WEST CHESTER AREA SCHOOL DISTRICT
Combined Property & Finance and Personnel Committee
Monday, July 18, 2022
6:30 pm
Spellman Education Center Board Room

AGENDA

●	Public Comment	
★	Approval of June 27, 2022 Property & Finance Committee Meeting Minutes	Mr. Bevilacqua
★	Review and Approval of revised Policy 237 - Use of Personal and District Technology Devices *(formerly known as Use of Personal Technology/Electronic Devices)*	Mr. Wagman
●	Review of School Resource Officer (SRO) and Campus Safety Officer (CSO) positions	Dr. Sokolowski/ Mr. Birster
★	Approval of April 19, 2022 Personnel Committee Meeting Minutes	Dr. Herrmann
★	Review and Approval of job description and new position, Network Operations & Security Manager	Mr. Wagman
★	Review and Approval of job description and new position, Network Coordinator	Mr. Wagman
★	Review and Approval of job description and new position, Pupil Services Coordinator	Ms. Kleiman
★	Review and Approval of job description and new position, Operations Supervisor	Mr. Birster
★	Approval to hire four (4) additional Campus Safety Officers (CSO)	Dr. Sokolowski
★	Review and Approval of Revised West Chester Area School District Management Team Organizational Chart	Dr. Sokolowski

★Committee Voting Item

Attending Committee Members: Director Bevilacqua-Chair, Director Fleming, Director Herrmann
Other Board Members: Director Detre, Director Durnell, Director Shaw, Director Tiernan
Administration: Mr. John Scully, Dr. Robert Sokolowski, Mr. Wayne Birster, Mr. Justin Matys, Dr. Tammi Florio, Dr. Kalia Reynolds, Ms. Dawn Mader, Ms. Melissa Kleiman, Mr. Michael Wagman
Also Present: Members of the public

Action or outcomes from the meeting: (Unless noted, all votes were 3-0, Director Whomsley was absent.)	
Public Comment was made by the following residents on agenda items as indicated: None	
The committee approved the May 16, 2022 Property & Finance Committee Minutes.	Mr. Bevilacqua
Dr. Florio reviewed the RFP process for Title IA, Title IIA and Title IVA services. In accordance with the Uniform Grant Guidelines surrounding Federal Title funds, the District is required to do a Request for Proposal (RFP) for Title IA Improving Basic Programs, Title IIA Supporting Effective Instruction, and Title IVA Student Support and Academic Enrichment services. WCASD is required to provide services to support our Title I WCASD resident students who are being educated at Non-Public schools. The District currently contracts with the CCIU to provide these services. Title IA targets students in need of remediation and provides small group supplemental reading instruction for those students. Title IIA services works with the non-public schools' administrators to determine professional development needs, consults with the district to establish performance goals, and delivers data driven professional development. Title IVA provides well-rounded education to students, addressing topics such as safety, health/wellness, and technology. The Administration recommends awarding the RFP for Title IA, Title IIA, and Title IVA services to the Chester County Intermediate Unit. The committee recommended approval of the RFP for Title IA, Title IIA, and Title IVA services to the CCIU.	Dr. Florio
Mr. Wagman explained to the Committee that after receiving proposed revisions from Pennsylvania School Boards Association (PSBA) updating Policy 237, Use of Personal and District Technology Devices (formerly known as Use of Personal Technology/Electronic Devices), and after consultation with the District's solicitor to compare and contrast our existing policy with the proposed revisions from PSBA, it was agreed that while the language of the District's existing policy needed to be updated and expanded, it was a fundamentally more robust policy. Therefore, the recommended revisions offer a new version of our current policy that broadens the scope of student technology device use in school and school-sponsored activities to include both personal and district-issued devices. The proposed policy update also reflects recent changes in the legal landscape around student access to school-sponsored extracurricular activities. The committee recommended approval of Revised Board Policy 237, Use of Personal and District Technology Devices.	Mr. Wagman

Items to be placed on board agenda June 27, 2022:
- Approval of Federal Program Bids
- Approval of Revised Board Policy 237, Use of Personal and District Technology Devices (formerly known as Use of Personal Technology/Electronic Devices), First Reading

MEMO items for board agenda June 27, 2022:
- Approval of 2022-23 Property Casualty/Liability Insurance
- Approval of 2022-23 Student Accident Insurance
- Approval of 2022-23 CCIU Marketplace Services Contract
- Approval to Submit PLANCON-K Project Refinancing for G.O.B. Series 2022 to PDE
- Approval of 2022-23 School Breakfast/Lunch Prices

Items to discuss at a later date:

Next Meeting Date: **August 15, 2022**

West Chester Area School District
Technology Department
Spellman Education Center
782 Springdale Drive
Exton, PA 19341
484-266-1050

Michael M. Wagman
Director of Information Technology
mwagman@wcasd.net

Date: July 14, 2022

To: John Scully, Business Manager

From: Michael Wagman, Director of Information Technology

Re: Proposed Revisions to Policy 237

Cc: Bob Sokolowski, Ed.D., Superintendent
        Kalia Reynolds, Ed.D., Assistant Superintendent

Attached for Board approval is the second reading of Revised Board Policy 237, Use of Personal and District Technology Devices (formerly known as Use of Personal Technology/Electronic Devices). The first reading of the policy was approved in June. Minor changes have been made to the second reading of this policy.

I look forward to presenting the revised policy to the Board's Property and Finance Committee for consideration at its July meeting.

Book	Policy Manual
Section	200 Pupils
Title	Use of Personal and District Technology Devices (formerly Use of Personal Technology/Electronic Devices)
Code	237
Status	Second Reading
Adopted	August 1, 2015
Last Revised	August 24, 2020
Last Reviewed	June 22, 2015

Purpose

In consideration of the recent proliferation and extensive utilization of **both** personal **and district** technology devices, the district recognizes the need to establish guidelines for the use of such so as not to disrupt the primary function of the schools.

Definitions

Personal technology devices (personal technology) shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, **picture,** and/or video data, not owned by the district. These include, but are not limited to, such devices as:

1. Cellular telephones and smartphones.

2. Handheld, tablet, and laptop computers.

3. Digital music players, including without limitation iPods and MP3 players.

4. ~~Digital~~ **Still** and video cameras.

5. **Wearable technologies including without limitation smart watches, smart glasses, or earbuds.**

District technology devices (district technology) shall be defined as any device capable of capturing, storing, and/or transmitting information, including text, audio, picture, and/or video data, that is owned by the district and loaned to students for academic purposes. These include, but are not limited to, such devices as:

1. **Handheld, tablet, and laptop computers**

2. ~~**Digital**~~ **Still and video cameras.**

Network shall be defined as the group of interconnected computers systems, both wired and wireless, owned and used by the district in order to share analog and digital information, both voice and data, and access technology and the Internet.

Authority

The Board prohibits **use of** personal technology by students during the school day in district buildings; on district property; on district buses and vehicles, and during the time students are under the supervision of the district; **unless use is permitted under the guidelines of this policy. Further, the Board prohibits use of personal and district technology** ~~and~~ in locker rooms, **athletic training rooms,** bathrooms, health suites, and other changing areas at any time, unless use is permitted under the guidelines of this policy.[1]

The Board prohibits **possession of** laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles **during the time students are under the supervision of the district**; and at school-sponsored activities.[2]

Electronic Images and Photographs/Recordings

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of ~~embarrassing~~, bullying, obscene, pornographic, lewd, or otherwise illegal **videos,** images, or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing **on both personal and district technology**.

Personal **and district** technology ~~devices/electronic~~ devices that have the capability to take photographs or to record audio or video shall not be used for such purposes while **in district buildings,** on district property, **on district buses and vehicles** while under district supervision, or while a student is engaged in district-sponsored activities unless expressly authorized in advance by the building principal or designee.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

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:[3]

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.[4][5]~~

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.

Guidelines

The district will **may** monitor the use of all personal **and district** technology **during the school day in district buildings; on district property; on district buses and vehicles; during the time students are under the supervision of the district and at school-sponsored activities** and, if connected to the network, monitor **user conduct** and log network utilization which may include deep packet inspection. The district reserves the right, in its sole discretion, to inspect, copy, store, remove, or otherwise alter any data, file, or system resources, encrypted or unencrypted, which may undermine authorized use of the network or the Internet.

In addition, the use of personal **and district** technology shall not violate local, state, or federal law, or district policies, including but not limited to policies regarding Internet safety and acceptable use or discipline.[3][6]

~~The student must have read and understood the district's acceptable use policy. The student cannot bring personal technology if the student or student's parent's/guardian's have opted out of the acceptable use policy.[6]~~

Devices With Cellular or Satellite Connectivity

Students shall not use cellular or satellite connectivity except when **permission is** granted by the building administrator for the following reasons:
1. Health, safety, or emergency reasons.

2. An individualized education program (IEP).[7]

3. Classroom or instructional-related activities, as outlined in this policy.

4. Other reasons determined appropriate by the building principal.

Devices Without Cellular or Satellite Connectivity Including **But Not Limited to** Tablet and Mobile Computers, Digital Music Players and ~~Digital~~ **Still** and Video Cameras

Personal technology, such as laptop, tablet, and mobile computers, digital music players and digital still and video cameras brought to school shall be restricted to classroom or instructional-related activities and its use shall follow all district policies and shall not be used in a manner that causes a disruption of school activities.

Personal technology ~~can~~ **may** be connected to the network, including access to the Internet, under the following conditions:
1. The student ~~must~~ **shall** follow the process defined by the Department of Technology for connecting personal technology to the district network and will not transfer or loan the technology for use by other students.

2. ~~A Bring Your Own Technology Agreement must be filled out annually and returned to the Office of Technology prior to accessing the network or Internet. Personal technology discovered on the district network without a completed form may be confiscated by building administration or the Office of Technology.~~

3. The district retains the right to determine where and when personal technology may access the network.

4. The district **and district devices have** ~~has~~ preferred access to the network and all network devices.

5. As applicable, all personal technology should be running up-to-date virus detection software and operating system critical updates prior to accessing the network. **The district at its sole discretion may deny network access to any device that it deems an unacceptable risk to network security.**

6. Software residing on personal technology must be personally owned or currently licensed. The student must be able to provide evidence of proper licensing for all software installed on the personal technology when requested.

7. District-owned software or resources may not be installed on personal technology unless designated by the Office of Technology or other written permission from the district.

8. Any software or application that degrades network performance, that consumes resources and/or bandwidth, or that is prohibited by district technology guidelines must not be used while connected to the network. This may include instant messaging, an ISP client, file sharing, streaming applications, and any software identified as a threat to district computer security.

9. Installation of a network device such as a personal wireless access point, router, hub or switch is prohibited.

10. Users may not create, implement or host their own servers or services while using personal **or district** technology at any time.

11. Users may not run software or take any actions that evade or interfere with the district's ability to monitor network use, scanning or reconnaissance or have the ability to hack into or in any way access private and/or confidential district or other third party resources or information.

12. File storage on the network or a district-provided Internet resource is limited to schoolwork only.

13. The district is not responsible for providing or loaning any equipment, cabling, or software needed to connect **a personal device** to the network or technology resources. The district will provide no technical support for personal technology.

14. The Director of Information Technology, Superintendent, or designee has the right to deny the connection of personal technology to the network for any reason. Personal technology may be removed from the district network at any time and for any reason on the recommendation of personnel listed above.

Students shall be responsible for following district rules pertaining to electronic images**, videos,** and photographs, as outlined in this policy.

Delegation of Responsibility

The district shall not be liable for the loss, damage, or misuse of any personal technology brought to school by a student or the inadvertent loss of data or interference with files for any reason.

The user of personal technology shall, at the discretion of the district, bear the costs of ensuring compliance with this policy.

Responsibility for the maintenance and repair of personal technology rests solely with the student.

Violations of this policy by a student may result in disciplinary action**, up to and including expulsion** and confiscation and analysis of personal **or district** technology by school personnel or designee and/or transfer of personal **and district** technology to law enforcement agencies.[3][8][9]

The Office of Technology will promulgate procedures regarding the implementation of this policy. The district and school personnel will support the expectations and responsibilities outlined in this policy and will work cooperatively with the Office of Technology to ensure network and data security.

The Superintendent or designee shall annually notify students, parents/guardians, and employees about ~~the Board's personal technology device~~ **this** policy.

Legal

1. 24 P.S. 510

2. 24 P.S. 1317.1

3. Pol. 218

4. Pol. 122

5. Pol. 123

6. Pol. 252

7. Pol. 113

8. Pol. 226

9. Pol. 233

Pol. 000

West Chester Area School District

Personnel Committee – April 19, 2022

Meeting Minutes

Meeting Start time: 5:45 pm

Committee Members: ☒Dr. Karen Herrmann-Chair, ☒Mr. Gary Bevilacqua, ☒Ms. Karen Fleming, ☒Mrs. Stacey Whomsley

Other Board Members: ☒Ms. Joyce Chester, ☒Mr. Daryl Durnell, ☒Dr. Laura Detre ☒Dr. Kate Shaw, ☒Ms. Sue Tiernan

Administration: ☒Mr. Wayne Birster, ☒Dr. Tammi Florio, ☐Ms. Dawn Mader, ☐Dr. Sara Missett, ☐Dr. Leigh Ann Ranieri, ☐Dr. Kalia Reynolds, ☒Mr. John Scully, ☒Dr. Bob Sokolowski, ☒Dr. Jeffrey Ulmer, ☒Mr. Michael Wagman

Items on Agenda:
- Approval of April 19, 2021 Personnel Committee Meeting Minutes
- Review of Employee Assistance Program (EAP)
- Review and Approval of Revised West Chester Area School District Management Team Organizational Chart

Personnel Committee Agenda Item actions/outcomes to be placed on April 25 Agenda for board approval:

Agenda Item	Vote
Approval of April 19, 2021 Personnel Committee Meeting Minutes	**4-0**
Review and Approval of Revised West Chester Area School District Management Team Organizational Chart	**4-0**

Meeting adjourned at 6:00 pm.

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE:	Network Operations & Security Manager	DATE:	July 18, 2022
DEPARTMENT:	Management Team	LOCATION:	Administration Building
FLSA:	Exempt		

SUMMARY:

The Network Operations & Security Manager has overall responsibility for the development, implementation, and security of a network infrastructure capable of providing effective, reliable, high-speed network services for instructional and administrative functions.

REPORTING RELATIONSHIPS:
- Reports directly to the Director of Information Technology
- Works cooperatively with other administrators, supervisors, staff, and others to perform job responsibilities as outlined

TERMS OF EMPLOYMENT:
1. 12 month (260-262 days)
2. 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.
- College degree desired-Computer Science or technology major preferred
- Minimum of two Certifications (MCSE, CNE or CCIE, etc.) or equivalent experience
- Minimum of five years of experience in Network Administration in a widely dispersedschool district or multi-building corporate environment
- Knowledge of academic environment, procedures, and policies required
- Strong interpersonal skills, with sound influential management techniques
- Good technical skills in deploying technological projects, budgetary awareness, solid networking and cybersecurity knowledge
- Must possess valid PA driver's license.

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit (80% of work day) 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 50 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 be consistently at work and perform any other position-related duties requested by the supervisor.

1. Performs needs analyses, evaluates requirements, recommend designs, provides cost analyses, plans projects and coordinates tasks for installation of wide-area and local area networks and the security of these networks.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont'd)

2. Maintains a comprehensive understanding of the state-of-the-art network architectures, advances in network and security hardware and software technologies and evolving standards; serves as high-level technical expert to the district in regards to network systems, network security, and associated issues.

3. Tests and evaluates new network and network-enabled equipment and security technologies in coordination with the technology and facilities and operations departments.

4. Recommends documents, and ensure compliance with all approved network security and backup protocol.

5. Maintains relations with telecommunication service providers, vendors requiring network access, and security partners regionally and nationally; negotiates exact technical equipment with vendors, establishes contacts, and writes technical contract specification andproposals.

6. Monitors the Security Information and Event Management System (SIEM) logs and other sources and investigates data flow anomalies network utilization and error statistics to assure that the network is operating securely and at optimal performance and reliability levels; develops procedures to notify users of system changes, threats, new security protocols, while minimizing system downtime.

7. Participates in short-, medium-, and long-range planning for district network services; assists with department annual budget and prepares and manages the network and related security budget.

8. Coordinates periodic cybersecurity audits and tabletop exercises; reviews, prioritizes, and implements recommendations to maintain network confidentiality, integrity, and availability (CIA) in coordination with the Director of Information Technology and network engineers.

9. Maintains records including user accounts, computer system and security configurations, computer operation activity, maintenance schedules, and problems and actions taken; prepares and presents reports as necessary.

10. Supervises network coordinator, to include quality assurance, and training; evaluates performance and motivates employees to achieve peak productivity andperformance;

11. Promotes and ensures security and confidentiality of computer systems and data; plans, reviews, updates, and implements disaster recovery procedures; reviews and recommends cybersecurity training.

12. Other related responsibilities as assigned by the Director of Information Technology.

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opportunity employment, educational and service
organization.

7/25/2022 (proposed)

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE: Network Coordinator	DATE: July 18, 2022
DEPARTMENT: Technology	LOCATION: Administration Building
FLSA: Exempt (Non-Bargaining Supervisor Staff)	

SUMMARY:

Technical experts responsible for setting up computer networks, maintaining and securing them and offering technical support to other engineers and users where necessary. Organizes day-to-day workflows and project priorities in the networking office.

REPORTING RELATIONSHIPS:
- Reports directly to the Network Operations & Security Manager
- Works cooperatively with other administrators, supervisors, staff, parents and others to perform job responsibilities as outlined

TERMS OF EMPLOYMENT:
1. 12 month (260-262 days)
2. Salary & Benefits in accordance with Non-Bargaining/Confidential 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.

- College degree desired-Computer Science or technology major preferred
- Minimum of three to five years experience in network engineering
- Knowledge of a range of computer networking systems and languages
- Ability to communicate technical information to non-technical personnel and work effectively with a wide range of constituencies in a diverse community
- Must possess valid PA driver's license

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit (80% of work day) 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 50 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 to be consistently at work and required to perform any other position-related duties requested by the supervisor.

1. Coordinates the ordering, installation and configuration of a wide variety of networking services, security infrastructure, hardware components and associated software.

2. Installs and manages network resources which may includerouters, switches, hubs, physical transport media such as fiber, copper or wireless,

ESSENTIAL DUTIES AND RESPONSIBILITIES: (cont'd)

high performance computer system interfaces, network management tools, network operating system, physical and virtual environments, SANs, NVRs and system application software, and end user systems including IP phones and cameras.

3. Maintains an awareness of state-of-the-art network architectures, advances in network hardware and software technologies, and evolving standards; participates in the testing and evaluation of new network equipment technologies.

4. Provides network documentation, training, and guidance to information systems staff and users as necessary.

5. Serves as technical resource in network problems and emergencies; provides on-call support, troubleshooting and resolution of network problems.

6. Contributes to short, medium, and long-range planning for district network services.

7. Monitors user adherence to system security standards and policies.

8. Ensures the performance of preventive network hardware and software maintenance.

9. Works with other members of the technology support team in planning and problem resolution.

10. Notifies users of major system interruptions and provides users with information related to system updates and changes.

11. Coordinates with other departments, districts, Intermediate Unit, and other entities toresolve interoperability issues among systems.

12. Technical resource to networking, instructional technology, school, and technical operations staff, attending coordination meetings, as needed.

13. Contributes to the development of annual operations and capital technology budgets.

14. Provides supervision of day-to-day operations of the network office and engineers, ensuring work is prioritized and distributed effectively and efficiently.

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opportunity employment, educational and service organization.

7/25/2022 (proposed)

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE:	Pupil Services Coordinator	**DATE:**	July 18, 2022
DEPARTMENT:	Pupil Services	**LOCATION:**	Administration Building
FLSA:	Exempt (Non-Bargaining Supervisory Staff)		

SUMMARY:

The Pupil Services Coordinator is responsible for supervising the Pupil Services Specialist and Pupil Services Clerk and co-supervises all district and contracted paraprofessionals. In addition, is responsible to perform analysis, reporting, budgeting and forecasting for the Pupil Services Department. The Pupil Services Coordinator is also responsible for assisting the Director of Pupil Services in maintaining cost efficiency in programs and services, coordinating inquires from members of the department, and helps to communicate problem solving solutions and directions. The Pupil Services Coordinator is responsible for support, setup and maintenance of department specific software programs.

REPORTING RELATIONSHIPS:

- Reports directly to the Director of Pupil Services
- Works with administrators and others to perform duties as outlined

TERMS OF EMPLOYMENT:

1. 12 month (260-262 days)
2. Salary and benefits in accordance with Non-Bargaining/Confidential 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.

- B.S. in Accounting or equivalent experience
- Proficiency in the use of technology for individual communication and research
- Possess effective interpersonal skills with the ability to interface diplomatically with staff and outside contacts
- The employee in this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance or other state or federal healthcare program. Clearance as provider under such programs by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

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.

1. Supervise and evaluate the daily activities of the Pupil Services Specialist and Pupil Services Clerk.

2. Co-supervises District and Agency contracted paraprofessionals. Work in conjunction with Building and Department administration regarding needs, placement and evaluations. Duties include, but are not limited to: hiring, assignments, professional development presenters and schedule, ensuring PDE requirements of professional development are fulfilled, time cards submission, providing subs through AESOP system, managing daily absences, providing coverage, new hire orientation, and discipline or other related performance conversations.

3. Assist with the preparation of the annual pupil services budgets including employee headcount/personnel budgeting, general fund, federal funds and grants applicable to Pupil Services, and fiscal agent funds where applicable.

4. Monitor all purchases and analyze any variances as compared to budget and forecast for the pupil services budget accounts. Report the findings for the variances and make recommendations to management.

5. Completes updates to the district budget model for all categories directly related to Pupil Services for the Director of Business Affairs.

6. Purchase and receive all materials for the Pupil Services Department.

7. Review and process all tuition and/or educational services invoices from the Chester County Intermediate Unit, Charter Schools and other agencies. Reconcile all charges, enrollment, and residency issues on an ongoing monthly basis. Resolve any discrepancies for regular and special education students with the billing agency, program, school or charter school.

8. Prepare and submit quarterly, annual, and bi-annual reports to the appropriate agencies for all programs relating to pupil services.

9. Monitor the membership and attendance data of all resident and non-resident special education students educated in WCASD facilities. Generate invoices to all non-resident students home district or the Commonwealth for tuition reimbursement.

10. Work directly with the CCIU, Devereux and other agencies regarding Wards of State and non-resident students.

11. Prepare and submit the annual Penn Data Child Counts to the appropriate agencies.

12. Prepare and submit the Act 16, Report of Exceptional Students to PDE.

<u>ESSENTIAL DUTIES AND RESPONSIBILITIES</u>:   (cont'd)

13.   Prepare, review and submit data related to PDE's Safe Schools system; Alternative Education and SAP data.   Is also the system administrator for the Safe School system; ensuing appropriate staff have access to the system.

14.   Prepare and submit the Special Education Contingency report with PDE.   Monitor the progress of funding and investigate any discrepancies.

15.   Manage all payments related to educational damages and legal fees for all settlements and compensatory education.

16.   Supervises the School Based Medical Access Program.   Duties include, but are not limited to: Ensuring all necessary documentation is compliant; Monitor all changes regarding the School Based ACCESS program and coordinate with all departments to ensure federal and state requirements are being met; Coordinate with the District transportation office so annual transportation lists can be submitted to for transportation reimbursement, oversee the training of all service providers and staff on a regular basis; Monitor billing processes, revenues and procedures in order to maximize on billing submissions and potential revenues; draw down annual revenue from FAI system; and prepare all quarterly and annual financial reconciliations.

17.   Prepare the annual Medical/Dental report to be filed with PDE with the assistance of the Nursing Coordinator.

18.   Provide assistance with the preparation of year-end close out of the general and federal funds.   Provide information and assistance for the local auditors for all Pupil Services programs.

19.   Oversees Special Education electronic storage process.

20.   Responsible for completing Act 80 school calendar requirements for the WCASD School Board and PDE.

21.   Assists the Director with data analysis in response to community inquires, PDE cyclical monitoring of special education and other sources.

22.   Responsible for support, setup and maintenance of department specific software programs, specifically implemented Special Ed/Gifted/504 software and Career & College planning software.   Coordinates directly with software programmers and district staff regarding direct software modifications, processes, and problem solves solutions utilizing software systems.   In addition, creates and assigns tasks to students for compliance with Act 339 requirements.

23.   Other duties as assigned by Director.

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07/25/2022 (proposed)

WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE:	Operations Supervisor	**DATE:**	July 18, 2022
DEPARTMENT:	Facilities and Operations	**LOCATION:**	Facilities & Operations
FLSA:	Exempt (Non-Bargaining Supervisory Staff)		

SUMMARY:

The Operations Supervisor is responsible for Facilities & Operations processes including budgeting, reporting and forecasting, analyzing and maintaining cost efficient programs and operations services to include purchases and delivery of materials in and out of our warehouse, inter-office mail, facilities usage, and interaction with vendors, clients, staff and the public.

REPORTING RELATIONSHIPS:

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

TERMS OF EMPLOYMENT:

1. 12 months (260-262 days).

2. Salary & Benefits in accordance with the Non-Bargaining/Confidential 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 and requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Bachelor's degree in Business, Operations, or related field (or equivalent experience) required.
- Proficiency in the use of email systems, spreadsheets, word processing and presentation software as well as financial systems and web based work order systems.
- Proficient in online research and the use of search engines.
- Proficient in verbal and written communications.
- Proficient in math, budgeting and accounting concepts and financial recordkeeping.
- Excellent organization and office management skills.
- Flexible and multitask oriented.
- Possess effective interpersonal skills with the ability to interface diplomatically with administrators, staff, vendors and the public.

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear, sit 80% of the day 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 be consistently at work and perform any other position-related duties requested by the supervisor.

1. Maintains record of inventory of all material, equipment, and supplies in Custodial Operations.

2. Oversees the warehouse mechanic to ensure timely delivery of custodial and operations materials and supplies.

3. Oversees the delivery of inter-office mail as an extension of the warehouse function.

4. Support the Maintenance Operations office function throughout the District, including the following:

   - Oversite of all accounting as it relates to blanket purchase orders.
   - Ensures appropriate processing of warehouse requests and maintenance of inventory log.
   - Handle the recordkeeping related to the productivity of completed work orders.
   - Support for preparation of Request for Proposals.
   - Ensuring appropriate invoicing as it relates to invoicing others for services provided by in-house personnel.

5. Assist with the development of the Facilities & Operations budget for the Director.

6. Provides support and oversight to the Facilities & Operations Office staff including but not limited to spreadsheet generation, database management, records keeping, filing and assisting when absences occur.

7. Oversees the facility use secretary to ensure support of our student organizations and community stakeholders.

8. Support the Director of Facilities and Operations in maintaining task list and deadlines for routine operations and special projects.

9. Coordinates with District leadership in the handling of funding grants, including handling the gathering of necessary information, writing of the grants and recordkeeping during the grant process.

10. Supports the Facilities and Operations leadership team in confidential matters, including the preparation and recordkeeping of employee performance reviews.

11. Assists with the preparation of Custodial Operations budget by projecting needed supplies, products and equipment and estimate costs of these items.

12. Ensures appropriate handling of Custodial Operations purchase orders and account maintenance.

13. Coordinates the use of temporary support for all Custodial Operations coverage for handling employee absences and support for special events.

14. Other duties as assigned by the Director of Facilities and Operations.

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

7/25/2022 (proposed)

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

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

- 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.

- To the maximum extent possible, assist administrators and professional staff in maintaining a safe, secure and academically conducive environment.
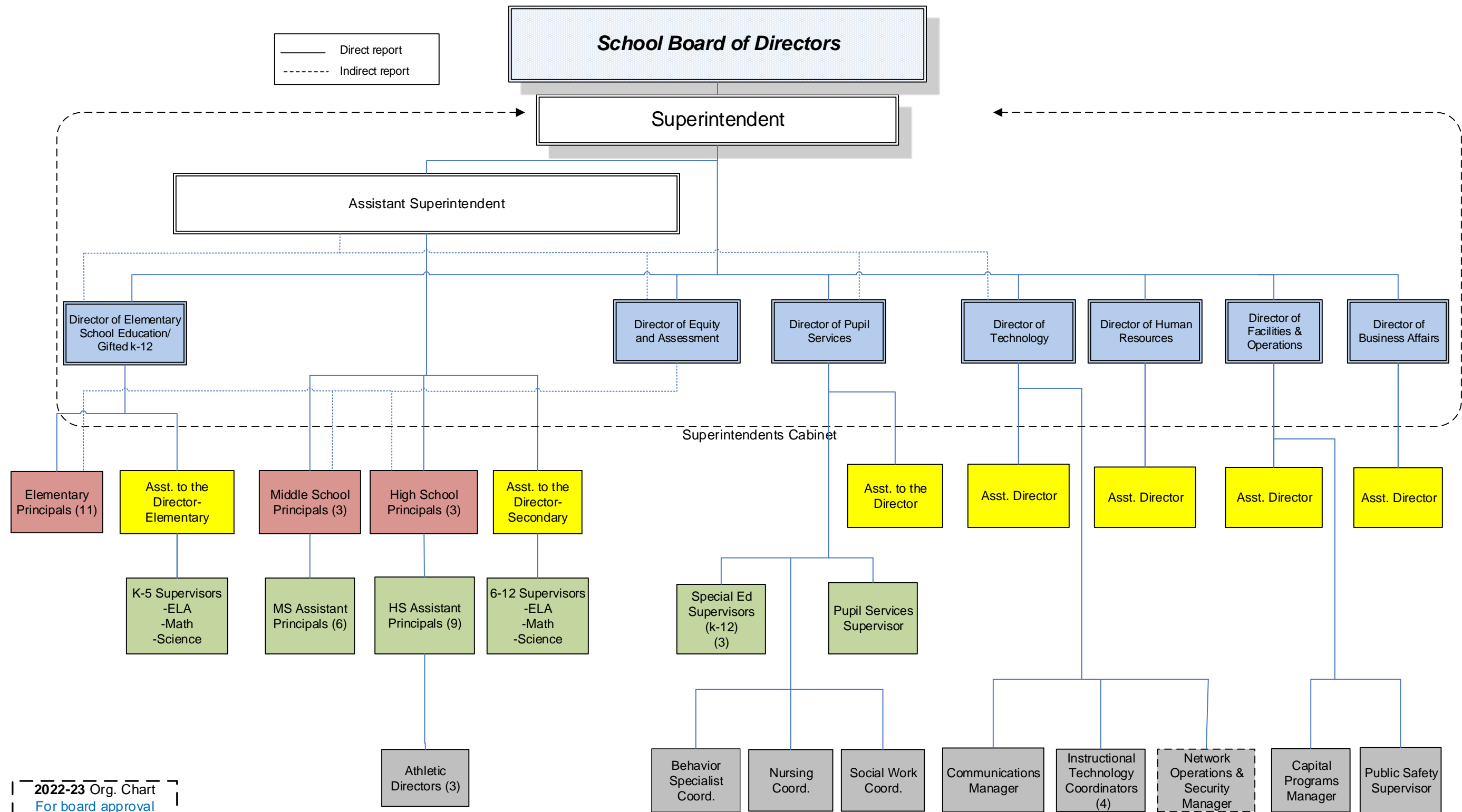
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Promote student responsibility for behavior and attitude by serving as a role model and dressing and grooming professionally.
- Patrol and monitor school 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.)
- Fill in for security greeter position during absences.

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School Board of Directors

Direct report

Indirect report

Superintendent

Assistant Superintendent

Superintendents Cabinet

Director of Elementary School Education/ Gifted k-12

Director of Equity and Assessment

Director of Pupil Services

Director of Technology

Director of Human Resources

Director of Facilities & Operations

Director of Business Affairs

Elementary Principals (11)

Asst. to the Director-Elementary

Middle School Principals (3)

High School Principals (3)

Asst. to the Director-Secondary

Asst. to the Director

Asst. Director

Asst. Director

Asst. Director

Asst. Director

K-5 Supervisors
-ELA
-Math
-Science

MS Assistant Principals (6)

HS Assistant Principals (9)

6-12 Supervisors
-ELA
-Math
-Science

Special Ed Supervisors (k-12) (3)

Pupil Services Supervisor

Athletic Directors (3)

Behavior Specialist Coord.

Nursing Coord.

Social Work Coord.

Communications Manager

Instructional Technology Coordinators (4)

Network Operations & Security Manager

Capital Programs Manager

Public Safety Supervisor

2022-23 Org. Chart
For board approval
7.25.2022