

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

Monday, February 25, 2019

7:00 pm

Spellman Education Center

**AGENDA**

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- I. Call to Order  
Salute to the Flag (led by Priscilla Powers and Akanksh Sharma  
of Peirce Middle School)..... Mr. McCune
- II. Roll Call..... Ms. Cherashore
- III. Minutes of the January 28, 2019 Monthly School Board Meeting..... Mr. McCune
- IV. Approval of the February 25, 2019 School Board Meeting Agenda ..... Mr. McCune
- V. Superintendent’s Report.....Dr. Scanlon  
Student Representatives’ Report..... Amber Hawkins, *East High School*  
..... Molly Camp, *Henderson High School*  
..... Grace Ibach, *Rustin High School*
- VI. Public Comments on Agenda Items (Sign-in Required)..... Ms. Cherashore
- VII. Personnel Recommendations..... Dr. Ulmer
- VIII. Approval of Consent Agenda ..... Mr. McCune
- IX. School Board Reports

**Committee Reports**

- A. *Education* ..... Mrs. Tiernan
  - \* 1. Approval of the following Study/Excursion trip(s):  
Rustin HS Model UN– Philadelphia, PA – Thurs-Sun 1/31-2/3/19  
Rustin HS Cheerleading – Orlando, FL – Thurs-Sun 2/7-2/10/19  
East HS DECA – Hershey, PA – Wed-Fri 2/20-2/22/19  
Henderson HS DECA – Hershey, PA – Wed-Fri 2/20-2/22/19  
Henderson HS Band – Doylestown, PA – Thurs-Sat 3/7-3/9/19  
Henderson HS FBLA – Hershey, PA – Sun-Wed 4/7-4/10/19  
Rustin HS Choral – New York City, NY – Fri-Sat 4/12-4/13/19
  - \* 2. Approval of Revised Board Policy 918 – Title I Parent and Family Engagement, First Reading
  - \* 3. Approval of Revised Administrative Guideline 918AG1 – Title I Parent and Family Engagement Guidelines, First Reading
  - \* 4. Approval of New Administrative Guideline 918AG2 – Title I Parent and Family Engagement School-Parent and Family Compacts, First Reading
  - \* 5. Approval of Revisions and Name Change to Board Policy 103 – Nondiscrimination/Discriminatory Harassment-School and Classroom Practices (*formerly known as Nondiscrimination in School and Classroom Practices*), First Reading

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\*Consent Agenda Items

- \* 6. Approval of Revisions and Name Change to Administrative Guideline 103AG1 – Report Form for Complaints of Nondiscrimination/Discriminatory Harassment-School and Classroom Practices (*formerly known as Discrimination and Harassment Complaint Form*), First Reading
- \* 7. Approval of Revised Board Policy 222 – Tobacco/Nicotine (*formerly known as Tobacco*), First Reading
- \* 8. Approval of Revised Board Policy 247 – Hazing, First Reading
- \* 9. Approval of Revised Board Policy 249 – Bullying/Cyberbullying, First Reading

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

- \* 1. Approval of Revised Board Policy 103.1 Nondiscrimination - Qualified Students with Disabilities, Second Reading
- \* 2. Approval of Revised Administrative Guideline 103.1AG 1 Nondiscrimination - Qualified Students with Disabilities, Second Reading
- \* 3. Approval of New Administrative Guideline 103.1AG2 Report Form for Complaints of Discrimination - Qualified Students with Disabilities, Second Reading
- \* 4. Approval of Four Special Education Settlement Agreements
- 5. Approval of Sandra Bradley’s Translator Contract
- 6. Approval of Charles A. Melton Arts & Education Center Lease Agreement

C. *Personnel* .....Dr. Shaw

- \* 1. Approval of Revisions and Name Change - Board Policy 104 Nondiscrimination/Discriminatory Harassment-Employment Practices (*formerly known as Nondiscrimination in Employment Practices*), First Reading
- \* 2. Approval of Revisions and Name Change - Administrative Guideline 104AG1 Report Form for Complaints of Discrimination/ Discriminatory Harassment - Employment Practices (*formerly known as Report Form for Nondiscrimination in Employment Practices*), First Reading
- \* 3. Approval of Revisions and Name Change - Board Policy 323 Tobacco/Nicotine (*formerly known as Tobacco*), First Reading

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

- \* 1. Approval of Change Orders – Renovations and Additions to Exton Elementary School and East Goshen Elementary School
- \* 2. Approval of 2019-20 E-Rate Bids
- 3. Approval of the 2019-20 Technology Projects in the Capital Reserve Fund

**Other Reports**

- A. Intermediate Unit ..... Mrs. Tiernan
- B. PSBA Report.....Dr. Herrmann
- C. Legislative Liaison .....Dr. Shaw

X. Other Business

- \* 1. Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of January 1, 2019 to January 31, 2019
- \* 2. Approval of the January 31, 2019 Financial Report



\*Consent Agenda Items

- 3. Approval of Resolution to Authorize the District Solicitor to File with the Pennsylvania Public Utility Commission a Petition to Intervene in a Formal Safety Complaint Against Sunoco/Energy Transfer Partners

XI. Comments from Residents

XII. Adjournment

WEST CHESTER AREA SCHOOL BOARD—**Meeting of January 28, 2019**

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.

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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 Juliana Craig and Charlie Vogel of Hillsdale Elementary School led the public in the Pledge of Allegiance.

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**Roll Call**

**Members Present:** Mr. Bevilacqua, Ms. Chester, Mr. Gallen, Dr. Herrmann, Mr. McCune, Dr. Shaw, Mr. Spackman, Mr. Tabakin, Mrs. Tiernan. Student Representatives: Amber Hawkins, East High School; Camille Parkinson, Henderson High School; Grace Ibach, Rustin High School.

**Members Absent:**

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**Approval of December 17, 2018 Board Minutes**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Mr. Gallen to approve the minutes of the December 17, 2018 School Board Meeting.

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

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***Mr. McCune announced that the Board met in Executive Session on Tuesday, January 22, 2019 regarding negotiations and a legal matter and this evening, Monday, January 28, 2019 regarding a personnel matter.***

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***The board agenda was amended as follows:***

***XI. Other Business – the following item was added to the agenda:***

- 4. Approval of Resolution to Reappoint Dr. James R. Scanlon to the Office of the Superintendent for the West Chester Area School District for a five (5) year term beginning on July 1, 2019 and ending on June 30, 2024.

**Approval of January 28, 2019 Meeting Agenda as amended**

**BOARD ACTION:** It was moved by Ms. Chester and seconded by Dr. Shaw to approve the January 28, 2019 meeting agenda as amended.



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

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**Public Comments on Agenda Items**

Hal Ritter expressed his thanks to all those involved in negotiating the tentative agreement between the WCASD Board of Education and the West Chester Service Support Professionals.

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

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

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

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**Approval of Consent Agenda**

**BOARD ACTION:** It was moved by Ms. Chester and seconded by Mr. Tabakin to approve the following Consent Agenda Items:

Education

1. Approval of the following Study/Excursion trip(s):
  - Henderson HS Mock Trial – State College, PA – Fri-Sun 1/11-1/13/2019
  - Henderson HS Science Olympiad – Cambridge, MA – Fri-Sun 1/11-1/13/19
  - Henderson HS Model UN – Philadelphia, PA – Thurs-Sun 1/31-2/3/19
  - East HS Wrestling – Lansford, PA – Fri-Sat 1/25-1/26/19
  - East HS Boys Lacrosse – Durham, NC – Fri-Sun 4/12-4/14/19
  - East Bradford ES 5th Outdoor Experience – Downingtown, PA – Thurs-Fri 5/23-5/24/19
2. Approval of the following Account(s):
  - East HS Operation Smile

Pupil Services

1. Approval of Revisions to Policy 103.1 Nondiscrimination - Qualified Students with Disabilities, First Reading
2. Approval of Revisions to Policy 103.1 AG 1 Nondiscrimination - Qualified Students with Disabilities Guidelines, First Reading
3. Approval of Revisions to Policy 103.1 AG2 Report Form for Complaints of Discrimination - Qualified Students with Disabilities, First Reading
4. Approval of Pediatric Therapeutic Services Agreement Addendum for Bilingual Psychological Services and Bilingual Speech Services

Property & Finance

1. Approval to Acknowledge Receipt of 2017-18 Local Audit Report

2. Approval of Contract Awards to Johnson Controls Inc. in the amount of \$621,970 and to Siemens Industry, Inc. in the amount of \$119,055 to install a new air conditioning system and supporting controls at East High School.

**Other Reports**

Other Business

1. Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of December 1, 2018 - December 31, 2018

STATEMENT OF DISBURSEMENTS SUMMARY  
FOR THE PERIOD DECEMBER 1, 2018 - DECEMBER 31, 2018

|                                                                      |               |                      |
|----------------------------------------------------------------------|---------------|----------------------|
| GENERAL FUND DISBURSEMENTS                                           |               | 20,752,387.42        |
| includes Technology,<br>Federal Programs and any Special State Funds |               |                      |
| BILLS PAID                                                           | 20,752,387.42 |                      |
| INVESTMENTS                                                          | 0.00          |                      |
| <br>                                                                 |               |                      |
| CAPITAL RESERVE FUND                                                 |               | 166,173.99           |
| <br>                                                                 |               |                      |
| CAPITAL PROJECTS FUND                                                |               | 738,629.90           |
| <br>                                                                 |               |                      |
| SPECIAL REVENUE - Athletics                                          |               | 9,705.00             |
| <br>                                                                 |               |                      |
| TRUST FUNDS                                                          |               | 7,255.77             |
| <br>                                                                 |               |                      |
| CAFETERIA                                                            |               | 296,417.85           |
| <br>                                                                 |               |                      |
| STUDENT ACTIVITY FUND DISBURSEMENTS                                  |               | 79,885.10            |
| <br>                                                                 |               |                      |
| TRUST AND AGENCY FUND DISBURSEMENTS                                  |               | <u>65,423.62</u>     |
| <br>                                                                 |               |                      |
| TOTAL<br>DISBURSEMENTS                                               |               | <u>22,115,878.65</u> |

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

2. Approval of the December 31, 2018 Financial Report

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

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**Other Business**

**3. APPROVAL OF MEMORANDUM OF AGREEMENT BETWEEN THE WEST CHESTER SERVICE SUPPORT PROFESSIONALS (ESPA-PSEA) AND THE BOARD OF EDUCATION OF THE WEST CHESTER AREA SCHOOL DISTRICT EFFECTIVE JULY 1, 2019 – JUNE 30, 2024**

**BOARD ACTION:** It was moved by Dr. Shaw and seconded by Mrs. Tiernan to approve the Memorandum of Agreement between the West Chester Service Support Professionals (ESPA-PSEA) and the Board of Education of the West Chester Area School District effective July 1, 2019 – June 30, 2024.

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

**4. APPROVAL OF RESOLUTION TO REAPPOINT DR. JAMES R. SCANLON TO THE OFFICE OF THE SUPERINTENDENT FOR THE WEST CHESTER AREA SCHOOL DISTRICT FOR A FIVE (5) YEAR TERM BEGINNING JULY 1, 2019 AND ENDING ON JUNE 30, 2024**

**BOARD ACTION:** It was moved by Dr. Shaw and seconded by Ms. Chester to approve the Resolution to reappoint Dr. James R. Scanlon to the Office of the Superintendent for the West Chester Area School District for a five (5) year term beginning July 1, 2019 and ending on June 30, 2024.

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

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**Comments from Residents**

Michele Curay-Cramer expressed congratulations from the West Chester Area Education Association on the Resolution passed tonight reappointing Dr. Scanlon. Christina Morley spoke about pipeline safety and expressed her concern that the District message needs to be more in tune with other pipeline safety advocate groups, and Ms. Morley presented a petition to have the District intervene in the PUC Safety Complaint. Judi DiFonzo spoke as a representative of the newly formed East Goshen Pipeline Taskforce and asked the District to intervene with the PUC and the pipeline construction. Bill Wegeman spoke about his childrens’ education in the District and thanked the Board members for their service. Mr. Wegeman asked WCASD to join Downingtown Area SD, Twin Valley SD, and Rose Tree Media SD to intervene with the pipeline construction and to uphold the safety of students and staff.

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Mr. McCune read the following quote, “Mistakes increase your experience and experiences decrease your mistakes. If you learn from your mistakes, then others learn from your success.”  
Anonymous

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**Adjournment:**

**BOARD ACTION:** On motion by Mr. Gallen, seconded by Mr. Spackman, the Board, on voice vote, agreed to adjourn at 8:37 p.m.

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Board Secretary

Recommendations

Supplement to the Agenda – February 25, 2019 - p.1

|    |                                                                                                                                                    |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------|
| I. | Removal from Payroll                                                                                                                               |
| a. | Resignations                                                                                                                                       |
| 1. | Eileen Bevenour, 1.0 RN at Mary C. Howse ES/Westtown-Thornbury ES, effective 3/1/19.                                                               |
| 2. | Heather Derp, 1.0 Special Education Teacher at Stetson MS, effective 1/28/19.                                                                      |
| b. | Retirements                                                                                                                                        |
| 1. | Sellena Berardi, 1.0 Secretary at Facilities & Operations, effective 7/12/19, 23 years of service.                                                 |
| 2. | Lee Boyer, Sr., 1.0 Custodian at East HS, effective 6/30/19, 29 years of service.                                                                  |
| 3. | Joanne D’Antonio, 1.0 Secretary to the Assistant Principal at Stetson MS, effective 5/1/19, 19 years of service.                                   |
| 4. | Josephine Gittings, 1.0 Secretary to the Principal at Exton ES, effective 6/30/19, 23 years of service.                                            |
| 5. | Virginia Manley, 1.0 Special Education Teacher at Henderson HS, effective last day of 2018-2019 school year, 16 years of service.                  |
| 6. | Eva Marshall, 1.0 Secretary to Assistant Principal at Henderson HS, effective 6/28/19, 17 years of service.                                        |
| 7. | Dr. Deborah Sahijwani, .5 Gifted Teacher at Henderson HS/.5 Careers at District, effective last day of 2018-2019 school year, 21 years of service. |

|     |                                                                                      |
|-----|--------------------------------------------------------------------------------------|
| II. | Additions to Payroll                                                                 |
| a.  | Professional Staff: Contract - None                                                  |
| b.  | Professional Staff: Long Term Substitute - None                                      |
| c.  | Administrative Staff: Contract - None                                                |
| d.  | Support Staff: Non Bargaining                                                        |
| 1.  | Laurie Hopton                                                                        |
|     | Placement      1.0 RN at .2 Hillsdale ES/.8 District, effective 2/19/19, \$20.07/hr. |
| e.  | Support Staff: Contract - None                                                       |
| f.  | Support Staff: Substitute - None                                                     |

|      |                      |
|------|----------------------|
| III. | Personnel Events     |
| a.   | Status Change - None |

|    |                |              |                                               |                                                                                        |                       |
|----|----------------|--------------|-----------------------------------------------|----------------------------------------------------------------------------------------|-----------------------|
| b. | Transfer       |              |                                               |                                                                                        |                       |
|    | Involuntary    |              |                                               |                                                                                        |                       |
|    | <b>Name</b>    | <b>Type</b>  | <b>From</b>                                   | <b>To</b>                                                                              | <b>Effective Date</b> |
| 1. | Tarrah Chafetz | Professional | 1.0 Special Education Teacher at Penn Wood ES | .5 Special Education Teacher at Exton EX/.5 Special Education Teacher at Glen Acres ES | 2/25/19               |

|     |                 |
|-----|-----------------|
| IV. | Personnel Leave |
|-----|-----------------|

Recommendations

Supplement to the Agenda – February 25, 2019 - p.2

|    |                     |                                            |                              |                           |
|----|---------------------|--------------------------------------------|------------------------------|---------------------------|
| a. | Sabbatical Leave    |                                            |                              |                           |
|    | <b><u>Name</u></b>  | <b><u>Position</u></b>                     | <b><u>Effective Date</u></b> | <b><u>Ending Date</u></b> |
| 1. | Laura Fredd-Maxwell | 1.0 Social Studies Teacher at Henderson HS | August 19, 2019              | June 9, 2020              |
| b. | Unpaid Leave        |                                            |                              |                           |
|    | <b><u>Name</u></b>  | <b><u>Position</u></b>                     | <b><u>Effective Date</u></b> | <b><u>Ending Date</u></b> |
| 1. | David Kalis         | 1.0 Instructional Assistant at Rustin HS   | 2/24/19                      | 3/23/19                   |

|    |                                                                                                        |
|----|--------------------------------------------------------------------------------------------------------|
| V. | Additional Information                                                                                 |
| 1. | Teresa DiSiro started her position on 1/28/19.                                                         |
| 2. | Jennifer Fitzgibbon, RN, hourly rate will be adjusted to \$20.07/hr. from her date of hire on 8/20/18. |
| 3. | Nelly Olea-Trujillo started her LTS assignment on 2/19/19.                                             |
|    |                                                                                                        |
|    |                                                                                                        |

|    |                            |                   |                 |               |             |                      |                       |                         |
|----|----------------------------|-------------------|-----------------|---------------|-------------|----------------------|-----------------------|-------------------------|
| V. | Supplemental Contracts     |                   |                 |               |             |                      |                       |                         |
|    | <u>Last Name</u>           | <u>First Name</u> | <u>Location</u> | <u>Season</u> | <u>Step</u> | <u>% of Contract</u> | <u>Total Contract</u> | <u>Position Title</u>   |
|    | <b>Additions:</b>          |                   |                 |               |             |                      |                       |                         |
|    | <b>All seasons '18-'19</b> |                   |                 |               |             |                      |                       |                         |
|    | Adams                      | Stefan            | HHS             | Spring        | 1           | 100.00%              | \$3,696.00            | Asst. Girls Track Coach |
|    | Dixon                      | Kathleen          | EGE             | Annual        | 1           | 20.00%               | \$554.40              | Computer Coordinator    |
|    | Farrell                    | Daniel            | FMS             | Spring        | 3           | 100.00%              | \$2,916.00            | Head Baseball Coach     |
|    | Giordano                   | Benjamin          | FMS             | Spring        | 1           | 100.00%              | \$2,156.00            | Asst. Baseball Coach    |
|    | Minker                     | Keith             | RHS             | Spring        | 4           | 50.00%               | \$2,208.00            | Asst. Baseball Coach    |
|    | Prilutski                  | Katherine         | FMS             | Annual        | 2           | 100.00%              | \$1,102.50            | Drama Assistant         |
|    | Roebuck                    | Carolyn           | PMS             | Spring        | 1           | 100.00%              | \$2,156.00            | Asst. Softball Coach    |
|    | <b>Removals:</b>           |                   |                 |               |             |                      |                       |                         |
|    | None                       |                   |                 |               |             |                      |                       |                         |
|    | <b>Adjustments:</b>        |                   |                 |               |             |                      |                       |                         |
|    | Smyth                      | Erin              | EGE             | Annual        | 5           | 30.00%               | \$1,028.70            | Computer Coordinator    |

Recommendations

Supplement to the Agenda –ADDENDUM – 2019.02.25 p.1

- I. Removals from Payroll
  - a. Resignations - None
  - b. Retirements - None
- II. Additions to Payroll
  - a. Professional Staff: Contract - None

b. Professional Staff: Long Term Substitute

|    |                    |                                                                                                                                                                           |
|----|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Maria Longo Capuni |                                                                                                                                                                           |
|    | Placement          | 1.0 Italian Teacher at .6 East HS/.4 Fugett MS, Temporary Professional Employee (Non-Tenured), effective 1/17/19, Level 1, Step 1, \$46,000, covering for Mr. Razionale.  |
|    | Education          | Bachelor of Science from Universita Degli Studi di Perugia, Italy 1992-1999, Master of Science from Saint Joseph’s University 2018.                                       |
|    | Experience         | Substitute with InSight 12/2015 – current, Long Term Substitute at West Chester Area School District 8/2016 – 6/2018.                                                     |
|    | Certification      | Intern, Italian PK-12                                                                                                                                                     |
|    |                    |                                                                                                                                                                           |
| 2. | Kelsey Morrow      |                                                                                                                                                                           |
|    | Placement          | 1.0 Computer Literacy Teacher at Peirce MS. Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 1, \$46,000. During Ms. Thomas’ leave of absence. |
|    | Education          | Bachelor of Science from Pennsylvania State University 2005 – 2005, Masters of Education from Touro University, Nevada 2012 – 2014.                                       |
|    | Experience         | Math Teacher at Odyssey Charter Schools, Nevada 2017-2018, Math Teacher at Clark County School District, Nevada 2009-2015.                                                |
|    | Certification      | Instructional I, Mathematics                                                                                                                                              |

- c. Administrative Staff: Contract None
- d. Support Staff: Contract - None
- e. Support Staff: Substitute – None

- III. Personnel Events
  - a. Status Change - None
  - b. Transfer - None

- IV. Personnel Leave
  - a. Sabbatical Leave - None
  - b. Unpaid Leave - None

Recommendations

Supplement to the Agenda –ADDENDUM – 2019.02.25 p.2

V. Additional Information

|    |                                                      |
|----|------------------------------------------------------|
| 1. | Tarrah Chafetz will begin her new assignment 3/4/19. |
|----|------------------------------------------------------|

VI. Supplemental Contracts

| <u>Last Name</u> | <u>First Name</u> | <u>Location</u> | <u>Season</u> | <u>Step</u> | <u>% of Contract</u> | <u>Total Contract</u> | <u>Position Title</u>   |
|------------------|-------------------|-----------------|---------------|-------------|----------------------|-----------------------|-------------------------|
| Adjustment:      |                   |                 |               |             |                      |                       |                         |
| Fuertes          | Marc              | EHS             | Spring        | 3           | 100.0%               | \$3,888.00            | Asst. Softball Coach    |
| Garvin           | Kevan             | EHS             | Spring        | 3           | 100.0%               | \$3,888.00            | Asst. Girls Track Coach |
| King             | Nichole           | RHS             | Spring        | 3           | 100.0%               | \$3,888.00            | Asst. Softball Coach    |
| Patt             | Alexander         | EHS             | Spring        | 3           | 50.0%                | \$1,944.00            | Asst. Baseball Coach    |
| Prilutski        | Katherine         | FMS             | Annual        | 4           | 100.0%               | \$2,576.00            | Drama Assistant         |



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

Monday, February 25, 2019

7:00 PM

Spellman Education Center

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**CONSENT AGENDA**

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I recommend the Board approve the following consent agenda items:

VII. School Board Reports

**Committee Reports**

Education

1. Approval of the following Study/Excursion trip(s):  
Rustin HS Model UN– Philadelphia, PA – Thurs-Sun 1/31-2/3/19  
Rustin HS Cheerleading – Orlando, FL – Thurs-Sun 2/7-2/10/19  
East HS DECA – Hershey, PA – Wed-Fri 2/20-2/22/19  
Henderson HS DECA – Hershey, PA – Wed-Fri 2/20-2/22/19  
Henderson HS Band – Doylestown, PA – Thurs-Sat 3/7-3/9/19  
Henderson HS FBLA – Hershey, PA – Sun-Wed 4/7-4/10/19  
Rustin HS Choral – New York City, NY – Fri-Sat 4/12-4/13/19
2. Approval of Revised Board Policy 918 – Title I Parent and Family Engagement, First Reading
3. Approval of Revised Administrative Guideline 918AG1 – Title I Parent and Family Engagement Guidelines, First Reading
4. Approval of New Administrative Guideline 918AG2 – Title I Parent and Family Engagement School-Parent and Family Compacts, First Reading
5. Approval of Revisions and Name Change to Board Policy 103 – Nondiscrimination/Discriminatory Harassment-School and Classroom Practices (*formerly known as Nondiscrimination in School and Classroom Practices*), First Reading
6. Approval of Revisions and Name Change to Administrative Guideline 103AG1 – Report Form for Complaints of Nondiscrimination/Discriminatory Harassment-School and Classroom Practices (*formerly known as Discrimination and Harassment Complaint Form*), First Reading
7. Approval of Revised Board Policy 222 – Tobacco/Nicotine (*formerly known as Tobacco*), First Reading
8. Approval of Revised Board Policy 247 – Hazing, First Reading
9. Approval of Revised Board Policy 249 – Bullying/Cyberbullying, First Reading

Pupil Services

1. Approval of Revised Board Policy 103.1 Nondiscrimination - Qualified Students with Disabilities, Second Reading
2. Approval of Revised Administrative Guideline 103.1AG 1 Nondiscrimination - Qualified Students with Disabilities, Second Reading
3. Approval of New Administrative Guideline 103.1AG2 Report Form for Complaints of Discrimination - Qualified Students with Disabilities, Second Reading
4. Approval of Four Special Education Settlement Agreements

Personnel

1. Approval of Revisions and Name Change - Board Policy 104 Nondiscrimination/Discriminatory Harassment-Employment Practices (*formerly known as Nondiscrimination in Employment Practices*), First Reading
2. Approval of Revisions and Name Change - Administrative Guideline 104AG1 Report Form for Complaints of Discrimination/ Discriminatory Harassment - Employment Practices (*formerly known as Report Form for Nondiscrimination in Employment Practices*), First Reading

- 3. Approval of Revisions and Name Change - Board Policy 323 Tobacco/Nicotine (*formerly known as Tobacco*), First Reading

Property & Finance

- 1. Approval of Change Orders – Renovations and Additions to Exton Elementary School and East Goshen Elementary School
- 2. Approval of 2019-20 E-Rate Bids

**Other Reports**

Other Business

- 1. Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of January 1, 2019 to January 31, 2019
- 2. Approval of the January 31, 2019 Financial Report

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Discussion: \_\_\_\_\_  
 Action: Motion: \_\_\_\_\_  
 Vote: Yes: \_\_\_\_\_ No: \_\_\_\_\_

***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.

Responsible Staff: Dr. Scanlon



February 25, 2019

**Action Items**

**Approval of the following Study/Excursion Trip(s)**

*Approval is requested of the following Study/Excursion Trip(s):*

- Rustin HS Model UN– Philadelphia, PA – Thurs-Sun 1/31-2/3/19
- Rustin HS Cheerleading – Orlando, FL – Thurs-Sun 2/7-2/10/19
- East HS DECA – Hershey, PA – Wed-Fri 2/20-2/22/19
- Henderson HS DECA – Hershey, PA – Wed-Fri 2/20-2/22/19
- Henderson HS Band – Doylestown, PA – Thurs-Sat 3/7-3/9/19
- Henderson HS FBLA – Hershey, PA – Sun-Wed 4/7-4/10/19
- Rustin HS Choral – New York, NY – Fri-Sat 4/12-4/13/19

*I so move.*

**Approval of Revised Board Policy 918 – Title I Parent and Family Engagement, First Reading**

*Approval is requested of Revised Board Policy 918 – Title I Parent and Family Engagement, First Reading*

*I so move.*

**Approval of Revised Administrative Guideline 918AG1 – Title I Parent and Family Engagement Guidelines, First Reading**

*Approval is requested of Revised Administrative Guideline 918AG1 – Title I Parent and Family Engagement Guidelines, First Reading*

*I so move.*

**Approval of New Administrative Guideline 918AG2 – Title I Parent and Family Engagement School-Parent and Family Compacts, First Reading**

*Approval is requested of New Administrative Guideline 918AG2 – Title I Parent and Family Engagement School-Parent and Family Compacts, First Reading*

*I so move.*

**Approval of Revisions and Name Change to Board Policy 103 – Nondiscrimination/Discriminatory Harassment-School and Classroom Practices (formerly known as Nondiscrimination in School and Classroom Practices), First Reading**

*Approval is requested of Revisions and Name Change to Board Policy 103 – Nondiscrimination/Discriminatory Harassment-School and Classroom Practices (formerly known as Nondiscrimination in School and Classroom Practices), First Reading*

*I so move.*

**Approval of Revisions and Name Change to Administrative Guideline 103AG1 – Report Form for Complaints of Nondiscrimination/Discriminatory Harassment-School and Classroom Practices (formerly known as Discrimination and Harassment Complaint Form), First Reading**

*Approval is requested of Revisions and Name Change to Administrative Guideline 103AG1 – Report Form for Complaints of Nondiscrimination/Discriminatory Harassment-School and Classroom Practices (formerly known as Discrimination and Harassment Complaint Form), First Reading*

*I so move.*

**Approval of Revised Board Policy 222 – Tobacco, First Reading**

*Approval is requested of Revised Board Policy 222 – Tobacco, First Reading*

*I so move.*

**Approval of Revised Board Policy 247 – Hazing, First Reading**

*Approval is requested of Revised Board Policy 247 – Hazing, First Reading*

*I so move.*

**Approval of Revised Board Policy 249 – Bullying/Cyberbullying, First Reading**

*Approval is requested of Revised Board Policy 249 – Bullying/Cyberbullying, First Reading*

*I so move.*

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015  
REVISED: December 14, 2017

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

Proposal <input checked="" type="checkbox"/> New Trip Request <input type="checkbox"/> Trip Revision Request <input type="checkbox"/> Trip Cancellation Request						
School: <u>Rustin High School</u>			Grade/Subject/Club: <u>Model UN</u>			
Teacher(s) in Charge: <u>Matt Taglang</u>						
Destination: <u>Philadelphia, PA</u>						
Trip Day(s)/Date(s): <u>January 31 - February 3, 2019</u>			Competition <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> In State <input type="checkbox"/> Out of State <input type="checkbox"/> Out of Country			Name Tour Company: _____			
Special Instructions (rain date, etc.): _____						
How is it related to curriculum: <u>Ongoing club activity, social sciences, foreign relations</u>						
Objectives of the proposed trip: <u>Attend a United Nations simulation</u>						
Number of Pupils: <u>22</u>		Total Passengers: <u>23</u>		Per Pupil Cost: <u>363.86</u>		
Adult Chaperone to Student Ratio:    _____ / _____		% of Eligible Students Going: <u>100.00%</u>				
Names of Teacher/Staff Chaperones: <u>Matt Taglang</u>						
~ Other Adult Chaperones: _____						
Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    (refer to 121AG6)						
<b>Estimated Cost</b>						
	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project
Substitute(s) Needed:	<u>1</u>	<u>1</u>	<u>159.31</u>	<u>159.31</u>		<u>1-1110-000-20-40-223-315</u>
Agency Nurses Needed:			<u>0.00</u>	<u>0.00</u>		
Name of Staff Member Driving Students: _____						
Mileage/Tolls: (if applicable) _____						
Hotel/Food/Airfare: (if applicable) <u>Marriott, Philadelphia, PA</u>			<u>6,245.00</u> (Hotel)		<u>50-000-223-017-223</u>	
Registration/Entrance Fee: (if applicable) _____			<u>1,760.00</u>		<u>50-000-223-017-223</u>	
Other Costs: _____						
<input type="checkbox"/> Walking <input checked="" type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach						
	# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project
Buses/Rentals/Coaches				<u>0.00</u>		
~ Rental Company/Carrier: _____						
Students Leaving From: <u>Rustin</u>		at <u>2:00</u>		<input type="checkbox"/> am <input checked="" type="checkbox"/> pm		
Students Returning To: <u>Rustin</u>		at <u>3:00</u>		<input type="checkbox"/> am <input type="checkbox"/> pm		
~ Request Drop off/Pick up (only if using Krapf): <input type="checkbox"/> Yes <input type="checkbox"/> No    Drop at: _____ at _____ <input type="checkbox"/> am <input checked="" type="checkbox"/> pm						
Pick up at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm						
What are the planned activities to assist students who require financial assistance: _____						
Additional Information (bus w/lift, star seat, ski boxes, special instructions) _____						
Total Cost of Trip:    \$ <u>8,164.31</u>		Pupil Cost:    \$ <u>8,005.00</u>		Other Funded: _____		Total Cost to the District:    \$ <u>159.31</u>
Requested By: <u>Matt Taglang</u>		Signature: <u>MT.</u>		Date: <u>1/18/19</u>		
<b>Approval</b>						
Principal: <u>[Signature]</u>		Approved: _____		Date: <u>1/18/19</u>		
Supervisor: _____		Approved: _____		Date: _____		
Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services		Approved: <u>Am</u>		Date: <u>1/23/19</u>		
Transportation: _____		Contractor: _____		Date: _____		
Schedule Dates: _____		Additional Costs: _____				
Krapf Costs: _____		_____				
Spellman Office Only:    Overnight Trip will appear on the _____ Board Consent Agenda.						

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED: September 25, 2017  
REVISED:

## 121AG8 Application for Approval of Overnight PIAA Sanctioned Athletic Trip

<b>PROPOSAL</b>			
<input checked="" type="checkbox"/> New Trip Request		<input type="checkbox"/> Trip Revision Request	
<input type="checkbox"/> Trip Cancellation			
School: <u>Bayard Rustin High School</u> Sport: <u>Cheerleading</u>			
Coach(s) in charge: <u>Carrie Hasson; Morgan Amabile; Kelly DiFillipo</u>		In Season: <input checked="" type="checkbox"/> Post Season: <input type="checkbox"/>	
Destination: <u>Orlando, Florida</u>			
Trip Day(s)/Date(s): <u>February 7, 2019 - February 10, 2019</u>			
Number of Students: <u>16</u> Total Passengers: <u>16</u> % of Eligible Students going: <u>100%</u>			
Adult Chaperone to Student ratio: <u>3 / 16</u>			
Names of Coach/Staff Chaperones: <u>Carrie Hasson; Morgan Amabile; Kelly DiFillipo</u>			
~ Other Adult Chaperones: _____			
Nurse required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Refer to 121AG6)			
<b>ESTIMATED COST</b>			
Substitute(s) needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If so, how many: <u>1</u>	
		Cost: <u>159.31</u>	
		Budget/Activity Code: <u>1-1110-000-20-40-223-315</u>	
Name of Staff Member Driving Students: <u>N/A</u>			
Mileage/Tolls: (if applicable) _____			
Hotel/Food/Airfare: (if applicable) <u>6,900.00 (Airfare) Booster Paid</u>			
Meal(s): (allowance \$31.50/Adult, \$20.00/Student) <u>- Student Paid</u>			
Registration/Entrance Fee: (if applicable) <u>11,600.00 (Hotel) Booster Paid</u>			
<input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation <input checked="" type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>330.21</u> <u>Booster Paid</u> → ON OWN (NOT SCHOOL BUS)			
~ Rental Company/Carrier: _____			
~ Request Drop and Pick (Krapf Only): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Drop at: _____ at _____		<input type="checkbox"/> AM <input type="checkbox"/> PM	
Pick up: _____ at _____		<input type="checkbox"/> AM <input type="checkbox"/> PM	
Students Leaving From: <u>Rustin High School</u>		at <u>12:00pm</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	
Students Returning To: <u>Philadelphia Airport</u>		at <u>12:00pm</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM	
TOTAL Cost of Trip: \$ <u>18,989.52</u>		Pupil Cost: \$ <u>N/A</u>	
		TOTAL Cost to the District: \$ <u>0 (totally fundraised)</u>	
Requested by: <u>Carrie Hasson</u>		Signature: <u>Carrie Hasson</u>	
		Date: <u>1/3/2019</u>	
<b>APPROVAL</b>			
Principal: _____		Approved: _____ Date: _____	
Athletic Director: <u>Devon Langford</u>		Approved: _____ Date: <u>1/7/19</u>	
Director of Secondary Education _____		Approved: _____ Date: <u>1/11/19</u>	
Transportation: _____		Date: _____	
Scheduled Date: _____		Contractor: _____	
Krapf Cost: _____		Additional Cost: _____	
Spellman Office Only: Overnight Trip will appear on the <u>Feb 25, 2019</u> Board Consent Agenda.			

APPROVED: August 1, 2015  
 REVISED: December 14, 2017

**121AG1 Application for Approval of Study, Excursion, and  
 Extracurricular Trips and Approval of Bus Transportation**

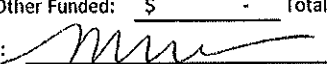
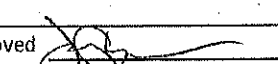
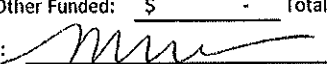
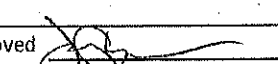
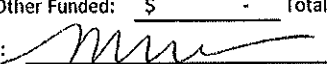
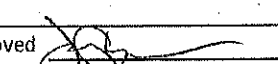
<b>Proposal</b>	<input checked="" type="checkbox"/> <b>New Trip Request</b>	<input type="checkbox"/> <b>Trip Revision Request</b>	<input type="checkbox"/> <b>Trip Cancellation Request</b>
School	East High School		Grade/Subject/Club: 9-12 DECA
Teacher(s) in Charge:	Carol Lill & Christy Rutherford		
Destination:	State DECA Conference, Hershey Lodge, 325 University Drive, Hershey, PA		
Trip Day(s)/Date(s):	Feb. 20-22 (W-F)		Competition <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Overnight Trip:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> In State <input type="checkbox"/> Out of State <input type="checkbox"/> Out of Country	Name Tour Company: _____
Special Instructions (rain date, etc.):	_____		
How is it related to curriculum:	Students will be competing in categories related to the curriculum of their business classes		
Objectives of the proposed trip:	Students will be competing in areas of business related to curriculum and will compete against students from across PA with the hopes of moving onto the international competition.		
Number of Pupils:	152	Total Passengers:	163 Per Pupil Cost: 375
Adult Chaperone to Student Ratio:	1 / 14	% of Eligible Students Going:	100A%
Names of Teacher/Staff Chaperones:	Carol Lill, Christy Rutherford, Doug Costin, Anthony Prinzo, Erin Flynn, Christine Bland, Erin DeRafelo		
Other Adult Chaperones:	Jessica Biddle, Alletta Bowers & Jan Cosgrove (retired WCASD Teachers), Harold Bowers (sub teacher)		
Nurses required on this trip:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	(refer to 121AG6)	
<b>Estimated Cost</b>			
	# Staff	# Days	Cost/Day Total Cost % Budget Code/Account/Project
Substitute(s) Needed:	8	3	159.31 3,823.44 100% (principal budget)
*additional Day for Carol Lill			
Agency Nurses Needed:	1	1	159.31 159.31 100% Principal budget
Name of Staff Member Driving Students:	_____		
Mileage/Tolls: (if applicable)			76.30 113200002004 222 580
Hotel/Food/Airfare: (if applicable)			38,751.88 50-000-222-018-222/ 113200002004 222 580
Registration/Entrance Fee: (if applicable)			10,780.00 50-000-222-018-222
Other Costs: *See attached spreadsheet for details.			560.00 113200002004 222 811
Walking	Parent Provided Transportation		Public Transportation
Bus	Van/Car Rental	<input checked="" type="checkbox"/> Coach	
	Vehicle:	# Days	Cost/Vehicle Total Cost % Budget Code/Account/Project
Buses/Rentals/Coaches	3	2	1,073.34 6,440.04 100% 50-000-222-018-222
Rental Company/Carrier:	Krapf Coach Busses		
Students Leaving From:	WC East HS (Feb. 20)	at 10:00	<input checked="" type="checkbox"/> am <input type="checkbox"/> pm
Students Returning To:	WC East HS (Feb. 22)	at 2:15	<input type="checkbox"/> am <input checked="" type="checkbox"/> pm
Request Drop off/Pick up (only if using Krapf):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Drop at: Giant Grocery Store	at 11:30 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm
		Pick up at: stay with us	at _____ <input type="checkbox"/> am <input type="checkbox"/> pm
What are the planned activities to assist students who require financial assistance:	tshirts sponsorships were sold this fall and school store funds can assist students.		
Additional information (bus w/lift, star seat, ski boxes, special instructions)	1 of the 3 coach busses is a lift bus, this has already been arranged with Krapf, details about Giant are worked out w/ Krapf		
Total Cost of Trip:	\$ 60,590.97	Pupil Cost: \$ 57,000.00	Other Funded: \$ - Total Cost to the District: \$ 3,590.97
Requested By:	Carol Lill	Signature: <i>Carol Lill</i>	Date: 01/07/2019
<b>Approval</b>			
Principal	Approved: <i>[Signature]</i>	Date: 1/8	
Supervisor	Approved: _____	Date: _____	
Director of: Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services	Approved: <i>[Signature]</i>	Date: 1/16/19	
Transportation:	_____	Date: _____	
Schedule Dates:	_____	Contractor: _____	
Krapf Costs:	_____	Additional Costs: _____	
Spellman Office Only:	Overnight Trip will appear on the _____	Board Consent Agenda.	

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015  
REVISED: December 14, 2017

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

<input type="checkbox"/> Proposal <input type="checkbox"/> New Trip Request <input checked="" type="checkbox"/> Trip Revision Request <input type="checkbox"/> Trip Cancellation Request																																																																																																																																																																																																												
School: <u>Henderson High School</u>	Grade/Subject/Club: <u>9-12/Business/DECA</u>																																																																																																																																																																																																											
Teacher(s) in Charge: <u>Webber</u>																																																																																																																																																																																																												
Destination: <u>Hershey Lodge</u>																																																																																																																																																																																																												
Trip Day(s)/Date(s): <u>2/20-22 Weds, Thurs, Fri</u> Competition <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																																																																																																																												
~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> In State <input type="checkbox"/> Out of State <input type="checkbox"/> Out of Country            Name Tour Company: _____																																																																																																																																																																																																												
Special Instructions (rain date, etc.): <u>1 hour stop at Chocolate World on 2/20</u>																																																																																																																																																																																																												
How is it related to curriculum: <u>Co-curricular business competitions, State Competition and Awards Ceremony for DECA</u>																																																																																																																																																																																																												
Objectives of the proposed trip: <u>Competitive Events, Career Development, Qualification for International Competition</u>																																																																																																																																																																																																												
Number of Pupils: <u>37</u>	Total Passengers: <u>41</u>																																																																																																																																																																																																											
Adult Chaperone to Student Ratio: <u>12 / 1</u>	Per Pupil Cost: <u>375.00</u>																																																																																																																																																																																																											
Names of Teacher/Staff Chaperones: <u>Webber, Polcini, Bruno</u>	% of Eligible Students Going: <u>95.00%</u>																																																																																																																																																																																																											
~ Other Adult Chaperones: _____																																																																																																																																																																																																												
Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No            (refer to 121AG6)																																																																																																																																																																																																												
<b>Estimated Cost</b>																																																																																																																																																																																																												
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th># Staff</th> <th># Days</th> <th>Cost/Day</th> <th>Total Cost</th> <th>%</th> <th>Budget Code/Account/Project</th> </tr> </thead> <tbody> <tr> <td>Substitute(s) Needed:</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="text-align: right;">159.31</td> <td style="text-align: right;">1,433.79</td> <td style="text-align: center;">_____</td> <td style="text-align: left;">1-1100-000-20-40-221 315</td> </tr> <tr> <td>Agency Nurses Needed:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> <td style="text-align: center;">_____</td> <td style="text-align: left;">_____</td> </tr> <tr> <td>Name of Staff Member Driving Students: _____</td> <td colspan="6"></td> </tr> <tr> <td>Mileage/Tolls: (if applicable) _____</td> <td colspan="6"></td> </tr> <tr> <td>Hotel/Food/Airfare: (if applicable) _____</td> <td colspan="6"></td> </tr> <tr> <td>Registration/Entrance Fee: (if applicable) _____</td> <td colspan="4"></td> <td style="text-align: right;">13,875.00</td> <td style="text-align: left;">50-000-221-018-221</td> </tr> <tr> <td>Other Costs: <u>Chaparone registration, hotel, meals</u></td> <td colspan="4"></td> <td style="text-align: right;">1,629.00</td> <td style="text-align: left;">1-1320-000-20-04-221-580</td> </tr> <tr> <td><input type="checkbox"/> Walking    <input type="checkbox"/> Parent Provided Transportation    <input type="checkbox"/> Public Transportation</td> <td colspan="6"></td> </tr> <tr> <td><input checked="" type="checkbox"/> Bus    <input type="checkbox"/> Van/Car Rental    <input type="checkbox"/> Coach</td> <td colspan="6"></td> </tr> <tr> <td></td> <td style="text-align: center;"># Vehicles</td> <td style="text-align: center;"># Days</td> <td style="text-align: right;">Cost/Vehicle</td> <td style="text-align: right;">Total Cost</td> <td style="text-align: center;">%</td> <td style="text-align: left;">Budget Code/Account/Project</td> </tr> <tr> <td>Buses/Rentals/Coaches</td> <td style="text-align: center;">1</td> <td style="text-align: center;">2</td> <td style="text-align: right;">900.00</td> <td style="text-align: right;">1,800.00</td> <td style="text-align: center;">_____</td> <td style="text-align: left;">1-1320-000-20-04-221-513</td> </tr> <tr> <td colspan="7">~ Rental Company/Carrier: <u>Krapf Coach drop 2/20 and pick 2/22</u></td> </tr> <tr> <td>Students Leaving From: <u>Henderson</u></td> <td style="text-align: center;">at</td> <td style="text-align: center;">8</td> <td colspan="2"></td> <td style="text-align: center;"><input checked="" type="checkbox"/> am    <input type="checkbox"/> pm</td> <td></td> </tr> <tr> <td>Students Returning To: <u>Henderson</u></td> <td style="text-align: center;">at</td> <td style="text-align: center;">2</td> <td colspan="2"></td> <td style="text-align: center;"><input type="checkbox"/> am    <input checked="" type="checkbox"/> pm</td> <td></td> </tr> <tr> <td colspan="7">~ Request Drop off/Pick up (only if using Krapf):            <input checked="" type="checkbox"/> Yes            <input type="checkbox"/> No            Drop at: <u>Hershey Lodge 2/20</u>            at <u>10:00</u>            <input checked="" type="checkbox"/> am            <input type="checkbox"/> pm       </td> </tr> <tr> <td colspan="7" style="text-align: right;">Pick up at: <u>Hershey Lodge 2/22</u>            at <u>11:30</u>            <input checked="" type="checkbox"/> am            <input type="checkbox"/> pm       </td> </tr> <tr> <td colspan="7">What are the planned activities to assist students who require financial assistance: <u>Raffle, Pies, Candy</u></td> </tr> <tr> <td colspan="7">Additional Information (bus w/lift, star seat, ski boxes, special instructions)</td> </tr> <tr> <td colspan="7">Total Cost of Trip: \$ <u>18,737.79</u>            Pupil Cost: \$ <u>13,875.00</u>            Other Funded: \$ <u>-</u>            Total Cost to the District: \$ <u>4,862.79</u> </td> </tr> <tr> <td colspan="2">Requested By: <u>Melissa Webber</u></td> <td colspan="3">Signature: </td> <td colspan="2">Date: <u>01/23/2019</u></td> </tr> <tr> <td colspan="7"><b>Approval</b></td> </tr> <tr> <td colspan="2">Principal</td> <td colspan="3">Approved: </td> <td colspan="2">Date: <u>1/23/19</u></td> </tr> <tr> <td colspan="2">Supervisor</td> <td colspan="3">Approved: _____</td> <td colspan="2">Date: _____</td> </tr> <tr> <td colspan="2">Director of:            <input type="checkbox"/> Elementary            <input checked="" type="checkbox"/> Secondary            <input type="checkbox"/> Pupil Services       </td> <td colspan="3">Approved: <u>Am</u></td> <td colspan="2">Date: <u>1/28/19</u></td> </tr> <tr> <td colspan="2">Transportation:</td> <td colspan="3">_____</td> <td colspan="2">Date: _____</td> </tr> <tr> <td colspan="2">Schedule Dates:</td> <td colspan="5">Contractor: _____</td> </tr> <tr> <td colspan="2">Krapf Costs:</td> <td colspan="5">Additional Costs: _____</td> </tr> <tr> <td colspan="7"> <b>Spellman Office Only:</b>            Overnight Trip will appear on the <u>Feb 25, 2019</u> Board Consent Agenda.       </td> </tr> </tbody></table>		# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project	Substitute(s) Needed:	3	3	159.31	1,433.79	_____	1-1100-000-20-40-221 315	Agency Nurses Needed:	_____	_____	0.00	0.00	_____	_____	Name of Staff Member Driving Students: _____							Mileage/Tolls: (if applicable) _____							Hotel/Food/Airfare: (if applicable) _____							Registration/Entrance Fee: (if applicable) _____					13,875.00	50-000-221-018-221	Other Costs: <u>Chaparone registration, hotel, meals</u>					1,629.00	1-1320-000-20-04-221-580	<input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation							<input checked="" type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach								# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project	Buses/Rentals/Coaches	1	2	900.00	1,800.00	_____	1-1320-000-20-04-221-513	~ Rental Company/Carrier: <u>Krapf Coach drop 2/20 and pick 2/22</u>							Students Leaving From: <u>Henderson</u>	at	8			<input checked="" type="checkbox"/> am <input type="checkbox"/> pm		Students Returning To: <u>Henderson</u>	at	2			<input type="checkbox"/> am <input checked="" type="checkbox"/> pm		~ Request Drop off/Pick up (only if using Krapf): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No            Drop at: <u>Hershey Lodge 2/20</u> at <u>10:00</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm							Pick up at: <u>Hershey Lodge 2/22</u> at <u>11:30</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm							What are the planned activities to assist students who require financial assistance: <u>Raffle, Pies, Candy</u>							Additional Information (bus w/lift, star seat, ski boxes, special instructions)							Total Cost of Trip: \$ <u>18,737.79</u> Pupil Cost: \$ <u>13,875.00</u> Other Funded: \$ <u>-</u> Total Cost to the District: \$ <u>4,862.79</u>							Requested By: <u>Melissa Webber</u>		Signature: 			Date: <u>01/23/2019</u>		<b>Approval</b>							Principal		Approved: 			Date: <u>1/23/19</u>		Supervisor		Approved: _____			Date: _____		Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services		Approved: <u>Am</u>			Date: <u>1/28/19</u>		Transportation:		_____			Date: _____		Schedule Dates:		Contractor: _____					Krapf Costs:		Additional Costs: _____					<b>Spellman Office Only:</b> Overnight Trip will appear on the <u>Feb 25, 2019</u> Board Consent Agenda.						
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# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015

REVISED: December 14, 2017

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation


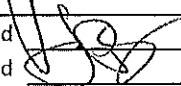

<b>Proposal</b>		<input checked="" type="checkbox"/> <b>New Trip Request</b>		<input type="checkbox"/> <b>Trip Revision Request</b>		<input type="checkbox"/> <b>Trip Cancellation Request</b>	
School: <u>Henderson High School</u>		Grade/Subject/Club: <u>Band, 12th grade</u>					
Teacher(s) in Charge: <u>Jack Hontz</u>							
Destination: <u>PMEA Region VI Band Festival; Central Bucks High School West, 375 W Court St, Doylestown, PA 18901</u>							
Trip Day(s)/Date(s): <u>March 7-9, 2019 <i>Thur-Sat</i></u>		Competition		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input checked="" type="checkbox"/> In State <input type="checkbox"/> Out of State <input type="checkbox"/> Out of Country		Name Tour Company: _____			
Special Instructions (rain date, etc.): _____							
How is it related to curriculum: <u>Student will experience enrichment through participation in Region VI Band</u>							
Objectives of the proposed trip: <u>Student will be exposed to advanced literature and advanced musical concepts that will contribute to the growth and development of their musicianship</u>							
Number of Pupils: <u>1</u>		Total Passengers: <u>2</u>		Per Pupil Cost: <u>0.00</u>			
Adult Chaperone to Student Ratio: <u>1 / 1</u>				Name of Teacher/Staff Chaperones: <u>Jack Hontz</u>		% of Eligible Students Going: <u>100.00%</u>	
Other Adult Chaperones: _____							
Nurses required on this trip: <input type="checkbox"/> Yes <input type="checkbox"/> No (refer to 121AG6)							
<b>Estimated Cost</b>							
	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project	
Substitute(s) Needed:	<u>1</u>	<u>1</u>	<u>159.31</u>	<u>159.31</u>	<u>100%</u>	<u>1-3200-000-20-16-900-315</u>	
Agency Nurses Needed:			<u>0.00</u>	<u>0.00</u>			
Name of Staff Member Driving Students: _____							
Mileage/Tolls: (if applicable) _____							
Hotel/Food/Airfare: (if applicable) _____							
Registration/Entrance Fee: (if applicable) _____ <u>160.00</u>							
Other Costs: _____							
<input type="checkbox"/> Walking		<input checked="" type="checkbox"/> Parent Provided Transportation		<input type="checkbox"/> Public Transportation			
<input type="checkbox"/> Bus		<input type="checkbox"/> Van/Car Rental		<input type="checkbox"/> Coach			
	# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project	
Buses/Rentals/Coaches				<u>0.00</u>			
Rental Company/Carrier: _____							
Students Leaving From: _____ at _____ am/pm							
Students Returning To: _____ at _____ am/pm							
Request Drop off/Pick up (only if using Krapf): <input type="checkbox"/> Yes <input type="checkbox"/> No Drop at: _____ at _____ am/pm							
Pick up at: _____ at _____ am/pm							
What are the planned activities to assist students who require financial assistance: _____							
Additional Information (bus w/lift, star seat, ski boxes, special instructions) _____							
Total Cost of Trip: \$ <u>319.31</u> Pupil Cost: \$ _____ Other Funded: \$ _____ Total Cost to the District: \$ <u>319.31</u>							
Requested By: <u>Jack Hontz</u> Signature: <u>[Signature]</u> Date: <u>01/29/2019</u>							
<b>Approval</b>							
Principal		Approved		Date: <u>1/29/19</u>			
Supervisor		Approved		Date: <u>1/29/19</u>			
Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services		Approved		Date: <u>1/30/19</u>			
Transportation: _____ Date: _____							
Schedule Dates: _____ Contractor: _____							
Krapf Costs: _____ Additional Costs: _____							
<u>Spellman Office Only:</u> Overnight Trip will appear on the <u>Feb 25, 2019</u> Board Consent Agenda.							

WEST CHESTER AREA  
SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015  
REVISED: December 14, 2017

121AG1 Application for Approval of Study, Excursion, and  
Extracurricular Trips and Approval of Bus Transportation

Proposal <input checked="" type="checkbox"/> New Trip Request <input type="checkbox"/> Trip Revision Request <input type="checkbox"/> Trip Cancellation Request						
School: <u>Henderson High School</u>			Grade/Subject/Club: <u>FBLA</u>			
Teacher(s) in Charge: <u>Stephen Kernaghan</u>						
Destination: <u>Hershey, PA---FBLA State Leadership Conference</u>						
Trip Day(s)/Date(s): <u>Sunday April 7- Wednesday April 10</u>			Competition <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
~ Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> In State <input type="checkbox"/> Out of State <input type="checkbox"/> Out of Country			Name Tour Company: _____			
Special Instructions (rain date, etc.): _____						
How is it related to curriculum: _____						
Objectives of the proposed trip: <u>Students will compete in the FBLA State Leadership Competition</u>						
Number of Pupils: <u>15</u>		Total Passengers: <u>16</u>		Per Pupil Cost: <u>465.00</u>		
Adult Chaperone to Student Ratio: <u>1 / 15</u>		% of Eligible Students Going: _____				
Names of Teacher/Staff Chaperones: <u>Stephen Kernaghan</u>						
~ Other Adult Chaperones: _____						
Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    (refer to 121AG6)						
<b>Estimated Cost</b>						
	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project
Substitute(s) Needed:	<u>1</u>	<u>3</u>	<u>159.31</u>	<u>477.93</u>	<u>100%</u>	<u>1-110-000-20-40-221 315</u>
Agency Nurses Needed:			<u>0.00</u>	<u>0.00</u>		
Name of Staff Member Driving Students: <u>NA</u>						
Mileage/Tolls: (if applicable) _____						
Hotel/Food/Airfare: (if applicable)				<u>5,915.00</u>		<u>50-000-221 022-221</u>
Registration/Entrance Fee: (if applicable) _____						
Other Costs: _____						
<input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation <input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach						
	# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project
Buses/Rentals/Coaches	<u>1</u>		<u>1,060.00</u>	<u>1,060.00</u>	<u>100%</u>	<u>50-000-221 022-221</u>
~ Rental Company/Carrier: <u>Krapf's Bus Company</u>						
Students Leaving From: <u>Henderson</u>		at <u>5</u>		<input type="checkbox"/> am <input checked="" type="checkbox"/> pm		
Students Returning To: <u>Henderson</u>		at <u>11</u>		<input checked="" type="checkbox"/> am <input type="checkbox"/> pm		
~ Request Drop off/Pick up (only if using Krapf): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Drop at: <u>Hershey Lodge</u> at <u>4/7/2019 7:00</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm						
Pick up at: <u>Hershey Lodge</u> at <u>10</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm						
What are the planned activities to assist students who require financial assistance: NA						
Additional Information (bus w/lift, star seat, ski boxes, special instructions) Bus and Chaperone Cost will be paid from the FBLA account.						
Total Cost of Trip: \$ <u>7,452.93</u>		Pupil Cost: \$ <u>6,975.00</u>		Other Funded: \$ <u>-</u>		Total Cost to the District: <u>477.93</u>
Requested By: <u>Stephen Kernaghan</u>		Signature: 			Date: <u>1.14.2019</u>	
<b>Approval</b>						
Principal		Approved: 			Date: <u>1-12-19</u>	
Supervisor		Approved: _____			Date: _____	
Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services		Approved: 			Date: <u>1/23/19</u>	
Transportation:		_____			Date: _____	
Schedule Dates: _____		Contractor: _____				

*Overnight Trip will appear on February 25, 2019 Board Consent Agenda.*

# WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015  
REVISED: December 14, 2017

## 121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

<b>Proposal</b> <input checked="" type="checkbox"/> <b>New Trip Request</b> <input type="checkbox"/> <b>Trip Revision Request</b> <input type="checkbox"/> <b>Trip Cancellation Request</b>																									
School: <u>Rustin High School</u>	Grade/Subject/Club: <u>9-12/Choral &amp; Theater Department</u>																								
Teacher(s) in Charge: <u>Ann Ellis, Mike Shoremount</u>																									
Destination: <u>New York City</u>																									
Trip Day(s)/Date(s): <u>April 12 - 13, 2019 (Fri-Sat)</u>	Competition: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																								
Overnight Trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In State <input checked="" type="checkbox"/> Out of State <input type="checkbox"/> Out of Country	Name Tour Company: <u>Educational Performance Tours</u>																								
Special Instructions (rain date, etc.): <u>none</u>																									
How is it related to curriculum: <u>This is a performance tour to NYC where students have the opportunity to sing in an historical church near the 9/11 sight as well as experience a Broadway show.</u>																									
Objectives of the proposed trip: <u>Students will attend a theater workshop, see the Broadway show Anastasia, perform at St. Paul's Trinity Church and Castle Clinton, as well as visit the 9/11 memorial and Ellis Island.</u>																									
Number of Pupils: <u>50</u>	Total Passengers: <u>56</u> Per Pupil Cost: <u>437.39</u>																								
Adult Chaperone to Student Ratio: <u>1 / 10</u>	% of Eligible Students Going: <u>100.00%</u>																								
Names of Teacher/Staff Chaperones: <u>Ann Ellis and Mike Shoremount</u>																									
Other Adult Chaperones: <u>parents</u>																									
Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (refer to 121AG6)																									
<b>Estimated Cost</b>																									
Substitute(s) Needed:	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th># Staff</th> <th># Days</th> <th>Cost/Day</th> <th>Total Cost</th> <th>%</th> <th>Budget Code/Account/Project</th> </tr> </thead> <tbody> <tr> <td style="text-align:center">1</td> <td style="text-align:center">1</td> <td style="text-align:right">159.31</td> <td style="text-align:right">159.31</td> <td></td> <td><u>1-1110-000-20-40-223-315</u></td> </tr> <tr> <td colspan="6">Agency Nurses Needed:</td> </tr> <tr> <td></td> <td></td> <td style="text-align:right">0.00</td> <td style="text-align:right">0.00</td> <td></td> <td></td> </tr> </tbody> </table>	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project	1	1	159.31	159.31		<u>1-1110-000-20-40-223-315</u>	Agency Nurses Needed:								0.00	0.00		
# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project																				
1	1	159.31	159.31		<u>1-1110-000-20-40-223-315</u>																				
Agency Nurses Needed:																									
		0.00	0.00																						
Name of Staff Member Driving Students:																									
Mileage/Tolls: (if applicable)																									
Hotel/Food/Airfare: (if applicable)	7,020.00    50-000-223-078-223																								
Registration/Entrance Fee: (if applicable)	12,420.00    50-000-223-078-223																								
Other Costs:																									
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Buses/Rentals/Coaches	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th># Vehicles</th> <th># Days</th> <th>Cost/Vehicle</th> <th>Total Cost</th> <th>%</th> <th>Budget Code/Account/Project</th> </tr> </thead> <tbody> <tr> <td style="text-align:center">1</td> <td></td> <td></td> <td style="text-align:right">2,270.00</td> <td></td> <td><u>50-000-223-078-223</u></td> </tr> </tbody> </table>	# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project	1			2,270.00		<u>50-000-223-078-223</u>												
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1			2,270.00		<u>50-000-223-078-223</u>																				
Rental Company/Carrier:	<u>DuVall's</u>																								
Students Leaving From:	<u>Rustin HS Auditorium Entrance, 4/12/2019</u> at <u>6:45</u> <input checked="" type="checkbox"/> am <input type="checkbox"/> pm																								
Students Returning To:	<u>Rustin HS Auditorium Entrance, 4/13/2019</u> at <u>9:00</u> <input type="checkbox"/> am <input checked="" type="checkbox"/> pm																								
Request Drop off/Pick up (only if using Krapf):	<input type="checkbox"/> Yes <input type="checkbox"/> No    Drop at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm Pick up at: _____ at _____ <input type="checkbox"/> am <input type="checkbox"/> pm																								
What are the planned activities to assist students who require financial assistance:																									
Additional Information (bus w/lift, star seat, ski boxes, special instructions)																									
Total Cost of Trip: \$ <u>21,869.31</u> Pupil Cost: \$ <u>21,869.50</u> Other Funded: \$ <u>-</u> Total Cost to the District: \$ <u>(0.19)</u>																									
Requested By: <u>Ann Ellis</u>	Signature: <u>Ann Ellis</u> Date: <u>01/16/2019</u>																								
Principal: <u>[Signature]</u>	Approved: _____    Date: <u>1/16/19</u>																								
Supervisor:	Approved: _____    Date: _____																								
Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services	Approved: <u>[Signature]</u> Date: <u>1/17/19</u>																								
Transportation:	Date: _____																								
Schedule Dates:	Contractor: _____																								
Krapf Costs:	Additional Costs: _____																								
<u>Spellman Office Only:</u> Overnight Trip will appear on the <u>Feb 25, 2019</u> Board Consent Agenda.																									



Book	Policy Manual
Section	900 Community
Title	Copy of Title I Parent and Family Engagement
Code	918
Status	First Reading
Adopted	August 1, 2015
Last Revised	September 25, 2017
Last Reviewed	July 27, 2015

### **Purpose**

The Board recognizes that parent, and family engagement contributes to the achievement of academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, families, parents, guardians, and community.

### **Definition**

**Parent and Family (Family Member): These terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.**

### **Authority**

In compliance with federal law, the district and families, parents, and guardians of students participating in Title I programs shall jointly develop and agree upon a written parent and family engagement policy. When developing and implementing this policy, the district shall ensure the policy describes how the district will: [\[1\]](#)

1. Involve families, parents, and guardians in the joint development of the district's overall Title I plan and the process of school review and improvement.
2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance, which may include consultations with appropriate community resources.
3. Develop activities that promote the schools' and parents'/guardians', and families' capacity for strong parental engagement.
4. Coordinate and integrate parent and family engagement strategies with appropriate programs, as provided by law.
5. Involve families, parents, and guardians in an annual evaluation of the content and effectiveness of the policy in improving the academic quality of schools served under Title I.
6. Identify barriers to participation by families, parents, and guardians who are economically disadvantaged, are identified with a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.

7. Identify strategies to support successful school and family interaction, including engagement with school personnel.
8. Use findings of annual evaluations to design strategies for more effective parent and family engagement.
9. Involve families, parents, and guardians in the activities of schools served under Title I.

The Board shall adopt and distribute the parent and family engagement policy, which shall be incorporated into the district's Title I plan and shall be evaluated annually, with parent and family involvement. [\[1\]](#)

### **Delegation of Responsibility**

The Superintendent or his/her designee shall ensure that the district's Title I parent and family engagement policy, plan and programs comply with the requirements of federal law.

**The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format, or upon request, in another format.**

The Title I Coordinator/building principal and/or Title I staff shall provide to families, parents, and guardians of students participating in Title I programs:

1. Explanation of the reasons supporting their child's selection for the program.
2. Set of objectives to be addressed.
3. Description of the services to be provided.
4. Copy of this policy and the School-Parent and Family Compact.

**Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact.**

The Superintendent or his/her designee shall ensure that information and reports provided to families, parents, and guardians are in an understandable and uniform format and, to the extent practicable, in a language the families, parents, and guardians can understand. [\[1\]](#)

### **Guidelines**

The Superintendent or his/her designee shall develop guidelines for Title I Parent and Family Engagement (Policy 918AG1) **and Title I Parent and Family Engagement School-Parent and Family Compacts (Policy 918AG2).**

Legal                      [1. 20 U.S.C. 6318](#)  
                                  [22 PA Code 403.1](#)  
                                  Pol. 102

Last Modified by Linda Cherashore on February 21, 2019



Book	Policy Manual
Section	900 Community
Title	Title I Parent and Family Engagement Guidelines
Code	918AG1
Status	First Reading
Adopted	August 1, 2015
Last Revised	December 15, 2017

Families, parents, and guardians of Title I students shall be invited and encouraged to attend an annual meeting.

- The goals and purposes of the Title I program will be explained, including the requirements and rights for parents to be involved.
- Families, parents, and guardians shall be given the opportunity to participate in the planning, review, and improvement of the program.
- The school will educate staff with the assistance of families, parents, and guardians regarding Parent Family Engagement best practices to strengthen the home school partnership.
- The school will coordinate its parent involvement plans to encourage families to fully participate in the education of their child.

The district will provide opportunities to meet at different times of the day for those who are unable to attend the annual meeting. At these meetings, families, parents, and guardians shall be provided:

1. Information about programs provided under Title I.
2. Description and explanation of the curriculum the academic assessment used to measure student progress, and the achievement levels students are expected to meet according to state and District standards
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
4. Opportunities to plan, review, and improve the school and District Title 1 program.
5. Opportunities to meet with the classroom and Title I teachers to discuss their child's progress.
6. Guidance to assist at home in the education of their child.

**To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:**

- **Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.**
- **Communicate with parents and family members about the plan and seek their input.**
- **Train personnel on how to collaborate effectively with parents and family members with diverse backgrounds.**
- **Analyze and share the results of the Title I Parent/Family Survey.**
- **Post school performance data on the district's website.**
- **Distribute and discuss the School-Parent and Family Compact.**
- **Host various parent and family nights at each school building with a Title I program.**
- **Establish and support active and engaged Title I parent and family advisory councils.**

- **Actively recruit parents and family members to participate in school review and improvement planning.**
- **Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and school improvement plan meetings.**

**If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.**

### **Building Capacity for Parent and Family Engagement**

**The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:**

1. **Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.**
2. **Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:**
  - a. **Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.**
  - b. **Using technology.**
  - c. **Providing information, resources and materials in a user friendly format.**
  - d. **Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.**
  - e. **Training on how to use the Parent Portal as a tool to monitor grades and achievement.**
3. **Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them.**
4. **Engage the HSA/PTO to actively seek out and involve parents and family members.**
5. **Adopt and implement model approaches to improving parent and family engagement.**
6. **Engage community-based organizations and businesses in parent and family engagement activities.**

### **Coordinating Parent and Family Engagement Strategies**

**The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws.**

### **Annual Parent and Family Engagement Policy Evaluation**

**The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.**

**The evaluation shall identify:**

1. **Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.**



2. **The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.**
3. **Strategies to support successful school and parent and family interactions.**

**The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.**

### **Title I Funds**

**Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.**

**Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:**

- **Supporting schools in providing professional development for the district and school personnel regarding parent and family engagement strategies.**
- **Supporting programs that reach parents and family members at home, in the community, and at school.**
- **Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.**
- **Collaborating with community-based or other organizations or employers with a record of success in improving and increasing parent and family engagement.**
- **Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.**

### **Documentation of Parent and Family Engagement Practices**

**Documentation of the implementation of this policy and guidelines shall be maintained.**

#### **School-Parental and Family Compact**

Each school in the district receiving Title I funds shall jointly develop with families, parents, and guardians of students served in the program a **School-Parental and Family Compact** outlining their shared responsibility for improved student achievement in meeting academic standards.

The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in the Title I program to meet and families to understand the district and state academic standards.
2. Indicate the ways in which families, parents, and guardians will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.
3. Address the importance of parent-teacher communication on an ongoing basis through, at a minimum, parent-teacher conferences, frequent reports to families, parents, and guardians and reasonable access to staff. ~~The school will send information to parents and families in a language they can understand to an extent that it is practical to ensure regular and meaningful two-way communication.~~
4. Explain how the school will provide materials and training to help parents work with their children to improve achievement and to foster parent involvement.

**See 918AG2 for Title I Parent and Family Engagement School-Parent and Family Compacts.**



Last Modified by Linda Cherashore on February 21, 2019

**EAST BRADFORD ELEMENTARY SCHOOL  
TITLE I  
SCHOOL – PARENT AND FAMILY COMPACT**

The East Bradford Elementary School family which includes teachers, parents and students will join together to provide a cooperative learning environment that will enable every student to achieve his/her potential. Each member of this family has a responsibility to fulfill his part of the compact.

**THE SCHOOL WILL:**

- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of child and school.
- Provide a safe, positive and healthy learning environment.
- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance to both students and parents.

**THE PARENT AND FAMILY WILL:**

- Create a home atmosphere that supports learning.
- Send the student to school on time, well-fed, and well-rested on a regular basis.
- Monitor school assignments and give support where needed.
- Attend school functions and conferences.
- Encourage their child to show respect for all members of the school community and school property.
- Review all school communications and respond promptly.

**THE STUDENT WILL:**

- Get to school on time every day.
- Develop a positive attitude toward school.
- Be responsible for completing homework on time.
- Be cooperative by carrying out the teacher's instructions and ask for help when needed.
- Do daily work that is neat and reflects the student's best effort.
- Be respectful to all school members and to school property.

Child's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

**WEST CHESTER AREA SCHOOL DISTRICT**

**TITLE I  
2018-2019**



**EAST BRADFORD ELEMENTARY SCHOOL**

820 Frank Road  
West Chester, PA 19380  
484-266-2100

**EAST BRADFORD ELEMENTARY**  
**TITLE I PARENT FAMILY ENGAGEMENT 2018-2019**

**What is Title I?**

- Title I is the largest federal aid program that provides funding for extra help in reading and/or math. Funded under No Child Left Behind, the goal of Title I is to support a high quality education for every child.

**How does the West Chester Area School District benefit from this funding?**

- The West Chester Area School District receives money based on the overall poverty level of the district, based on census information.
- Eligible elementary schools in our district receive money for supplemental reading services in grades K-5. School eligibility is based on the number of children involved in the federal free and reduced lunch program.
- Any student who attends an eligible school may be eligible for Title 1 reading support regardless of financial need.

**What are the Title I reading services in WCASD?**

- The WCASD Title I Program offers supplementary reading instruction in all eligible elementary schools.
- A variety of teaching methods and materials through small group or individual instruction is provided within the regular classroom or pull-out environment, depending on the student's reading needs.

**How are students selected for Title I?**

- Eligibility for Title I assistance is determined by grade-specific indicators of need. These indicators include DIBELS, PSSA, and other diagnostic assessments.
- Throughout the school year, the building reading team in collaboration with the teachers identify students who would benefit from reading support.

**How are parents informed of the Title I program?**

- In the fall the reading specialists in the eligible buildings determine the children who will benefit the most from reading support and develop schedules to provide that support.
- Letters are then sent home notifying parents. Parents can contact the school with any questions about support. The first Title I Parent meeting in the fall further explains the Title I program.

**How do the Title I funds benefit parents?**

- Title I funds are used to provide informational programs for parents whose children are receiving additional reading support through Title I. District-wide meetings and school meetings are offered each year to support family literacy activities. Second language assistance is available if needed.

**How are parents involved in the Title I program?**

- Research shows that children do better in school when their parents are involved in their education throughout the school years. Parents are encouraged to participate in all Title I meetings.
- Each year, parents receive a school-parent-student compact which highlights our cooperative relationship in education.
- Also, the district-wide Title I Parent Advisory Council welcomes and encourages all parent participation. The reading specialists attend each parent conference and can address questions about the program and individual students.

**What does the Title I program look like in my school?**

- At East Bradford, the reading specialists and the classroom teachers work together to identify children who qualify for the program.
- The reading specialist is in regular contact with the teacher to plan and coordinate lessons and to discuss the progress of the students. She/He is also responsible for documenting student test scores and eligibility for the program.
- At East Bradford we strive for a partnership between family and school. Student achievement is greater when literacy is valued and encouraged at home. The reading specialist often sends materials home for practice or offers suggestions to parents. We welcome communication and involvement between home and school.

**How do parents know if their child is making progress?**

- Trimester progress reports are sent home along with the district report card.
- The reading specialists participate in the two parent-teacher conferences held in the fall and winter.
- Parents are encouraged to contact the reading specialist at any time for information about their child's progress.

**How do parents know about the curriculum and assessments used to monitor a child's progress?**

- Parents are encouraged to come to Back to School Night in the fall when the teachers outline the curriculum and their expectations.
- Curriculum, assessments, and progress are discussed at conference time. In addition, the PSSA results are mailed home.
- Parents may contact the teacher or reading specialist via phone or email at any time for more information.

**How does the school help parents understand the Pennsylvania State Standards and state assessments?**

- Parents can check the district web-site for information about our K-5 standards based report card. Additional information can be obtained at the Pennsylvania Department of Education webpage.

**ESCUELA PRIMARIA EAST BRADFORD  
PACTO DE ESCUELA – PADRES Y FAMILIAS  
TÍTULO I**

La familia de la Escuela East Bradford la cual incluye maestros, padres y estudiantes se unirá para proporcionar un ambiente de aprendizaje cooperativo que le permitirá a todo estudiante lograr su potencial. Cada miembro de esta familia tiene la responsabilidad de desempeñar su parte del pacto.

**LA ESCUELA:**

- tratará a cada niño con dignidad y respeto.
- se esforzará por atender las necesidades individuales de cada estudiante.
- reconoce que los padres son vitales para el éxito del estudiante y la escuela.
- proporcionará un medio ambiente de aprendizaje seguro, positivo y saludable.
- le asegurará a cada estudiante acceso a una experiencia de aprendizaje de calidad.
- se asegurará que el personal de la escuela comunica expectativas claras para el rendimiento a ambos, estudiantes y padres.

**LOS PADRES Y LAS FAMILIAS:**

- crearán una atmósfera en la casa que apoye el aprendizaje.
- enviarán al estudiante a la escuela a tiempo, bien alimentado y bien Descansado regularmente.
- supervisarán asignaciones de la escuela y ayudarán donde se necesite.
- asistirán a las funciones y conferencias de la escuela.
- exhortarán a su hijo(a) a mostrar respeto hacia todos los miembros de la comunidad escolar y la propiedad de la escuela.
- examinarán todas las comunicaciones de la escuela y responderán prontamente.

**EL ESTUDIANTE:**

- llegará a la escuela a tiempo.
- desarrollará una actitud positiva hacia la escuela.
- será responsable de completar la tarea a tiempo.
- cooperará llevando a cabo las instrucciones del maestro y pidiendo ayuda cuando la necesite.
- hará diariamente un trabajo limpio y que demuestra el mejor esfuerzo del estudiante.
- será respetuoso con todos los miembros de la escuela y con la propiedad de la escuela.

Firma del niño(a): \_\_\_\_\_

Firma del padre: \_\_\_\_\_

Firma del/de la maestro/a: \_\_\_\_\_

**DISTRITO ESCOLAR DEL ÁREA DE  
WEST CHESTER**

**TÍTULO I  
2018-2019**



**ESCUELA PRIMARIA EAST BRADFORD**  
820 Frank Road  
West Chester, PA 19380  
484-266-2100

## ESCUELA PRIMARIA EAST BRADFORD 2018-2019 PADRE DE COMPROMISO FAMILIAR TITULO I

### ¿Qué es Título I?

- Título I es el programa más grande de ayuda federal que proporciona financiación para ayuda extra en lectura y/o matemática. Fundado bajo No Child Left Behind (Ningún Niño Dejado Atrás), la meta de Título I es proporcionar una educación de alta calidad para todos los niños.

### ¿Cómo se beneficia el Distrito Escolar del Área de West Chester de esta financiación?

- El Distrito Escolar del Área de West Chester (WCASD) recibe dinero basado en el nivel general de pobreza del distrito, basado en la información del censo.
- Las escuelas primarias que son elegibles en nuestro distrito reciben dinero para servicios suplementarios de lectura en los grados K-5. La elegibilidad de la escuela está basada en la cantidad de niños participando en el programa federal de almuerzo gratis y reducido.
- Todo estudiante que asiste a una escuela elegible puede ser elegible para apoyo de lectura Título I sin tener que ver la necesidad financiera.

### ¿Qué son los servicios de lectura Título I en WCASD?

- El Programa Título I del WCASD ofrece instrucción de lectura suplementaria en todas las escuelas primarias elegibles.
- Una variedad de métodos y materiales de enseñanza a través de instrucciones en pequeños grupos o individuales es proporcionada dentro o fuera del ambiente del aula regular, dependiendo de las necesidades de lectura del estudiante.

### ¿Cómo son elegidos los estudiantes para Título I?

- La elegibilidad para asistencia Título I se determina por medio de indicadores de necesidad específicos al grado del estudiante. Estos indicadores incluyen DIBELS (Indicadores Dinámicos de Habilidades de Alfabetismo Tempranas Básicas), PSSA (Sistema de Pennsylvania de Evaluación de Escuelas), (evaluaciones formativas), e inventarios informales de lectura (QRI).
- En la primavera, el equipo de lectura de la escuela en colaboración con los maestros, identifican estudiantes que se beneficiarían de recibir apoyo con la lectura el año siguiente.

### ¿Cómo son informados los padres sobre el Programa Título I?

- En el otoño los especialistas de lectura en las escuelas elegibles determinan quiénes son los estudiantes con más necesidad en lectura y desarrollan horarios para el apoyo con la lectura. Aquellos que son enseñados por maestros Título I se convierten en estudiantes Título I.
- Entonces cartas notificando a los padres son enviadas a la casa. Los padres que no quieren este apoyo pueden optar no recibir Título I pero apoyo del distrito pudiera todavía ser requerido. La primera reunión de Padres Título I en el otoño explica más el programa Título I. En esta reunión los padres tienen una oportunidad de hablar directamente con el especialista de lectura Título I en su escuela.

### ¿Cómo benefician a los padres los fondos Título I?

- Los fondos Título I se usan para proporcionar programas informativos para padres cuyos hijos están recibiendo apoyo adicional en lectura a través de Título I. Cada año se ofrecen dos reuniones en la escuela y una reunión para el distrito entero para apoyar actividades de alfabetismo para la familia.
- Para la reunión del distrito hay disponible transportación y cuidado de niño al igual que asistencia de un segundo idioma. Los niños pueden escoger un libro gratis a la conclusión de la reunión para de distrito

### ¿Cómo participan los padres en el Programa Título I?

- Investigaciones demuestran que el rendimiento de los niños en la escuela es mejor cuando sus padres participan en su educación a través del año escolar.
- Cada año, los padres tienen la oportunidad de examinar el pacto Título I de la escuela. El Consejo Consultivo de Padres del distrito entero acoge y exhorta toda participación de padres. Los especialistas de lectura asisten a todas las conferencias de padres y pueden contestar preguntas sobre el programa y sobre estudiantes individuales.
- A los padres se les exhorta a que participen en todas las reuniones Título I.

### ¿Cómo es el Programa Título I en mi escuela?

- En East Bradford, el especialista de lectura de la escuela, el especialista de lectura de los grados K-2, y la especialista de lectura Título I trabajan juntos para identificar a niños que son elegibles para el programa. Una vez identificados, la oficina Título I del distrito envía una carta a los padres explicándoles que su hijo(a) es elegible para recibir apoyo con la lectura de la especialista de lectura Título I. En algunos casos ayuda adicional para los estudiantes Título I también pudiera ser dada por otro especialista de lectura de la escuela.
- La especialista Título I está en contacto regular con el maestro para planear y coordinar lecciones y para hablar del progreso de los estudiantes. Ella también es responsable de documentar las puntuaciones de los exámenes de los estudiantes y la elegibilidad al programa.
- En East Bradford aspiramos a una asociación entre la familia y la escuela. El rendimiento del estudiante es mayor cuando el alfabetismo se valora y se fomenta en la casa. El especialista de lectura frecuentemente envía materiales a la casa como práctica u ofrece sugerencias a los padres. Nosotros acogemos la comunicación y la participación entre la casa y la escuela.

### ¿Cómo saben los padres si su hijo(a) está progresando?

- Reportes estudiantiles Título I se envían a la casa junto con los reportes estudiantiles del distrito.
- Los especialistas de lectura participan en dos conferencias de padres y maestros que se llevan a cabo en el otoño y el invierno.
- A los padres se les exhorta a que contacten al especialista de lectura en cualquier momento para informarse sobre el progreso de su hijo(a).

### ¿Cómo saben los padres sobre el currículo y las evaluaciones usadas para observar el progreso de un niño?

- A los padres se les exhorta a que vengan a "Back to School Night" (La Noche de Regresar a la Escuela) en el otoño cuando los maestros dan una idea general del currículo y las expectativas.
- En el tiempo de conferencia se habla del currículo, de las evaluaciones, y el progreso. Además, los resultados del PSSA son enviados a la casa por el correo.
- Para más información, los padres pueden contactar en cualquier momento al maestro o al especialista de lectura por teléfono o email.

### ¿Cómo ayuda la escuela a los padres a comprender los Estándares del Estado de Pennsylvania y las evaluaciones del Estado?

- Los padres pueden chequear el sitio web del distrito para información sobre nuestro reporte estudiantil basado en estándares para los grados K-5.

EAST GOSHEN ELEMENTARY SCHOOL  
TITLE I  
SCHOOL – PARENT AND FAMILY COMPACT

The East Goshen School family which includes teachers, parents and students will join together to provide a cooperative learning environment that will enable every student to achieve his/her potential. Each member of this family has a responsibility to fulfill his part of the compact.

THE SCHOOL WILL:

- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of child and school.
- Provide a safe, positive and healthy learning environment.
- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance to both students and parents.

THE PARENT AND FAMILY WILL:

- Create a home atmosphere that supports learning.
- Send the student to school on time, well-fed, and well-rested on a regular basis.
- Monitor school assignments and give support where needed.
- Attend school functions and conferences.
- Encourage their child to show respect for all members of the school community and school property.
- Review all school communications and respond promptly.

THE STUDENT WILL:

- Get to school on time every day.
- Develop a positive attitude toward school.
- Be responsible for completing homework on time.
- Be cooperative by carrying out the teacher's instructions and ask for help when needed.
- Do daily work that is neat and reflects the student's best effort.
- Be respectful to all school members and to school property.

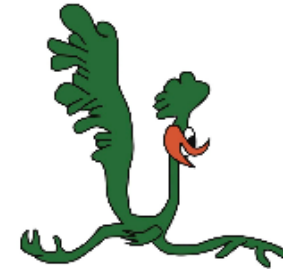
Child's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

WEST CHESTER AREA SCHOOL DISTRICT

TITLE I  
2018-2019



EAST GOSHEN ELEMENTARY SCHOOL

800 North Chester Road  
West Chester, PA 19380  
484-266-1500

**EAST GOSHEN ELEMENTARY**  
**TITLE I PARENT FAMILY ENGAGEMENT 2018-2019**

**What is Title I?**

- Title I is the largest federal aid program that provides funding for extra help in reading and/or math.
- Funded under No Child Left Behind, the goal of Title I is to support a high quality education for every child.

**How does the West Chester Area School District benefit from this funding?**

- The West Chester Area School District receives money based on the overall poverty level of the district, based on census information.
- Any student who attends an eligible school may be eligible for Title 1 reading support regardless of financial need.
- Eligible elementary schools in our district receive money for supplemental reading services in grades K-5. School eligibility is based on the number of children involved in the federal free and reduced lunch program.

**What are the Title I reading services in WCASD?**

- The WCASD Title I Program offers supplementary reading instruction in all eligible elementary schools.
- A variety of teaching methods and materials through small group or individual instruction is provided within the regular classroom or pull-out environment, depending on the student's reading needs.

**How are East Goshen students selected for Title I?**

- Eligibility for Title I assistance is determined by multiple grade-specific indicators of need. These indicators include DIBELS, PSSA, benchmarks, and other diagnostic assessments.
- Throughout the school year, the building reading team in will conduct additional assessments and will work in collaboration with the teachers to identify students who would benefit from reading support.

**How are parents informed of the Title I program?**

- In the fall the reading specialists in the eligible buildings determine the children who will benefit the most from reading support and develop schedules to provide that support.
- Letters are then sent home notifying parents. Parents can contact the school with any questions about support. Title I Parent meetings are held in the fall to further explain the Title I program.

**How do the Title I funds benefit parents?**

- Title I funds are used to provide informational programs for parents of Title I students. District and school meetings are offered each year to support family literacy activities. Second language assistance is available.

**How are parents involved in the Title I program?**

- Research shows that children do better in school when their parents are involved in their education throughout the school years. Parents are encouraged to participate in all Title I meetings.
- Each year, parents receive a school-parent-student compact which highlights our cooperative relationship in education.
- Also, the district-wide Title I Parent Advisory Council welcomes and encourages all parent participation.

**What does the Title I program look like in my school?**

- At East Goshen, the reading specialists and the classroom teachers work together to identify children who qualify for the program.
- The reading specialist is in regular contact with the teacher to plan and coordinate lessons and to discuss the progress of the students. The reading specialist is also responsible for documenting student test scores and eligibility for the program.
- At East Goshen, we strive for a partnership between family and school. Student achievement is greater when literacy is valued and encouraged at home. The reading specialist may often send materials home for practice or offers suggestions to parents. We welcome communication and involvement between home and school.

**How do parents know if their child is making progress?**

- Trimester progress reports are sent home along with the district report card.
- The reading specialists attend each parent conference and can address questions about the program and individual students.
- Parents are encouraged to contact the reading specialist at any time for information about their child's progress.

**How do parents know about the curriculum and assessments used to monitor a child's progress?**

- Parents are encouraged to come to Back to School Night in the fall when the teachers outline the curriculum and their expectations.
- Curriculum, assessments, and progress are discussed at conference time. In addition, the PSSA results are mailed home.
- Parents may contact the teacher or reading specialist via phone or email at any time for more information.

**How does the school help parents understand the Pennsylvania Common Core State Standards and state assessments?**

- Parents can check the district web-site for information and they may attend district and school-based parent workshops.
- This information is also shared at HSA meetings throughout the year.

**ESCUELA PRIMARIA EAST GOSHEN  
PACTO DE ESCUELA – PADRES Y FAMILIAS  
TÍTULO I**

La familia de la Escuela East Goshen la cual incluye maestros, padres y estudiantes se unirá para proporcionar un ambiente de aprendizaje cooperativo que le permitirá a todo estudiante lograr su potencial. Cada miembro de esta familia tiene la responsabilidad de desempeñar su parte del pacto.

**LA ESCUELA:**

- tratará a cada niño con dignidad y respeto.
- se esforzará por atender las necesidades individuales de cada estudiante.
- reconoce que los padres son vitales para el éxito del estudiante y la escuela.
- proporcionará un medio ambiente de aprendizaje seguro, positivo y saludable.
- le asegurará a cada estudiante acceso a una experiencia de aprendizaje de calidad.
- se asegurará que el personal de la escuela comunica expectativas claras para el rendimiento a ambos, estudiantes y padres.

**LOS PADRES Y LAS FAMILIAS:**

- crearán una atmósfera en la casa que apoye el aprendizaje.
- enviarán al estudiante a la escuela a tiempo, bien alimentado y bien Descansado regularmente.
- supervisarán asignaciones de la escuela y ayudarán donde se necesite.
- asistirán a las funciones y conferencias de la escuela.
- exhortarán a su hijo(a) a mostrar respeto hacia todos los miembros de la comunidad escolar y la propiedad de la escuela.
- examinarán todas las comunicaciones de la escuela y responderán prontamente.

**EL ESTUDIANTE:**

- llegará a la escuela a tiempo.
- desarrollará una actitud positiva hacia la escuela.
- será responsable de completar la tarea a tiempo.
- cooperará llevando a cabo las instrucciones del maestro y pidiendo ayuda cuando la necesite.
- hará diariamente un trabajo limpio y que demuestra el mejor esfuerzo del estudiante.
- será respetuoso con todos los miembros de la escuela y con la propiedad de la escuela.

Firma del niño(a): \_\_\_\_\_

Firma del padre: \_\_\_\_\_

Firma del/de la maestro/a: \_\_\_\_\_

**DISTRITO ESCOLAR DEL ÁREA DE  
WEST CHESTER**

**TÍTULO I  
2018-2019**



**ESCUELA PRIMARIA EAST GOSHEN**  
800 North Chester Road  
West Chester, PA 19380  
484-266-1500



**ESCUELA PRIMARIA EAST GOSHEN**  
**PLAN DE PARTICIPACIÓN PARENTAL TÍTULO I 2018-2019**

**¿Qué es el Título I?**

- Título I es el programa más grande de ayuda federal que proporciona fondos para ayuda extra en la lectura y/o matemática.
- Fundado bajo No Child Left Behind, (Para Que Ningún Niño Se Quede Atrás), la meta de Título I es de apoyar una educación de alta calidad para cada niño.

**¿Cómo se beneficia el Distrito Escolar del Área de West Chester de esta financiación?**

- El Distrito Escolar del Área de West Chester (WCASD) recibe dinero basado en el nivel general de pobreza del distrito, basado en la información del censo.
- Cualquier estudiante que asista a una escuela elegible puede tener derecho para el apoyo de lectura del Título 1, sin importar la necesidad financiera. Las escuelas primarias que son elegibles en nuestro distrito reciben dinero para servicios suplementarios de lectura en los grados K-5.
- La elegibilidad de la escuela está basada en la cantidad de niños que participan en el programa federal de almuerzos gratuito y reducido. Todo estudiante que asiste a una escuela elegible puede ser elegible para apoyo de lectura Título I sin tener que ver la necesidad financiera.

**¿Cuáles son los servicios de lectura Título I en WCASD?**

- El Programa Título I del WCASD ofrece instrucción de lectura suplementaria en todas las escuelas primarias elegibles.
- Una variedad de métodos y materiales de enseñanza a través de instrucciones en pequeños grupos o individuales es proporcionada dentro o fuera del ambiente del aula regular, dependiendo de las necesidades de lectura del estudiante.

**¿Cómo son seleccionados los estudiantes de East Goshen para el Título I?**

- La elegibilidad para la asistencia del Título I se determina por medio de varios indicadores de necesidad específicos del grado del estudiante. Estos indicadores incluyen DIBELS, (Indicadores Dinámicos de Habilidades de Alfabetismo Tempranas Básicas), PSSA, (Sistema de Evaluación de Escuelas de Pennsylvania), Benchmarks (punto de referencia formativas), y otras evaluaciones diagnósticas.
- A lo largo del año escolar, el equipo de lectura conducirá evaluaciones adicionales y trabajará en colaboración con los maestros(as) para identificar a los estudiantes que se puedan beneficiar del apoyo de la lectura.

**¿Cómo son informados los padres sobre el Programa Título I?**

- En el otoño los especialistas de lectura en las escuelas elegibles determinan quiénes son los estudiantes con más necesidad en lectura y desarrollan horarios para el apoyo con la lectura.
- Cartas son enviadas a las casas notificando a los padres. Los padres se pueden poner en contacto con la escuela con preguntas sobre el apoyo. Las reuniones de los Padres del Título 1 son llevadas a cabo en el otoño para explicar con más detalles el programa del Título 1.

**¿Cómo se benefician los padres de los fondos Título I?**

- Los fondos Título I se usan para proporcionar programas informativos para padres cuyos hijos están recibiendo apoyo adicional en lectura a través de Título I. Cada año se ofrecen

dos reuniones en la escuela y una reunión para el distrito entero para apoyar actividades de alfabetización familiar. Asistencia de segunda lengua esta disponible.

**¿Cómo participan los padres en el Programa Título I?**

- Investigaciones demuestran que el rendimiento de los niños en la escuela es mejor cuando sus padres participan en su educación a través del año escolar. A los padres se les exhorta a que participen en todas las reuniones Título I.
- Cada año, los padres reciben un pacto escuela-padre-estudiante que pone en relieve nuestra relación cooperativa en la educación.
- El Comité Consultivo de Padres del distrito entero acoge y exhorta toda la participación de padres.

**¿Cómo es el Programa del Título I en mi escuela?**

- En East Goshen, el especialista en lectura y el profesor del aula, trabajan juntos para identificar a los niños que son elegibles para el programa.
- La especialista en lectura está en contacto regular con el maestro para planear y coordinar lecciones y para discutir el progreso de los estudiantes. El especialista en lectura es también responsable de documentar las calificaciones de los exámenes de los estudiantes y la elegibilidad para el programa.
- En East Goshen aspiramos a una asociación entre la familia y la escuela. El rendimiento del estudiante es mayor cuando el alfabetismo se valora y se fomenta en la casa. El especialista de lectura frecuentemente envía materiales a la casa como práctica u ofrece sugerencias a los padres. Nosotros acogemos la comunicación y la participación entre la casa y la escuela.

**¿Cómo saben los padres si su hijo(a) está progresando?**

- Reportes de progreso trimestral son enviados a casa junto con las tarjetas de calificaciones estudiantiles del distrito.
- Los especialistas de lectura participan en las conferencias de padres y maestros que se llevan a cabo en el otoño y en el invierno y pueden dirigir sus preguntas acerca del programa y los estudiantes individuales.
- A los padres se les exhorta a que contacten al especialista de lectura en cualquier momento para informarse sobre el progreso de su hijo(a).

**¿Cómo saben los padres sobre el currículo y las evaluaciones usadas para observar el progreso de un niño?**

- A los padres se les exhorta a que vengan a "Back to School Night" (La Noche de Regresar a la Escuela) en el otoño cuando los maestros dan una idea general del currículo y las expectativas.
- En el tiempo de conferencia se habla del currículo, de las evaluaciones, y el progreso. Además, los resultados del PSSA son enviados a la casa por medio del correo.
- Para más información, los padres pueden contactar en cualquier momento al maestro o al especialista de lectura por vía telefónica o por medio de correo electrónico.

**¿Cómo ayuda la escuela a los padres a comprender los Estándares del Estado de Pennsylvania y las evaluaciones del Estado?**

- Los padres pueden chequear el sitio web del distrito para información y pueden asistir al taller de padres del distrito y la escuela.
- Esta información también se comparte en las reuniones del HSA a lo largo del año escolar.

FERN HILL ELEMENTARY SCHOOL  
TITLE I  
SCHOOL – PARENT AND FAMILY COMPACT

The Fern Hill School family which includes teachers, parents and students will join together to provide a cooperative learning environment that will enable every student to achieve his/her potential. Each member of this family has a responsibility to fulfill his part of the compact.

THE SCHOOL WILL:

- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of child and school.
- Provide a safe, positive and healthy learning environment.
- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance to both students and parents.

THE PARENT AND FAMILY WILL:

- Create a home atmosphere that supports learning.
- Send the student to school on time, well-fed, and well-rested on a regular basis.
- Monitor school assignments and give support where needed.
- Attend school functions and conferences.
- Encourage their child to show respect for all members of the school community and school property.
- Review all school communications and respond promptly.

THE STUDENT WILL:

- Get to school on time every day.
- Develop a positive attitude toward school.
- Be responsible for completing homework on time.
- Be cooperative by carrying out the teacher's instructions and ask for help when needed.
- Do daily work that is neat and reflects the student's best effort.
- Be respectful to all school members and to school property.

Child's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

WEST CHESTER AREA SCHOOL DISTRICT

TITLE I  
2018-2019



FERN HILL ELEMENTARY SCHOOL  
915 Lincoln Avenue  
West Chester, PA 19380  
484-266-1600

**FERN HILL ELEMENTARY  
TITLE I PARENT AND FAMILY ENGAGEMENT 2018-2019**

**What is Title I?**

- Title I is the largest federal aid program that provides monies for extra help in reading and/or math.
- Funded under the Every Student Succeeds Act, the goal of Title I is to support a high quality education for every child.

**How does the West Chester Area School District benefit from this funding?**

- The West Chester Area School District receives money based on the overall poverty level of the district, which is based on census information.
- Eligible elementary schools in our district receive money for supplemental reading services in grades K-5. School eligibility is based on the number of children involved in the federal free and reduced lunch program.
- Any student who attends an eligible school may be eligible for Title 1 reading support regardless of financial need.

**What are the Title I reading services in WCASD?**

- The WCASD Title I Program offers supplementary reading instruction in all eligible elementary schools.
- A variety of teaching methods and materials through small group or individual instruction is provided within the regular classroom or pull-out environment, depending on the student's reading needs.

**How are students selected for Title I?**

- Eligibility for Title I assistance is determined by grade-specific indicators of need. These indicators include DIBELS, PSSA, and other diagnostic assessments.
- Throughout the school year, the building reading team in collaboration with the teachers identifies students who would benefit from reading support the following school year.

**How are parents informed of the Title I program?**

- Throughout the year, the reading specialists in the eligible buildings determine the children who will benefit the most from reading support and develop schedules to provide that support.
- Letters are then sent home notifying parents. Parents can contact the school with any questions about support. The first Title I Parent meeting in the fall further explains the Title I program.

**How do the Title I funds benefit parents?**

- Title I funds are used to provide informational programs for parents whose children are receiving additional reading support through Title I. School and district-wide meetings are offered throughout the year to support family literacy activities. Second language assistance is available. The reading team educates staff regarding parent and family engagement

**How are parents involved in the Title I program?**

- Research shows that children do better in school when their parents are involved in their education throughout the school years. Parents are encouraged to participate in all Title I meetings to review, plan, and improve the program, including family engagement.
- Each year, parents receive a school-parent-student compact which highlights our cooperative relationship in education.
- Also, the district-wide Title I Parent Advisory Committee welcomes and encourages all parent and family participation. The reading specialists attend parent conferences and can address questions about the program and individual students.

**What does the Title I program look like in my school?**

- At Fern Hill, the reading specialists and the classroom teachers work together to identify children who qualify for the program.
- The reading specialist is in regular contact with the teacher to plan and coordinate lessons and to discuss the progress of the students. She/he is also responsible for documenting student test scores and eligibility for the program.
- At Fern Hill, we strive for a partnership between family and school. Student achievement is greater when literacy is valued and encouraged at home. The reading specialist often sends materials home for practice or offers suggestions to parents. We welcome communication and involvement between home and school.

**How do parents know if their child is making progress?**

- Progress reports are sent home along with the district trimester report card.
- The reading specialists participate in the two parent-teacher conferences held in the fall and winter.
- Parents are encouraged to contact the reading specialist at any time for information about their child's progress. Parents have opportunities for regular meetings to make decisions about their child's education.

**How do parents know about the district curriculum and assessments used to monitor a child's progress?**

- Parents are encouraged to come to Back to School Night at the start of the school year when the teachers outline the curriculum and assessment expectations.
- Curriculum, standards, assessments, and progress are further discussed at conference time. PSSA results are mailed home, and student grades can be accessed online through the parent portal for students in grades 3-5.
- Parents may contact the teacher or reading specialist via phone or email at any time for more information.

**How does the school help parents understand the Pennsylvania Core Standards and state assessments?**

- Teachers discuss state standards and assessments at Back to School Night and at conference time. Parents can also check the district web-site for information about our K-2 standards based report card.

ESCUELA PRIMARIA FERN HILL  
PACTO DE ESCUELA – PADRES Y FAMILIAS  
TÍTULO I

La familia de la Escuela Fern Hill la cual incluye maestros, padres y estudiantes se unirá para proporcionar un ambiente de aprendizaje cooperativo que le permitirá a todo estudiante lograr su potencial. Cada miembro de esta familia tiene la responsabilidad de desempeñar su parte del pacto.

LA ESCUELA:

- tratará a cada niño con dignidad y respeto.
- se esforzará por atender las necesidades individuales de cada estudiante.
- reconoce que los padres son vitales para el éxito del estudiante y la escuela.
- proporcionará un medio ambiente de aprendizaje seguro, positivo y saludable.
- le asegurará a cada estudiante acceso a una experiencia de aprendizaje de calidad.
- se asegurará que el personal de la escuela comunica expectativas claras para el rendimiento a ambos, estudiantes y padres.

LOS PADRES Y LAS FAMILIAS:

- crearán una atmósfera en la casa que apoye el aprendizaje.
- enviarán al estudiante a la escuela a tiempo, bien alimentado y bien Descansado regularmente.
- supervisarán asignaciones de la escuela y ayudarán donde se necesite.
- asistirán a las funciones y conferencias de la escuela.
- exhortarán a su hijo(a) a mostrar respeto hacia todos los miembros de la comunidad escolar y la propiedad de la escuela.
- examinarán todas las comunicaciones de la escuela y responderán prontamente.

EL ESTUDIANTE:

- llegará a la escuela a tiempo.
- desarrollará una actitud positiva hacia la escuela.
- será responsable de completar la tarea a tiempo.
- cooperará llevando a cabo las instrucciones del maestro y pidiendo ayuda cuando la necesite.
- hará diariamente un trabajo limpio y que demuestra el mejor esfuerzo del estudiante.
- será respetuoso con todos los miembros de la escuela y con la propiedad de la escuela.

Firma del niño(a): \_\_\_\_\_

Firma del padre: \_\_\_\_\_

Firma del/de la maestro/a: \_\_\_\_\_

DISTRITO ESCOLAR DEL ÁREA DE  
WEST CHESTER

TÍTULO I  
2018-2019



ESCUELA PRIMARIA FERN HILL  
915 Lincoln Avenue  
West Chester, PA 19380  
484-266-1600

**ESCUELA PRIMARIA FERN HILL**  
**PLAN DE PARTICIPACIÓN PARENTAL TÍTULO I 2018-2019**

**¿Qué es Título I?**

- Título I es el programa más grande de ayuda federal que proporciona financiación para ayuda extra en lectura y/o matemática.
- Fundado bajo No Child Left Behind (Ningún Niño Dejado Atrás), la meta de Título I es proporcionar una educación de alta calidad para todos los niños.

**¿Cómo se beneficia el Distrito Escolar del Área de West Chester de esta financiación?**

- El Distrito Escolar del Área de West Chester (WCASD) recibe dinero basado en el nivel general de pobreza del distrito, basado en la información del censo. Las escuelas primarias que son elegibles en nuestro distrito reciben dinero para servicios suplementarios de lectura en los grados K-5.
- La elegibilidad de la escuela está basada en la cantidad de niños participando en el programa federal de almuerzo gratis y reducido.
- Todo estudiante que asiste a una escuela elegible puede ser elegible para apoyo de lectura Título I sin tener que ver la necesidad financiera.

**¿Qué son los servicios de lectura Título I en WCASD?**

- El Programa Título I del WCASD ofrece instrucción de lectura suplementaria en todas las escuelas primarias elegibles.
- Una variedad de métodos y materiales de enseñanza a través de instrucciones en pequeños grupos o individuales es proporcionada dentro o fuera del ambiente del aula regular, dependiendo de las necesidades de lectura del estudiante.

**¿Cómo son elegidos los estudiantes para Título I?**

- La elegibilidad para asistencia Título I se determina por medio de indicadores de necesidad específicos al grado del estudiante. Estos indicadores incluyen DIBELS (Indicadores Dinámicos de Habilidades de Alfabetismo Tempranas Básicas), PSSA (Sistema de Pennsylvania de Evaluación de Escuelas), e inventarios informales de lectura (QRI).
- En la primavera, el equipo de lectura de la escuela en colaboración con los maestros, identifican estudiantes que se beneficiarían de recibir apoyo con la lectura el año siguiente.

**¿Cómo son informados los padres sobre el Programa Título I?**

- En el otoño los especialistas de lectura en las escuelas elegibles determinan quiénes son los estudiantes con más necesidad en lectura y desarrollan horarios para el apoyo con la lectura. Aquéllos que son enseñados por maestros Título I se convierten en estudiantes Título I.
- Entonces cartas notificando a los padres son enviadas a la casa. Los padres que no quieren este apoyo pueden optar no recibir Título I pero apoyo del distrito pudiera todavía ser requerido. La primera reunión de Padres Título I en el otoño explica más el programa Título I. En esta reunión los padres tienen una oportunidad de hablar directamente con el especialista de lectura Título I en su escuela.

**¿Cómo benefician a los padres los fondos Título I?**

- Los fondos Título I se usan para proporcionar programas informativos para padres cuyos hijos están recibiendo apoyo adicional en lectura a través de Título I. Cada año se ofrecen dos reuniones en la escuela y una reunión para el distrito entero para apoyar actividades de alfabetismo para la familia. Para la reunión del distrito hay disponible

transportación y cuidado de niño al igual que asistencia de un segundo idioma. Los niños pueden escoger un libro gratis a la conclusión de la reunión para el distrito

**¿Cómo participan los padres en el Programa Título I?**

- Investigaciones demuestran que el rendimiento de los niños en la escuela es mejor cuando sus padres participan en su educación a través del año escolar. A los padres se les exhorta a que participen en todas las reuniones Título I.
- Cada año, los padres tienen la oportunidad de examinar el pacto Título I de la escuela. El Comité
- Consultivo de Padres del distrito entero acoge y exhorta toda participación de padres. Los especialistas de lectura asisten a todas las conferencias de padres y pueden contestar preguntas sobre el programa y sobre estudiantes individuales.

**¿Cómo es el Programa Título I en mi escuela?**

- En Fern Hill, el especialista de lectura de la escuela, el especialista de lectura de los grados K-2, y la especialista de lectura Título I trabajan juntos para identificar a niños que son elegibles para el programa.
- Una vez identificados, la oficina Título I del distrito envía una carta a los padres explicándoles que su hijo(a) es elegible para recibir apoyo con la lectura de la especialista de lectura Título I. En algunos casos ayuda adicional para los estudiantes Título I también pudiera ser dada por otro especialista de lectura de la escuela. La especialista Título I está en contacto regular con el maestro para planear y coordinar lecciones y para hablar del progreso de los estudiantes. Ella también es responsable de documentar las puntuaciones de los exámenes de los estudiantes y la elegibilidad al programa.
- En Fern Hill aspiramos a una asociación entre la familia y la escuela. El rendimiento del estudiante es mayor cuando el alfabetismo se valora y se fomenta en la casa. El especialista de lectura frecuentemente envía materiales a la casa como práctica u ofrece sugerencias a los padres. Nosotros acogemos la comunicación y la participación entre la casa y la escuela.

**¿Cómo saben los padres si su hijo(a) está progresando?**

- Reportes estudiantiles Título I se envían a la casa junto con los reportes estudiantiles del distrito.
- Los especialistas de lectura participan en dos conferencias de padres y maestros que se llevan a cabo en el otoño y el invierno.
- A los padres se les exhorta a que contacten al especialista de lectura en cualquier momento para informarse sobre el progreso de su hijo(a).

**¿Cómo saben los padres sobre el currículo y las evaluaciones usadas para observar el progreso de un niño?**

- A los padres se les exhorta a que vengan a "Back to School Night" (La Noche de Regresar a la Escuela) en el otoño cuando los maestros dan una idea general del currículo y las expectativas. En el tiempo de conferencia se habla del currículo, de las evaluaciones, y el progreso. Además, los resultados del PSSA son enviados a la casa por el correo. Para más información, los padres pueden contactar en cualquier momento al maestro o al especialista de lectura por teléfono o email.

**¿Cómo ayuda la escuela a los padres a comprender los Estándares del Estado de Pennsylvania y las evaluaciones del Estado?**

- Los padres pueden chequear el sitio web del distrito para información sobre nuestro reporte estudiantil basado en estándares para los grados K-2.

GLEN ACRES ELEMENTARY SCHOOL  
TITLE I  
SCHOOL – PARENT AND FAMILY COMPACT

WEST CHESTER AREA SCHOOL DISTRICT

**TITLE I PARENT AND FAMILY**

Title I families realize the importance of working cooperatively with the school and parents understand that their participation in their child's education will help his/her achievement and attitude. The following family responsibilities will convey to Title I students that education is important.

1. Create an atmosphere that supports learning by encouraging reading activities.
2. Send my child to school regularly, on time, well-fed and well-rested.
3. Monitor assignments and encourage homework completion.
4. Review all school communications and respond promptly.
5. Attend school functions and conferences.
6. Participate in decisions relating to the education of my child.

**THE SCHOOL**

The Glen Acres School will provide high quality curriculum and instruction in a supportive and effective learning environment that will enable success for every student and:

1. Will treat each child with dignity and respect.
2. Strive to address the individual needs of each student.
3. Acknowledges that parents are vital to the success of this school and its students.
4. Provide a safe, positive and healthy learning environment for each student.
5. Will assure every student access to quality learning experiences appropriate to their development.
6. Will assure that school staff communicates clear expectations for performance to both students and parents.
7. Will assure appropriate participation of parents in the decisions relating to the education of their children.

Parent Signature \_\_\_\_\_

Rev 10/18

TITLE I  
2018-2019



GLEN ACRES ELEMENTARY SCHOOL  
1150 DELANCEY PLACE  
WEST CHESTER, PA 19380  
484-266-1702

**GLEN ACRES ELEMENTARY  
TITLE I PARENT FAMILY ENGAGEMENT 2018-2019**

**What is Title I?**

- Title I is the largest federal aid program that provides monies for supplemental instruction. Funded under Every Child Succeeds Act, the goal of Title I is to support a high quality education for every child.

**How does the West Chester Area School District benefit from this funding?**

- The West Chester Area School District receives money based on the overall poverty level of the district, which is based on census information.
- Eligible elementary schools in our district receive money for supplemental reading services in grades K-5. School eligibility is based on the number of children involved in the federal free and reduced lunch program.
- Any student who attends an eligible school may be eligible for Title 1 reading support regardless of financial need.

**What are the Title I reading services in WCASD?**

- The WCASD Title I Program offers supplementary reading instruction in all eligible elementary schools.
- A variety of teaching methods and materials through small group or individual instruction is provided within the regular classroom or pull-out environment, depending on the student's reading needs.

**How are students selected for Title I?**

- Eligibility for Title I assistance is determined by grade-specific indicators of need. These indicators include DIBELS, PSSA, Schoolwide Assessments, and other diagnostic assessments.
- Throughout the school year, the building reading team and classroom teachers identify students who would benefit from reading support.

**How are parents informed of the Title I program?**

- Throughout the year, the reading specialists in the eligible buildings determine the children who will benefit the most from reading support and develop schedules to provide that support.
- Letters are then sent home notifying parents. Parents can contact the school with any questions about support. The first Title I Parent meeting in the fall further explains the Title I program.

**How do the Title I funds benefit parents?**

- Title I funds are used to provide informational programs for parents whose children are receiving additional reading support through Title I. School and district-wide meetings are offered throughout the year to support family literacy activities. Second language assistance is available. The reading team educates staff regarding parent and family engagement.

**How are parents involved in the Title I program?**

- Research shows that children do better in school when their parents are involved in their education throughout the school years. Parents are encouraged to participate in all Title I meetings to review, plan, and improve the program, including family engagement.
- Each year, parents receive a school-parent-student compact which highlights our cooperative relationship in education.
- The Title I Parent Advisory Committee welcomes and encourages all parent and family participation. The reading specialists attend parent conferences to address questions about the program and individual students.

**What does the Title I program look like in my school?**

- At Glen Acres, the reading specialists and the classroom teachers work together to identify children who qualify for the program.
- The reading specialist is in regular contact with the teacher to plan and coordinate lessons and to discuss the progress of the students. S/he is also responsible for documenting student progress and eligibility for the program.
- At Glen Acres, we strive for a partnership between family and school. Student achievement is greater when literacy is valued and encouraged at home. The reading specialist often sends materials home for practice or offers suggestions to parents. We welcome communication and involvement between home and school.

**How do parents know if their child is making progress?**

- Progress reports are sent home along with the district trimester report card.
- The reading specialists participate in the two parent-teacher conferences held in the fall and winter.
- Parents are encouraged to contact the reading specialist at any time for information about their child's progress. Parents have opportunities for regular meetings to make decisions about their child's education.

**How do parents know about the district curriculum and assessments used to monitor a child's progress?**

- Parents are encouraged to come to Back to School Night at the start of the school year when the teachers outline the curriculum and assessment expectations.
- Curriculum, standards, assessments, and progress are further discussed at conference time. PSSA results are mailed home and student grades can be assessed online through the parent portal for students in grades 3-5.
- Parents may contact the teacher or reading specialist via phone or email at any time for more information. Curriculum and assessments are reviewed in accordance with Board Policy.

**How does the school help parents understand the Pennsylvania Core Standards and state assessments?**

- Teachers discuss state standards and assessments at Back to School Night and at conference time. Parents can also check the district web-site for information about our K-2 standards based report card.

ESCUELA PRIMARIA GLEN ACRES  
PACTO DE ESCUELA – PADRES Y FAMILIAS  
TÍTULO I

DISTRITO ESCOLAR DEL ÁREA DE  
WEST CHESTER

**LOS PADRES Y LAS FAMILIAS**

Los padres Título I reconocen la importancia de trabajar en cooperación con la escuela y comprenden que su participación en la educación de su hijo(a) ayudará su rendimiento y su actitud. Las siguientes responsabilidades de los padres les comunicarán a los estudiantes Título I que la educación es importante.

1. Crear una atmósfera que apoye el aprendizaje promoviendo actividades de lectura.
2. Enviar a mi hijo(a) a la escuela regularmente, a tiempo, bien alimentado y bien descansado.
3. Supervisar asignaciones y promover el que las tareas sean terminadas.
4. Examinar todas las comunicaciones de la escuela y responder prontamente.
5. Asistir a las funciones y conferencias de la escuela.
6. Participar en decisiones relacionadas a la educación de mi hijo(a).

**LA ESCUELA**

La Escuela Glen Acres proporcionará un currículo e instrucción de alta calidad en un ambiente de apoyo y de aprendizaje efectivo que facilitará el éxito de cada estudiante y:

1. Tratará a cada niño con dignidad y respeto.
2. Se esforzará por atender las necesidades de cada estudiante.
3. Reconocerá que los padres son vitales para el éxito de la Escuela Glen Acres y sus estudiantes.
4. Proporcionará un medio ambiente de aprendizaje seguro, positivo y saludable para cada estudiante.
5. Le asegurará a cada estudiante acceso a una experiencia de aprendizaje de calidad apropiada para su desarrollo.
6. Se asegurará que el personal de la escuela comunica expectativas claras para el rendimiento a ambos, estudiantes y padres.
7. Asegurará participación apropiada de padres en las decisiones asociadas con la educación de sus hijos.

Firma del padre: \_\_\_\_\_

Rev 10/18

TÍTULO I  
2018-2019



ESCUELA PRIMARIA GLEN ACRES  
1150 DELANCEY PLACE  
WEST CHESTER, PA 19380  
484-266-1702



ESCUELA PRIMARIA GLEN ACRES 2018-2019  
PLAN DE PARTICIPACIÓN PARENTAL TITULO I

**¿Qué es Título I?**

- Título I es el programa más grande de ayuda federal que proporciona financiación para ayuda extra en lectura y/o matemática. Fundado bajo No Child Left Behind (Ningún Niño Dejado Atrás), la meta de Título I es proporcionar una educación de alta calidad para todos los niños.

**¿Cómo se beneficia el Distrito Escolar del Área de West Chester de esta financiación?**

- El Distrito Escolar del Área de West Chester (WCASD) recibe dinero basado en el nivel general de pobreza del distrito, basado en la información del censo.
- Las escuelas primarias que son elegibles en nuestro distrito reciben dinero para servicios suplementarios de lectura en los grados K-5. La elegibilidad de la escuela está basada en la cantidad de niños participando en el programa federal de almuerzo gratis y reducido.
- Todo estudiante que asiste a una escuela elegible puede ser elegible para apoyo de lectura Título I sin tener que ver la necesidad financiera.

**¿Qué son los servicios de lectura Título I en WCASD?**

- El Programa Título I del WCASD ofrece instrucción de lectura suplementaria en todas las escuelas primarias elegibles.
- Una variedad de métodos y materiales de enseñanza a través de instrucciones en pequeños grupos o individuales es proporcionada dentro o fuera del ambiente del aula regular, dependiendo de las necesidades de lectura del estudiante.

**¿Cómo son elegidos los estudiantes para Título I?**

- La elegibilidad para asistencia Título I se determina por medio de indicadores de necesidad específicos al grado del estudiante. Estos indicadores incluyen DIBELS (Indicadores Dinámicos de Habilidades de Alfabetismo Tempranas Básicas), PSSA (Sistema de Pennsylvania de Evaluación de Escuelas), Schoolwide Assessments (evaluaciones formativas), e inventarios informales de lectura (QRI).
- En la primavera, el equipo de lectura de la escuela en colaboración con los maestros, identifican estudiantes que se beneficiarían de recibir apoyo con la lectura el año siguiente.

**¿Cómo son informados los padres sobre el Programa Título I?**

- En el otoño los especialistas de lectura en las escuelas elegibles determinan quiénes son los estudiantes con más necesidad en lectura y desarrollan horarios para el apoyo con la lectura. Aquéllos que son enseñados por maestros Título I se convierten en estudiantes Título I.
- Entonces cartas notificando a los padres son enviadas a la casa. Los padres que no quieren este apoyo pueden optar no recibir Título I pero apoyo del distrito pudiera todavía ser requerido. La primera reunión de Padres Título I en el otoño explica más el programa Título I. En esta reunión los padres tienen una oportunidad de hablar directamente con el especialista de lectura Título I en su escuela.

**¿Cómo benefician a los padres los fondos Título I?**

- Los fondos Título I se usan para proporcionar programas informativos para padres cuyos hijos están recibiendo apoyo adicional en lectura a través de Título I. Cada año se ofrecen dos reuniones en la escuela y una reunión para el distrito entero para apoyar actividades de alfabetismo para la familia.
- Para la reunión del distrito hay disponible transportación y cuidado de niño al igual que asistencia de un segundo idioma. Los niños pueden escoger un libro gratis a la conclusión de la reunión para el distrito.

**¿Cómo participan los padres en el Programa Título I?**

- Investigaciones demuestran que el rendimiento de los niños en la escuela es mejor cuando sus padres participan en su educación a través del año escolar. A los padres se les exhorta a que participen en todas las reuniones Título I.
- Cada año, los padres tienen la oportunidad de examinar el pacto Título I de la escuela. El Comité Consultivo de Padres del distrito entero acoge y exhorta toda participación de padres. Los especialistas de lectura asisten a todas las conferencias de padres y pueden contestar preguntas sobre el programa y sobre estudiantes individuales.

**¿Cómo es el Programa Título I en mi escuela?**

- En Glen Acres, el especialista de lectura de la escuela, el especialista de lectura de los grados K-2, y la especialista de lectura Título I trabajan juntos para identificar a niños que son elegibles para el programa. Una vez identificados, la oficina Título I del distrito envía una carta a los padres explicándoles que su hijo(a) es elegible para recibir apoyo con la lectura de la especialista de lectura Título I. En algunos casos ayuda adicional para los estudiantes Título I también pudiera ser dada por otro especialista de lectura de la escuela.
- La especialista Título I está en contacto regular con el maestro para planear y coordinar lecciones y para hablar del progreso de los estudiantes. Ella también es responsable de documentar las puntuaciones de los exámenes de los estudiantes y la elegibilidad al programa.
- En Glen Acres aspiramos a una asociación entre la familia y la escuela. El rendimiento del estudiante es mayor cuando el alfabetismo se valora y se fomenta en la casa. El especialista de lectura frecuentemente envía materiales a la casa como práctica u ofrece sugerencias a los padres. Nosotros acogemos la comunicación y la participación entre la casa y la escuela.

**¿Cómo saben los padres si su hijo(a) está progresando?**

- Reportes estudiantiles Título I se envían a la casa junto con los reportes estudiantiles del distrito.
- Los especialistas de lectura participan en dos conferencias de padres y maestros que se llevan a cabo en el otoño y el invierno.
- A los padres se les exhorta a que contacten al especialista de lectura en cualquier momento para informarse sobre el progreso de su hijo(a).

**¿Cómo saben los padres sobre el currículo y las evaluaciones usadas para observar el progreso de un niño?**

- A los padres se les exhorta a que vengan a "Back to School Night" (La Noche de Regresar a la Escuela) en el otoño cuando los maestros dan una idea general del currículo y las expectativas.
- En el tiempo de conferencia se habla del currículo, de las evaluaciones, y el progreso. Además, los resultados del PSSA son enviados a la casa por el correo.
- Para más información, los padres pueden contactar en cualquier momento al maestro o al especialista de lectura por teléfono o email.

**¿Cómo ayuda la escuela a los padres a comprender los Estándares del Estado de Pennsylvania y las evaluaciones del Estado?**

- Los padres pueden chequear el sitio web del distrito para información sobre nuestro reporte estudiantil basado en estándares para los grados K-2.

HILLSDALE ELEMENTARY SCHOOL  
TITLE I  
SCHOOL – PARENT AND FAMILY COMPACT

The Hillsdale School family which includes teachers, parents and students will join together to provide a cooperative learning environment that will enable every student to achieve his/her potential. Each member of this family has a responsibility to fulfill his part of the compact.

THE SCHOOL WILL:

- Treat each child with dignity and respect.
- Strive to address the individual needs of the student.
- Acknowledge that parents are vital to the success of child and school.
- Provide a safe, positive and healthy learning environment.
- Assure every student access to quality learning experiences.
- Assure that the school staff communicates clear expectations for performance to both students and parents.

THE PARENT WILL:

- Create a home atmosphere that supports learning.
- Send the student to school on time, well-fed, well-rested on a regular basis.
- Monitor school assignments and give support where needed.
- Attend school functions and conferences.
- Encourage their child to show respect for all members of the school community and school property.
- Review all school communications and respond promptly.

THE STUDENT WILL:

- Get to school on time every day.
- Develop a positive attitude toward school.
- Be responsible for completing homework on time.
- Be cooperative by carrying out the teacher's instructions and ask for help when needed.
- Do daily work that is neat and reflects the student's best effort.
- Be respectful to all school members and to school property.

Child's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

WEST CHESTER AREA SCHOOL DISTRICT

TITLE I  
2018-2019



HILLSDALE ELEMENTARY SCHOOL  
725 WEST MARKET STREET  
WEST CHESTER, PA 19382  
484.266.2000

**HILLSDALE ELEMENTARY**  
**TITLE I PARENT FAMILY ENGAGEMENT 2018-2019**

**What is Title I?**

- Title I is the largest federal aid program that provides funding for extra help in reading and/or math. Funded under No Child Left Behind, the goal of Title I is to support a high quality education for every child.

**How does the West Chester Area School District benefit from this funding?**

- The West Chester Area School District receives money based on the overall poverty level of the district, based on census information.
- Eligible elementary schools in our district receive money for supplemental reading services in grades K-5. School eligibility is based on the number of children involved in the federal free and reduced lunch program.
- Any student who attends an eligible school may be eligible for Title 1 reading support regardless of financial need.

**What are the Title I reading services in WCASD?**

- The WCASD Title I Program offers supplementary reading instruction in all eligible elementary schools.
- A variety of teaching methods and materials through small group or individual instruction is provided within the regular classroom or pull-out environment, depending on the student's reading needs.

**How are students selected for Title I?**

- Eligibility for Title I assistance is determined by grade-specific indicators of need. These indicators include DIBELS, PSSA, and other diagnostic assessments.
- Throughout the school year, the building reading team in collaboration with the teachers identify students who would benefit from reading support.

**How are parents informed of the Title I program?**

- In the fall the reading specialists in the eligible buildings determine the children who will benefit the most from reading support and develop schedules to provide that support.
- Letters are then sent home notifying parents. Parents can contact the school with any questions about support. The first Title I Parent meeting in the fall further explains the Title I program.

**How do the Title I funds benefit parents?**

- Title I funds are used to provide informational programs for parents whose children are receiving additional reading support through Title I. District-wide meetings and school meetings are offered each year to support family literacy activities. Second language assistance is available if needed.

**How are parents involved in the Title I program?**

- Research shows that children do better in school when their parents are involved in their education throughout the school years. Parents are encouraged to participate in all Title I meetings.
- Each year, parents receive a school-parent-student compact which highlights our cooperative relationship in education.
- Also, the district-wide Title I Parent Advisory Council welcomes and encourages all parent participation. The reading specialists attend each parent conference and can address questions about the program and individual students.

**What does the Title I program look like in my school?**

- At Hillsdale, the reading specialists and the classroom teachers work together to identify children who qualify for the program.
- The reading specialist is in regular contact with the teacher to plan and coordinate lessons and to discuss the progress of the students. She/He is also responsible for documenting student test scores and eligibility for the program.
- At Hillsdale we strive for a partnership between family and school. Student achievement is greater when literacy is valued and encouraged at home. The reading specialist often sends materials home for practice or offers suggestions to parents. We welcome communication and involvement between home and school.

**How do parents know if their child is making progress?**

- Trimester progress reports are sent home along with the district report card.
- The reading specialists participate in the two parent-teacher conferences held in the fall and winter.
- Parents are encouraged to contact the reading specialist at any time for information about their child's progress.

**How do parents know about the curriculum and assessments used to monitor a child's progress?**

- Parents are encouraged to come to Back to School Night in the fall when the teachers outline the curriculum and their expectations.
- Curriculum, assessments, and progress are discussed at conference time. In addition, the PSSA results are mailed home.
- Parents may contact the teacher or reading specialist via phone or email at any time for more information.

**How does the school help parents understand the Pennsylvania State Standards and state assessments?**

- Parents can check the district web-site for information about our K-2 standards based report card. Additional information can be obtained at the Pennsylvania Department of Education webpage.

ESCUELA PRIMARIA HILLSDALE  
PACTO DE LA ESCUELA - LOS PADRES Y LAS FAMILIAS  
TÍTULO I

La familia de la Escuela Hillsdale la cual incluye maestros, padres y estudiantes se unirá para proporcionar un ambiente de aprendizaje cooperativo que le permitirá a todo estudiante lograr su máximo potencial. Cada miembro de esta familia tiene la responsabilidad de desempeñar su parte del pacto.

LA ESCUELA:

- Tratará a cada niño con dignidad y respeto.
- Se esforzará por atender las necesidades individuales de cada estudiante.
- Reconoce que los padres son vitales para el éxito del estudiante y la escuela.
- Proporcionará un medio ambiente de aprendizaje seguro, positivo y saludable.
- Le asegurará a cada estudiante acceso a una experiencia de aprendizaje de calidad.
- Se asegurará de que el personal de la escuela comunique expectativas claras para el rendimiento tanto a los estudiantes como a los padres.

LOS PADRES Y LAS FAMILIAS:

- Crearán una atmósfera en la casa que apoye el aprendizaje.
- Enviarán al estudiante a la escuela a tiempo, bien alimentado y bien descansado regularmente.
- Supervisarán asignaciones de la escuela y ayudarán cuando se necesite.
- Asistirán a las funciones y conferencias de la escuela.
- Enseñarán a su hijo(a) a mostrar respeto hacia todos los miembros de la comunidad escolar y la propiedad de la escuela.
- Examinarán todas las comunicaciones de la escuela y responderán prontamente.

EL ESTUDIANTE:

- Llegará a la escuela a tiempo todos los días.
- Desarrollará una actitud positiva hacia la escuela.
- Será responsable de completar la tarea a tiempo.
- Cooperará llevando a cabo las instrucciones del maestro y pidiendo ayuda cuando la necesite.
- Hará diariamente un trabajo limpio y que demuestra el mejor esfuerzo del estudiante.
- Será respetuoso con todos los miembros de la escuela y con la propiedad de la escuela.

Firma del niño(a) \_\_\_\_\_

Firma del padre: \_\_\_\_\_

Firma del/de la maestro/a: \_\_\_\_\_

DISTRITO ESCOLAR DEL ÁREA DE  
WEST CHESTER

TÍTULO I  
2018-2019



ESCUELA PRIMARIA HILLSDALE  
725 WEST MARKET STREET  
WEST CHESTER, PA 19382  
484.266.2000

ESCUELA PRIMARIA HILLSDALE 2018-2019  
PADRE DE COMPROMISO FAMILIAR TITULO I

**¿Qué es Título I?**

- Título I es el programa más grande de ayuda federal que proporciona financiación para ayuda extra en lectura y/o matemática. Fundado bajo No Child Left Behind (Ningún Niño Dejado Atrás), la meta de Título I es proporcionar una educación de alta calidad para todos los niños.

**¿Cómo se beneficia el Distrito Escolar del Área de West Chester de esta financiación?**

- El Distrito Escolar del Área de West Chester (WCASD) recibe dinero basado en el nivel general de pobreza del distrito, basado en la información del censo.
- Las escuelas primarias que son elegibles en nuestro distrito reciben dinero para servicios suplementarios de lectura en los grados K-5. La elegibilidad de la escuela está basada en la cantidad de niños participando en el programa federal de almuerzo gratis y reducido.
- Todo estudiante que asiste a una escuela elegible puede ser elegible para apoyo de lectura Título I sin tener que ver la necesidad financiera.

**¿Qué son los servicios de lectura Título I en WCASD?**

- El Programa Título I del WCASD ofrece instrucción de lectura suplementaria en todas las escuelas primarias elegibles.
- Una variedad de métodos y materiales de enseñanza a través de instrucciones en pequeños grupos o individuales es proporcionada dentro o fuera del ambiente del aula regular, dependiendo de las necesidades de lectura del estudiante.

**¿Cómo son elegidos los estudiantes para Título I?**

- La elegibilidad para asistencia Título I se determina por medio de indicadores de necesidad específicos al grado del estudiante. Estos indicadores incluyen DIBELS (Indicadores Dinámicos de Habilidades de Alfabetismo Tempranas Básicas), PSSA (Sistema de Pennsylvania de Evaluación de Escuelas), (evaluaciones formativas), e inventarios informales de lectura (QRI). En la primavera, el equipo de lectura de la escuela en colaboración con los maestros, identifican estudiantes que se beneficiarían de recibir apoyo con la lectura el año siguiente.

**¿Cómo son informados los padres sobre el Programa Título I?**

- En el otoño los especialistas de lectura en las escuelas elegibles determinan quiénes son los estudiantes con más necesidad en lectura y desarrollan horarios para el apoyo con la lectura. Aquellos que son enseñados por maestros Título I se convierten en estudiantes Título I.
- Entonces cartas notificando a los padres son enviadas a la casa. Los padres que no quieren este apoyo pueden optar no recibir Título I pero apoyo del distrito pudiera todavía ser requerido. La primera reunión de Padres Título I en el otoño explica más el programa Título I. En esta reunión los padres tienen una oportunidad de hablar directamente con el especialista de lectura Título I en su escuela.

**¿Cómo benefician a los padres los fondos Título I?**

- Los fondos Título I se usan para proporcionar programas informativos para padres cuyos hijos están recibiendo apoyo adicional en lectura a través de Título I. Cada año se ofrecen dos reuniones en la escuela y una reunión para el distrito entero para apoyar actividades de alfabetismo para la familia.
- Para la reunión del distrito hay disponible transportación y cuidado de niño al igual que asistencia de un segundo idioma. Los niños pueden escoger un libro gratis a la conclusión de la reunión para el distrito.

**¿Cómo participan los padres en el Programa Título I?**

- Investigaciones demuestran que el rendimiento de los niños en la escuela es mejor cuando sus padres participan en su educación a través del año escolar. A los padres se les exhorta a que participen en todas las reuniones Título I.
- Cada año, los padres tienen la oportunidad de examinar el pacto Título I de la escuela. El Consejo Consultivo de Padres del distrito entero acoge y exhorta toda participación de padres.
- Los especialistas de lectura asisten a todas las conferencias de padres y pueden contestar preguntas sobre el programa y sobre estudiantes individuales.

**¿Cómo es el Programa Título I en mi escuela?**

- En East Bradford, el especialista de lectura de la escuela, el especialista de lectura de los grados K-2, y la especialista de lectura Título I trabajan juntos para identificar a niños que son elegibles para el programa. Una vez identificados, la oficina Título I del distrito envía una carta a los padres explicándoles que su hijo(a) es elegible para recibir apoyo con la lectura de la especialista de lectura Título I. En algunos casos ayuda adicional para los estudiantes Título I también pudiera ser dada por otro especialista de lectura de la escuela.
- La especialista Título I está en contacto regular con el maestro para planear y coordinar lecciones y para hablar del progreso de los estudiantes. Ella también es responsable de documentar las puntuaciones de los exámenes de los estudiantes y la elegibilidad al programa.
- En Hillsdale aspiramos a una asociación entre la familia y la escuela. El rendimiento del estudiante es mayor cuando el alfabetismo se valora y se fomenta en la casa. El especialista de lectura frecuentemente envía materiales a la casa como práctica u ofrece sugerencias a los padres. Nosotros acogemos la comunicación y la participación entre la casa y la escuela.

**¿Cómo saben los padres si su hijo(a) está progresando?**

- Reportes estudiantiles Título I se envían a la casa junto con los reportes estudiantiles del distrito.
- Los especialistas de lectura participan en dos conferencias de padres y maestros que se llevan a cabo en el otoño y el invierno.
- A los padres se les exhorta a que contacten al especialista de lectura en cualquier momento para informarse sobre el progreso de su hijo(a).

**¿Cómo saben los padres sobre el currículo y las evaluaciones usadas para observar el progreso de un niño?**

- A los padres se les exhorta a que vengan a "Back to School Night" (La Noche de Regresar a la Escuela) en el otoño cuando los maestros dan una idea general del currículo y las expectativas.
- En el tiempo de conferencia se habla del currículo, de las evaluaciones, y el progreso. Además, los resultados del PSSA son enviados a la casa por el correo.
- Para más información, los padres pueden contactar en cualquier momento al maestro o al especialista de lectura por teléfono o email.

**¿Cómo ayuda la escuela a los padres a comprender los Estándares del Estado de Pennsylvania y las evaluaciones del Estado?**

- Los padres pueden chequear el sitio web del distrito para información sobre nuestro reporte estudiantil basado en estándares para los grados K-2.



Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination in School and Classroom Practices (to be renamed Nondiscrimination/Discriminatory Harassment-School and Classroom Practices)
Code	103
Status	First Reading
Adopted	August 1, 2015
Last Revised	March 26, 2018

### **Authority**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.<sup>[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17][18][19][28]</sup>

The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing ~~providing~~ transportation to or from a school entity or school-sponsored activity.

The district shall provide to all students, without discrimination, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that when a complaint of discrimination brought pursuant to this policy not proven to be discriminatory, it should be reviewed for possible action under other Board policies.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with the district's legal and investigative obligations.

### **Retaliation**

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

### **Definitions**

#### **Discriminatory Harassment**

Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf. [\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)

For purposes of this policy, **harassment** shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

### Sexual Harassment

**Sexual harassment** is a form of discrimination on the basis of gender and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or
4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. **Sexual violence** means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's age, victim's use of drugs or alcohol or victim's intellectual competence. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.

### Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources or designee as the district's Compliance Officer. All nondiscrimination statements notices or information shall include the position, office address and telephone number, and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provision of training for students and staff to identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related areas.
6. Student Evaluation - Review of tests, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints.

The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:

1. If the building principal is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.
2. Inform the complainant or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.
3. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.
5. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.

## **Guidelines**

### Complaint Procedure – Student/Third Party

#### **Step 1 – Reporting**

A student or third party who believes s/he has been subject to conduct by any student, employee, or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[26]

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal, or Compliance Officer, or to otherwise put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person



accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

## **Step 2 – Investigation**

The investigator shall assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly inform law enforcement authorities about the allegations in accordance with existing procedures.[26][27]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

## **Step 3 – Investigative Report**

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days, of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition within a reasonable time of the submission of the written report.

## **Step 4 – District Action**

If the investigation results in a finding that some or all of the allegations of the complaint are proven and therefore constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The

Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

#### Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

#### Miscellaneous

##### *Right to Alternative Complaint Procedure –*

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

##### *False Charges –*

Students who knowingly make false charges of harassment or retaliation shall be subject to disciplinary action, up to and including expulsion.[16][29]

## Legal


1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4
5. 24 P.S. 1301-A
6. 24 P.S. 1310
7. 24 P.S. 1601-C et seq
8. 24 P.S. 5004
9. 20 U.S.C. 1681 et seq
10. 29 U.S.C. 794
11. 42 U.S.C. 12101 et seq
12. 42 U.S.C. 1981 et seq
13. 42 U.S.C. 2000d et seq
14. 43 P.S. 951 et seq
15. Pol. 103.1
16. Pol. 218
17. Pol. 247
18. Pol. 249
19. U.S. Const. Amend. XIV, Equal Protection Clause
20. 29 CFR 1604.11
21. 29 CFR 1606.8
22. Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
23. Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
24. Office for Civil Rights – Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties (January 2001)
25. Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)
26. Pol. 806
27. 18 Pa. C.S.A. 2709
28. 24 P.S. 1301
29. Pol. 233
- 28 CFR Part 35
- 28 CFR Part 41
- 34 CFR Part 100
- 34 CFR Part 104
- 34 CFR Part 106
- 34 CFR Part 110
- Pol. 122
- Pol. 123
- Pol. 701

Last Modified by Linda Cherashore on February 21, 2019



Book	Policy Manual
Section	100 Programs
Title	Report Form for Complaints of Discrimination in School and Classroom Practices (to be renamed Report Form for Complaints of Discrimination/Discriminatory Harassment-School and Classroom Practices
Code	103AG1
Status	First Reading
Adopted	August 1, 2015
Last Reviewed	January 22, 2018

To open and complete this form, you must right click on the link, select 'Save Link As', and then save the file to your desktop. You can then print, complete, and submit the form.

 [103AG1 Discrimination and Harassment Complaint Form.pdf \(14 KB\)](#)

Last Modified by Linda Cherashore on February 21, 2019

# WEST CHESTER AREA SCHOOL DISTRICT

No. 103AG1

ADMINISTRATIVE GUIDELINE  
APPROVED: August 1, 2015  
REVISED: January 22, 2018

103AG1 Discrimination and Harassment Complaint Form *(to be renamed)*  
**Report Form for Complaints of Discrimination/Discriminatory Harassment-School and  
Classroom Practices**

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone **Number**: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Alleged discrimination/**discriminatory harassment** was based on: \_\_\_\_\_

Name of person you believe violated the district's ~~policy 103:~~ **discrimination/discriminatory harassment policy**: \_\_\_\_\_

If the alleged discrimination/**discriminatory harassment** was directed against another person, identify the other person: \_\_\_\_\_

Describe the incident(s) as clearly as possible, including any graphic, written, electronic, verbal or nonverbal acts (e.g. offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults, offensive objects or pictures, physical assaults, threats, intimidation, or other conduct). Attach additional pages if necessary:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where **the alleged** incident occurred: \_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me and/or harassed me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature Date

\_\_\_\_\_  
Received By Date



Book	Policy Manual
Section	200 Pupils
Title	Tobacco (to be renamed Tobacco/Nicotine)
Code	222
Status	First Reading
Adopted	August 1, 2015
Last Reviewed	December 15, 2014

### **Purpose**

The Board recognizes that tobacco, **nicotine and nicotine delivery products** presents a health and safety hazard that can have serious consequences for both users and nonusers, and the safety and environment of the schools.

### **Definition**

For purposes of this policy, **tobacco use**: ~~possessing and/or using tobacco in any form, including~~ **es but not limited to, in or as a lighted or unlighted cigarette, cigar, cigarillo, little cigar, or pipe; or other smoking product or material and smokeless tobacco in any form** including ~~snuff; chewing tobacco;~~ **snuff, dip or dissolvable tobacco pieces, smokeless tobacco;** ~~possessing or using tobacco paraphernalia, including but not limited to: lighters; and matches; or e-cigarettes or vape when used as a mechanism for nicotine delivery.~~

**For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.**

**For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.**

### **Authority**

The Board prohibits possession, use or sale of tobacco **nicotine and nicotine delivery products** by students at any time in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district. [\[1\]](#)[\[2\]](#)[\[10\]](#)

The Board **also** prohibits possession, use, or sale of tobacco **nicotine and nicotine delivery products** by students at school-sponsored activities that are held off school property.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians, and staff about the district **Board's** tobacco/**nicotine** policy by publishing such policy **information** in the student handbook **(s)**,

Code of Student Conduct/Disciplinary Action Schedule, parent **(al)** newsletters, **posters**, ~~posted notices,~~ district website, and/or **by** other efficient methods **such as posted notices, signs and on the district website.**

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

### **Guidelines**

**Students found in violation of this policy shall be subject to appropriate disciplinary action.**

### **Reporting**

**The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of tobacco, nicotine or nicotine delivery products immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.**

~~In accordance with state law, t~~The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, **nicotine or nicotine delivery products** by students to the Office for Safe Schools on the required form.<sup>[8]</sup><sup>[9]</sup>

### **Additional Provisions - Tobacco Only**

**The Superintendent or designee may report incidents of possession, use or sale of tobacco by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies**

A student convicted of possessing or using tobacco in violation of this policy may be fined up to fifty dollars (\$50) plus court costs, and attorney's fees, or admitted **by the court** to alternative adjudication in lieu of imposition of a fine.<sup>[11]</sup>

~~Students found in violation of this policy shall be subject to appropriate disciplinary action.~~

~~Education about the hazards of tobacco and smoking will begin in the elementary schools and continue through the middle and high school levels.~~

Legal

1. 35 P.S. 1223.5
2. 20 U.S.C. 7183
3. 22 PA Code 10.23
4. 20 U.S.C. 1400 et seq
5. Pol. 103.1
6. Pol. 113.1
7. Pol. 113.2
8. Pol. 805.1
9. 24 P.S. 1303-A
10. 18 Pa. C.S.A. 6305
11. 18 Pa. C.S.A. 6306.1
- 20 U.S.C. 7114
- 20 U.S.C. 7181 et seq
- 22 PA Code 10.2
- 22 PA Code 10.22
- 22 PA Code 10.25
- 22 PA Code 403.1
- 24 P.S. 510
- 24 P.S. 1302.1-A
- 34 CFR Part 300
- Pol. 000

Last Modified by Linda Cherashore on February 21, 2019





Book	Policy Manual
Section	200 Pupils
Title	Copy of Hazing
Code	247
Status	First Reading
Adopted	August 1, 2015
Last Revised	July 25, 2016

### **Purpose**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

### **Definitions**

For purposes of this policy **hazing** is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of an individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in the definition upon which the initiation or admission into or affiliation with or continued membership in an organization directly or indirectly conditions shall be presumed to be forced activity, the willingness of an individual to participate in such activity notwithstanding. [\[1\]](#)

**School setting** shall include, but not be limited to, the school, school grounds, school vehicles or district provided transportation, bus stops, and any activity sponsored, supervised or sanctioned by the district. School setting shall include nondistrict property, facilities, or activities where hazing is conducted by Board recognized organizations.

**Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:** [\[1\]](#)

1. **Violate federal or state criminal law.**
2. **Consume** any food, **liquid, alcoholic liquid**, drug or other substance **which subjects the student to a risk of emotional or physical harm.**
3. **Endure** brutality of a physical nature, **including** whipping, beating, branding, calisthenics or exposure to the elements.

4. **Endure brutality of a mental nature, including** activity adversely affecting the **mental health or dignity** of the individual, sleep deprivation, exclusion from social contact **or** conduct **that** could result in extreme embarrassment.
5. **Endure brutality of a sexual nature.**
6. **Endure any other activity that creates a reasonable likelihood of bodily injury to the student.**

**Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:** [\[2\]](#)

1. **The person acts with reckless indifference to the health and safety of the student; or**
2. **The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.**

**Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing or aggravated hazing.** [\[3\]](#)[\[4\]](#)

**Any activity, as described above, shall be deemed a violation of this policy regardless of whether:** [\[5\]](#)

1. **The consent of the student was sought or obtained, or**
2. **The conduct was sanctioned or approved by the school or organization.**

**Student activity or organization means** any **activity**, society, **corps**, team, club **or service, social** or **similar** group, operating under the sanction of or recognized as an organization by the district, **whose members are primarily students or alumni of the organization.** [\[6\]](#)[\[7\]](#)

**For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain.** [\[8\]](#)

**For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.** [\[8\]](#)

### **Authority**

The Board ~~does not condone any form of~~ **prohibits** hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. [\[4\]](#) [\[5\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)~~the school setting by any person.~~

No student, **parent/guardian**, coach, sponsor, volunteer, or district employee shall ~~plan, direct, encourage, assist or~~ engage in, condone or ignore any form of hazing ~~activity.~~

~~The board directs that no administrator, coach, sponsor, volunteer, or district employee shall permit, condone or tolerate any form of hazing.~~

~~The district will investigate all complaints of hazing and will administer appropriate discipline to any individual who violates this policy.~~

The Board encourages students who **believe they, or others,** have been subjected to hazing to promptly report such incidents to the building principal **or designee.**

### **Delegation of Responsibility**

~~District administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual who violates this policy.~~

Students, administrators, **parents/guardians**, coaches, sponsors, volunteers, ~~parents/guardians,~~ and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal **or designee** for investigation.

The district shall annually provide copies of this policy to all athletic coaches. This policy shall be posted on the district's website. [6]

### **Discrimination/Discriminatory Harassment**

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing. [11][12]

### **Guidelines**

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program. [4]

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct. [7]

### **Complaint Procedure**

When a **A** student **who** believes that s/he has been subject to hazing, **is encouraged to** the student shall promptly report the incident, orally or in writing, to the building principal **or designee**.

**Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented.**

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

### **Interim Measures/Police**

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard. [13]

## **Referral To Law Enforcement and Safe Schools Reporting Requirements –**

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, 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. [\[14\]](#)[\[15\]](#)[\[16\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [\[14\]](#)[\[15\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian. [\[14\]](#)[\[20\]](#)[\[21\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form. [\[15\]](#)[\[20\]](#)

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

### **Retaliation**

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

### **Consequences for Violations**

#### **Safe Harbor –**

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law. [\[13\]](#)

#### **Students –**

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline. [\[4\]](#)[\[7\]](#)[\[13\]](#)[\[22\]](#)[\[23\]](#)

#### **Nonstudent Violators/Organizational Hazing -**

If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment. [\[24\]](#)

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission

**for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.**

### **Criminal Prosecution –**

**Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.**[\[4\]](#)

~~The principal shall conduct a timely, impartial, thorough, and comprehensive investigation of the alleged hazing.~~

~~The principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.~~

~~If the investigation results in a substantiated finding of hazing, the principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct/Disciplinary Action Schedule (see Policy 218 Student Discipline). Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity.~~[\[3\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

~~If the investigation results in a substantiated finding that a coach or sponsor affiliated with the activity planned, directed, encouraged, assisted, condoned, or ignored any form of hazing, s/he will be disciplined appropriately. Discipline could include dismissal from the position as coach or sponsor and/or discipline up to and including termination for district employees.~~[\[9\]](#)

~~Any disciplinary action imposed by the district shall be in addition to any penalty that may be imposed under federal, state or local law.~~

~~The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.~~

~~Retaliation against students, staff or other persons who report hazing pursuant to this policy or who participate in any related proceedings is prohibited. The Board deems retaliatory acts as harmful and shall take appropriate action against students who retaliate against any student, staff or other person who reports alleged hazing or participates in related proceedings. Such action may include discipline up to and including expulsion.~~

Legal

- 1. [24 P.S. 5352](#)
- 2. [24 P.S. 510](#)
- 3. [24 P.S. 511](#)
- 4. [Pol. 122](#)
- 5. [Pol. 123](#)
- 6. [24 P.S. 5354](#)
- 7. [Pol. 218](#)
- 8. [Pol. 233](#)
- 9. [Pol. 317](#)
- [24 P.S. 5351 et seq](#)
- [Pol. 916](#)

Last Modified by Linda Cherashore on February 21, 2019





Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	First Reading
Adopted	August 1, 2015
Last Revised	June 25, 2018
Last Reviewed	June 22, 2015

### **Purpose**

The district recognizes that bullying and intimidation have a negative effect on the learning environment. Students who are intimidated and fearful cannot give their education the single-minded attention needed for success. Bullying can also lead to more serious violence. Every student has a right to an education and to be safe in and around school.

### **Definitions**

**Bullying** means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following: (1) substantially interfering with a student's education; (2) creating a threatening environment; or (3) substantially disrupting the orderly operation of the school.<sup>[1]</sup>

Examples of acts or series of acts that may constitute **bullying** if it meets the preceding definition include, but are not limited to: physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation.

Bullying behavior accomplished through electronic mediums, including but not limited to, computers, Internet, instant messaging, email, and social networking sites shall be subject to this policy.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised, or sanctioned by the school.<sup>[1]</sup>

### **Authority**

The Board prohibits all forms of bullying by district students.<sup>[1]</sup>

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. **The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.**

### **Discrimination/Discriminatory Harassment**

**Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.**

### **Confidentiality**

**Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.**

### **Delegation of Responsibility**

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or his/her designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[\[1\]](#)

District administration shall annually provide the information required by law on the Safe School Report, or the current required documentation.[\[1\]](#)

### **Guidelines**

#### **School Personnel Intervention**

The district requires school personnel who observe or become aware of an act or series of acts that s/he believes to constitute bullying to take immediate, appropriate steps to intervene, unless such intervention would be a threat to the school personnel's safety. If the school personnel are unable to intervene, believe that his/her intervention has not resolved the matter, or the objectionable action persists, s/he shall report the bullying to the building principal or his/her designee for further investigation.

#### **Reporting by Students or Parents/Guardians**

The district expects students and parents/guardians who observe or become aware of an act or series of acts that they believe to constitute bullying to report it to the building principal or his/her designee for further investigation.

#### **Investigation Procedures**

Upon learning of a bullying incident, the principal or his/her designee shall contact the parents/guardians of both the alleged aggressor and the alleged subject of the aggression, interview both students, and thoroughly investigate. This investigation may include, but is not limited to: interviews with students, parents/guardians, and school personnel; review of school records; and identification of parental, family, and environmental issues.

All employees shall cooperate with any investigation conducted under this policy or by any local, state, or federal agency or the Board.

#### **Consequences/Intervention**

Students found to have bullied others shall be subject to the consequences set forth in applicable Board policy, consistent with the Code of Student Conduct/Disciplinary Action Schedule. Students may also be subject to counseling.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Depending on the severity of the incident, the principal or his/her designee may also take appropriate steps to ensure student safety. These may include, but are not limited to: implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to

law enforcement, if appropriate, in the principal's or designee's sole discretion; and developing a supervision plan with parents/guardians.

The district may elect to develop and implement bullying prevention, intervention, or educational programs. [\[1\]](#)[\[4\]](#)[\[5\]](#)

### Retaliation and False Charges

Retaliation against students, school personnel, or other persons who report bullying pursuant to this policy or who participate in any related proceeding is prohibited. The Board deems retaliatory acts harmful and shall take appropriate action against students who retaliate against any student, school personnel, or other person who reports alleged bullying or participates in related proceedings. Such action may include discipline up to and including expulsion.

Students who knowingly make false charges of bullying or retaliation shall be subject to disciplinary action up to and including expulsion.

### Notice Requirements

This policy shall be made available on the district's publicly accessible website. It shall be posted in each district classroom and in a prominent location within each school building where such notices are usually posted. It shall be reviewed with students at least once every school year.[\[1\]](#)

Legal	<a href="#">1. 24 P.S. 1303.1-A</a>
	2. Pol. 218
	3. Pol. 233
	4. Pol. 236
	<a href="#">5. 24 P.S. 1302-A</a>
	<a href="#">22 PA Code 12.3</a>
	Pol. 000
	Pol. 103

Last Modified by Linda Cherashore on February 21, 2019



WEST CHESTER AREA SCHOOL DISTRICT  
Pupil Services Committee  
February 25, 2019

**ACTION ITEMS**

**Approval of Revised Board Policy 103.1 Nondiscrimination - Qualified Students with Disabilities, Second Reading**

Approval is requested of Revised Board Policy 103.1 Nondiscrimination - Qualified Students with Disabilities, Second Reading

*I so move.*

**Approval of Revised Administrative Guideline 103.1AG 1 Nondiscrimination - Qualified Students with Disabilities, Second Reading**

Approval is requested of Revised Administrative Guideline 103.1AG 1 Nondiscrimination - Qualified Students with Disabilities, Second Reading

*I so move.*

**Approval of New Administrative Guideline 103.1AG2 Report Form for Complaints of Discrimination - Qualified Students with Disabilities, Second Reading**

Approval is requested of New Administrative Guideline 103.1AG2 Report Form for Complaints of Discrimination - Qualified Students with Disabilities, Second Reading

*I so move.*

**Approval of Four Special Education Settlement Agreements**

Approval is requested of Four Special Education Settlement Agreements

*I so move.*

**Approval of Sandra Bradley's Translator Contract**

Approval is requested of Sandra Bradley's Translator Contract

*I so move.*

**Approval of Charles A. Melton Arts & Education Center Lease Agreement**

Approval is requested of Charles A. Melton Arts & Education Center Lease Agreement from July 1, 2019 through June 30, 2021 at an annual rental cost of \$142,800.

*I so move.*



Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination - Qualified Students With Disabilities
Code	103.1
Status	Second Reading
Adopted	August 1, 2015
Last Revised	January 22, 2018

### **Authority**

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities. [1][2][3][4][5][6][7][8][9][10]

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective **or preventative** action be taken for substantiated allegations.

### **Confidentiality**

Confidentiality **shall be maintained for** of all parties, **witnesses, the allegations, the filing of a the complaint, and the investigation** shall be maintained, **Confidentiality will be** consistent with the district's legal and investigative obligations.

### **Retaliation**

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

### **Definitions**

**Qualified student with a disability** - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities. [11][12]

**Section 504 Team** - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians. [3][8]

**Section 504 Service Agreement (Service Agreement)** - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.[\[13\]](#)

**Disability harassment** - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.[\[10\]](#)

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the Superintendent or designee as the district's Section 504 Coordinator.[\[14\]](#)

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website, if available, and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.[\[15\]](#)[\[16\]](#)

See Policy 103.1AG1 Nondiscrimination-Qualified Students with Disabilities Administrative Guidelines for more details.

#### Legal

1. [22 PA Code 12.1](#)
2. [22 PA Code 12.4](#)
3. [22 PA Code 15.1 et seq](#)
4. [22 PA Code 4.4](#)
5. [28 CFR Part 35](#)
6. [28 CFR Part 36](#)
7. [29 U.S.C. 794](#)
8. [34 CFR Part 104](#)
9. [42 U.S.C. 12101 et seq](#)
10. [Pol. 103](#)
11. [22 PA Code 15.2](#)
12. [42 U.S.C. 12102](#)
13. [22 PA Code 15.7](#)
14. [34 CFR 104.7](#)
15. [22 PA Code 15.4](#)
16. [34 CFR 104.32](#)

Last Modified by Linda Cherashore on January 30, 2019



Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination - Qualified Students with Disabilities Guidelines
Code	103.1 AG1
Status	Second Reading
Adopted	January 22, 2018
Last Revised	January 22, 2018

### Identification and Evaluation

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts. [5][6]

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice. [7][8][9]

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability. [9]

The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing. [9]

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

### Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE. [3]

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian. [3]

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent. [7]

### Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed

from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[\[10\]](#)[\[11\]](#)

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

### Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.[\[3\]](#)[\[8\]](#)[\[9\]](#)[\[17\]](#)

### Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)

### Discipline

When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[\[22\]](#)[\[23\]](#)

### 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.[\[24\]](#)[\[25\]](#)[\[26\]](#)

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 qualified 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 in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[\[2\]](#)[\[3\]](#)[\[10\]](#)[\[18\]](#)[\[22\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)[\[37\]](#)

In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.[\[1\]](#)[\[28\]](#)[\[37\]](#)[\[38\]](#)

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[\[3\]](#)[\[29\]](#)

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 qualified 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.[\[25\]](#)[\[37\]](#)

## **PROCEDURAL SAFEGUARDS**

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.[\[17\]](#)[\[39\]](#)

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.[8]

### Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:[17]

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.[17]

### Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.[17]

### Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.[17][40]

### Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.[17]

## **COMPLAINT PROCEDURE**

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.[1]

### Step 1 – Reporting

A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory police or child protective services reports required by law.[41]

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

### Step 2 – Investigation

~~Where an attorney is not used to conduct an investigation into a discrimination complaint, only individuals who have received basic training on the applicable law, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.~~

**The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.**

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present **may suggest additional** witnesses and **provide** other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.[1][41][42][43]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

### Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the accused shall be informed of the outcome of the investigation, **for example, whether the investigator believes the allegations to be founded or unfounded**, including the recommended disposition within a reasonable time of the submission of the written report **to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.** The accused shall not be notified of the individual remedies offered or provided to the complainant.[18][19][20][21]

### Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such

conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

#### Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.



## Legal


1. Pol. 103
2. [22 PA Code 15.2](#)
3. [22 PA Code 15.7](#)
4. [22 PA Code 15.4](#)
5. [34 CFR 104.32](#)
6. Pol. 113
7. [22 PA Code 15.5](#)
8. [22 PA Code 15.6](#)
9. [34 CFR 104.35](#)
10. [22 PA Code 15.3](#)
11. [34 CFR 104.34](#)
12. [34 CFR 104.37](#)
13. Pol. 112
14. Pol. 122
15. Pol. 123
16. Pol. 810
17. [22 PA Code 15.8](#)
18. [22 PA Code 15.9](#)
19. Pol. 216
20. [20 U.S.C. 1232g](#)
21. [34 CFR Part 99](#)
22. Pol. 218
23. Pol. 233
24. [22 PA Code 10.2](#)
25. [24 P.S. 1303-A](#)
26. [35 P.S. 780-102](#)
27. [22 PA Code 10.21](#)
28. [22 PA Code 10.22](#)
29. [22 PA Code 10.23](#)
30. [22 PA Code 10.25](#)
31. [24 P.S. 1302.1-A](#)
32. Pol. 113.2
33. Pol. 218.1
34. Pol. 218.2
35. Pol. 222
36. Pol. 227
37. Pol. 805.1
38. [22 PA Code 15.1](#)
39. [34 CFR 104.36](#)
40. [22 PA Code 14.162](#)
41. Pol. 806
42. [18 Pa. C.S.A. 2709](#)
43. Pol. 815





Book	Policy Manual
Section	100 Programs
Title	Report Form for Complaints of Discrimination-Qualified Students with Disabilities
Code	103.1 AG2
Status	Second Reading

To open and complete this form, you must right click on the link, select 'Save Link As', and then save the file to your desktop. You can then print, complete, and submit the form.

 [103.1AG2 Report Form Complaints of Disc Qual Stu Dis fillable.pdf \(18 KB\)](#)

Last Modified by Linda Cherashore on January 30, 2019

# WEST CHESTER AREA SCHOOL DISTRICT

ADMINISTRATIVE GUIDELINE  
APPROVED:  
REVISED:

## 103.1AG2 REPORT FORM FOR COMPLAINTS OF DISCRIMINATION – QUALIFIED STUDENTS WITH DISABILITIES

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

School Building: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Alleged discrimination was based on **(observed the action; someone reported it to me; saw it on social media; a text/email was sent to me; etc.):** \_\_\_\_\_

Name of person you believe violated the district’s nondiscrimination policy: \_\_\_\_\_

If the alleged discrimination was directed against another person, identify the other person: \_\_\_\_\_

Describe the incident(s) as clearly as possible, including any graphic, written, electronic, verbal or nonverbal acts (e.g. offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct). Attach additional pages if necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where the alleged incident occurred: \_\_\_\_\_

List any witnesses **who were present:** \_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

WEST CHESTER AREA SCHOOL DISTRICT  
School Board Meeting  
February 25, 2019

**PERSONNEL COMMITTEE**

ACTION ITEMS

**Approval of Revisions and Name Change – Board Policy 104 – Nondiscrimination/Discriminatory Harassment-Employment Practices (formerly known as Nondiscrimination in Employment Practices), First Reading**

Approval is requested of Revisions and Name Change – Board Policy 104- Nondiscrimination/Discriminatory Harassment-Employment Practices (formerly known as Nondiscrimination in Employment Practices), First Reading

*I so move.*

**Approval of Revisions and Name Change – Administrative Guideline 104AG1 Report Form for Complaints of Discrimination/Discriminatory Harassment – Employment Practices (formerly known as Report Form for Nondiscrimination in Employment Practices), First Reading**

Approval is requested of Revisions and Name Change - Administrative Guideline 104AG1 Report Form for Complaints of Discrimination/Discriminatory Harassment – Employment Practices (formerly known as Report Form for Nondiscrimination in Employment Practices), First Reading

*I so move.*

**Approval of Revisions and Name Change – Board Policy 323 Tobacco/Nicotine (formerly known as Tobacco), First Reading**

Approval is requested of Revisions and Name Change – Board Policy 323 Tobacco/Nicotine (formerly known as Tobacco), First Reading

*I so move.*

**West Chester Area School District**  
**Personnel Committee –February 19, 2019**

**Meeting Minutes**

Committee Members: Dr. Kate Shaw-Chair, Mr. Gary Bevilacqua, Mr. Brian Gallen, Dr. Karen Herrmann

Other Board Members: Ms. Joyce Chester, Mr. Chris McCune, Mr. Randell Spackman, Ms. Sue Tiernan

Administration: Dr. Jim Scanlon, Dr. Jeffrey Ulmer, Mr. John Scully, Mr. Michael Wagman

- a. Dr. Shaw opened the meeting at 6:05 pm.
- b. Minutes from the September 17, 2018 meeting were approved. VOTE 4-0
- c. The committee reviewed the revisions and name change to Board Policy 104 and approved the changes. VOTE 4-0

Administration informed the committee of the name change to the report form associated with Policy 104.

- d. The committee reviewed the revisions and name change to Board Policy 323 and approved the changes. VOTE 4-0
- e. Dr. Ulmer reviewed the MOU with WCAEA regarding the Health Savings Account extension. The committee approved the MOU: VOTE 4-0
- f. The meeting ended at 6:25 pm.



Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination in Employment Practices (to be renamed Nondiscrimination/Discriminatory Harrassment-Employment Practices)
Code	104
Status	First Reading
Adopted	August 1, 2015
Last Revised	January 22, 2018

### **Authority**

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. [1][2][3][4][5][6][7][8][9][10][11][12][13]

The Board encourages employees and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective action be taken when allegations are substantiated. The Board directs that **when a any** complaint of discrimination brought pursuant to this policy ~~is not proven to be discriminatory under this policy, it should be reviewed for possible action under other Board policies.~~ **shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.** [12][13][14]

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

### **Retaliation**

The Board prohibits retaliation against any persons for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the persons reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

### **Definitions**

#### **Discriminatory Harassment**

Harassment by students, employees, or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability is a form of discrimination and is subject to this policy. **A p**Persons who is not necessarily an intended victim or target of such harassment but **are is** adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf. [8][14][15][16][17][18][19]

For purposes of this policy, **harassment** shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability when such conduct is:

1. Sufficiently severe, persistent, or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening, or abusive work environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities, or opportunities offered by a school.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, electronic, graphic, or physical conduct of a sexual nature when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources or designee as the district's Compliance Officer. All nondiscrimination notices or information shall include the position, office address, telephone number, and email address of the Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees, and the public to notify them of where and how to initiate complaints under this policy.

The Compliance Officer shall be responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures, and to monitor the implementation of nondiscrimination procedures in the following areas: ~~review, training, resources, and complaints.~~

1. Review - ~~The compliance officer shall be responsible for the r~~ **R**Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions, and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including terminations.
2. Training - ~~The compliance officer shall be responsible for providing p~~ **P**Provisions of training for supervisors and staff to prevent, identify, and alleviate problems of employment discrimination.
3. Resources - ~~The compliance office shall be responsible to m~~ **M**aintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Complaints - ~~The compliance officer shall be responsible to m~~ **M**onitor and provide technical assistance to building principals or designees in processing complaints.

The building principal or ~~designee~~ **supervisor** shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from employees or third parties:



1. ~~Refer the complainant to the Compliance Officer to carry out these responsibilities, if the building principal is the subject of the complaint.~~ **If the building principal or supervisor is the subject of the complaint, refer the complainant to the Compliance Officer to carry out these responsibilities.**
2. Inform the employee or third party about this policy including the right to an investigation of both verbal and written complaints of discrimination.
3. Provide relevant information on resources available in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence and rape crisis programs, and community health resources including counseling resources.
4. **Immediately** ~~n~~Notify the Compliance Officer of the complaint ~~immediately~~. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another employee, the Compliance Officer, or an attorney and shall promptly assign the investigation to that individual.
5. **After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals,** ~~p~~Promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation. ~~after careful considerations of the allegations and in consultation with the Compliance Officer and other appropriate individuals.~~

## Guidelines

### Complaint Procedure – Employee/Third Party

#### **Step 1 – Reporting**

An employee or third party who believes s/he has been subject to conduct by any student, employee, or third party that constitutes a violation of this policy is encouraged to immediately report the ~~incident~~ **matter** to the building principal **or supervisor**. Any person with knowledge of conduct which may violate this policy is encouraged to immediately report the matter to the building principal **or supervisor**.

If the building principal **or supervisor** is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer. The complainant or reporting employee may be encouraged to use the district's report form available from the building principal, **supervisor** or Compliance Officer, or to ~~otherwise~~ put the complaint in writing; however, oral complaints shall be accepted, ~~first~~ documented ~~before~~ **acceptance** and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality, and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

#### **Step 2 – Investigation**

~~The investigator shall assess the anticipated scope of the investigation, who needs to be interviewed, and what records may be relevant to the investigation.~~ **The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.**

~~The investigator shall conduct an adequate, reliable, and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation.~~ **The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.**

**The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place outside of school or school-sponsored activities, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.**

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person reporting the alleged discrimination, parties, parents/guardians, and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly ~~inform law enforcement authorities about the allegations in accordance with existing procedures.~~ **inform law enforcement authorities about the allegations.**[13][20][21]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.

### Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation, or the availability of witnesses requires the investigator and the Compliance Officer to establish a different ~~deadline~~ **due date**. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated ~~deadline~~ **due date** during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy, and any other violation of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

**The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, including the recommended disposition within a reasonable time of the submission of the written report. within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.**

### Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are ~~proven and therefore~~ **established and** constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If an investigation results in a finding that a different law or Board policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.

### Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.
2. The **person-individual** receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused, and the investigator who conducted the initial investigation.

#### Miscellaneous

#### ~~Right to Alternative Complaint Procedure~~

~~Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies, or seeking redress under state or federal law.~~

#### ~~False Charges~~

~~School personnel who knowingly make false charges of harassment or retaliation shall be subject to disciplinary action, up to and including expulsion or discharge or civil action.[12]~~

#### Legal

1. 20 U.S.C. 1681 et seq
2. 29 U.S.C. 206
3. 29 U.S.C. 621 et seq
4. 29 U.S.C. 794
5. 42 U.S.C. 12101 et seq
6. 42 U.S.C. 1981 et seq
7. 42 U.S.C. 2000e et seq
8. 42 U.S.C. 2000ff et seq
9. 43 P.S. 336.3
10. 43 P.S. 951 et seq
11. U.S. Const. Amend. XIV, Equal Protection Clause
12. Pol. 317
13. Pol. 806
14. 29 CFR 1604.11
15. 29 CFR 1606.8
16. EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993
17. EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999
18. EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990
- 16 PA Code 44.1 et seq
- 28 CFR 35.140
- 28 CFR Part 41
- 29 CFR Parts 1600-1691

Last Modified by Linda Cherashore on February 21, 2019



Book	Policy Manual
Section	100 Programs
Title	Report Form for Complaints of Discrimination/Discriminatory Harassment (to be renamed Report Form for Complaints of Discrimination/Discriminatory Harassment-Employment Practices)
Code	104AG1
Status	First Reading
Adopted	August 1, 2015
Last Revised	January 22, 2018
Last Reviewed	January 22, 2018

Please download and complete the form below.

Last Modified by Linda Cherashore on February 21, 2019

# WEST CHESTER AREA SCHOOL DISTRICT

No. 104AG1

ADMINISTRATIVE GUIDELINE  
APPROVED: August 1, 2015  
REVISED: January 22, 2018

## 104AG1 REPORT FORM FOR COMPLAINTS OF DISCRIMINATION/DISCRIMINATORY HARASSMENT-EMPLOYMENT PRACTICES

Complainant: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
School Building: \_\_\_\_\_  
Date of Alleged Incident(s): \_\_\_\_\_

Alleged discrimination/**discriminatory harassment** was based on: \_\_\_\_\_  
\_\_\_\_\_

Name of person you believe violated the district's non-discrimination/**discriminatory harassment** policy: \_\_\_\_\_

If the alleged discrimination/**discriminatory harassment** was directed against another person, identify the other person:

\_\_\_\_\_

Describe the incident as clearly as possible, including any graphic, written, electronic, verbal or nonverbal acts (i.e. **e.g.** offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct), ~~and any actions or activities~~. Attach additional pages if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where **the alleged** incident(s) occurred: \_\_\_\_\_  
List any witnesses who were present: \_\_\_\_\_  
\_\_\_\_\_

This complaint is based on my honest belief that \_\_\_\_\_ has discriminated against me or another person. I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge

\_\_\_\_\_  
Complainant's Signature Date

\_\_\_\_\_  
Received By Date



Book	Policy Manual
Section	300 Employees
Title	Tobacco (to be renamed Tobacco/Nicotine)
Code	323
Status	Review
Adopted	August 1, 2015
Last Reviewed	January 28, 2015

### **Purpose**

The Board recognizes that tobacco, **nicotine and nicotine delivery products** presents a health and safety hazard that can have serious consequences for **the both** users and the nonusers and the safety **and environment** of the schools.

### **Definition**

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, **cigarillo, little cigar,** pipe, or other smoking product or material and smokeless tobacco in any form **including chewing tobacco, snuff, dip or dissolvable tobacco pieces.**[\[1\]](#)

**For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.**

For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

### **Authority**

The Board prohibits **use of** tobacco, **nicotine and nicotine delivery products use** by administrative, professional, and support employees in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.[\[1\]](#)[\[2\]](#)

**The Board also prohibits use of tobacco, nicotine and nicotine delivery products by district employees at school-sponsored activities that are held off school property. [1]**

~~The district shall annually notify employees about the Board's tobacco policy by distributing it through handbooks, newsletters, posted notices, and other efficient methods.~~[\[1\]](#)

### **Delegation of Responsibility**

**The Superintendent or designee shall notify employees about the Board's tobacco/nicotine policy by publishing information in handbooks, newsletters, posters, and other efficient methods such as posted notices, signs and on the district website. [1]**

### **Guidelines**

~~The Superintendent or designee may report incidents involving the sale of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. [3][4][5][6][7][8]~~

~~In accordance with state law, the Superintendent shall annually, by July 31, report incidents of possession, use, or sale of tobacco on school property to the Office for Safe Schools on the required form. [4][8]~~

Employees found in violation of this policy will be subject to appropriate disciplinary action. [9]

~~A smoking cessation program shall be provided at the expense of the employee.~~

**This policy does not prohibit the use of a patch, gum or lozenge as a smoking cessation product by any employee who has a written order by a physician.**

### **Reporting**

**The Superintendent shall annually, by July 31, report incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products on school property to the Office for Safe Schools on the required form. [3][4]**

### **Additional Provisions - Tobacco Only**

**The Superintendent or designee may report incidents involving the sale of tobacco to minors by employees on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies [3][4][5][6][7][8]**

Legal	1. 35 P.S. 1223.5
	2. 20 U.S.C. 7183
	3. 24 P.S. 1302.1-A
	4. 24 P.S. 1303-A
	5. 22 PA Code 10.2
	6. 22 PA Code 10.22
	7. 18 Pa. C.S.A. 6305
	8. Pol. 805.1
	9. Pol. 317
	20 U.S.C. 7181 et seq

Last Modified by Linda Cherashore on February 14, 2019



**WEST CHESTER AREA SCHOOL DISTRICT**  
**Property & Finance Committee**  
**February 25, 2019 - ACTION ITEMS**

**Approval of Change Orders - Renovations and Additions to Exton Elementary School and East Goshen Elementary School**

Approval is requested for the following change orders:

**Exton Elementary School**

GC-036	Install elevated slab at existing stairs to old generator room.	\$6,040.00
GC-037	Remove additional CMU at door 305, add lintel and new CMU.	\$4,766.00
GC-038	Added 3 additional courses of CMU at loading dock.	\$1,270.00
GC-039	Additional X-bracing in gym joist webs.	\$8,471.00
GC-040	Rebuild dumpster enclosure wall.	\$2,977.00
GC-041	Additional door hardware.	\$1,124.00
GC-042	Repair quarry tile floor at new storage room.	\$511.00
EC-008	Increase conduit and wiring size for kiln.	\$492.27
EC-009	Change area of Protection panel.	\$390.00
EC-010	Wire hot water heating pump.	\$481.50
EC-011	Add remote start wiring to generator package.	\$527.50
EC-012	Wire smoke damper for Art Rm.	\$1,644.00
EC-013	Rework existing electrical junction near door 114.	\$1,736.00
EC-014	Add grounding circuits to Phase 3 area circuits.	\$5,954.12
EC-015	Add occupancy controls, wiring to cafeteria, hallways.	\$11,711.51
EC-016	Add data drops, sensors, emergency lights to 4 modular classrooms.	\$7,659.24
EC-017	Purchase extra LED parking lights, bases.	\$3,800.00
EC-018	Provide and install 110 amp, 3-pole breaker for condensing unit #7.	\$1,457.77
EC-019	Disconnect exhaust fan shunt trip, provide 120v feed to Panel K.	\$734.75
EC-020	Disconnect makeup air shunt trip, connect to Ansul system.	\$550.00
EC-021	Add conduit and wiring to exhaust fan EF-20 to Panel F1.	\$1,298.00
EC-022	Re-wire feeds to 6 modular classrooms.	\$9,258.00
EC-023	Extend power, fire alarm, communications to future addition area.	\$3,890.00
EC-024	Credit for deleted work.	-\$2,697.00
MC-002	Add 3 shrouds for Ulvs in Rms. 303,304,305.	\$666.23
MC-003	Install drip pan in Tele-Data Rm.	\$1,484.63
MC-004	Replace damaged insulation on chilled water piping.	\$6,812.63
MC-005	Add 2 pressure transducers to hot water heating system.	\$3,567.94
MC-006	Provide and install duct detector for RTU-1.	\$3,366.31
MC-007	Add required panel to kitchen exhaust hood.	\$6,777.36
MC-008	Install FPV-14 in new speech rm.	\$14,043.44
MC-009	Add isolation valves to chilled water system.	\$15,436.35
MC-010	Install condensate lines from Ulvs to RWC.	\$2,159.26
MC-011	Increase pipe size in Area B.	\$19,916.68
MC-012	Insulation of Area B piping.	\$4,738.85
MC-013	Demolition and replacement of HVAC piping in Area C.	\$24,878.16
MC-014	Insulate new piping in Area C.	\$19,482.83
PC-010	Install 3" valve on main water line.	\$829.71
PC-011	Add check valves for ventilator condensate drains Area B.	\$1,297.53

Property & Finance Committee  
ACTION ITEMS 2/25/19

PC-012	Provide and install roof drain and piping, B, C roof.	\$4,305.88
PC-013	Add 3" water valve, Area C.	\$1,323.87
PC-014	Relocate new kitchen sink.	\$368.32
PC-015	Replace piping under existing sinks, C, E sections.	\$10,537.68
PC-016	Re-route kitchen exhaust, remove emergency generator exhaust.	\$1,143.79
PC-017	Repair clogged vent pipe.	\$2,065.21
PC-018	Add 2" ball valve to kitchen water supply line.	\$1,216.64
PC-019	Relocate sprinkler main in Rm. 406.	\$2,556.90
SC-006	Replace broken SW drains in playground.	\$3,500.00
SC-007	Remove dumpster enclosure wall.	\$1,200.00
SC-008	Excavate, steel tube, concrete for new school sign base.	\$4,200.00
SC-009	Additional street parking signs.	\$2,640.00
SC-010	Replace sidewalk damaged by construction.	\$2,200.00
SC-011	Extended height of fence enclosures.	\$5,606.00
RC-003	Replace soffit at loading dock.	\$6,302.00
RC-004	Install EPDM flashing material at new gym addition.	\$12,004.00
ADDITIONAL CLASSROOMS		
GC-001	Additional concrete.	\$1,017.00
GC-002	Provide astragals on doors C006, C007.	\$1,603.00
GC-003	Credit for District purchased fritz tile.	-\$14,000.00
GC-004	Install new bulkhead at C005A doors.	\$986.00
GC-005	Provide and install additional lintels.	\$1,277.00
MC-001	Adjust and repair existing sanitary line.	\$912.78

**East Goshen Elementary School**

EC-001	Replace Panel LS2 with fusible panelboard.	\$2,395.80
EC-002	Add enclosure to emergency generator.	\$3,949.00
EC-003	Change remote wiring to generator plug.	\$257.00
EC-004	Add remote start control for generator and receptacle.	\$4,706.00
EC-005	Pull 600' run of isolated ground cable for Panel DP.	\$3,602.00
EC-006	Rework existing generator panels.	\$5,792.00
EC-007	Relocate electric to relocated RTU.	\$4,406.00
EC-008	Replace 3-way light switches with low voltage control switches.	\$396.00
EC-009	Additional fire alarm device installed.	\$19,420.99
EC-010	Reconstruct circuits to existing panel HVP-1.	\$5,419.33
EC-011	Refeed power feed to portable classrooms.	\$847.59
EC-012	Additional fire alarm devices.	\$15,584.00
EC-013	Rewire switching of lighting in conference room.	\$357.79
EC-014	Rewire lighting in faculty dining area.	\$832.72
EC-015	Troubleshoot and partial rewire of existing PA system.	\$3,238.65
EC-016	Synchronize existing fire alarm system.	\$8,510.20
MC-001	Relocate RTU-1.	\$2,701.23
MC-002	Credit for equipment curbs in lieu of isolation rails.	-\$4,750.00
PC-001	Re-route existing Kindergarten room sink drain.	\$3,185.00
PC-002	Re-route existing RWC at Area A/B new addition.	\$6,282.00
AAC-001	Revise method of floor tile removal.	\$16,824.00

I so move.

**Approval of 2019-20 E-Rate Bids**

Approval is requested to approve the following 2019-20 E-Rate Bids from the following vendors:

<u>En-Net Services</u>	Axiom Fiber Optic Transceivers	\$ 16,011.30
<u>CDWG</u>	Aruba/HPE Wireless Access Points and Network Switches	\$258,863.03

*I so move.*

**Approval of the 2019-20 Technology Projects in the Capital Reserve Fund**

Approval is requested for the 2019-20 technology projects in the Capital Reserve Fund not to exceed a total budget of \$4,035,336.00.

*I so move.*

**Committee Meeting Minutes**  
**WEST CHESTER AREA SCHOOL DISTRICT**  
**February 19, 2019 – Property & Finance Committee**

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

Other Board Members: Ms. Joyce Chester, Mr. Chris McCune, Mr. Randell Spackman, Mrs. Sue Tiernan

Administration: Mr. John Scully, Dr. James Scanlon, Mr. Kevin Campbell, Mr. Michael Wagman, Mr. Justin Matys, Ms. Chong Lee

Also Present: Members of the public

<b>Action or outcomes from the meeting: (Unless noted, all votes were 3-0 – Dr. Shaw absent.)</b>										
The committee approved the January 22, 2019 Property & Finance Committee Minutes.	Mr. Bevilacqua									
Mr. Scully reviewed the Budget Forecast Model. The change to the 2018-19 expense projection was a reduction in salaries expense of \$150,000 related to facilities. Changes to the 2018-19 revenue projections were increases in current real estate revenue of \$425,000 and investment income of \$250,000. The net savings for 2018-19 is \$825,000. The savings resulting from changes to the 2018-19 projections will be utilized to reduce the 2019-20 budget gap. Mr. Scully reviewed the changes to the 2019-20 budget projections, which include the removal of expenses and offsetting revenue related to the safety grant submitted to the State in the fall of 2018. The State has reduced the amount of funds available for Safety grants and have asked Districts to revise their grant application. The reduction in grant expenses were for the removal of the expansion to the APT program and Technology equipment. Mr. Scully reviewed the Financial Summary – All funds on page 33 of the model. With the incorporation of the above changes, the summary of all funds analysis showed a net gap in 2019-20 of \$2,611,000 assuming a tax increase up to the ACT 1 limit. Mr. Scully reviewed page 29 of the model for the Capital Reserve funds. This schedule shows the transfers from the general fund, which increase by a four percent factor for each budget year. Mr. Scully pointed out the technology expense line item and how the budget amounts for the 2019-20 through 2022-23 budget years were adjusted to reflect an acceleration of the District’s projector replacement project. The Technology budgets for the 2019-20 & 2020-21 years were increased and the budgets for 2021-22 & 2022-23 were decreased to accommodate the projector replacement project.	Mr. Scully									
Mr. Wagman presented the 2019-2020 technology projects in the capital reserve fund. The budget represents the District’s ongoing commitment to keep most technologies four years old or newer, as well as continued expansion of the student 1:1 program. Addressing other critical areas, Mr. Wagman provided information for an expenditure of \$30,000 to add ten additional security cameras to each of the three high schools. Principals report that these cameras have been extremely valuable tools in resolving discipline issues and enhancing building security. The capital budget proposal includes a strategy to accelerate replacement of the projection systems in the classrooms. Replacement over five years would cause significant hardship to teachers currently using the aging projectors. We believe we can replace the projectors in all of the classrooms over two years, while staying within current capital projections through the mid-2020s. The 2019-20 Technology Capital Budget requested totals \$4,035,336. The committee recommended approval of the 2019-20 Technology Capital Budget in the amount of \$4,035,336.	Mr. Wagman									
Mr. Wagman presented the Committee with the 2019-20 E-rate bids, and recommended approval of the following vendors: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><u>En-Net Services</u></td> <td style="width: 55%;">Axiom Fiber Optic Transceivers</td> <td style="width: 30%; text-align: right;">\$ 16,011.30</td> </tr> <tr> <td><u>CDWG</u></td> <td>Aruba/HPE Wireless</td> <td></td> </tr> <tr> <td></td> <td>Access Points and Network Switches</td> <td style="text-align: right;">\$258,863.03</td> </tr> </table> <p>The cost quoted does not factor in a 40 percent E-Rate subsidy the District would receive pending approval of the District’s E-Rate funding request. These vendors submitted the lowest price for the product lines that meet District needs and network specifications. The committee recommended approval of the 2019-20 E-rate bids to En-Net Services for Axiom fiber optic transceivers and CDWG for Aruba/HPE Wireless and Access Points and Network Switches.</p>	<u>En-Net Services</u>	Axiom Fiber Optic Transceivers	\$ 16,011.30	<u>CDWG</u>	Aruba/HPE Wireless			Access Points and Network Switches	\$258,863.03	Mr. Wagman
<u>En-Net Services</u>	Axiom Fiber Optic Transceivers	\$ 16,011.30								
<u>CDWG</u>	Aruba/HPE Wireless									
	Access Points and Network Switches	\$258,863.03								
Mr. Campbell presented schematic designs of Greystone Elementary School. These schematic designs included site plans, elevation & aerial drawings, and floor plans. Mr. Campbell reviewed the layout of the Building and the flow for students and staff.	Mr. Campbell									
<b>Items to be placed on board agenda 2/25/19:</b>										
<ul style="list-style-type: none"> <li>• Approval of the 2019-20 Technology Projects in the Capital Reserve Fund</li> <li>• Approval of 2019-20 E-Rate Bids</li> </ul>										
<b>MEMO items for board agenda 2/25/19:</b>										
<ul style="list-style-type: none"> <li>• Approval of Change Orders – Renovations and Additions to Exton and East Goshen Elementary Schools</li> </ul>										
<b>Items to discuss at a later date:</b>										

**Next Meeting Date: Monday, March 18, 2019**

**WEST CHESTER AREA SCHOOL DISTRICT**

**February 25, 2019 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, 2019 to January 31, 2019**

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, 2019 totaling \$17,786,267.92.

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, 2019

CASH BALANCE DECEMBER 31, 2018 \$ 16,319,807.27

RECEIPTS JANUARY 1, 2019 - JANUARY 31, 2019

GENERAL FUND	\$	16,674,030.17		
CAPITAL RESERVE FUND	\$	101,238.49		
CAPITAL RESERVE FUND- FACILITIES	\$	-		
CAPITAL PROJECTS FUND	\$	2,000,000.00		
SPECIAL REVENUE FUND-ATHLETICS	\$	18,167.00		
TRUST FUNDS	\$	4,918.50		
TOTAL RECEIPTS JANUARY 1, 2019 - JANUARY 31, 2019				\$ <u>18,798,354.16</u>
AVAILABLE FUNDS JANUARY 1, 2019 - JANUARY 31, 2019				\$ 35,118,161.43

DISBURSEMENTS JANUARY 1, 2019 - JANUARY 31, 2019

CHECKS & EFT'S APPROVED FEBRUARY 25, 2019 ck #40066350,ck #40066351-40066444,ck #40066445-40066665,ck #40066666-40066821,ck #40066822-40066971,eft #V1002552-V1002559,eft #V1002560-V1002585,eft #V1002586-V1002613,eft #V1002614-V1002632

	<u>CHECKS</u>	<u>EFT'S</u>	<u>TOTAL</u>
GENERAL FUND	4,605,789.59	95,464.45	4,701,254.04
CAPITAL RESERVE FUNDS	201,487.11	123,116.09	324,603.20
CAPITAL PROJECTS FUND	882,525.78	6,655.26	889,181.04
SPECIAL REVENUE FUND-ATHLETICS	13,340.60	-	13,340.60
TRUST FUNDS	8,562.64	-	8,562.64
TOTAL	5,711,705.72	225,235.80	5,936,941.52

VOIDS AND OTHER DISBURSEMENTS JANUARY 1, 2019 - JANUARY 31, 2019

	<u>VOIDS</u>	<u>DEBIT MEMOS</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	(4,720.56)	11,266,240.60	-	11,261,520.04
CAPITAL RESERVE FUND	-	-	-	-
CAPITAL PROJECTS FUND	-	-	-	-
SPECIAL REVENUE FUND-ATHLETICS	-	-	-	-
TRUST FUNDS	-	-	-	-
TOTAL	(4,720.56)	11,266,240.60	-	11,261,520.04

TOTAL DISBURSEMENTS JANUARY 1, 2019 - JANUARY 31, 2019

	<u>CHECKS/VOIDS</u>	<u>EFT'S/DEBIT MEMOS</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	4,601,069.03	11,361,705.05	-	15,962,774.08
CAPITAL RESERVE FUND	201,487.11	123,116.09	-	324,603.20
CAPITAL PROJECTS FUND	882,525.78	6,655.26	-	889,181.04
SPECIAL REVENUE FUND-ATHLETICS	13,340.60	-	-	13,340.60
TRUST FUNDS	8,562.64	-	-	8,562.64
TOTAL	5,706,985.16	11,491,476.40	-	17,198,461.56

CASH BALANCE JANUARY 31, 2019 \$ 17,919,699.87

WEST CHESTER AREA SCHOOL DISTRICT  
DISBURSEMENT APPROVAL REPORT  
JANUARY 31, 2019

	<u>VOIDS</u>	<u>DEBIT MEMOS</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	(4,720.56)	11,266,240.60	-	11,261,520.04
CAPITAL RESERVE FUND	-	-	-	-
CAPITAL PROJECTS FUND	-	-	-	-
SPECIAL REVENUE FUND-ATHLETICS	-	-	-	-
TRUST FUNDS	-	-	-	-
TOTAL	(4,720.56)	11,266,240.60	-	11,261,520.04

CHECKS & EFT'S APPROVED FEBRUARY 25, 2019 ck #40066350,ck #40066351-40066444,ck #40066445-40066665,ck #40066666-40066821,ck #40066822-40066971,eft #V1002552-V1002559,eft #V1002560-V1002585,eft #V1002586-V1002613,eft #V1002614-V1002632

	<u>CHECKS</u>	<u>EFT'S</u>	<u>TOTAL</u>
GENERAL FUND	4,605,789.59	95,464.45	4,701,254.04
CAPITAL RESERVE FUND	201,487.11	123,116.09	324,603.20
CAPITAL PROJECTS FUND	882,525.78	6,655.26	889,181.04
SPECIAL REVENUE FUND-ATHLETICS	13,340.60	-	13,340.60
TRUST FUNDS	8,562.64	-	8,562.64
TOTAL	5,711,705.72	225,235.80	5,936,941.52

TOTAL DISBURSEMENTS FOR APPROVAL FEBRUARY 25, 2019

	<u>CHECKS/ VOIDS</u>	<u>DEBIT MEMOS/ EFT'S</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	4,601,069.03	11,361,705.05	-	15,962,774.08
CAPITAL RESERVE FUND	201,487.11	123,116.09	-	324,603.20
CAPITAL PROJECTS FUND	882,525.78	6,655.26	-	889,181.04
SPECIAL REVENUE FUND-ATHLETICS	13,340.60	-	-	13,340.60
TRUST FUNDS	8,562.64	-	-	8,562.64
TOTAL	5,706,985.16	11,491,476.40	-	17,198,461.56

## INVESTMENT BALANCE STATEMENT

Page 3

**END-OF-MONTH: January 31, 2019**

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		*	2.17%	7,405,586.36	12,633.92	6,774,623.51
INVEST-Tax Appeals Fund	INVEST 4-001		*	2.41%	277,889.56	572.74	278,462.30
CRIMs General Fund	Fulton Financial		*		<u>119,427,389.68</u>	254,820.44	<u>107,482,210.12</u>
	<i>TOTAL GENERAL FUND AT INTEREST =</i>				127,110,865.60		114,535,295.93
 <b><u>CAPITAL RESERVE FUND</u></b>							
WT Maint. Escrow 164-46	PLGIT/ARM Escr 164-46	6/2/10	*	2.32%	2,496.04	158.68	2,654.72
East Bradford Escrow 164-54	PLGIT/ARM 164-54	7/2/13	*	2.32%	2,545.55	163.37	2,708.92
WWT Maint. Escrow 164-60	PLGIT/ARM 164-60	4/25/16	*	2.32%	27,862.86	1,965.05	29,827.91
G.O.B. Series of 2018 164-66	PLGIT/ARM 164-66	10/1/18	*	2.32%	30,912.77	13,676.96	44,589.73
CRIMs Capital Projects	Fulton Financial		*		<u>18,448,124.10</u>	65,498.29	<u>18,513,622.39</u>
	<i>TOTAL CAPITAL RESERVE FUND AT INTEREST =</i>				18,511,941.32		18,593,403.67
 <b><u>CAPITAL PROJECT FUND INVESTMENTS</u></b>							
WT Maint. Escrow 164-46	PLGIT/ARM Escr 164-46	6/2/10	*	2.32%	78,000.00		78,000.00
East Bradford Escrow 164-54	PLGIT/ARM 164-54	7/2/13	*	2.32%	80,328.50		80,328.50
WWT Maint. Escrow 164-60	PLGIT/ARM 164-60	4/25/16	*	2.32%	968,991.10		968,991.10
G.O.B. Series of 2018 164-66	PLGIT/ARM 164-66	10/1/18	*	2.32%	<u>7,813,267.87</u>		<u>5,813,267.87</u>
	<i>TOTAL CAPITAL PROJECT FUND AT INTEREST =</i>				8,940,587.47		6,940,587.47

\*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	40066350	01/03/2019	080031	PACIFIC LIFE	\$29,006.00
01 - Total					\$29,006.00
Overall - Total					\$29,006.00

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066351	01/10/2019	1006947	A. G. MAURO COMPANY	\$1,180.00
	40066352	01/10/2019	001525	ADI	\$335.08
	40066353	01/10/2019	1001574	AG INDUSTRIAL, INC.	\$204.83
	40066354	01/10/2019	1003432	AHOLD FINANCIAL SERVICES	\$336.20
	40066356	01/10/2019	007075	AQUA PA	\$16,346.86
	40066359	01/10/2019	009710	B & H PHOTO	\$59.96
	40066360	01/10/2019	9598	BACON, MICHAEL	\$71.00
	40066361	01/10/2019	9560	BARTON, JOHN	\$120.00
	40066362	01/10/2019	10213	BEAMON, JOHN	\$60.00
	40066363	01/10/2019	10318	BETLEY, RUDY	\$71.00
	40066365	01/10/2019	015300	BOROUGH OF WEST CHESTER	\$1,304.57
	40066366	01/10/2019	10111	BORTZ, DAVID	\$57.00
	40066367	01/10/2019	10066	BOWE, ERIC	\$71.00
	40066369	01/10/2019	10379	CASEY, TOM	\$60.00
	40066373	01/10/2019	10293	CLAY, KEVIN	\$71.00
	40066374	01/10/2019	9579	CUTRONA, MARK	\$71.00
	40066375	01/10/2019	1007107	DECKER EQUIPMENT / SCHOOL FIX	\$72.03
	40066376	01/10/2019	9133	DEGARAVILLA, LAWRENCE	\$60.00
	40066377	01/10/2019	1008541	DELCO HOOPS SHOWCASE	\$175.00
	40066378	01/10/2019	032540	DELL COMPUTER CORPORATION	\$679.90
	40066379	01/10/2019	1007800	DIMARCO, DON & DIANE	\$630.00
	40066380	01/10/2019	10464	DORLEY, ANDY	\$57.00
	40066381	01/10/2019	1005918	DOWNINGTOWN WEST WRESTLING	\$325.00
	40066382	01/10/2019	1006669	EAI EDUCATION	\$282.45
	40066383	01/10/2019	1007871	EBS HEALTHCARE INC.	\$9,506.28
	40066385	01/10/2019	042520	FERGUSON ENT., INC. #501	\$694.39
	40066386	01/10/2019	10716	FORD, BARBRA J.	\$57.00
	40066388	01/10/2019	1001934	GAGE-IT, INC.	\$200.66
	40066389	01/10/2019	10677	GAL, LARRY	\$60.00
	40066391	01/10/2019	1006249	GENERAL HEALTHCARE RESOURCES, INC.	\$13,832.70
	40066392	01/10/2019	048030	GEYER INSTRUCTIONAL AIDS	\$517.92
	40066393	01/10/2019	1008588	GLOBAL SPORTS ACADEMY	\$225.00
	40066394	01/10/2019	050075	GREAT AMERICA FINANCIAL SERVICES	\$2,388.71
	40066395	01/10/2019	1002638	GREAT VALLEY MIDDLE SCHOOL	\$476.00
	40066396	01/10/2019	10286	GREEN, RON	\$71.00
	40066399	01/10/2019	10718	HERRON, WILLIAM	\$57.00
	40066400	01/10/2019	9211	HILBERT, MATTHEW	\$71.00
	40066401	01/10/2019	10157	HOOVEN, RICHARD	\$60.00
	40066403	01/10/2019	1000345	KADES-MARGOLIS CAPITAL	\$200.00

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066404	01/10/2019	065200	KRAPF JR & SON INC GEORGE	\$701,069.48
	40066406	01/10/2019	1000346	LINCOLN INVESTMENT PLANNING, INC.	\$425.00
	40066407	01/10/2019	10072	MATTIONI, RICHARD	\$120.00
	40066409	01/10/2019	10382	MCDOUGALL, BILL	\$142.00
	40066410	01/10/2019	9612	MCKNETT, CHUCK	\$60.00
	40066414	01/10/2019	10723	MEACHAM, MARLIN	\$142.00
	40066415	01/10/2019	1000348	METROPOLITAN LIFE INSURANCE CO.	\$138.89
	40066417	01/10/2019	10580	MURPHY, COLIN	\$71.00
	40066418	01/10/2019	1007745	NEARPOD INC	\$1,610.00
	40066419	01/10/2019	1008130	OPTIV SECURITY INC	\$4,285.25
	40066420	01/10/2019	081098	PA DECA	\$560.00
	40066422	01/10/2019	082150	PECO ENERGY COMPANY	\$175,261.79
	40066423	01/10/2019	081373	PA MATHEMATICS LEAGUE	\$130.00
	40066425	01/10/2019	1000062	PHEAA	\$478.37
	40066428	01/10/2019	9952	RISOLI, BOB	\$60.00
	40066429	01/10/2019	10285	ROKINS, LEMMEY	\$71.00
	40066430	01/10/2019	9823	RUDICK, BILL	\$60.00
	40066431	01/10/2019	087815	SHOP RITE OF W.C.	\$16.49
	40066432	01/10/2019	9809	SMITH, JAMES, JR.	\$71.00
	40066433	01/10/2019	10077	STERLING, DARRELL	\$71.00
	40066434	01/10/2019	1001324	US DEPT. OF EDUCATION AWG	\$317.00
	40066435	01/10/2019	10194	VERNA, JOE	\$60.00
	40066436	01/10/2019	095330	WALLINGFORD SWARTHMORE S. D.	\$245.00
	40066437	01/10/2019	9582	WEBB, JIM	\$60.00
	40066438	01/10/2019	9177	WEBER, ROBERT	\$60.00
	40066439	01/10/2019	1000059	WEST CHESTER ED SUPPORT PERSONNEL	\$3,282.05
	40066440	01/10/2019	1000058	TRUMARK FCU	\$1,285.60
40066444	01/10/2019	1007278	WILMINGTON TRUST	\$520.00	
<b>01 - Total</b>					<b>\$941,791.46</b>
22	40066356	01/10/2019	007075	AQUA PA	\$352.23
	40066370	01/10/2019	021581	CDW GOVERNMENT, INC	\$14,820.00
	40066422	01/10/2019	082150	PECO ENERGY COMPANY	\$5,961.56
<b>22 - Total</b>					<b>\$21,133.79</b>
29	40066357	01/10/2019	9102	ARCHAMBAULT, RAYMOND	\$57.00
	40066358	01/10/2019	9378	ASDOURIAN, DEKE	\$71.00
	40066364	01/10/2019	9528	BEY, SHARON	\$71.00
	40066366	01/10/2019	10111	BORTZ, DAVID	\$57.00

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount	
29	40066368	01/10/2019	9257	BRIM, WILLIAM	\$57.00	
	40066371	01/10/2019	10524	CENSULLO, AMANDA	\$71.00	
	40066372	01/10/2019	10377	CIRILLO, JR., JOSEPH	\$57.00	
	40066380	01/10/2019	10464	DORLEY, ANDY	\$57.00	
	40066384	01/10/2019	10320	ELLIOTT, REBEKAH	\$52.00	
	40066386	01/10/2019	10716	FORD, BARBRA J.	\$57.00	
	40066387	01/10/2019	10202	FULLER, NANCY	\$72.00	
	40066390	01/10/2019	9593	GATTA, JON	\$71.00	
	40066396	01/10/2019	10286	GREEN, RON	\$71.00	
	40066397	01/10/2019	9178	GRIMES, JOHN	\$57.00	
	40066398	01/10/2019	9126	HARR, HARVEY	\$52.00	
	40066402	01/10/2019	10098	INGRAHAM, STU	\$71.00	
	40066405	01/10/2019	10386	LANDIS, ALEX	\$71.00	
	40066408	01/10/2019	10539	MCCUBBIN, DAVE	\$52.00	
	40066411	01/10/2019	10576	MCMAHON, COLLEEN	\$72.00	
	40066412	01/10/2019	9800	MCMONAGLE, JOE	\$71.00	
	40066413	01/10/2019	9833	MCNICHOL, JOHN	\$128.00	
	40066416	01/10/2019	10309	MOORE, BRYANT	\$71.00	
	40066421	01/10/2019	9128	PARKER, CHARLEY	\$164.00	
	40066424	01/10/2019	9198	PERRY, STEVEN, SR	\$71.00	
	40066426	01/10/2019	10226	PORRECA, ANTHONY	\$50.00	
	40066427	01/10/2019	9182	REED, BILL	\$57.00	
	40066441	01/10/2019	9949	WHINNERY, HUGH	\$57.00	
	40066442	01/10/2019	9947	WILLIAMS, DAVE	\$82.00	
	40066443	01/10/2019	9087	WILLIAMS, JOHN, JR	\$71.00	
	<b>29 - Total</b>					<b>\$2,018.00</b>
	50	80036806	01/10/2019	009710	B & H PHOTO	\$119.89
80036807		01/10/2019	090800	STUDENT REFUNDS & REIMBURSEMENT	\$350.00	
80036808		01/10/2019	1007496	FIREHOUSE DONUTS, LLC	\$114.15	
80036809		01/10/2019	1002687	NAT. ACADEMIC QUIZ TOURN., LLC	\$169.00	
80036810		01/10/2019	081098	PA DECA	\$10,920.00	
80036811		01/10/2019	1008311	SPRINGHILL SUITES	\$2,169.23	
80036812		01/10/2019	1008599	VENDINI INC	\$500.00	
80036813		01/10/2019	096742	WEST CHESTER UNIVERSITY	\$280.00	
80036814		01/10/2019	1007446	WORLD CLASS VACATIONS	\$44,005.00	
<b>50 - Total</b>					<b>\$88,627.27</b>	
<b>Overall - Total</b>					<b>\$1,023,570.52</b>	

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

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1002552	01/10/2019	1002819	BLUE DOG PRINTING AND DESIGN	\$100.00
	V1002553	01/10/2019	019790	CAPSTONE PRESS	\$1,184.17
	V1002554	01/10/2019	021100	CAROLINA BIOLOGICAL	\$194.84
	V1002555	01/10/2019	030700	DAILY LOCAL NEWS	\$94.39
	V1002556	01/10/2019	032952	DENNEY ELECTRIC SUPPLY	\$2,445.48
	V1002557	01/10/2019	030755	DGF PRODUCTS	\$13,066.57
	V1002558	01/10/2019	043490	FOLLETT LIBRARY RESOURCES	\$364.61
	V1002559	01/10/2019	051180	GOSHEN SIGN PRODUCTS	\$125.00
<b>01 - Total</b>					<b>\$17,575.06</b>
<b>Overall - Total</b>					<b>\$17,575.06</b>

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066445	01/16/2019	9539	ABPLANALP, DICK	\$60.00
	40066446	01/16/2019	001164	ACP DIRECT	\$134.65
	40066447	01/16/2019	1003432	AHOLD FINANCIAL SERVICES	\$499.96
	40066448	01/16/2019	091740	TAX REFUNDS	\$1,250.03
	40066449	01/16/2019	1004912	ALTA LANGUAGE SERVICES, INC.	\$4,222.75
	40066450	01/16/2019	004560	ACSL	\$350.00
	40066451	01/16/2019	007075	AQUA PA	\$7,092.68
	40066452	01/16/2019	9102	ARCHAMBAULT, RAYMOND	\$60.00
	40066453	01/16/2019	008510	ASCD	\$89.00
	40066455	01/16/2019	1004484	BARBACANE THORNTON & COMPANY	\$8,600.00
	40066456	01/16/2019	10726	BARNES, BRITTANY	\$60.00
	40066457	01/16/2019	1006591	BAYADA HOME HEALTH CARE	\$2,287.50
	40066458	01/16/2019	10724	BEAMON, DAVID J.	\$60.00
	40066460	01/16/2019	1007468	BENEFIT RESOURCE, INC.	\$233.75
	40066461	01/16/2019	012700	BERKHEIMER ASSOC H A	\$3,678.77
	40066463	01/16/2019	1008511	BERKS DEAF AND HARD OF HEARING	\$26,234.89
	40066467	01/16/2019	1004955	BRADLEY, SANDRA	\$435.83
	40066468	01/16/2019	017290	BUCKS COUNTY IU #22	\$43,675.00
	40066469	01/16/2019	1007181	BUSINESSOLVER.COM, INC.	\$1,829.70
	40066470	01/16/2019	1002593	CAMPBELL, JOHN	\$195.00
	40066471	01/16/2019	10042	CAMPBELL, JOHN	\$195.00
	40066472	01/16/2019	10083	CAREW, JOHN	\$71.00
	40066473	01/16/2019	1001439	CARRIER CORPORATION	\$4,884.00
	40066474	01/16/2019	023650	CHESTER COUNTY FAMILY ACADEMY	\$58,983.69
	40066475	01/16/2019	023755	CHESTER COUNTY INT UNIT # 24	\$50,201.22
	40066478	01/16/2019	091740	TAX REFUNDS	\$6,301.25
	40066480	01/16/2019	091740	TAX REFUNDS	\$111.51
	40066481	01/16/2019	1004703	COMSTAR TECHNOLOGIES	\$17,090.59
	40066482	01/16/2019	028175	CONCEPT SCHOOL, THE	\$2,950.00
	40066484	01/16/2019	029320	CORESOURCE, INC.	\$1,619.80
	40066485	01/16/2019	1008284	CRITICARE HOME HEALTH & NURSING SRV	\$192.50
	40066487	01/16/2019	030660	CURRICULUM ASSOCIATES INC	\$108.39
	40066488	01/16/2019	9579	CUTRONA, MARK	\$71.00
	40066489	01/16/2019	1006843	D. ARMSTRONG INSTALLATIONS	\$3,260.00
	40066491	01/16/2019	032180	DELAWARE COUNTY I. U.	\$6,201.64
	40066493	01/16/2019	1001584	DELTA-T GROUP, INC.	\$87,681.93
	40066494	01/16/2019	9095	DI FELICE, RICHARD	\$50.00
	40066495	01/16/2019	9345	DIFRANKS, NICK	\$71.00
	40066496	01/16/2019	1005210	DIRECT ENERGY BUSINESS	\$2.57

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066498	01/16/2019	1007871	EBS HEALTHCARE INC.	\$6,494.04
	40066499	01/16/2019	1008353	EI US LLC / LEARN WELL SERVICES	\$409.50
	40066501	01/16/2019	040083	ELWYN INC	\$2,465.25
	40066503	01/16/2019	042490	FEDERAL EXPRESS CORP	\$24.11
	40066504	01/16/2019	1007608	FICK EDUCATIONAL SERVICES, LLC	\$1,950.00
	40066505	01/16/2019	091740	TAX REFUNDS	\$1,396.32
	40066506	01/16/2019	1008368	FLEXIP SOLUTIONS INC	\$4,749.65
	40066508	01/16/2019	091740	TAX REFUNDS	\$577.29
	40066509	01/16/2019	1006249	GENERAL HEALTHCARE RESOURCES, INC.	\$36,779.88
	40066510	01/16/2019	048600	GLEN MILLS SCHOOL	\$4,275.00
	40066511	01/16/2019	050075	GREAT AMERICA FINANCIAL SERVICES	\$3,249.39
	40066512	01/16/2019	050830	GREEN VALLEY BOOK COMPANY	\$1,484.61
	40066513	01/16/2019	1007020	H. C. NYE SERVICE CO.	\$2,640.00
	40066514	01/16/2019	052245	HANSON AGGREGATES PENNSYLVANIA	\$196.92
	40066516	01/16/2019	1002042	HEISER LOGISTICS	\$659.77
	40066517	01/16/2019	1003588	HENDERSON TRACK AND FIELD	\$300.00
	40066518	01/16/2019	1000476	HERSHEY LODGE & CONVENTION CENTER	\$2,657.88
	40066519	01/16/2019	10725	HEWITT, JOSEPH	\$51.00
	40066521	01/16/2019	054645	HILLYARD, INC.	\$1,927.40
	40066522	01/16/2019	091740	TAX REFUNDS	\$502.75
	40066523	01/16/2019	1007751	IBM CORPORATION	\$720.00
	40066525	01/16/2019	1007442	INSIGHT WORKFORCE SOLUTIONS LLC	\$31,786.97
	40066526	01/16/2019	1008507	INTEGRITY WORKFORCE SOLUTIONS INC	\$36,180.48
	40066527	01/16/2019	059550	INTERSTATE TAX SERVICE, INC.	\$905.94
	40066528	01/16/2019	1007899	J. APPLESEED	\$877.80
	40066529	01/16/2019	1003648	JAMF SOFTWARE	\$27,735.00
	40066530	01/16/2019	060400	JAMISON, PHILIP	\$375.00
	40066533	01/16/2019	1007560	JEFF MAPES PHOTOGRAPHY	\$337.99
	40066534	01/16/2019	1007504	JUST THERAPY, LLC	\$35.00
	40066535	01/16/2019	062600	KEEN COMPRESSED GAS CO	\$156.45
	40066536	01/16/2019	063024	KEN-CREST SERVICES	\$70.50
	40066537	01/16/2019	10306	KENNETT, BRETT	\$126.00
	40066538	01/16/2019	1003131	KEYSTONE STATE READING ASSOC.	\$35.00
	40066539	01/16/2019	065200	KRAPF JR & SON INC GEORGE	\$877.81
	40066541	01/16/2019	065915	LANGUAGE SERVICES ASSOCIATES	\$836.95
	40066542	01/16/2019	10166	LARKIN, MIKE	\$57.00
	40066543	01/16/2019	084521	LEARNING ALLY	\$4,479.00
	40066544	01/16/2019	1008333	LIFE INSURANCE CO OF NORTH AMERICA	\$7,608.00
	40066547	01/16/2019	1005143	MAILROOM SYSTEMS, INC.	\$223.91

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066548	01/16/2019	9521	MANCINI, ANGELO	\$100.00
	40066549	01/16/2019	091740	TAX REFUNDS	\$406.74
	40066550	01/16/2019	1007760	MATTHEWS PAOLI FORD	\$140.73
	40066554	01/16/2019	1008460	MCENTIRE, JAMES MR. & MRS.	\$375.00
	40066555	01/16/2019	9612	MCKNETT, CHUCK	\$72.00
	40066556	01/16/2019	10576	MCPMAHON, COLLEEN	\$72.00
	40066557	01/16/2019	073020	MCMASER-CARR SUPPLY CO	\$140.36
	40066560	01/16/2019	081620	M-F ATHLETIC COMPANY, INC.	\$1,508.15
	40066561	01/16/2019	10727	MIDDLETON JR., ARNOLD	\$57.00
	40066562	01/16/2019	1003302	MILAGRE KIDS SCHOOL, INC., THE	\$13,600.00
	40066563	01/16/2019	1000730	MODERNFOLD/STYLES, INC.	\$4,263.00
	40066564	01/16/2019	076030	MOORE MEDICAL/MCKESSON	\$205.54
	40066566	01/16/2019	1008578	MOSS WITMYER, THERESA ANNE	\$200.00
	40066568	01/16/2019	091740	TAX REFUNDS	\$2,062.80
	40066569	01/16/2019	1007745	NEARPOD INC	\$3,000.00
	40066570	01/16/2019	1008585	NORTHERN LEBANON SCHOOL DISTRICT	\$325.00
	40066571	01/16/2019	1008577	N-TECH SYSTEMS INC	\$310.00
	40066573	01/16/2019	1007199	OFFICE SUPPLY.COM	\$124.08
	40066575	01/16/2019	9626	O'NEILL, KYLE	\$71.00
	40066577	01/16/2019	079961	ORIENTAL TRADING CO., INC	\$219.53
	40066578	01/16/2019	080190	PA DEPT OF LABOR & INDUSTRY-B	\$580.51
	40066579	01/16/2019	1007006	PARENTS OF PENNSBURY WRESTLING	\$250.00
	40066581	01/16/2019	080435	PASPA	\$645.00
	40066583	01/16/2019	080622	PATHWAY SCHOOL, THE	\$9,175.82
	40066584	01/16/2019	1007748	PAYSCHOOLS	\$956.00
	40066585	01/16/2019	082150	PECO ENERGY COMPANY	\$228.49
	40066586	01/16/2019	080977	PENN JERSEY PAPER COMPANY	\$220.00
	40066588	01/16/2019	1008062	PERSON DIRECTED CLINICAL SERVICES	\$1,100.00
	40066589	01/16/2019	1003736	PETROLEUM TRADERS CORP.	\$1,082.49
	40066590	01/16/2019	081155	PIAA FOUNDATION	\$13.00
	40066591	01/16/2019	082445	PIPE LINE PLASTICS, INC	\$20.03
	40066592	01/16/2019	10226	PORRECA, ANTHONY	\$50.00
	40066593	01/16/2019	1007600	POWERSCHOOL GROUP LLC	\$60,600.00
	40066594	01/16/2019	1005348	PREPARING ADOLESCENTS WITH AUTISM	\$40,200.00
	40066595	01/16/2019	1008217	PRIMO HOAGIES	\$115.98
	40066596	01/16/2019	1000303	PROQUEST	\$1,200.00
	40066597	01/16/2019	10310	REED, SCOTT	\$71.00
	40066598	01/16/2019	9103	REILLY, JOHN	\$107.00
	40066599	01/16/2019	1005844	RELIANCE STANDARD LIFE	\$14,957.95



## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066600	01/16/2019	084798	RENAISSANCE ACADEMY	\$3,155.13
	40066601	01/16/2019	085173	RIFTON EQUIPMENT	\$390.00
	40066602	01/16/2019	085325	ROBERTS OXYGEN COMPANY, INC	\$16.50
	40066603	01/16/2019	085720	ROSENAU CO INC, PHILIP	\$2,874.00
	40066604	01/16/2019	085750	ROTHWELL DOCUMENT SOLUTIONS	\$279.31
	40066605	01/16/2019	1008575	RUSTIN CHEERLEADING BOOSTERS	\$375.00
	40066606	01/16/2019	086200	SARGENT WELCH SCIENTIFIC	\$247.88
	40066608	01/16/2019	086678	SCHOOL DISTRICT OF HAVERFORD	\$250.00
	40066609	01/16/2019	1002114	SCHOOLWIDE INC	\$857.12
	40066611	01/16/2019	086590	SDIC - SCHOOL DISTRICTS	\$219,093.29
	40066614	01/16/2019	9144	SHANK, DAVID	\$50.00
	40066615	01/16/2019	087815	SHOP RITE OF W.C.	\$142.52
	40066617	01/16/2019	1008476	SILVER SPRINGS-MARTIN LUTHER SCHOOL	\$1,074.53
	40066620	01/16/2019	090940	STUMPS	\$710.41
	40066621	01/16/2019	1006553	SUN LIFE FINANCIAL	\$32,424.62
	40066622	01/16/2019	091057	SUNESYS	\$24,210.56
	40066623	01/16/2019	091360	SWEET, STEVENS, KATZ, & WILLIAMS	\$9,638.67
	40066624	01/16/2019	10070	TABBUT, EDWARD	\$60.00
	40066625	01/16/2019	091582	TALK, INC	\$38,245.50
	40066626	01/16/2019	027205	TD BANK, NATIONAL ASSOCIATION	\$950.00
	40066627	01/16/2019	092110	TEACHER'S DISCOVERY	\$326.70
	40066628	01/16/2019	1001349	THE WATER GUY	\$55.50
	40066630	01/16/2019	1007460	THOMSON REUTERS-WEST PUBLISHING	\$253.15
	40066632	01/16/2019	1006535	TORRINGTON BRUSH WORKS	\$116.13
	40066633	01/16/2019	1008516	TOYOTALIFT NORTHEAST LLC	\$3,415.02
	40066634	01/16/2019	091740	TAX REFUNDS	\$576.92
	40066635	01/16/2019	1008594	TREASURE COAST MATS	\$1,967.50
	40066636	01/16/2019	093070	TREASURER OF CHESTER COUNTY	\$225.00
	40066638	01/16/2019	1006474	TRI-STATE ELEVATOR COMPANY, INC.	\$354.00
	40066639	01/16/2019	10688	TUCKER, JOE	\$60.00
	40066640	01/16/2019	9961	TURCO, SUZANNE	\$72.00
	40066643	01/16/2019	1006892	U. S. BANK EQUIPMENT FINANCE	\$16,319.34
	40066644	01/16/2019	093630	UNITED PARCEL SERVICE	\$274.18
	40066645	01/16/2019	093600	UNITED REFRIGERATION CO	\$706.09
	40066646	01/16/2019	1007797	URSINUS COLLEGE	\$350.00
	40066647	01/16/2019	1000908	US FOODS INC. - ALLENTOWN DIVISION	\$518.44
	40066648	01/16/2019	1007699	US MEDICAL STAFFING, INC.	\$12,079.35
	40066649	01/16/2019	1006612	VALLEY FORGE EDUCATIONAL SERVICES	\$35,350.00
	40066650	01/16/2019	091740	TAX REFUNDS	\$1,619.38

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066651	01/16/2019	1002676	VERIZON WIRELESS	\$1,093.65
	40066652	01/16/2019	091740	TAX REFUNDS	\$3,296.06
	40066653	01/16/2019	10292	WASSON, MICHAEL	\$60.00
	40066654	01/16/2019	1008587	WEBALON LTD	\$250.00
	40066655	01/16/2019	1004971	WEST CHESTER UNIVERSITY BB	\$400.00
	40066656	01/16/2019	097005	WEST GOSHEN TOWNSHIP	\$400.00
	40066657	01/16/2019	9609	WESTHAFFER, DENNIS	\$82.00
	40066659	01/16/2019	1007278	WILMINGTON TRUST	\$1,040.00
	40066660	01/16/2019	098060	WILSON LANGUAGE TRAINING CORP	\$1,711.80
	40066661	01/16/2019	9971	WISNIEWSKI, JOHN	\$71.00
	40066662	01/16/2019	098560	WOODCRAFT	\$25.44
	40066663	01/16/2019	091740	TAX REFUNDS	\$104.80
	40066664	01/16/2019	10212	YOCHIM JR, JOE	\$60.00
	<b>01 - Total</b>				
22	40066451	01/16/2019	007075	AQUA PA	\$176.09
	40066481	01/16/2019	1004703	COMSTAR TECHNOLOGIES	\$3,269.37
	40066492	01/16/2019	032540	DELL COMPUTER CORPORATION	\$59,000.00
	40066576	01/16/2019	1008130	OPTIV SECURITY INC	\$84,658.75
	40066584	01/16/2019	1007748	PAYSCHOOLS	\$100.00
<b>22 - Total</b>					<b>\$147,204.21</b>
27	40066459	01/16/2019	1008602	BELFOR USA GROUP INC	\$20,921.70
<b>27 - Total</b>					<b>\$20,921.70</b>
29	40066454	01/16/2019	10504	AYLMER, MARCY	\$52.00
	40066465	01/16/2019	10583	BOOTH, DAVID	\$57.00
	40066476	01/16/2019	9387	CIAVARELLI, BILL	\$71.00
	40066483	01/16/2019	9617	CONNORS, KEN	\$71.00
	40066488	01/16/2019	9579	CUTRONA, MARK	\$50.00
	40066490	01/16/2019	9618	DAVIS, TOYGE	\$71.00
	40066497	01/16/2019	10387	DONALDSON, JON	\$72.00
	40066500	01/16/2019	10320	ELLIOTT, REBEKAH	\$52.00
	40066502	01/16/2019	10298	FALCONE, DAN	\$71.00
	40066507	01/16/2019	10460	FOGEL, KARL	\$107.00
	40066515	01/16/2019	9126	HARR, HARVEY	\$52.00
	40066520	01/16/2019	9207	HEWITT, W E	\$72.00
	40066540	01/16/2019	10581	KUHN, STEPHEN	\$57.00
	40066545	01/16/2019	10722	LUCAS, STEVE	\$71.00
	40066546	01/16/2019	9347	MACMANUS, JOHN	\$57.00

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
29	40066551	01/16/2019	9679	MCCANN, PAT	\$51.00
	40066552	01/16/2019	10539	MCCUBBIN, DAVE	\$52.00
	40066553	01/16/2019	10382	MCDOUGALL, BILL	\$142.00
	40066556	01/16/2019	10576	MCPMAHON, COLLEEN	\$144.00
	40066558	01/16/2019	9833	MCNICHOL, JOHN	\$57.00
	40066559	01/16/2019	9572	MEACHEM, MARLIN	\$142.00
	40066565	01/16/2019	10309	MOORE, BRYANT	\$57.00
	40066567	01/16/2019	9830	MURRAY, JIMMY	\$71.00
	40066572	01/16/2019	9837	O'BRIEN, KEVIN	\$71.00
	40066574	01/16/2019	9957	O'NEILL, FRANK	\$71.00
	40066580	01/16/2019	9128	PARKER, CHARLEY	\$50.00
	40066587	01/16/2019	9198	PERRY, STEVEN, SR	\$71.00
	40066592	01/16/2019	10226	PORRECA, ANTHONY	\$50.00
	40066598	01/16/2019	9103	REILLY, JOHN	\$100.00
	40066607	01/16/2019	9104	SCHILGEN, REX	\$57.00
	40066610	01/16/2019	9250	SCOTT, MOLLY	\$52.00
	40066612	01/16/2019	9068	SHALLET, JOHN	\$71.00
	40066616	01/16/2019	10575	SHOWELL, ALLEN	\$57.00
	40066618	01/16/2019	10099	SMITH, DEREK	\$71.00
	40066631	01/16/2019	9813	TIGANI, JERRY	\$57.00
	40066637	01/16/2019	9303	TRIPP, DAVID	\$57.00
	40066640	01/16/2019	9961	TURCO, SUZANNE	\$72.00
	40066657	01/16/2019	9609	WESTHAFFER, DENNIS	\$82.00
40066658	01/16/2019	9947	WILLIAMS, DAVE	\$82.00	
40066665	01/16/2019	9780	YODIS, JOSEPH	\$52.00	
29	<b>- Total</b>				<b>\$2,822.00</b>
30	40066464	01/16/2019	1004477	BLACKNEY HAYES ARCHITECTS	\$100,862.50
	40066466	01/16/2019	015790	BOYLE'S FLOOR & WINDOW COVERNG	\$9,285.00
	40066477	01/16/2019	025930	CLINGER, CORP., WILLIAM H.	\$35,682.16
	40066486	01/16/2019	1006778	CTI CONSULTANTS, INC.	\$8,415.30
	40066531	01/16/2019	1005435	JAY R. REYNOLDS, INC.	\$6,631.56
	40066532	01/16/2019	1006736	JBM MECHANICAL, INC.	\$278,191.29
	40066613	01/16/2019	1007154	SHA-NIC, INC.	\$144,621.00
	40066619	01/16/2019	1007453	STANTEC CONSULTING SERVICES, INC.	\$218.75
30	<b>- Total</b>				<b>\$583,907.56</b>
40	40066479	01/16/2019	1008183	COHEN LLC, LORETTA	\$1,484.00
	40066582	01/16/2019	1008214	PATELMO'S PIZZARIA	\$66.91

**West Chester Area School District  
Check Register**

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
40	40066629	01/16/2019	1008603	THINK KINDNESS	\$1,000.00
<b>40 - Total</b>					<b>\$2,550.91</b>
50	80036815	01/16/2019	091840	BALFOUR PUBLISHING	\$20,286.04
	80036816	01/16/2019	1007077	BROTHERS SCREEN GRAFX INC.	\$1,188.00
	80036817	01/16/2019	022550	CHADDS FORD GREENHOUSES	\$466.60
	80036818	01/16/2019	1006731	MADONNA, RYAN ANTHONY	\$1,701.97
<b>50 - Total</b>					<b>\$23,642.61</b>
51	80036819	01/16/2019	027050	COLONIAL VILLAGE MEAT MARKETS	\$122.85
	80036820	01/16/2019	1007465	DELPHI CREATIVITY GROUP	\$242.12
	80036821	01/16/2019	1007442	INSIGHT WORKFORCE SOLUTIONS LLC	\$65.72
	80036822	01/16/2019	065230	KRAPF'S COACHES, INC.	\$4,458.00
	80036823	01/16/2019	070336	MAKE A WISH FOUNDATION	\$1,294.00
	80036824	01/16/2019	086540	SCHOLASTIC BOOK FAIRS	\$2,898.17
	80036825	01/16/2019	1008431	UNITE FOR HER	\$135.44
<b>51 - Total</b>					<b>\$9,216.30</b>
80	50000586	01/16/2019	1001312	CLARK FOOD SERVICE EQUIPMENT	\$23,443.10
	50000587	01/16/2019	090800	STUDENT REFUNDS & REIMBURSMENT	\$23.40
<b>80 - Total</b>					<b>\$23,466.50</b>
<b>Overall - Total</b>					<b>\$1,918,148.64</b>

## West Chester Area School District Electronic Funds Transfer Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1002560	01/16/2019	026352	COLLINS SPORTS MEDICINE	\$115.55
	V1002561	01/16/2019	1006826	EPIC HEALTH SERVICES	\$4,252.50
	V1002562	01/16/2019	043500	FLINN SCIENTIFIC	\$371.92
	V1002563	01/16/2019	043605	FOX ROTHSCHILD LLP	\$4,324.16
	V1002564	01/16/2019	1002386	JOHNSON CONTROLS, INC.	\$1,472.50
	V1002565	01/16/2019	1000578	LEARNING A-Z	\$2,968.51
	V1002566	01/16/2019	1004344	ROBERT E. LITTLE, INC.	\$450.40
	V1002568	01/16/2019	075220	MUSIC & ARTS CENTERS	\$76.35
	V1002569	01/16/2019	1005975	O'SHEA LUMBER	\$440.00
	V1002570	01/16/2019	077475	PARTS SERVICE - FRAZER	\$586.65
	V1002571	01/16/2019	080980	PENN OFFICE PRODUCTS	\$263.41
	V1002572	01/16/2019	1007408	PROASYS INC.	\$2,225.00
	V1002573	01/16/2019	084465	REALLY GOOD STUFF	\$74.89
	V1002574	01/16/2019	1007124	REPUBLIC SERVICES, INC.	\$7,028.49
	V1002576	01/16/2019	086710	SCHOOL SPECIALTY INC	\$394.91
	V1002577	01/16/2019	092000	TAYLOR'S MUSIC STORE	\$158.40
	V1002578	01/16/2019	093163	TREVDAN BUILDING SUPPLY	\$948.00
	V1002579	01/16/2019	093609	U.S. MUNICIPAL SUPPLY, INC.	\$108.61
	V1002580	01/16/2019	1001416	ULINE	\$140.02
	V1002581	01/16/2019	094345	UNRUH, TURNER, BURKE & FREES	\$5,965.77
V1002582	01/16/2019	1006367	WB MASON COMPANY	\$946.80	
V1002583	01/16/2019	095760	WEINSTEIN SUPPLY CORPORATION	\$472.53	
V1002584	01/16/2019	1008068	WILLIAMS SCOTSMAN, INC	\$1,468.00	
V1002585	01/16/2019	1004004	WORKPLACE CENTRAL	\$44.99	
<b>01 - Total</b>					<b>\$35,298.36</b>
22	V1002581	01/16/2019	094345	UNRUH, TURNER, BURKE & FREES	\$40.00
<b>22 - Total</b>					<b>\$40.00</b>
27	V1002567	01/16/2019	073860	METROPOLITAN COMMUNICATIONS	\$122,556.03
<b>27 - Total</b>					<b>\$122,556.03</b>
30	V1002575	01/16/2019	1007059	SCHOOL SAFETY SOLUTION, LLC	\$1,829.28
	V1002581	01/16/2019	094345	UNRUH, TURNER, BURKE & FREES	\$760.00
	V1002584	01/16/2019	1008068	WILLIAMS SCOTSMAN, INC	\$3,746.00
	V1002585	01/16/2019	1004004	WORKPLACE CENTRAL	\$319.98
<b>30 - Total</b>					<b>\$6,655.26</b>
51	V5000219	01/16/2019	040090	GEORGE ELY ASSOCIATES INC,	\$2,001.00

**West Chester Area School District  
Electronic Funds Transfer 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 - Total					\$2,001.00
Overall - Total					\$166,550.65

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066666	01/23/2019	1008449	3B SERVICES INC	\$276.78
	40066667	01/23/2019	006775	A ANCHOR TOILETS PORTABLE	\$139.38
	40066668	01/23/2019	1002557	ABC-CLIO	\$719.00
	40066669	01/23/2019	1007051	ACE HARDWARE	\$86.51
	40066670	01/23/2019	001250	ADA SPORTS AND RACKETS LLC	\$893.50
	40066671	01/23/2019	1003432	AHOLD FINANCIAL SERVICES	\$363.59
	40066672	01/23/2019	007265	APPLIED VIDEO TECHNOLOGY INC	\$248.00
	40066673	01/23/2019	1005446	ASSOCIATED TRUCK PARTS	\$163.95
	40066674	01/23/2019	009160	ATLAS ELECTROSTATIC REFINISHNG	\$3,100.00
	40066675	01/23/2019	10504	AYLMER, MARCY	\$52.00
	40066676	01/23/2019	009710	B & H PHOTO	\$970.61
	40066677	01/23/2019	010830	BARNES & NOBLE INC.	\$2,041.02
	40066678	01/23/2019	1008422	BLOCK LINE SYSTEMS	\$7,858.70
	40066680	01/23/2019	10111	BORTZ, DAVID	\$57.00
	40066681	01/23/2019	10066	BOWE, ERIC	\$71.00
	40066683	01/23/2019	015790	BOYLE'S FLOOR & WINDOW COVERNG	\$108.00
	40066685	01/23/2019	017340	BSN SPORTS	\$7,546.85
	40066686	01/23/2019	9192	CABRY, MIKE	\$71.00
	40066688	01/23/2019	023200	CHESCONET	\$10,000.00
	40066691	01/23/2019	1004703	COMSTAR TECHNOLOGIES	\$200.00
	40066692	01/23/2019	028175	CONCEPT SCHOOL, THE	\$200.00
	40066693	01/23/2019	028880	CONWAY POWER EQUIPMENT INC	\$17.10
	40066694	01/23/2019	1008529	COOPERATIVE EDUCATIONAL SERVICE	\$1,410.00
	40066696	01/23/2019	10729	COSTELLO, PATRICK	\$57.00
	40066700	01/23/2019	031600	DAVIS TROPHIES & SPORTSWEAR	\$133.25
	40066701	01/23/2019	032540	DELL COMPUTER CORPORATION	\$119.40
	40066703	01/23/2019	10462	DEVER, ALICIA	\$50.00
	40066704	01/23/2019	9095	DI FELICE, RICHARD	\$60.00
	40066706	01/23/2019	1008618	DOWNINGTOWN MUSIC PARENT ASSOC	\$672.00
	40066708	01/23/2019	1006978	DUVALL BUS SERVICE, LLC	\$1,050.00
	40066709	01/23/2019	1001473	EDUCERE	\$399.00
	40066710	01/23/2019	1005338	ELDREDGE SEPTIC MGMT SERVICES	\$329.00
	40066711	01/23/2019	10320	ELLIOTT, REBEKAH	\$52.00
	40066712	01/23/2019	040630	ETA/HAND2MIND	\$224.22
	40066713	01/23/2019	9289	FAUST, GLEN	\$71.00
	40066714	01/23/2019	042520	FERGUSON ENT., INC. #501	\$106.24
	40066716	01/23/2019	044415	FREESTYLE SALES CO	\$1,438.84
	40066719	01/23/2019	050165	GREAT VALLEY LOCKSHOP INC	\$3.50
	40066724	01/23/2019	052245	HANSON AGGREGATES PENNSYLVANIA	\$696.29

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066725	01/23/2019	1004236	HAPPY CHEF	\$181.95
	40066726	01/23/2019	9126	HARR, HARVEY	\$104.00
	40066727	01/23/2019	053130	HAWTHORNE EDUCATIONAL SVCS	\$210.00
	40066728	01/23/2019	1000476	HERSHEY LODGE & CONVENTION CENTER	\$1,329.00
	40066729	01/23/2019	9207	HEWITT, W E	\$144.00
	40066730	01/23/2019	054645	HILLYARD, INC.	\$1,362.20
	40066734	01/23/2019	056400	HOUGHTON MIFFLIN HARCOURT CO	\$100.56
	40066735	01/23/2019	9945	HUANG, NATHAN	\$71.00
	40066736	01/23/2019	1007808	IMPERIAL BAG & PAPER	\$176.00
	40066737	01/23/2019	1001035	INFOBASE LEARNING	\$2,126.44
	40066738	01/23/2019	1007772	IPS LASER EXPRESS / IPS GLOBAL	\$1,512.00
	40066739	01/23/2019	1007442	INSIGHT WORKFORCE SOLUTIONS LLC	\$20,047.71
	40066740	01/23/2019	1008544	INTELLIGENT SIGNAGE INC	\$162.00
	40066741	01/23/2019	9559	JAFFE, LARRY	\$57.00
	40066742	01/23/2019	9824	JORDAN, MARK	\$71.00
	40066743	01/23/2019	1001058	KAZANJIAN PIANO SERVICE	\$100.00
	40066744	01/23/2019	062600	KEEN COMPRESSED GAS CO	\$94.46
	40066745	01/23/2019	065200	KRAPF JR & SON INC GEORGE	\$7,786.14
	40066746	01/23/2019	065330	KRUPANSKY FENCING, VINCE	\$1,384.08
	40066748	01/23/2019	1005310	LIBERTY TOOL	\$62.48
	40066749	01/23/2019	1004209	LOWES COMMERCIAL SERVICES	\$100.28
	40066751	01/23/2019	1005143	MAILROOM SYSTEMS, INC.	\$231.99
	40066752	01/23/2019	10528	MATTHEWS, DAVE	\$60.00
	40066753	01/23/2019	10539	MCCUBBIN, DAVE	\$52.00
	40066755	01/23/2019	9612	MCKNETT, CHUCK	\$66.00
	40066756	01/23/2019	10576	MCPMAHON, COLLEEN	\$144.00
	40066758	01/23/2019	1007554	MEDIA SUPPLY, INC.	\$171.00
	40066759	01/23/2019	076030	MOORE MEDICAL/MCKESSON	\$926.85
	40066760	01/23/2019	10728	MOVITZ, ADAM	\$52.00
	40066761	01/23/2019	9290	MULL, ROBERT	\$71.00
	40066762	01/23/2019	077500	NASCO	\$2,798.74
	40066763	01/23/2019	1007745	NEARPOD INC	\$1,000.00
	40066765	01/23/2019	9573	O'DOHERTY, SEAN	\$60.00
	40066766	01/23/2019	081098	PA DECA	\$280.00
	40066767	01/23/2019	9128	PARKER, CHARLEY	\$60.00
	40066768	01/23/2019	1007567	PCMG, INC.	\$921.08
	40066769	01/23/2019	080091	PDM SERVICE CO	\$1,750.00
	40066770	01/23/2019	081640	PERMA-BOUND	\$1,794.59
	40066771	01/23/2019	1003736	PETROLEUM TRADERS CORP.	\$1,118.16



## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066772	01/23/2019	081155	PIAA FOUNDATION	\$100.00
	40066774	01/23/2019	082475	PLANK ROAD PUBLISHING INC	\$956.64
	40066775	01/23/2019	1008549	PRO THERAPY SUPPLIES LLC	\$99.72
	40066776	01/23/2019	9782	PROCAK, JOHN	\$57.00
	40066777	01/23/2019	1003082	PROFORMA	\$532.86
	40066778	01/23/2019	1004513	PURE HEALTH SOLUTIONS INC	\$142.00
	40066779	01/23/2019	9182	REED, BILL	\$60.00
	40066781	01/23/2019	1005267	RICOH USA, INC.	\$169.11
	40066782	01/23/2019	085720	ROSENAU CO INC, PHILIP	\$162.00
	40066784	01/23/2019	085750	ROTHWELL DOCUMENT SOLUTIONS	\$25,272.52
	40066785	01/23/2019	086200	SARGENT WELCH SCIENTIFIC	\$189.72
	40066786	01/23/2019	9032	SASKA, KEVIN M.	\$71.00
	40066788	01/23/2019	086650	SCHOLASTIC INC	\$3.71
	40066789	01/23/2019	1008593	SCHOOL DISTRICT OF UPPER DUBLIN	\$275.00
	40066790	01/23/2019	087360	SEPHSSL	\$100.00
	40066791	01/23/2019	9144	SHANK, DAVID	\$71.00
	40066793	01/23/2019	087815	SHOP RITE OF W.C.	\$1,427.64
	40066795	01/23/2019	088490	SIR SPEEDY PRINTING #7103	\$422.00
	40066796	01/23/2019	1008313	SMARTSIGN	\$55.25
	40066799	01/23/2019	1008259	SUSQUEHANNA UNIVERSITY TRACK/FIELD	\$300.00
	40066800	01/23/2019	1003277	T&FCA OF GP, INC.	\$240.00
	40066802	01/23/2019	1008380	TELCO HOLDINGS INC	\$62.50
	40066803	01/23/2019	092361	THERAPRO	\$37.17
	40066804	01/23/2019	9813	TIGANI, JERRY	\$60.00
	40066805	01/23/2019	071980	TOBII DYNAVOX LLC	\$309.00
	40066807	01/23/2019	1006474	TRI-STATE ELEVATOR COMPANY, INC.	\$1,338.38
	40066808	01/23/2019	10688	TUCKER, JOE	\$167.00
	40066810	01/23/2019	1007363	UNIONVILLE SPORTS COUNCIL	\$225.00
	40066811	01/23/2019	093600	UNITED REFRIGERATION CO	\$25.68
	40066813	01/23/2019	1007337	INKJETMALL	\$158.28
	40066814	01/23/2019	049790	W. W. GRAINGER, INC.	\$895.53
	40066815	01/23/2019	9582	WEBB, JIM	\$60.00
	40066816	01/23/2019	9609	WESTHAFFER, DENNIS	\$82.00
	40066818	01/23/2019	9947	WILLIAMS, DAVE	\$81.00
	40066819	01/23/2019	10721	WOOD, DAVID	\$57.00
	40066820	01/23/2019	1007421	XTEL COMMUNICATIONS, INC.	\$2,005.00
	40066821	01/23/2019	10212	YOCHIM JR, JOE	\$71.00
01	- Total				\$127,137.16

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
29	40066679	01/23/2019	10583	BOOTH, DAVID	\$114.00
	40066682	01/23/2019	9205	BOWERS, TIM	\$71.00
	40066684	01/23/2019	9257	BRIM, WILLIAM	\$57.00
	40066685	01/23/2019	017340	BSN SPORTS	\$1,228.60
	40066687	01/23/2019	9984	CERMINARO JR., SAMUEL	\$57.00
	40066689	01/23/2019	9804	CHYLACK, LARRY	\$71.00
	40066690	01/23/2019	10719	COHLE, TRAVIS	\$57.00
	40066695	01/23/2019	9044	CORCORAN, WILLIAM J	\$71.00
	40066698	01/23/2019	9579	CUTRONA, MARK	\$142.00
	40066699	01/23/2019	1001785	DAKTRONICS	\$1,770.00
	40066702	01/23/2019	9501	DEMARCONTONIO, ANDREW	\$71.00
	40066705	01/23/2019	9119	DOUGHERTY, JOHN	\$71.00
	40066707	01/23/2019	10675	DUKES, FRED	\$71.00
	40066711	01/23/2019	10320	ELLIOTT, REBEKAH	\$52.00
	40066715	01/23/2019	10460	FOGEL, KARL	\$50.00
	40066717	01/23/2019	10677	GAL, LARRY	\$57.00
	40066718	01/23/2019	9287	GILBERT, BRIAN	\$71.00
	40066720	01/23/2019	9121	GREGORY, MAUREEN	\$71.00
	40066721	01/23/2019	9178	GRIMES, JOHN	\$57.00
	40066722	01/23/2019	9404	GUY, DARRELL	\$71.00
	40066723	01/23/2019	9320	HACKE, MIKE	\$71.00
	40066726	01/23/2019	9126	HARR, HARVEY	\$104.00
	40066731	01/23/2019	9153	HOBAN, TOM	\$71.00
	40066732	01/23/2019	10149	HOLZER, RALPH	\$71.00
	40066733	01/23/2019	10157	HOOVEN, RICHARD	\$57.00
	40066741	01/23/2019	9559	JAFFE, LARRY	\$71.00
	40066747	01/23/2019	10166	LARKIN, MIKE	\$57.00
	40066750	01/23/2019	9347	MACMANUS, JOHN	\$71.00
	40066753	01/23/2019	10539	MCCUBBIN, DAVE	\$72.00
	40066754	01/23/2019	9137	MCGARRITY, MARY FRANCES	\$71.00
	40066756	01/23/2019	10576	MCPMAHON, COLLEEN	\$144.00
	40066757	01/23/2019	9800	MCMONAGLE, JOE	\$57.00
	40066764	01/23/2019	9837	O'BRIEN, KEVIN	\$71.00
	40066773	01/23/2019	10015	PICCERILLO, JOE	\$57.00
	40066779	01/23/2019	9182	REED, BILL	\$57.00
	40066780	01/23/2019	9103	REILLY, JOHN	\$50.00
	40066787	01/23/2019	9381	SHELLINGER, RALPH	\$71.00
	40066794	01/23/2019	10575	SHOWELL, ALLEN	\$57.00
	40066797	01/23/2019	9225	SMITH, CLIFF	\$142.00

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
29	40066798	01/23/2019	9006	SPEAKER, SCOTT E.	\$57.00
	40066801	01/23/2019	9245	TAYLOR, DON	\$71.00
	40066804	01/23/2019	9813	TIGANI, JERRY	\$57.00
	40066806	01/23/2019	9792	TOCCI, CHRISTOPHER	\$124.00
	40066808	01/23/2019	10688	TUCKER, JOE	\$57.00
	40066809	01/23/2019	9961	TURCO, SUZANNE	\$104.00
	40066812	01/23/2019	10467	VAN, JAMIL	\$71.00
	40066817	01/23/2019	9561	WHITE, MATT	\$71.00
	40066818	01/23/2019	9947	WILLIAMS, DAVE	\$164.00
<b>29 - Total</b>					<b>\$6,478.60</b>
30	40066697	01/23/2019	1006778	CTI CONSULTANTS, INC.	\$4,837.70
<b>30 - Total</b>					<b>\$4,837.70</b>
40	40066676	01/23/2019	009710	B & H PHOTO	\$1,124.31
	40066758	01/23/2019	1007554	MEDIA SUPPLY, INC.	\$1,717.60
<b>40 - Total</b>					<b>\$2,841.91</b>
50	80036826	01/23/2019	1007280	BRIGITTE'S TASTE OF HOME	\$750.00
	80036827	01/23/2019	040028	ELITE COACH	\$300.00
	80036828	01/23/2019	090800	STUDENT REFUNDS & REIMBURSMENT	\$75.00
	80036829	01/23/2019	1007928	JEFFREY A HARTMAN CERAMICS	\$6,500.00
	80036830	01/23/2019	065230	KRAPF'S COACHES, INC.	\$5,840.00
	80036831	01/23/2019	077500	NASCO	\$74.19
	80036832	01/23/2019	081098	PA DECA	\$2,590.00
	80036833	01/23/2019	090800	STUDENT REFUNDS & REIMBURSMENT	\$75.00
	80036834	01/23/2019	088490	SIR SPEEDY PRINTING #7103	\$1,387.00
<b>50 - Total</b>					<b>\$17,591.19</b>
51	80036835	01/23/2019	1007485	CMF VENDING	\$45.50
	80036836	01/23/2019	1007808	IMPERIAL BAG & PAPER	\$2,509.12
	80036837	01/23/2019	1004513	PURE HEALTH SOLUTIONS INC	\$44.00
<b>51 - Total</b>					<b>\$2,598.62</b>
80	50000588	01/23/2019	1005754	ARAMARK SERVICES INC.	\$366,603.29
<b>80 - Total</b>					<b>\$366,603.29</b>
<b>Overall - Total</b>					<b>\$528,088.46</b>

## West Chester Area School District Electronic Funds Transfer Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1002586	01/23/2019	1007696	AARDVARK PEST CONTROL SERVICES INC.	\$1,135.00
	V1002587	01/23/2019	014300	BLICK ART MATERIALS	\$25.48
	V1002588	01/23/2019	1005433	COLT PLUMBING	\$63.78
	V1002589	01/23/2019	030700	DAILY LOCAL NEWS	\$427.88
	V1002590	01/23/2019	032900	DEMCO , INC.	\$111.76
	V1002591	01/23/2019	032952	DENNEY ELECTRIC SUPPLY	\$413.52
	V1002592	01/23/2019	1000407	E.M. KUTZ, INC.	\$735.17
	V1002593	01/23/2019	042300	FAULKNER PONTIAC BUICK	\$148.97
	V1002594	01/23/2019	043500	FLINN SCIENTIFIC	\$322.34
	V1002595	01/23/2019	1007101	FOLLETT SCHOOL SOLUTIONS, INC.	\$305.66
	V1002596	01/23/2019	049450	GOPHER SPORT	\$1,050.76
	V1002597	01/23/2019	051180	GOSHEN SIGN PRODUCTS	\$120.00
	V1002598	01/23/2019	1002945	JAMES STANFIELD CO., INC.	\$747.93
	V1002599	01/23/2019	1002386	JOHNSON CONTROLS, INC.	\$10,601.25
	V1002600	01/23/2019	060970	JOHNSTONE SUPPLY INC	\$14.99
	V1002601	01/23/2019	061630	JUNIOR LIBRARY GUILD	\$2,270.80
	V1002602	01/23/2019	075220	MUSIC & ARTS CENTERS	\$362.97
	V1002603	01/23/2019	077475	PARTS SERVICE - FRAZER	\$88.02
	V1002604	01/23/2019	080980	PENN OFFICE PRODUCTS	\$343.88
	V1002605	01/23/2019	082425	PITSCO, INC.	\$102.85
	V1002606	01/23/2019	084465	REALLY GOOD STUFF	\$170.92
	V1002607	01/23/2019	086710	SCHOOL SPECIALTY INC	\$2,591.39
	V1002608	01/23/2019	1000679	SHERWIN WILLIAMS	\$44.73
	V1002609	01/23/2019	1003378	SOCIAL THINKING	\$122.43
V1002610	01/23/2019	090190	STAR PRINTING INC.	\$195.00	
V1002611	01/23/2019	092000	TAYLOR'S MUSIC STORE	\$184.00	
V1002612	01/23/2019	093163	TREVDAN BUILDING SUPPLY	\$759.33	
V1002613	01/23/2019	1001416	ULINE	\$104.61	
<b>01 - Total</b>					<b>\$23,565.42</b>
27	V1002607	01/23/2019	086710	SCHOOL SPECIALTY INC	\$520.06
<b>27 - Total</b>					<b>\$520.06</b>
50	V5000220	01/23/2019	1004184	CUSTOMINK	\$719.18
	V5000221	01/23/2019	086710	SCHOOL SPECIALTY INC	\$88.64
	V5000222	01/23/2019	093337	TUTTLE MARKETING SVCS INC	\$1,149.35
<b>50 - Total</b>					<b>\$1,957.17</b>
51	V5000223	01/23/2019	032900	DEMCO , INC.	\$863.96
	V5000224	01/23/2019	1007101	FOLLETT SCHOOL SOLUTIONS, INC.	\$371.23

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

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
51 - Total					\$1,235.19
Overall - Total					\$27,277.84

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066822	01/29/2019	006775	A ANCHOR TOILETS PORTABLE	\$422.93
	40066823	01/29/2019	1007051	ACE HARDWARE	\$2.10
	40066824	01/29/2019	1003432	AHOLD FINANCIAL SERVICES	\$351.72
	40066825	01/29/2019	1004912	ALTA LANGUAGE SERVICES, INC.	\$2,553.35
	40066830	01/29/2019	1001073	AMAZON	\$8,372.99
	40066831	01/29/2019	007150	APPLE COMPUTER, INC	\$339.50
	40066833	01/29/2019	010830	BARNES & NOBLE INC.	\$1,346.03
	40066834	01/29/2019	1006591	BAYADA HOME HEALTH CARE	\$469.98
	40066837	01/29/2019	1008511	BERKS DEAF AND HARD OF HEARING	\$12,974.40
	40066838	01/29/2019	015400	BOROUGH OF WEST CHESTER	\$10,100.88
	40066840	01/29/2019	9257	BRIM, WILLIAM	\$60.00
	40066841	01/29/2019	1002593	CAMPBELL, JOHN	\$195.00
	40066842	01/29/2019	020465	CAMPBILL SPECIAL SCHOOLS, INC.	\$24,212.82
	40066844	01/29/2019	9594	CEDERSTROM, JEFF	\$50.00
	40066845	01/29/2019	1008539	CENTER POINT TANK SERVICES INC	\$9,365.00
	40066846	01/29/2019	023755	CHESTER COUNTY INT UNIT # 24	\$1,852,069.68
	40066851	01/29/2019	1005242	CITY OF PHILADELPHIA	\$1,189.85
	40066854	01/29/2019	1008264	CONCEPT SCHOOLS NFP-MATHCON	\$200.00
	40066855	01/29/2019	1007203	CONSTELLATION NEW ENERGY GAS DIV.	\$25,303.12
	40066856	01/29/2019	032540	DELL COMPUTER CORPORATION	\$1,217.34
	40066857	01/29/2019	9095	DI FELICE, RICHARD	\$60.00
	40066858	01/29/2019	1005210	DIRECT ENERGY BUSINESS	\$48,949.18
	40066859	01/29/2019	1003625	DISCOUNT SCHOOL SUPPLY	\$984.42
	40066860	01/29/2019	1006204	DOWNINGTOWN WEST TRACK AND FIELD	\$250.00
	40066862	01/29/2019	1006669	EAI EDUCATION	\$1,801.36
	40066863	01/29/2019	037010	EAST BRADFORD TOWNSHIP	\$1,699.21
	40066864	01/29/2019	037020	EAST GOSHEN TOWNSHIP	\$1,316.17
	40066866	01/29/2019	1008604	EPILOG CORP	\$22.18
	40066867	01/29/2019	1003001	EPS-SCHOOL SPECIALTY	\$310.14
	40066868	01/29/2019	042490	FEDERAL EXPRESS CORP	\$77.20
	40066869	01/29/2019	042520	FERGUSON ENT., INC. #501	\$50.51
	40066870	01/29/2019	10677	GAL, LARRY	\$60.00
	40066872	01/29/2019	1006249	GENERAL HEALTHCARE RESOURCES, INC.	\$7,982.40
	40066873	01/29/2019	1008457	GIORGIO'S PIZZA & SUBS	\$98.65
	40066876	01/29/2019	050075	GREAT AMERICA FINANCIAL SERVICES	\$343.32
	40066877	01/29/2019	050830	GREEN VALLEY BOOK COMPANY	\$107.80
	40066879	01/29/2019	1000476	HERSHEY LODGE & CONVENTION CENTER	\$2,305.88
	40066882	01/29/2019	055560	HOME DEPOT CREDIT SERVICES	\$1,476.22
	40066885	01/29/2019	1007442	INSIGHT WORKFORCE SOLUTIONS LLC	\$23,792.43

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066886	01/29/2019	1005306	KABC TRACK	\$175.00
	40066887	01/29/2019	1000345	KADES-MARGOLIS CAPITAL	\$200.00
	40066888	01/29/2019	065200	KRAPF JR & SON INC GEORGE	\$11,281.34
	40066891	01/29/2019	067230	LEHIGH VALLEY SAFETY SUPPLY CO	\$134.95
	40066892	01/29/2019	1000346	LINCOLN INVESTMENT PLANNING, INC.	\$425.00
	40066894	01/29/2019	10528	MATTHEWS, DAVE	\$60.00
	40066896	01/29/2019	090800	STUDENT REFUNDS & REIMBURSEMENT	\$200.00
	40066898	01/29/2019	1007554	MEDIA SUPPLY, INC.	\$64.95
	40066899	01/29/2019	1000348	METROPOLITAN LIFE INSURANCE CO.	\$138.89
	40066900	01/29/2019	1008619	MITCHELL, ERIC R.	\$4,000.00
	40066901	01/29/2019	076030	MOORE MEDICAL/MCKESSON	\$83.64
	40066903	01/29/2019	1008616	MOVING MINDS	\$1,480.50
	40066904	01/29/2019	077500	NASCO	\$598.58
	40066905	01/29/2019	1006666	NATIONAL AUTISM RESOURCES	\$38.93
	40066906	01/29/2019	078370	NCTM	\$163.00
	40066908	01/29/2019	9573	O'DOHERTY, SEAN	\$60.00
	40066914	01/29/2019	079550	OFFICE DEPOT	\$12,693.98
	40066915	01/29/2019	1007235	OFFICE DEPOT T	\$7.39
	40066916	01/29/2019	079853	ON THE GO KIDS, INC	\$849.66
	40066917	01/29/2019	1001998	PACIFIC EDUCATIONAL GROUP, INC.	\$18,000.00
	40066918	01/29/2019	082150	PECO ENERGY COMPANY	\$716.53
	40066919	01/29/2019	080887	PEDIATRIC THERAPEUTICS SVC INC	\$94,510.89
	40066920	01/29/2019	081550	PEPPER & SON INC J W	\$38.05
	40066921	01/29/2019	1003736	PETROLEUM TRADERS CORP.	\$115,542.81
	40066922	01/29/2019	1000062	PHEAA	\$478.37
	40066925	01/29/2019	082730	POSITIVE PROMOTIONS	\$132.30
	40066926	01/29/2019	1008210	PTCFAST.COM	\$70.00
	40066928	01/29/2019	9103	REILLY, JOHN	\$57.00
	40066930	01/29/2019	085720	ROSENAU CO INC, PHILIP	\$1,174.65
	40066931	01/29/2019	085750	ROTHWELL DOCUMENT SOLUTIONS	\$4,016.44
	40066932	01/29/2019	086200	SARGENT WELCH SCIENTIFIC	\$697.20
	40066933	01/29/2019	086650	SCHOLASTIC INC	\$4.49
	40066934	01/29/2019	9581	SHAIKO, TOM	\$60.00
	40066936	01/29/2019	1006694	SOLARWINDS	\$2,382.99
	40066937	01/29/2019	1003757	SPEEDPRO IMAGING	\$2,075.00
	40066940	01/29/2019	091360	SWEET, STEVENS, KATZ, & WILLIAMS	\$12,111.28
	40066941	01/29/2019	10070	TABBUT, EDWARD	\$60.00
	40066942	01/29/2019	027205	TD BANK, NATIONAL ASSOCIATION	\$1,050.00
	40066943	01/29/2019	1001349	THE WATER GUY	\$496.18

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40066945	01/29/2019	1008581	TURING TUMBLE LLC	\$55.96
	40066946	01/29/2019	1007363	UNIONVILLE SPORTS COUNCIL	\$260.00
	40066947	01/29/2019	093600	UNITED REFRIGERATION CO	\$304.97
	40066948	01/29/2019	1001324	US DEPT. OF EDUCATION AWG	\$534.80
	40066949	01/29/2019	094403	US FOODSERVICE	\$1,564.49
	40066950	01/29/2019	093395	US GAMES	\$297.44
	40066951	01/29/2019	1007699	US MEDICAL STAFFING, INC.	\$2,029.81
	40066952	01/29/2019	1008466	VARIDESK LLC	\$395.00
	40066953	01/29/2019	10194	VERNA, JOE	\$60.00
	40066954	01/29/2019	1003604	VISTA HIGHER LEARNING, INC.	\$9,300.00
	40066955	01/29/2019	049790	W. W. GRAINGER, INC.	\$36.40
	40066956	01/29/2019	1001316	WASHINGTON MUSIC CENTER, INC.	\$285.00
	40066957	01/29/2019	028984	WATERLOGIC EAST LLC	\$123.00
	40066958	01/29/2019	1008367	WEGMANS	\$167.27
	40066959	01/29/2019	095800	WELDON, WILLIAMS & LICK, INC	\$701.25
	40066960	01/29/2019	1000059	WEST CHESTER ED SUPPORT PERSONNEL	\$3,234.90
	40066961	01/29/2019	1000058	TRUMARK FCU	\$1,285.60
	40066962	01/29/2019	1004971	WEST CHESTER UNIVERSITY BB	\$200.00
	40066963	01/29/2019	097000	WEST GOSHEN TOWNSHIP	\$4,608.96
	40066964	01/29/2019	097430	WESTTOWN TOWNSHIP	\$46,508.00
40066965	01/29/2019	097380	WESTTOWN-EAST GOSHEN POLICE	\$1,200.00	
40066966	01/29/2019	1007536	WIGGINS SHREDDING INC.	\$37.00	
40066969	01/29/2019	1007881	WINTER ENGINE-GENERATOR SERVICE INC	\$1,384.53	
40066970	01/29/2019	10721	WOOD, DAVID	\$50.00	
<b>01 - Total</b>					<b>\$2,403,438.13</b>
22	40066830	01/29/2019	1001073	AMAZON	\$47.49
	40066847	01/29/2019	023330	CHESTER COUNTY TREASURER	\$212.71
	40066848	01/29/2019	023330	CHESTER COUNTY TREASURER	\$9,122.29
	40066855	01/29/2019	1007203	CONSTELLATION NEW ENERGY GAS DIV.	\$2,844.92
<b>22 - Total</b>					<b>\$12,227.41</b>
29	40066835	01/29/2019	10724	BEAMON, DAVID J.	\$57.00
	40066843	01/29/2019	9631	CANADAY, JIM	\$72.00
	40066849	01/29/2019	9804	CHYLACK, LARRY	\$71.00
	40066850	01/29/2019	9387	CIAVARELLI, BILL	\$71.00
	40066853	01/29/2019	9418	COBB, CHRISTOPHER	\$72.00
	40066865	01/29/2019	10320	ELLIOTT, REBEKAH	\$52.00
	40066875	01/29/2019	9966	GRACI, PAUL	\$71.00



## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
29	40066878	01/29/2019	9126	HARR, HARVEY	\$52.00
	40066880	01/29/2019	9207	HEWITT, W E	\$72.00
	40066881	01/29/2019	9678	HIRT, RICK	\$71.00
	40066883	01/29/2019	9465	HORNE, BOB	\$71.00
	40066884	01/29/2019	10532	IGUODALA, FRANK	\$71.00
	40066889	01/29/2019	10322	KRASSEN, ADAM	\$71.00
	40066890	01/29/2019	10581	KUHN, STEPHEN	\$57.00
	40066893	01/29/2019	9521	MANCINI, ANGELO	\$50.00
	40066895	01/29/2019	9679	MCCANN, PAT	\$51.00
	40066897	01/29/2019	10576	MCMAHON, COLLEEN	\$72.00
	40066902	01/29/2019	9616	MORRISSEY, MARY BETH	\$71.00
	40066907	01/29/2019	10717	NELSON, CASEY	\$50.00
	40066923	01/29/2019	10015	PICCERILLO, JOE	\$57.00
	40066924	01/29/2019	10584	PLOHOROS, TONY	\$57.00
	40066927	01/29/2019	9182	REED, BILL	\$57.00
	40066928	01/29/2019	9103	REILLY, JOHN	\$50.00
	40066929	01/29/2019	9814	ROGERS, ANDY	\$71.00
	40066935	01/29/2019	10099	SMITH, DEREK	\$71.00
	40066938	01/29/2019	10317	SPEER, BOB	\$51.00
	40066939	01/29/2019	10077	STERLING, DARRELL	\$142.00
40066944	01/29/2019	9961	TURCO, SUZANNE	\$52.00	
40066967	01/29/2019	10639	WILLIAMS, DAN	\$57.00	
40066968	01/29/2019	9947	WILLIAMS, DAVE	\$82.00	
40066971	01/29/2019	9210	WORRELL, RALPH, II	\$50.00	
<b>29 - Total</b>					<b>\$2,022.00</b>
30	40066852	01/29/2019	025930	CLINGER, CORP., WILLIAM H.	\$99,429.62
	40066861	01/29/2019	1006236	E. R. STUEBNER, INC.	\$194,350.90
<b>30 - Total</b>					<b>\$293,780.52</b>
40	40066832	01/29/2019	009710	B & H PHOTO	\$158.40
	40066839	01/29/2019	1004955	BRADLEY, SANDRA	\$181.42
	40066871	01/29/2019	1008523	GAMBONE STEEL COMPANY INC	\$630.00
	40066874	01/29/2019	048452	GLEN ACRES PTO	\$2,200.00
<b>40 - Total</b>					<b>\$3,169.82</b>
50	80036838	01/29/2019	1004877	ACL/NJCL NATIONAL LATIN EXAM	\$70.00
	80036839	01/29/2019	006845	ANDERSON'S ALPHABET U	\$415.08
	80036840	01/29/2019	1001073	AMAZON	\$522.80
	80036841	01/29/2019	1006114	BLUE MOUNTAIN SKI AREA	\$1,530.00

## West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
50	80036842	01/29/2019	1000476	HERSHEY LODGE & CONVENTION CENTER	\$13,609.00
	80036843	01/29/2019	1000476	HERSHEY LODGE & CONVENTION CENTER	\$36,557.00
	80036844	01/29/2019	090800	STUDENT REFUNDS & REIMBURSEMENT	\$90.00
	80036845	01/29/2019	065200	KRAPF JR & SON INC GEORGE	\$1,222.24
	80036846	01/29/2019	065230	KRAPF'S COACHES, INC.	\$1,362.00
	80036847	01/29/2019	081098	PA DECA	\$4,270.00
	80036848	01/29/2019	1000934	PA FBLA	\$87.55
	80036849	01/29/2019	1000601	SOFT PRETZEL FACTORY WC	\$140.00
	80036850	01/29/2019	1008508	WALKING TREE TRAVEL LLC	\$377.00
<b>50 - Total</b>					<b>\$60,252.67</b>
51	80036851	01/29/2019	1001073	AMAZON	\$177.86
	80036852	01/29/2019	1007485	CMF VENDING	\$91.00
	80036853	01/29/2019	044515	FRIENDS ASSOCIATION FOR CARE AND	\$88.00
	80036854	01/29/2019	048452	GLEN ACRES PTO	\$500.00
	80036855	01/29/2019	055560	HOME DEPOT CREDIT SERVICES	\$785.10
	80036856	01/29/2019	065200	KRAPF JR & SON INC GEORGE	\$6,564.75
	80036857	01/29/2019	065230	KRAPF'S COACHES, INC.	\$100.00
	80036858	01/29/2019	079550	OFFICE DEPOT	\$75.47
	80036859	01/29/2019	081580	PEPSI-COLA OF PHILA/DELAWARE	\$268.26
	80036860	01/29/2019	086540	SCHOLASTIC BOOK FAIRS	\$9,214.58
	80036861	01/29/2019	090238	STATE MUSEUM OF PENNSYLVANIA	\$690.00
	80036862	01/29/2019	1008603	THINK KINDNESS	\$1,000.00
	80036863	01/29/2019	1005282	WATCH D.O.G.S.	\$1,018.93
<b>51 - Total</b>					<b>\$20,573.95</b>
<b>Overall - Total</b>					<b>\$2,795,464.50</b>

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

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1002614	01/29/2019	014300	BLICK ART MATERIALS	\$54.06
	V1002615	01/29/2019	021100	CAROLINA BIOLOGICAL	\$329.35
	V1002616	01/29/2019	1005433	COLT PLUMBING	\$501.61
	V1002617	01/29/2019	061630	JUNIOR LIBRARY GUILD	\$724.10
	V1002618	01/29/2019	1007721	LIFE COUNSELING SERVICES	\$3,190.00
	V1002619	01/29/2019	075220	MUSIC & ARTS CENTERS	\$302.62
	V1002620	01/29/2019	1005975	O'SHEA LUMBER	\$1,141.50
	V1002621	01/29/2019	077475	PARTS SERVICE - FRAZER	\$883.92
	V1002622	01/29/2019	080980	PENN OFFICE PRODUCTS	\$2,546.27
	V1002623	01/29/2019	084465	REALLY GOOD STUFF	\$428.30
	V1002624	01/29/2019	002820	RIDDELL/ALL AMERICAN	\$6,150.00
	V1002625	01/29/2019	1000679	SHERWIN WILLIAMS	\$40.79
	V1002626	01/29/2019	1003378	SOCIAL THINKING	\$271.16
	V1002627	01/29/2019	1000814	SUNTEX INTERNATIONAL	\$76.85
	V1002628	01/29/2019	092000	TAYLOR'S MUSIC STORE	\$159.98
	V1002629	01/29/2019	093609	U.S. MUNICIPAL SUPPLY, INC.	\$44.15
	V1002630	01/29/2019	095400	WARD'S NATURAL SCIENCE	\$200.53
	V1002631	01/29/2019	097010	WEST MUSIC CO.	\$455.40
	V1002632	01/29/2019	1008068	WILLIAMS SCOTSMAN, INC	\$1,525.02
<b>01 - Total</b>					<b>\$19,025.61</b>
51	V5000225	01/29/2019	014300	BLICK ART MATERIALS	\$40.60
<b>51 - Total</b>					<b>\$40.60</b>
<b>Overall - Total</b>					<b>\$19,066.21</b>

### Student Activity Accounts

Budget Unit	Project	Project Title	Jan-19
50000221	005221	BEST BUDDIES	1,186.76
50000222	005222	BEST BUDDIES	355.59
50000223	005223	BEST BUDDIES	2,237.80
50000326	005326	BEST BUDDIES	3,034.82
50000327	005327	BEST BUDDIES	694.06
50000328	005328	BEST BUDDIES	1,975.58
50000221	006221	BLACK STUDENT UNION	1,346.72
50000222	006222	BLACK STUDENT UNION	1,320.18
50000223	006223	BLACK STUDENT UNION	1,251.46
50000223	007223	BRINGING HOPE HOME CLUB	264.99
50000327	008327	8 <sup>th</sup> GRADE DANCE	901.40
50000221	010221	CLASS OF 2021	3,852.09
50000222	010222	CLASS OF 2021	5,826.46
50000223	010223	CLASS OF 2021	3,349.84
50000221	011221	CLASS OF 2022	1,230.85
50000222	011222	CLASS OF 2022	1,105.00
50000223	011223	CLASS OF 2022	5,384.16
50000221	014221	CLASS OF 2019	19,015.87
50000222	014222	CLASS OF 2019	30,646.82
50000223	014223	CLASS OF 2019	19,138.98
50000221	015221	CLASS OF 2020	1,880.19
50000222	015222	CLASS OF 2020	4,995.11
50000223	015223	CLASS OF 2020	3,736.42
50000221	016221	MOCK TRIAL TEAM	926.30
50000221	017221	MODEL U.N.	1,382.10
50000223	017223	MODEL U.N.	3,474.49
50000221	018221	DECA	15,001.45
50000222	018222	DECA	13,320.91
50000223	018223	DECA	13,648.72
50000223	019223	IDRYO (LITERARY MAGAZINE)	145.60
50000221	020221	ROTARY/INTERACT	817.02
50000222	020222	INTERACT	2,544.68
50000223	020223	INTERACT	745.75
50000221	021221	MULTICULTURAL CLUB	596.21
50000221	022221	F.B.L.A. HENDERSON	3,007.99
50000221	023221	VIDEO PRODUCTION CLUB	166.23
50000222	023222	WVIK CLUB	360.02
50000223	023223	PHOTOGRAPHY CLUB	3,148.18
50000221	028221	WARRIORS HELPING WARRIORS	139.94
50000223	029223	CYCLING CLUB	198.46
50000222	025222	RELAY FOR LIFE	683.42
50000221	027221	GIRL UP	1,341.04
50000221	032221	WORLD LANGUAGE HONOR SOCIETY	835.71
50000221	034221	NATIONAL HONOR SOCIETY	6,097.72
50000222	034222	NATIONAL HONOR SOCIETY	998.99
50000223	034223	NATIONAL HONOR SOCIETY	1,812.60
50000223	035223	RUSTIN ACTION GROUP	568.19
50000221	036221	NEWSPAPER	1,336.84

### Student Activity Accounts

Budget Unit	Project	Project Title	Jan-19
50000221	037221	SPEECH & DEBATE	258.31
50000222	038222	FASHION CLUB	512.64
50000223	038223	FASHION CLUB	400.00
50000221	039221	HELPING HANDS CLUB	76.66
50000222	039222	HANDS TO HEARTS	21.98
50000221	040221	S.A.D.D.	1,646.92
50000222	040222	S.A.D.D.	1,024.72
50000223	040223	S.A.D.D.	1,377.04
50000221	041221	SCIENCE OLYMPIAD	496.03
50000222	041222	SCIENCE OLYMPIAD	1,101.48
50000223	041223	SCIENCE OLYMPIAD	2,393.89
50000221	042221	SKI CLUB	2,043.21
50000223	042223	SKI CLUB	1,604.52
50000326	042326	SKI CLUB	4,300.80
50000221	043221	PHYSICS OLYMPIAD	596.10
50000327	045327	ART CLUB	21.35
50000221	046221	NATIONAL ART HONOR SOCIETY	380.21
50000222	046222	NATIONAL ART HONOR SOCIETY	112.41
50000222	048222	TEAM RED CROSS	28.58
50000221	050221	STUDENT COUNCIL	2,237.80
50000222	050222	STUDENT COUNCIL	18,091.67
50000223	050223	STUDENT COUNCIL	16,785.40
50000326	050326	STUDENT COUNCIL	16,714.89
50000327	050327	STUDENT COUNCIL	7,243.24
50000328	050328	STUDENT COUNCIL	21,917.78
50000221	051221	GSA	40.68
50000223	051223	RUSTIN GSA	597.46
50000326	051326	GSA	133.48
50000221	054221	HIGH SCHOOL YEARBOOK	8,388.66
50000222	054222	HIGH SCHOOL YEARBOOK	25,885.37
50000223	054223	HIGH SCHOOL YEARBOOK	839.68
50000327	054327	MIDDLE SCHOOL YEARBOOK	18.57
50000328	054328	MIDDLE SCHOOL YEARBOOK	3,142.12
50000221	058221	ANIME CLUB	73.11
50000223	060223	GERMAN CLUB	1,119.87
50000221	061221	MU ALPHA THETA HONOR SOCIETY	15.11
50000222	061222	MATH CLUB	64.27
50000221	062221	ACADEMIC TEAM - HENDERSON	4,259.37
50000223	062223	ACADEMIC TEAM - RUSTIN	259.92
50000221	070221	SCHOOL MUSICAL	13,346.49
50000222	070222	BROADWAY SHOW	25,573.04
50000223	070223	THEATER FUND	5,606.72
50000221	072221	CALLIOPE	650.88
50000326	073326	FOOTBALL ACTIVITY FUND	2,125.80
50000326	074326	CHEER CLUB	2,968.73
50000326	075326	WRESTLING ACTIVITY	546.60
50000326	076326	TRACK & FIELD ACTIVITY	135.00
50000221	078221	MUSIC DEPARTMENT FUND	23,702.09

### Student Activity Accounts

Budget Unit	Project	Project Title	Jan-19
50000222	078222	CHORAL FUND	1,868.79
50000223	078223	CHORAL FUND	5,314.26
50000222	086222	COMPUTER ACCOUNT	915.50
50000221	087221	ROBOTICS CLUB	2,175.49
50000221	090221	DRAMA CLUB	6,439.96
50000326	090326	DRAMA	26,818.37
50000327	090327	DRAMA	4,709.15
50000328	090328	DRAMA	25,313.23
50000221	093221	STUDENTS HELPING STUDENTS	934.68
50000222	093222	KARE - EAST	1,778.05
50000326	093326	PEIRCE PROUD KIDS	1,369.70
50000328	093328	FUGETT CARES	125.93
50000223	094223	MEGA CLUB	716.27
50000222	098222	FORGN LANG HONOR SOCIETY	3,446.56
<b>Total Fund 50 Projects</b>			<b>491,836.30</b>
51000327	142327	SKI CLUB	1,272.38
51000330	164330	ACTIVITY FUND	6,195.54
51000432	164432	ACTIVITY FUND	934.07
51000437	164437	ACTIVITY FUND	14,647.38
51000438	164438	ACTIVITY FUND	2,123.76
51000440	164440	ACTIVITY FUND	3,061.28
51000444	164444	ACTIVITY FUND	11,027.52
51000445	164445	ACTIVITY FUND	2,734.45
51000447	164447	ACTIVITY FUND	9,034.19
51000448	164448	ACTIVITY FUND	7,805.75
51000451	164451	ACTIVITY FUND	10,211.59
51000452	164452	ACTIVITY FUND	6,860.33
51000453	164453	ACTIVITY FUND	7,053.11
51000931	164931	ACTIVITY FUND	0.82
51000955	164955	ACTIVITY FUND	1,037.64
51000451	179451	PHYSICAL EDUCATION	85.98
51000221	180221	CLEARING ACCOUNT	6,700.96
51000222	180222	CLEARING ACCOUNT	4,631.50
51000223	180223	CLEARING ACCOUNT	12,624.66
51000326	180326	CLEARING ACCOUNT	1,757.41
51000327	180327	CLEARING ACCOUNT	677.12
51000328	180328	CLEARING ACCOUNT	15,579.07
51000955	182955	COLLEGE SCHOLRSHP FD ADM	2,930.61
51000222	191222	SCHOOL SIGN EHS	3,782.89
51000452	193452	LIFE SKILLS SUPPORT	21.53
51000440	194440	FIELD TRIP ACCT	9,169.85
51000327	195327	FIELD TRIP STET 6	0.33
51000327	196327	FIELD TRIP STET 7	444.33
51000327	197327	FIELD TRIP STET 8	689.83
51000221	202221	IMPROVEMENT FUND	17,195.84
51000222	202222	IMPROVEMENT FUND	22,452.26
51000223	202223	IMPROVEMENT FUND	14,840.13
51000326	202326	IMPROVEMENT FUND	981.16

**Student Activity Accounts**

<b>Budget Unit</b>	<b>Project</b>	<b>Project Title</b>	<b>Jan-19</b>
51000327	202327	IMPROVEMENT FUND	3,591.62
51000328	202328	IMPROVEMENT FUND	1,565.62
51000222	203222	HEART MONITOR/PE ACCT	3,606.74
51000223	203223	PE HEART MONITORS	6,452.98
51000222	209222	ENGLISH DEPT	2,438.66
51000222	210222	LIBRARY FUND	995.68
51000223	210223	LIBRARY FUND	282.51
51000326	210326	LIBRARY FUND	850.00
51000327	210327	LIBRARY FUND	788.96
51000328	210328	LIBRARY FUND	2,356.68
51000438	210438	LIBRARY FUND	5,157.53
51000440	210440	LIBRARY FUND	701.30
51000444	210444	LIBRARY FUND	8,530.57
51000445	210445	LIBRARY FUND	2,339.18
51000447	210447	LIBRARY FUND	1,736.54
51000448	210448	LIBRARY FUND	6,884.00
51000451	210451	LIBRARY FUND	88.08
51000452	210452	LIBRARY FUND	4,997.52
51000453	210453	LIBRARY FUND	4,412.97
51000221	211221	HEALTH FITNESS/HRM	5,830.64
51000326	214326	MUSIC FUND	11,132.92
51000327	214327	MUSIC FUND	1,422.14
51000328	214328	MUSIC FUND	1,913.29
51000448	214448	MUSIC FUND	1,089.12
51000222	216222	PAVE THE WAY	1,613.28
51000221	234221	STUDENT ASSISTANCE FUND	12,239.43
51000222	234222	STUDENT ASSISTANCE FUND	6,110.17
51000223	234223	STUDENT ASSISTANCE FUND	327.30
51000328	234328	STUDENT ASSISTANCE FUND	10,142.75
51000221	250221	BRUNO SCHOLARSHIP	11,336.91
51000953	250953	ACTIVITY FEE WAIVER FUND STUDENT	1,121.57
51000221	251221	RICK MAERKER MEMORIAL SCHOLARSHIP	14,910.94
51000223	251223	ARSCOTT SOCCER SCHOLARSHIP	115.30
51000221	252221	B REED HNDERSON SCHOLARSHIP	888.16
51000221	253221	VICKY AHLUM MEMORIAL SCHOLARSHIP	5,311.64
51000222	254222	CLASS OF 2005 SCHOLARSHIP	2,208.48
51000221	255221	BOYS LACROSSE BOOSTERS AWARD	5,680.00
51000222	255222	RECYCLING SCHOLARSHIP	482.27
51000221	257221	JEANNE D. SCIUBBA MEMORIAL SCHOLARSHIP	223.33
51000223	258223	BIANCA ROBERSON SCHOLARSHIP	11,161.55
51000955	259955	MATLACK MEMORIAL TRUST FUND	4,962.31
51000221	261221	TRAPNELL SCHOLARSHIP	118,166.56
51000221	265221	TUKLOFF MEMORIAL TRUST	1,443.79
51000222	268222	WENKE SCHOLSP FUND	9,326.97
51000221	269221	THOMAS WEEKS SCHOLARSHIP	654.90
51000955	290955	UNDISTRIBUTED INCOME	12,748.71

**Total Fund 51 Projects**

508,906.84

**Fund 50 / 51 - Combined Project Totals**

1,000,743.14

**Student Activity Accounts**

<b>Budget Unit</b>	<b>Project</b>	<b>Project Title</b>	<b>Jan-19</b>
<b>Fund 50 / 51 - Combined Accounts Payable</b>			2,016.86
<b>Fund 50 / 51 - Due to / from other funds</b>			5,300.72
		<b>Total Student Activity and Agency Funds</b>	<u>1,008,060.72</u>
<b>Fund 50 / 51 - Cash Account Balances as of 01/31/2019</b>		<b>Total Cash</b>	<u>1,008,060.72</u>
		<b>Total Student and Agency Activity Funds</b>	<u>1,008,060.72</u>



**WEST CHESTER AREA SCHOOL DISTRICT  
FOOD SERVICES CASH BALANCE STATEMENT AND DISBURSEMENT APPROVAL REPORT  
JANUARY 31, 2019**

**OPERATING CASH**

<u>CASH BALANCE DECEMBER 31, 2018</u>	\$	16,455.58
 <u>RECEIPTS JANUARY 1, 2019 - JANUARY 31, 2019</u>		
DEPOSITS	79,386.20	
DEPOSITS ON ACCOUNT	242,482.51	
INTEREST	457.29	
SALE OF EQUIPMENT		
POS FEES RECEIVED	876.26	
ARAMARK REIMBURSEMENT	-	
TRANSFER FROM INVESTMENTS ACCOUNT	70,000.00	
TOTAL RECEIPTS		393,202.26
 <u>DISBURSEMENTS JANUARY 1, 2019 - JANUARY 31, 2019</u>		
BANK FEES	105.72	
POS SERVICE CHARGES	-	
EQUIPMENT PURCHASES	23,443.10	
ARAMARK PAYMENTS	366,603.29	
STUDENT REFUNDS	23.40	
ARAMARK MAINTENANCE SUPPLIES	-	
OTHER	-	
TOTAL DISBURSEMENTS		390,175.51
 <u>CASH BALANCE JANUARY 31, 2019</u>	 \$	 <u>19,482.33</u>

**INVESTMENTS**

<u>INVESTMENT BALANCE DECEMBER 31, 2018</u>	\$	1,160,962.79
 <u>RECEIPTS JANUARY 1, 2019 - JANUARY 31, 2019</u>		
TRANSFERS FROM CHECKING ACCOUNT:		
STATE SUBSIDY:	68,384.89	
INTEREST:	2,292.93	
TOTAL ADDITIONS		70,677.82
 <u>DISBURSEMENTS JANUARY 1, 2019 - JANUARY 31, 2019</u>		
TRANSFER TO CHECKING ACCOUNT	70,000.00	
TOTAL DISBURSEMENTS		70,000.00
 <u>INVESTMENT BALANCE JANUARY 31, 2019</u>	 \$	 <u>1,161,640.61</u>

**PREPAID STUDENT ACCOUNTS**

<u>PREPAID STUDENT ACCOUNTS BALANCE DECEMBER 31, 2018</u>	\$	240,676.94
 ADD: RECEIVED ON ACCOUNT		
TOTAL ADDITIONS		214,115.26
 DEDUCT: PREPAIDS USED		
TOTAL DEDUCTIONS		196,767.90
 <u>PREPAID STUDENT ACCOUNTS BALANCE JANUARY 31, 2019</u>	 \$	 <u>258,024.30</u>

WEST CHESTER AREA SCHOOL DISTRICT  
FEBRUARY 25, 2019  
STATEMENT OF DISBURSEMENTS SUMMARY  
FOR THE PERIOD JANUARY 1, 2019 - JANUARY 31, 2019

GENERAL FUND DISBURSEMENTS	15,962,774.08
includes Technology, Federal Programs and any Special State Funds	
BILLS PAID	15,962,774.08
INVESTMENTS	0.00
CAPITAL RESERVE FUND	324,603.20
CAPITAL PROJECTS FUND	889,181.04
SPECIAL REVENUE - Athletics	13,340.60
TRUST FUNDS	8,562.64
CAFETERIA	390,069.79
STUDENT ACTIVITY FUND DISBURSEMENTS	162,070.91
TRUST AND AGENCY FUND DISBURSEMENTS	<u>35,665.66</u>
TOTAL DISBURSEMENTS	<u>17,786,267.92</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 25, 2019 SCHOOL BOARD MEETING**

### **CONSENT AGENDA RESOLUTION**

#### **Approval of the January 31, 2019 Financial Report**

Approval is requested for the West Chester School District Financial Report for the month ending January 31, 2019.

I so move.

#### **2018-19 General Fund Financial Analysis**

The expenses and revenues as of January 2019 represent 7 months of financial activity for the District. As of December month end, we have collected \$1,059,000 more than our \$169.3 million current and interim real estate tax budgets. Any outstanding real estate taxes due but not collected at December 31st were submitted to the County on January 15 for collection in accordance with PA tax collection law. Year-to-date we have collected \$792,000 in interim taxes which is \$117,000 more than last year. We will continue to receive interim tax revenues throughout the remainder of the school year and are optimistic that we will reach our budget of \$1.2 million.

The second largest local revenue category is Earned Income Tax which is trending in-line with last year's collections as compared to budget. We have received \$2,359,900 in transfer taxes year to date, this amount is behind last year and is the result of the size and timing of property transfers within the District.

Our local revenues YTD total \$186.2 million or 93.01 % of budget. State revenues are on target with budget, the largest component to date is \$3.5 million in gaming revenues. Year to date we have received \$6.6 million in combined Basic Education and Special Education subsidies which is on target with budget. Federal revenues are also on target with budget.

We have made some revisions to our expenses for the 2018-19. The revisions include a reduction of \$476,500 in salaries as compared to budget, a \$74,400 reduction of salaries and supplies related to the removal of Elementary Summer school program. A reduction of Charter school tuition expense in the amount of \$1,400,000 due to lower than expected enrollments. We reduced debt service expense in the amount of \$167,548 as the result of lower than anticipated interest rates on the new debt issue and reduced educational supplies in the amount of \$19,126 as a result of the PPA enrollment reconciliation. We will continue to monitor our expenses throughout the year and any savings recognized will be set aside to help offset the millage increase for 2019-20.

And as you can see on the statement, we have budgeted \$253.4 million in expenses and \$246.8 million in revenues this year and we budgeted to use \$6.6 million of our fund balance to close the gap between the expenses and revenues.

Our fund balance is projected to be \$29.9 million at June 30th but after an Act 1 tax increase we have a \$2.6 million budget gap to close for the 2019-20 budget so we may need to use a portion of the fund balance to close the gap.

This concludes the financial report.

John T. Scully, School Board Treasurer

West Chester Area School District

2018-19 General Fund Including Technology and Federal Programs

Revenue for the Month Ending January 31, 2019

	CURRENT YR BUDGET	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD RECEIPTS CURR VS. PRIOR YR	% OF BUDGET RECEIVED CURRENT YR	% OF BUDGET RECEIVED VS. PRIOR YR
CURRENT REAL ESTATE	168,126,224.00	169,584,051.40	(1,457,827.40)	6,511,015.74	100.87%	100.64%
INTERIM R. E. TAXES	1,191,092.00	792,267.45	398,824.55	116,942.79	66.52%	56.83%
PUBLIC UTILITY R. T.	200,000.00	192,821.01	7,178.99	9,541.32	96.41%	91.64%
EARNED INCOME TAXES	21,695,267.00	9,604,291.71	12,090,975.29	156,829.80	44.27%	44.42%
REAL ESTATE TRANSFER	4,308,364.00	2,359,985.04	1,948,378.96	(535,719.48)	54.78%	70.60%
DELIQU TAX LEVIED	3,008,800.00	968,321.91	2,040,478.09	8,034.82	32.18%	31.92%
EARNINGS-INVESTMENTS	499,990.00	1,734,463.14	(1,234,473.14)	862,075.41	346.90%	220.28%
PARKING FEES	60,000.00	60,503.00	(503.00)	(2,141.00)	100.84%	104.41%
RENTALS	360,000.00	354,492.25	5,507.75	175,522.30	98.47%	49.71%
CONTRIBUTIONS	20,000.00	19,291.41	708.59	(2,725.60)	96.46%	110.09%
SUMMER SCHL TUITION	45,000.00	41,151.11	3,848.89	(6,321.21)	91.45%	158.24%
RCPTS OTHER LEA'S PA	78,000.00	50,098.98	27,901.02	(10,380.52)	64.23%	19.51%
OUTDOOR EDU. TUITION	71,540.00	18,793.06	52,746.94	1,299.06	26.27%	12.90%
MISCELLANEOUS REVENUE	76,000.00	53,993.39	22,006.61	52,044.12	71.04%	1.96%
REF PRIOR YR EXPEN.	25,000.00	999.11	24,000.89	(18,652.13)	4.00%	78.60%
ACTIVITY FEE REVENUE	380,485.00	326,280.00	54,205.00	(10,045.00)	85.75%	88.39%
ADVERTISING REVENUE	-	162.50	(162.50)	(155.54)	0.00%	0.00%
<b>LOCAL REVENUES</b>	<b>200,145,762.00</b>	<b>186,161,966.47</b>	<b>13,983,795.53</b>	<b>7,307,164.88</b>	<b>93.01%</b>	<b>92.38%</b>
BASIC INSTR. SUBSIDY	8,208,631.00	3,531,880.50	4,676,750.50	174,096.50	43.03%	41.88%
TUITION ORPHANS	290,000.00	-	290,000.00	-	0.00%	0.00%
SPECIAL ED FUNDING	6,202,850.00	3,108,047.00	3,094,803.00	(116,646.53)	50.11%	56.78%
PRRI/APS DIRECT PAYMENTS	-	2,780.68	(2,780.68)	2,780.68	0.00%	0.00%
TRANSPORTATION SUB.	3,674,145.00	1,875,700.00	1,798,445.00	1,661,708.00	51.05%	5.71%
RENT SUBSIDY	1,112,753.00	363,584.69	749,168.31	(501,220.02)	32.67%	79.17%
MEDICAL-DENTAL SVCS.	250,301.00	-	250,301.00	-	0.00%	0.00%
BASIC ED REIM SUPP	3,468,141.00	3,468,140.90	0.10	(75,251.99)	100.00%	100.00%
SCHOOL SAFETY AND SECURITY	-	25,000.00	(25,000.00)	25,000.00	0.00%	0.00%
READY TO LEARN BLOCK GRANT	399,095.00	399,095.00	-	399,095.00	100.00%	0.00%
SOC SEC/MED SUBSIDY	3,667,436.00	544,079.66	3,123,356.34	22,618.07	14.84%	14.97%
RETIREMENT SUBSIDY	16,009,741.00	2,508,247.64	13,501,493.36	155,654.24	15.67%	15.63%
<b>STATE REVENUES</b>	<b>43,283,093.00</b>	<b>15,826,556.07</b>	<b>27,456,536.93</b>	<b>1,747,833.95</b>	<b>36.57%</b>	<b>33.99%</b>
IDEA 619 FUNDS	3,724.00	-	3,724.00	-	0.00%	0.00%
IDEA PASS THROUGH	1,311,916.00	-	1,311,916.00	(93.68)	0.00%	0.01%
TITLE I	835,294.00	234,822.35	600,471.65	(75,900.82)	28.11%	31.72%
TITLE II	262,337.00	135,475.91	126,861.09	(3,251.12)	51.64%	50.85%
TITLE III LEP/IMMIGRAN	108,968.00	88,458.36	20,509.64	(17,831.56)	81.18%	90.99%
TITLE IV	-	27,922.71	(27,922.71)	22,929.63	0.00%	0.00%
MA DIRECT SERVICES	660,000.00	1,031,106.80	(371,106.80)	911,550.45	156.23%	29.16%
MA ADMIN TIME STUDY	30,000.00	29,494.91	505.09	6,032.18	98.32%	78.21%
<b>FEDERAL PROGRAMS</b>	<b>3,212,239.00</b>	<b>1,547,281.04</b>	<b>1,664,957.96</b>	<b>843,435.08</b>	<b>48.17%</b>	<b>23.44%</b>
<b>TOTAL REVENUES</b>	<b>246,641,094.00</b>	<b>203,535,803.58</b>	<b>43,105,290.42</b>	<b>9,898,433.91</b>	<b>82.52%</b>	<b>81.35%</b>

DATE: 02/06/2019  
 TIME: 11:30:35

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='01'  
 ACCOUNTING PERIOD: 7/19

SORTED BY: ACCOUNT  
 TOTALED ON:  
 PAGE BREAKS ON:

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
111	REG SALARIES ADMIN	8,422,301.00	620,889.16	.00	4,957,640.17	3,464,660.83	58.86
121	REG SALARIES PROF	68,393,397.00	6,226,123.08	.00	37,467,810.90	30,925,586.10	54.78
123	EXTRA ASSIGN PROF	1,071,546.93	16,231.41	.00	599,873.20	471,673.73	55.98
124	SABBATICL LV PROF	250,000.00	10,434.09	.00	51,274.99	198,725.01	20.51
125	SUBJ CHRPRSN PROF	421,496.00	44,556.40	.00	222,014.58	199,481.42	52.67
127	RETIREMT SEV PROF	392,000.00	.00	.00	.00	392,000.00	.00
128	HOME BD INSTR PROF	.00	446.25	.00	1,268.75	-1,268.75	.00
135	SUPPLEMTL CONTR PROF	2,167,000.00	165,556.11	.00	1,219,635.94	947,364.06	56.28
141	REG SALARIES TECHNCL	3,498,455.00	287,258.86	.00	2,071,763.08	1,426,691.92	59.22
143	EXTRA ASSIGN TECHNCL	1,000.00	.00	.00	.00	1,000.00	.00
151	REG SALARIES OFFICE	2,920,205.00	214,258.91	.00	1,534,229.88	1,385,975.12	52.54
153	O/T SALARIES OFFICE	66,334.86	4,823.29	.00	42,948.16	23,386.70	64.74
154	SALARIES AIDES	460,477.00	30,911.52	.00	183,098.38	277,378.62	39.76
158	TECH AIDES	422,668.00	31,277.25	.00	207,525.83	215,142.17	49.10
161	REG SALARIES O & M	5,140,650.00	344,862.23	.00	2,353,123.73	2,787,526.27	45.77
162	TEMP SALARIES O & M	100,000.00	12,911.50	.00	125,872.75	-25,872.75	125.87
163	O/T SALARIES O & M	188,700.00	29,618.66	.00	157,697.33	31,002.67	83.57
167	CUSTODIAL SEVERANCE	40,000.00	.00	.00	.00	40,000.00	.00
168	TECH TRADE/CRAFTS	663,126.00	45,776.03	.00	326,285.13	336,840.87	49.20
171	NEW HIRES	.00	-9.66	.00	.00	.00	.00
173	EXPENSE REPORTS	.00	1,173.07	.00	2,992.15	-2,992.15	.00
191	REG SALARIES INSTRL AIDE	2,251,047.00	162,317.77	.00	971,067.61	1,279,979.39	43.14
193	O/T INSTRUCTIONAL AIDES	56,320.00	309.80	.00	33,107.27	23,212.73	58.78
211	MEDICAL INSURANCE	15,158,988.00	1,551,340.16	.00	9,148,442.16	6,010,545.84	60.35
212	DENTAL INSURANCE	1,270,452.00	109,498.20	.00	637,043.49	633,408.51	50.14
213	LIFE INSURANCE	178,820.44	19,550.16	.00	106,594.14	72,226.30	59.61
214	INC. PROT. INS.	178,814.00	7,500.00	.00	47,020.97	131,793.03	26.30
215	EYE CARE INS	191,837.00	17,661.03	.00	103,119.32	88,717.68	53.75
216	PRESCRIPTION INS	4,648,261.00	370,742.97	.00	2,183,831.17	2,464,429.83	46.98
220	SOCIAL SECURITY CONT	7,336,436.13	604,944.14	.00	3,758,775.13	3,577,661.00	51.23
230	RETIREMENT CONTRIBS	32,030,642.88	2,738,165.35	.00	17,351,366.66	14,679,276.22	54.17
240	TUITION REIMBURSE	600,000.00	99,683.79	.00	233,154.37	366,845.63	38.86
250	UNEMPLOYMENT COMP	375,969.00	14,781.30	.00	42,590.53	333,378.47	11.33
260	WORKMEN'S COMPENS	375,969.00	219,093.29	.00	536,095.90	-160,126.90	142.59
290	OTHER EMPLOYEE BEN	.00	28,540.90	.00	269,609.20	-269,609.20	.00
300	PRCHSD PRG&TECH SVS	600.00	200.00	.00	76,536.10	-75,936.10	12756.02
302	PURCH PROF AIDES	3,155,196.00	233,193.85	1,709,506.62	1,194,787.87	250,901.51	92.05
303	PURCH PROF TSS CCIU	475,000.00	127,880.00	.00	128,223.96	346,776.04	26.99
304	PURCH PROF TSS CONTRACTE	1,750,000.00	1,382.00	.00	128,759.00	1,621,241.00	7.36
310	OFFICIAL/ADMIN SVCS	672,612.00	41,683.15	730.00	287,277.15	384,604.85	42.82
315	PURCH PROF TEACHER SUBS	2,154,645.50	24,513.77	.00	516,613.68	1,638,031.82	23.98
316	PURCH PROF AIDES SUBS	176,000.00	.00	.00	81,223.98	94,776.02	46.15
317	PURCH PROF ADM SUPPRT SU	100,000.00	.00	.00	43,411.70	56,588.30	43.41
322	PROF ED SVCS IU'S	6,422,575.48	743,517.93	.00	1,929,546.38	4,493,029.10	30.04
323	PROF ED SVCS OTHER	2,627,706.76	351,191.46	.00	1,245,009.58	1,382,697.18	47.38
324	PROF ED SRVS EMPL TRAIN.	140,259.90	4,729.50	3,894.25	92,489.40	43,876.25	68.72

DATE: 02/06/2019  
 TIME: 11:30:35

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='01'  
 ACCOUNTING PERIOD: 7/19

SORTED BY: ACCOUNT  
 TOTALED ON:  
 PAGE BREAKS ON:

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
329	PROF. EDUC. SVCS- OTHER	411,672.50	55,309.76	.00	172,513.51	239,158.99	41.91
330	OTHER PROF SERVICES	2,022,579.13	94,708.68	55,552.81	866,608.55	1,100,417.77	45.59
340	TECHNICAL SERVICES	30,000.00	.00	.00	4,265.00	25,735.00	14.22
348	PROF SVCS - TECHNLOGY	87,554.32	149.00	.00	43,936.39	43,617.93	50.18
350	SECURITY/SAFETY SVCS	162,500.00	7,558.96	1,750.00	30,706.24	130,043.76	19.97
360	EMPLOYEE TRAINING AND DE	1,000.00	.00	1,000.00	.00	.00	100.00
390	OTHER PURCH. SVCS	166,778.10	12,439.15	.00	72,923.51	93,854.59	43.72
422	ELECTRICITY	1,743,000.00	85,621.62	.00	822,607.53	920,392.47	47.19
424	WATER/SEWAGE	552,000.00	96,298.56	331.22	279,437.92	272,230.86	50.68
430	REPAIRS & MAINT SVCS	974,905.21	75,933.31	242,527.58	444,383.31	287,994.32	70.46
432	REPAIRS & MAINT- SVC EQU	4,900.00	277.18	886.56	2,923.44	1,090.00	77.76
438	REPAIRS & MAINT- TECH	277,542.00	262.50	1,840.00	230,554.63	45,147.37	83.73
441	RENTAL - LAND & BLDGS	193,280.00	8,243.02	25,666.98	100,897.02	66,716.00	65.48
442	EQUIPMENT RENTAL	267,994.70	36,962.08	104,128.52	111,624.42	52,241.76	80.51
444	RENTAL VEHICLES	1,446.01	770.28	.00	1,305.28	140.73	90.27
449	OTHER RENTAL	2,642.93	422.93	.00	517.93	2,125.00	19.60
513	CONTRACTED CARRIERS	13,885,907.63	840,038.85	190.00	5,894,253.31	7,991,464.32	42.45
521	FIRE INSURANCE	172,000.00	.00	.00	169,149.00	2,851.00	98.34
522	AUTO LIABTY INS	50,500.00	.00	.00	46,864.50	3,635.50	92.80
523	GNRL PROP & LIAB INS	224,900.00	.00	.00	218,419.00	6,481.00	97.12
525	BONDING INSURANCE	26,100.00	.00	.00	75.00	26,025.00	.29
529	OTHER INSURANCE	60,600.00	.00	9,900.00	48,402.00	2,298.00	96.21
530	TELEPHONE & POSTAGE	298,991.07	20,386.68	11,992.67	175,494.79	111,503.61	62.71
538	COMMUNICATIONS-TECH	150,200.00	36,371.62	66,580.95	397.05	83,222.00	44.59
540	ADVERTISING	15,000.00	1,412.88	2,787.41	4,928.60	7,283.99	51.44
550	PRINTING AND BINDING	76,153.28	6,906.45	626.00	28,835.14	46,692.14	38.69
560	TUITION	1,200,000.00	90,021.48	.00	474,349.36	725,650.64	39.53
561	TUIT TO LEA WITHIN	83,600.00	6,611.14	.00	131,979.12	-48,379.12	157.87
562	TUITION - CHARTER SCHOOL	9,801,264.00	742,604.82	.00	4,559,876.27	5,241,387.73	46.52
563	TUIT TO PRIV SCHOOLS	700,845.00	99,669.50	.00	563,594.50	137,250.50	80.42
564	TUIT TO AREA VO-TECH	2,795,498.00	683,348.81	.00	1,952,612.81	842,885.19	69.85
567	TUITION TO APP PRIV. SCH	1,583,674.00	161,757.93	.00	1,087,126.16	496,547.84	68.65
568	TUITION PRRI, ALT ED,DTE	10,000.00	.00	.00	464.73	9,535.27	4.65
569	TUITION OTHER	15,000.00	.00	.00	4,609.00	10,391.00	30.73
580	TRAVEL EXPENSES	171,536.34	13,666.77	250.00	41,146.36	130,139.98	24.13
581	TRAVEL-PROF. DEVELOPMENT	117,583.11	761.62	1,428.84	32,360.50	83,793.77	28.74
595	I.U. PAYMNT BY W/H	128,218.00	.00	.00	128,297.37	-79.37	100.06
610	GENERAL SUPPLIES	2,751,065.83	71,310.18	475,424.27	1,415,439.50	860,202.06	68.73
618	SUPPLIES-TECHNOLOGY	7,695.03	.00	6,513.03	8,141.99	-6,959.99	190.45
621	NATURAL GAS	633,322.92	110,096.12	.00	249,561.64	383,761.28	39.41
624	OIL	13,677.08	.00	13,677.08	.00	.00	100.00
626	GASOLINE & DIESEL	72,000.00	4,200.29	29,083.55	27,416.45	15,500.00	78.47
627	DIESEL FUEL	18,000.00	.00	5,903.50	5,502.63	6,593.87	63.37
635	FOOD MEALS & REFRESHMENT	62,734.74	1,107.63	.00	32,289.29	30,445.45	51.47
640	BOOKS & PERIODICALS	1,262,314.52	22,159.26	88,962.90	849,974.66	323,376.96	74.38
648	BOOKS -TECHNOLOGY	122,000.00	.00	.00	.00	122,000.00	.00

DATE: 02/06/2019  
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WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 3  
 EXPSTAI1

SELECTION CRITERIA: orgn.fund='01'  
 ACCOUNTING PERIOD: 7/19

SORTED BY: ACCOUNT  
 TOTALED ON:  
 PAGE BREAKS ON:

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
650	SUPPLIES & FEES- TECH RE	1,162,604.23	133,707.11	100,664.46	864,769.34	197,170.43	83.04
750	EQUIP - ORIG & ADDT'L	450.00	.00	200.00	2,132.19	-1,882.19	518.26
752	CAP EQUIP- ORIG. OR ADD	2,205.22	.00	.00	2,205.22	.00	100.00
758	EQUIPMENT-TECHNOLOGY	7,873.12	1,610.00	.00	3,237.44	4,635.68	41.12
760	EQUIPMENT - REPLACEMENT	10,167.00	-3,775.00	.00	-4,221.00	14,388.00	-41.52
762	CAP EQUIP- REPLACE	237,566.59	.00	.00	157,378.29	80,188.30	66.25
767	NON CAP TECH EQUIP-REPLA	.00	17,090.59	7,909.41	17,090.59	-25,000.00	.00
768	EQUIP REPLACE-TECHNOLOGY	14,626.95	134.65	.00	614.60	14,012.35	4.20
810	DUES AND FEES	224,123.82	16,722.41	24,990.70	126,029.04	73,104.08	67.38
811	MEMBERSHIPS	104,942.36	6,449.50	194.00	77,970.68	26,777.68	74.48
832	INT SERIAL BONDS	10,083,420.00	19,549.98	.00	4,881,953.13	5,201,466.87	48.42
880	REFNDS OF PR YRS RCP	55,000.00	.00	.00	.00	55,000.00	.00
890	MISC EXPENDITURES	-40,546.62	.00	.00	.00	-40,546.62	.00
899	STUDENT ACTIVITY	102,000.00	.00	.00	32,883.47	69,116.53	32.24
912	SERIAL BNDS PRN PYMT	15,690,000.00	.00	.00	2,120,000.00	13,570,000.00	13.51
932	CAP RESERVE FD TRANS	5,257,722.00	.00	.00	1,475,264.00	3,782,458.00	28.06
TOTAL REPORT		253,269,839.00	19,138,396.98	2,995,093.31	123,764,824.07	126,509,921.62	50.05

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WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='22'  
ACCOUNTING PERIOD: 7/19

SORTED BY: ACCOUNT  
TOTALED ON:  
PAGE BREAKS ON:

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
R6500	EARNINGS-INVESTMENTS	75,000.00	81,462.35	.00	350,127.30	-275,127.30	466.84
ACCOUNT-R6910	RENTALS						
R6910	RENTALS	.00	.00	.00	126,000.00	-126,000.00	.00
ACCOUNT-R6990	MISCELLANEOUS REVENU						
R6990	MISCELLANEOUS REVENU	125,000.00	.00	.00	.00	125,000.00	.00
ACCOUNT-R9310	GENRL FND TRANSFERS						
R9310	GENRL FND TRANSFERS	3,782,458.00	.00	.00	.00	3,782,458.00	.00
ACCOUNT-R9400	SALE OF FIXED ASSETS						
R9400	SALE OF FIXED ASSETS	1,300,000.00	20,573.00	.00	114,135.50	1,185,864.50	8.78
TOTAL REPORT		5,282,458.00	102,035.35	.00	590,262.80	4,692,195.20	11.17



DATE: 02/06/2019  
 TIME: 11:40:37

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='22'  
 ACCOUNTING PERIOD: 7/19

SORTED BY: ACCOUNT  
 TOTALED ON:  
 PAGE BREAKS ON:

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
123	EXTRA ASSIGN PROF	.00	.00	.00	138.36	-138.36	.00
213	LIFE INSURANCE	.00	.00	.00	.83	-.83	.00
220	SOCIAL SECURITY CONT	.00	.00	.00	9.76	-9.76	.00
230	RETIREMENT CONTRIBS	.00	.00	.00	46.25	-46.25	.00
330	OTHER PROF SERVICES	.00	40.00	1,356.00	3,200.00	-4,556.00	.00
390	OTHER PURCH. SVCS	.00	9,335.00	78,408.68	135,982.71	-214,391.39	.00
422	ELECTRICITY	85,000.00	3,779.68	.00	27,969.78	57,030.22	32.91
424	WATER/SEWAGE	29,000.00	528.32	.00	2,592.96	26,407.04	8.94
529	OTHER INSURANCE	-10,000.00	-50.00	.00	72,475.00	-82,475.00	-724.75
621	NATURAL GAS	18,000.00	5,026.80	.00	9,049.29	8,950.71	50.27
756	CAP TECH HARDWARE ORIGIN	52,324.00	.00	.00	52,323.70	.30	100.00
757	NON CAP TECH EQUIP-ORIG	58,732.00	.00	.00	58,731.07	.93	100.00
760	EQUIPMENT - REPLACEMENT	60,000.00	.00	.00	44,944.92	15,055.08	74.91
766	CAP TECH HARDWARE REPLAC	390,950.00	143,658.75	31,720.00	878,711.88	-519,481.88	232.88
767	NON CAP TECH EQUIP-REPLA	2,796,052.00	22,746.86	136,522.12	1,951,829.69	707,700.19	74.69
768	EQUIP REPLACE-TECHNOLOGY	.00	-80,148.99	.00	-80,148.99	80,148.99	.00
810	DUES AND FEES	10,000.00	3.50	.00	7,279.19	2,720.81	72.79
TOTAL REPORT		3,490,058.00	104,919.92	248,006.80	3,165,136.40	76,914.80	97.80

DATE: 02/06/2019  
TIME: 11:22:35

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 7/19

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
R9310	GENRL FND TRANSFERS	1,475,264.00	.00	.00	1,475,264.00	.00	100.00
TOTAL REPORT		1,475,264.00	.00	.00	1,475,264.00	.00	100.00

DATE: 02/13/2019  
 TIME: 13:41:17

WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='27'  
 ACCOUNTING PERIOD: 7/19

SORTED BY: ACCOUNT  
 TOTALED ON:  
 PAGE BREAKS ON:

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
300	PRCHSD PRO&TECH SVS	.00	20,921.70	5,053.74	20,921.70	-25,975.44	.00
330	OTHER PROF SERVICES	.00	.00	13,750.00	505,716.00	-519,466.00	.00
390	OTHER PURCH. SVCS	.00	122,556.03	49,548.27	876,183.60	-925,731.87	.00
610	GENERAL SUPPLIES	.00	520.06	8,440.43	15,575.49	-24,015.92	.00
750	EQUIP - ORIG & ADDT'L	.00	40.75	7,201.63	40.75	-7,242.38	.00
752	CAP EQUIP- ORIG. OR ADD	1,855,264.00	.00	.00	.00	1,855,264.00	.00
891	RETAINAGE	.00	.00	135,167.69	-135,167.69	.00	.00
TOTAL REPORT		1,855,264.00	144,038.54	219,161.76	1,283,269.85	352,832.39	80.98

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WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTAI1

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 7/19

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
R6710	GATE RECEIPTS	131,500.00	17,673.00	.00	139,044.00	-7,544.00	105.74
TOTAL REPORT		131,500.00	17,673.00	.00	139,044.00	-7,544.00	105.74

DATE: 02/06/2019  
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WEST CHESTER AREA SCHOOL DISTRICT  
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
 EXPSTA11

SELECTION CRITERIA: orgn.fund='29'  
 ACCOUNTING PERIOD: 7/19

SORTED BY: ACCOUNT  
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 PAGE BREAKS ON:

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
135	SUPPLEMTL CONTR PROF	.00	6,755.00	.00	29,128.00	-29,128.00	.00
213	LIFE INSURANCE	.00	.00	.00	1.76	-1.76	.00
220	SOCIAL SECURITY CONT	.00	497.02	.00	2,144.65	-2,144.65	.00
230	RETIREMENT CONTRIBS	.00	1,609.61	.00	7,031.91	-7,031.91	.00
350	SECURITY/SAFETY SVCS	3,340.00	.00	.00	3,956.72	-616.72	118.46
390	OTHER PURCH. SVCS	63,930.00	11,437.00	.00	18,570.00	45,360.00	29.05
513	CONTRACTED CARRIERS	3,080.00	.00	.00	.00	3,080.00	.00
580	TRAVEL EXPENSES	2,010.00	1,240.25	.00	1,633.79	376.21	81.28
610	GENERAL SUPPLIES	37,460.00	2,504.60	7,006.19	5,010.87	25,442.94	32.08
762	CAP EQUIP- REPLACE	18,060.00	.00	.00	.00	18,060.00	.00
810	DUES AND FEES	3,620.00	.00	.00	-341.00	3,961.00	-9.42
TOTAL REPORT		131,500.00	24,043.48	7,006.19	67,136.70	57,357.11	56.38

DATE: 02/06/2019  
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WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='30'  
ACCOUNTING PERIOD: 7/19

SORTED BY: ACCOUNT  
TOTALLED ON:  
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ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
R9110	BOND ISSUE PROCEEDS	.00	.00	.00	9,990,000.00	-9,990,000.00	.00
TOTAL REPORT		.00	.00	.00	9,990,000.00	-9,990,000.00	.00

**WEST CHESTER AREA SCHOOL DISTRICT  
CAPITAL PROJECTS FUND  
Month Ending January 31, 2019**

<b>Project</b>	<b>Description</b>	<b>Project Budget</b>	<b>Project to Date Expenses at Prior 6/30</b>	<b>Current Fiscal Year 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	9,995,956.02	1,075.25	9,997,031.27	262,968.73
C031	Fern Hill Renovation/Additions	13,400,000.00	13,424,457.55	0.00	13,424,457.55	(24,457.55)
C033	Exton Renovations/Additions	17,850,000.00	12,562,659.66	2,931,098.01	15,493,757.67	2,356,242.33
C034	East Goshen Design and Construction	16,000,000.00	2,146,768.98	3,997,618.16	6,144,387.14	9,855,612.86
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	12,900,000.00	105,605.32	72,690.81	178,296.13	12,721,703.87
C038	Starkweather Design and Construction	10,437,624.00	477,471.31	75.00	477,546.31	9,960,077.69
C052	Henderson Life Skills Classroom Renovation	50,000.00	12,368.25	22,805.53	35,173.78	14,826.22
C054	East Replace 2 Chillers and Add 1 Chiller	950,000.00	15,810.80	5,715.00	21,525.80	928,474.20
C056	Operations Repair Retaining Wall	70,000.00	13,023.00	166,328.85	179,351.85	(109,351.85)
C057	New Elementary School Design and Construction	25,500,000.00	800.00	173,371.80	174,171.80	25,325,828.20
C058	Penn Wood Addition	1,000,000.00	0.00	1,805.00	1,805.00	998,195.00
C999	2012-2023 Labor	4,915,221.54	2,661,577.22	232,362.26	2,893,939.48	2,021,282.06
<b>Total Current Projects</b>		<b>135,622,535.72</b>	<b>51,848,711.06</b>	<b>7,604,945.67</b>	<b>59,453,656.73</b>	<b>76,168,878.99</b>

WEST CHESTER AREA SCHOOL DISTRICT  
 FOOD SERVICES FUND  
 JANUARY 31, 2019

	2018-19 CONTRACT BUDGET	ACTUAL JANUARY 2019	YTD 2018-19
<u>REVENUE</u>			
CAFETERIA SALES	2,785,919	210,885	1,325,019
GOVERNMENT REIMBURSEMENTS	579,810	63,559	386,714
<b>TOTAL REVENUE</b>	<b>3,365,729</b>	<b>274,445</b>	<b>1,711,732</b>
<u>EXPENDITURES</u>			
COST OF FOOD	984,987	101,705	559,982
<i>COMMODITY USAGE</i>	<i>(38,155)</i>		106,402
LABOR	1,829,648	143,747	882,149
ADMINISTRATIVE EXPENSE	51,953	6,266	31,331
MANAGEMENT FEE	61,374	5,304	26,522
OTHER DIRECT EXPENSES	374,650	35,902	238,728
<b>TOTAL EXPENDITURES</b>	<b>3,264,457</b>	<b>292,924</b>	<b>1,738,712</b>
 PROFIT/LOSS	 101,272	 (18,479)	 (26,979)



January 2019

	452 EB	440 EG	438 EX	444 FH	445 GA	451 HILLS	437 MCH	448 PW	453 SS	447 WT	Total Elementary	328 F.M.	326 P.M.	327 S.M.	223 RUSTIN	222 EAST	221 HEND.	Total Secondary	OTHER	TOTAL		
Kindergarten	56	47	77	87	89	84	102	58	93	76	769										769	Kindergarten
Special Education - Kinder	9	6	8	3	13	9	12	5	13	13	91										91	Special Education - Kinder
Grade 1	71	71	100	83	94	77	91	79	79	93	838										838	Grade 1
Special Education - Grade 1	6	8	11	6	8	6	7	7	7	10	76										76	Special Education - Grade 1
Grade 2	54	58	82	77	77	91	103	72	79	76	769										769	Grade 2
Special Education - Grade 2	10	6	13	11	15	6	10	6	7	8	92										92	Special Education - Grade 2
Grade 3	49	68	70	73	74	85	77	69	92	62	719										719	Grade 3
Special Education - Grade 3	8	12	13	17	13	7	13	15	13	15	126										126	Special Education - Grade 3
Grade 4	76	55	82	74	90	92	96	80	69	69	783										783	Grade 4
Special Education - Grade 4	13	10	18	11	14	18	12	20	22	16	154										154	Special Education - Grade 4
Grade 5	63	59	76	93	75	96	83	64	103	73	785										785	Grade 5
Special Education - Grade 5	19	11	15	13	19	16	17	26	8	16	160										160	Special Education - Grade 5
Grade 6												236	327	240							803	Grade 6
Special Education - Grade 6												42	49	36							127	Special Education - Grade 6
Grade 7												257	286	246							789	Grade 7
Special Education - Grade 7												47	50	35							132	Special Education - Grade 7
Grade 8												243	271	278							792	Grade 8
Special Education - Grade 8												47	40	39							126	Special Education - Grade 8
Grade 9															273	263	318				854	Grade 9
Special Education - Grade 9															35	46	44				125	Special Education - Grade 9
Grade 10															292	284	282				858	Grade 10
Special Education - Grade 10															54	44	49				147	Special Education - Grade 10
Grade 11															283	259	246				788	Grade 11
Special Education - Grade 11															41	46	36				123	Special Education - Grade 11
Grade 12															273	266	270				809	Grade 12
Special Education - Grade 12															40	43	43				126	Special Education - Grade 12
Regular Education	369	358	487	487	499	525	552	422	515	449	4,663	736	884	764	1,121	1,072	1,116			5,693	10,356	Regular Education
Special Education	65	53	78	61	82	62	71	79	70	78	699	136	139	110	170	179	172			906	1,605	Special Education
In - District Total	434	411	565	548	581	587	623	501	585	527	5,362	872	1,023	874	1,291	1,251	1,288			6,599	11,961	In - District Total
Out of District Totals																						
Alternative Ed. Reg. Ed.																				4	4	Alternative Ed. Reg. Ed.
Alternative Ed. Special Ed.																				158	158	Alternative Ed. Special Ed.
Charter Schools																						
Achievement Cyber																					1	1
Agora Cyber																					8	8
Avon Grove																					2	2
Chester County Family Academy																					44	44
Chester Community Charter																					-	-
Collegium																					299	299
Commonwealth Connection - Cyber																					17	17
Insight																					2	2
Graystone Academy																					-	-
PA Distance																					2	2
Pa Leadership - Cyber																					104	104
Pennsylvania Cyber																					2	2
Pa Virtual - Cyber																					2	2
Reach																					7	7
Renaissance Academy																					3	3
Souderton																					-	-
21st Century - Cyber																					14	14
Outside PA																					-	-
GRAND TOTAL	434	411	565	548	581	587	623	501	585	527	5,362	872	1,023	874	1,291	1,251	1,288			6,599	669	12,630



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

February 25, 2019  
Spellman Administration Building  
7:00 pm

**OTHER BUSINESS**

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ACTION ITEM

**Approval of Resolution to Authorize the District Solicitor to File with the Pennsylvania Public Utility Commission a Petition to Intervene in a Formal Safety Complaint Against Sunoco/Energy Transfer Partners**

Approval is requested of Resolution to Authorize the District Solicitor to File with the Pennsylvania Public Utility Commission a Petition to Intervene in a Formal Safety Complaint Against Sunoco/Energy Transfer Partners

*I so move.*

**WEST CHESTER AREA SCHOOL DISTRICT**  
**February 25, 2019**

**RESOLUTION**

**BACKGROUND.**

Sunoco Pipeline, L.P. (“Sunoco”) is in the process of repurposing an existing pipeline and installing new pipelines to transport hazardous, highly volatile liquids (“HVLs”). Six of the West Chester Area School District (“District”) schools or buildings are within 6,000 feet of the pipeline, with four of those buildings located within 3,000 feet.

For the past three years, the Administration and School Board of the District have investigated this pipeline project, attended informational meetings, engaged the emergency responders of Chester County, and prepared a Hazardous Materials Emergency Plan. In addition, the superintendent has written to representatives of Sunoco, the Secretary of the Pennsylvania Public Utilities Commission (“PUC”), the governor, and other state legislators, raising safety concerns and inquiring about measures taken to ensure the protection of students who are attending District schools near the path of the pipeline installations. So far, the responses to these inquiries have not been satisfactory.

On November 19, 2018, Meghan Flynn and others filed a complaint against Sunoco before the PUC, essentially requesting an Order directing Sunoco to cease all pipeline installation activities.<sup>1</sup> Subsequently, a variety of parties have intervened in the *Flynn* litigation, including the following school districts: Downingtown Area, Rose Tree Media, Twin Valley. In addition three municipalities; West Whiteland, East Goshen, and West Goshen have filed to intervene. Some of the interveners have focused less on seeking complete cessation of pipeline installation activities,

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<sup>1</sup> *In Re: Meghan Flynn, et al. v. Sunoco Pipeline, L.P.*, Docket Numbers: C-2018-3006116; P-2018-3006117.

and rather more on requiring the implementation of safety measures. The purpose of this resolution is to authorize the District solicitor to prepare and file in the *Flynn* case before the PUC a Petition for Permission to Intervene so that the District may request the PUC to Order the implementation of more safety measures.

**TERMS AND CONDITIONS.**

AND NOW, this 25th day of February, 2019, it is hereby resolved that the District solicitor is directed to prepare and file in the *Flynn* case before the Pennsylvania Public Utilities Commission a Petition for Permission to Intervene in order for the District to request that the PUC issue an Order requiring Sunoco to implement more safety measures.

ATTEST:

BOARD OF SCHOOL DIRECTORS OF THE  
WEST CHESTER AREA SCHOOL DISTRICT

\_\_\_\_\_  
Linda Cherashore  
Board Secretary

By: \_\_\_\_\_  
Chris McCune  
President