

WEST CHESTER AREA SCHOOL DISTRICT
Pupil Services Committee
August 16, 2021
7:00 p.m.
Zoom/Livestream Meeting

AGENDA

- May 10, 2021 Committee Meeting Minutes Ms. Chester
- Extended School Year Summary Presentation Dr. Ranieri
- Community Engagement Specialist Position Dr. Ranieri
- Annual Contracts: Dr. Ranieri
 - Bayada Home Health Care, Inc.
 - Delta-T Group, Inc.
 - Educational Based Services, Inc.
 - General Healthcare Resources, LLC dba GHR Education
 - Integrity Workforce Solutions, LLC
 - Pennhurst Group, LLC dba AVEANNA Developmental Services
 - US Medical Staffing, Inc.
 - JustiCorp Company
 - Dr. Kalkiewicz
 - Dr. Montgomery
 - Mary Daniels Spanish Interpreter/translator

Committee Protocol for Responding to Comments from the Public:

1. *There will be a public comment period on agenda items only ([Policy 903](#)).*
2. *A community member will be called upon by the Committee Chair or designee.*
3. *If the comment can be answered quickly or can be answered to clarify information, someone will respond.*
4. *If a community member has a more detailed question about a topic, the committee chair may refer the person to the superintendent or appropriate administrator to make an appointment so the question can be answered in more detail.*

Pupil Services Meeting Minutes
May 10, 2021
Pupil Services Committee Meeting

Ms. Chester opened the meeting at 7:07 pm.

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

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

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

Items listed on the agenda:

- April 12, 2021 Committee Meeting Minutes
- 2021-22 Pupil Services Organizational Chart
- Sweet Stevens Legal Services Consultation Agreement
- No Boundaries Language and Interpreting Services, LLC Agreement

Actions and Outcomes:

- Approval of the April 12, 2021 Committee Meeting Minutes Vote: 4-0
- Sweet Stevens Legal Services Consultation Agreement Vote: 4-0
- No Boundaries Language and Interpreting Services, LLC Agreement Vote: 4-0

Items to be placed on upcoming Board Agenda:

Items to be placed on the Consent Agenda:

- Sweet Stevens Legal Services Consultation Agreement
- No Boundaries Language and Interpreting Services, LLC Agreement

Items to be discussed at a later date: None

The meeting ended at 7:21 pm.

Next Meeting: Monday, August 9, 2021 – 7:00 pm

Pupil Services Department

Highlights of Summer 2021

Overview of Extended School Year (ESY)

5 Week Program: 6/28- 7/29 (Mon.- Thurs, 3.5 hours per day)

6 Week Program: 6/28- 8/5 (Mon.- Thurs, 5.5 hours per day)

Tutoring: Individualized per student needs

Elementary Program:

5 Week Program: East Goshen Elementary

6 Week Program: East Bradford Elementary

Secondary Program (Middle and High): Stetson Middle School

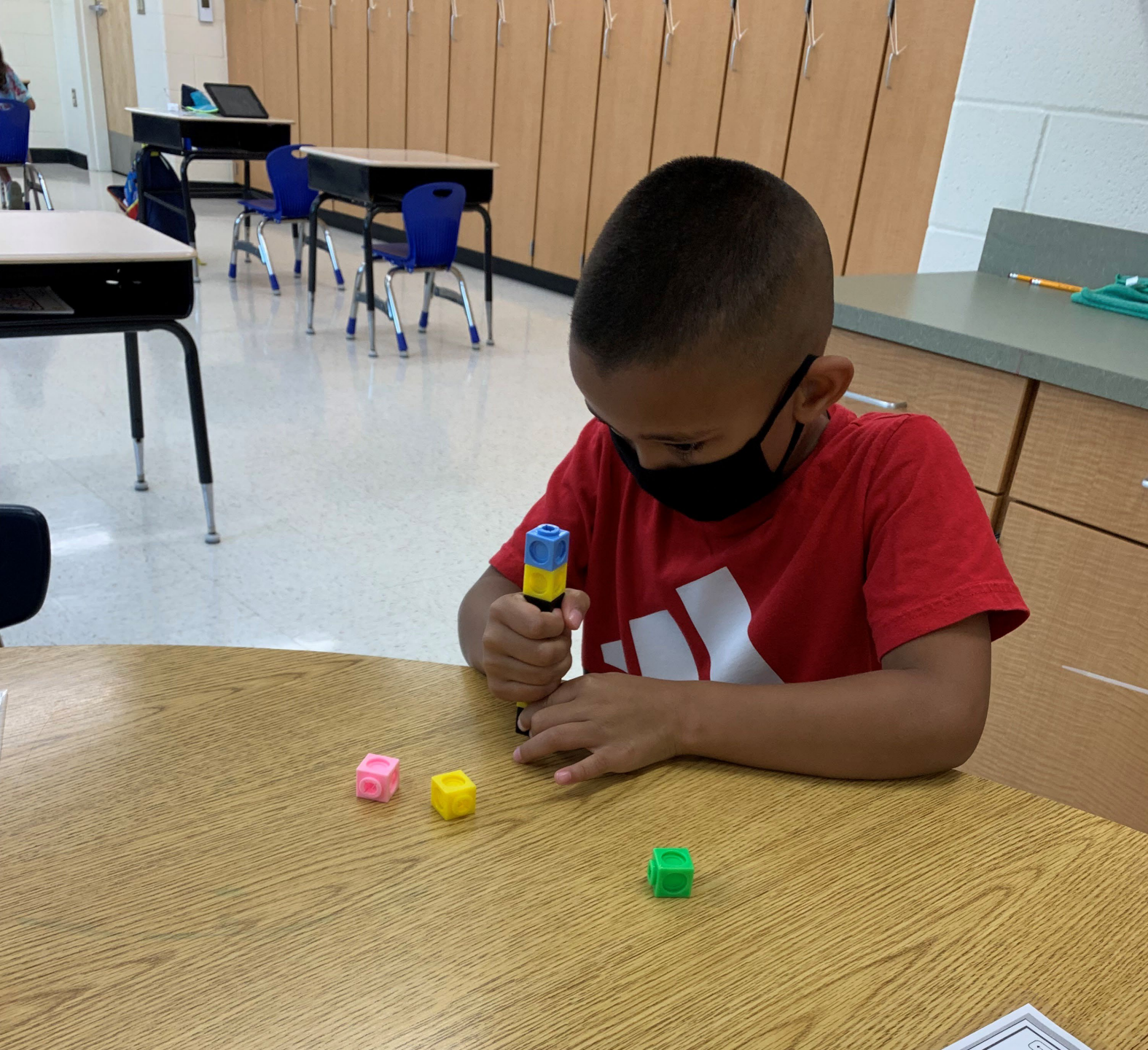
Elementary ESY

5 week Program

- Daily student average attendance – 110-120
- Total # of teachers- 18
- Each classroom had one para – social skills/ES classes had 2-3 per classroom
- 16 Learning Support Classes – some combined for co-teaching where available
- 2 Social Skills Classes

6 Week Program

- Daily student average attendance –65
- Total # of teachers- 10
- Approximately 55 paraprofessionals
- 5 Autistic Support Classes
- 1 Multiple Disabilities Class
- 2 Life Skills Classes
- 1 Life Skills/ Intensive Learning Support Class



5 week elementary program academic day

Language Arts – reading and
writing

Math

Instruction based on IEP goals*

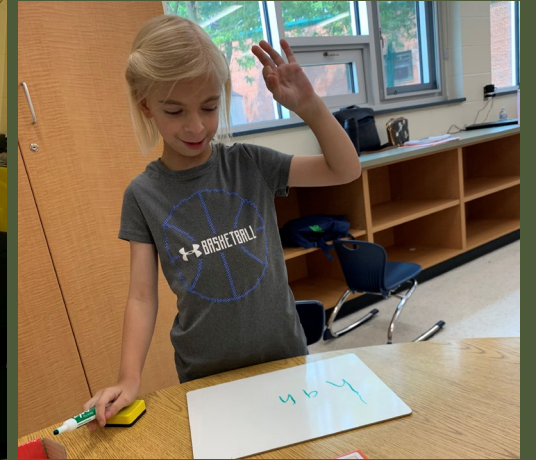
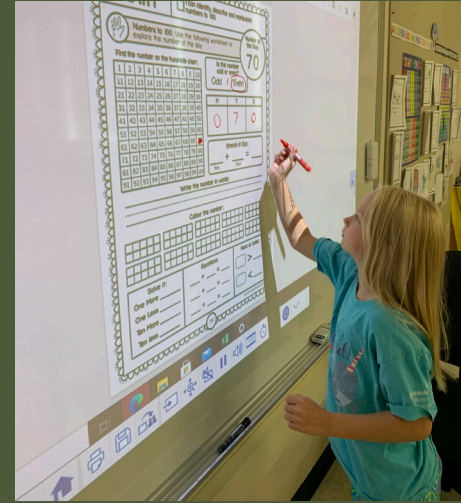
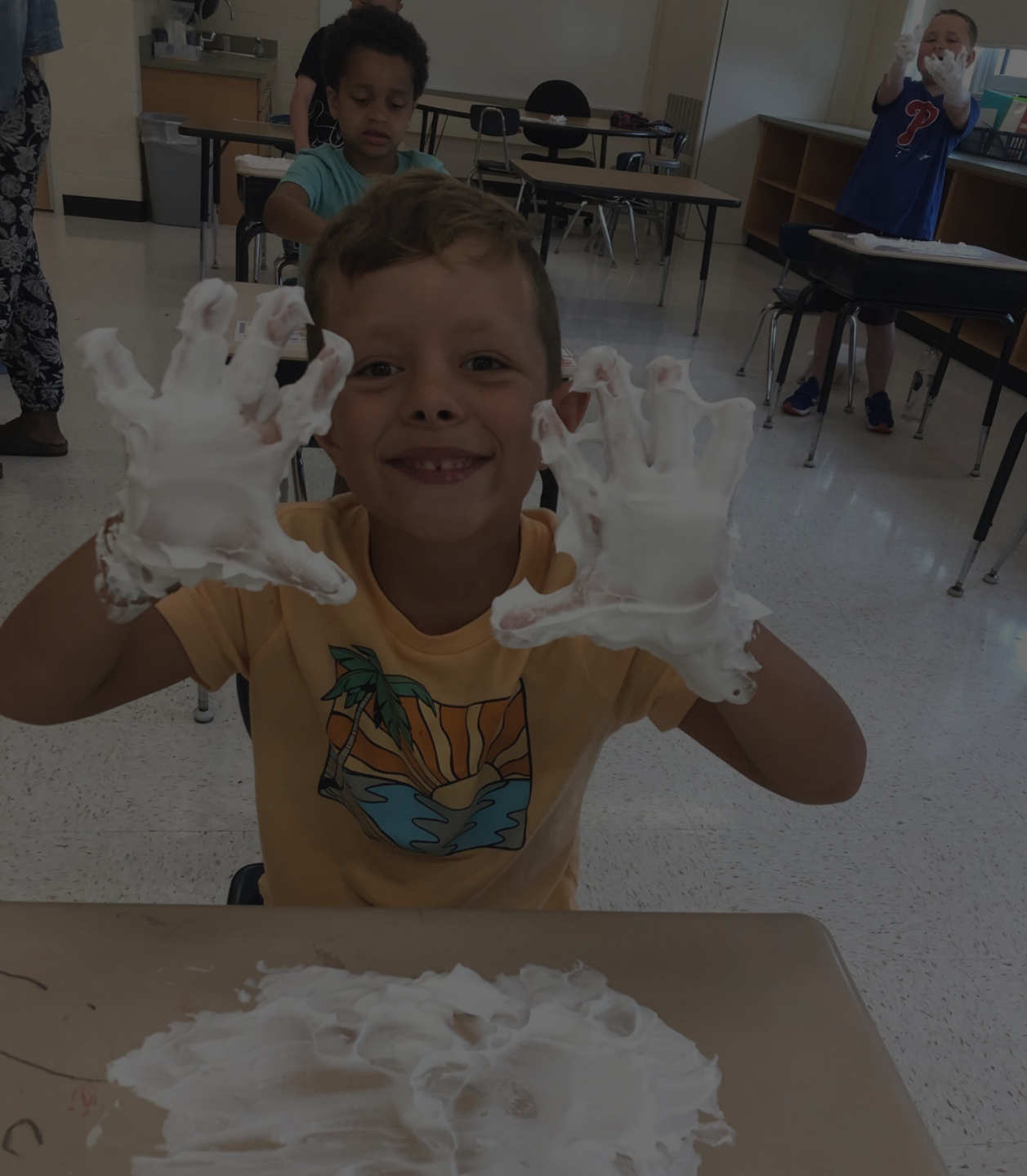
20 minute recess

Snack

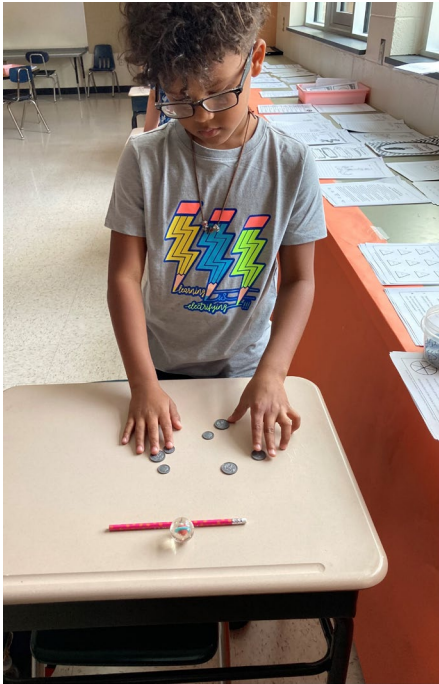
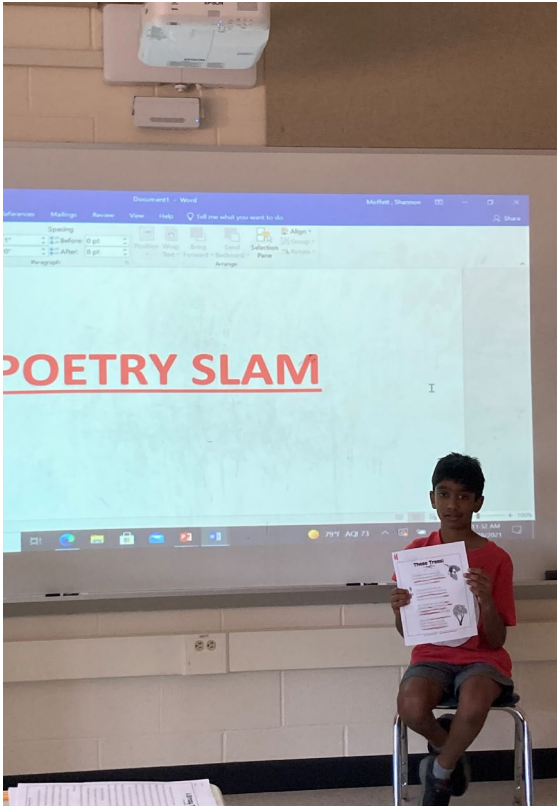


Social Skills program -

Themes for this summer: positive peer interactions, turn taking, good sportsmanship, playing on a team, and dealing with disappointment



Students practicing 1:1 correspondence, letter writing, math facts!





6 Week ESY Academic Day

Instruction on IEP Goals

OT, PT, S/L, Vision, Hearing

Lunch/Recess



Learning is Fun



Special Activities

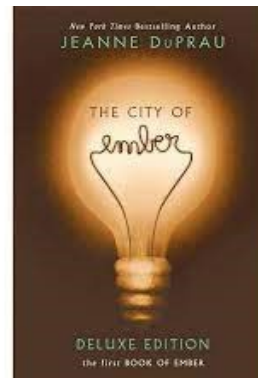
ESY Program – Secondary Programs

- 18 high school students and 38 middle school students attended the 5 week ESY program this year
- 17 high school students and 17 middle school students attended the Life Skill Support/Autistic Support 6 week program
- Learning Support Teachers provided instruction in reading, writing, and math per students' IEPs
- Emotional Support Teachers provided instruction in social skills and coping skills within the school setting
- Students participated in Center on Central activities related to movement, music, and art therapy
- Life Skills/Autistic Support Teachers – provided instruction in functional academics and activities of daily living
- Occupational Therapy, Physical Therapy, Speech/Language, Vision/Orientation and Mobility, Hearing Support, and Nursing services provided

5 Week Middle School - Academics

ELA

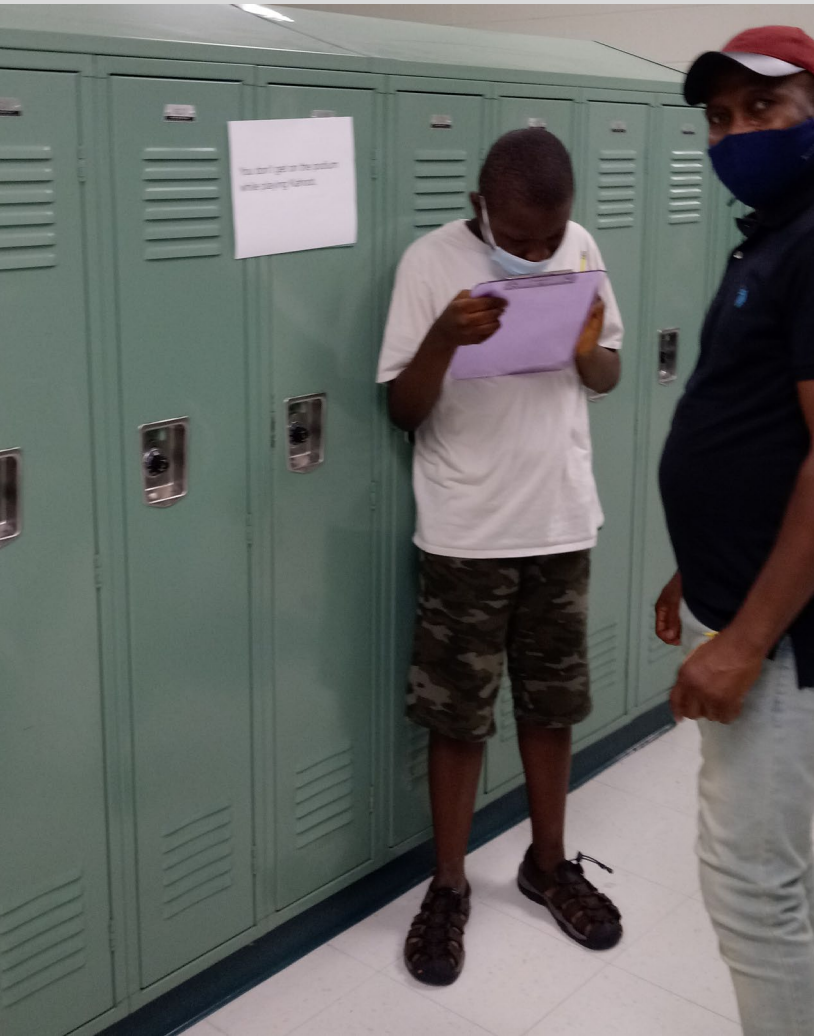
- 6th grade – Schooled by Gordan Korman
- 7th grade- Red Kayak by Priscilla and Everet by Gordan Korman
- 8th grade – City of Ember by Jeanne DuPrau



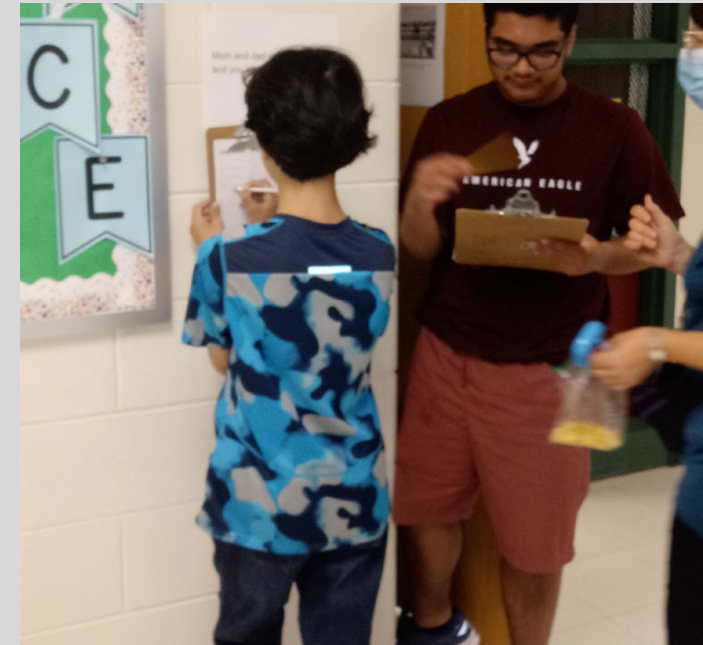
Math

- 6th grade – Ratios, PEMDAS, Fractions, multistep equations
- 7th grade- PEMDAS, Fractions, multistep equations
- 8th grade – rational/irrational numbers, multistep equations, graphing

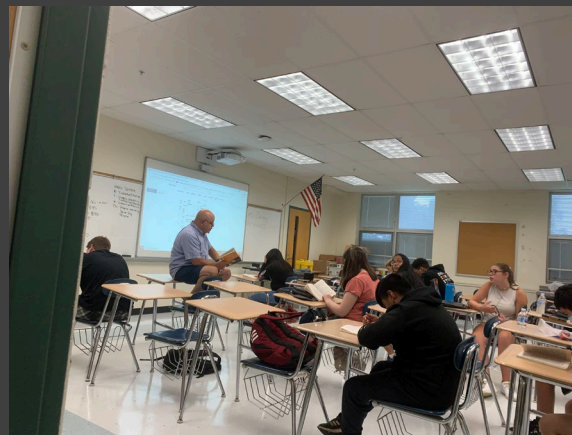
Learning is fun!



6th graders reading the novel Schooled



Students working on social skills "size of the problem."



8th graders reading and discussing the novel, City of Ember.

5 & 6 Week Middle School – Social Skills

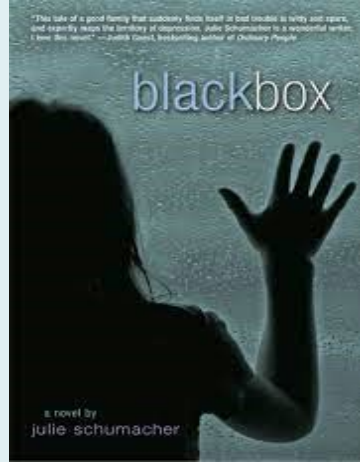
- Functional Skills instruction focused on:
 - Cooking
 - Meal prep
 - Meal clean up
 - Budgeting
 - Creating a menu
- Social Skills instruction focused on:
 - Peer to peer relationships
 - Conflict resolution
 - Advocacy
 - Group work
 - Coping skills for a variety of situations
 - Emotion management



5 Week High School - Academics

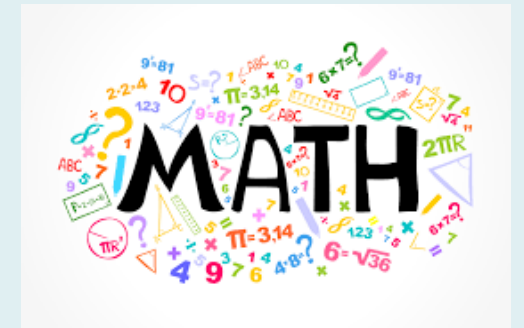
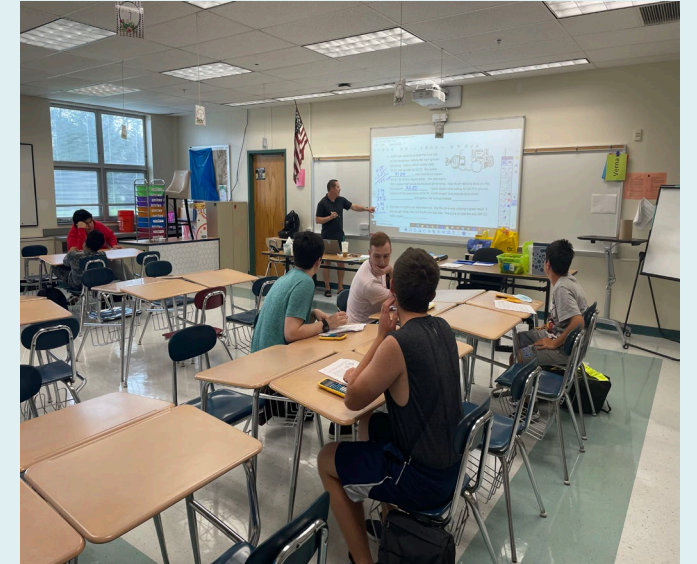
English Language Arts

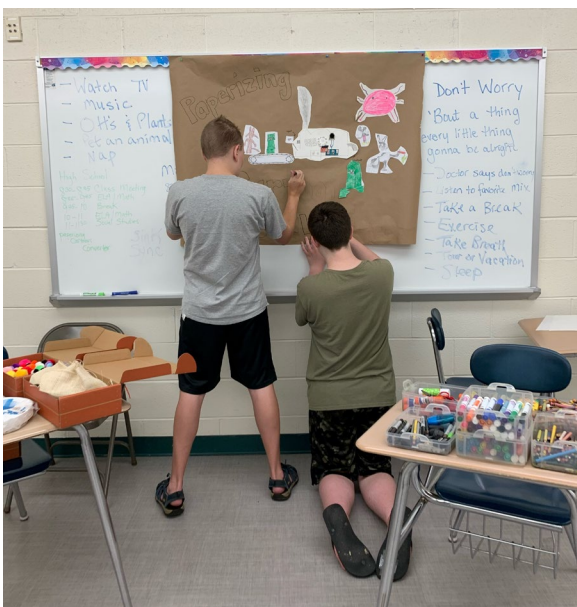
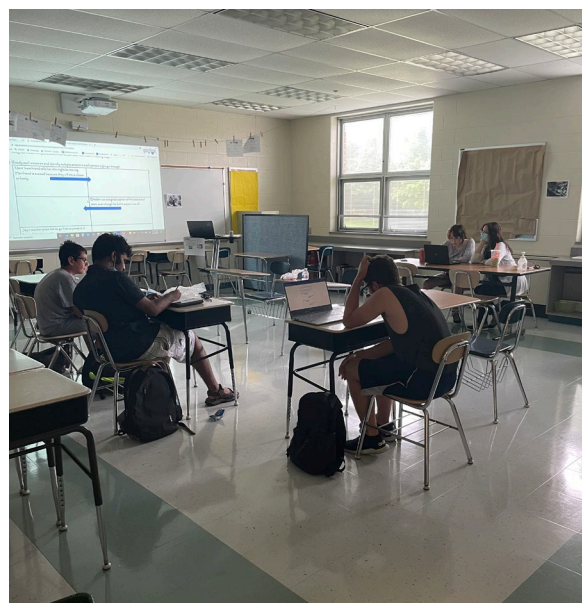
- Students read and discussed The Black Box by Julie Schumaker
- Support with decoding, reading fluency, reading comprehension, and vocabulary
- Daily journal writing and written responses to prompts
- Use of IXL to reinforce/develop writing skills (proofreading and editing)
- Blooket – interactive trivia and review game used for ELA



Math

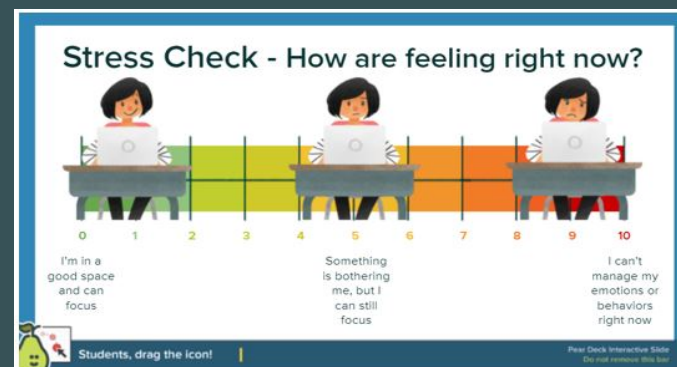
- Focus on fractions, decimals, algebraic thinking, geometry, charts, graphs, and money
- Trans Math Program utilized for students based on skill/level
- Lessons related to bank accounts, budgeting, and paychecks
- VMath Live - interactive platform to reinforce math concepts





High School – Social Skills

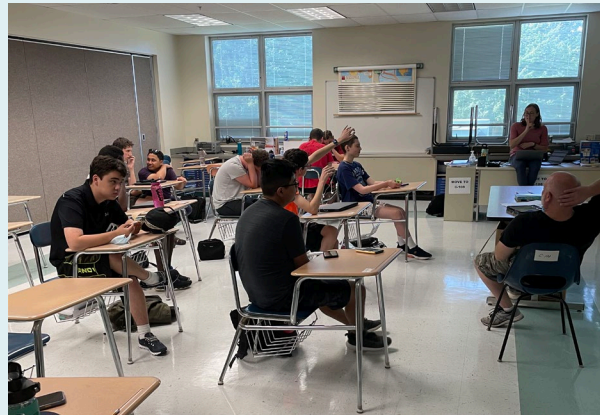
- *Appropriate peer and adult interaction*
- *Behavioral/emotional regulation and coping skills*
- *Self-advocacy skills*
- *Recognizing and dealing with stress (big problem vs. little problem)*
- *Partner and group collaboration*
- *Interviewing skills*
- *Art therapy and movement/music with Center on Central*



6 Week Middle and High School – Academics

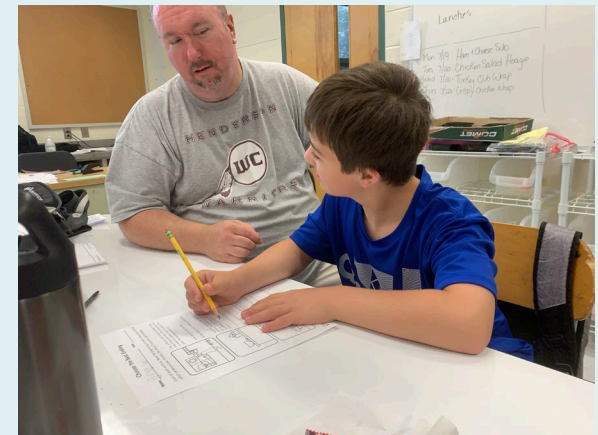
English Language Arts

- Phonemes
- Decoding skills
- Reading fluency and comprehension
- Writing activities



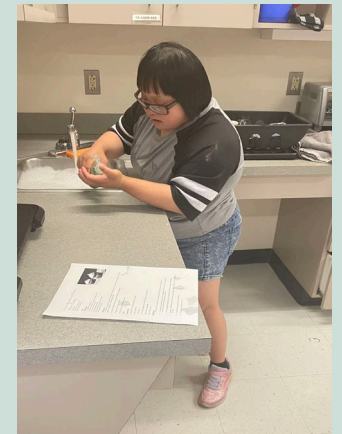
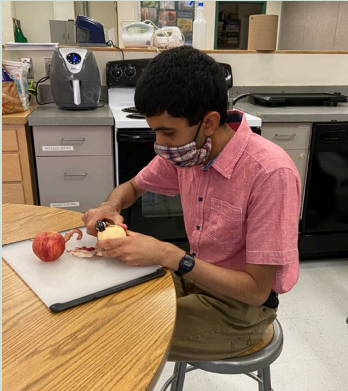
Math

- Math computation
- Money identification and concepts
- Understanding/telling time
- Measuring
- Sequencing



Functional Life Skills

- High school students participated in weekly cooking activities in groups within the family/consumer science classroom.
- Students worked on food preparation, following a recipe, measuring ingredients and using a stove, oven, griddle and other kitchen tools.
- Snacks and meals included were: grilled cheese, vegetables, pancakes and sausage, fruit cup, carrot cake muffins, hot dogs, baked apples, tacos, cinnamon crisps, macaroni and cheese
- Several high school students participated in the CCIU Discover program for job training and skills with a coach.



Wawa

Student: Sunil S. Task List Mon 8-2-21

Sign in	✓
Refill creamers and milk	✓
Wipe counters	✓
Refill lids and cups	✓
Made coffee	✓
Take out trash	✓
Lunch	✓
Vacuum the floor	✓
Clean windows	✓
Refill refrigerator	✓
Sign out	✓

Sunil continues to remember his tasks and needs no prompts. He looks forward to calling out orders when they are ready. Always pleased M. is Amy

Mental Health Services

- Continue to develop and practice coping strategies for students who are seen during the school year
- Monitor mental health of at-risk students
- Conduct risk and suicide assessments as needed

Pupil Services Department



Dr. Leigh Ann Ranieri, Director of Pupil Services

Mr. Steve Werner, Assistant Director of Pupil Services

Mrs. Melissa Kleiman, Supervisor of Special Education (Rustin Feeder)

Dr. PJ Dakes, Supervisor of Special Education (Henderson Feeder)

Mrs. Lisa Phifer, Supervisor of Special Education (EAST Feeder Pattern)

Ms. Carol Rothera, Supervisor of Student Services



WEST CHESTER AREA SCHOOL DISTRICT

POSITION DESCRIPTION

POSITION TITLE:	Community Engagement Specialist	DATE:	August 3, 2021
DEPARTMENT:	Pupil Services/Teaching and Learning	LOCATION:	Administration Building
FLSA:	Non-Exempt (Non-Bargaining Supervisory Staff)		

SUMMARY:

The Community Engagement Specialist is responsible for coordinating all interpreting and translating services for the district. Responsible for the supervision of all district and contracted translators/interpreters. Will act in the role of a parent liaison for families in which English is not their native language.

REPORTING RELATIONSHIPS:

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

- Minimum of an Associate degree
- Proficiency in the use of technology for individual communication and research
- Proficiency in presentation of technology to enhance small and large group information & demonstration sessions
- Possess effective interpersonal skills with the ability to interface diplomatically with 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. Coordinate all translation and interpreting services for the district.
2. Translate and interpret in Spanish.
3. Supervise the district and contract translator/interpreters.
4. Coordinate the Padres Latinos Meetings on at least a monthly basis either in person or virtually via zoom.
5. Complete outreach activities for parents whose native language is not English.
6. Coordinate/schedule district meetings to be held in Spanish.
7. Coordinate and schedule preschool parent meetings at least four times per year.
8. Coordinate and schedule preschool meetings with the directors of the program at least two times per year.
9. Be the district liaison for the preschools in the district.
10. Liaison to students/families transitioning from Chester County Family Academy.
11. Work with the Director of Teaching and Learning to meet grant requirements for parent engagement.

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

LAR 08/03/2021