.81        | 30.55       |
| 516     | FROM THE I.U.            | 12,000.00     | .00                    | .00                         | .00                 | 12,000.00            | .00         |
| 521     | FIRE INSURANCE           | 193,500.00    | .00                    | .00                         | 175,606.00          | 17,894.00            | 90.75       |
| 522     | AUTO LIABLTY INS         | 51,000.00     | .00                    | .00                         | 47,323.00           | 3,677.00             | 92.79       |
| 523     | GNRL PROP & LIAB INS     | 233,400.00    | .00                    | .00                         | 221,217.00          | 12,183.00            | 94.78       |
| 525     | BONDING INSURANCE        | 7,762.00      | .00                    | .00                         | 3,641.00            | 4,121.00             | 46.91       |
| 529     | OTHER INSURANCE          | 62,300.00     | 8,250.00               | .00                         | 67,410.00           | -5,110.00            | 108.20      |
| 530     | TELEPHONE & POSTAGE      | 323,895.50    | 21,378.24              | 7,130.94                    | 146,997.07          | 169,767.49           | 47.59       |
| 538     | COMMUNICATIONS-TECH      | 134,100.00    | 28,324.53              | 68,214.36                   | 145,697.00          | -79,811.36           | 159.52      |
| 540     | ADVERTISING              | 19,300.00     | 386.44                 | 2,397.71                    | 3,252.81            | 13,649.48            | 29.28       |
| 550     | PRINTING AND BINDING     | 58,227.83     | 199.00                 | 3,721.64                    | 21,520.04           | 32,986.15            | 43.35       |
| 560     | TUITION                  | 900,000.00    | .00                    | .00                         | .00                 | 900,000.00           | .00         |
| 561     | TUIT TO LEA WITHIN       | 233,000.00    | 4,960.00               | .00                         | 53,136.65           | 179,863.35           | 22.81       |
| 562     | TUITION - CHARTER SCHOOL | 8,228,617.00  | 670,930.83             | .00                         | 4,876,991.98        | 3,351,625.02         | 59.27       |
| 563     | TUIT TO PRIV SCHOOLS     | 1,118,900.00  | 47,675.00              | .00                         | 486,113.70          | 632,786.30           | 43.45       |
| 564     | TUIT TO AREA VO-TECH     | 2,562,547.00  | .00                    | .00                         | 1,768,276.82        | 794,270.18           | 69.00       |
| 567     | TUITION TO APP PRIV. SCH | 2,547,500.00  | 391,358.18             | .00                         | 1,137,627.40        | 1,409,872.60         | 44.66       |
| 568     | TUITION PRRI, ALT ED,DTE | 20,000.00     | .00                    | .00                         | -7.55               | 20,007.55            | -.04        |
| 569     | TUITION OTHER            | 15,000.00     | .00                    | .00                         | .00                 | 15,000.00            | .00         |
| 580     | TRAVEL EXPENSES          | 167,816.48    | 2,019.89               | .00                         | 12,283.77           | 155,532.71           | 7.32        |
| 581     | TRAVEL-PROF. DEVELOPMENT | 182,118.01    | .00                    | .00                         | 3,124.99            | 178,993.02           | 1.72        |
| 594     | I.U. PAYMNT BY W.H SP CL | 2,900.00      | .00                    | .00                         | .00                 | 2,900.00             | .00         |
| 595     | I.U. PAYMNT BY W/H       | 126,867.00    | .00                    | .00                         | 130,193.51          | -3,326.51            | 102.62      |
| 610     | GENERAL SUPPLIES         | 3,635,597.20  | 142,967.64             | 628,164.26                  | 1,899,973.11        | 1,107,459.83         | 69.54       |
| 618     | SUPPLIES-TECHNOLOGY      | 6,175.00      | .00                    | .00                         | 2,000.00            | 4,175.00             | 32.39       |
| 621     | NATURAL GAS              | 711,549.00    | 78,497.88              | .00                         | 227,398.83          | 484,150.17           | 31.96       |
| 624     | OIL                      | 23,451.00     | .00                    | 23,451.00                   | .00                 | .00                  | 100.00      |
| 626     | GASOLINE & DIESEL        | 63,000.00     | 6,521.60               | 26,248.28                   | 28,751.72           | 8,000.00             | 87.30       |
| 627     | DIESEL FUEL              | 12,000.00     | 214.77                 | 5,306.03                    | 5,128.55            | 1,565.42             | 86.95       |

DATE: 02/08/2021  
 TIME: 13:37:18

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 3  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='01'  
 ACCOUNTING PERIOD: 7/21

SORTED BY: ACCOUNT  
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 PAGE BREAKS ON:

| ACCOUNT      | TITLE                    | BUDGET         | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|--------------------------|----------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 635          | FOOD MEALS & REFRESHMENT | 64,178.38      | 360.00                 | .00                         | 10,558.27           | 53,620.11            | 16.45       |
| 640          | BOOKS & PERIODICALS      | 796,789.90     | 29,762.42              | 25,813.55                   | 557,859.48          | 213,116.87           | 73.25       |
| 648          | BOOKS -TECHNOLOGY        | 2,650.00       | .00                    | .00                         | .00                 | 2,650.00             | .00         |
| 650          | SUPPLIES & FEES- TECH RE | 1,972,098.28   | 52,531.17              | 181,637.49                  | 1,884,128.85        | -93,668.06           | 104.75      |
| 750          | EQUIP - ORIG & ADDT'L    | 3,000.00       | .00                    | .00                         | 3,071.25            | -71.25               | 102.38      |
| 752          | CAP EQUIP- ORIG. OR ADD  | 140,233.40     | .00                    | 6,830.01                    | 41,791.81           | 91,611.58            | 34.67       |
| 756          | CAP TECH HARDWARE ORIGIN | 1,449.57       | .00                    | .00                         | 1,449.57            | .00                  | 100.00      |
| 758          | EQUIPMENT-TECHNOLOGY     | 6,395.00       | .00                    | .00                         | 694.07              | 5,700.93             | 10.85       |
| 760          | EQUIPMENT - REPLACEMENT  | 3,141.93       | .00                    | .00                         | .00                 | 3,141.93             | .00         |
| 761          | NON CAP EQUIP- REPLACE   | 300.00         | .00                    | .00                         | .00                 | 300.00               | .00         |
| 762          | CAP EQUIP- REPLACE       | 283,307.31     | .00                    | 66,162.83                   | 472,178.55          | -255,034.07          | 190.02      |
| 767          | NON CAP TECH EQUIP-REPLA | .00            | .00                    | .00                         | 45,000.00           | -45,000.00           | .00         |
| 768          | EQUIP REPLACE-TECHNOLOGY | 3,250.00       | .00                    | .00                         | 679.00              | 2,571.00             | 20.89       |
| 810          | DUES AND FEES            | 218,040.40     | 2,644.64               | 25,860.62                   | 69,366.53           | 122,813.25           | 43.67       |
| 811          | MEMBERSHIPS              | 154,988.28     | 1,243.00               | 3,439.91                    | 51,110.96           | 100,437.41           | 35.20       |
| 832          | INT SERIAL BONDS         | 10,240,206.00  | 8,808.60               | .00                         | 4,673,512.83        | 5,566,693.17         | 45.64       |
| 840          | CONTINGENCY              | 1,520,131.00   | .00                    | .00                         | .00                 | 1,520,131.00         | .00         |
| 880          | REFNDS OF PR YRS RCP     | 55,000.00      | .00                    | .00                         | 3,700.29            | 51,299.71            | 6.73        |
| 890          | MISC EXPENDITURES        | 35,942.00      | .00                    | .00                         | .00                 | 35,942.00            | .00         |
| 899          | STUDENT ACTIVITY         | 100,000.00     | .00                    | .00                         | 92,506.71           | 7,493.29             | 92.51       |
| 912          | SERIAL BNDS PRN PYMT     | 16,995,000.00  | .00                    | .00                         | 2,870,000.00        | 14,125,000.00        | 16.89       |
| 932          | CAP RESERVE FD TRANS     | 6,167,541.00   | .00                    | .00                         | 2,095,558.00        | 4,071,983.00         | 33.98       |
| TOTAL REPORT |                          | 269,684,167.00 | 17,776,563.42          | 1,491,120.14                | 127,155,646.66      | 141,037,400.20       | 47.70       |

DATE: 02/08/2021  
TIME: 13:40:03

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='22'  
ACCOUNTING PERIOD: 7/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT - - - - - | TITLE - - - - -      | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------------|----------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R6500             | EARNINGS-INVESTMENTS | 75,000.00    | 633.99             | .00         | 38,062.40                | 36,937.60            | 50.75       |
| ACCOUNT-R9310     | GENRL FND TRANSFERS  |              |                    |             |                          |                      |             |
| R9310             | GENRL FND TRANSFERS  | 4,071,983.00 | .00                | .00         | .00                      | 4,071,983.00         | .00         |
| ACCOUNT-R9400     | SALE OF FIXED ASSETS |              |                    |             |                          |                      |             |
| R9400             | SALE OF FIXED ASSETS | .00          | .00                | .00         | 29,653.32                | -29,653.32           | .00         |
| TOTAL REPORT      |                      | 4,146,983.00 | 633.99             | .00         | 67,715.72                | 4,079,267.28         | 1.63        |

DATE: 02/08/2021  
 TIME: 13:38:05

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='22'  
 ACCOUNTING PERIOD: 7/21

SORTED BY: ACCOUNT  
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| ACCOUNT      | TITLE                    | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|--------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 330          | OTHER PROF SERVICES      | .00          | .00                    | 1,356.00                    | .00                 | -1,356.00            | .00         |
| 390          | OTHER PURCH. SVCS        | .00          | .00                    | 78,408.68                   | 46,284.43           | -124,693.11          | .00         |
| 529          | OTHER INSURANCE          | 34,500.00    | -800.00                | .00                         | 191,127.01          | -156,627.01          | 553.99      |
| 757          | NON CAP TECH EQUIP-ORIG  | 280,700.00   | .00                    | .00                         | 14,592.16           | 266,107.84           | 5.20        |
| 760          | EQUIPMENT - REPLACEMENT  | 60,000.00    | .00                    | 2,320.38                    | 11,488.46           | 46,191.16            | 23.01       |
| 766          | CAP TECH HARDWARE REPLAC | 725,000.00   | 11,228.40              | 67,028.86                   | 85,379.78           | 572,591.36           | 21.02       |
| 767          | NON CAP TECH EQUIP-REPLA | 3,147,336.00 | 38,119.17              | 69,948.83                   | 1,934,112.79        | 1,143,274.38         | 63.67       |
| 810          | DUES AND FEES            | 10,000.00    | 26.25                  | .00                         | 1,281.78            | 8,718.22             | 12.82       |
| TOTAL REPORT |                          | 4,257,536.00 | 48,573.82              | 219,062.75                  | 2,284,266.41        | 1,754,206.84         | 58.80       |

DATE: 02/08/2021  
TIME: 13:40:30

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 7/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
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| ACCOUNT - - - - - | TITLE - - - - -     | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------------|---------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R9310             | GENRL FND TRANSFERS | 2,095,558.00 | .00                | .00         | 2,095,558.00             | .00                  | 100.00      |
| TOTAL REPORT      |                     | 2,095,558.00 | .00                | .00         | 2,095,558.00             | .00                  | 100.00      |

DATE: 02/08/2021  
 TIME: 13:38:28

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='27'  
 ACCOUNTING PERIOD: 7/21

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| ACCOUNT      | TITLE                   | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|-------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 300          | PRCHSD PRO&TECH SVS     | .00          | .00                    | 6,881.24                    | 320.00              | -7,201.24            | .00         |
| 330          | OTHER PROF SERVICES     | .00          | 240.00                 | 73,023.80                   | 227,378.74          | -300,402.54          | .00         |
| 390          | OTHER PURCH. SVCS       | .00          | 4,911.62               | 409,838.79                  | 36,600.54           | -446,439.33          | .00         |
| 430          | REPAIRS & MAINT SVCS    | .00          | .00                    | 150.00                      | 12,683.00           | -12,833.00           | .00         |
| 610          | GENERAL SUPPLIES        | .00          | .00                    | 2,739.58                    | 687.06              | -3,426.64            | .00         |
| 750          | EQUIP - ORIG & ADDT'L   | .00          | .00                    | 323.96                      | .00                 | -323.96              | .00         |
| 752          | CAP EQUIP- ORIG. OR ADD | 1,694,808.00 | 30,127.00              | .00                         | 34,067.95           | 1,660,740.05         | 2.01        |
| TOTAL REPORT |                         | 1,694,808.00 | 35,278.62              | 492,957.37                  | 311,737.29          | 890,113.34           | 47.48       |

DATE: 02/08/2021  
TIME: 13:40:53

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 7/21

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PAGE BREAKS ON:

| ACCOUNT - - - - - | TITLE - - - - - | BUDGET     | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------------|-----------------|------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R6710             | GATE RECEIPTS   | 131,500.00 | .00                | .00         | .00                      | 131,500.00           | .00         |
| TOTAL REPORT      |                 | 131,500.00 | .00                | .00         | .00                      | 131,500.00           | .00         |



DATE: 02/08/2021  
 TIME: 13:38:51

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTAI1

SELECTION CRITERIA: orgn.fund='29'  
 ACCOUNTING PERIOD: 7/21

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| ACCOUNT      | TITLE                 | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|-----------------------|------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 135          | SUPPLEMTL CONTR PROF  | .00        | .00                    | .00                         | 7,975.00            | -7,975.00            | .00         |
| 220          | SOCIAL SECURITY CONT  | .00        | .00                    | .00                         | 585.12              | -585.12              | .00         |
| 230          | RETIREMENT CONTRIBS   | .00        | .00                    | .00                         | 2,222.14            | -2,222.14            | .00         |
| 231          | RETIREMENT CONTR - DC | .00        | .00                    | .00                         | 2.03                | -2.03                | .00         |
| 350          | SECURITY/SAFETY SVCS  | 3,340.00   | .00                    | .00                         | .00                 | 3,340.00             | .00         |
| 390          | OTHER PURCH. SVCS     | 63,930.00  | 828.00                 | .00                         | 1,005.50            | 62,924.50            | 1.57        |
| 513          | CONTRACTED CARRIERS   | 3,080.00   | .00                    | .00                         | .00                 | 3,080.00             | .00         |
| 580          | TRAVEL EXPENSES       | 2,010.00   | .00                    | .00                         | .00                 | 2,010.00             | .00         |
| 610          | GENERAL SUPPLIES      | 35,690.00  | 1,098.70               | .00                         | 9,403.98            | 26,286.02            | 26.35       |
| 762          | CAP EQUIP- REPLACE    | 18,060.00  | .00                    | .00                         | .00                 | 18,060.00            | .00         |
| 810          | DUES AND FEES         | 5,390.00   | .00                    | .00                         | .00                 | 5,390.00             | .00         |
| TOTAL REPORT |                       | 131,500.00 | 1,926.70               | .00                         | 21,193.77           | 110,306.23           | 16.12       |

**WEST CHESTER AREA SCHOOL DISTRICT  
CAPITAL PROJECTS FUND  
Month Ending January 31, 2021**

| <b>Project</b>          | <b>Description</b>                            | <b>Project Budget</b> | <b>Project to Date<br/>Expenses at<br/>Prior 6/30</b> | <b>Current Fiscal Year<br/>to Date Expenses</b> | <b>Total Expenses</b> | <b>Budget Balance</b> |
|-------------------------|-----------------------------------------------|-----------------------|-------------------------------------------------------|-------------------------------------------------|-----------------------|-----------------------|
| <b>Current Projects</b> |                                               |                       |                                                       |                                                 |                       |                       |
| C007                    | Westtown-Thornbury Renovations/Additions      | 10,389,690.18         | 10,378,836.28                                         | 0.00                                            | 10,378,836.28         | 10,853.90             |
| C009                    | East Bradford Renovations/Additions           | 10,260,000.00         | 10,153,503.90                                         | 222.00                                          | 10,153,725.90         | 106,274.10            |
| C033                    | Exton Renovations/Additions                   | 18,100,000.00         | 17,642,681.27                                         | 165,951.66                                      | 17,808,632.93         | 291,367.07            |
| C034                    | East Goshen Design and Construction           | 17,750,000.00         | 15,779,973.36                                         | 762,643.44                                      | 16,542,616.80         | 1,207,383.20          |
| C035                    | Mary C Howse Design and Construction          | 11,900,000.00         | 53,376.67                                             | 0.00                                            | 53,376.67             | 11,846,623.33         |
| C036                    | Glen Acres Design and Construction            | 17,700,000.00         | 355,180.78                                            | 183,107.62                                      | 538,288.40            | 17,161,711.60         |
| C038                    | Starkweather Design and Construction          | 10,400,000.00         | 477,546.31                                            | 0.00                                            | 477,546.31            | 9,922,453.69          |
| C054                    | East Replace 2 Chillers and Add 1 Chiller     | 764,964.39            | 764,964.39                                            | 0.00                                            | 764,964.39            | 0.00                  |
| C057                    | New Elementary School Design and Construction | 27,500,000.00         | 7,142,817.62                                          | 8,772,366.59                                    | 15,915,184.21         | 11,584,815.79         |
| C059                    | Westtown-Thornbury Addition                   | 2,500,000.00          | 57,734.27                                             | 130,471.08                                      | 188,205.35            | 2,311,794.65          |
| C061                    | EHS Two Replacement Chillers                  | 639,000.00            | 638,321.53                                            | 0.00                                            | 638,321.53            | 678.47                |
| C063                    | HHS Softball Field Replacement                | 85,895.45             | 85,895.45                                             | 0.00                                            | 85,895.45             | 0.00                  |
| C066                    | RHS Replacement Roof Sections                 | 984,505.61            | 28,500.00                                             | 1,371,762.00                                    | 1,400,262.00          | (415,756.39)          |
| C067                    | RHS Replacement Chiller                       | 300,000.00            | 271,900.00                                            | 0.00                                            | 271,900.00            | 28,100.00             |
| C999                    | 2012-2023 Labor                               | 4,915,221.54          | 3,466,531.50                                          | 239,115.49                                      | 3,705,646.99          | 1,209,574.55          |
|                         | <b>Total Current Projects</b>                 | <b>149,245,103.20</b> | <b>81,350,914.36</b>                                  | <b>11,625,639.88</b>                            | <b>92,976,554.24</b>  | <b>56,268,548.96</b>  |

WEST CHESTER AREA SCHOOL DISTRICT  
 FOOD SERVICES FUND  
 JANUARY 31, 2021

|                           | 2020-21<br>CONTRACT<br>BUDGET | ACTUAL<br>JANUARY 2021 | YTD<br>2020-21 |
|---------------------------|-------------------------------|------------------------|----------------|
| <u>REVENUE</u>            |                               |                        |                |
| CAFETERIA SALES           | 2,725,673                     | 228                    | 4,773          |
| GOVERNMENT REIMBURSEMENTS | 769,873                       | 185,463                | 754,275        |
| TOTAL REVENUE             | 3,495,545                     | 185,691                | 759,048        |
| <u>EXPENDITURES</u>       |                               |                        |                |
| COST OF FOOD              | 1,205,102                     | 56,304                 | 264,659        |
| <i>COMMODITY USAGE</i>    | (101,150)                     | 8,679                  | 40,747         |
| LABOR                     | 1,568,170                     | 117,145                | 526,972        |
| ADMINISTRATIVE EXPENSE    | 66,495                        | 6,650                  | 33,248         |
| MANAGEMENT FEE            | 61,380                        | 6,138                  | 30,690         |
| OTHER DIRECT EXPENSES     | 413,684                       | 28,826                 | 132,081        |
| TOTAL EXPENDITURES        | 3,213,680                     | 215,062                | 987,649        |
| PROFIT/LOSS               | 281,865                       | (29,371)               | (228,601)      |

WEST CHESTER AREA SCHOOL DISTRICT  
January 2021

|                                  | 452 | 440 | 438 | 444 | 445 | 451   | 437 | 448 | 453 | 447 | Total      | 328  | 326   | 327  | 223    | 222   | 221   | Total     | OTHER | TOTAL |        |                              |                                  |
|----------------------------------|-----|-----|-----|-----|-----|-------|-----|-----|-----|-----|------------|------|-------|------|--------|-------|-------|-----------|-------|-------|--------|------------------------------|----------------------------------|
|                                  | EB  | EG  | EX  | FH  | GA  | HILLS | MCH | PW  | SS  | WT  | Elementary | F.M. | P.M.  | S.M. | RUSTIN | EAST  | HEND. | Secondary |       |       |        |                              |                                  |
| Kindergarten                     | 53  | 48  | 72  | 82  | 88  | 69    | 75  | 74  | 72  | 70  | 703        |      |       |      |        |       |       |           |       |       | 703    | Kindergarten                 |                                  |
| Special Education - Kinder       | 10  | 8   | 14  | 12  | 8   | 9     | 10  | 6   | 17  | 14  | 108        |      |       |      |        |       |       |           |       |       | 108    | Special Education - Kinder   |                                  |
| Grade 1                          | 50  | 70  | 96  | 71  | 98  | 80    | 87  | 76  | 82  | 86  | 796        |      |       |      |        |       |       |           |       |       | 796    | Grade 1                      |                                  |
| Special Education - Grade 1      | 3   | 8   | 18  | 14  | 10  | 12    | 8   | 8   | 12  | 6   | 99         |      |       |      |        |       |       |           |       |       | 99     | Special Education - Grade 1  |                                  |
| Grade 2                          | 55  | 61  | 70  | 104 | 78  | 89    | 115 | 60  | 94  | 85  | 811        |      |       |      |        |       |       |           |       |       | 811    | Grade 2                      |                                  |
| Special Education - Grade 2      | 5   | 6   | 9   | 3   | 13  | 6     | 15  | 10  | 12  | 13  | 92         |      |       |      |        |       |       |           |       |       | 92     | Special Education - Grade 2  |                                  |
| Grade 3                          | 63  | 69  | 82  | 91  | 83  | 77    | 86  | 77  | 73  | 84  | 785        |      |       |      |        |       |       |           |       |       | 785    | Grade 3                      |                                  |
| Special Education - Grade 3      | 15  | 11  | 21  | 6   | 10  | 9     | 9   | 9   | 14  | 11  | 115        |      |       |      |        |       |       |           |       |       | 115    | Special Education - Grade 3  |                                  |
| Grade 4                          | 58  | 60  | 74  | 77  | 63  | 90    | 104 | 68  | 81  | 74  | 749        |      |       |      |        |       |       |           |       |       | 749    | Grade 4                      |                                  |
| Special Education - Grade 4      | 8   | 16  | 19  | 11  | 19  | 7     | 11  | 12  | 9   | 14  | 126        |      |       |      |        |       |       |           |       |       | 126    | Special Education - Grade 4  |                                  |
| Grade 5                          | 46  | 65  | 57  | 82  | 67  | 83    | 76  | 67  | 89  | 65  | 697        |      |       |      |        |       |       |           |       |       | 697    | Grade 5                      |                                  |
| Special Education - Grade 5      | 13  | 9   | 22  | 16  | 14  | 12    | 15  | 20  | 18  | 14  | 153        |      |       |      |        |       |       |           |       |       | 153    | Special Education - Grade 5  |                                  |
| Grade 6                          |     |     |     |     |     |       |     |     |     |     |            | 264  | 312   | 224  |        |       |       |           |       |       | 800    | Grade 6                      |                                  |
| Special Education - Grade 6      |     |     |     |     |     |       |     |     |     |     |            | 43   | 53    | 56   |        |       |       |           |       |       | 152    | Special Education - Grade 6  |                                  |
| Grade 7                          |     |     |     |     |     |       |     |     |     |     |            | 242  | 301   | 242  |        |       |       |           |       |       | 785    | Grade 7                      |                                  |
| Special Education - Grade 7      |     |     |     |     |     |       |     |     |     |     |            | 53   | 66    | 54   |        |       |       |           |       |       | 173    | Special Education - Grade 7  |                                  |
| Grade 8                          |     |     |     |     |     |       |     |     |     |     |            | 230  | 334   | 230  |        |       |       |           |       |       | 794    | Grade 8                      |                                  |
| Special Education - Grade 8      |     |     |     |     |     |       |     |     |     |     |            | 48   | 45    | 41   |        |       |       |           |       |       | 134    | Special Education - Grade 8  |                                  |
| Grade 9                          |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 255    | 260   | 293   |           |       |       | 808    | Grade 9                      |                                  |
| Special Education - Grade 9      |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 44     | 47    | 52    |           |       |       | 143    | Special Education - Grade 9  |                                  |
| Grade 10                         |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 260    | 268   | 308   |           |       |       | 836    | Grade 10                     |                                  |
| Special Education - Grade 10     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 57     | 40    | 38    |           |       |       | 135    | Special Education - Grade 10 |                                  |
| Grade 11                         |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 272    | 254   | 315   |           |       |       | 841    | Grade 11                     |                                  |
| Special Education - Grade 11     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 44     | 43    | 46    |           |       |       | 133    | Special Education - Grade 11 |                                  |
| Grade 12                         |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 293    | 284   | 278   |           |       |       | 855    | Grade 12                     |                                  |
| Special Education - Grade 12     |     |     |     |     |     |       |     |     |     |     |            |      |       |      | 48     | 41    | 53    |           |       |       | 142    | Special Education - Grade 12 |                                  |
| Regular Education                | 325 | 373 | 451 | 507 | 477 | 488   | 543 | 422 | 491 | 464 | 4,541      | 736  | 947   | 696  | 1,080  | 1,066 | 1,194 | 5,719     |       |       | 10,260 | Regular Education            |                                  |
| Special Education                | 54  | 58  | 103 | 62  | 74  | 55    | 68  | 65  | 82  | 72  | 693        | 144  | 164   | 151  | 193    | 171   | 189   | 1,012     |       |       | 1,705  | Special Education            |                                  |
| In - District Total              | 379 | 431 | 554 | 569 | 551 | 543   | 611 | 487 | 573 | 536 | 5,234      | 880  | 1,111 | 847  | 1,273  | 1,237 | 1,383 | 6,731     |       |       | 11,965 | In - District Total          |                                  |
| Out of District Totals           |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       |        |                              |                                  |
| Alternative Ed. Reg. Ed.         |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       | 5     | 5      | Alternative Ed. Reg. Ed.     |                                  |
| Alternative Ed. Special Ed.      |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       | 144   | 144    | Alternative Ed. Special Ed.  |                                  |
| Charter Schools                  |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       |        |                              |                                  |
| Achievement Cyber                |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 2      | 2                            | Achievement Cyber                |
| Agora Cyber                      |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 8      | 8                            | Agora Cyber                      |
| Avon Grove                       |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 1      | 1                            | Avon Grove                       |
| Chester County Family Academy    |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 13     | 13                           | Chester County Family Academy    |
| Chester Community Charter        |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | -      | -                            | Chester Community Charter        |
| Collegium                        |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 248    | 248                          | Collegium                        |
| Commonwealth Connections - Cyber |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 34     | 34                           | Commonwealth Connections - Cyber |
| Insight                          |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 5      | 5                            | Insight                          |
| PA Distance                      |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | -      | -                            | PA Distance                      |
| Pa Leadership - Cyber            |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 122    | 122                          | Pa Leadership - Cyber            |
| Pennsylvania Cyber               |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 5      | 5                            | Pennsylvania Cyber               |
| Pa Virtual - Cyber               |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 9      | 9                            | Pa Virtual - Cyber               |
| Reach Cyber                      |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 7      | 7                            | Reach Cyber                      |
| Renaissance Academy              |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 3      | 3                            | Renaissance Academy              |
| 21st Century - Cyber             |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | 17     | 17                           | 21st Century - Cyber             |
| Outside PA                       |     |     |     |     |     |       |     |     |     |     |            |      |       |      |        |       |       |           |       |       | -      | -                            | Outside PA                       |
| GRAND TOTAL                      | 379 | 431 | 554 | 569 | 551 | 543   | 611 | 487 | 573 | 536 | 5,234      | 880  | 1,111 | 847  | 1,273  | 1,237 | 1,383 | 6,731     | 623   |       | 12,588 |                              |                                  |



**WEST CHESTER AREA SCHOOL DISTRICT**

**February 22, 2021**

**OTHER BUSINESS**

**ACTION ITEMS**

**Approval of Revisions to Phased School Reopening Health and Safety Plan for SY 2020-21**

Approval is requested of Revisions to Phased School Reopening Health and Safety Plan for SY 2020-21.

***I so move.***

# West Chester Area School District

## Phased School Reopening Health and Safety Plan

Approved August 3, 2020

Revisions Board approved - September 29, 2020

***Revisions Board Approved – October 26, 2020***

**Revisions Board Approved – December 21, 2020**

***Revisions for Board Approval on February 22, 2021***

The West Chester Area School District Health and Safety Plan was created in accordance with the advice provided by medical officials, guidelines from the PA Department of Education, Centers for Disease Control, Chester County Health Department (CCHD), and PA Department of Health. The writing of this plan has taken into consideration input from parents, staff, and students. All updates to this plan and information about [Reopening of Schools](#) can be found on the West Chester Area School District Website. The purpose of this plan is to achieve the following goals:

- Maximize the protection of students, staff, and families while taking reasonable precautions.
- Provide safe, educational programs for students.
- Establish clear communication protocols to ensure that parents, staff, students, and community members receive accurate and timely information regarding the operations of schools.
- Provide flexibility for parents and staff to move in and out of “in-person,” hybrid, or remote instruction.
- Provide essential services and resources to students to address anxiety and/or mental health concerns.

The West Chester Area School District (WCASD) recognizes that there are no optimal ways to open schools during a pandemic. The goal is to safely continue school instruction. We also recognize that the Governor of Pennsylvania has structured the reopening of Pennsylvania into three phases: red, yellow, and green. **(The School District will follow the most recent updated guidelines. If the Chester County Health Department alters its guidance, we will follow the CCHD guidance.)** These designations signal how counties and/or regions may begin easing some restrictions on schools, and we recognize that our plans must be fluid in order to move in and out of each phase. Currently:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services, such as school meal programs should continue. Large gatherings are prohibited. West Chester Area School District will operate schools in a Remote Learning format when in this phase. Instruction will be delivered in a combination of synchronous and asynchronous classes.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body

(e.g. board of directors/trustees) and posted on the school entity's publicly available website. Gatherings of people will follow CCHD and/or mandates from the governor's office. The WCASD plan is written to be flexible in both yellow and green phases but begins with a hybrid schedule to achieve 6 feet of social distancing.

### **Our plan is written with the following assumptions:**

- **There will not be a cure, or vaccine for the Covid-19 virus for the start of the school year.** (August 31, 2020)
- **The district has limited funding for the purpose of opening schools.** Because of the size of our district (16 schools and 12,000 students), with more than 2.2 million square feet of building space to maintain, our funds must be spent wisely for the purpose of providing the safest possible learning environment for students and staff.

### **In order to phase in for face-to-face instruction, we assume:**

- **Parents agree to take the temperatures of their children each morning before sending them to school.** The spread of viruses can be significantly reduced with the implementation of good hygiene by all. If children are sick, they need to remain at home. Temperatures may also be checked prior to entering the school each day.
- **Staff members agree to take their own temperatures each morning.** If a staff member is sick, that staff member agrees to stay home. Temperatures may also be checked prior to entering the school each day.
- **Social distancing of at least six feet** will be maintained, to the maximum extent feasible. Some schools may require the use of alternate spaces to realize six feet (e.g. art and music rooms). All classroom seats will be arranged to face one direction.
- **Enough parents (approximately 30%) volunteer to transport children** to reduce the number of children riding a bus with a maximum of two children to a seat.
- **Enough staff are available to operate schools each day.** Some staff may have compromised immune systems and/or be living with a person with a compromised immune system and may not be able to report to work. Some of these teachers can be scheduled to teach in the West Chester Cyber program.
- **Buses** - Students will be required to wear face coverings while on the bus. Seating will be limited to two children per seat. Drivers will wear face coverings when operating the buses. Buses will be disinfected between bus runs.
- **Cafeteria/Lunch - Green phase** - In order to maintain social distancing, secondary schools will serve lunch in the cafeteria and/or other alternative spaces. ( $\frac{2}{3}$  in the cafeteria, and  $\frac{1}{3}$  in the alternative). Elementary schools will eat lunch in the cafeteria. Breakfast will be served in the classrooms. **Yellow phase** - Lunches will be served in classrooms.
- **Face Coverings - Green phase/Yellow phase - All staff wear masks/face shields except when:**
  - working alone at a workstation.
  - eating lunch.
  - Unable to wear a face covering due to a medical condition including those with respiratory issues that impede breathing, mental health condition, or disability.
- **All students wear Face Coverings all the time except when:**
  - eating lunch.
  - more than six feet of social distancing can be achieved outside (according to the most



- updated guidance from PDE, PA Department of Health, or Governor).
- mask breaks are scheduled.
- Unable to wear a face covering due to a medical condition including those with respiratory issues that impede breathing, mental health condition, or disability.

- Allowable Face Coverings are defined as:
  - MASKS-surgical; KN95; N95 masks
  - CLOTH MASKS-2 ply that cover the mouth and nose completely
  - FACE SHIELDS-cover the nose and mouth completely

Non-allowable face coverings include masks with valves, gaiter masks, bandannas, scarves or any other covering not listed above.

- **General cleaning and hygiene - Green and Yellow phase** -All classrooms will be disinfected on a daily basis. Common touch areas will be disinfected three times a day. For classrooms with sinks, soap dispensers will be filled regularly. For classrooms without sinks, hand sanitizer will be provided. All water fountains will be disabled unless they are touchless filling stations for water bottles. Students are encouraged to bring their own water bottles. Bottled water will also be provided for students.
- **Elementary School Special area classes (Art, Music, PE, Library)** - social distancing will be followed. Art, music, and library will be taught in the classrooms. PE classes will be held in the gymnasium, and focus on individual lifetime fitness rather than team activities.
- **After school sports/activities** - Will follow PIAA and Chester County Department of Health Guidelines for activities and social distancing.
- **Procedures for when a student or staff member has tested positive for Covid-19** – The district is following Chester County Department of Health guidance on contact tracing, notification to parents and community, as well as disinfecting procedures.
- **When using a hybrid schedule, we will follow an AA/ Remote/ BB schedule.** Half the students will attend school on the days labeled A (last names beginning with A-K), the other half of the students will log in to class via Zoom. On the B days (last names beginning with letters L-Z) will attend in person while the A day students log in remotely.

AA /Remote/ BB – A remote day is scheduled to bring all students together at once on the same platform. Instruction will occur in the same manner as the current remote model.

Here is a sample schedule:

| Sample Hybrid Schedule      |                             |                     |                             |                             |
|-----------------------------|-----------------------------|---------------------|-----------------------------|-----------------------------|
| Monday                      | Tuesday                     | Wednesday           | Thursday                    | Friday                      |
| Group A:<br>In-Person       | Group A:<br>In-Person       | Group A/B<br>Remote | Group A:<br>Remote Learning | Group A:<br>Remote Learning |
| Group B:<br>Remote Learning | Group B:<br>Remote Learning | Group A/B<br>Remote | Group B:<br>In-Person       | Group B:<br>In-Person       |

Low incidence special needs students will continue to attend school 5 days a week in person. Other special education and English Learner students will attend four days a week in person and one-day remotely.

We did a review on September 25 for possible return to hybrid. Safety is the top priority.

Dr. James R. Scanlon, Superintendent of Schools, presented the West Chester Area School District reopening plan to the community on Wednesday, July 29, 2020. The recommended course of action begins the school year in a remote setting. A first review of the plan was presented to the Board on September 29. A summary of the hybrid plan follows.

**Effective October 19, Elementary Hybrid Schedule  
will be as follows:**

|                      |                      | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|----------------------|----------------------|---------------|----------------|------------------|-----------------|---------------|
| <b>Week of 10.12</b> | <b>Student Group</b> | X             | Remote ½ Day   | Remote ½ Day     | Remote ½ Day    | Remote ½ Day  |
| <b>Week of 10.19</b> | <b>Student Group</b> | A             | A              | Remote           | B               | B             |
| <b>Week of 10.26</b> | <b>Student Group</b> | A             | A              | Remote           | B               | B             |
| <b>Week of 11.2</b>  | <b>Student Group</b> | A             | X              | A                | B               | B             |
| <b>Week of 11.9</b>  | <b>Student Group</b> | A             | A              | Remote           | B               | B             |
| <b>Week of 11.16</b> | <b>Student Group</b> | A             | A              | Remote           | B               | B             |
| <b>Week of 11.23</b> | <b>Student Group</b> | A             | B              | X                | X               | X             |
| <b>Week of 11.30</b> | <b>Student Group</b> | A             | A              | Remote           | B               | B             |
| <b>Week of 12.7</b>  | <b>Student Group</b> | A             | A              | Remote           | B               | B             |
| <b>Week of 12.14</b> | <b>Student Group</b> | A             | A              | Remote           | B               | B             |
| <b>Week of 12.21</b> | <b>Student Group</b> | A             | B              | Remote ½ Day     | X               | X             |

**Effective November 5th, Middle Level Hybrid Schedule  
will be as follows:**

|                      |                      | <b>Monday</b>        | <b>Tuesday</b> | <b>Wednesday</b>     | <b>Thursday</b>      | <b>Friday</b>        |
|----------------------|----------------------|----------------------|----------------|----------------------|----------------------|----------------------|
| <b>Week of 10.12</b> | <b>Student Group</b> | X                    | Remote         | Remote               | Remote               | Remote               |
| <b>Week of 10.19</b> | <b>Student Group</b> | Interim Remote       | Interim Remote | Interim Remote       | Interim Remote       | Interim Remote       |
| <b>Week of 10.26</b> | <b>Student Group</b> | Interim Remote       | Interim Remote | Interim Remote       | Interim Remote ½ Day | Interim Remote ½ Day |
| <b>Week of 11.2</b>  | <b>Student Group</b> | Interim Remote ½ Day | X              | Interim Remote ½ Day | B                    | B                    |
| <b>Week of 11.9</b>  | <b>Student Group</b> | A                    | A              | Remote               | B                    | B                    |
| <b>Week of 11.16</b> | <b>Student Group</b> | A                    | A              | Remote               | B                    | B                    |
| <b>Week of 11.23</b> | <b>Student Group</b> | A                    | B              | X                    | X                    | X                    |
| <b>Week of 11.30</b> | <b>Student Group</b> | A                    | A              | Remote               | B                    | B                    |
| <b>Week of 12.7</b>  | <b>Student Group</b> | A                    | A              | Remote               | B                    | B                    |
| <b>Week of 12.14</b> | <b>Student Group</b> | A                    | A              | Remote               | B                    | B                    |
| <b>Week of 12.21</b> | <b>Student Group</b> | A                    | B              | Remote ½ Day         | X                    | X                    |

## Effective November 5th, High School Hybrid Schedule will be as follows:

|               |               | Monday               | Tuesday        | Wednesday            | Thursday             | Friday               |
|---------------|---------------|----------------------|----------------|----------------------|----------------------|----------------------|
| Week of 10.12 | Student Group | X                    | Remote         | Remote               | Remote               | Remote               |
| Week of 10.19 | Student Group | Interim Remote       | Interim Remote | Interim Remote       | Interim Remote       | Interim Remote       |
| Week of 10.26 | Student Group | Interim Remote       | Interim Remote | Interim Remote       | Interim Remote ½ Day | Interim Remote ½ Day |
| Week of 11.2  | Student Group | Interim Remote ½ Day | X              | Interim Remote ½ Day | B                    | B                    |
| Week of 11.9  | Student Group | A                    | A              | Remote               | B                    | B                    |
| Week of 11.16 | Student Group | A                    | A              | Remote               | B                    | B                    |
| Week of 11.23 | Student Group | A                    | B              | X                    | X                    | X                    |
| Week of 11.30 | Student Group | A                    | A              | Remote               | B                    | B                    |
| Week of 12.7  | Student Group | A                    | A              | Remote               | B                    | B                    |
| Week of 12.14 | Student Group | A                    | A              | Remote               | B                    | B                    |
| Week of 12.21 | Student Group | A                    | B              | Remote ½ Day         | X                    | X                    |

### Effective September 21, After School Sports

- September 21 - mandatory practices for fall sports will resume.
- September 24 - first eligible day for golf competition.
- September 28 – first eligible day for tennis, competitions.
- Week of October 5 - First eligible week for all other sports competitions.
- Outside events will be limited to 250 people with social distancing and face covering requirements. Gatherings of people will follow CCHD and/or mandates from the governor’s office.
- Inside events will be limited to 25 people with social distancing and face covering requirements. Gatherings of people will follow CCHD and/or mandates from the governor’s office.
- Sporting events will follow Chester County Health Department guidance as well as the PIAA Sports [guidance](#).

## Hybrid Model Implementation Timeline

| Date                                 | Action                                                                                                                                                                |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | <i>Every Friday review weekly Chester County Health Department <a href="#">data</a> on cases</i>                                                                      |
| Fri. Sept. 25                        | <b>Teacher advisory teams formed to help with building specifics</b>                                                                                                  |
| Mon. Sept 28<br>(schools closed)     | <b>Hybrid model Training for Administrators</b>                                                                                                                       |
| Tues. Sept 29                        | <b>Board Meeting - votes on Hybrid plan</b>                                                                                                                           |
| Week of Sept. 29 – Oct. 2            | <b>K-12 Hybrid pilots (then use them for PD)</b>                                                                                                                      |
| Mon. Oct 5 –<br>debrief,<br>feedback | <b>Meeting with pilot teachers 4 pm Zoom</b>                                                                                                                          |
| Wed. Sept. 30                        | <b>Notice to parents about board decision to open in hybrid</b><br><b>Send survey to K-5 parents to choose cyber.</b><br><b>Survey to parents to remain in remote</b> |
| Wed. Sept. 30                        | <b>Description of hybrid instruction to be defined and explained to staff and to parents</b>                                                                          |
| Thurs. Oct 1                         | <b>Schedule staff chat regarding hybrid plan – 4 pm</b><br><b>Schedule parent chats regarding hybrid plan – 6pm</b>                                                   |
| Mon. Oct. 5                          | <b>Survey 6-12 parents to remain in remote</b><br><b>Survey 6-12 parents to move from cyber to hybrid</b>                                                             |
| Mon. Oct. 5                          | <b>Meet with pilot teachers @ 4 pm</b><br><b>3-4 per building</b><br><b>Parent meeting, 6 p.m. to discuss plan for students with an IEP</b>                           |
| Mon. Oct. 5                          | <b>Updated Safety Protocols</b>                                                                                                                                       |
| Tues. Oct 6                          | <b>Deadline for K-5 parents to choose hybrid from cyber</b><br><b>Parent meeting, 6 p.m. for Latinx families to review timeline for English Learner students.</b>     |
| Tues. Oct 6                          | <b>Deadline for K-5 parents to remain in remote</b>                                                                                                                   |
| Fri. October 9                       | <b>Deadline for 6-12 parents to remain in remote, or move from cyber to hybrid</b>                                                                                    |
| Mon. Oct 12                          | <b>All Staff training on hybrid</b> <ul style="list-style-type: none"> <li>• Review schedule changes with secondary teachers</li> </ul> <b>NO SCHOOL FOR STUDENTS</b> |

| Date                                                                                                      | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tuesday,<br>October 13 -<br>Friday<br>October 16<br><i>(four half-days<br/>           for K-5)</i>        | <p><b>K-5 (all staff required to work in building)</b></p> <ul style="list-style-type: none"> <li>• <b>AM: synchronous instruction</b></li> <li>• <b>PM: PD and planning</b></li> <li>• <b>All Special education and EL students are remote these days</b></li> </ul> <p><b>6-12 – Full Days</b><br/> <b>Secondary (teachers may work in buildings)</b></p> <ul style="list-style-type: none"> <li>• <b>Students remains remote (all day)</b></li> <li>• <b>Low incidence special education and EL students continue in brick and mortar.</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |
| Monday,<br>October 19                                                                                     | <p><b>First day of Remote/In-person teaching for K-5</b><br/> <b>K-5 Hybrid Model begins (Cohort A-in person)</b><br/> <b>Student Schedules by school:</b></p> <ul style="list-style-type: none"> <li>• <b>7:45 a.m. to 1:45 p.m. (HHS, EHS, RHS, FMS)</b></li> <li>• <b>8:15 a.m. – 2:15 p.m. (SMS, PMS)</b></li> <li>• <b>8:40 a.m. to 2:40 p.m. (EBE, EGE, EXE, GAE,)</b></li> <li>• <b>9:10 a.m. to 3:10 p.m. (PWE, WTE, HDE, SWE, MCH, FHE )</b></li> </ul> <p><b>Transportation: running buses for Hybrid K-5 to all stops</b></p> <p><b>Additional planning time begins for all teachers (30 min. at end of day)</b></p> <p><b>Additional K-5 Special Ed (<i>with the exception of related service IEP student</i>)s /EL face-to-face instruction</b></p> <p><b><i>First four days of hybrid will focus on students in the building to review building procedures. Students at home will not have assignments those days.</i></b></p> |
| Thursday,<br>October 29 –<br>Friday,<br>October 30-<br>Monday,<br>November 2,<br>Wednesday,<br>November 4 | <p><b><u>Secondary (6-12)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Staff returns to building</b></li> <li>• <b>AM only: remote for students</b></li> <li>• <b>PM: Professional Development and planning for staff.</b></li> <li>• <b>Remote synchronous instruction in AM</b></li> <li>• <b>All special education and EL students are remote</b></li> </ul> <p><b><u>Elementary (K-5)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Full day hybrid</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Tuesday,<br>November 3<br><i>(schools<br/>           closed/teacher<br/>           in-service)</i>        | <p><b>K-12 Staff training – hybrid</b></p> <p><b>NO SCHOOL FOR STUDENTS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Thurs.<br>November 5                                                                                      | <ul style="list-style-type: none"> <li>• <b>Full Hybrid K-12</b></li> <li>• <b>Additional Special Ed/EL Face-to-Face instruction</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

# Metrics for Return – Following Chester County Health Department Guidelines and any updates.

(County [Information](#) is updated each Friday.)

| Community Transmission | Incidence Rate per 100,000 | AND/OR | PCR Test Positivity | Instructional Model   |
|------------------------|----------------------------|--------|---------------------|-----------------------|
| Low                    | <10                        | AND    | <5%                 | In-Person             |
| Moderate               | ≥10 and <40                | AND    | ≥5% and <7%         | Hybrid                |
| High                   | ≥40 and <80                | OR     | >7% and <10%        | Virtual and/or Hybrid |
| Very High              | ≥80                        | OR     | ≥10%                | Virtual               |

## February 11, 2021 Updated information from the CCHD regarding when to close schools

A communication from PA DOH and PDE supporting Chester County and Delaware County schools in following the Chester County Health Department’s School Guidance in lieu of PDE’s “Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19” and its associated attestation was recently shared.

### Key points:

- Schools will continue to report all probable and positive cases through the Disease Report Form.
- Chester County Health Department will provide recommendations for school closures with a focus on linked cases.
- With appropriate contact notification being done by schools, if additional individuals become positive while in quarantine, a move to virtual learning (“closure”) may not be warranted (the Health Department will provide closure guidance if needed)
- If additional individuals become positive who were NOT initially identified as a close contact but are possibly linked, the Health Department will assess if cohorts are required to move to virtual learning (“closure) and/or additional individuals need to be quarantined.
- Schools should continue to communicate via the Health Department’s [disschools@chesco.org](mailto:disschools@chesco.org) email for questions regarding contacts, cases, and COVID-19 in general. Email continues to be the best method for contacting the CCHD.

## **Plan for In-person Instruction when 6-foot Guidance Changes**

- Week 1:** Elementary returns 4 days in-person (Wednesday= Remote Learning)  
Secondary in hybrid
- Week 2:** Secondary returns 4 days in-person (Wednesday= Remote Learning)  
Elementary returns to 5 days in-person (No Remote Wednesday)
- Week 3:** K – 12, all grades five days a week in-person (No Remote Wednesday)

**We will continue to adhere to other COVID guidance and direction regarding mitigation and closures. May have to move to virtual if cases occur in schools (and will return to full in-person, not hybrid).**

### **Participation in the ACE-IT Antigen Testing Project:**

The district is partnering with Children’s Hospital of Philadelphia and the Chester County Health Department in the ACE-IT project. (Assisting Childhood Education through Increased Testing.) This brings free, in-school rapid COVID-19 testing for staff who wish to participate in weekly assurance testing. These tests are used as an additional screening tool to prevent the virus from coming on campus.

This program uses the BinaxNOW test which provides test results in 15 minutes. These antigen tests are highly accurate detecting 97-98% of symptomatic individuals.

- Adults will self-swab using a nasal swab in the front area of the nostril. (not the “brain” swab)
- Staff will create a QR code for access to testing and confidentiality. Results of the swab will be sent to a phone or email account.
- Testing will take place weekly.
- Testing will be done in the nurse’s office or other designated space determined in each school building.
- If someone has been COVID positive, they are ineligible to participate for 90 days after the diagnosis.
- Results that fall out of the range of expected, may be referred for further testing.

## **PDE Recommendations for Pre-K to 12 Schools Following Identification of a Case(s) of COVID-19**

*This page was updated on November 23, 2020.*

*This page was updated on December 7, 2020.*

Size of school is based on full capacity.



The 14 day rolling time period begins with the first COVID Positive or Presumed positive case when schools are in person. Students who are in remote or cyber mode, don't count.

### Recommendations for Small (<500 Students) Pre-K to 12 School Buildings Following Identification of a Case(s) of COVID-19

It is important to note that a significant and/or widespread outbreak may require moving to a more remote-based instructional model more quickly. DOH will provide proactive consultative assistance to school entities should such an outbreak occur.

| Level of Community Transmission in the County | Number of Cases of COVID-19 Within a rolling 14-day period:<br>1 student or 1 staff                                                                                                                | Number of Cases of COVID-19 Within a rolling 14-day period:<br>2-4 students/staff in same school building who are not household contacts                                                            | Number of Cases of COVID-19 Within a rolling 14-day period:<br>5+ students/staff in same school building                                                                                                           |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Low</b>                                    | <ul style="list-style-type: none"> <li>School does not need to close</li> <li>Clean area(s) where case spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>Close school(s) for 3-5 days*</li> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>Close school(s) for 14 days*</li> <li>Clean entire school(s)</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                               |
| <b>Moderate</b>                               | <ul style="list-style-type: none"> <li>School does not need to close</li> <li>Clean area(s) where case spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>Close school(s) for 3-7 days*</li> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>Close school(s) for 14 days*</li> <li>Clean entire school(s)</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                               |
| <b>Substantial†</b>                           | <ul style="list-style-type: none"> <li>School should consider altering schedule to significantly decrease number of students on site</li> <li>Clean area(s) where case spent time</li> </ul>       | <ul style="list-style-type: none"> <li>School should consider altering schedule to significantly decrease number of students on site</li> <li>Close school(s) for 3-7 days*</li> </ul>              | <ul style="list-style-type: none"> <li>School should consider altering schedule to significantly decrease number of students on site</li> <li>Close school(s) for 14 days*</li> <li>Clean entire school</li> </ul> |

| Level of Community Transmission in the County | Number of Cases of COVID-19 Within a rolling 14-day period:<br>1 student or 1 staff                            | Number of Cases of COVID-19 Within a rolling 14-day period:<br>2-4 students/staff in same school building who are not household contacts                     | Number of Cases of COVID-19 Within a rolling 14-day period:<br>5+ students/staff in same school building       |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
|                                               | <ul style="list-style-type: none"> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>Public health staff will direct close contacts to quarantine</li> </ul> |

\* If case investigations, contact tracing, and cleaning and disinfecting can be accomplished in a faster time frame, the length of closure time may be shortened.

†DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission. Schools that choose to pursue in-person instruction or other models in which school buildings are utilized by students and/or staff should follow the recommendations here.

### Recommendations for Medium (500-900 students) Pre-K to 12 School Buildings Following Identification of a Case(s) of COVID-19

It is important to note that a significant and/or widespread outbreak may require moving to a more remote-based instructional model more quickly. DOH will provide proactive consultative assistance to school entities should such an outbreak occur.

| Level of Community Transmission in the County | Number of Cases of COVID-19 Within a rolling 14-day period:<br>1-3 students or staff                                                                                                               | Number of Cases of COVID-19 Within a rolling 14-day period:<br>4-6 students/staff in same school building who are not household contacts                                                            | Number of Cases of COVID-19 Within a rolling 14-day period:<br>7+ students/staff in same school building                                                                             |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Low</b>                                    | <ul style="list-style-type: none"> <li>School does not need to close</li> <li>Clean area(s) where case spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>Close school(s) for 3-5 days*</li> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>Close school(s) for 14 days*</li> <li>Clean entire school(s)</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> |

| Level of Community Transmission in the County | Number of Cases of COVID-19 Within a rolling 14-day period:<br>1-3 students or staff                                                                                                                                                                               | Number of Cases of COVID-19 Within a rolling 14-day period:<br>4-6 students/staff in same school building who are not household contacts                                                                                                                                                                   | Number of Cases of COVID-19 Within a rolling 14-day period:<br>7+ students/staff in same school building                                                                                                                                                                                 |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Moderate</b>                               | <ul style="list-style-type: none"> <li>School does not need to close</li> <li>Clean area(s) where case spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                                                                 | <ul style="list-style-type: none"> <li>Close school(s) for 3-7 days*</li> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                                                                                                        | <ul style="list-style-type: none"> <li>Close school(s) for 14 days*</li> <li>Clean entire school(s)</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                                                                                                     |
| <b>Substantial†</b>                           | <ul style="list-style-type: none"> <li>School should consider altering schedule to significantly decrease number of students on site</li> <li>Clean area(s) where case spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>School should consider altering schedule to significantly decrease number of students on site</li> <li>Close school(s) for 3-7 days*</li> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>School should consider altering schedule to significantly decrease number of students on site</li> <li>Close school(s) for 14 days*</li> <li>Clean entire school</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> |

\* If case investigations, contact tracing, and cleaning and disinfecting can be accomplished in a faster time frame, the length of closure time may be shortened.

†DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission. Schools that choose to pursue in-person instruction or other models in which school buildings are utilized by students and/or staff should follow the recommendations here.

### Recommendations for Large (>900 students) Pre-K to 12 School Buildings Following Identification of a Case(s) of COVID-19

It is important to note that a significant and/or widespread outbreak may require moving to a more remote-based instructional model more quickly. DOH will provide proactive consultative assistance to school entities should such an outbreak occur.

| <b><u>Level of Community Transmission in the County</u></b> | <b>Number of Cases of COVID-19 Within a rolling 14-day period:</b><br>1-5 students or staff                                                                                                                                                                        | <b>Number of Cases of COVID-19 Within a rolling 14-day period:</b><br>6-10 students/staff in same school building who are not household contacts                                                                                                                                                           | <b>Number of Cases of COVID-19 Within a rolling 14-day period:</b><br>11+ students/staff in same school building                                                                                                                                                                         |
|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Low</b>                                                  | <ul style="list-style-type: none"> <li>School does not need to close</li> <li>Clean area(s) where case spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                                                                 | <ul style="list-style-type: none"> <li>Close school(s) for 3-5 days*</li> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                                                                                                        | <ul style="list-style-type: none"> <li>Close school(s) for 14 days*</li> <li>Clean entire school(s)</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                                                                                                     |
| <b>Moderate</b>                                             | <ul style="list-style-type: none"> <li>School does not need to close</li> <li>Clean area(s) where case spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                                                                 | <ul style="list-style-type: none"> <li>Close school(s) for 3-7 days*</li> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                                                                                                        | <ul style="list-style-type: none"> <li>Close school(s) for 14 days*</li> <li>Clean entire school(s)</li> <li>Public health staff will direct close contacts to quarantine</li> </ul>                                                                                                     |
| <b>Substantial†</b>                                         | <ul style="list-style-type: none"> <li>School should consider altering schedule to significantly decrease number of students on site</li> <li>Clean area(s) where case spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>School should consider altering schedule to significantly decrease number of students on site</li> <li>Close school(s) for 3-7 days*</li> <li>Clean area(s) where cases spent time</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> | <ul style="list-style-type: none"> <li>School should consider altering schedule to significantly decrease number of students on site</li> <li>Close school(s) for 14 days*</li> <li>Clean entire school</li> <li>Public health staff will direct close contacts to quarantine</li> </ul> |

\* If case investigations, contact tracing, and cleaning and disinfecting can be accomplished in a faster time frame, the length of closure time may be shortened.

† DOH and PDE recommend a Full Remote Learning Model for all schools in counties with substantial level of community transmission. Schools that choose to pursue in-person

instruction or other models in which school-buildings are utilized by students and/or staff should follow the recommendations here.

## PDE Attestation Mandate Ensuring Implementation of Mitigation Efforts

On November 23<sup>rd</sup>, the school board passed a resolution outlining the school district's plan for remote/in-person instruction. The school board signed the Attestation form indicating that the district would be in full remote learning November 30-December 11 except for special education students who attend programs outside of the school district. The school board also signed an Attestation form indicating that the district plans to return to the hybrid model K-12 on December 14<sup>th</sup>.

December 4, 2020 Updated CDC Guidelines

- Quarantine time frame has been reduced from 14 days to 7-10 days:
  - On day 10 without testing
  - On day 7 after receiving a negative test result (test must occur on day 5 or later)

## Begin Year with Remote Learning

for First Quarter of Year (Thanksgiving)

### (with WC Cyber as an Option for Families)

- **Remote Learning 2.0** – Improved over last spring – and provides more synchronous (live) instruction. Instruction will be recorded for flexibility/student ability to watch again.
- [WC Cyber Program](#) – option is available for parents k-12. This program is different from Remote Learning 2.0, and provides more asynchronous learning with teacher check ins for a more flexible schedule. The elementary cyber program requires an adult at home to assist with the learning. In order for the school district to staff this program, parents must choose the cyber option no later than Friday, August 7.
- Low incidence disabilities students receive services in schools when necessary (green and yellow phase).

## Guiding Principles

- Safety of Students and Staff – *Has to be top priority*. Every model carries risks.
- Equity - Not all kids and families have same access, needs, and resources.
- Monitoring student needs.
- Students with “low incidence disabilities” (highest need) will attend in person every day (approx. 190 students) as they did this summer.
- As local pandemic improves, goal is to bring youngest students back to full time schooling first.
- Need for flexibility to phase in and out of hybrid, full-time in-person learning, or Remote Learning 2.0. At the end of September, we will evaluate by reviewing infection rates. As rates slow down, we will consider the hybrid model for return.

## Classroom Set up

## **In-person learning for low incidence disabilities children (continuation of summer pilot program)**

Classrooms will be set up to allow a minimum of six feet between each desk (where feasible), and the desks will all be facing the same direction. Staff will be required to wear face coverings at all times unless in the classroom alone. Students will be required to wear face coverings at all times and expected to maintain six feet of social distancing. Students will be excused from wearing a mask if they provide medical documentation. These students will be provided with plastic shields around their work area. Students will remain in the same cohort all day as much as reasonably possible. Students may receive additional instruction/services outside of their regular education cohort of students. All water fountains will be turned off with the exception of touchless filling stations. Bottled water will be available. Only one student at a time will be permitted to use the restroom, and the students will remain in the classroom until it is their turn. When entering and exiting the building, staff and students will maintain at least a six foot distance from the next person. Two students will ride in a bus seat. Students must wear a face covering on the bus. Bus drivers will face covering.

Only one student at a time will be permitted to use the restroom and the students will remain in the classroom until it is their turn. When entering and exiting the building, staff and students will maintain at least a six foot distance from the next person.

Students who are considered to be at high risk will have their temperature taken as they enter the building. If someone has an elevated temperature, he or she will be taken to the nurse for further evaluation.

Each classroom will be equipped with disinfectant spray, hand sanitizer (if there isn't a sink in the classroom), masks and gloves. Staff will be expected to wipe down desks and materials between student use. Outdoor space will be utilized on a limited basis and social distancing along with face covering will be utilized.

Visitors will only be permitted by appointment and will have administrative approval to be in the building after it has been determined that the visit can only take place in person.

Bus drivers will assess their temperature prior to the first run and are required to wear a face covering as staff and/or students embark and disembark the bus. There will be hand sanitizer on the bus and the bus will be disinfected between runs. There will be no more than two students per seat. Aides will be required to wear a face covering and other PPE (as needed) and will be seated across, in front of, or behind students. Training will be provided for all staff on the health and safety procedures outlined in the plan the week before the school year begins. The training will take place via Zoom and be recorded for anyone who is unable to attend at the scheduled time.

- Desks will face the same direction and will be spaced six feet apart where feasible.
- There will be a limit of 12 students and 12 adults in a classroom; PDE guidelines recommend no more than 25 students in a classroom where feasible.
- Each classroom will be provided with masks, disinfectant spray and hand sanitizer (if there isn't a sink in the classroom).
- Staff will wear masks at all times, except when in a classroom alone.
- Students will be taught to wear masks or face coverings and are expected to wear

them when social distancing isn't feasible.

- Social distancing will be maintained when traveling between rooms.
- Students will stay in the same cohort all day.
- Water fountains will be turned off and bottled water will be provided for students.
- Students will use the restroom one at a time.
- Students will sit one student per seat on the bus.
- Bus drivers will wear a face covering at all times.

## **Re-opening of School**

**General Expectations** - Parents will be expected to take their child's temperature and complete the self-monitoring questions daily. Staff will also be expected to take their own temperature each morning and complete the self-monitoring questions, prior to arriving at school. Parents and staff are responsible for monitoring for signs of illness and staying home, or keeping children home when they are sick. If someone has an elevated temperature, at school, that person will be taken to the nurse for further evaluation. Each classroom will be equipped with disinfectant wipes, sanitizers, masks and gloves. Outdoor space will be utilized on a limited basis and social distancing along with face coverings will be utilized. Visitors will only be permitted by appointment and will have administrative approval to be in the building after it has been determined that the visit can only take place in person. There will be hand sanitizer on the bus and the bus will be cleaned between runs. Students will sit no more than two to a seat. Training will be provided for all staff on the health and safety procedures outlined in the plan.

**Middle and High School Classrooms** will be set up to allow a minimum of 6 feet between each student and the desks will all be facing the same direction. There will be a maximum of 25 students in a classroom, unless a larger space is used to accommodate the distancing requirements for additional desks. Students will be required to wear masks or face coverings. Staff are required to wear masks or face coverings at all times with the exception of working in their rooms or eating lunch.

Meals will be provided by using an alternate lunch schedule to achieve social distancing requirements of at least six feet.

**Elementary students will remain in the same classroom** for most of the day with the exception of lunch, recess, and PE. Elementary students will wear face coverings. During instruction and while eating lunch, 6 feet distance will be maintained at all times. If students do not have masks, masks will be provided and students will be taught how to wear the masks (how to put mask on, take mask off and maintain mask). Students will be taught how to wash their hands properly and how to use the hand sanitizer.

Meals will be provided in the cafeteria. When entering and exiting the building, staff and students will maintain at least six feet of distance from the next person.

Staff will eat lunch in a room such as the library to ensure that social distancing can be implemented.

## **What will At-Home Remote learning look like?**

**How will students access instruction/curriculum when not in school?** Students will access curriculum via Schoology or SeeSaw; will have live, small-group instruction. District will work with teachers to provide a balance of synchronous (live) and asynchronous instruction. Synchronous instruction will be recorded.

**Will students have daily access to teachers?** Yes, teachers will be conducting live instruction every day, and will be able to respond to students.

**What happens if students need help with work?** Teachers will schedule small groups/individual support time, or support service staff will schedule a time (e.g. reading specialists, math specialist) with students.

**Will students be in front of a screen all day?** Breaks will be built into the school day for screen-free time.

## **Elementary Options for Opening Schools**

### **Remote Learning 2.0**

- Your child's brick & mortar teacher.
- 1 live Math AND English Language Arts lesson / day.
- 2 – 4 live small group lessons / week.
- Live Daily Class Meetings.
- Planned live small group lessons.
- 1 live or pre-recorded Special Area Class / day.
- 1 live or pre-recorded Science/Social Studies / day.
- Support from teacher throughout day.

### **WC Cyber Program**

- Program is less synchronous than Remote 2.0. Provides more flexibility for parents to help students complete work.
- Teachers and students from across WCASD, not necessarily your child's home school.
- Live Daily Class Meetings.
- 1 live daily Math or English Language Arts lesson.
- 1 live or pre-recorded Special Area class / day.
- Approximately 2 - 4 live small group lessons / week.
- Live lessons will be recorded to be viewed later.
- Support from teacher throughout day.
- Curriculum aligned to district curriculum.

## **SAMPLE Elementary Schedule for Remote Learning 2.0 – Daily**



(Synchronous Meetings noted in **BLUE**)

August 31 – October 9

|             |                                                                                                                                             |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 9:00-10:00  | <b>Live Morning Meeting Check-in and Live ELA lesson.</b> Complete learning activities via Schoology or Seesaw.                             |
| 10:00-11:00 | <b>Teacher-led live small reading groups (approx. 2-4/week).</b> Complete Word Study, Grammar, or Writing Activity via Schoology or Seesaw. |
| 11:00-12:00 | Lunch/Recess                                                                                                                                |
| 12:00-1:00  | <b>Live Math lesson.</b> Complete Freckle review and workbook pages.                                                                        |
| 1:00-1:45   | Specials – <b>Live</b> or view pre-recorded lesson.                                                                                         |
| 1:45-2:00   | Movement Break                                                                                                                              |
| 2:00-3:00   | View <b>Live</b> or view pre-recorded Science or Social Studies lesson and complete follow up learning activity.                            |

**SAMPLE Elementary Schedule for Cyber Program – Daily  
(Synchronous Meetings noted in **ORANGE**)**

|             |                                                                                                             |
|-------------|-------------------------------------------------------------------------------------------------------------|
| 9:15-10:00  | <b>Live Morning Meeting Check-in. Review Daily Learning Plan.</b>                                           |
| 9:15-10:15  | Review recorded Reading Lesson. Complete follow-up learning activities.                                     |
| 10:15-11:00 | <b>Teacher-led live small groups (approx. 2-4/week).</b> Complete Word Study, Grammar, or Writing Activity. |
| 11:00-12:00 | Lunch/Recess                                                                                                |
| 12:00-1:00  | <b>Live Math lesson.</b> Complete Freckle review and workbook pages.                                        |
| 1:00-1:45   | Specials – <b>Live</b> or view pre-recorded lesson.                                                         |
| 1:45-2:00   | Movement Break                                                                                              |
| 2:00-3:00   | View pre-recorded Science or Social Studies lesson and complete follow up learning activity.                |

## Secondary Options for Opening Schools

### Remote Learning 2.0

- Students will continue to learn from the same teachers, with the same classmates.
- Students are required to attend class and will follow a block schedule.
- Teachers will provide a combination of live instruction via Zoom or pre-recorded lessons.  
Live class meetings.
- Instruction will maintain the full scope and sequence for all courses.
- Students will receive feedback from teachers and grades for their work.

### WC Cyber Program

- Curriculum is fully aligned to the WC curriculum.
- Teachers and students from across WCASD, not necessarily your child's home school.
- Mostly self-paced learning activities, with asynchronous learning.
- Approximately 2 - 4 live small group lessons per week.
- Live lessons will be recorded to be viewed later.
- Support from teacher throughout day.

### SAMPLE Secondary Schedule for Remote Learning 2.0 – Daily (Synchronous Meetings noted in **BLUE**)

**August 31 – November 4**

| Period | Time         | Class/Activity                                                          |
|--------|--------------|-------------------------------------------------------------------------|
| 1      | 8:45 – 10:05 | English 10 Honors<br><b>Live Zoom Check-in and Schoology Discussion</b> |
| 2      | 10:10-11:30  | Chemistry Honors<br>Complete Lab Report on Schoology                    |
|        | 11:35-12:40  | Lunch                                                                   |
| 3      | 12:45-2:05   | Sociology<br><b>Live Zoom Check-in for Class Discussion</b>             |
| 4      | 2:10-3:30    | Algebra 2 Accelerated Honors<br>Complete Schoology Assignment           |

**SAMPLE Secondary Schedule for WC Cyber**  
**(Synchronous Meetings noted in ORANGE)**

| <b>Monday (AM)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Monday (PM)</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Tuesday (AM)</b>                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Tuesday (PM)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Math:</b><br/>View the lesson on Squares &amp; Square Roots &amp; Complete Problem Set (Approx. 50 minutes)</p> <p><b>Social Studies:</b><br/>Continue to work on your essay about cultural diversity.<br/><i>Conferencing with the teacher by appointment. (Approx. 40 minutes)</i></p> <p><b>Health &amp; PE:</b><br/>Personal Fitness Goal Settings (App. 20 minutes)<br/>Lesson on Nutrition and Digestive System (Approx. 20 minutes)</p> | <p><b>Science:</b><br/>Follow the lesson Mitosis; Complete the Virtual Lab and Write your Lab Report (Approx. 90 min)</p> <p><b>English Language Arts:</b><br/>Complete your IXL reading assessment; Independent Novel Reading and Response Journal. (Approx. 40 minutes)</p> <p><b>Spanish:</b><br/><i>Class Discussion on Verb Tenses and Speaking Practice (App. 30 minutes)</i><br/>Vocabulary Activities (Approx. 15 minutes)</p> | <p><b>Math:</b><br/><i>Small Group Lesson – Support or Extension on Squares &amp; Square Roots (Approx. 30 min)</i></p> <p><b>Graphic Design:</b><br/>Lesson on Adobe Illustrator Curvature Tool and introduction to the “Name” Project. (Approx. 30 minutes)<br/>Independent Project Work Time (Approx. 60 min)</p> <p><b>Health &amp; PE:</b><br/>Virtual Lab work on the digestive process (Approx. 30 minutes)</p> | <p><b>Social Studies:</b><br/>Continue to work on your essay about cultural diversity. Conferencing with the teacher by appointment. (Approx. 40 minutes)</p> <p><b>English Language Arts:</b><br/><i>Intro to writing task, lesson on Thesis statements and parallelism (Approx. 20 min)</i><br/>Begin working on rough draft of essay. (Approx. 30 minutes)</p> <p><b>Spanish:</b><br/>FlipGrid post on social interaction scenarios. (Approx. 15 minutes)</p> |

## Components of Plan

- Parents have choice between Remote 2.0 or WC Cyber.
- Middle and High school on block schedule.
- Remote learning 2.0 is combination of synchronous (live) and asynchronous (recorded) learning, K-12.
- Low incidence disabilities students receive services in schools when necessary (**green** and **yellow phase**).
- Working to deliver services to English Learners and/or students without internet access.
- Working with local child care providers to provide child care options for staff and parents.

### **Internal Reopening Team will continue to meet throughout summer and will evaluate and make determination on numerous issues, including:**

- **Athletics** – Monitoring guidance from PIAA. Will examine a health/fitness component. Mandatory fall practices began September 21.
- **Performing Arts/Specials** – District working with teachers on solutions. Marching started.
- **Extra-curricular clubs** that can run virtually will do so.
- **Kindergarten Screening** – Completed in August.

## Pupil Services

- All students with low incidence disabilities attend in-person every day (approximately 190 students – continuing summer program).
- Transition activities will take place the first two weeks of school including an emphasis on social emotional learning.
- Counselors, school psychologists, and mental health specialists will be available to support students.
- Evaluations to determine eligibility for special education and 504 plans will occur taking additional safety measures.
- Nurses have been consulting with the district's physician and have put additional safety measures in place.
- Caseworkers will be supporting families in need.
- Effective October 19 – Consider programming additional elementary special education and English Learner students for four days a week in-person, one day remote.
- Effective November 5 - Consider programming additional secondary special education and English Learner students for four days a week in-person, one day remote.

## **Special Education & English Learners – WC Cyber Program**

- An IEP meeting will be held for all students with disabilities prior to school starting to determine how individualized needs will be met.
- A special education teacher will be available at the elementary and secondary level to provide instruction and support.
- An English Language Development teacher will be available to provide support in the WC Cyber program.
- Some synchronous instruction will be provided.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

### Based on your county's current designation and local community needs, which type of reopening has your school entity selected?

- Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks). Effective October 19, 2020 (K-5), November 5, 2020 (6-12).
- Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning). Effective August 24-October 16, 2020 (K-5) and August 24-November 4, 2020: (6-12)

### Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):

At the end of September, we will evaluate by reviewing the infection rates in the community. As we see rates slowdown, we will consider the hybrid model with three to six feet of social distancing. If infection rates are on the rise, we will continue instructing students via remote learning. We will be evaluating community conditions every three weeks with the Chester County Department of Health to verify data points.

## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

| Individual(s)         | Stakeholder Group Represented         | Pandemic Team Roles and Responsibilities (Options Above) |
|-----------------------|---------------------------------------|----------------------------------------------------------|
| Dr. Jim Scanlon       | Superintendent                        | Both                                                     |
| Dr. Robert Sokolowski | Assistant Superintendent              | Both                                                     |
| Dr. Jeff Ulmer        | Director of Human Resources           | Both                                                     |
| Mr. Kevin Campbell    | Director of Facilities and Operations | Both                                                     |
| Dr. Leigh Ann Ranieri | Director of Pupil Services            | Both                                                     |
| Mr. John Scully       | Director of Business Affairs          | Both                                                     |
| Dr. Tammi Florio      | Director of Teaching and Learning     | Both                                                     |



| Individual(s)      | Stakeholder Group Represented   | Pandemic Team Roles and Responsibilities (Options Above) |
|--------------------|---------------------------------|----------------------------------------------------------|
| Mr. Michael Wagman | Director of Technology Services | Both                                                     |
| Ms. Jennifer Neill | Communications Manager          | Both                                                     |
| Principals         |                                 | Both                                                     |

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education's Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type "same as Yellow" in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

#### Re-opening of schools and In-person learning for low incidence disabilities children (continuation of summer program)

CDC recommendations for cleaning will be implemented and the custodial staff will receive training on the use of the cleaning materials. Common areas used on a daily basis will have all touch surfaces cleaned and disinfected three times during the school day. Classrooms, desks and chairs will be cleaned on a daily basis. In addition, staff will use disinfectants between student use for shared materials.

| Requirements                                                                                                                                                                                     | Action Steps under Yellow Phase | Action Steps under Green Phase | Lead Individual and Position                             | Materials, Resources, and or Supports Needed                                                                               | PD Required (Y/N) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------|
| * <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b> | See areas identified below      | See areas identified below     | Mr. Kevin Campbell – Director of Facilities & Operations | Disinfectant Sprayers<br>Disinfectant<br>Face shields<br>Masks<br>Gloves<br>Tyvek suits<br>Spray bottles<br>Hand sanitizer | Y-Custodial staff |

| Requirements                                                                                                        | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Action Steps under Green Phase                                                                                                                               | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------|-------------------|
| <b>Ventilation practices</b>                                                                                        | <p>All ventilation systems will be in operation 24 hours a day on all days.</p> <p>Filters on units will be changed every four weeks instead of 4 months.</p> <p>Interior doors should remain closed to allow for most air circulation internal to classroom.</p> <p>Ceiling fan use should be suspended.</p> <p>In non-air conditioned spaces window fans blowing out of a operable window can be used.</p> <p>Exterior windows should be opened to increase circulation of indoor air.</p> | Same as Yellow.                                                                                                                                              |                              |                                              |                   |
| <b>Administrative Suites, Guidance and other areas as needed</b>                                                    | Area will be cleaned and all touch surfaces will be disinfected daily.                                                                                                                                                                                                                                                                                                                                                                                                                       | Same as Yellow.                                                                                                                                              |                              |                                              |                   |
| <b>Bathrooms</b>                                                                                                    | All touch surfaces will be cleaned and disinfected twice during the school day, with one complete cleaning conducted outside of in service times.                                                                                                                                                                                                                                                                                                                                            | All touch surfaces will be cleaned and disinfected once during the school day, with one complete cleaning conducted outside of in service times.             |                              |                                              |                   |
| <b>Hallways, common areas, frequently touched surfaces (water fountains, handrails, doorknobs, entrances, etc.)</b> | All touch surfaces will be cleaned and disinfected twice during the school day, in addition to a complete cleaning of the space, outside of in service times.                                                                                                                                                                                                                                                                                                                                | All touch surfaces will be cleaned and disinfected once during the school day, in addition to a complete cleaning of the space, outside of in service times. |                              |                                              |                   |

| Requirements                                                                                                                   | Action Steps under Yellow Phase                                                              | Action Steps under Green Phase                                                                                                     | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------|-------------------|
| <b>Large group areas, gymnasiums, locker rooms, etc.</b>                                                                       | Weekly cleaning. If used as educational space cleaning will match classrooms spaces.         | Cleaned and disinfected daily.                                                                                                     |                              |                                              |                   |
| <b>Cafeterias</b>                                                                                                              | Not used. Weekly cleaning.                                                                   | Daily clean and disinfect all touch surfaces, floors, and tables. Assist Aramark with disinfecting and cleaning tables, if needed. |                              |                                              |                   |
| <b>Classroom and touch surfaces (pencil sharpeners, sinks, door handles, countertops, student cubbies, cabinet doors, etc.</b> | Cleaned and disinfected daily.                                                               | Same as Yellow                                                                                                                     |                              |                                              |                   |
| <b>Desks and chairs</b>                                                                                                        | Cleaned and disinfected daily.                                                               | Cleaned and disinfected daily at secondary schools and every other day in elementary schools                                       |                              |                                              |                   |
| <b>Floors</b>                                                                                                                  | Sweep and remove debris daily, mopping as needed. Wet mop complete areas wall to wall weekly | Sweep and remove debris daily, mopping as needed. Wet mop complete areas wall to wall weekly                                       |                              |                                              |                   |

## Social Distancing and Other Safety Protocols

### Key Questions

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

#### **In-person learning for low incidence disabilities children (continuation of summer pilot program)**

Classrooms will be set up to allow a minimum of six feet between each desk (where feasible), and the desks will all be facing the same direction. There will be a maximum of 12 students and 12 adults in a classroom. Staff will be required to wear face coverings at all times unless in the classroom alone. When students and staff are in the hallway or common areas, masks will be worn by staff and encouraged for students. Six feet of distance will be maintained at all times. Masks will be provided for students and they will be taught how to wear the masks (how to put mask on, take mask off, and maintain mask). Students will be taught how to wash their hands properly and how to use the hand sanitizer. Students will remain in the same classroom throughout the day and staff will rotate as needed. Students may need to leave the classroom to receive related services when it isn't feasible to provide the services in the classrooms.

Meals will be provided in the classroom. Water fountains will be turned off and students will be provided with water bottles, or they may bring their own water bottle. Staff will eat lunch in a room such as the library to ensure that social distancing can be implemented.

Only one student at a time will be permitted to use the restroom and the students will remain in the classroom until it is their turn. When entering and exiting the building, staff and students will maintain at least a six foot distance from the next person.

Students who are considered to be at high risk, will have their temperature taken as they enter the building. If someone has an elevated temperature, he or she will be taken to the nurse for further evaluation.

Each classroom will be equipped with disinfectant spray, hand sanitizer (if there isn't a sink in the classroom), masks, and gloves. Staff will be expected to wipe down desks and materials between student use. Outdoor space will be utilized on a limited basis and social distancing along with masks will be utilized.

Visitors will only be permitted by appointment and will have administrative approval to be in the building after it has been determined that the visit can only take place in person.

Bus drivers will assess their temperature prior to the first run and are required to wear a face covering at all times. Students are permitted to bring hand sanitizer on the bus. The bus will be disinfected between runs. There will be no more than two students per seat. Aides will be required to wear a face covering and other PPE (as needed) and will be seated across, in front of, or behind students. Training will be provided for all staff on the health and safety procedures outlined in the plan the week before the school year begins. The training will take place via Zoom and be recorded for anyone who is unable to attend at the scheduled time.

- Desks will face the same direction and will be spaced six feet apart where feasible.
- There will be a limit of 12 students and 12 adults in a classroom; PDE guidelines recommend no more than 25 students in a classroom where feasible.
- Each classroom will be provided with masks, disinfectant spray, and hand sanitizer (if there isn't a sink in the classroom).
- Staff will wear masks at all times, except when in a classroom alone.
- Students will be taught to wear masks or face coverings and are expected to wear them when social distancing isn't feasible.
- Social distancing will be maintained when traveling between rooms.
- Students will stay in the same cohort all day.
- Water fountains will be turned off and bottled water will be provided for students.
- Students will use the restroom one at a time.
- Students will sit one student per seat on the bus. (summer pilot only)
- Bus drivers will wear a face covering at all times.

## **Re-opening of School**

**General Expectations** - Parents will be expected to take their child's temperature daily. Staff will also be expected to take their own temperature each morning, prior to arriving at school. Parents and staff are responsible for monitoring for signs of illness and staying home, or keeping children home when they are sick. If someone has an elevated temperature, at school, that person will be taken to the nurse for further evaluation. Each classroom will be equipped with disinfectant wipes, sanitizers, masks, and gloves. Outdoor space will be utilized on a limited basis and social distancing along with face coverings will be utilized. Visitors will only be

permitted by appointment and will have administrative approval to be in the building after it has been determined that the visit can only take place in person. There will be hand sanitizer on the bus and the bus will be cleaned between runs. Students will sit no more than two to a seat. Training will be provided for all staff on the health and safety procedures outlined in the plan.

**Middle and High School Classrooms** will be set up to allow a minimum of 6 feet between each desk and the desks will all be facing the same direction. There will be a maximum of 25 students in a classroom, unless a larger space is used to accommodate the distancing requirements for additional desks. Students will be required to wear masks or face shields when changing classrooms. Staff will be required to wear masks or face shields at all times in common areas, or when social distancing is not possible. Meals will be provided by using an alternate lunch schedule to achieve social distancing requirements of at least six feet.

**Elementary students will remain in the same classroom** for most of the day with lunch schedules altered to provide social distancing while eating. Elementary students will wear face coverings. Six feet of distance will be maintained at all times. Masks will be provided for students and they will be taught how to wear the masks (how to put mask on, take mask off and maintain mask). Students will be taught how to wash their hands properly and how to use the hand sanitizer. Students will eat lunch in the cafeteria in accordance with social distancing guidelines. Breakfast will be served in the classroom in the form of grab and go meals. When entering and exiting the building, staff and students will maintain at least a three foot distance from the next person.

| Requirements                                                                                                                                           | Action Steps under Yellow Phase                                                                                     | Action Steps under Green Phase                                                                                      | Lead Individual and Position                           | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------------------------------------------|-------------------|
| * Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible | 6-12 homeroom periods will be eliminated to reduce transition time.                                                 | 6-12 homeroom periods will be eliminated to reduce transition time.                                                 | Dr. Jim Scanlon-Superintendent of Schools              |                                              |                   |
|                                                                                                                                                        | 6-12 passing time between periods will be staggered to minimize the number of students in the hallways at one time. | 6-12 passing time between periods will be staggered to minimize the number of students in the hallways at one time. | Dr. Bob Sokolowski-Assistant Superintendent of Schools |                                              |                   |
|                                                                                                                                                        | 6-12 students and staff will wear face coverings at all times.                                                      | 6-12 students and staff will wear face coverings at all times.                                                      | Dr. Sara Missett-Director of Elementary Education      |                                              |                   |
|                                                                                                                                                        | K-12 classroom desks will be                                                                                        | K-12 classroom desks will be                                                                                        |                                                        |                                              |                   |



| Requirements                                                                                                                                | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                | Action Steps under Green Phase                                                                                                                                                                                                                                                                                                                                 | Lead Individual and Position                                                                                                              | Materials, Resources, and or Supports Needed                                                                                                                                                                                                                 | PD Required (Y/N)                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
|                                                                                                                                             | <p>in rows facing the same direction.</p> <p>K-12 school assemblies will not be permitted.</p> <p>K-5 students will be required to wear face coverings.</p> <p>K-5 teachers will be required to wear face coverings.</p> <p>K-5 Students will remain in their classroom for the full school day to minimize transitions.</p>                                   | <p>in rows facing the same direction.</p> <p>6-12 lunches will be served in multiple locations to ensure social distancing.</p> <p>K-12 school assemblies will not be permitted.</p> <p>K-5 students will be required to wear face coverings.</p> <p>K-5 teachers will be required to wear face coverings</p>                                                  |                                                                                                                                           |                                                                                                                                                                                                                                                              |                                                                                                            |
| <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> | <p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>Meal condiments will be limited and provided to</p> | <p>Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.</p> <p>Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.</p> <p>Meal condiments will be limited and provided to</p> | <p>Mr. John Scully- Director of Business Affairs</p> <p>Mr. Kevin Campbell- Director of Facilities &amp; Operations</p> <p>Principals</p> | <p>K-5 Classroom teacher will need to gather student name, student meal request and student pin number in the morning.</p> <p>K-5 May need building additional support staff to deliver meals to classrooms.</p> <p>K-5 -Carts will be needed to deliver</p> | <p>Aramark to provide PD in support of CDC and PDE guidelines as well as WCASD health and safety plan.</p> |

| Requirements | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Action Steps under Green Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Lead Individual and Position                          | Materials, Resources, and or Supports Needed                                                                                                                                                                                                                                                                                                               | PD Required (Y/N) |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|              | <p>students on the serving trays.</p> <p>Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.</p> <p><b>Grades 6-12</b> - Limited menu items will be offered within the cafeteria. Students will pick up items in the cafeteria. Register lines will be spaced throughout the cafeteria. No dining allowed in the cafeteria.</p> <p>Tape markings on the floor to promote social distancing while waiting in line.</p> | <p>students on the serving trays.</p> <p>Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.</p> <p><b>K-5 students</b> will rotate on an A/B schedule and eat in their classroom or cafeteria.</p> <p><b>K-5 Breakfast</b> will be prepackaged and students will pick up in the cafeteria and eat either in the cafeteria or in the classroom.</p> <p><b>K-5 Lunches In Cafeteria</b> - limited menu option will be available in the cafeteria for students eating in the cafeteria.</p> <p><b>In Classroom</b> - for students eating in the classroom, meals will be packaged and will be ordered in the morning through the classroom teacher. Pick-up by a classroom teacher/Aide will be needed.</p> | <p>Principals</p> <p>Principals</p> <p>Principals</p> | <p>meals to classrooms.</p> <p>6-12 - Alternate place to eat for students who bring lunch to school.</p> <p>6-12 - May require additional lunch duty supplementals.</p> <p>Plastic coverings for PIN pads.</p> <p>Plastic barriers between students and cashier.</p> <p>Tape for 6-foot markings on floor.</p> <p>Touchless hand sanitizer dispensers.</p> |                   |

| Requirements | Action Steps under Yellow Phase | Action Steps under Green Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------|-------------------|
|              |                                 | <p><b>Grades 6-8 Breakfast</b> will be pre-packaged and students will pick up in the cafeteria and eat in cafeteria or in their classroom.</p> <p><b>Grades 6-8 lunches</b> will be served in the cafeteria and auxiliary gym (or other Principal designated area).</p> <ul style="list-style-type: none"> <li>• Approx. 2/3 of the class will eat in the cafeteria and 1/3 will eat in an auxiliary space.</li> </ul> <p>Full service menu will be available in the cafeteria.</p> <p>Limited menu grab and go type meals will be offered in the auxiliary space.</p> <p><b>Grades 9-12 Breakfast</b> will be prepackaged and students will pick up in the cafeteria and eat in the cafeteria or in their classroom.</p> <p><b>Grades 9-12 lunches</b> will be served in the cafeteria and auxiliary gym (or other areas</p> | Principals                   |                                              |                   |

| Requirements                                                                                                                         | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                        | Action Steps under Green Phase                                                                                                                                                                                                                                                                                                                                      | Lead Individual and Position                                                                                                                                                                        | Materials, Resources, and or Supports Needed | PD Required (Y/N)                                                                          |
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|                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>designated by the Principal).</p> <ul style="list-style-type: none"> <li>• Approx. 2/3 of the class will eat in the cafeteria and 1/3 will eat in the auxiliary space.</li> </ul> <p>Full service menu will be available in the cafeteria.</p> <p>Limited menu grab and go type meals will be offered in the auxiliary gym and or Principal designated area.</p> |                                                                                                                                                                                                     |                                              |                                                                                            |
| <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> | <p>Universal precautions signage will be repeatedly communicated to students, parents and staff.</p> <p>Hand sanitizer will be available in all classrooms that do not have sinks and offices.</p> <p>Staff will be expected to take their own temperature each morning and complete the self-monitoring questions, prior to arriving at school.</p> <p>Parents will be expected to take their child's temperature</p> | <p>Same as Yellow</p>                                                                                                                                                                                                                                                                                                                                               | <p>Dr. Leigh Ann Ranieri- Director of Pupil Services</p> <p>Dr. Bob Sokolowski- Assistant Superintendent of Schools</p> <p>Dr. Sara Missett- Director of Elementary Education</p> <p>Principals</p> | <p>Hand sanitizer</p>                        | <p>Hygiene practices will be part of a professional development that will be required.</p> |

| Requirements                                                                                                                        | Action Steps under Yellow Phase                                                                                                                                                          | Action Steps under Green Phase                                                                                                                                                                                                                                                                                                                                                                                  | Lead Individual and Position                                                                                                         | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
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|                                                                                                                                     | each morning and complete the self-monitoring questions, prior to arriving at school.                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                      |                                              |                   |
| * <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b> | Universal precautions signage will be posted throughout all school buildings.                                                                                                            | Same as Yellow                                                                                                                                                                                                                                                                                                                                                                                                  | Dr. Bob Sokolowski - Assistant Superintendent of Schools<br><br>Dr. Sara Missett- Director of Elementary Education<br><br>Principals |                                              |                   |
| * <b>Identifying and restricting non-essential visitors and volunteers</b>                                                          | Student team (IEP,504, GIEP) meetings will be held virtually.<br><br>Visitors must have an appointment and will be required to wear face coverings.<br>Volunteers will not be permitted. | Student team (IEP, 504, GIEP) meetings will be held in person as long as social distancing can be maintained. Otherwise, the meetings will be held virtually. All individuals participating in meetings in person will be required to wear face coverings.<br><br>Non-school district employees will be required to complete a self-monitoring checklist <b>based on the CCHD Symptom Monitoring</b> , prior to | Dr. Leigh Ann Ranieri-Director of Pupil Services<br><br>Dr. Jeff Ulmer- Director of Human Resources                                  |                                              |                   |

| Requirements                                                                                                                                   | Action Steps under Yellow Phase                                                                                                                                              | Action Steps under Green Phase                                                                                                                                                                                                                                                                  | Lead Individual and Position                                                                | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
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|                                                                                                                                                |                                                                                                                                                                              | <p>leaving the office/lobby.</p> <p>Volunteers will be permitted and will be required to wear face coverings.</p> <p>Non-school district employees will be required to complete a self-monitoring checklist <b>based on the CCHD Symptom Monitoring</b>, prior to leaving the office/lobby.</p> |                                                                                             |                                              |                   |
| <p>* <b>Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports</b></p> | <p><b>CDC Considerations for Youth Sports</b></p>                                                                                                                            | <p>same as Yellow</p>                                                                                                                                                                                                                                                                           | <p>Dr. Bob Sokolowski-<br/>Assistant Superintendent of Schools</p>                          |                                              |                   |
| <p><b>Limiting the sharing of materials among students</b></p>                                                                                 | <p>Universal precautions signage will include language directing students not to share items.</p> <p>Shared materials will be wiped with disinfectant spray between use.</p> | <p>same as Yellow</p>                                                                                                                                                                                                                                                                           | <p>Dr. Bob Sokolowski-<br/>Assistant Superintendent of Schools</p> <p>Dr. Sara Missett-</p> |                                              |                   |

| Requirements                                                                                       | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                          | Action Steps under Green Phase | Lead Individual and Position                                                                                                                                                                       | Materials, Resources, and or Supports Needed                                                                                                                       | PD Required (Y/N) |
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|                                                                                                    |                                                                                                                                                                                                                                                                                                                          |                                | Director of Elementary Education<br><br>Principals                                                                                                                                                 |                                                                                                                                                                    |                   |
| <b>Staggering the use of communal spaces and hallways</b>                                          | Elementary students will be taught how to maintain at least three feet of distance in halls.<br><br>Secondary students (middle and high school) will be required to wear face coverings in the halls or other common areas.                                                                                              |                                | Dr. Bob Sokolowski- Assistant Superintendent of Schools<br><br>Dr. Sara Missett- Director of Elementary Education<br><br>Mr. Kevin Campbell- Director of Facilities & Operations<br><br>Principals |                                                                                                                                                                    |                   |
| <b>Adjusting transportation schedules and practices to create social distance between students</b> | Send request to parents asking for an “Opt Out” of transportation <ul style="list-style-type: none"> <li>Need initial response by July 17<sup>th</sup>.</li> </ul> Make accommodation for large parent drop off lines. <ul style="list-style-type: none"> <li>May require assigning of different times and/or</li> </ul> | Same as Yellow                 | Mr. John Scully- Director of Business Affairs                                                                                                                                                      | Additional buses.<br><br>Staggered start times for school buildings.<br><br>PPE Equipment: <ul style="list-style-type: none"> <li>masks</li> <li>gloves</li> </ul> |                   |

| Requirements | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed                                                                                                                             | PD Required (Y/N) |
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|              | <p>locations for parent and bus pick-up and drop off.</p> <p>Face coverings for drivers are required while students are on the bus.</p> <p>Temperature check for drivers prior to start of day.</p> <p>Face coverings required for all students.</p> <p>No eating, drinking or chewing gum on the bus at any time.</p> <p>Windows on buses will be open when possible.</p> <p>A maximum of 2 students to a seat - Family members will be seated together.</p> <p>Students may only ride on their assigned bus route. No bus pass exceptions will be allowed.</p> <p>Commonly touched surfaces within the entryway of the driver and passenger areas</p> |                                |                              | <ul style="list-style-type: none"> <li>● cleaning supplies</li> <li>● thermometers</li> <li>● tape to show social distance guidance</li> <li>● hand sanitizer</li> </ul> |                   |



| Requirements                                                                                                                          | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                | Action Steps under Green Phase | Lead Individual and Position                                                                                                                       | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
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|                                                                                                                                       | <p>will be disinfected after each run.</p> <ul style="list-style-type: none"> <li>• Ensure cleaning materials are out of reach of students.</li> </ul> <p>Hand sanitizer will be made available on each bus.</p> <p>Institute consistent single pick and drop locations for each student.</p> <p>Remove any bus from service for thorough cleaning and disinfecting that transported a student or driver that tests positive for Covid 19.</p> |                                |                                                                                                                                                    |                                              |                   |
| <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> | <p>Class size will be maintained to keep desks at least six feet apart.</p> <p>Teachers can use outside spaces for learning when weather is nice.</p> <p>Online learning option for parents will reduce class size.</p> <p>PE will focus on lifetime fitness activities rather than</p>                                                                                                                                                        |                                | <p>Principals</p> <p>Dr. Bob Sokolowski-<br/>Assistant Superintendent of Schools</p> <p>Dr. Sara Missett-<br/>Director of Elementary Education</p> |                                              |                   |

| Requirements                                                                                                                                                                      | Action Steps under Yellow Phase                                                                                                                          | Action Steps under Green Phase | Lead Individual and Position                                                                                                                                          | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
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|                                                                                                                                                                                   | team sports.                                                                                                                                             |                                | Dr. Tammi Florio -<br>Director of Teaching and Learning                                                                                                               |                                              |                   |
| <b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b> | Institute consistent single pick and drop locations for each student.                                                                                    |                                | Mr. John Scully-<br>Director of Business Affairs<br><br>Dr. Sara Missett-<br>Director of Elementary Education<br><br>Dr. Bob Sokolowski -<br>Assistant Superintendent |                                              |                   |
| <b>Other social distancing and safety practices</b>                                                                                                                               | When six feet of social distancing is not possible, staff and students will be required to wear face coverings, except as outlined in guidance from PDE. |                                |                                                                                                                                                                       |                                              |                   |

## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

#### In-person learning for low incidence disabilities children (continuation of summer program)

Parents will be required to sign a waiver indicating they will take their child's temperature. Staff will also sign a waiver agreeing to take their own temperature each morning, prior to arriving at school. Parents and staff are responsible for monitoring for signs of illness and staying home, or keeping children home when they are sick. If someone has an elevated temperature, at school, that person will be taken to the nurse for further evaluation. The parent will be asked to contact the child's physician and Chester County Health Department to determine if further assessment is warranted. If there are no other symptoms in addition to the fever and no additional medical interventions are needed, the student can return when at least 3 days (72 hours) has passed *since recovery is defined* as resolution of fever without the use of fever-reducing medications. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.

We will follow the state's guidance and protocol when a student contracts COVID-19. Currently in the yellow phase, the PA Department of Health guidelines say that a student can return when at least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared. If there is a confirmed case and the individual is asymptomatic, the individual can return after 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since the positive test. If the student develops symptoms, then the symptom-based method should be used. A physician's note is required to return to school.

The Chester County Health Department will be notified of all suspected and/or confirmed COVID-19 cases and the district will follow its direction regarding contacting the staff and families. Administrators and nurses will be trained on the implementation of the protocols.

- If staff or students have a temperature higher than 100, they will be sent home.
- CDC and Chester County Health Department guidelines will be implemented regarding returning to school including being fever free for 72 hours. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.
- If there is a suspected or confirmed case of COVID 19, we will follow the Chester County Health Department's direction regarding informing parents and staff.
- If a quarantine is required, the CDC and health department guidelines will be followed.

## **Re-opening of Schools**

On a daily basis, all students (or parent of student) and staff will be asked to self-monitor at home utilizing PDEs screening tool prior to coming to school. We will follow the state's guidance and protocol when a student contracts COVID-19. Currently in the yellow phase, the PA Department of Health guidelines say that a student can return when at least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared. If there is a confirmed case and the individual is asymptomatic, the individual can return after 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since the positive test. If the student develops symptoms, then the symptom-based method should be used. A physician's note is required to return to school. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.

The Chester County Health Department will be notified of all suspected and/or confirmed COVID-19 cases and the district will follow its direction regarding contacting the staff and families. Administrators and nurses will be trained on the implementation of the protocols.

| Requirements                                                                       | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action Steps under Green Phase | Lead Individual and Position  | Materials, Resources, and or Supports Needed                                    | PD Required (Y/N)                                                                                                                         |                       |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                       |
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| <p><b>* Monitoring students and staff for symptoms and history of exposure</b></p> | <p>Students and staff will be asked to self-monitor at home utilizing CCHD’s screening tool prior to coming to school.<br/>           Complete Daily Prior to School/Work*<br/>           Employee or Student Name:<br/>           Assigned Class/Group:<br/>           Temperature:<br/>           Are you/is the student taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?<br/>           Are you/is the student experiencing any of the following?</p> <table border="1" data-bbox="380 894 842 1485"> <thead> <tr> <th data-bbox="380 894 579 1057">Group A<br/>1 or more symptoms</th> <th data-bbox="579 894 842 1057">Group B<br/>2 or more symptoms</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 1057 579 1485">           Fever (100.4 or higher)<br/>           Cough<br/>           Shortness of breath<br/>           Difficulty breathing         </td> <td data-bbox="579 1057 842 1485">           Sore throat<br/>           Runny nose/congestion<br/>           Chills<br/>           New lack of smell or taste<br/>           Muscle pain<br/>           Nausea or Vomiting<br/>           Headache<br/>           Diarrhea         </td> </tr> </tbody> </table> | Group A<br>1 or more symptoms  | Group B<br>2 or more symptoms | Fever (100.4 or higher)<br>Cough<br>Shortness of breath<br>Difficulty breathing | Sore throat<br>Runny nose/congestion<br>Chills<br>New lack of smell or taste<br>Muscle pain<br>Nausea or Vomiting<br>Headache<br>Diarrhea | <p>Same as Yellow</p> | <p>Dr. Leigh Ann Ranieri- Director of Pupil Services<br/><br/>           Dr. Bob Sokolowski- Assistant Superintendent of Schools<br/><br/>           Dr. Sara Missett- Director of Elementary Education</p> | <p>Masks, N95 or KN95, face shields, gloves, gowns for nursing staff.<br/>           Privacy screen possibly needed for treatments taking place outside the nurses office.<br/>           Plexiglass desk shield for nurse desks.<br/>           Floor markings for proper social distancing in nurses' offices.<br/>           Non Contact thermometers.<br/>           Nebulizer tubing and nebulizer masks.</p> | <p>Staff must be trained on the symptoms and procedure for sending individuals with symptoms to the school nurse/office; parents/guardians must be made aware of the classroom protocol and training will be provided to parents.</p> |
| Group A<br>1 or more symptoms                                                      | Group B<br>2 or more symptoms                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                |                               |                                                                                 |                                                                                                                                           |                       |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                       |
| Fever (100.4 or higher)<br>Cough<br>Shortness of breath<br>Difficulty breathing    | Sore throat<br>Runny nose/congestion<br>Chills<br>New lack of smell or taste<br>Muscle pain<br>Nausea or Vomiting<br>Headache<br>Diarrhea                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |                               |                                                                                 |                                                                                                                                           |                       |                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                       |

| Requirements | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
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|              | <p>Stay home if you or the student:<br/>           Have one or more symptoms in Group A OR<br/>           Have two or more symptoms in Group B OR<br/>           Are taking fever-reducing medication.</p> <p>If the answer is yes to staying home, the student/staff should stay home and contact their physician and/or Chester County Health Department.<br/>           Staff and students must notify the school if an absence is due to COVID-19.</p> <p>CCHD self-monitoring information for staff is displayed for self-evaluation upon entry into building. HCP Screening</p> <p>Staff or students exhibiting elevated temperature, or other symptoms are sent to the nurse for further evaluation.</p> <p>Students that are sent to the nurse for illness are evaluated for signs and symptoms of COVID.<br/>           Primary signs for children are:</p> |                                |                              |                                              |                   |

| Requirements | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
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|              | <ul style="list-style-type: none"> <li>● Fever over 100 oral, or 99.5 axillary or temporal.</li> <li>● Shortness Of Breath (SOB)</li> <li>● Sore Throat</li> </ul> <p>Staff with signs of illness are to stay home or seek treatment with their attending physician. These can include:</p> <ul style="list-style-type: none"> <li>● Fever or chills</li> <li>● Cough</li> <li>● Shortness of breath or difficulty breathing</li> <li>● Fatigue</li> <li>● Muscle or body aches</li> <li>● Headache</li> <li>● New loss of taste or smell</li> <li>● Sore throat</li> <li>● Congestion or runny nose</li> <li>● Nausea or vomiting</li> <li>● Diarrhea</li> </ul> <p>Nurses to triage students based on health services manual and flow chart for COVID symptoms. The Chester County Health Department Guidelines will be followed.</p> <p>Nursing staff and district attending physician worked to develop procedures.</p> <p>Guidelines from the following organizations are being utilized:</p> |                                |                              |                                              |                   |

| Requirements                                                                                                           | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Action Steps under Green Phase | Lead Individual and Position                                                                                                                                                      | Materials, Resources, and or Supports Needed | PD Required (Y/N)                                                                      |
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|                                                                                                                        | <p>CDC; Chester County Health Department (CCHD); American Academy of Pediatrics (AAP); National Association of School Nurses (NASN) and Children’s Hospital of Philadelphia (CHOP).</p> <p>Consider doing routine treatments and medication dispensing in the classroom as feasible. This is to reduce traffic in the nurse’s office so sick and well children are not commingling.</p> <p>Use of surgical masks, and/or gloves depending on clinical need. Use of N95 or KN95 when administering nebulizer treatments to students.</p> <p>Consider use of face shield and/or Plexiglas depending on the clinical picture as well.</p> |                                |                                                                                                                                                                                   |                                              |                                                                                        |
| <p><b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of</b></p> | <p>Nurses to stay in contact with the Chester County Health Department (CCHD) for contact tracing.</p> <p>School nurses are not expected to screen students and staff or diagnose cases of COVID.</p> <p>Students and staff with symptoms</p>                                                                                                                                                                                                                                                                                                                                                                                          | <p>same as Yellow</p>          | <p>Dr. Leigh Ann Ranieri- Director of Pupil Services</p> <p>Dr. Bob Sokolowski- Assistant Superintendent of Schools</p> <p>Dr. Sara Missett- Director of Elementary Education</p> |                                              | <p>Certified School Nurse (CSN)’s are completing the Johns Hopkins Contact Tracing</p> |



| Requirements                                                | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action Steps under Green Phase | Lead Individual and Position                                                            | Materials, Resources, and or Supports Needed | PD Required (Y/N)                                                                                                  |
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| <b>exposure</b>                                             | <p>of COVID are to have clearance to return to school or work by physician or Certified Registered Nurse Practitioner (CRNP) and/or follow PDE/CDC/CCHD guidelines for isolation.</p> <p>Each individual who is isolated or quarantined will be provided the appropriate information and timeline for isolation/quarantine by the PDE/Chester County Health Department following the Exclusion From and Return to School Requirements.</p> <p>For symptoms of fever with vomiting, diarrhea and other non-Covid symptoms in children, they are to remain home until 72 hours symptom free without the use of fever-reducing medication. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.</p> |                                |                                                                                         |                                              | <p>Course to better understand the process.</p> <p>Consultation with school district physician, Dr. Kalkiewicz</p> |
| * <b>Returning isolated or quarantined staff, students,</b> | <p>Students and staff are allowed to return to school per PDE/ CDC/CCHD guidelines</p> <p><b>CDC return to work/school</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | same as Yellow                 | <p>Dr. Leigh Ann Ranieri-<br/>Director of Pupil Services</p> <p>Dr. Bob Sokolowski-</p> |                                              |                                                                                                                    |

| Requirements                                                                                                           | Action Steps under Yellow Phase                                                                                                                                                                                                                 | Action Steps under Green Phase | Lead Individual and Position                                                                         | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------|
| <b>or visitors to school</b>                                                                                           | <p><b>guidelines.</b></p> <p>Individuals returning to school after isolation or quarantine should notify the school prior to return.</p> <p>Students who are isolated and not symptomatic can continue to access their education virtually.</p> |                                | <p>Assistant Superintendent of Schools</p> <p>Dr. Sara Missett- Director of Elementary Education</p> |                                              |                   |
| <b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b> | <p>Notification to parents and staff if a positive case is known. Guidance from PDE/Chester County Department of Health will be followed.</p>                                                                                                   |                                | <p>Dr. Jim Scanlon- Superintendent of Schools</p> <p>Mr. Michael Wagman- Director of Technology</p>  |                                              |                   |
| <b>Other monitoring and screening practices</b>                                                                        | <p>Any changes in safety protocol will be communicated by the superintendent and posted on the district web page</p>                                                                                                                            |                                | <p>Dr. Jim Scanlon - Superintendent</p>                                                              |                                              |                   |

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

### Summary of Responses to Key Questions:

#### In-person learning for low incidence disabilities children (continuation of summer program)

Staff will be required to wear face coverings at all times except when in the classroom alone. Students will be taught how to wear face coverings appropriately including how to put it on and take it off. Students will be encouraged to wear face coverings and will practice wearing them gradually building up a tolerance for longer periods of time. Staff will wear gloves when there is a possibility that bodily fluid may be transferred. Shared materials will be wiped with disinfectant between student use. CDC procedures for students who are at high risk will be followed. If students have medical plans as part of their IEP, student medical plans will be followed in addition to the CDC guidelines. Substitute teachers will receive training regarding the Health and Safety Plan. Behavior Supports will be provided to students as they transition to the in-person program.

- If students have medical plans as part of their IEP, the medical plans will be implemented in addition to social distancing, frequent hand washing, and disinfecting surfaces.
- CDC procedures for students who are at high risk will be followed.
- Additional safety measures will be put in place if there is a possibility of bodily fluids being transmitted including the availability to use face shields, gloves and gowns.
- Temperatures will be taken for students who are considered to be at high risk.

### Reopening of schools

District will follow latest PDE, CDC and CCHD guidelines for students and staff at high risk including washing hands often, practicing social distancing and wearing a face covering. All students are required to wear a face covering at all times except when taking a break, when outside, and when 6 feet of distance is maintained or if student has a documented, approved medical reason excusing the student from wearing a mask. All staff are required to wear a face covering unless they are in their classroom/office alone or they have an approved documented medical reason excusing the staff person from wearing a face covering.

| Requirements                                                                    | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action Steps under Green Phase | Lead Individual and Position                                                                              | Materials, Resources, and or Supports Needed           | PD Required (Y/N) |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------|
| <p>* <b>Protecting students and staff at higher risk for severe illness</b></p> | <p>High Risk guidelines CDC</p> <ul style="list-style-type: none"> <li>● <u>Wash your hands</u> often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.</li> <li>● Practice <u>social distancing</u>. <ul style="list-style-type: none"> <li>○ Avoid other people as much as possible by practicing social distancing. Maintain a distance of at least 6 feet (2 meters) between you and people outside your household.</li> <li>○ Avoid large gatherings or places where people congregate.</li> </ul> </li> <li>● Cover your mouth and nose with a <u>face covering</u> as defined by the Governor's order on July 3, 2020.</li> <li>● Disinfect <u>frequently touched surfaces</u>. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.</li> </ul> | <p>Same as Yellow</p>          | <p>Dr. Leigh Ann Ranieri-Director of Pupil Services</p> <p>Dr. Jeff Ulmer-Director of Human Resources</p> | <p>Hand Sanitizer, masks, gloves and disinfectant.</p> |                   |

| Requirements                                                               | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action Steps under Green Phase | Lead Individual and Position                                                                                                                                                   | Materials, Resources, and or Supports Needed | PD Required (Y/N)                                                                              |
|----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------|
|                                                                            | <p>Temperatures will be taken for students who are at high risk and are attending on a daily basis</p> <p>Gloves and gowns will be provided to staff who need to work with students when social distancing is not feasible and bodily fluids may be transmitted.</p>                                                                                                                                                                                                                                                                                                               |                                |                                                                                                                                                                                |                                              |                                                                                                |
| <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> | <p>Face coverings as defined by the Governor’s order or the latest health department guidelines are required by staff when on school district property except:</p> <ul style="list-style-type: none"> <li>○ when in an enclosed place and alone.</li> <li>○ cannot wear a face covering due to a medical condition, including those with respiratory issues that impede breathing, mental health condition, or disability.</li> <li>○ when communicating or seeking to communicate with someone who is hearing impaired or has another disability, where the ability to</li> </ul> | <p>Same as Yellow</p>          | <p>Dr. Leigh Ann Ranieri-Director of Pupil Services</p> <p>Dr. Bob Sokolowski-Assistant Superintendent of Schools</p> <p>Dr. Sara Missett-Director of Elementary Education</p> | <p>Purchase masks</p>                        | <p>Train staff and students on the appropriate use of face coverings and how to wear them.</p> |

| Requirements | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|----------------------------------------------|-------------------|
|              | <p>see the mouth is essential for communication.</p> <p>Face covers must cover the mouth and nose area completely.</p> <p><b>We will follow the latest PDE guidance:</b></p> <p>All students must wear a face covering that covers their nose and mouth inside the school and while outside when physical distancing is not feasible.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in partnership with the student's health care provider, school nurse, and IEP/504 team. Teach students and families how to properly wear a face covering (cover nose and mouth), to maintain hand hygiene when removing the face</p> |                                |                              |                                              |                   |

| Requirements | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|----------------------------------------------|-------------------|
|              | <p>covering for meals and physical activity, and how to replace and maintain (washing regularly) a cloth face covering.</p> <p>Schools should provide face covering breaks throughout the day. Maintain a distance of at least 6 feet during these face covering breaks. Schools may allow students to remove face coverings when students are:</p> <ul style="list-style-type: none"> <li>Eating or drinking when spaced at least 6 feet apart;</li> <li>Seated at desks or assigned workspaces at least 6 feet apart;</li> <li>Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or</li> <li>When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.</li> </ul> <p>Transparent face coverings provide the opportunity for more visual cues and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.</p> <p>The district will provide disposable masks and face coverings for employees.</p> |                                |                              |                                              |                   |

| Requirements                                                                                     | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action Steps under Green Phase | Lead Individual and Position                                                                | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------|-------------------|
|                                                                                                  | <p>Wear your Face Covering correctly:</p> <ul style="list-style-type: none"> <li>○ Wash your hands before putting on your face covering.</li> <li>○ Put face covering over your nose and mouth and secure it under your chin.</li> <li>○ Fit face covering snugly against the sides of your face.</li> <li>○ Make sure you can breathe easily.</li> </ul> <p>Take Off Your Face Covering:</p> <ul style="list-style-type: none"> <li>○ Untie the strings behind your head or stretch the ear loops.</li> <li>○ Handle only by the ear loops or ties.</li> <li>○ Fold outside corners together.</li> <li>○ Place covering in the washing machine (learn more about <a href="#"><u>how to wash cloth face coverings</u></a>).</li> <li>○ Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.</li> </ul> |                                |                                                                                             |                                              |                   |
| <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> | <p>Students will be taught to wear face coverings and required to wear them except:</p> <ul style="list-style-type: none"> <li>○ If a student cannot wear a face covering due to a medical condition, including those with respiratory issues</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Same as yellow</p>          | <p>Dr. Leigh Ann Ranieri-Director of Pupil Services</p> <p>Dr. Bob Sokolowski-Assistant</p> | <p>Purchase masks</p>                        |                   |



| Requirements                                                                                          | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                   | Action Steps under Green Phase | Lead Individual and Position                                                                 | Materials, Resources, and or Supports Needed | PD Required (Y/N)                                                                   |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                                                       | <p>that impede breathing, mental health condition or disability.</p> <ul style="list-style-type: none"> <li>○ When outside and more than 6 feet social distancing is achieved.</li> </ul> <p>Face coverings must cover the mouth and nose area completely.</p> <p>The district will provide disposable masks for students.</p> <p>Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.</p> |                                | <p>Superintendent of Schools</p> <p>Dr. Sara Missett-Director of Elementary Education</p>    |                                              |                                                                                     |
| <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> | <p>IEP and 504 teams will determine if there are additional procedures that need to be put in place for individual students.</p> <p>Face shields will be purchased for staff of students who are prone to spraying/spitting bodily fluids.</p> <p>Updated CPI restraint procedures will be implemented. Behavioral supports will be provided for students as they transition to the in-person program.</p>                                        | <p>Same as yellow</p>          | <p>Dr. Leigh Ann Ranieri-Director of Pupil Services</p> <p>Special Education Supervisors</p> | <p>Purchase of face shield, gloves</p>       | <p>Train staff on the use of face shields and updated CPI restraint procedures.</p> |

| Requirements                         | Action Steps under Yellow Phase                                                                                                         | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|----------------------------------------------|-------------------|
| <b>Strategic deployment of staff</b> | Para professionals may be needed in areas of larger gatherings (e.g. cafeteria), or when a special needs child requires additional help |                                | Principals                   |                                              |                   |

### Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

| Topic                                                                                                                                                  | Audience                                                     | Lead Person and Position                      | Session Format                                   | Materials, Resources, and or Supports Needed | Start Date    | Completion Date |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------|----------------------------------------------|---------------|-----------------|
| <b>Pilot training to include: Proper use of masks for staff and students; appropriate hand washing, social distancing procedures; how to work with</b> | Pilot: Teachers, related service staff and paraprofessionals | Leigh Ann Ranieri, Director of Pupil Services | Virtual live Zoom session that will be recorded. |                                              | June 29, 2020 | June 29, 2020   |

| Topic                                                                                                                                   | Audience                     | Lead Person and Position | Session Format                                   | Materials, Resources, and or Supports Needed         | Start Date                               | Completion Date |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------|--------------------------------------------------|------------------------------------------------------|------------------------------------------|-----------------|
| students when social distancing isn't feasible; updated CPI restraint procedures; cleaning surfaces in between daily custodial cleaning |                              |                          |                                                  |                                                      |                                          |                 |
| Train all staff on the proper use of face coverings, hand washing, social distancing and cleaning between daily custodial cleaning      | All employees                |                          | Virtual live Zoom session that will be recorded. |                                                      | When we return to in-person instruction. |                 |
| Train all students on the proper use of face coverings, hand washing and social distancing                                              | All students                 |                          | Virtual live Zoom session that will be recorded. |                                                      |                                          |                 |
| Train custodial staff on the cleaning and disinfecting procedures                                                                       | All building custodial staff |                          | Virtual live Zoom session that will be recorded. |                                                      |                                          |                 |
| Train teachers in teaching online learning in the event of a closure, or when children are absent                                       | All teachers                 |                          |                                                  | Dr. Tammi Florio - Director of Teaching and Learning | July 1, 2020                             | August 28, 2020 |

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

| Topic                                                                                                                                                                                                               | Audience          | Lead Person and Position                                                                                                                                                 | Mode of Communications                                                                                                                                                                                                                                                                    | Start Date                     | Completion Date |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|
| <b>Parent training: Review the training that is being provided to staff and students including: the proper use of face coverings, hand washing, social distancing and cleaning between daily custodial cleaning</b> | Parents/Guardians | Principals<br>Dr. Bob Sokolowski - Assistant Superintendent<br>Dr. Sara Missett - Director of Elementary Education<br>Dr. Leigh Ann Ranieri - Director of Pupil Services | All communication sent to caregivers will be in English and Spanish. Communications will be available in other languages when requested.<br><br>Information will be sent to parents regarding hygiene, temperature taking, and procedures to follow if a child shows symptoms of illness. | When school resumes in person. |                 |
|                                                                                                                                                                                                                     |                   |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |                                |                 |
|                                                                                                                                                                                                                     |                   |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |                                |                 |
|                                                                                                                                                                                                                     |                   |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                           |                                |                 |

## Health and Safety Plan Summary: West Chester Area School District

**Reopening of Schools August 31, 2020** *(remote learning or WC Cyber to start; low incidence disabilities students to receive services in school when necessary)*

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

**The following summary lists procedures for when students are in the buildings.**

### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

| Requirement(s)                                                                                                                                                                                   | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>* Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b> | CDC recommendations for cleaning will be implemented and the custodial staff will receive training on the use of the cleaning materials. Common areas used on a daily basis will have all touch surfaces cleaned and disinfected three times during the school day. Classrooms, desks and chairs will be cleaned on a daily basis. In addition, staff will use disinfectants between student use for shared materials. |

## Social Distancing and Other Safety Protocols

| Requirement(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>* Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></p> <p><b>* Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></p> <p><b>* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></p> <p><b>* Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></p> | <p>Classrooms will be set up to allow a minimum of six feet between each desk (where feasible), and the desks will all be facing the same direction. There will be a maximum of 12 students and 12 adults in a classroom. Staff will be required to wear face coverings at all times unless in the classroom alone. When students and staff are in the hallway or common areas, face coverings will be worn by staff and encouraged for students. Six feet of distance will be maintained at all times. Masks will be provided for students and they will be taught how to wear the masks (how to put mask on, take mask off, and maintain mask). Students will be taught how to wash their hands properly and how to use the hand sanitizer. Students will remain in the same classroom throughout the day and staff will rotate as needed. Students may need to leave the classroom to receive related services when it isn't feasible to provide the services in the classrooms.</p> <p>Meals will be provided in the classroom. Water fountains will be turned off and students will be provided with water bottles, or they may bring their own water bottle. Staff will eat lunch in a room such as the library to ensure that social distancing can be implemented.</p> <p>Only one student at a time will be permitted to use the restroom and the students will remain in the classroom until it is their turn. When entering and exiting the building, staff and students will maintain at least a six foot distance from the next person.</p> <p>Students who are considered to be at high risk, will have their temperature taken as they enter the building. If someone has an elevated temperature, he or she will be taken to the nurse for further evaluation.</p> <p>Each classroom will be equipped with disinfectant spray, hand sanitizer (if there isn't a sink in the classroom), masks and gloves. Staff will be expected to wipe down desks and materials between student use. Outdoor space will be utilized on a limited basis and social distancing along with</p> |

**Requirement(s)****Strategies, Policies and Procedures**

masks will be utilized.

Visitors will only be permitted by appointment and will have administrative approval to be in the building after it has been determined that the visit can only take place in person.

Bus drivers will assess their temperature prior to the first run and are required to wear a face covering. There will be hand sanitizer on the bus and the bus will be disinfected between runs. Students will sit one to a seat (summer program only). Aides will be required to wear a face covering and other PPE (as needed) and will be seated across, in front of or behind students. Training will be provided for all staff on the health and safety procedures outlined in the plan the week before the school year begins. The training will take place via Zoom and be recorded for anyone who is unable to attend at the scheduled time.

- Desks will face the same direction and three feet apart where feasible.
- There will be a limit to 12 students and 12 adults in a classroom; PDE guidelines recommend no more than 25 students in a classroom where feasible.
- Each classroom will be provided with masks, disinfectant spray and hand sanitizer (if there isn't a sink in the classroom).
- Staff will wear face coverings at all times, except when in a classroom alone.
- Students will be taught to wear masks and will be expected to wear them when social distancing isn't feasible.
- Social distancing will be maintained when traveling between rooms.
- Students will stay in the same cohort all day.
- Water fountains will be turned off and bottled water will be provided for students.
- Students will use the restroom one at a time.
- Students will sit one student per seat on the bus (summer program only).
- Bus drivers will wear a face covering at all times.

**Requirement(s)****Strategies, Policies and Procedures****Re-opening of School**

**General Expectations** - Parents will be required to sign a waiver indicating they will take their child's temperature. Staff will also sign a waiver agreeing to take their own temperature each morning, prior to arriving at school. Parents and staff are responsible for monitoring for signs of illness and staying home, or keeping children home when they are sick. If someone has an elevated temperature, at school, that person will be taken to the nurse for further evaluation. Each classroom will be equipped with disinfectant wipes, sanitizers, masks and gloves. Outdoor space will be utilized on a limited basis and social distancing along with faces coverings will be utilized. Visitors will only be permitted by appointment and have administrative approval to be in the building after it has been determined that the visit can only take place in person. There will be hand sanitizer on the bus and the bus will be cleaned between runs. Students will sit no more than two to a seat. Training will be provided for all staff on the health and safety procedures outlined in the plan.

**Middle and High School Classrooms** will be set up to allow a minimum of 6 feet between each desk and the desks will all be facing the same direction. There will be a maximum of 25 students in a classroom, unless a larger space is used to accommodate the distancing requirements for additional desks. Students will be required to wear masks or face coverings. Staff will be required to wear masks or face coverings at all times in common areas, or when social distancing is not possible.

Meals will be provided by using an alternate lunch schedule to achieve social distancing requirements of at least six feet.

**Elementary students will remain in the same classroom** for most of the day with lunch schedules altered to provide social distancing while eating. Elementary students will wear masks or face coverings. Six feet of distance will be maintained at all times. Masks will be provided for students and they will be taught how to wear the masks (how to put mask on, take mask off and maintain mask). Students will be taught how to wash their hands properly and how to use the hand sanitizer.



| Requirement(s) | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p>Meals will be provided in the classroom, on an A/B schedule. Half of the students will eat in the cafeteria on one day, while the other half will eat in the classroom. The second day roles will shift and the group that ate in the cafeteria will eat in a classroom, while the group that ate in the classroom will now eat in the cafeteria. When entering and exiting the building, staff and students will maintain at least a three-foot distance from the next person.</p> |

| Requirement(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Strategies, Policies and Procedures                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>* Handling sporting activities consistent with the <u>CDC Considerations for Youth Sports</u> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p> | <p>Will follow PIAA and Chester County Department of Health Guidelines for activities and social distancing.</p> <p>Childcare centers will be established in the community and/or schools.</p> |

## Monitoring Student and Staff Health

| Requirement(s)                                                                                                                                                                                                                                                                                                                                                                                                                             | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <p>* <b>Monitoring students and staff for symptoms and history of exposure</b></p> <p>* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p>* <b>Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of school closures and within-school- year changes in safety protocols</b></p> | <p><b>In-person learning for low incidence disabilities children (continuation of summer program)</b></p> <p>Parents will be required to take their child’s temperature daily before school. Staff will also be required to take their temperature, prior to arriving at school. Parents and staff are responsible for monitoring for signs of illness and staying home, or keeping children home when they are sick. If someone has an elevated temperature at school, that person will be taken to the nurse for further evaluation. The parent will be asked to contact the child’s physician and Chester County Health Department to determine if further assessment is warranted. If there are no other symptoms in addition to the fever and no additional medical interventions are needed, the student can return when at least 3 days (72 hours) has passed since recovery defined as resolution of fever without the use of fever-reducing medications. The district will also take into consideration information provided by the student’s physician and the CCHD in making a determination regarding a student’s return to school.</p> <p>We will follow the state’s guidance on protocol for when a student contracts COVID-19. Currently in the yellow phase, the PA Department of Health guidelines say that a student can return when at least 3 days (72 hours) have passed <i>since recovery</i> defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared. If there is a confirmed case and the individual is asymptomatic, the individual can return after 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since the positive test. If the student develops symptoms, then the symptom-based method should be used. A physician’s note is required to return to school.</p> <p>The Chester County Health Department will be notified of all suspected and/or confirmed COVID-19 cases and the district will follow its direction regarding contacting the staff and families. Administrators and nurses will be trained on the implementation of the protocols.</p> <ul style="list-style-type: none"> <li>○ If staff or students have a temperature higher than 100, they will be sent home.</li> <li>○ CDC and Chester County Health Department guidelines will be implemented</li> </ul> |

| Requirement(s) | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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|                | <p>regarding returning to school including being fever free for 72 hours. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.</p> <ul style="list-style-type: none"> <li>○ If there is a suspected or confirmed case of COVID-19, we will follow the Chester County Health Department's direction regarding informing parents and staff.</li> <li>○ If a quarantine is required, the CDC and health department guidelines will be followed.</li> </ul> <p><b>Re-opening of Schools</b></p> <p>On a daily basis, all students (or parent of student) and staff will be asked to self-monitor at home utilizing PDEs screening tool prior to coming to school. We will follow the state's guidance on protocol for when a student contracts COVID-19. Currently in the yellow phase, the PA Department of Health guidelines say that a student can return when at least 3 days (72 hours) have passed <i>since recovery</i> defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared. If there is a confirmed case and the individual is asymptomatic, the individual can return after 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since the positive test. If the student develops symptoms, then the symptom-based method should be used. A physician's note is required to return to school. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.</p> <p>The Chester County Health Department will be notified of all suspected and/or confirmed COVID-19 cases and the district will follow its direction regarding contacting the staff and families. Administrators and nurses will be trained on the implementation of the protocols.</p> |

**Other Considerations for Students and Staff**

| Requirement(s)                                                                                                                                                                                                                                                                                                                                                                                                | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p> | <p><b>In-person learning for low incidence disabilities children (continuation of summer program)</b></p> <p>Staff will be required to wear face coverings at all times except when in the classroom alone. Students will be taught how to wear face coverings appropriately including how to put it on and take it off. Students will be encouraged to wear face coverings and will practice wearing them gradually building up a tolerance for longer periods of time. Staff will wear gloves when there is a possibility that bodily fluid may be transferred. Shared materials will be wiped with disinfectant between student use. CDC procedures for students who are at high risk will be followed. If students have medical plans as part of their IEP, student medical plans will be followed in addition to the CDC guidelines. Substitute teachers will receive training regarding the Health and Safety Plan. Behavior Supports will be provided to students as they transition to the in-person program.</p> <ul style="list-style-type: none"> <li>• If students have medical plans as part of their IEP, the medical plans will be implemented in addition to social distancing, frequent hand washing and disinfecting surfaces.</li> <li>• CDC procedures for students who are at high risk will be followed.</li> <li>• Additional safety measures will be put in place if there is a possibility of bodily fluids being transmitted including the availability to use face shields, gloves and gowns.</li> <li>• Temperatures will be taken for students who are considered to be at high risk.</li> </ul> <p><b>Reopening of schools</b></p> <p>District will follow latest PDE, CDC and CCHD guidelines for students and staff at high risk including washing hands often, practicing social distancing and wearing a face covering. All students are required to wear a face covering at all times except when taking a break, when outside and when 6 feet of distance is maintained or if student has a documented approved medical reason excusing the student from wearing a face covering. All staff are required to wear a face covering unless they are in their classroom/office alone or have an approved documented medical reason excusing the staff person from wearing a face covering.</p> |

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **West Chester Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan affirmed on September 29, 2020; reaffirmed and updated on October 26, 2020; reaffirmed and updated December 21, 2020; and reaffirmed and updated on February 22, 2021.

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Reaffirmed on:

By:

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*(Signature\* of Board President)*

**Chris McCune**

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*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.