

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

Monday, March 25, 2019

7:00 pm

Spellman Education Center

AGENDA

- I. Call to Order
Salute to the Flag (led by Aine Harner and Anestis Kalderemtzis
of Penn Wood Elementary School)..... Mr. McCune
- II. Roll Call..... Ms. Cherashore
- III. Minutes of the February 25, 2019 Monthly School Board Meeting..... Mr. McCune
- IV. Approval of the March 25, 2019 School Board Meeting Agenda Mr. McCune
- V. Superintendent's Report..... Dr. Scanlon
Student Representatives' Report..... Amber Hawkins, *East High School*
Camilla Parkinson, *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):
 - East HS Indoor Track – State College, PA – Sat-Sun 2/23-2/24/19
 - Henderson HS Indoor Track – State College, PA – Sat-Sun 2/23-2/24/19
 - East HS Wrestling – Souderton, PA – Fri-Sat 3/1-3/2/19
 - East HS Wrestling – Hershey, PA – Wed-Sat 3/6-3/9/19
 - Rustin HS Wrestling – Hershey, PA – Wed-Sat 3/6-3/9/19
 - Henderson HS Wrestling – Hershey, PA – Thurs-Sun 3/7-3/9/19
 - Henderson HS Swimming – Lewisburg, PA – Thurs-Sat 3/14-3/16/19
 - Henderson HS DECA – Orlando, FL – Fri-Wed 4/26-5/1/19
 - Henderson HS AP-Spanish – Spain – Tues-Mon 6/16-6/22/20
 - Henderson HS Italian/Latin – Italy – Wed-Fri 6/17-6/26/20
- * 2. Approval to Establish the following Activity Account(s):
 - Peirce MS Enrichment in STEAM
 - Henderson HS Kids “4” Kids
- * 3. Approval of Revised Board Policy 918 – Title I Parent and Family Engagement, Second Reading
- * 4. Approval of Revised Administrative Guideline 918AG1 – Title I Parent and Family Engagement Guidelines, Second Reading
- * 5. Approval of New Administrative Guideline 918AG2 – Title I Parent and Family Engagement School-Parent and Family Compacts, Second Reading

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\*Consent Agenda Items

- \* 6. 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*), Second Reading
- \* 7. 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*), Second Reading
- \* 8. Approval of Revised Board Policy 222 – Tobacco/Nicotine (*formerly known as Tobacco*), Second Reading
- \* 8. Approval of Revised Board Policy 247 – Hazing, Second Reading
- \* 9. Approval of Revised Board Policy 249 – Bullying/Cyberbullying, Second Reading

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

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*), Second 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*), Second Reading
- \* 3. Approval of Revisions and Name Change - Board Policy 323 Tobacco/Nicotine (*formerly known as Tobacco*), Second Reading
- \* 4. Approval of the MOA extending the Health Savings Account Employer contribution for each year employees are enrolled in the plan

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

- \* 1. Approval of 2019-20 Food Services Management Company RFP Award

**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 February 1, 2019 to February 28, 2019
- \* 2. Approval of the February 28, 2019 Financial Report
- \* 3. Approval of the Memorandum of Understanding between Octorara Area School District and West Chester Area School District
- 4. Approval of Resolution to Authorize the District Solicitor to terminate the Contract between West Chester Area School District and ER Stuebner, Inc. as contractor for the East Goshen Elementary School renovations – ***added as an addendum to agenda March 25, 2019***

XI. Comments from Residents

XII. Adjournment

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*Consent Agenda Items

WEST CHESTER AREA SCHOOL BOARD—**Meeting of February 25, 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 7:01 p.m. in the Spellman Education Center, 782 Springdale Dr. Exton, PA. Mr. McCune, Board President, called the meeting to order and Priscilla Powers and Akanksh Sharma of Peirce Middle School led the public in the Pledge of Allegiance.

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Roll Call

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

Members Absent: Mr. Gallen, Mr. Tabakin

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**Approval of January 28, 2019 Board Minutes**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Dr. Herrmann to approve the minutes of the January 28, 2019 School Board Meeting.

**On roll call vote, all members present voted “aye.” Motion carried 7-0.**

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Mr. McCune announced that the Board met in Executive Session on Tuesday, February 19, 2019 regarding a legal matter.

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**Approval of February 25, 2019 Meeting Agenda**

**BOARD ACTION:** It was moved by Dr. Shaw and seconded by Ms. Chester to approve the February 25, 2019 meeting agenda.

**On roll call vote, all members present voted “aye.” Motion carried 7-0.**

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Public Comments on Agenda Items

Judi DiFonzo thanked the board for having the pipeline intervention resolution on the agenda tonight.

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

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

**On roll call vote, all members present voted “aye.” Motion carried 7-0.**

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Approval of Consent Agenda

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

Education

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
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
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

2. Approval of 2019-20 E-Rate Bids

En-Net Services	Axiom Fiber Optic Transceivers	\$ 16,011.30
CDWG	Aruba/HPE Wireless	
	Access Points and Network Switches	\$258,863.03

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

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	35,665.66
TOTAL DISBURSEMENTS	17,786,267.92

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

2. Approval of the January 31, 2019 Financial Report

On roll call vote to approve the above Consent Agenda Items, all members present voted “aye.” Motion carried 7-0.

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### **Committee Reports**

#### **Pupil Services Committee—Ms. Chester**

##### **Approval of Sandra Bradley’s Translator Contract**

**BOARD ACTION:** It was moved by Ms. Chester and seconded by Mrs. Tiernan to approve Sandra Bradley’s Translator Contract at a rate of \$34.59/hour not to exceed 30 hours a week without District written approval with the term ending on June 30, 2019.

On roll call vote, all members present voted “aye.” Motion carried 7-0.

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

**BOARD ACTION:** It was moved by Ms. Chester and seconded by Dr. Herrmann to approve the lease agreement with the Charles A. Melton Arts & Education Center from July 1, 2019 through June 30, 2021 at an annual rental cost of \$142,800.

On roll call vote, all members present voted “aye.” Motion carried 7-0.

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Property and Finance Committee—Mr. Bevilacqua

Approval of the 2019-20 Technology Projects in the Capital Reserve Fund

BOARD ACTION: It was moved by Mr. Bevilacqua and seconded by Dr. Herrmann to approve the 2019-20 technology projects in the Capital Reserve Fund not to exceed a total budget of \$4,035,336.00.

On roll call vote, all members present voted “aye.” Motion carried 7-0.

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### **Other Business**

##### **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**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Ms. Chester to approve the 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.

**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, 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

By:

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Linda Cherashore  
Board Secretary

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Chris McCune  
President

**On roll call vote, all members present voted “aye.” Motion carried 7-0.**

<sup>1</sup> *In Re: Meghan Flynn, et al. v. Sunoco Pipeline, L.P.*, Docket Numbers: C-2018-3006116; P-2018-3006117.

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Comments from Residents

Judi DiFonzo stated that the documentary film "The Kids we Lose" which addresses student behavioral challenges will be shown in March in Delaware County.

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Mr. McCune read the following quote, "The Time Is Always Right To Do What Is Right." ~ Dr. Martin Luther King, Jr.

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Adjournment:

BOARD ACTION: On motion by Mr. Spackman, seconded by Dr. Herrmann, the Board, on voice vote, agreed to adjourn at 7:52 p.m.

Board Secretary

Recommendations

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

I.	Removal from Payroll	
a.	Resignations	
1.	Kayla McVey, 1.0 Instructional Assistant at East Bradford ES, effective 3/20/19.	
2.	Michael Stitley, 1.0 Security Services Supervisor, District, effective 3/15/19.	
b.	Retirements	
1.	Rita Baldino, 1.0 Social Studies Teacher at Rustin HS, effective the end of the 2018-2019 school year, 20 years of service.	
2.	Denise Daniels, .4 Science Teacher/.6 Computer Science Teacher at Stetson MS, effective at the end of the 2018-2019 school year, 15 years of service.	
3.	Jill Dunscomb, 1.0 Science Teacher at Rustin HS, effective the end of the 2018-2019 school year, 15 years of service.	
4.	Patricia Green, 1.0 Mathematics Teacher at Stetson MS, effective 6/30/19, 48 years of service.	
5.	Tracy Heim, 1.0 Social Studies Teacher at East HS, effective at the end of the 2018-2019 school year, 35 years of service.	
6.	Shirley LeClerc, 1.0 Librarian at Rustin HS, effective the end of the 2018-2019 school year, 16 years of service.	
7.	Jackie Longnecker, 1.0 Intervention Specialist at East HS, effective at the end of the 2018-2019 school year, 30 years of service.	
8.	Barbara Marks, 1.0 Family Consumer Science Teacher at Stetson MS, effective 6/30/19, 24 years of service.	
9.	Lynn Moose, 1.0 Instructional Assistant at Henderson HS, effective 4/12/19, 18 years of service.	
10.	Helen Pellak, 1.0 Secretary to Principal at Fern Hill ES, effective 6/30/19, 22 years of service.	
11.	Claire Pettigrew, 1.0 Music Teacher at .5 Fern Hill ES/.5 Mary C Howse ES, effective the end of the 2018-2019 school year, 35 years of service.	
c.	Termination	
1.	Corey Boyer, 1.0 2 nd shift Custodian at East HS, effective 3/7/19.	
2.	Jalen Cain, 1.0 2 nd Shift Custodian at East HS, effective 3/7/19.	

II.	Additions to Payroll	
a.	Professional Staff: Contract	
1.	Hillary Soring	
	Placement	1.0 Special Education Teacher at Stetson MS, Professional Employee (Tenured), effective 8/19/19, Level 2, Step 5, \$52,800 + \$400 Sp. Ed. Stipend.
	Education	Bachelor of Science from West Chester University 2010-2013
	Experience	Special Education Teacher at Chichester School District 7/2014-present.
	Certification	Instructional I, Grades PK-4, Special Education PK-8
b.	Professional Staff: Long Term Substitute - None	
c.	Administrative Staff: Contract - None	
d.	Support Staff: Non Bargaining - None	
e.	Support Staff: Contract	
1.	Allen Maddox	
	Placement	1.0 Instructional Assistant at East Bradford ES, 7 hrs./day, 5 days/week, 194 days/year, effective date 3/20/19, Group 1, Step 3, \$13.04.

Recommendations

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

2.	Allyson McCullough	
	Placement	1.0 Instructional Assistant at Fern Hill ES, 7 hrs./day, 5 days/week, 194 days/year, effective date 3/12/18, Group 1, Step 2, \$12.74.
3.	Laurie McGuriman	
	Placement	1.0 Instructional Assistant at Stetson MS, 7 hrs./day, 5 days/week, 194 days/year, effective 3/20/19, Group 1, Step 3, \$13.04.
4.	Elizabeth Persons	
	Placement	1.0 Instructional Assistant at Westtown Thornbury ES, 7 hrs./day, 5 days/week, 194 days/year, effective 3/13/19, Group 1, Step 2, \$12.74.
5.	Tracey Pusey	
	Placement	1.0 Instructional Assistant at Rustin HS, 7 hrs./day, 5 days/week, 194 days/year, effective 3/18/19, Group 1, Step 3, \$13.04.
6.	Stacey Spiegel	
	Placement	1.0 Instructional Assistant at Fern Hill ES, 7 hrs./day, 5 days/week, 194 days/year, effective 3/12/19, Group 1, Step 3, \$13.04.
7.	Michael Stape	
	Placement	1.0 Instructional Assistant at Rustin HS, 7 hrs./day, 5 days/week, 194 days/year, effective 3/21/19, Group 1, Step 3, \$13.04.
8.	Jennifer Stott	
	Placement	1.0 Instructional Assistant at Westtown Thornbury ES, 7 hrs./day, 5 days/week, 194 days/year, effective 3/12/19, Group 1, Step 2, \$12.74.
f.	Support Staff: Substitute	
1.	Nakia Anderson	Substitute Custodian, \$15/hr.
2.	Jimmie Richards	Substitute Custodian, \$15/hr.

III.	Personnel Events				
a.	Status Change – None				
b.	Transfer - Voluntary				
	Name	Type	From	To	Effective Date
1.	Sarah Jacien	Professional	1.0 Grade 5 Teacher at MCH	1.0 Temporary Building Substitute at Fugett MS	3/18/19

IV.	Personnel Leave			
a.	Sabbatical Leave			
	Name	Position	Effective Date	Ending Date
1.	Amanda Wheeler	1.0 Kindergarten Teacher at Hillsdale ES	August 19, 2019	June 9, 2020
b.	Unpaid Leave			
	Name	Position	Effective Date	Ending Date
1.	David Kalis	1.0 Instructional Assistant at Rustin HS	3/24/19	4/23/19

Recommendations

Supplement to the Agenda – March 25, 2019 - p.3

V.	Additional Information
1.	Kelsey Morrow's start date was 3/6/19.

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>
<i>All seasons '18-'19</i>							
<i>Additions:</i>							
Ascareggi	James	SMS	Spring	1	100%	\$2,772	Head Softball Coach
Boyd	James	EHS	Spring	5	100%	\$4,572	Asst. Girls Lacrosse Coach
Busz	Gerald	SMS	Spring	1	100%	\$2,156	Asst. Softball Coach
Nallathambi	Jayanthi	FHE	Annual	N/A	100%	\$34.59/hr.	Bus Duty
Pettigrew	Claire	FHE	Annual	N/A	100%	\$34.59/hr.	Bus Duty
Smith	Thomas	FMS	Spring	2	100%	\$2,520	Asst. Track Coach
Wethey	Brian	RHS	Spring	1	50%	\$1,848	Asst. Boys Track Coach
Wright	Taylor	RHS	Spring	1	100%	\$3,696	Asst. Softball Coach
<i>Removals:</i>							
Minker	Keith	RHS	Spring	4	50%	\$2,208	Asst. Baseball Coach
<i>Adjustments:</i>							
Cochran	Keith	RHS	Spring	4	50%	\$2,208	Asst. Boys Track Coach
Jacien	Sarah	MCH	Annual	2	80%	\$2,268	Science Advocate
Jacien	Sarah	MCH	Annual	1	80%	\$739.20	Safety Patrol Coordinator
Loescher-Velazquez	David	SMS	Spring	4	100%	\$1,104	6th Grade Track Coach
Marabella	Brandon	HHS	Spring	4	100%	\$1,104	Spring Intramurals
Monaghan	John	EHS	Spring	5	100%	\$1,143	Spring Intramurals
Ronayne	Jennifer	RHS	Spring	4	100%	\$4,416	Asst. Girls Track Coach
Wittman	Greg	RHS	Spring	4	100%	\$4,416	Asst. Baseball Coach

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

Monday, March 25, 2019

7:00 PM

Spellman Education Center

CONSENT AGENDA

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):
 - East HS Indoor Track – State College, PA – Sat-Sun 2/23-2/24/19
 - Henderson HS Indoor Track – State College, PA – Sat-Sun 2/23-2/24/19
 - East HS Wrestling – Souderton, PA – Fri-Sat 3/1-3/2/19
 - East HS Wrestling – Hershey, PA – Wed-Sat 3/6-3/9/19
 - Rustin HS Wrestling – Hershey, PA – Wed-Sat 3/6-3/9/19
 - Henderson HS Wrestling – Hershey, PA – Thurs-Sun 3/7-3/9/19
 - Henderson HS Swimming – Lewisburg, PA – Thurs-Sat 3/14-3/16/19
 - Henderson HS DECA – Orlando, FL – Fri-Wed 4/26-5/1/19
 - Henderson HS AP-Spanish – Spain – Tues-Mon 6/16-6/22/20
 - Henderson HS Italian/Latin – Italy – Wed-Fri 6/17-6/26/20
2. Approval to Establish the following Activity Account(s):
 - Peirce MS Enrichment in STEAM
 - Henderson HS Kids “4” Kids
3. Approval of Revised Board Policy 918 – Title I Parent and Family Engagement, Second Reading
4. Approval of Revised Administrative Guideline 918AG1 – Title I Parent and Family Engagement Guidelines, Second Reading
5. Approval of New Administrative Guideline 918AG2 – Title I Parent and Family Engagement School-Parent and Family Compacts, Second Reading
6. 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*), Second Reading
7. 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*), Second Reading
8. Approval of Revised Board Policy 222 – Tobacco/Nicotine (*formerly known as Tobacco*), Second Reading
9. Approval of Revised Board Policy 247 – Hazing, Second Reading
Approval of Revised Board Policy 249 – Bullying/Cyberbullying, Second Reading

Pupil Services

Personnel

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

- 3. Approval of Revisions and Name Change - Board Policy 323 Tobacco/Nicotine (*formerly known as Tobacco*), Second Reading
- 4. Approval of the MOA extending the Health Savings Account Employer contribution for each year employees are enrolled in the plan

Property & Finance

- 1. Approval of 2019-20 Food Services Management Company RFP Award

Other Reports

Other Business

- 1. Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of February 1, 2019 to February 28, 2019
- 2. Approval of the February 28, 2019 Financial Report
- 3. Approval of the Memorandum of Understanding between Octorara Area School District and West Chester Area School District

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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



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West Chester Area School District  
EDUCATION COMMITTEE

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March 25, 2019

**Action Items**

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

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

- East HS Indoor Track – State College, PA – Sat-Sun 2/23-2/24/19
- Henderson HS Indoor Track – State College, PA – Sat-Sun 2/23-2/24/19
- East HS Wrestling – Souderton, PA – Fri-Sat 3/1-3/2/19
- East HS Wrestling – Hershey, PA – Wed-Sat 3/6-3/9/19
- Rustin HS Wrestling – Hershey, PA – Wed-Sat 3/6-3/9/19
- Henderson HS Wrestling – Hershey, PA – Thurs-Sun 3/7-3/9/19
- Henderson HS Swimming – Lewisburg, PA – Thurs-Sat 3/14-3/16/19
- Henderson HS DECA – Orlando, FL – Fri-Wed 4/26-5/1/19
- Henderson HS AP-Spanish – Spain – Tues-Mon 6/16-6/22/20
- Henderson HS Italian/Latin – Italy – Wed-Fri 6/17-6/26/20

*I so move.*

**Approval of the following Activity Account(s)**

*Approval is requested of the following Activity Account(s):*

- Peirce MS Enrichment in STEAM
- Henderson HS Kids “4” Kids

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

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

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

*I so move.*



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**West Chester Area School District  
EDUCATION COMMITTEE**

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**Meeting Minutes  
February 25, 2019  
Start: 5:45      Finish: 6:53**

**Attending Committee Members:** Sue Tiernan, Joyce Chester, Randell Spackman

**Other Board Members:** Chris McCune, Gary Bevilacqua, Karen Herrmann, Kate Shaw

**Administration:** Robert Sokolowski, Sara Missett, Tammi Florio, Judy Kay Maxwell, Dennis Brown

**Items listed on the Education Committee Regular Agenda of January 14, 2019:**

1. Approval of the Education Committee Meeting Minutes of January 14, 2019
2. Presentation about Flexible Seating
3. Approval of Revised Board Policy 918 – Title I Parent and Family Engagement
4. Approval of Revised Administrative Guideline 918AG1 – Title I Parent and Family Engagement Guidelines
5. Approval of New Administrative Guideline 918AG2 – Title I Parent and Family Engagement School-Parent and Family Compacts
6. Approval of revisions and name change to Board Policy 103 – Nondiscrimination/Discriminatory
7. Harassment-School and Classroom Practices (formerly known as Nondiscrimination in School and Classroom Practices)
8. 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)
9. Approval of Revised Board Policy 222 – Tobacco/Nicotine
10. Approval of Revised Board Policy 247 – Hazing
11. Approval of Revised Board Policy 249 – Bullying/Cyberbullying

**A. Committee Actions and Outcomes:**

1. Approval of the Education Committee Meeting Minutes of January 14, 2019 **VOTE: 3 - 0**
2. Approval of Revised Board Policy 918 – Title I Parent and Family Engagement **VOTE: 3 - 0**
3. Approval of Revised Administrative Guideline 918AG1 – Title I Parent and Family Engagement Guidelines **VOTE: 3 - 0**
4. Approval of New Administrative Guideline 918AG2 – Title I Parent and Family Engagement School-Parent and Family Compacts **VOTE: 3 - 0**
5. Approval of revisions and name change to Board Policy 103 – Nondiscrimination/Discriminatory **VOTE: 3 - 0**
6. Harassment-School and Classroom Practices (formerly known as Nondiscrimination in School and Classroom Practices) **VOTE: 3 - 0**
7. 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) **VOTE: 3 - 0**
8. Approval of Revised Board Policy 222 – Tobacco/Nicotine **VOTE: 3 - 0**
9. Approval of Revised Board Policy 247 – Hazing **VOTE: 3 - 0**
10. Approval of Revised Board Policy 249 – Bullying/Cyberbullying **VOTE: 3 - 0**

**B. Items to be placed on the upcoming Board Agenda:**

- Approval of Revised Board Policy 918 – Title I Parent and Family Engagement
- Approval of Revised Administrative Guideline 918AG1 – Title I Parent and Family Engagement Guidelines
- Approval of New Administrative Guideline 918AG2 – Title I Parent and Family Engagement School-Parent and Family Compacts
- 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)
- 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)
- Approval of Revised Board Policy 222 – Tobacco/Nicotine
- Approval of Revised Board Policy 247 – Hazing
- Approval of Revised Board Policy 249 – Bullying/Cyberbullying

**C. Items to be placed on the upcoming Board Consent Agenda:**

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



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**West Chester Area School District  
EDUCATION COMMITTEE**

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**Meeting Minutes**

**March 11, 2019**

**Start: 7:08**

**Finish: 7:59**

**Attending Committee Members:** Sue Tiernan, Randell Spackman, M. Christopher Tabakin

**Other Board Members:** Chris McCune, Gary Bevilacqua, Brian Gallen, Karen Herrmann, Kate Shaw

**Administration:** Robert Sokolowski, Sara Missett, Tammi Florio, Steven Werner

**Items listed on the Education Committee Regular Agenda of March 11, 2019:**

1. Approval of the Education Committee Meeting Minutes of February 11, 2019
2. Full-Day Kindergarten and First Grade Update
3. Act 158 of 2018 Update

**A. Committee Actions and Outcomes:**

1. Approval of the Education Committee Meeting Minutes of February 11, 2019 **VOTE: 3 - 0**

**B. Items to be placed on the upcoming Board Consent Agenda:**

Approval of the following Study/Excursion trip(s):

- East HS Indoor Track – State College, PA – Sat-Sun 2/23-2/24/19
- Henderson HS Indoor Track – State College, PA – Sat-Sun 2/23-2/24/19
- East HS Wrestling – Souderton, PA – Fri-Sat 3/1-3/2/19
- East HS Wrestling – Hershey, PA – Wed-Sat 3/6-3/9/19
- Rustin HS Wrestling – Hershey, PA – Wed-Sat 3/6-3/9/19
- Henderson HS Wrestling – Hershey, PA – Thurs-Sun 3/7-3/9/19
- Henderson HS Swimming – Lewisburg, PA – Thurs-Sat 3/14-3/16/19
- Henderson HS DECA – Orlando, FL – Fri-Wed 4/26-5/1/19
- Henderson HS AP-Spanish – Spain – Tues-Mon 6/16-6/22/20
- Henderson HS Italian/Latin – Italy – Wed-Fri 6/17-6/26/20

Approval to Establish the following Activity Account(s):

- Peirce MS Enrichment in STEAM
- Henderson HS Kids “4” Kids

Second Reading Approval of the following School Board Policies and Administrative Guideline(s). These policies and guidelines were reviewed at the February Combined Pupil Services and Education Committee Meeting and they were first reading approved at the February 25, 2019 board meeting. There have been no further revisions to the policies and guidelines below:

- Approval of Revised Board Policy 918 – Title I Parent and Family Engagement
- Approval of Revised Administrative Guideline 918AG1 – Title I Parent and Family Engagement Guidelines
- Approval of New Administrative Guideline 918AG2 – Title I Parent and Family Engagement School-Parent and Family Compacts

- 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)
- 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)
- Approval of Revised Board Policy 222 – Tobacco/Nicotine (formerly known as Tobacco)  
Second Reading Approval of the following School Board Policies (Continued):
- Approval of Revised Board Policy 247 – Hazing  
Approval of Revised Board Policy 249 – Bullying/Cyberbullying

# 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>West Chester East High School</u>                                                                                                       |  | Sport: <u>Girls and Boys Indoor Track and Field</u>                                  |                                                                    |
| Coach(s) in charge: <u>James Wiggins and Kareem Lanier</u>                                                                                         |  | In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/> |                                                                    |
| Destination: <u>Penn State University- State College</u>                                                                                           |  |                                                                                      |                                                                    |
| Trip Day(s)/Date(s): <u>February 23, 2019 and February 24, 2019</u>                                                                                |  |                                                                                      |                                                                    |
| Number of Students: <u>12</u> Total Passengers: <u>14</u> % of Eligible Students going: _____                                                      |  |                                                                                      |                                                                    |
| Adult Chaperone to Student ratio: <u>1</u> / <u>6</u>                                                                                              |  |                                                                                      |                                                                    |
| Names of Coach/Staff Chaperones: <u>James Wiggins and Kareem Lanier</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, how many: _____                                   |  | Number Cost Budget/Activity Code                                                     |                                                                    |
| Name of Staff Member Driving Students: <u>James Wiggins and Kareem Lanier</u>                                                                      |  |                                                                                      |                                                                    |
| Mileage/Tolls: (If applicable)                                                                                                                     |  | \$ 200.00                                                                            | 1-3200-000-20-30-953-580 (gas, tolls)                              |
| Hotel/Food/Airfare: (If applicable)                                                                                                                |  | \$1038.00                                                                            | 1-3200-000-20-30-953-580                                           |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student)                                                                                                |  | \$1212.00                                                                            | 1-3200-000-20-30-953-580                                           |
| Registration/Entrance Fee: (If applicable)                                                                                                         |  |                                                                                      |                                                                    |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation                   |  |                                                                                      |                                                                    |
| <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>2</u> |  | \$400.00                                                                             | 1-3200-000-20-30-953-580                                           |
| ~ Rental Company/Carrier: <u>Auto Rent</u>                                                                                                         |  |                                                                                      |                                                                    |
| ~ 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>West Chester East High School</u>                                                                                        |  | at 12:00                                                                             | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM |
| Students Returning To: <u>West Chester East High School</u>                                                                                        |  | at 6:00                                                                              | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM |
| TOTAL Cost of Trip: \$ 2850.00                                                                                                                     |  | Pupil Cost: \$                                                                       | TOTAL Cost to the District: \$ 2850.00                             |
| Requested by: <u>James Wiggins</u>                                                                                                                 |  | Signature: <u>James Wiggins</u>                                                      | Date: <u>2/5/19</u>                                                |
| <b>APPROVAL</b>                                                                                                                                    |  |                                                                                      |                                                                    |
| Principal:                                                                                                                                         |  | Approved: <u>[Signature]</u>                                                         | Date: <u>2/6/19</u>                                                |
| Athletic Director:                                                                                                                                 |  | Approved: <u>[Signature]</u>                                                         | Date: <u>2/6/19</u>                                                |
| Director of Secondary Education <u>[Signature]</u>                                                                                                 |  | Approved: <u>[Signature]</u>                                                         | Date: <u>2/7/19</u>                                                |
| Transportation:                                                                                                                                    |  |                                                                                      | Date: _____                                                        |
| Scheduled Date: _____                                                                                                                              |  | Contractor: _____                                                                    |                                                                    |
| Krapf Cost: _____                                                                                                                                  |  | Additional Cost: _____                                                               |                                                                    |
| Spellman Office Only: Overnight Trip will appear on the <u>March 25</u> 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>Henderson High School</u>                                                                                                            |  | Sport: <u>Boys &amp; Girls Indoor Track</u>                                          |                                                                    |                                            |
| Coach(s) in charge: <u>Kevin Kelly,</u>                                                                                                         |  | In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/> |                                                                    |                                            |
| Destination: <u>Indoor Championships at Penn State University</u>                                                                               |  |                                                                                      |                                                                    |                                            |
| Trip Day(s)/Date(s): <u>Saturday February 23rd and Sunday February 24, 2019</u>                                                                 |  |                                                                                      |                                                                    |                                            |
| Number of Students: <u>11</u> Total Passengers: <u>14</u> % of Eligible Students going: <u>100%</u>                                             |  |                                                                                      |                                                                    |                                            |
| Adult Chaperone to Student ratio: <u>1</u> / <u>3</u>                                                                                           |  |                                                                                      |                                                                    |                                            |
| Names of Coach/Staff Chaperones: <u>Kevin Kelly, Chas Wilson, Robin Martin</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>                                                                                                                           |  | <b>Number</b>                                                                        | <b>Cost</b>                                                        | <b>Budget/Activity Code</b>                |
| Substitute(s) needed: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, how many: _____                                |  |                                                                                      |                                                                    |                                            |
| Name of Staff Member Driving Students: <u>Kevin Kelly, Chas Wilson, Robin Martin</u>                                                            |  |                                                                                      |                                                                    |                                            |
| Mileage/Tolls: (if applicable)                                                                                                                  |  | 150.00                                                                               | <u>1-3200-000-20-30-953 580</u>                                    |                                            |
| Hotel/Food/Airfare: (if applicable)                                                                                                             |  | 1150.00                                                                              | <u>1-3200-000-20-30-953 580</u>                                    |                                            |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student)                                                                                             |  | 620.00                                                                               | <u>1-3200-000-20-30-953 580</u>                                    |                                            |
| Registration/Entrance Fee: (if applicable)                                                                                                      |  | 96.00                                                                                | <u>1-3200-000-20-30-953 580</u>                                    |                                            |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation                |  |                                                                                      |                                                                    |                                            |
| <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches _____ |  | 540.00                                                                               | <u>1-3200-000-20-30-953-580</u>                                    |                                            |
| ~ Rental Company/Carrier: <u>Fred Beans Ford</u>                                                                                                |  |                                                                                      |                                                                    |                                            |
| ~ 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>Henderson on 2/23/19</u>                                                                                              |  | at <u>12</u>                                                                         | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM |                                            |
| Students Returning To: <u>Henderson on 2/24/19</u>                                                                                              |  | at <u>8</u>                                                                          | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM |                                            |
| TOTAL Cost of Trip: \$ <u>2016.00</u>                                                                                                           |  | Pupil Cost: \$ <u>0</u>                                                              | TOTAL Cost to the District: \$ <u>2016.00</u>                      |                                            |
| Requested by: _____                                                                                                                             |  | Signature: _____                                                                     |                                                                    | Date: _____                                |
| <b>APPROVAL</b>                                                                                                                                 |  |                                                                                      |                                                                    |                                            |
| Principal: _____                                                                                                                                |  | Approved: <u>Jan P. Spurlin</u>                                                      |                                                                    | Date: <u>2/8/19</u>                        |
| Athletic Director: _____                                                                                                                        |  | Approved: <u>Ken McEwen</u>                                                          |                                                                    | Date: <u>2-8-19</u>                        |
| Director of Secondary Education: _____                                                                                                          |  | Approved: <u>pm</u>                                                                  |                                                                    | Date: <u>2/13/19</u>                       |
| Transportation: _____                                                                                                                           |  |                                                                                      |                                                                    | Date: _____                                |
| Scheduled Date: _____                                                                                                                           |  | Contractor: _____                                                                    |                                                                    |                                            |
| Krapf Cost: _____                                                                                                                               |  | Additional Cost: _____                                                               |                                                                    |                                            |
| <p><b>Spellman Office Only:</b> Overnight Trip will appear on the <u>March 25</u> Board Consent Agenda.</p>                                     |  |                                                                                      |                                                                    |                                            |

# 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>West Chester East</u>                                                                                                                                                                                                                                                                                                |  | Sport: <u>Wrestling</u>                                                              |                                       |
| Coach(s) in charge: <u>John Gallo, Marc Chafetz, Matt Ziegler</u>                                                                                                                                                                                                                                                               |  | In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/> |                                       |
| Destination: <u>Southeast Regional Wrestling Tournament, Souderton High School</u>                                                                                                                                                                                                                                              |  |                                                                                      |                                       |
| Trip Day(s)/Date(s): <u>Friday, March 1, 2019 and Saturday, March 2, 2019</u>                                                                                                                                                                                                                                                   |  |                                                                                      |                                       |
| Number of Students: <u>5</u> Total Passengers: <u>8</u> % of Eligible Students going: <u>100</u>                                                                                                                                                                                                                                |  |                                                                                      |                                       |
| Adult Chaperone to Student ratio: <u>3</u> / <u>5</u>                                                                                                                                                                                                                                                                           |  |                                                                                      |                                       |
| Names of Coach/Staff Chaperones: <u>John Gallo, Marc Chafetz, Matt Ziegler</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 type="checkbox"/> Yes <input type="checkbox"/> No If so, how many: _____                                                                                                                                                                                                                           |  | Number Cost Budget/Activity Code                                                     |                                       |
| Name of Staff Member Driving Students: <u>John Gallo, Marc Chafetz</u>                                                                                                                                                                                                                                                          |  |                                                                                      |                                       |
| Mileage/Tolls: (if applicable)                                                                                                                                                                                                                                                                                                  |  | \$125.00                                                                             | 1-3200-000-20-30-953-580 (gas, tolls) |
| Hotel/Food/Airfare: (if applicable)                                                                                                                                                                                                                                                                                             |  | \$450.00                                                                             | 1-3200-000-20-30-953-580              |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student)                                                                                                                                                                                                                                                                             |  | \$778.00                                                                             | 1-3200-000-20-30-953-580              |
| Registration/Entrance Fee: (if applicable)                                                                                                                                                                                                                                                                                      |  |                                                                                      |                                       |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>2</u> \$400.00 <u>1-3200-000-20-30-953-580</u> |  |                                                                                      |                                       |
| ~ Rental Company/Carrier: <u>Auto Rent</u>                                                                                                                                                                                                                                                                                      |  |                                                                                      |                                       |
| ~ 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>East High School</u> at 1:30 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM                                                                                                                                                                                                       |  |                                                                                      |                                       |
| Students Returning To: <u>East High School</u> at 8:00 <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM                                                                                                                                                                                                       |  |                                                                                      |                                       |
| TOTAL Cost of Trip: \$ 1753.00                                                                                                                                                                                                                                                                                                  |  | Pupil Cost: \$ 0                                                                     |                                       |
|                                                                                                                                                                                                                                                                                                                                 |  | TOTAL Cost to the District: \$ 1753.00                                               |                                       |
| Requested by: <u>John Gallo</u>                                                                                                                                                                                                                                                                                                 |  | Signature: <u>[Signature]</u> Date: <u>2/24/19</u>                                   |                                       |
| <b>APPROVAL</b>                                                                                                                                                                                                                                                                                                                 |  |                                                                                      |                                       |
| Principal: _____                                                                                                                                                                                                                                                                                                                |  | Approved: <u>[Signature]</u> Date: <u>2/25/19</u>                                    |                                       |
| Athletic Director: _____                                                                                                                                                                                                                                                                                                        |  | Approved: <u>[Signature]</u> Date: <u>2/25/19</u>                                    |                                       |
| Director of Secondary Education: _____                                                                                                                                                                                                                                                                                          |  | Approved: _____ Date: _____                                                          |                                       |
| Transportation: _____                                                                                                                                                                                                                                                                                                           |  | Date: _____                                                                          |                                       |
| Scheduled Date: _____                                                                                                                                                                                                                                                                                                           |  | Contractor: _____                                                                    |                                       |
| Krapf Cost: _____                                                                                                                                                                                                                                                                                                               |  | Additional Cost: _____                                                               |                                       |
| Spellman Office Only: Overnight Trip will appear on the <u>March</u> 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>West Chester East High School</u>                                                                                                       |  | Sport: <u>Wrestling</u>                                                              |                                                                    |
| Coach(s) in charge: <u>John Gallo, Marc Chafetz, Matt Ziegler</u>                                                                                  |  | In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/> |                                                                    |
| Destination: <u>PIAA State Wrestling Tournament, Giant Center, Hershey, PA</u>                                                                     |  |                                                                                      |                                                                    |
| Trip Day(s)/Date(s): <u>Wednesday, March 6, 2019 through Saturday, March 9, 2019</u>                                                               |  |                                                                                      |                                                                    |
| Number of Students: <u>2</u> Total Passengers: <u>5</u> % of Eligible Students going: <u>100</u>                                                   |  |                                                                                      |                                                                    |
| Adult Chaperone to Student ratio: <u>3</u> / <u>2</u>                                                                                              |  |                                                                                      |                                                                    |
| Names of Coach/Staff Chaperones: <u>John Gallo, Marc Chafetz, Matt Ziegler</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>7.5</u>                              |  | Number                                                                               | Cost                                                               |
|                                                                                                                                                    |  |                                                                                      | Budget/Activity Code                                               |
| Name of Staff Member Driving Students: <u>John Gallo</u>                                                                                           |  | <u>150.00</u>                                                                        |                                                                    |
| Mileage/Tolls: (if applicable)                                                                                                                     |  | <u>\$1500.00</u>                                                                     | <u>1-3200-000-20-30-953-580 (gas, tolls)</u>                       |
| Hotel/Food/Airfare: (if applicable)                                                                                                                |  | <u>\$1350.00</u>                                                                     | <u>1-3200-000-20-30-953-580</u>                                    |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student)                                                                                                |  | <u>\$1345.00</u>                                                                     | <u>1-3200-000-20-30-953-580</u>                                    |
| Registration/Entrance Fee: (if applicable)                                                                                                         |  |                                                                                      |                                                                    |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation                   |  |                                                                                      |                                                                    |
| <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>1</u> |  | <u>\$400.00</u>                                                                      | <u>1-3200-000-20-30-953-<del>580</del>580</u>                      |
| ~ Rental Company/Carrier: <u>Auto Rent</u>                                                                                                         |  |                                                                                      |                                                                    |
| ~ 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>West Chester East High School</u>                                                                                        |  | at <u>12:00</u>                                                                      | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM |
| Students Returning To: <u>West Chester East High School</u>                                                                                        |  | at <u>9:00</u>                                                                       | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM |
| TOTAL Cost of Trip: \$ <u>4439.83</u>                                                                                                              |  | Pupil Cost: \$ <u>0</u>                                                              | TOTAL Cost to the District: \$ <u>4439.83</u>                      |
| Requested by: <u>John Gallo</u>                                                                                                                    |  | Signature: <u>[Signature]</u>                                                        | Date: <u>3/4/19</u>                                                |
| <b>APPROVAL</b>                                                                                                                                    |  |                                                                                      |                                                                    |
| Principal: _____                                                                                                                                   |  | Approved: <u>[Signature]</u>                                                         | Date: <u>3/4/19</u>                                                |
| Athletic Director: _____                                                                                                                           |  | Approved: <u>[Signature]</u>                                                         | Date: <u>3/4/19</u>                                                |
| Director of Secondary Education: _____                                                                                                             |  | Approved: <u>[Signature]</u>                                                         | Date: <u>3/4/19</u>                                                |
| Transportation: _____                                                                                                                              |  |                                                                                      | Date: _____                                                        |
| Scheduled Date: _____                                                                                                                              |  | Contractor: _____                                                                    |                                                                    |
| Krapf Cost: _____                                                                                                                                  |  | Additional Cost: _____                                                               |                                                                    |
| Spellman Office Only: Overnight Trip will appear on the <u>March 25</u> 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>Rustlin High School</u>                                                                                                                                                                                                                                       |  | Sport: <u>Wrestling</u>                                                              |  |
| Coach(s) in charge: <u>Brad Harkins</u>                                                                                                                                                                                                                                  |  | In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/> |  |
| Destination: <u>Hershey Stadium</u>                                                                                                                                                                                                                                      |  |                                                                                      |  |
| Trip Day(s)/Date(s): <u>3/6/19-3/9/19</u>                                                                                                                                                                                                                                |  |                                                                                      |  |
| Number of Students: <u>2</u> Total Passengers: <u>7</u> % of Eligible Students going: <u>100%</u>                                                                                                                                                                        |  |                                                                                      |  |
| Adult Chaperone to Student ratio: <u>1</u> / <u>2</u>                                                                                                                                                                                                                    |  |                                                                                      |  |
| Names of Coach/Staff Chaperones: <u>Rich Harkins, Tyler Wood, Aston White, Joe Cristaldi, Brad Harkins</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>                                                                                                                                                      |  | 398.275 <u>L-1110-000-00-54 954 123</u><br><u>HR7</u>                                |  |
| Name of Staff Member Driving Students: <u>Brad Harkins</u>                                                                                                                                                                                                               |  |                                                                                      |  |
| Mileage/Tolls: (If applicable)                                                                                                                                                                                                                                           |  | 100.00 <u>1-3200-000-20-30-953-580</u>                                               |  |
| Hotel/Food/Airfare: (If applicable)                                                                                                                                                                                                                                      |  | 1356.00 <u>" -580</u>                                                                |  |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student) <u>\$31.50 x 5 (4 days)</u>                                                                                                                                                                                          |  | 600.00 <u>" -580</u>                                                                 |  |
| Registration/Entrance Fee: (If applicable) <u>\$20.00 x 2 (4 days)</u>                                                                                                                                                                                                   |  |                                                                                      |  |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches _____ |  |                                                                                      |  |
| ~ 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>Rustlin High School 3/6/19</u>                                                                                                                                                                                                                 |  | at 12pm <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM           |  |
| Students Returning To: <u>Rustlin High School 3/9/19</u>                                                                                                                                                                                                                 |  | at 10am <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM           |  |
| TOTAL Cost of Trip: \$ <u>2056.00</u>                                                                                                                                                                                                                                    |  | Pupil Cost: \$ _____                                                                 |  |
| TOTAL Cost to the District: \$ <u>2056.00</u>                                                                                                                                                                                                                            |  |                                                                                      |  |
| Requested by: <u>Devin Landgraff</u>                                                                                                                                                                                                                                     |  | Signature: _____ Date: <u>3/6/19</u>                                                 |  |
| <b>APPROVAL</b>                                                                                                                                                                                                                                                          |  |                                                                                      |  |
| Principal: _____                                                                                                                                                                                                                                                         |  | Approved: _____ Date: <u>3/5/19</u>                                                  |  |
| Athletic Director: _____                                                                                                                                                                                                                                                 |  | Approved: _____ Date: <u>3/5/19</u>                                                  |  |
| Director of Secondary Education: _____                                                                                                                                                                                                                                   |  | Approved: _____ Date: <u>3/5/19</u>                                                  |  |
| Transportation: _____                                                                                                                                                                                                                                                    |  | Approved: _____ Date: <u>3/5/19</u>                                                  |  |
| Scheduled Date: _____                                                                                                                                                                                                                                                    |  | Contractor: _____                                                                    |  |
| Krapf Cost: _____                                                                                                                                                                                                                                                        |  | Additional Cost: _____                                                               |  |
| Spellman Office Only: Overnight Trip will appear on the <u>March 25</u> Board Consent Agenda.                                                                                                                                                                            |  |                                                                                      |  |

MAR 05 2019

# 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>Henderson High School</u> Sport: <u>Wrestling</u>                                                                                                                                                                                                                                                                    |                              |                                                                                      |  |
| Coach(s) in charge: <u>Rob Beighley</u>                                                                                                                                                                                                                                                                                         |                              | In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/> |  |
| Destination: <u>PIAA State Championships located in Hershey PA</u>                                                                                                                                                                                                                                                              |                              |                                                                                      |  |
| Trip Day(s)/Date(s): <u>Thursday March 7th, Friday March 8th and Saturday March 9th -2019</u>                                                                                                                                                                                                                                   |                              |                                                                                      |  |
| Number of Students: <u>4</u> Total Passengers: <u>8</u> % of Eligible Students going: <u>100%</u>                                                                                                                                                                                                                               |                              |                                                                                      |  |
| Adult Chaperone to Student ratio: <u>1</u> / <u>2</u>                                                                                                                                                                                                                                                                           |                              |                                                                                      |  |
| Names of Coach/Staff Chaperones: <u>Rob Beighley, Caleb Edwards, Cody Lind, Jason Mandragona</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                       |                              | If so, how many: _____                                                               |  |
| Name of Staff Member Driving Students: <u>Rob Beighley, Caleb Edwards, Cody Lind, Jason Mandragona</u>                                                                                                                                                                                                                          |                              |                                                                                      |  |
| Mileage/Tolls: (if applicable)                                                                                                                                                                                                                                                                                                  | \$100.00                     | <u>1-3200-000-20-30-953-580</u>                                                      |  |
| Hotel/Food/Airfare: (if applicable)                                                                                                                                                                                                                                                                                             | \$1530.00                    | <u>1-3200-000-20-30-953-580</u>                                                      |  |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student)                                                                                                                                                                                                                                                                             | \$500.00                     | <u>1-3200-000-20-30-953-580</u>                                                      |  |
| Registration/Entrance Fee: (if applicable)                                                                                                                                                                                                                                                                                      |                              |                                                                                      |  |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>1</u> \$340.00 <u>1-3200-000-20-30-953-580</u> |                              |                                                                                      |  |
| ~ Rental Company/Carrier: <u>Fred Beans Ford</u>                                                                                                                                                                                                                                                                                |                              |                                                                                      |  |
| ~ 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>Henderson on 03/6/2019</u>                                                                                                                                                                                                                                                                            |                              | at <u>3</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM       |  |
| Students Returning To: <u>Henderson on 03/9/2019</u>                                                                                                                                                                                                                                                                            |                              | at <u>8</u> <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM       |  |
| TOTAL Cost of Trip: \$ <u>2470.00</u>                                                                                                                                                                                                                                                                                           |                              | Pupil Cost: \$ <u>0</u>                                                              |  |
|                                                                                                                                                                                                                                                                                                                                 |                              | TOTAL Cost to the District: \$ <u>2470.00</u>                                        |  |
| Requested by: <u>Rob Beighley</u>                                                                                                                                                                                                                                                                                               |                              | Signature: _____ Date: <u>3/4/19</u>                                                 |  |
| <b>APPROVAL</b>                                                                                                                                                                                                                                                                                                                 |                              |                                                                                      |  |
| Principal:                                                                                                                                                                                                                                                                                                                      | Approved: <u>[Signature]</u> | Date: <u>3-4-19</u>                                                                  |  |
| Athletic Director:                                                                                                                                                                                                                                                                                                              | Approved: <u>[Signature]</u> | Date: <u>3-4-19</u>                                                                  |  |
| Director of Secondary Education                                                                                                                                                                                                                                                                                                 | Approved: <u>[Signature]</u> | Date: <u>3/4/19</u>                                                                  |  |
| Transportation:                                                                                                                                                                                                                                                                                                                 |                              | Date: _____                                                                          |  |
| Scheduled Date: _____                                                                                                                                                                                                                                                                                                           | Contractor: _____            |                                                                                      |  |
| Krapf Cost: _____                                                                                                                                                                                                                                                                                                               | Additional Cost: _____       |                                                                                      |  |
| Spellman Office Only: Overnight Trip will appear on the <u>March 25</u> 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>Henderson High School</u>                                                                                                               |  | Sport: <u>Swimming</u>                                                               |                                                                    |                                            |
| Coach(s) In charge: <u>Jeff Bott, Katie Boyer, Jen Ronayne</u>                                                                                     |  | In Season: <input type="checkbox"/> Post Season: <input checked="" type="checkbox"/> |                                                                    |                                            |
| Destination: <u>PIAA State Championships located at Bucknell University</u>                                                                        |  |                                                                                      |                                                                    |                                            |
| Trip Day(s)/Date(s): <u>Thursday March 14th, Friday March 15th and Saturday March 16, 2019</u>                                                     |  |                                                                                      |                                                                    |                                            |
| Number of Students: <u>10</u> Total Passengers: <u>13</u> % of Eligible Students going: <u>100%</u>                                                |  |                                                                                      |                                                                    |                                            |
| Adult Chaperone to Student ratio: <u>1</u> / <u>3</u>                                                                                              |  |                                                                                      |                                                                    |                                            |
| Names of Coach/Staff Chaperones: <u>Jeff Bott &amp; Katie Boyer, Jen Ronayne</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>                                                                                                                              |  | <b>Number</b>                                                                        | <b>Cost</b>                                                        | <b>Budget/Activity Code</b>                |
| Substitute(s) needed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If so, how many: <u>5</u>                                |  |                                                                                      | <u>796.55</u>                                                      | <u>1-1110-000-20-40-221315</u>             |
| Name of Staff Member Driving Students: <u>Jeff Bott &amp; Katie Boyer, Jen Ronayne</u>                                                             |  |                                                                                      |                                                                    |                                            |
| Mileage/Tolls: (if applicable)                                                                                                                     |  | <u>300.00</u> ✓                                                                      |                                                                    | <u>1-3200-000-20-30-953 580</u>            |
| Hotel/Food/Airfare: (if applicable)                                                                                                                |  | <u>3258.00</u> ✓                                                                     |                                                                    | <u>1-3200-000-20-30-953 580</u>            |
| Meal(s): (allowance \$31.50/Adult, \$20.00/Student)                                                                                                |  | <u>870.00</u> ✓                                                                      |                                                                    | <u>1-3200-000-20-30-953-580</u>            |
| Registration/Entrance Fee: (if applicable)                                                                                                         |  | <u>25.00</u> ✓                                                                       |                                                                    | <u>1-3200-000-20-30-953-580</u>            |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Providing Trans. <input type="checkbox"/> Public Transportation                   |  |                                                                                      |                                                                    |                                            |
| <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach # of Buses/Rentals/Coaches <u>3</u> |  | <u>\$720.00</u>                                                                      |                                                                    | <u>1-3200-000-20-30-953 580</u>            |
| - Rental Company/Carrier: <u>Fred Beans Ford</u>                                                                                                   |  |                                                                                      |                                                                    |                                            |
| - 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>Henderson on 3/14/19</u>                                                                                                 |  | at <u>7</u>                                                                          | <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM |                                            |
| Students Returning To: <u>Henderson on 03/16/19</u>                                                                                                |  | at <u>9</u>                                                                          | <input type="checkbox"/> AM <input checked="" type="checkbox"/> PM |                                            |
| TOTAL Cost of Trip: \$ <u>5969.55</u>                                                                                                              |  | Pupil Cost: \$ <u>0</u>                                                              | TOTAL Cost to the District: \$ <u>5969.55</u>                      |                                            |
| Requested by: _____                                                                                                                                |  | Signature: _____                                                                     |                                                                    | Date: _____                                |
| <b>APPROVAL</b>                                                                                                                                    |  |                                                                                      |                                                                    |                                            |
| Principal: _____                                                                                                                                   |  | Approved: <u>[Signature]</u>                                                         |                                                                    | Date: <u>3-4-17</u>                        |
| Athletic Director: _____                                                                                                                           |  | Approved: <u>[Signature]</u>                                                         |                                                                    | Date: <u>3-4-17</u>                        |
| Director of Secondary Education: _____                                                                                                             |  | Approved: <u>[Signature]</u>                                                         |                                                                    | Date: <u>3/4/19</u>                        |
| Transportation: _____                                                                                                                              |  |                                                                                      |                                                                    | Date: _____                                |
| Scheduled Date: _____                                                                                                                              |  | Contractor: _____                                                                    |                                                                    |                                            |
| Krapf Cost: _____                                                                                                                                  |  | Additional Cost: _____                                                               |                                                                    |                                            |
| Spellman Office Only: Overnight Trip will appear on the <u>March 25</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

| <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>                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| School: <u>Henderson High School</u>                                                                                                                                                                                                                      | Grade/Subject/Club: <u>9-12/Business/DECA</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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| Teacher(s) in Charge: <u>Webber</u>                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Destination: <u>Rosen Plaza, 9840 International Drive, Orlando, FL 32819</u>                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Trip Day(s)/Date(s): <u>4/26-5/1 Fri-Weds</u>                                                                                                                                                                                                             | Competition <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| ~ 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: _____              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Special Instructions (rain date, etc.): _____                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| How is it related to curriculum: <u>Co-curricular business competitions, International Competition and Awards Ceremony for DECA</u>                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Objectives of the proposed trip: <u>Competitive Events, Career Development, International Competition</u>                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Number of Pupils: <u>6</u>                                                                                                                                                                                                                                | Total Passengers: <u>7</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 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| Adult Chaperone to Student Ratio: <u>1</u> / <u>6</u>                                                                                                                                                                                                     | Per Pupil Cost: <u>885.00</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              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| % of Eligible Students Going: <u>95.00%</u>                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Names of Teacher/Staff Chaperones: <u>Webber</u>                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| ~ Other Adult Chaperones: _____                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Nurses required on this trip: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No    (refer to 121AG6)                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| <b>Estimated Cost</b>                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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|                                                                                                                                                                                                                                                           | <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><u>1</u></td> <td><u>4</u></td> <td><u>159.31</u></td> <td><u>637.24</u></td> <td></td> <td><u>1-1100-000-20-40-221-315</u></td> </tr> <tr> <td>Agency Nurses Needed:</td> <td></td> <td></td> <td><u>0.00</u></td> <td><u>0.00</u></td> <td></td> <td></td> </tr> <tr> <td>Name of Staff Member Driving Students:</td> <td colspan="6"><u>Melissa Webber</u></td> </tr> <tr> <td>Mileage/Tolls: (if applicable)</td> <td colspan="4"></td> <td><u>4,500.00</u></td> <td><u>50-000-221-018-221</u></td> </tr> <tr> <td>Hotel/Food/Airfare: (if applicable)</td> <td colspan="4"></td> <td><u>810.00</u></td> <td><u>50-000-221-018-221</u></td> </tr> <tr> <td>Registration/Entrance Fee: (if applicable)</td> <td colspan="4"></td> <td><u>2,375.00</u></td> <td><u>1-1320-000-20-04-221-580</u></td> </tr> <tr> <td>Other Costs: <u>Chaparrone registration, hotel, meals</u></td> <td colspan="4"></td> <td></td> <td></td> </tr> <tr> <td colspan="7"> <input type="checkbox"/> Walking    <input type="checkbox"/> Parent Provided Transportation    <input type="checkbox"/> Public Transportation<br/> <input type="checkbox"/> Bus    <input checked="" type="checkbox"/> Van/Car Rental    <input type="checkbox"/> Coach </td> </tr> <tr> <td></td> <td># Vehicles</td> <td># Days</td> <td>Cost/Vehicle</td> <td>Total Cost</td> <td>%</td> <td>Budget Code/Account/Project</td> </tr> <tr> <td>Buses/Rentals/Coaches</td> <td><u>1</u></td> <td><u>3</u></td> <td><u>600.00</u></td> <td></td> <td></td> <td><u>1-1320-000-20-04-221-513</u></td> </tr> <tr> <td colspan="7">~ Rental Company/Carrier: _____</td> </tr> <tr> <td>Students Leaving From:</td> <td><u>Airport</u></td> <td>at</td> <td><u>8</u></td> <td><input checked="" type="checkbox"/> am    <input type="checkbox"/> pm</td> <td colspan="2"></td> </tr> <tr> <td>Students Returning To:</td> <td><u>Airport</u></td> <td>at</td> <td><u>4</u></td> <td><input type="checkbox"/> am    <input checked="" type="checkbox"/> pm</td> <td colspan="2"></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: _____    <input type="checkbox"/> am    <input type="checkbox"/> pm</td> </tr> <tr> <td colspan="7">Pick up at: _____    <input 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:</td> </tr> <tr> <td colspan="7"><u>Raffle, Popcorn, 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>8,322.24</u>    Pupil Cost: \$ <u>5,310.00</u>    Other Funded: \$ <u>-</u>    Total Cost to the District: \$ <u>3,012.24</u> </td> </tr> <tr> <td colspan="2">Requested By: <u>Melissa Webber</u></td> <td colspan="2">Signature: <u>[Signature]</u></td> <td colspan="3">Date: <u>01/29/2019</u></td> </tr> <tr> <td colspan="7"><b>Approval</b></td> </tr> <tr> <td colspan="2">Principal</td> <td colspan="2">Approved <u>[Signature]</u></td> <td colspan="3">Date: <u>2/2/19</u></td> </tr> <tr> <td colspan="2">Supervisor</td> <td colspan="2">Approved <u>[Signature]</u></td> <td colspan="3">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="2">Approved <u>[Signature]</u></td> <td colspan="3">Date: <u>2/13/19</u></td> </tr> <tr> <td colspan="2">Transportation:</td> <td colspan="2">_____</td> <td colspan="3">Date: _____</td> </tr> <tr> <td colspan="2">Schedule Dates:</td> <td colspan="2">_____</td> <td colspan="3">Contractor: _____</td> </tr> <tr> <td colspan="2">Krapf Costs:</td> <td colspan="2">_____</td> <td colspan="3">Additional Costs: _____</td> </tr> <tr> <td colspan="7"> Spellman Office Only:    Overnight Trip will appear on the <u>March</u> Board Consent Agenda. </td> </tr> </tbody></table> |                               | # Staff       | # Days                                                             | Cost/Day        | Total Cost                      | % | Budget Code/Account/Project | Substitute(s) Needed: | <u>1</u> | <u>4</u> | <u>159.31</u> | <u>637.24</u> |  | <u>1-1100-000-20-40-221-315</u> | Agency Nurses Needed: |  |  | <u>0.00</u> | <u>0.00</u> |  |  | Name of Staff Member Driving Students: | <u>Melissa Webber</u> |  |  |  |  |  | Mileage/Tolls: (if applicable) |  |  |  |  | <u>4,500.00</u> | <u>50-000-221-018-221</u> | Hotel/Food/Airfare: (if applicable) |  |  |  |  | <u>810.00</u> | <u>50-000-221-018-221</u> | Registration/Entrance Fee: (if applicable) |  |  |  |  | <u>2,375.00</u> | <u>1-1320-000-20-04-221-580</u> | Other Costs: <u>Chaparrone registration, hotel, meals</u> |  |  |  |  |  |  | <input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input checked="" 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>3</u> | <u>600.00</u> |  |  | <u>1-1320-000-20-04-221-513</u> | ~ Rental Company/Carrier: _____ |  |  |  |  |  |  | Students Leaving From: | <u>Airport</u> | at | <u>8</u> | <input checked="" type="checkbox"/> am <input type="checkbox"/> pm |  |  | Students Returning To: | <u>Airport</u> | at | <u>4</u> | <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: _____ <input type="checkbox"/> am <input type="checkbox"/> pm |  |  |  |  |  |  | Pick up at: _____ <input type="checkbox"/> am <input type="checkbox"/> pm |  |  |  |  |  |  | What are the planned activities to assist students who require financial assistance: |  |  |  |  |  |  | <u>Raffle, Popcorn, Candy</u> |  |  |  |  |  |  | Additional Information (bus w/lift, star seat, ski boxes, special instructions) |  |  |  |  |  |  | Total Cost of Trip: \$ <u>8,322.24</u> Pupil Cost: \$ <u>5,310.00</u> Other Funded: \$ <u>-</u> Total Cost to the District: \$ <u>3,012.24</u> |  |  |  |  |  |  | Requested By: <u>Melissa Webber</u> |  | Signature: <u>[Signature]</u> |  | Date: <u>01/29/2019</u> |  |  | <b>Approval</b> |  |  |  |  |  |  | Principal |  | Approved <u>[Signature]</u> |  | Date: <u>2/2/19</u> |  |  | Supervisor |  | Approved <u>[Signature]</u> |  | Date: _____ |  |  | Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services |  | Approved <u>[Signature]</u> |  | Date: <u>2/13/19</u> |  |  | Transportation: |  | _____ |  | Date: _____ |  |  | Schedule Dates: |  | _____ |  | Contractor: _____ |  |  | Krapf Costs: |  | _____ |  | Additional Costs: _____ |  |  | Spellman Office Only:    Overnight Trip will appear on the <u>March</u> Board Consent Agenda. |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                           | # Staff                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | # Days                        | Cost/Day      | Total Cost                                                         | %               | Budget Code/Account/Project     |   |                             |                       |          |          |               |               |  |                                 |                       |  |  |             |             |  |  |                                        |                       |  |  |  |  |  |                                |  |  |  |  |                 |                           |                                     |  |  |  |  |               |                           |                                            |  |  |  |  |                 |                                 |                                                           |  |  |  |  |  |  |                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |            |        |              |            |   |                             |                       |          |          |               |  |  |                                 |                                 |  |  |  |  |  |  |                        |                |    |          |                                                                    |  |  |                        |                |    |          |                                                                    |  |  |                                                                                                                                                                                                 |  |  |  |  |  |  |                                                                           |  |  |  |  |  |  |                                                                                      |  |  |  |  |  |  |                               |  |  |  |  |  |  |                                                                                 |  |  |  |  |  |  |                                                                                                                                                |  |  |  |  |  |  |                                     |  |                               |  |                         |  |  |                 |  |  |  |  |  |  |           |  |                             |  |                     |  |  |            |  |                             |  |             |  |  |                                                                                                                                        |  |                             |  |                      |  |  |                 |  |       |  |             |  |  |                 |  |       |  |                   |  |  |              |  |       |  |                         |  |  |                                                                                               |  |  |  |  |  |  |
| Substitute(s) Needed:                                                                                                                                                                                                                                     | <u>1</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <u>4</u>                      | <u>159.31</u> | <u>637.24</u>                                                      |                 | <u>1-1100-000-20-40-221-315</u> |   |                             |                       |          |          |               |               |  |                                 |                       |  |  |             |             |  |  |                                        |                       |  |  |  |  |  |                                |  |  |  |  |                 |                           |                                     |  |  |  |  |               |                           |                                            |  |  |  |  |                 |                                 |                                                           |  |  |  |  |  |  |                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |            |        |              |            |   |                             |                       |          |          |               |  |  |                                 |                                 |  |  |  |  |  |  |                        |                |    |          |                                                                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| Agency Nurses Needed:                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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                            |  |  |  |  |                 |                           |                                     |  |  |  |  |               |                           |                                            |  |  |  |  |                 |                                 |                                                           |  |  |  |  |  |  |                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |            |        |              |            |   |                             |                       |          |          |               |  |  |                                 |                                 |  |  |  |  |  |  |                        |                |    |          |                                                                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| Name of Staff Member Driving Students:                                                                                                                                                                                                                    | <u>Melissa Webber</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      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| Mileage/Tolls: (if applicable)                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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                            |  |  |  |  |                 |                           |                                     |  |  |  |  |               |                           |                                            |  |  |  |  |                 |                                 |                                                           |  |  |  |  |  |  |                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |            |        |              |            |   |                             |                       |          |          |               |  |  |                                 |                                 |  |  |  |  |  |  |                        |                |    |          |                                                                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| Hotel/Food/Airfare: (if applicable)                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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                            |  |  |  |  |                 |                           |                                     |  |  |  |  |               |                           |                                            |  |  |  |  |                 |                                 |                                                           |  |  |  |  |  |  |                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |            |        |              |            |   |                             |                       |          |          |               |  |  |                                 |                                 |  |  |  |  |  |  |                        |                |    |          |                                                                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 |  |  |  |           |  |                             |  |                     |  |  |            |  |                             |  |             |  |  |                                                                                                                                        |  |                             |  |                      |  |  |                 |  |       |  |             |  |  |                 |  |       |  |                   |  |  |              |  |       |  |                         |  |  |                                                                                               |  |  |  |  |  |  |
| Registration/Entrance Fee: (if applicable)                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |               |                                                                    | <u>2,375.00</u> | <u>1-1320-000-20-04-221-580</u> |   |                             |                       |          |          |               |               |  |                                 |                       |  |  |             |             |  |  |                                        |                       |  |  |  |  |  |                                |  |  |  |  |                 |                           |                                     |  |  |  |  |               |                           |                                            |  |  |  |  |                 |                                 |                                                           |  |  |  |  |  |  |                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |            |        |              |            |   |                             |                       |          |          |               |  |  |                                 |                                 |  |  |  |  |  |  |                        |                |    |          |                                                                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 |  |  |  |           |  |                             |  |                     |  |  |            |  |                             |  |             |  |  |                                                                                                                                        |  |                             |  |                      |  |  |                 |  |       |  |             |  |  |                 |  |       |  |                   |  |  |              |  |       |  |                         |  |  |                                                                                               |  |  |  |  |  |  |
| Other Costs: <u>Chaparrone registration, hotel, meals</u>                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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 |  |  |  |           |  |                             |  |                     |  |  |            |  |                             |  |             |  |  |                                                                                                                                        |  |                             |  |                      |  |  |                 |  |       |  |             |  |  |                 |  |       |  |                   |  |  |              |  |       |  |                         |  |  |                                                                                               |  |  |  |  |  |  |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input checked="" type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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 |  |  |  |           |  |                             |  |                     |  |  |            |  |                             |  |             |  |  |                                                                                                                                        |  |                             |  |                      |  |  |                 |  |       |  |             |  |  |                 |  |       |  |                   |  |  |              |  |       |  |                         |  |  |                                                                                               |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                           | # Vehicles                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | # Days                        | Cost/Vehicle  | Total Cost                                                         | %               | Budget Code/Account/Project     |   |                             |                       |          |          |               |               |  |                                 |                       |  |  |             |             |  |  |                                        |                       |  |  |  |  |  |                                |  |  |  |  |                 |                           |                                     |  |  |  |  |               |                           |                                            |  |  |  |  |                 |                                 |                                                           |  |  |  |  |  |  |                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |            |        |              |            |   |                             |                       |          |          |               |  |  |                                 |                                 |  |  |  |  |  |  |                        |                |    |          |                                                                    |  |  |                        |                |    |          |                                                                    |  |  |                                                                                                                                                                                                 |  |  |  |  |  |  |                                                                           |  |  |  |  |  |  |                                                                                      |  |  |  |  |  |  |                               |  |  |  |  |  |  |                                                                                 |  |  |  |  |  |  |                                                                                                                                                |  |  |  |  |  |  |                                     |  |                               |  |                         |  |  |                 |  |  |  |  |  |  |           |  |                             |  |                     |  |  |            |  |                             |  |             |  |  |                                                                                                                                        |  |                             |  |                      |  |  |                 |  |       |  |             |  |  |                 |  |       |  |                   |  |  |              |  |       |  |                         |  |  |                                                                                               |  |  |  |  |  |  |
| Buses/Rentals/Coaches                                                                                                                                                                                                                                     | <u>1</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   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| ~ Rental Company/Carrier: _____                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Students Leaving From:                                                                                                                                                                                                                                    | <u>Airport</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| Students Returning To:                                                                                                                                                                                                                                    | <u>Airport</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             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| ~ Request Drop off/Pick up (only if using Krapf): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Drop at: _____ <input type="checkbox"/> am <input type="checkbox"/> pm                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Pick up at: _____ <input type="checkbox"/> am <input type="checkbox"/> pm                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| What are the planned activities to assist students who require financial assistance:                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| <u>Raffle, Popcorn, Candy</u>                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Additional Information (bus w/lift, star seat, ski boxes, special instructions)                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Total Cost of Trip: \$ <u>8,322.24</u> Pupil Cost: \$ <u>5,310.00</u> Other Funded: \$ <u>-</u> Total Cost to the District: \$ <u>3,012.24</u>                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Requested By: <u>Melissa Webber</u>                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Signature: <u>[Signature]</u> |               | Date: <u>01/29/2019</u>                                            |                 |                                 |   |                             |                       |          |          |               |               |  |                                 |                       |  |  |             |             |  |  |                                        |                       |  |  |  |  |  |    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| <b>Approval</b>                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Principal                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Supervisor                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Transportation:                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Schedule Dates:                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Krapf Costs:                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            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| Spellman Office Only:    Overnight Trip will appear on the <u>March</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

|                                                                                                                                                             |                                                                                                                                                                                     |                                                |                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------------------|
| Proposal                                                                                                                                                    | <input checked="" type="checkbox"/> New Trip Request                                                                                                                                | <input type="checkbox"/> Trip Revision Request | <input type="checkbox"/> Trip Cancellation Request                  |
| School                                                                                                                                                      | Henderson High School                                                                                                                                                               |                                                | Grade/Subject/Club: Spanish 3, 4, 5, AP                             |
| Teacher(s) in Charge:                                                                                                                                       | Grace Malizia; Michelle West                                                                                                                                                        |                                                |                                                                     |
| Destination:                                                                                                                                                | Lima, Cuzco, Machu Picchu, Peru                                                                                                                                                     |                                                |                                                                     |
| Trip Day(s)/Date(s):                                                                                                                                        | June 16-22, 2020                                                                                                                                                                    | Competition                                    | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| ~ Overnight Trip:                                                                                                                                           | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> In State <input type="checkbox"/> Out of State <input checked="" type="checkbox"/> Out of Country | Name Tour Company: Explorica                   |                                                                     |
| Special Instructions (rain date, etc.):                                                                                                                     |                                                                                                                                                                                     |                                                |                                                                     |
| How is it related to curriculum: Students study Peru throughout the Spanish 4 curriculum. Students will also improve their oral fluency in Spanish          |                                                                                                                                                                                     |                                                |                                                                     |
| Objectives of the proposed trip: Enhance oral fluency and language acquisition; Global and cultural competence; Spanish communication; cultural connections |                                                                                                                                                                                     |                                                |                                                                     |
| Number of Pupils:                                                                                                                                           | 18                                                                                                                                                                                  | Total Passengers:                              | 20                                                                  |
| Adult Chaperone to Student Ratio:                                                                                                                           | 1 / 8                                                                                                                                                                               | Per Pupil Cost:                                | 2,891.00                                                            |
| Names of Teacher/Staff Chaperones: Grace Malizia; Michelle West                                                                                             |                                                                                                                                                                                     | % of Eligible Students Going: 100.00%          |                                                                     |
| ~ Other Adult Chaperones: Other Henderson staff (if needed); Staff will be CPR/First Aid certified                                                          |                                                                                                                                                                                     |                                                |                                                                     |
| 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                                                            |
| Substitute(s) Needed:                                                                                                                                       | 0                                                                                                                                                                                   | 0                                              | 159.31                                                              |
| Agency Nurses Needed:                                                                                                                                       | 0                                                                                                                                                                                   | 0                                              | 0.00                                                                |
| Name of Staff Member Driving Students: N/A                                                                                                                  |                                                                                                                                                                                     |                                                |                                                                     |
| Mileage/Tolls: (if applicable)                                                                                                                              |                                                                                                                                                                                     |                                                |                                                                     |
| Hotel/Food/Airfare: (if applicable)                                                                                                                         |                                                                                                                                                                                     |                                                |                                                                     |
| Registration/Entrance Fee: (if applicable)                                                                                                                  |                                                                                                                                                                                     |                                                |                                                                     |
| Other Costs:                                                                                                                                                | Roundtrip airfare; all transportation; sightseeing; hotels; breakfast/dinner; tour guide                                                                                            |                                                | 52,038.00                                                           |
| <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                                                        |
| Buses/Rentals/Coaches                                                                                                                                       |                                                                                                                                                                                     |                                                | 0.00                                                                |
| ~ Rental Company/Carrier: Explorica Travel                                                                                                                  |                                                                                                                                                                                     |                                                |                                                                     |
| Students Leaving From:                                                                                                                                      | Philadelphia International Airport                                                                                                                                                  | at                                             | TBD                                                                 |
| Students Returning To:                                                                                                                                      | Philadelphia International Airport                                                                                                                                                  | at                                             | TBD                                                                 |
| ~ Request Drop off/Pick up (only if using Krapf): <input type="checkbox"/> Yes <input checked="" 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:                                                                        |                                                                                                                                                                                     |                                                |                                                                     |
| Teachers will assist students in holding fundraisers throughout the year (ie Homecoming Carnival; Bake sales; spring car wash, etc.)                        |                                                                                                                                                                                     |                                                |                                                                     |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions)                                                                             |                                                                                                                                                                                     |                                                |                                                                     |
| Total Cost of Trip:                                                                                                                                         | 52,038.00                                                                                                                                                                           | Pupil Cost:                                    | 52,038.00                                                           |
| Other Funded:                                                                                                                                               | \$ -                                                                                                                                                                                | Total Cost to the District:                    | \$ - 0 -                                                            |
| Requested By:                                                                                                                                               | Grace Malizia                                                                                                                                                                       | Signature:                                     | Date: 02/22/2019                                                    |
| <b>Approval</b>                                                                                                                                             |                                                                                                                                                                                     |                                                |                                                                     |
| Principal                                                                                                                                                   | Approved                                                                                                                                                                            | Date:                                          | 2/22/19                                                             |
| Supervisor                                                                                                                                                  | Approved                                                                                                                                                                            | Date:                                          | 2/25/19                                                             |
| Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services                      | Approved                                                                                                                                                                            | Date:                                          | 2/25/19                                                             |
| Transportation:                                                                                                                                             |                                                                                                                                                                                     | Date:                                          |                                                                     |
| Schedule Dates:                                                                                                                                             | Contractor:                                                                                                                                                                         |                                                |                                                                     |

March 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>Henderson High School</u>                                                                                                                                                                                                                    |            | Grade/Subject/Club: <u>Italian and Latin 2,3,4</u>                              |                                                         |                                                           |
| Teacher(s) in Charge: <u>Lorenz LaGioia, Donna Zingani</u>                                                                                                                                                                                              |            |                                                                                 |                                                         |                                                           |
| Destination: <u>Italy</u>                                                                                                                                                                                                                               |            |                                                                                 |                                                         |                                                           |
| Trip Day(s)/Date(s): <u>6/17/2020 to 6/26/2020</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 type="checkbox"/> Out of State <input checked="" type="checkbox"/> Out of Country                                        |            | Name Tour Company: <u>ACIS</u>                                                  |                                                         |                                                           |
| Special Instructions (rain date, etc.): <u>Seniors cannot go since they will have graduated by the trip date.</u>                                                                                                                                       |            |                                                                                 |                                                         |                                                           |
| How is it related to curriculum: <u>Italy offers the students a chance to use the language and culture they have been studying. Some other students of Latin a chance to visit the birthplace of Latin and use the language for practical purposes.</u> |            |                                                                                 |                                                         |                                                           |
| Objectives of the proposed trip: <u>1. Students will gain an overview of contemporary Italian society,</u>                                                                                                                                              |            |                                                                                 |                                                         |                                                           |
| Number of Pupils: <u>25</u>                                                                                                                                                                                                                             |            | Total Passengers: <u>29</u>                                                     | Per Pupil Cost: <u>4,500.00</u>                         |                                                           |
| Adult Chaperone to Student Ratio: <u>          </u> / <u>          </u>                                                                                                                                                                                 |            | % of Eligible Students Going: <u>          </u>                                 |                                                         |                                                           |
| Names of Teacher/Staff Chaperones: <u>Lorenz LaGioia/Donna Zingani/TBD</u>                                                                                                                                                                              |            |                                                                                 |                                                         |                                                           |
| ~ Other Adult Chaperones: <u>          </u>                                                                                                                                                                                                             |            |                                                                                 |                                                         |                                                           |
| Nurses required on this trip: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (refer to 121AG6)                                                                                                                                     |            |                                                                                 |                                                         |                                                           |
| <b>Estimated Cost</b>                                                                                                                                                                                                                                   |            |                                                                                 |                                                         |                                                           |
|                                                                                                                                                                                                                                                         | # Staff    | # Days                                                                          | Cost/Day                                                | Total Cost                                                |
| Substitute(s) Needed: NO                                                                                                                                                                                                                                |            |                                                                                 | 0.00                                                    | 0.00                                                      |
| Agency Nurses Needed: NO                                                                                                                                                                                                                                |            |                                                                                 | 0.00                                                    | 0.00                                                      |
| Name of Staff Member Driving Students: <u>          </u>                                                                                                                                                                                                |            |                                                                                 |                                                         |                                                           |
| Mileage/Tolls: (if applicable) <u>          </u>                                                                                                                                                                                                        |            |                                                                                 |                                                         |                                                           |
| Hotel/Food/Airfare: (if applicable) <u>          </u>                                                                                                                                                                                                   |            |                                                                                 |                                                         |                                                           |
| Registration/Entrance Fee: (if applicable) <u>          </u>                                                                                                                                                                                            |            |                                                                                 |                                                         |                                                           |
| Other Costs: <u>Travel Agent for entire trip</u>                                                                                                                                                                                                        |            |                                                                                 |                                                         |                                                           |
| <input type="checkbox"/> Walking <input type="checkbox"/> Parent Provided Transportation <input type="checkbox"/> Public Transportation<br><input type="checkbox"/> Bus <input type="checkbox"/> Van/Car Rental <input type="checkbox"/> Coach          |            |                                                                                 |                                                         |                                                           |
|                                                                                                                                                                                                                                                         | # Vehicles | # Days                                                                          | Cost/Vehicle                                            | Total Cost                                                |
| Buses/Rentals/Coaches                                                                                                                                                                                                                                   |            |                                                                                 |                                                         | 0.00                                                      |
| ~ Rental Company/Carrier: <u>          </u>                                                                                                                                                                                                             |            |                                                                                 |                                                         |                                                           |
| Students Leaving From: <u>Philadelphia Airport</u>                                                                                                                                                                                                      |            | at <u>          </u>                                                            | <input type="checkbox"/> am <input type="checkbox"/> pm |                                                           |
| Students Returning To: <u>Philadelphia Airport</u>                                                                                                                                                                                                      |            | at <u>          </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: <u>          </u>                                                      | at <u>          </u>                                    | <input type="checkbox"/> am <input type="checkbox"/> pm   |
|                                                                                                                                                                                                                                                         |            | Pick up at: <u>          </u>                                                   | at <u>          </u>                                    | <input type="checkbox"/> am <input type="checkbox"/> pm   |
| What are the planned activities to assist students who require financial assistance:<br>There may be some fundraising but students will be responsible for most of the cost.                                                                            |            |                                                                                 |                                                         |                                                           |
| Additional Information (bus w/lift, star seat, ski boxes, special instructions)<br><u>\$112,500.00 \$112,500.00</u>                                                                                                                                     |            |                                                                                 |                                                         |                                                           |
| Total Cost of Trip: \$ <u>4,500.00</u>                                                                                                                                                                                                                  |            | Pupil Cost: \$ <u>4,500.00</u>                                                  | Other Funded: \$ <u>-</u>                               | Total Cost to the District: \$ <u>- 0 -</u>               |
| Requested By: <u>Lorenz LaGioia</u>                                                                                                                                                                                                                     |            | Signature: <u>[Signature]</u>                                                   |                                                         | Date: <u>2/28/19</u>                                      |
| <b>Approval</b>                                                                                                                                                                                                                                         |            |                                                                                 |                                                         |                                                           |
| Principal                                                                                                                                                                                                                                               |            | Approved <u>[Signature]</u>                                                     | Date: <u>3/1/19</u>                                     |                                                           |
| Supervisor                                                                                                                                                                                                                                              |            | Approved <u>[Signature]</u>                                                     | Date: <u>          </u>                                 |                                                           |
| Director of: <input type="checkbox"/> Elementary <input checked="" type="checkbox"/> Secondary <input type="checkbox"/> Pupil Services                                                                                                                  |            | Approved <u>[Signature]</u>                                                     | Date: <u>3/1/19</u>                                     |                                                           |
| Transportation: <u>          </u>                                                                                                                                                                                                                       |            | Date: <u>          </u>                                                         |                                                         |                                                           |
| Schedule Dates: <u>          </u>                                                                                                                                                                                                                       |            | Contractor: <u>          </u>                                                   |                                                         |                                                           |

March 25, 2019 Board Consent Agenda



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 1/30/19

Check appropriate box:

☒ Student Activity Account (Fund 50)

Building: Peirce Middle School

☐ Trust Account (Fund 51)

Name of Account: Enrichment in STEAM

State the purpose for which this account is intended:

Providing resources and furthering the engineering education of Peirce Middle School's gifted Future City program using award funds.

List Source(s) of revenue:

Future City Competition Philadelphia (Special Awards)

List types of expenses to be incurred:

Materials and/or training, etc.

How long do you plan to keep this account active: As long as we participate in program.

Lauren Zisk  
Student Officer's Signature

Lauren Zisk  
Student Officer's Name Printed

Christopher Beatty  
Faculty Sponsor's Signature

Christopher Beatty  
Faculty Sponsor's Name Printed

[Signature] 2/4/19  
Principal's Signature

Ama M. Munro  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: ☐ APPROVED

☐ DISAPPROVED

by the Board of Education at their meeting held on :

Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

Board Secretary's Signature

Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office



WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT

Submit 3 copies to the Director of Secondary Education for submission to the Board.

Date: 2/26/19

Check appropriate box:

☒ Student Activity Account (Fund 50)

Building: Henderson High School

☐ Trust Account (Fund 51)

Name of Account: kids "4" kids

State the purpose for which this account is intended:

Funds collected from club events (for donations & activities)

List Source(s) of revenue:

Wash, bake sales

List types of expenses to be incurred:

none

How long do you plan to keep this account active: \_\_\_\_\_

Molly Dolan  
Student Officer's Signature

Molly Dolan  
Student Officer's Name Printed

[Signature]  
Faculty Sponsor's Signature

Marie Schneider  
Faculty Sponsor's Name Printed

[Signature]  
Principal's Signature

Jana M. Muesel  
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: ☒ APPROVED

☐ DISAPPROVED

by the Board of Education at their meeting held on :

March 25, 2019  
Meeting Date

Reason for disapproval or qualifications of approval, if applicable, were as follows:

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

Board Secretary's Signature

Date

1 copy Director of Secondary Education, 1 copy returned to Principal, 1 copy to Business Office



|               |                                              |
|---------------|----------------------------------------------|
| Book          | Policy Manual                                |
| Section       | 900 Community                                |
| Title         | Copy of Title I Parent and Family Engagement |
| Code          | 918                                          |
| Status        | Second 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 ~~at~~ **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 28, 2019



|              |                                                 |
|--------------|-------------------------------------------------|
| Book         | Policy Manual                                   |
| Section      | 900 Community                                   |
| Title        | Title I Parent and Family Engagement Guidelines |
| Code         | 918AG1                                          |
| Status       | Second 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 28, 2019



|         |                                                                        |
|---------|------------------------------------------------------------------------|
| Book    | Policy Manual                                                          |
| Section | 900 Community                                                          |
| Title   | Title I Parent and Family Engagement School-Parent and Family Compacts |
| Code    | 918AG2                                                                 |
| Status  | Second Reading                                                         |

Title I Parent and Family Engagement School-Parent and Family Compacts for East Bradford ES, East Goshen ES, Fern Hill ES, Glen Acres ES, and Hillsdale ES can be accessed by clicking on the documents below.

[East Bradford ES 18-19 English.pdf \(87 KB\)](#)[East Bradford ES 18-19 Spanish.pdf \(79 KB\)](#)[East Goshen ES 18-19 English.pdf \(67 KB\)](#)[East Goshen ES 18-19 Spanish.pdf \(85 KB\)](#)[Fern Hill ES 18-19 English.pdf \(52 KB\)](#)[Fern Hill ES 18-19 Spanish.pdf \(71 KB\)](#)[Glen Acres ES 18-19 English.pdf \(51 KB\)](#)[Glen Acres ES 18-19 Spanish.pdf \(55 KB\)](#)[Hillsdale ES 18-19 English.pdf \(45 KB\)](#)[Hillsdale ES 18-19 Spanish.pdf \(47 KB\)](#)

Last Modified by Linda Cherashore on February 28, 2019



|              |                                                                                                                                                |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 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       | Second 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.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[28\]](#)

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





|               |                                                                                                                                                                                                     |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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        | Second 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 28, 2019

# WEST CHESTER AREA SCHOOL DISTRICT

No. 103AG1

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

## 103AG1 Discrimination and Harassment Complaint Form

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

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

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

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

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

Alleged discrimination was based on: \_\_\_\_\_

Name of person you believe violated the district's policy 103: \_\_\_\_\_

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, threats, intimidation, or other conduct). Attach additional pages if necessary:

When and where 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        | Second 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 28, 2019



|              |                |
|--------------|----------------|
| Book         | Policy Manual  |
| Section      | 200 Pupils     |
| Title        | Copy of Hazing |
| Code         | 247            |
| Status       | Second 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 28, 2019



|               |                        |
|---------------|------------------------|
| Book          | Policy Manual          |
| Section       | 200 Pupils             |
| Title         | Bullying/Cyberbullying |
| Code          | 249                    |
| Status        | Second 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.[\[1\]](#)

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.[\[1\]](#)

### **Authority**

The Board prohibits all forms of bullying by district students.[\[1\]](#)

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 | 1. 24 P.S. 1303.1-A |
|       | 2. Pol. 218         |
|       | 3. Pol. 233         |
|       | 4. Pol. 236         |
|       | 5. 24 P.S. 1302-A   |
|       | 22 PA Code 12.3     |
|       | Pol. 000            |
|       | Pol. 103            |
|       |                     |

Last Modified by Linda Cherashore on February 28, 2019

**Pupil Services Meeting Minutes**  
**March 11, 2019**  
**Pupil Services Committee Meeting**

**Attended:**

**Attending Committee Members:** Sue Tiernan, Randell Spackman, Chris Tabakin

**Other Board Members:** Karen Herrmann, Kate Shaw, Chris McCune, Brian Gallen

**Administration:** Tammi Florio, Robert Sokolowski, Sara Missett, Michael Wagman

**Ms. Tiernan opened the meeting at 6:32 pm.**

**Items listed on the Pupil Services Committee Regular Agenda of February 25, 2019:**

1. February 25, 2019 Pupil Services Committee Minutes
2. Vaping Presentation

**A. Actions and Outcomes:**

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

1. Approval of February 25, 2019 Pupil Services Committee Minutes vote: 3-0

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

- 1.

**D. Items to be discussed at a later date:**

**None**

**The meeting ended at 7:06 pm.**

**Next Meeting: Monday, April 8, 2019 – 6:30 pm**

**Pupil Services Meeting Minutes**  
**February 25, 2019**  
**Pupil Services Committee Meeting**

**Attended:**

**Attending Committee Members:** Joyce Chester, Sue Tiernan, Randell Spackman

**Other Board Members:** Karen Herrmann, Kate Shaw

**Administration:** Tammi Florio, Robert Sokolowski, Sara Missett, Michael Wagman

**Ms. Chester opened the meeting at 5:34 pm.**

**Items listed on the Pupil Services Committee Regular Agenda of February 25, 2019:**

1. January 14, 2019 Pupil Services Committee Minutes
2. Translator Contract
3. Melton Center Lease

**A. Actions and Outcomes:**

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

1. Approval of January 14, 2019 Pupil Services Committee Minutes vote: 3-0
2. Approval of the Translator Contract vote: 3-0
3. Approval of the Melton Center Lease vote: 3-0

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

1. Approval of Revisions to Policy 103.1 Nondiscrimination-Qualified Students with Disabilities Second Reading
2. Approval of Policy 103.1 AG1 Nondiscrimination-Qualified Students with Disabilities Second Reading
3. Approval of Policy 103.1 AG2 Report Form for Complaints of Discrimination-Qualified Students with Disabilities Second Reading

**D. Items to be discussed at a later date:**

**None**

**The meeting ended at 5:44 pm.**

**Next Meeting: Monday, March 11, 2019 – 6:30 pm**

WEST CHESTER AREA SCHOOL DISTRICT  
School Board Meeting  
March 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), Second Reading**

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

*I so move.*

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

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

*I so move.*

**Approval of a Memorandum of Agreement between the Board of Education of the West Chester Area School District and the West Chester Area Education Association revising the Collective Bargaining Agreement with a term of July 1, 2017 to June 30, 2022 to include an Employer HSA contribution of \$500 for each year employees are enrolled in the IBC HDDP HD1-HC-1 core plan.**

Approval is requested of a Memorandum of Agreement between the Board of Education of the West Chester Area School District and the West Chester Area Education Association revising the Collective Bargaining Agreement with a term of July 1, 2017 to June 30, 2022 to include an Employer HSA contribution of \$500 for each year employees are enrolled in the IBC HDDP HD1-HC-1 core plan.

*I so move.*



|              |                                                                                                                                |
|--------------|--------------------------------------------------------------------------------------------------------------------------------|
| Book         | Policy Manual                                                                                                                  |
| Section      | 100 Programs                                                                                                                   |
| Title        | Nondiscrimination in Employment Practices (to be renamed<br>Nondiscrimination/Discriminatory Harrassment-Employment Practices) |
| Code         | 104                                                                                                                            |
| 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 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~~ 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~~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~~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. Complaints - ~~The compliance officer shall be responsible to m~~Monitor 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 March 5, 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        | Second 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 March 5, 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        | Second Reading                           |
| 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 March 5, 2019

WEST CHESTER AREA SCHOOL DISTRICT  
MEMORANDUM OF AGREEMENT

Between the Board of Education  
of the West Chester Area School District  
and the West Chester Area Education Association

This Memorandum of Agreement is entered into this 25th day of March, 2019 made by and between the West Chester Area School District (WCASD) and the West Chester Area Education Association (WCAEA). The WCASD and the WCAEA will be referred to collectively as "the Parties".

**WHEREAS**, the WCASD and the WCAEA are parties to a collective bargaining agreement with a term of July 1, 2017 to June 30, 2022 ("CBA");

**NOW, THEREFORE**, in consideration of the covenants and conditions herein contained, the adequacy and sufficiency of which are hereby acknowledged, and intending to be legally bound hereby, the Parties agree to the following:

1. Whereas the CBA Section 9.031 (B) (c) (page 14) states Bargaining Unit Members enrolled in the IBC HDDP HD1-HC-1 as the core plan will be eligible for and Employer HSA contribution in the first two years those employees are initially enrolled in the plan; \$500 in Year 1 of enrollment; and \$250 in Year 2 of enrollment. Shall now be amended to read Bargaining Unit Members enrolled in the IBC HDDP HD1-HC-1 as the core plan, will be eligible for an Employer HSA contribution of \$500 for each year those employees are enrolled in the plan.

**IN WITNESS WHEREOF**, the parties hereto have duly executed this MOA on the date set forth herein.

**WEST CHESTER AREA EDUCATION  
ASSOCIATION**

|                                              |                                                |
|----------------------------------------------|------------------------------------------------|
| Attest: _____<br>Shawn Dzielawa<br>Secretary | By: _____<br>Michele Curay-Cramer<br>President |
|----------------------------------------------|------------------------------------------------|

**WEST CHESTER AREA SCHOOL DISTRICT  
BOARD OF EDUCATION**

|                                                      |                                        |
|------------------------------------------------------|----------------------------------------|
| Attest: _____<br>Linda Cherashore<br>Board Secretary | By: _____<br>Chris McCune<br>President |
|------------------------------------------------------|----------------------------------------|

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

**Approval of 2019-20 Food Services Management Company RFP Award**

Approval is requested to approve the 2019-20 Food Services Management Company (FSMC) RFP award for food services to Aramark and the select custodial services to West Chester Area School District. The FSMC Contract may be renewed by mutual agreement for up to four additional one year periods.

*I so move.*

**Committee Meeting Minutes**  
**WEST CHESTER AREA SCHOOL DISTRICT**  
**March 18, 2019 – Property & Finance Committee**

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

Other Board Members, Mr. Chris McCune, Mr. Randell Spackman, Mrs. Sue Tiernan

Administration: Mr. John Scully, Dr. James Scanlon, Mr. Justin Matys, Mr. Michael Wagman, Ms. Chong Lee

Also Present: Members of the public

| <b>Action or outcomes from the meeting: (Unless noted, all votes were 4-0.)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                            |
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| The committee approved the February 19, 2019 Property & Finance Committee Minutes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Mr. Bevilacqua             |
| <p>Mr. Scully reviewed the Budget Forecast Model. The 2018-19 changes to expense projections are decreases to student transportation costs of \$300,000; contracted Special Ed Aide \$150,000, Charter schools tuitions \$125,000, and curriculum proposals of \$5,000. The net projection changes for 2018-19 resulted in an increase in fund balance of \$580,000 which will be utilized to reduce the 2019-20 budget gap. The changes to the 2019-20 expense projections include reductions in salary and benefits in the amounts of \$91,292 and \$106,059 respectively, related to the removal of two positions related to the transitional program and one Middle School library aide position. Other 2019-20 expense reductions were to student transportation costs of \$150,000, alternative education of \$30,000, and Charter School tuitions of \$125,000. For 2019-20 revenue projections there was a reduction in current real estate revenue of \$11,236 and is the result of Delaware County's tax increase reducing below the ACT 1 limit. The forecast model focuses on Chester County's tax increase as it relates to an ACT 1 increase threshold. The changes to the 2019-20 projections and the utilization of the 2018-19 savings will reduce the 2019-20 budget gap by \$1,051,743. Mr. Scully reviewed the Financial Summary – All funds on page 35 of the model which shows a net gap in 2019-20 of \$1,560,000 assuming a tax increase up to the ACT 1 limit. Mr. Scully discussed the 2019-20 budget timeline and advised that a proposed final 2019-20 budget will be presented at the April P&amp;F committee meeting. This is an informational item and no Board action is required.</p> <p>On page 32 of the model, Mr. Wagman reviewed the revised projections for the 2018-19 Technology Capital projects. Included on the project list is a new \$70,000 Lighting grid project at the three high schools that will replace some dated equipment and fix safety issues at the High School TV Studios. The lighting project will be funded from saving on other line items on the 2018-19 Technology Capital Plan. This is an informational item and no Board action is required.</p> | Mr. Scully /<br>Mr. Wagman |
| <p>Mr. Scully provided the Committee with the background and results of the Food Service RFP. The District was required to draft this RFP because the existing contract with Aramark expires June 30, 2019. Four food service management companies as well as Wayne Birster ("WCASD") of the WCASD Custodial Services department attended the pre-bid meeting, but Aramark was the only vendor to submit a proposal for food services. WCASD submitted a proposal for only the custodial component. The results of the bid were not uncommon. Throughout the state of Pennsylvania, many school districts had RFPs for food service management services this year and vendors appeared to be more interested in retaining existing clients rather than expanding their client base. Additionally, since details of the current food services are disclosed during the RFP process, the lack of responses to our RFP is an indication that the current food service program is successful. It is the RFP committee's recommendation to retain the service of our current vendor, Aramark, for our food service provider and to award the select custodial services portion to WCASD.</p> <ul style="list-style-type: none"> <li>• The cost of the custodial portion associated with the Aramark bid was \$129,624.</li> <li>• WCASD provided a bid for custodial services of \$130,785 with a 5% increase in each of the subsequent years.</li> </ul> <p>The following summarizes the specifics of the food service proposal from Aramark:</p> <ul style="list-style-type: none"> <li>• Aramark guaranteed a \$250,000 return in 2019-20 to the District Cafeteria fund. This is a significant increase over the current contractual guarantee.</li> <li>• Aramark guaranteed to return \$1,255,424 to the District Cafeteria fund over the period 2019-20 through 2023-24.</li> </ul> <p>The Committee recommends the approval of the Food Service portion of the RFP be awarded to Aramark and the select custodial services portion of the RFP be awarded to WCASD.</p>                                                                                                                                             | Mr. Scully                 |
| <p><b>Items to be placed on board agenda 3/25/19:</b></p> <ul style="list-style-type: none"> <li>• Approval to award the RFP for food services to Aramark and the select custodial services to West Chester Area School District.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                            |
| <p><b>Items to discuss at a later date:</b></p> <ul style="list-style-type: none"> <li>• The Committee requested that a monthly update on the construction progress and timeline at each P&amp;F committee meeting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                            |

**Next Meeting Date: Monday, April 15, 2019**



**pennsylvania**  
DEPARTMENT OF EDUCATION

COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF EDUCATION  
333 MARKET STREET  
HARRISBURG, PA 17126-0333  
[www.education.pa.gov](http://www.education.pa.gov)

**Food Service Management Company (FSMC)  
Request for Proposal (RFP) and COST REIMBURSABLE Contract**

**West Chester Area School District  
1-24-15-900-2**

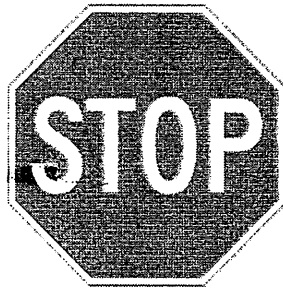
**July 1, 2019 to June 30, 2020**

Any School Food Authority (SFA) selecting to use a full-service FSMC must prepare a RFP utilizing this document which may not be re-typed or changed in any way. Addendums to the original or renewal year contract are not permitted. Should the SFA and FSMC enter into any addendum, the Division of Food and Nutrition (DFN) will not review the addendum and the language in this document prevails as binding. The standard form contract has open fields where additions can be made on the contract, itself, in lieu of attaching an addendum.

Division of Food and Nutrition Final Approval Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For DFN use only:

# Cost Reimbursable Request for Proposal (RFP)



Reference Instructional Document before completing

Agreement Page

This bidder certifies that he/she shall operate in accordance with all applicable State and Federal regulations.

This bidder certifies that all terms and conditions within the Bid Solicitation shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year starting **July 1, 2019** through **June 30, 2020** and may be renewed by mutual agreement for up to four additional one-year period(s).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative the day and year.

**West Chester Area School District**

\_\_\_\_\_  
SFA

**Aramark Educational Services, LLC**

\_\_\_\_\_  
FSMC

\_\_\_\_\_  
Signature (**in blue ink only**) of Authorized Representative

\_\_\_\_\_  
Signature (**in blue ink only**) of Authorized Representative

\_\_\_\_\_  
Chris McCune

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Mark R. Adams

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
WCASD School Board President

\_\_\_\_\_  
Title

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Witness Signature (**in blue ink only**)

\_\_\_\_\_  
Witness Signature (**in blue ink only**)

\_\_\_\_\_  
Printed Name of Witness

\_\_\_\_\_  
Printed Name of Witness

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## General Information

### A. Intent

This solicitation is for the purpose of entering into a contract for the operation of a food service program for **West Chester Area School District**, herein after referred to as the School Food Authority (SFA).

The bidder is herein referred to as the Food Service Management Company (FSMC). The contract will be between the SFA and the FSMC.

### B. Procurement Method

1. All procurement transactions shall be conducted in a manner that provides maximum full and open competition consistent with Title 2 CFR §200.318-§200.326.
2. This contract will be a Cost-Reimbursable contract whereas the FSMC will be paid on the basis of the direct costs (food, labor, and supplies) incurred plus fixed fees (administrative and management fees). Expenses that represent the administrative fee must be itemized. A management fee represents the profit to the FSMC.
3. The value of commodities received must be itemized in the regular monthly billing to the SFA to document savings resulting from commodity receipt. The FSMC will ensure that its system of inventory management will not result in the SFA being charged for donated foods.
4. The SFA must determine the existence of the proper pass-through value of the donated commodities; e.g., credits or reductions on the invoice in the month of receipt. The values are to be based on the values at the point the SFA receives the commodities from the Pennsylvania Department of Agriculture (PDA), and on USDA commodity prices pertinent to the time period and shall be in the meal cost that is included in the bidder's proposal.

### C. Pre-Bid Meeting, Bid Submission and Award

#### 1. Pre-Bid Meeting

- a. A meeting with interested bidders to review the specifications, to clarify any questions, and for a walk-through of the facilities with school officials will be held at **West Chester Area School District Spellman Education Center, 782 Springdale Drive, Exton, PA 19341, Conference Room C**. See the timeline, Section D, below for date and time. Attendance is required.
- b. FSMC may bring no more than 3 representatives.
- c. Pictures **will** be allowed.

#### 2. Bid Submission and Award

- a. Proposals are to be submitted to:

**West Chester Area School District**  
**Attention: Lynn Scott, Purchasing Agent**  
**782 Springdale Drive**  
**Exton, PA 19341**

Proposals are due before the start of the Public Opening. See the timeline, Section D, below for the date and time of the Public Opening. Proposals will not be accepted after this time. Proposals are to be submitted in a sealed envelope marked Food Service Management Bid.

- b. The SFA will not conduct the procurement process in a manner that uses statutorily or administratively imposed in-state or local geographic preferences in the evaluation of bids or proposals in accordance with Title 2 CFR §200.319(b).
- c. The SFA is prohibited from entering into a contract with a FSMC that provides recommendations, develops or drafts specifications, requirements, statements of work, requests for proposals, contract terms and conditions, or other documents for use in conducting procurement.

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- d. The SFA reserves the right to reject any or all bids, if deemed in the best interest of the SFA.
- e. For consideration, each FSMC must submit a complete response to this solicitation using only the forms provided. No additional forms will be accepted as part of this contract. If any additional forms are used, they are not binding and DFN will not review or approve these forms.
- f. The SFA will award the contract to the most qualified and responsible FSMC whose proposal is responsive to this solicitation. A responsible FSMC is one whose financial, technical and other resources indicate an ability to perform the services required by this solicitation.
- g. FSMCs or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals; failure to do so will be at the FSMC's own risk and cannot secure relief on the plea of error. The SFA is not liable for any cost incurred by the bidder prior to the Pennsylvania Department of Education (PDE) Division of Food and Nutrition's (DFN) final approval of the contract, as dated on the cover page and the signing of the contract by all parties. Paying the FSMC from Child Nutrition (CN) program funds (non-profit school food service account) is prohibited until the contract is signed by both parties and final approval is provided by DFN. DFN approval must be initialed on each page of the contract prior to both parties signing of the contract.
- h. If additional information is required, please contact **Lynn Scott** at 484-266-1027 or at [lscott@wcasd.net](mailto:lscott@wcasd.net).

**D. Timeline**

|                                           | Scheduled Date & Time     | Postponed Date & Time <sup>1</sup> |
|-------------------------------------------|---------------------------|------------------------------------|
| Pre-Bid Meeting                           | 2/15/19 at 9:00 am        | 2/19/19 at 9:00 am                 |
| Last Date for Questions from FSMC         | 2/22/19 at 10:00 am       | 2/25/19 at 10:00 am                |
| SFA provides Answers to FSMC Questions by | 2/25/19 at 3:00 pm        | 2/27/19 at 10:00 am                |
| Public Bid Opening <sup>2</sup>           | March 4, 2019 at 10:00 am | March 6, 2019 at 10:00 am          |

<sup>1</sup> Postponed date is for any weather related or other postponements from the original scheduled date.

<sup>2</sup> Public bid opening must be at least two weeks after the Pre-Bid meeting or the date the SFA provides answers to FSMC questions, whichever date is later. Take into account the postponed Pre-Bid Meeting date when setting the original public bid opening date.

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#### E. Award Criteria

The contract will be awarded to the responsible bidder whose proposal is most advantageous to the program with price and other factors considered. An evaluation committee must be comprised of at least three people. Each committee member evaluates proposals independently. Select one of the following scoring methods:

- ☒ **One-Step Scoring Method:** The relative value assigned to each criterion must be specified and "Cost" must be the primary factor (assigned 51% or more of the points or assigned the greatest number of points compared to other factors). Once the criterion has been evaluated and ranked, the SFA may negotiate with any bidder receiving an average of **85%** or more (criteria must be consistent with the RFP and cannot add or delete specifications/requirements. i.e. the scope cannot change). At the conclusion of the negotiations the proposals are rescored and the award is made to the bidder presenting the most advantageous proposal, with price used as the primary factor.

|                                                    |                   |
|----------------------------------------------------|-------------------|
| Cost                                               | 20%               |
| Service Capability                                 | 15%               |
| Financial Conditions/Stability, Business Practices | 10%               |
| Accounting and Reporting Systems                   | 10%               |
| Personnel Management                               | 15%               |
| Experience and References                          | 15%               |
| Promotion of the School Food Service Program       | 5%                |
| Involvement of Students, Staff and Patrons         | 5%                |
| Quality Assurance                                  | 5%                |
| Other Criteria                                     |                   |
| Total points possible:                             | <b><u>100</u></b> |

- ☐ **Two-Step Scoring Method:** Technical proposals are evaluated and ranked using the value assigned to each criterion before cost is considered. The SFA may negotiate with any bidder receiving an average of **Insert Percentage%** or more (criteria must be consistent with the RFP and cannot add or delete specification/requirements. i.e. the scope cannot change). At the conclusion of the negotiation the SFA requests bidders to submit best and final price. The award is made to the bidder submitting the lowest price.

|                                                    |                                     |
|----------------------------------------------------|-------------------------------------|
| Service Capability                                 | Enter the amount of possible points |
| Financial Conditions/Stability, Business Practices | Enter the amount of possible points |
| Accounting and Reporting Systems                   | Enter the amount of possible points |
| Personnel Management                               | Enter the amount of possible points |
| Experience and References                          | Enter the amount of possible points |
| Promotion of the School Food Service Program       | Enter the amount of possible points |
| Involvement of Students, Staff and Patrons         | Enter the amount of possible points |
| Quality Assurance                                  | Enter the amount of possible points |
| Other Criteria                                     | Enter the amount of possible points |
| Total points possible:                             | <b>100</b>                          |

#### F. Bid Protests

Any action which diminishes full and open competition seriously undermines the integrity of the procurement process and may subject the SFA to bid protests. SFAs are responsible for properly responding to protests and concerns raised by potential FSMCs. SFAs must attach their bid protest procedures to their RFPs. Pursuant to Title 2 CFR §200.318(k), SFAs must in all instances disclose all information regarding a protest to DFN.

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G. Bonding Requirement

Bid Guarantee: The FSMC shall submit with its proposal, a bid guarantee for at least five percent (5%) of the total bid price (Total FSMC Costs) in the form of a firm commitment such as a bid bond, postal money order, certified check, cashier's check, or irrevocable letter of credit. Bid guarantees other than bid bonds will be returned (a) to unsuccessful FSMCs as soon as practicable after the opening of bids; and (b) to the successful FSMC upon execution of such further contractual documents (i.e., insurance coverage) and bonds as required by the proposal.

H. Captions

Captions in all sections of this document are provided only as a convenience and shall not affect the interpretation of this instrument, and its attachments.

I. Contract Terms

The contract shall be for a period of one year with the school year beginning on or about **July 1, 2019**, and ending **June 30, 2020**, with up to four one-year renewals with mutual agreement between the SFA and the FSMC.

This contract cannot be effective prior to the date of final approval by DFN, as dated on the cover page, and signed by both parties.

J. Employees

Retention of the current food service employees is addressed in the Standard Terms and Conditions under subsection Employees.

K. Errors or Omissions

The proposing FSMC shall not be allowed to take advantage of any errors or omissions in the RFP specifications. Where errors occur in the RFP specification, the FSMC shall promptly notify the contact person listed. Inconsistencies in the RFP specifications are to be reported prior to proposals being submitted. The SFA must communicate to all potential bidders.

L. Final Contract

The complete contract includes all documents included by the SFA in the RFP and the proposal submitted by the FSMC. No additional addendums may be added.

M. Gifts from FSMC

The SFA's officers, employees, or agents shall neither solicit nor accept gratuities, favors, nor anything of monetary value from FSMCs nor potential FSMCs. To the extent permissible under State law, rules, or regulations, such standards shall provide for appropriate penalties, sanctions, or other disciplinary actions to be applied for violations of such standards.

N. Disqualified Bids

1. Non-Responsive Bids – Any FSMC that submits an incomplete proposal that fails to meet the specifications of this RFP shall not be considered in the scoring process. The FSMC may be considered non-responsive and the proposal may not be accepted. Any FSMC that submits a proposal for items or activities not requested by the SFA as specified in the RFP shall not be considered in the scoring process. In such instances, the FSMC also may be considered non-responsive and the proposal may not be accepted.
2. Late Bids – The SFA will not consider any bid received after the exact time specified for receipt.

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O. Meal Equivalents

For the purpose of making the meal count computation, the number of meals served to children shall be determined by actual counts of reimbursable meals. The FSMC and SFA shall determine a la carte meal equivalents by dividing the a la carte revenue by the per-meal sum of the Federal and State free meal reimbursement plus the per meal value of USDA entitlement and bonus donated foods. A la carte revenue shall include adult meals and a la carte sales to students and adults. If applicable, include revenue from vending machine sales as part of the a la carte revenue.

P. Payment and Fees

The following definitions are provided to clarify what are allowable direct costs:

- Food: limited to those items purchased for use in the preparation and service of student, adult, and a la carte meals as specified under terms and conditions.
- Labor: limited to on-site employees responsible for the management, preparation, service, and clean-up of meals.
- Miscellaneous Expenses: paper supplies, equipment rental, cleaning materials, commodity handling and warehousing charges, travel as required for effective program management, uniforms, printing, taxes and licenses, insurance, and as contractually obligated herein. All expenses must be allowable and directly allocable to the food service operation.

Q. Additional Information

1. This proposal and contract are based on the SFA's 21-day menu. Please check a box below indicating whether or not additional proposals/worksheets will be considered. (Choose one)

☒ No

☐ Yes, the SFA will consider alternate menus when submitted with the proposal along with the Attachment CR3, Projected Operating Costs (POC), that demonstrate the cost associated with implementation of the alternate menu. The FSMC must also submit an Attachment CR3, POC, on the original menu.

2. Indicate whether or not the SFA provides meals to other sponsors and, if so, list the name of the sponsors to which the SFA provides meals. (Choose one)

☒ No

☐ Yes, the SFA provides/sells meals to other sponsors.

List Name of Other Sponsors:

**List Names of Other Sponsors Here**

\*No FSMC employees are allowed to be onsite at these above-listed sponsors.

\*\*Signed Agreement(s) to Sell or Purchase Meals from Sponsor to Sponsor (PDE-3086). Must be in place each year for each sponsor listed above.

3. Indicate the number of proposals to be submitted by the FSMC

3 paper copies

0 electronic copies

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4. The SFA may add any additional items that need to be covered in the RFP/original contract below. The SFA may not add additional items to the Renewal Year Contracts without rebidding unless the item constitutes an immaterial change from the original contract. PDE cannot provide an exclusive listing of which changes are material regarding the many procurement actions undertaken in CN programs. The SFA should consult with legal counsel in making those determinations. However, PDE views a change as material when, had the new term been in the solicitation and original contract, it could have affected how the bidder and other competitors responded to the RFP.

If the services of the FSMC are to begin after the start of the school year and the beginning contract term date is later than July 1 (i.e. January 1), enter the beginning contract term date under this section and include that date in the advertisement and solicitation. It must also be addressed at the walk-through. The ending contract term date will always be June 30.

Do not repeat any items/specifications outlined under General Information (A-P) or the Standard Terms & Conditions (1-29).

The West Chester Area School District holds its contractors to the highest standards. The following represents the additional contract requirements in the Standard Terms and Conditions section that the successful RFP respondent must address. The purpose of Section Q is to supplement and expand up on the base contract, while complying with the rules and regulations of PDE and the United States Department of Agriculture.

Notwithstanding the foregoing, in the event that any conflict exists between Section Q and the base contract, whichever is the most stringent shall control. However, if any sentence, clause, section or part of Section Q is for any reason found to be unconstitutional, illegal or invalid, the base contract shall be utilized in place of the unconstitutional, illegal or invalid provision. Such unconstitutionality, illegality or invalidity shall not affect or impair any of the other remaining provisions, sentences, clauses, sections or parts of Section Q. It is hereby declared as the intent West Chester Area School District that Section Q would have been included had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

There are plans in the renewal years to add an additional elementary site.

#### General Information

##### C-2 Bid Submission and Award

i. Unless authorized by SFA, FSMC shall not contact individual SFA board members, administrators or other SFA persons except for Lynn Scott, Purchasing Agent. Violating this provision shall disqualify the FSMC from the RFP process.

j. FSMC proposals shall be organized in a manner which is consistent with the award criteria categories. The proposal shall have one (1) section that matches each category of the award criteria and the proposals shall be in the order of the award criteria.

Section 1. Subsection 1.B: The District operates the NSLP and the SBP for grade K-8 only. The Districts three High Schools do not participate in the NSLP or the SBP.

Section 1. Subsection 1.I: The FSMC shall purchase all food and non-food commodities at the lowest price possible consistent with maintaining quality standards.

Section 4. Subsection 4.H: This is a cost-based contract; the value of commodities used must be itemized in the regularly monthly billing to the SFA to document savings resulting from commodity usage.

Section 6. Subsection 6.I: The FSMC is required to maintain accurate and complete records with respect to the receipt, use/disposition, storage and inventory of USDA donated foods. Failure of the

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FSMC to maintain the required records under this contract shall be considered prima facie evidence of improper distribution or loss of the USDA donated foods. The FSMC will reimburse SFA for any financial loss to the food service program resulting from the failure to maintain records.

The FSMC shall provide an accounting of USDA donated foods on the monthly financial statements in a format that meets SFA requirements, including at a minimum beginning and ending inventory, and commodities received and used. Failure to meet this requirement will result in a \$50 per day penalty for noncompliance.

The FSMC will reconcile all records of USDA donated foods received, used, and inventories with government commodity accounting statements and other pertinent records and will provide the SFA a complete accounting for each fiscal year within 60 days following year end, provided the contract is extended by mutual agreement of the SFA and FSMC. Failure to provide this information will result in a \$50 per day penalty for noncompliance.

Section 8. Subsection 8.A: the FSMC shall reimburse the SFA for the cost of all annual kitchen facility and food service inspections.

Section 9. Subsection 9.C: Students eligible for reduced price breakfast and lunch meals will not be charged for these reimbursable meals.

Section 9. Subsection 9.G: The FSMC shall promote maximum participation in the CN programs. As part of the FSMC's RFP submission the SFA requests a plan which documents the increase in participation and the anticipated financial outcomes for the contract year and each of the subsequent renewal years. This information should be included in the RFP proposal in the financial guarantee section.

Section 10. Subsection 10.A: In regard to monthly operating statements, at a minimum the operating statement shall include the budget by detailed category, actual MTD and YTD revenues and expenses, actual variance to prior year-to-date expenses, year-end projection and, budgeted and actual expense as a percentage of sales. The report shall also include budgeted and actual expense as a percentage of sales. The report shall also include budgeted and actual number of serving days and meals served. Failure to provide this information will result in a \$50 per day penalty for noncompliance. The SFA shall spot check the FSMC's monthly operating statement. FSMC shall resolve any discrepancies between the bank statement, the FSMC's monthly invoices, and the operating statement, or any other errors on the operating statement within 30 days of the SFA's notification of the discrepancy to the FSMC. Failure to comply will result in a \$50 per day penalty.

In regard to participation records, Noncompliance shall result in a \$50 per day penalty and FSMC reimbursement to the SFA for any lost interest revenue resulting from the late submission of the school lunch reimbursement form and untimely receipt of the relative state and federal subsidies. The SFA shall perform edit checks on the participation records provided by the FSMC prior to the preparation and submission on-line of the claim for reimbursement. If the SFA loses funding as a result of an error in the FSMC's information, the FSMC will reimburse the SFA for the lost funding. This amount will be over and above the FSMC's annual guarantee.

On a quarterly basis the FSMC shall provide data by school and a summary at elementary, middle, and high school levels, for the total food service program participation, meals served and an analysis of participation as a percentage of total school attendance or other analysis as required by SFA. Noncompliance shall result in a \$50 per day penalty.

The FSMC shall provide a weekly report of the daily receipt activity for the food service program, which shall be submitted to the SFA no later than the 5th working day following the week in which deposits were made. The SFA shall reconcile a weekly bank statement for the food service account. FSMC must resolve any discrepancies between the bank statement and FSMC deposit

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record within 5 working days of the SFA's notification of the discrepancy to the FSMC. FSMC's noncompliance with these requirements will result in \$50 per day penalty.

Section 10. Subsection 10.C: The year end statement will be in a format approved by the SFA no later than the 30th calendar day succeeding the month in which final services were rendered for the year. The SFA shall spot check the FSMC's annual operating statement. FSMC shall resolve any discrepancies between the SFA records and the operating statement or any other errors on the operating statement within 10 working days of the SFA's notification of the discrepancy to the FSMC. Failure to comply will result in a \$50 per day penalty.

Section 10. Subsection 10.F: The FSMC must provide its documents within 60 days following fiscal year-end. Failure to comply with this requirement will result in a \$50 per day penalty.

Section 10. Subsection 10.K: The High Schools are not participating in the Child Nutrition Program, therefore the District requires the following:

- a. The records for the meals served, cost of food, employee costs, etc. must be separate for the High School from the sites participating in the program.
- b. The FSMC's monthly invoices must identify the costs of all reimbursable meals and the costs of all nonprogram foods.
- c. Revenues from reimbursable meals and revenues from nonprogram foods must be identifiable.
- d. Commodities may not be used in the High School's meal service.

Section 11. Subsection 11.A: The FMSC's on-site food services manager/director must have a minimum of five years of experience with the NSLP. The SFA shall have final approval authority regarding the hiring of the FSMC's on-site assistant manager(s). FSMC's assistant manager(s) must have a minimum of 2 years of experience with the NSLP.

Section 11. Subsection 11.B: The food service employees shall work at their current hours, wages, and benefits on a fair trial basis. Current hourly non-confidential food service employees are members of Teamsters Local 384.

Section 11. Subsection 11.M: If an employee of the FSMC violates health requirements, is insubordinate or conducts himself/herself in a manner that is detrimental to the wellbeing of the students, the FSMC shall respond in a timely manner and communicate all disciplinary and corrective action it will take to rectify the situation to the SFA.

Section 11. Subsection 11.Q: The FMSC shall, at its expense, provide proof, in the manner described by the Pennsylvania Department of Education, that each prospective employee working with children has had a Pennsylvania State Criminal History Background Check, Department of Public Welfare Child Abuse History Clearance, the Federal Criminal History Record, and other background clearances required by law, that are not more than one (1) year old. Going forward, these checks must be updated at least every four years. The SFA reserves the right to audit the documentation of background checks periodically. Additionally, the FSMC must have the following general employee requirements:

Drug Testing: The SFA is committed to having drug-free, safe workplace. To effectuate this policy, the FSMC must participate in random drug testing of employees in a manner compliant with Pennsylvania law.

Current PPD Test: FSMC employees must have a current PPD test within 12 months of starting employment.

Section 11. Subsection 11.S:

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The FSMC will provide catering services and one or more of the FSMC staff members must possess culinary expertise. The successful respondent shall demonstrate the firm's level of on-site culinary expertise.

FSMC agrees that all services to be furnished under this Agreement shall be performed by employees of the FSMC and such employees in performing such services shall not be deemed to be agents or employees of SFA as stated in subsection 1.C. FSMC shall assume responsibility for the negligent acts of FSMC's employees.

All employees of the FSMC must be experienced with the Pay Schools Point of Sale system, which exists in all buildings. If the SFA chooses to implement a new Point of Sale (POS) system, the FSMC will be responsible for training all employees to a level of proficiency. During the POS system selection process, the FSMC is expected partner with the SFA and to provide expertise during the research, selection and implementation process.

Section 13. Subsection 13.B: A meeting will occur at one elementary schools, at one middle school and at one high school. The FSMC must provide the SFA with minutes from the periodic meetings.

Section 14. Subsection 14.S: The following defines the process for assessing equipment repair and replacement needs. At the end of each year the FSMC shall provide a report to the SFA which analyzes the maintenance costs, equipment inventory by item by building, age of equipment and suggestions for equipment replacement. Based on this information the SFA will replace expendable equipment and replace, repair and maintain non-expendable equipment except when damages result from the use of less than reasonable care by the employees of the FSMC.

The FSMC shall be responsible for the cost of repair and maintenance up to an amount not to exceed \$25,000 for the current school year. The FSMC shall send a copy of all invoices to SFA for repair of food service equipment.

Section 14. Subsection 14.T: Any and all maintenance issues within the food service facility areas will be the responsibility of the SFA. The SFA will maintain satisfactory building facilities including but not limited to walls and floors in accordance with standards acceptable to the County Health Department. SFA will maintain kitchens and cafeteria facilities to ensure safe working conditions for FSMC employees.

Aesthetic changes made to floors, walls, etc., for FSMC marketing campaigns shall be approved by the SFA and the FSMC will reimburse SFA for any implementation costs.

Section 17. Subsection A-9: Within two (2) business days after the end of the week, FSMC shall submit to SFA an invoice for its payroll and weekly batch accounts payable. For purposes of this paragraph, weekly batch accounts payable means all invoices generated weekly by FSMC for goods and services received into SFA for the benefit of SFA's food service program. Within two (2) days after the end of each Accounting Period, FSMC shall submit to SFA an invoice for the portion of the SFA financial obligation, which has not been billed weekly.

Notwithstanding anything contained herein to the contrary, in the event of any good faith objection by SFA to the correctness of any Invoice submitted by FSMC to SFA, SFA shall have the right, within ten (10) days after the submission thereof, to state its written objection thereto and, upon request, thereafter to review the facts and circumstances relating to such disputed Invoice, including all appropriate books and records with FSMC. FSMC shall give SFA evidence of the Propriety of the invoice in dispute within fifteen (15) calendar days of receipt of written notification of disputed invoice portion. If FSMC and SFA are unable to reach agreement with respect to the disputed portion of any invoice by the thirtieth (30th) day following FSMC's submission thereof, no late payment charge will be assessed to SFA, (ii) the parties will continue efforts in good faith, to resolve such dispute, and (iii) within ten (10) calendar days of the resolution of such dispute, SFA shall pay FSMC the invoice amount mutually agreed upon by the parties. In the event that the disputed portion of an invoice is resolved in favor of FSMC, SFA

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shall pay such disputed invoice portion within forty-five (45) calendar days of the invoice date, and if it is not, a late charge will be assessed. Furthermore, any non-disputed portion of an invoice is not paid by the payment due date, SFA shall pay a late payment charge such non-disputed portion of an invoice.

Section 19. Subsection 19.F: The SFA shall provide all extermination services in kitchens and cafeterias.

Section 19. Subsection 19.G.: ALL FSMC RESPONSES MUST INCLUDE PRICING FOR PRIMARY AND OPTIONAL SERVICES. The SFA is considering two options for cleaning the cafeterias. The SFA will either contract with a FSMC for both Primary and Optional Services or the SFA will contract with a FSMC for the Primary requirements and utilize SFA staff to provide the optional services. The FSMC shall cooperate with the SFA and provide the capability at its standard cost of labor if the SFA decides to transfer the responsibility for the sanitation of elementary school cafeterias to the FSMC.

PRIMARY REQUIREMENTS – KITCHEN CLEANING: The FSMC shall have the responsibility of providing custodial services for all elementary and secondary school kitchen facilities as follows and as indicated in the cost responsibility worksheet:

Responsibilities for elementary school properties include, but are not limited to:

- a) Cafeteria tables and chairs cleaned from soil and sanitized daily
- b) Daily sweeping and mopping of kitchen floors
- c) Kitchen floor stripping and finishing once a year
- d) Garbage/waste removal in kitchen, maintain cleanliness of trash cans
- e) Maintain cleanliness of kitchen rest room
- f) Maintain cleanliness of kitchen storeroom(s)
- g) Cleaning of kitchen walls twice per year
- h) Exhaust hood cleaning twice per year, inspection once per year, hood cleaning below the filter line monthly
- i) Cleaning of kitchen windows, light fixtures, draperies, and blinds twice per year
- j) Grease traps cleaned one (1) time per year

Responsibilities for secondary school properties include, but are not limited to:

- a) Cafeteria tables and chairs cleaned from soil and sanitized daily
- b) Garbage/waste removal in kitchen, maintain cleanliness of trash cans
- c) Daily sweeping and mopping of floors in kitchen designated areas
- d) Exhaust hood cleaning twice per year, inspection once per year, hood cleaning below the filter line monthly
- e) Stocking delivery items
- f) Maintain cleanliness of kitchen storeroom(s)
- g) Maintain cleanliness of rest room
- h) Kitchen floor stripping and finishing one (1) times per year
- i) Grease traps cleaned one (1) time per year

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The FSMC shall provide all cleaning and custodial supply products and equipment necessary to carry out its kitchen sanitation responsibilities. Dispensing systems must be compatible with current utility configurations.

OPTIONAL SERVICES – SECONDARY CAFETERIA CLEANING: Under these optional services, the FSMC shall have the responsibility of providing custodial services for all secondary school cafeterias as follows:

Responsibilities for secondary school properties include, but are not limited to:

- a) Set up cafeteria tables and chairs
- b) Daily sweeping and mopping of floors in designated cafeteria areas
- c) Cleaning of cafeteria windows, light fixtures, draperies, and blinds twice per year
- d) Garbage/waste removal in cafeterias, maintain cleanliness of trash cans
- e) Cafeteria floor stripping and finishing one time per year
- f) Cafeteria wall cleaning twice per year
- g) Cleaning of kitchen walls on an as needed basis
- h) Cafeteria tables and chairs cleaned from soil and sanitized daily
- i) A custodian must be present during lunch hours for emergency custodial services (cafeteria spills). Lunch hours currently are:

|                           |                     |
|---------------------------|---------------------|
| Peirce and Stetson Middle | 10:45 AM – 12:50 PM |
| Fugett Middle             | 10:17 AM - 12:30 PM |
| All three High Schools    | 10:17 AM – 1:10 PM  |

The FSMC shall provide all cleaning and custodial supply products and equipment necessary to carry out its cafeteria sanitation responsibilities. Dispensing systems must be compatible with current utility configurations.

When there are events scheduled in the cafeteria soon after the close of the lunch period, the SFA will work with the FSMC to expedite the cleaning of the cafeteria.

Section 19. Subsection 19.H: The SFA has the right to inspect and determine if sanitation services have been rendered. If the SFA determines services have not been rendered, the SFA will notify the FSMC in writing. If the FSMC does not meet its obligation after 10 working days, the SFA may perform the services or bring in an outside party to provide the services. In this situation, the FSMC will be billed for the cost of the services plus a 15% penalty.

Section 23. Subsection 23.A: Provided, however, that SFA may terminate this Agreement for any reason at any time by giving sixty (60) days written notice to FSMC of its intention to terminate as of the date specified in the notice.

Section 23. Subsection 23.B: If, at any time, FSMC or SFA shall make a reasonable decision that adequate funding from federal, state, or local sources shall to be available to enable SFA to carry out its financial obligation to the FSMC, then FSMC or SFA shall have the option to terminate this Agreement by giving ten (10) days written notice to the other party.

Section 23. Subsection 23.C: Any such occurrence shall be referred to as a "Force Majeure". The only exception to this clause is the payments of monies owed.

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Section 24. Subsection 24.E. FSMC shall provide a plan which shall address how it shall meet its contract obligations, in particular the operation of the programs set forth in section 1 B above, during a strike by the FSMC's employees.

If there is a FSMC work stoppage, FSMC shall provide alternative labor to avoid any disruption in the food service operation.

Section 26. Subsection 26.B: In addition, FSMC shall carry the following:

1. General Liability insurance, including Product Liability with limits of \$3,000,000 for injury or death of any one person, \$5,000,000 for injury or death of any two persons in any one occurrence; and Property Damage with limits of \$500,000 for each accident.
2. Automobile Liability with limits of \$1,000,000 for injury or death of any one person; \$2,000,000 for injury or death of two or more persons in any one occurrence; and Property Damage with limits of \$500,000 of each accident

Section 26. Subsection 26.C: FSMC shall charge SFA a charge for providing risk prevention and insurance coverage. SFA and FSMC waive any and all right of recovery from each other for property damage, or loss of use thereof, howsoever occurring. This waiver shall include, but not be limited to, losses covered by policies of fire, extended coverage, boiler explosion, and sprinkler leakage. This waiver shall not apply to claims for personal injury or death.

Section 29. Subsection 29.C: In the event the FSMC grants SFA access to trade secrets or proprietary information, it is the sole obligation of the FSMC to inform the SFA that it has provided it with trade secrets and proprietary information and identify the specific documents and/or information that constitutes trade secrets or proprietary information.

#### Section 30: Financial Terms

##### A. Guarantee

a. With its proposal to the SFA the FSMC shall estimate a projected surplus (i.e., the extent to which the Gross Receipts exceed SFA's Total Food Service costs) for the SFA's food service program for each year of the contract. This would include the period of July 1, 2019 through June 30, 2020 and each renewal year, provided the contract is extended by mutual agreement of the SFA and FSMC

b. The FSMC shall reimburse the SFA for the amount by which the SFA surplus is less than the estimated projected surplus for each year of the contract. If SFA and FSMC agree to the renewal of the contract after the 1st year, the guarantee amount must be equal to or greater than the guarantee listed in the FSMC's response to the RFP. If the guarantee is not greater than or equal to that which is listed in the FSMC's response to the RFP, the District will seek liquidated damages

c. The FSMC's obligation to reimburse the SFA in accordance with subsection b above, is based on no material change in the following conditions utilized as assumptions to the projected surplus and agreed to by the SFA and included in the annual addendum to the contract between the SFA and FSMC, provided the contract is extended by mutual agreement of the SFA and FSMC.

- (a) NSLP reimbursement rates (use 2018-19 rates as base)
- (b) Value of government donated commodities (use 2017-18 year)
- (c) Number of service days (use 172)
- (d) Student enrollment (see projections in RFP information)

d. In any event any material change in the foregoing conditions during the current year, the FSMC's obligation shall be reduced by the amount of any increased costs or reduction in gross

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receipts which is attributable to the changes in such conditions provided, however, that any claim by FSMC that any such change and conditions increases costs or reduces gross receipts shall be set off by any reduction in costs and/or increases in gross receipts occasioned by other changes in such circumstances. Changes in the foregoing conditions, which alone increase the SFA's surplus, will not increase the FSMC's minimum obligation referred to above.

e. All penalty charges to the FSMC will be added to the contract "guarantee" in the current fiscal year.

#### B. Daily Deposits

a. FSMC shall be responsible for making the daily deposits at the SFA bank designated for the food service program. The deposit procedures shall comply with the SFA's operational and internal control requirements. The FSMC shall deposit all cash receipts on the day of receipt. Under no circumstance shall cash be held overnight in a school. The FSMC shall provide a list of the names of the deposit designees to the SFA.

b. The FSMC shall be financially responsible for any loss of funds resulting from employee theft or mishandling of deposits.

c. FSMC shall be reimbursed for all reimbursable costs incurred by the FSMC in providing services pursuant to this Agreement. Reimbursable costs include direct costs (i.e., costs incurred by FSMC directly attributable to providing services under this Agreement), allocated costs (i.e., any charge to SFA for costs incurred by FSMC in providing services to SFA locations which are reasonably allocable by FSMC), and general and administrative expenses (i.e., costs incurred by FSMC at SFA, regional and corporate levels for providing for financial reporting, management oversight, legal, tax, and audit services and other basic administrative support to SFA locations). The allocated charges and general administrative expenses shall be reasonable and approved by SFA.

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## Standard Terms and Conditions

### 1. Scope and Purpose

- A. The FSMC shall operate in conformance with the SFA's Policy Statement/Agreement with PDE.
- B. The SFA *currently operates* the programs indicated below with a checkmark:

- |                                                                          |                                                                    |
|--------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input checked="" type="checkbox"/> National School Lunch Program (NSLP) | <input type="checkbox"/> Child and Adult Care Food Program (CACFP) |
| <input type="checkbox"/> Extended School Year                            | <input type="checkbox"/> At-Risk Supper                            |
| <input checked="" type="checkbox"/> School Breakfast Program (SBP)       | <input type="checkbox"/> Special Milk Program (SMP)                |
| <input type="checkbox"/> Afterschool Snack Program (ASP)                 | <input checked="" type="checkbox"/> Vending                        |
| <input type="checkbox"/> Summer Food Service Program (SFSP)              | <input checked="" type="checkbox"/> A la Carte                     |
| <input type="checkbox"/> Seamless Summer Option (SSO)                    | <input type="checkbox"/> Community Eligibility Provision (CEP)     |

Proposals must be inclusive of all of the SFA's current programs. However, the SFA reserves the right to add and/or expand the federal CN program to provide the availability of food resources to children and students that can be served through these programs. Prior approval must be obtained by the State Agency before adding a CN program and both parties must agree to the addition. The SFA also reserves the right to remove CN programs.

- C. The FSMC shall be an independent contractor and not an employee of the SFA. The employees of the FSMC are not employees of the SFA.
- D. The food service provided shall be operated and maintained as a resource to the SFA's students, faculty, and staff and not as a source of profit to the FSMC.
- E. The FSMC shall comply with the rules, regulations, policies, and instructions of PDE and USDA, and any additions or amendments thereto, including but not limited to, Title 7 CFR parts 210, 215, 220, 245, 250; Title 2 CFR part 180, 200, 417, and 418; and Title 7 CFR parts 225 (SFSP) and 226 (CACFP), as applicable.
- F. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, grants, loans, etc., shall be deposited in the SFA's non-profit school food service account. Any profit or guaranteed return shall remain in the SFA's non-profit school food service account. If there is a guaranteed return, it can be no less frequent than yearly. This is a non-profit program and, as such, the SFA's non-profit school food service account should retain a maximum balance of three (3) months operating expenses on hand as is required under Title 7 CFR §210.9(b)(2).
- G. The SFA and the FSMC agree that this contract is neither a "cost-plus-a-percentage-of-income" nor a "cost-plus-a-percentage-of-cost" contract as required under Title 7 CFR §210.16(c).
- H. The SFA shall be legally responsible for the conduct of the non-profit school food service program and shall supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract. The SFA shall not relinquish any prohibited responsibilities to the FSMC.
- I. The SFA shall retain control of the CN program's food service account and overall financial responsibility for the CN programs.
- J. The SFA shall establish all selling prices, including price adjustments, for all reimbursable and non-reimbursable meals/milk and a la carte (including vending, adult meals, contract meals, and catering) prices. (Exception: Non-pricing programs need not establish a selling price for reimbursable meals/milk.) These prices shall not be established by the FSMC. However, the FSMC may provide recommendations.

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- K. The FSMC shall provide additional school-related food service, such as banquets, parties, refreshments for meetings, etc., as requested by the SFA. The SFA or requesting organizations will be billed for the actual cost of food, supplies and labor, and the FSMC's administrative expenses if applicable to providing such service. USDA commodities shall not be used for these special functions unless the SFA's students will be primary beneficiaries.
- L. Any Guaranteed Return proposed by the FSMC must be fully described including the methodology of the formula for determining the value. The methodology, inclusive of the formula/calculation, may not change in renewal years. The documentation supporting the Guaranteed Return is to be submitted on Attachment CR10, Methodology of Guarantee.
- M. The SFA reserves the right, at its sole discretion, to sell or dispense any food or beverage before or after the SFA's regularly scheduled lunch or breakfast periods, provided such is not prohibited by Local Wellness Policies and state or federal program regulations.
- N. The FSMC must not directly or indirectly restrict the sale or marketing of fluid milk at any time or in any place on school premises or at any school-sponsored event as required by Title 7 CFR §210.10(d)(4).
- O. The FSMC shall cooperate with the SFA in promoting nutrition education and coordinating the SFA's food service with classroom instruction. The FSMC shall comply with the Local Wellness Policy including the nutrition guidelines as required.
- P. The FSMC shall make modifications and substitutions in school meals for students whose disabilities restrict their diet. Meal modifications and substitutions shall be made on a case-by-case basis and must be supported by a medical statement with the required information when the modification or substitution cannot be made within the Program meal pattern. There will be no additional charge to the student for such substitutions or modifications.
- Q. The SFA is responsible for all contractual agreements the SFA enters into in connection with the CN programs.
- R. This contract shall be construed under the laws of the Commonwealth of Pennsylvania. Any action or proceeding arising out of this contract shall be heard in the appropriate courts of the Commonwealth of Pennsylvania.
- S. The FSMC shall comply with the provisions of the bid specifications, which are hereby in all respects made a part of this contract.
- T. No provision of this contract shall be assigned or subcontracted without prior written consent of the SFA and DFN.
- U. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.
- V. This contract constitutes the entire contract between the SFA and the FSMC.
- W. Any silence, absence, or omission from the contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and that only materials (e.g., food, supplies, etc.) and workmanship of a quality that would normally be specified by the SFA are to be used.
- X. Payments on any claim shall not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this contract and bid specifications.
- Y. The SFA shall be responsible for ensuring the resolution of program review and audit findings.
- Z. This contract must be reviewed and approved by DFN prior to execution, as noted in the final approval on the cover page.

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2. Signature Authority

- A. The SFA shall retain signature authority for the policy statement/agreement to participate in the CN programs, including but not limited to the School Nutrition Program Financial Form, the Verification Report, and the on-line submission of the sponsor application/site information and other reports, and requests to PDE to amend the application.
- B. The SFA shall retain signature authority for the Monthly Claim for Reimbursement in the CN Program Electronic Application and Reimbursement System (CN PEARS).
- C. The SFA is responsible for reviewing the data and signing the Edit Check Worksheet(s) prior to the submission of the monthly Claim for Reimbursement.
- D. The FSMC may not be given access to CN PEARS, COMPASS, or the PrimeroEdge Student Eligibility System.

3. Free and Reduced Price Meals Policy

- A. The SFA shall be responsible for the establishment and maintenance of the free and reduced price meals' eligibility roster. This may not be delegated to the FSMC.
- B. The FSMC shall implement an accurate point of service meal/milk count using the meal counting system submitted by the SFA in their application to participate in the CN programs and approved by DFN, as required under Title 7 CFR §210.8. Such meal/milk counting system must eliminate the potential for the overt identification of free and reduced price eligible students under Title 7 CFR §245.8 and prevent erroneous meal counts. The FSMC is responsible for ensuring students are not being claimed for meals when they were not in attendance at the time of the meal or did not receive a reimbursable meal. The SFA must have a system in place to monitor this.
- C. The SFA shall be responsible for the completion, distribution, and collection of the parent letter and household application for free and reduced price meals and/or free milk. This may not be delegated to the FSMC.
- D. The SFA shall be responsible for obtaining the Direct Certification List from COMPASS or PrimeroEdge (as applicable), as required throughout the school year, for use to determine eligibility for free meals without obtaining a household application for free and reduced price meals and/or free milk from parent/guardian. This may not be delegated to the FSMC.
- E. The SFA shall be responsible for the determination of eligibility for free and reduced price meals and free milk and will not disclose confidential information to the FSMC, as required under Title 7 CFR §210.16(a). The SFA will provide the FSMC with a list of children. This list must be updated by the SFA when changes occur in a student's eligibility status. These activities may not be delegated to the FSMC.
- F. The SFA shall be responsible for conducting any hearings related to determinations regarding eligibility for free and reduced price meals and free milk. This may not be delegated to the FSMC.
- G. The SFA shall be responsible for verifying household applications for free and reduced price meals and follow-up activities as required by federal regulations. **The School District Social Worker** is responsible for completing the verification process. This may not be delegated to the FSMC.

4. USDA Donated Foods

- A. The SFA shall retain title to all USDA donated foods.
- B. The FSMC is prohibited from entering into any processing contracts utilizing USDA donated foods on behalf of the SFA. All refunds received from processors must be retained by the non-profit school food service account.
- C. The FSMC shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to, USDA donated foods.

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- D. The FSMC shall select, accept and use USDA donated foods in as large quantities as may be efficiently utilized in the SFA's non-profit school food service, subject to approval of the SFA. The SFA shall consult with the FSMC in the selection of commodities; however, the final determination as to the acceptance of commodities must be made by the SFA.
- E. The FSMC will use all donated ground beef and ground pork products, and all processed end products, in the SFA's food service. The FSMC will use all other donated foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the donated foods, in the SFA's food service.
- F. The FSMC must assure that the procurement of processed end products on behalf of the SFA, as applicable, will ensure compliance with the requirements of Title 7 CFR Part 250 subpart C, and with the provisions of distributing or recipient agency processing agreements, and will ensure crediting of the SFA for the value of donated foods contained in such end products at the processing agreement value.
- G. The FSMC shall have records available to substantiate that the full value of all USDA donated foods is used solely for the benefit of the SFA.
- H. The values are to be based on the values at the point the SFA receives the commodities from the State distributing agency and based on the USDA Commodity Value Listing pertinent to the time period. This information is available from the PDA's Bureau of Food Distribution.
- I. The FSMC shall perform the following activities in accordance with Title 7 CFR §250.50(d): (check all that apply)
  - ☒ Preparing and serving meals using donated foods.
  - ☒ Ordering or selection of donated foods (in coordination with the SFA).
  - ☒ Storage and inventory management of donated foods.
  - ☒ Payment of processing fees or submittal of refund requests to a processor on behalf of the SFA, or remittance of refunds for the value of donated foods in processed end products to the SFA.

5. Crediting For and Use of Donated Foods

- A. The FSMC must credit the SFA for the value of all donated foods received for use in the SFA's meal service in the school year (including both entitlement and bonus foods).
- B. The FSMC must credit the SFA for the value of donated foods contained in processed end products if the FSMC is required to:
  - 1. Procure processed end products on behalf of the SFA, or
  - 2. Act as an intermediary in passing donated food value in processed end products on to the SFA.
- C. The SFA must determine the method by which crediting will occur and the means of documentation to be utilized to verify that the value of all donated foods has been credited. All crediting must be done on no less than a monthly basis.
- D. The FSMC must use the November USDA Commodity Value Listing for determining the donated food values to be used in crediting, in accordance with Title 7 CFR §250.51(c), or the actual donated food values. All forms of crediting must provide clear documentation of the value received from the donated foods.
- E. Following Title 7 CFR §210.21(f)(iv), invoices must clearly display all applicable credits to the SFA.

6. Inventory, Storage and Record Retention of USDA Donated Foods

- A. When this contract or subsequent renewals terminates, the FSMC must return all unused donated ground beef, donated ground pork and processed end products. At the termination of the contract, the SFA **will retain all** other unused donated foods.

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- B. The FSMC will comply with the storage and inventory requirements for donated foods.
  - C. The SFA, the Comptroller General, PDA, PDE, USDA, or their duly authorized representatives, may perform on-site reviews of the FSMC's food service operation, including the review of records, to ensure compliance with requirements for the management and use of donated foods.
  - D. The FSMC will maintain records to document its compliance with requirements relating to donated foods, in accordance with Title 7 CFR §250.54(b).
  - E. The SFA must maintain the following records relating to the use of donated foods:
    - 1. The donated foods and processed end products received and provided to the FSMC for use in the SFA's food service.
    - 2. Documentation that the FSMC has credited the SFA for the value of all donated foods received for use in the SFA's food service in the school year, including, in accordance with the requirements in Title 7 CFR §250.51(a), the value of donated foods contained in processed end products.
    - 3. The actual donated food values used in crediting.
  - F. The FSMC must maintain the following records relating to the use of donated foods:
    - 1. The donated foods and processed end products received from, or on behalf of, the SFA, for use in the SFA's food service.
    - 2. The FSMC must show documentation that it has credited the SFA for the value of all donated foods received for use in the SFA's food service in the school year, including, in accordance with the requirements in Title 7 CFR §250.51(a), the value of donated foods contained in processed end products.
    - 3. The FSMC must maintain documentation of its procurement of processed end products on behalf of the SFA, as applicable.
  - G. The SFA must ensure that the FSMC is in compliance with the requirements of this part through its monitoring of the non-profit school food service operation, as required in Title 7 CFR Parts 210, 220, 225, or 226, as applicable. **Assistant Director of Business Affairs or designee** is responsible for this monitoring process.
  - H. The SFA must conduct a reconciliation at least annually (and upon termination of the contract) to ensure that the FSMC has credited it for the value of all donated foods received for use in the SFA's non-profit school food service in the school year.
7. Renewal Assumptions

- A. Assumptions: Financial terms of the Agreement are based upon existing conditions and the following assumptions. If there is a material change in conditions, including, without limitations, changes to the following assumptions, this contract (1) may be terminated at the end of the current term or (2) continue under the same terms as written if the material change is outlined in Section Q and approval is granted by DFN, whichever is mutually agreed upon.

The distinction between a minor change and a material change cannot be qualified for every action undertaken in the CN programs. However, at a minimum, a change is material when, had the new term been in the solicitation and original contract, it could have affected how the bidder and other competitors responded to the RFP.

Services or features contingent on multi-year contracts are not allowable, for example equipment installation may not be stipulated for contract renewal years.

- 1. The SFA reserves the right to expand the federal CN programs in order to provide availability of food resources to children and students that can be served through these programs so long as both parties are in agreement and prior approval is obtained by DFN.

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2. The SFA's policies, practices, and service requirements shall remain materially consistent throughout the contract term and any subsequent contract renewals.

The term materially consistent shall mean that a change does not (1) materially increase FSMC's cost of providing management service or (2) materially decrease the net revenue derived from the food service operations.

3. Legislation, regulations, and reimbursement rates that create changes in the CN program shall be enforced on their effective date.
  4. Usable commodities of adequate quality and variety required for the menu cycle, valued at an amount as set forth by USDA per pattern meal for the contract year will continue to be available.
  5. The government reimbursement rates in effect shall remain materially consistent throughout the year.
  6. Meal components and quantities required by any of the programs selected in letter B, under 1 (Scope and Purpose) of the Standard Terms and Conditions remain consistent with prior years.
  7. Service hours, service requirements, and type or number of facilities selling food and/or beverages on SFA's premises shall remain materially consistent throughout the contract term and any subsequent contract renewal years.
  8. The state or federal minimum wage rate and taxes in effect shall remain materially consistent throughout the year.
  9. The projected number of full feeding days is: 172 and shall remain materially consistent in renewal years.
  10. If participating in Seamless Summer Option (SSO), the projected number of full feeding days for SSO is: N/A and shall remain materially consistent in renewal years. If participating in Summer Food Service Program (SFSP) see Section 27.B.
  11. SFA revenue credited to the food service program shall include all state and federal amounts received specifically for CN operations.
- B. Contract Cost Increase: The FSMC may negotiate at the end of each one-year contract period for a cost increase. If there is an increase in the Administrative and Management Fees, it cannot exceed the annual percentage increase of the Consumer Price Index for All Urban Consumers (CPI-U) for the preceding year. The addition of new line items to the budget is not allowable in renewal years. The CPI-U can be used as a gauge for proposed increases to operating costs. However, the SFA must be able to justify approval for operating costs exceeding the CPI-U.
  - C. All contract renewals shall be for a period of one year beginning July 1 and ending June 30, with mutual agreement between the SFA and the FSMC. Renewal contracts cannot be effective prior to the final approval date by DFN and signed by both parties. Failure to have renewal contracts fully executed prior to July 1, will lapse this contract and require the SFA to re-bid the contract.
  - D. Renewal year contracts are contingent upon fulfillment of all contract provisions. If DFN determines during an Administrative Review, Procurement Review, audit, etc., that the FSMC is not meeting contractual obligations and is responsible for noncompliance of program regulations, DFN may decline to approve a renewal contract until it can be demonstrated that the FSMC is capable of meeting contractual obligations and being in compliance with program regulations.
8. Health Certifications
    - A. The SFA shall maintain all applicable health certifications on its facilities and shall ensure that all state and local regulations are being met by the FSMC preparing or serving meals at any SFA facility.

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- B. The FSMC shall maintain state and/or local health certifications for any facility outside the SFA in which it proposes to prepare meals and shall maintain this health certification for the duration of the contract as required under Title 7 CFR §210.16(c).
- C. The FSMC shall adhere to the Food Safety Plan implemented by the SFA for all preparation and service of school meals, using a Hazard Analysis and Critical Control Point (HACCP) system as required under Public Law 108-265.
- D. The FSMC agrees to allow at least two health inspections to be conducted by the Health Department at every site involved in school meal preparation and/or service as required by Public Law 108-265.
- E. The SFA shall immediately correct any problems found as a result of a health inspection. The FSMC must support and cooperate with the necessary corrections.

#### 9. Meals

- A. The FSMC shall serve meals on such days and at such times as requested by the SFA.
- B. The SFA shall retain control of the quality, extent, and general nature of the food service.
- C. The FSMC shall offer free, reduced price and paid reimbursable meals to all eligible children participating in the CN programs.
- D. In order for the FSMC to offer a la carte food service, the FSMC must offer free, reduced price and paid reimbursable meals to all eligible children.
- E. The FSMC shall provide meals in the CN programs that meet the requirements as established in Title 7 CFR Part 210, Part 215, Part 220, Part 225, and Part 226.
- F. The FSMC shall provide the specified types of service in the schools/sites listed in Section 1, letter B.
- G. The FSMC shall promote maximum participation in the CN programs. Proposal shall include plan for FSMC to increase participation, if applicable, and any cost that will be incurred as a result of the plan. Any guarantee dependent on participation must identify the change to the guarantee based upon participation factors.
- H. The FSMC shall sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.
- I. No payment will be made to the FSMC for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern, or do not otherwise meet the requirements of the contract.

#### 10. Books and Records and Reports

- A. The FSMC shall maintain and provide to the SFA, on a monthly basis, detailed (itemized) documented cost records (supported by invoices, receipts, etc.). This documentation must be retained on-site by the SFA. The FSMC is required to identify the amount of each discount, rebate, and other applicable credits. All costs must be fully supported, mutually agreeable to the SFA and the FSMC and be allowed by federal regulations. The FSMC shall submit the detailed monthly documentation no later than the tenth (10<sup>th</sup>) calendar day succeeding the month in which services were rendered. Participation records shall be submitted no later than the fifth (5<sup>th</sup>) working day succeeding the month in which services were rendered. The SFA shall perform edit checks on the participation records provided by the FSMC prior to the preparation and submission on-line of the Claim for Reimbursement. The SFA shall reconcile Edit Check worksheets and daily/monthly meal counts against student attendance records and daily transaction worksheets/logs.
- B. The FSMC shall maintain records at the SFA to support all expenses and revenue appearing on the monthly operating statement attributable to the SFA. These records shall be kept at the SFA in an orderly fashion according to expense categories. This includes, but is not limited to invoices, receipts, and timesheets to support all expenses charged to the SFA.

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- C. The FSMC shall provide the SFA with a year-end statement.
- D. The SFA shall conduct an internal audit of food, labor and other large expense items quarterly, as well as performing random audits on smaller expense categories. This includes, but is not limited to conducting inventory counts and analyzing and reconciling invoices, receipts and time sheets on no less than a quarterly basis. The SFA shall maintain documentation for a period of three (3) years from the end of the contract term (including renewals) to which they pertain.
- E. Should the SFA have any concern as to the FSMC's compliance of regulatory rules due to internal audits, monitoring, an Administrative Review, or a Procurement Review conducted by PDE, the SFA shall have the right to request an audit of the FSMC and the selection of the auditor(s) to perform the audit. The FSMC will be responsible for bearing the costs that occur as a result of this audit.
- F. The SFA and the FSMC must provide all documents as necessary for the independent auditor to conduct the SFA's single, program, or financial audit.
- G. Books and records of the FSMC pertaining to the CN program operations shall be made available, upon demand, in an easily accessible manner for a period of three (3) years from the end of the contract term (including renewals) to which they pertain, for audit, examination, excerpts and transcriptions by the SFA and/or any state or federal representatives and auditors.
- H. If audit findings regarding the FSMC's records have not been resolved within the three-year period, the records must be retained beyond the three-year period for as long as required for the resolution of issues raised by the audit. (Title 2 CFR §200.333).
- I. The FSMC shall not remove federally required records from the SFA premises. Upon contract termination, the FSMC must leave copies of the records at the SFA premises.
- J. The SFA is responsible for ensuring resolution of program review and audit findings.

11. Employees

- A. The SFA reserves the right to interview and approve the on-site food service manager/director.
- B. The SFA must designate if the **current** SFA employees, including site and area managers as well as any other staff, will be retained by the SFA or be subject to employment by the FSMC.  
**Employees will be retained by the FSMC**
- C. Non-compete clause
  - ☒ No, the SFA will not allow any non-compete clause.
  - ☐ Yes, the SFA will allow only this non-compete clause; the SFA nor the FSMC shall hire, or attempt to hire, any management employee of the other while this contract is in effect without the written permission of the other party.
- D. The SFA must have a written code of conduct for all employees, which the FSMC must uphold for all employees working with the food program. (Title 2 CFR §200.318(c)).
- E. The FSMC shall provide the SFA with a schedule of employees, positions, assigned locations, salaries, and hours to be worked as part of the proposal. Specific locations and assignments will be provided to the SFA two full calendar weeks prior to the commencement of operation.
- F. The FSMC must provide time sheets for each FSMC employee and indicate the pro-ration of shared employees. These time sheets must be submitted monthly with each invoice that is submitted for payment. The time sheets need to clearly indicate all locations that each employee and pro-rated employee worked and the percent of time that the employee worked in each location.

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- G. The FSMC shall comply with all wage and hours of employment requirements of federal and state laws. The FSMC shall be responsible for supervising and training personnel, including SFA employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of FSMC management staff except for the site manager. The FSMC shall also be responsible for the hiring and termination of non-management staff who are employees of the FSMC.
- H. The SFA and FSMC must ensure that all food service employees meet and continue to meet all of the Professional Standards Requirements. All trainings must be documented in PrimeroEdge Teamwork.
- I. The FSMC shall maintain its own personnel and fringe benefits policies for its employees. A copy of these policies must be submitted with all proposal documents. These policies are subject to review by the SFA.
- J. Staffing patterns shall be mutually agreed upon.
- K. The FSMC shall not hire employees in excess of the number required for efficient operation.
- L. The SFA shall provide sanitary toilet and hand washing facilities for the employees of the FSMC.
- M. The SFA may request in writing the removal of any employee of the FSMC who violates health requirements or conducts himself/herself in a manner that is detrimental to the well-being of the students.
- N. In the event of the absence, termination, removal or suspension of any such employee, the FSMC shall immediately restructure the food service staff without disruption of service.
- O. All SFA and/or FSMC personnel assigned to the food service operation in each school shall be instructed in the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
- P. The use of student workers or students enrolled in vocational classes in the food service shall be mutually agreed upon.
- Q. The FSMC shall provide proof that each prospective employee working with children has had a Pennsylvania State Criminal History Background Check and a Federal Criminal History Record that is not more than one (1) year old. (Section 111 of the Public School Code. See Act 48 of 2003 Section 111 for specific convictions that this applies to.)
- R. The FSMC shall provide proof that each prospective employee working with children has had the required number of hours of approved child abuse recognition and reporting training. (Act 31 of 2014)

## 12. Monitoring

- A. The SFA shall monitor the food service operation of the FSMC through periodic on-site visits to ensure that the food service is in conformance with USDA program regulations per Title 7 CFR §210.16. A prototype check list (PDE002a) for monitoring can be found on PEARS/Applications/Download Forms under section SNP-Forms. Further, if there is more than one site, there is an additional requirement that the SFA conduct an on-site review of the counting and claiming system no later than February 1, of each year as required by Title 7 CFR §210.8. **Assistant Director of Business Affairs or designee** is responsible for performing all on-site reviews.
- B. The records necessary for the SFA to complete the required monitoring activities must be maintained on-site by the FSMC under this contract, and must be made available to the Auditor General, USDA, PDE, PDA, and the SFA upon request for the purpose of auditing, examination, and review.

## 13. Menus/Advisory Boards

- A. The FSMC must comply with the 21-day menu developed by the SFA for the programs checked in section 1, letter B of this contract, and is included in the RFP (the exception to this would be the SFSP which only requires an 11-day menu). Minor changes made by the FSMC after the first 21-day cycle must be approved by the SFA. The SFA shall approve menus no later than two weeks prior to service. Major changes to the menu are not allowable unless included as part of the RFP process and acceptable by the SFA as indicated in Section Q. FSMC proposals must identify if they plan to change the 21-day menu included in the RFP, as

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indicated by the SFA in Section Q. If so, the FSMC must identify how it will change the menu and the financial impact to revenues and expenses.

- B. The SFA is responsible for the formation and establishment of an advisory board composed of students, teachers, and parents meeting periodically to assist in menu planning and other activities related to food service. The FSMC may participate in these periodic meetings as deemed appropriate by the SFA. **The Food Service Accountant** is responsible for overseeing the advisory board. The advisory board will meet **three times per year once each at 1 elementary, 1 middle and 1 high school**. The establishment of the advisory board may not be delegated to the FSMC.
- C. The SFA must maintain records of the advisory board including agenda, meeting minutes, and detailed sign-in sheet indicating role of attendees as either parents, teachers, or students. These records must be made available, upon request, in an easily accessible manner for a period of three (3) years from the end of the contract term (including renewals) to which they pertain, for audit, examination, excerpts and transcriptions by the SFA and/or state or federal representatives and auditors.

14. Use of Facilities, Inventory, Equipment & Storage

- A. The SFA will make available, without any cost or charge to the FSMC, area(s) of the premises agreeable to both parties in which the FSMC shall render its services.
- B. The SFA reserves the right, at its sole discretion, to sell or dispense food or beverages, provided such use does not interfere with the operation of the CN programs.
- C. The FSMC and the SFA shall inventory the equipment and commodities owned by the SFA at the beginning of the school year, including but not limited to, silverware, trays, chinaware, glassware, and/or kitchen utensils.
- D. The FSMC shall maintain the inventory of silverware, trays, chinaware, glassware, kitchen utensils, and other operating items necessary for the food service operation at the inventory level as specified by the SFA.
- E. The SFA will replace expendable equipment and replace, repair and maintain non-expendable equipment except when damages result from the use of less than reasonable care by the employees of the FSMC.
- F. The FSMC shall maintain adequate storage procedures, inventory, and control of USDA donated foods in conformance with the SFA's agreement with PDA.
- G. The SFA shall provide the FSMC with one set of keys for all food service areas secured with locks.
- H. The SFA shall provide the FSMC with local telephone service.
- I. The SFA shall furnish and install any equipment and/or make any structural changes needed to comply with federal, state, or local laws, ordinances, rules and regulations.
- J. Check one of the following regarding equipment:

- ☒ The SFA is not requesting the FSMC to propose purchase of equipment. The FSMC may not propose purchase of equipment in proposal and equipment may not be charged, directly or indirectly, to the SFA throughout the duration of the contract.
- ☐ The SFA is allowing the FSMC to propose equipment necessary for implementation or enhancement of operation. The FSMC may finance equipment for the SFAs food service operation in an amount not to exceed **\$Enter maximum amount**, for the life of the contract including optional renewal. Any equipment not included in FSMC proposal may not be charged, directly or indirectly, to the SFA throughout the duration of the contract. **If this option is selected, the SFA may provide specifications in Section Q, Additional Information.**

The SFA must obtain preapproval from DFN for each item of equipment costing \$5,000 or greater through the Capital Expenditure Request process if non-profit school food service account funds are going to be used at any time for the purchase.

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The FSMC shall be subject to the same procurement requirements to which the SFA is subject in purchasing equipment and may not serve as a vendor when purchasing equipment on behalf of the SFA. Ownership of the equipment will vest in the SFA immediately upon purchase of the equipment. The SFA shall repay the FSMC at the rate agreed upon when the equipment is purchased.

If the contract expires or is terminated prior to complete repayment of the investment, the SFA shall, on the expiration date, or within five days after receipt by either party of any notice of termination under this Contract, either (choose one)

- ☐ Retain the property and continue to make payments in accordance with the amortization/payment schedule.
- ☐ Pay the remaining balance immediately.
- ☐ Deliver the equipment or other items funded by the investment to the FSMC. Dependent upon the amount paid compared to the amortized value, one of the respective parties may be credited.

- K. The SFA shall be responsible for any losses, including USDA donated foods, which may arise due to equipment malfunction or loss of electrical power not within the control of the FSMC.
- L. All food preparation and serving equipment owned by the SFA shall remain on the premises of the SFA.
- M. The SFA shall not be responsible for loss or damage to equipment owned by the FSMC and located on the SFA premises.
- N. The FSMC shall notify the SFA of any equipment belonging to the FSMC on SFA premises within 10 days of its placement on SFA premises.
- O. The SFA shall have access, with or without notice, to all of the SFA's facilities used by the FSMC for purposes of inspection and audit.
- P. The FSMC shall not use the SFA's facilities to produce food, meals, or services for other organizations without the approval of the SFA. If such usage is mutually acceptable, there shall be a signed agreement, which stipulates the fees to be paid by the FSMC to the SFA for such facility usage.
- Q. The SFA, on the termination or expiration of the contract, shall conduct a physical inventory of all equipment and commodities owned by the SFA.
- R. The FSMC shall surrender to the SFA upon termination of the contract, all equipment, and furnishings in good repair and condition.

15. Purchases

- A. If the FSMC is procuring goods or services which are being charged to the SFA under the contract, the FSMC is acting as an agent for the SFA and must follow the same procurement rules under which the SFA must operate and that the FSMC may not serve as a vendor. Check one of the below options:
  - ☐ The SFA will do all purchasing for the non-profit school food service.
  - ☐ The FSMC bills the SFA for foods when purchased. At the option of the SFA, the FSMC will purchase back unused supplies from the SFA at the termination of the contract in order to prevent overbuying.
  - ☒ The FSMC bills the SFA for food when used. At the option of the SFA, the SFA will buy the ending inventory from the FSMC.
- B. This contract shall not prevent the SFA from participating in food co-ops or purchasing food from vendors with whom the FSMC normally does not do business.

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C. Under Title 7 CFR §210.21(f)(i):

1. Only allowable costs will be paid from the non-profit school food service account to the FSMC net of all discounts, rebates and other applicable credits accruing to or received by the FSMC; to the extent, those credits are allocable to the allowable portion of the costs billed to the SFA.
  2. The FSMC must separately identify for each cost submitted for payment to the SFA the amount of each cost that is allowable and unallowable.
  3. Proprietary information, such as brand name, may be redacted, provided sufficient information is provided for SFA to reconcile monthly billing invoice against supporting documentation.
  4. The FSMC must individually identify the amount of each discount, rebate and other applicable credits on all bills and invoices presented to the SFA. In the case of other applicable credits, the nature of the credit must be identified.
  5. The FSMC must identify, on the final invoice of the school year, the method by which it will report discounts, rebates and other applicable credits allocable to the contract that cannot be reported prior to the conclusion of the contract.
  6. The FSMC must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation to the SFA and, upon request, to DFN, or USDA.
- D. No expenditure may be made from the non-profit school food service account for any cost resulting from a cost reimbursable contract that fails to include requirements of this section, nor may any expenditure be made from the non-profit school food service account that permits or results in the FSMC receiving payments in excess of the FSMC's actual, net allowable costs.
- E. P.L. 110-246, Section 4302 of the Richard B. Russell National School Lunch Act (NSLA), allows SFAs to purchase unprocessed locally grown and locally raised agricultural products. NSLA allows SFAs, if they choose to do so, to apply a geographic preference when procuring unprocessed locally grown and locally raised agricultural products. The SFA may just apply a preference, they cannot make this a requirement.

16. Nonprogram Foods

- A. Nonprogram foods include any non-reimbursable foods and beverages purchased using funds from the non-profit school food service account. This would include, but is not limited to, a la carte; catering; vending, second meals and non-reimbursable suppers.
- B. The FSMC must identify the following on the monthly invoice:
  - Costs of all reimbursable meals;
  - Costs of all nonprogram foods.
- C. The SFA is responsible for maintaining documentation of all revenues for reimbursable meals and all revenues for nonprogram foods.
- D. Documentation to identify the separation of:
  - Revenues of reimbursable meals from revenues of nonprogram foods
  - Costs of reimbursable meals from costs of nonprogram foods

This documentation must be made available to the Auditor General, USDA, PDE, PDA, and the SFA upon request for the purpose of auditing, examination, and review.

17. Payment Terms/Method

A. Invoices

1. The FSMC shall invoice the SFA **monthly** for amounts due based on on-site records. The SFA shall make payments within **45** days of the invoiced date.

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2. Invoices must be itemized by cost categories such as food, including commodities, labor, supplies, rebates, discounts, credits, etc. Detailed (itemized) cost documentation must be submitted monthly to support what the SFA is charged for each cost, charge, or expense. This documentation must be retained on-site by the SFA.
  3. The FSMC is required to identify the amount of each discount, rebate, and other applicable credits on bills and invoices presented to the SFA for payment as required by Title 7 CFR §210.21(f)(iv). An example of the invoice, identifying commodities (USDA entitlement balances), discounts, rebates and credits must be included with the proposal.
  4. Costs, charges, and expenses must be mutually agreeable to the SFA and the FSMC and be allowed by federal regulations.
  5. The FSMC must submit a monthly reconciliation to the SFA comparing the invoice and revenue against the projected revenue and expenses. (Used in the Attachment CR3, Projected Operating Costs of the proposal.)
  6. DFN may randomly request SFAs to submit copies of invoices for compliance with the above items.
  7. The payment of interest and late fees from the non-profit school food service account fund is prohibited.
  8. Upon termination of the Agreement, all outstanding amounts shall immediately become due and payable.
- B. Advance Payment – Indicate whether or not the SFA will consider an advance payment only for the initial year.
- ☒ No, the SFA will not consider providing an advance payment to the FSMC.
- ☐ Yes, the SFA will consider paying to the FSMC an advance on operational expenses. If an advance is paid it must be reconciled with the first invoice.
- The advance will be paid (choose one):
- ☐ Using the general fund. A loan agreement between the general fund and the non-profit school food service account must be in place.
- ☐ Using the non-profit school food service account.
- C. Payment Incentives – Indicate whether or not the SFA will consider payment incentives. (Choose one)
- ☐ No, the SFA will not consider any payment incentives such as discounts or credits for prompt payment, electronic payment, etc.
- ☒ Yes, the SFA will consider payment incentives such as discounts or credits for prompt payment, electronic payment, etc.

18. Buy American

- A. The FSMC shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S.
- B. The FSMC must document and the SFA must approve any exceptions to Buy American. Exceptions are allowable when the domestic foods are not produced or manufactured in the US in sufficient and reasonably available quantities; or competitive bids reveal the costs of a US product are significantly higher than the non-domestic product.
- C. The FSMC shall certify the percentage of U.S. content in the products supplied to the SFA.
- D. The SFA reserves the right to review vendor purchase records to ensure compliance with the Buy American provision.

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19. Sanitation

- A. The FSMC shall place garbage and trash in the containers in the designated areas as specified by the SFA.
- B. The SFA shall remove all garbage and trash from the designated areas.
- C. The FSMC shall clean the kitchen and dining room areas as indicated on the Attachment CR2, Cost Responsibility Detail Sheet.
- D. The FSMC shall operate and care for all equipment and food service areas in a clean, safe, and healthy condition in accordance with the standards acceptable to the SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.
- E. The FSMC shall comply with all local and state sanitation requirements in the preparation of food.

20. Licenses, Fees and Taxes

- A. The FSMC shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, state and local income tax, payroll and withholding taxes for FSMC employees; the FSMC shall hold the SFA harmless for all claims arising from payment of such taxes and fees.
- B. The FSMC shall obtain and post all licenses and permits as required by federal, state, and/or local law.
- C. The FSMC shall comply with all SFA building rules and regulations.

21. Non-Discrimination

Both the SFA and the FSMC agree that no child who participates in any of the CN programs will be discriminated against on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

22. Emergency Closing

- A. The SFA shall notify the FSMC of any interruption in utility service of which it has knowledge.
- B. The SFA shall notify the FSMC of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency situations.

23. Term and Termination

- A. The SFA or the FSMC may terminate the contract for cause or for convenience by giving 60 days written notice.
- B. At any time, because of circumstances beyond the control of the FSMC or the SFA, either party may terminate the contract by giving 10 days written notice to the other party.
- C. Neither the FSMC nor the SFA shall be responsible for any losses resulting should the fulfillment of the terms of the contract be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of the FSMC or the SFA, respectively, and which by the exercise of due diligence they were unable to prevent.

24. Nonperformance by the FSMC

- A. The FSMC is required to provide a Performance Bond in the amount of **\$100,000** (dollar amount or percentage of the total bid price [Total FSMC Costs]) as a guarantee of performance of all terms outlined under this contract. The amount/percentage should not be unreasonable in that it would prevent full and open competition. The Performance Bond provides the SFA recourse in the event that contractual obligations are not satisfactorily performed.
- B. In the event of the FSMC's nonperformance under this contract and/or the violation or breach of the contract terms, the SFA shall have the right to pursue all administrative, contractual, and legal remedies against the FSMC and shall have the right to seek all sanctions and penalties as may be appropriate.

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- C. The FSMC shall reimburse the SFA the full amount of any meal over-claims which are attributable to the FSMC's negligence, including those over-claims based on review or audit findings that occurred during the effective dates of the original and renewal contracts.
- D. The SFA shall notify DFN in the event of nonperformance by the FSMC.

## 25. Certifications

- A. The FSMC shall comply with Sections 3702 of the Contract Work Hours and Safety Standards Act (Act), 40 U.S.C. §3701-3708, as supplemented by the Department of Labor regulations, Title 29 CFR Part 5. Under Section 3702 of the Act, the FSMC shall be required to compute the wages of every laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible, provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of forty hours in any work week.
- B. The FSMC shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations, Title 41 CFR Part 60.
- C. The FSMC shall comply with the following civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a and 15b; the Americans with Disabilities Act; the FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs.
- D. The FSMC shall comply with the Buy American provision for contracts that involve the purchase of food, Title 7 CFR §210.21(d).
- E. The FSMC shall sign (in blue ink) the Certification Regarding Debarment and Suspension, Appendix D, which is made a part of this contract. (Title 2 CFR Part 180) This certification assures the SFA that the FSMC has not been debarred from entering into contracts with the Federal Government, or any other entity receiving Federal funds, or suspended from entering contracts during a time when the FSMC is being investigated for a legal action which is being taken to debar the FSMC from contracting activities.
- F. The FSMC shall comply with all applicable standards, orders, or requirements issued under the Clean Air Act (Title 42 U.S.C. 7401-7671), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency. Violations can be reported electronically at <https://www.epa.gov/enforcement/report-environmental-violations>.
- G. The FSMC shall comply with the mandatory standards and policies relating to energy efficiency that are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
- H. The FSMC shall sign (in blue ink) the Lobbying Certification, Appendix E, which is made a part of this contract. If applicable, the FSMC has also completed and submitted Standard Form-LLL, Disclosure of Lobbying Activities, Appendix E. If no lobbying activity occurred, the FSMC is still required to sign (in blue ink) the Disclosure of Lobbying Activities, Appendix E. (Title 2 CFR Part 418)
- I. The FSMC shall sign (in blue ink) the Certification of Independent Price Determination, Appendix F, which is incorporated herein by reference and made part of this contract.

## 26. Insurance

- A. The FSMC is required to be insured adequately to support the terms of the contract. The FSMC shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Pennsylvania. A Certificate of Insurance of the FSMC's insurance coverage indicating these amounts must be submitted at the time of award.

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- B. The FSMC shall have in effect during all times under this agreement, comprehensive general liability insurance, including products and completed operations liability, contractual liability, and independent contractor's liability coverage and personal injury. Minimum coverage shall be \$1,000,000 per incident/per person for general liability.
    - 1. General Liability – As defined in (Q) Additional Information, Section 26. Subsection 26.B
    - 2. Workman's Compensation – as required by law.
    - 3. Vehicle Insurance – As defined in (Q) Additional Information, Section 26. Subsection 26.B
    - 4. Umbrella Liability – N/A
  - C. The SFA shall be named as additional insured on the General Liability and Automobile insurance policy. The FSMC must provide a waiver of subrogation in favor of the SFA for General Liability, Automobile, and Worker's Compensation.
  - D. In addition, the FSMC shall provide fire and theft insurance at its own expense to cover any risk created by fire and/or theft to its property located on the premises of the SFA. The FSMC further agrees to provide all necessary fire and/or theft insurance to cover clothes, garments and other articles owned by their employees.
  - E. The contract of insurance shall provide for notice to the SFA of cancellation of insurance policies 30 days before such cancellation is to take effect.
27. Summer Food Service Program (SFSP) (See letter B under 1 (Scope and Purpose) of the Standard Terms and Conditions for verification of participation)
- A. If participating, then the SFA shall offer free meals to all eligible children participating in the SFSP. If the FSMC will operate the SFSP (including the preparation, record keeping, and delivery of meals), a flat price per meal-cost must be submitted as part of this RFP for the SFSP (Attachment SFSP1, SFSP Projected Operating Costs). In accordance with Title 7 CFR §225.15 the SFA cannot contract out the management responsibilities of the SFSP. The SFA shall be responsible for ensuring that the food service operation conforms to all program requirements outlined in Title 7 CFR Part 225. The SFA shall be responsible for determining eligibility for all SFSP sites. The SFA as a SFSP sponsor is responsible for conducting and documenting the required site visits of all sites for pre-approval and during operation of the program.
  - B. The SFSP will operate from N/A to N/A.
28. Child and Adult Care Food Program (CACFP) (See letter B under 1 (Scope and Purpose) of the Standard Terms and Conditions for verification of participation)
- If participating, then the SFA shall offer meals to all eligible children and adults participating in the CACFP, respectively. If the FSMC will operate the CACFP (including the preparation, record keeping, and delivery of meals), a flat price per meal cost must be submitted as part of this RFP for the CACFP (Attachment CACFP1, CACFP Projected Operating Costs). In accordance with Title 7 CFR §226.15 the SFA cannot contract out the management responsibilities of the CACFP. The SFA shall be responsible for ensuring that the food service operation conforms to all program requirements outlined in Title 7 CFR Part 226.
29. Trade Secrets and Proprietary Information
- A. During the term of the Agreement, the FSMC may grant to the SFA a nonexclusive right to access certain proprietary materials of the FSMC, including menus, recipes, signage, food service surveys and studies, management guidelines and procedures, operating manuals, software (both owned by and licensed by the FSMC), and similar compilations regularly used in FSMC business operations (trade secrets). The SFA shall not disclose any of the FSMC's trade secrets or other confidential information, directly or indirectly, during or after the term of the Agreement. The SFA shall not photocopy or otherwise duplicate any such material without the prior written consent of the FSMC. All trade secrets and other confidential information shall remain the exclusive property of the FSMC and shall be returned to the FSMC immediately upon termination of the agreement. The SFA shall not use any confusingly similar names, marks, systems, insignia, symbols,

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procedures, and methods. Without limiting the forgoing and except for software provided by the SFA, the SFA specifically agrees that all software associated with the operation of the food service, including without limitation, menu systems, food production systems, accounting systems, and other software, are owned by or licensed to the FSMC and not the SFA. Furthermore, the SFA's access or use of such software shall not create any right, title interest, or copyright in such software and the SFA shall not retain such software beyond the termination of the Agreement. In the event of any breach of this provision, the FSMC shall be entitled to equitable relief, including an injunction or specific performance, in addition to all other remedies otherwise available. This provision shall survive termination of the Agreement.

- B. Any discovery, invention, software, or programs paid for by the SFA shall be the property of the SFA to which the State Agency and USDA shall have unrestricted rights.

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Proposal FY19-20

Primary Service Model

**West Chester Area School District Client Return Guarantee 5-Year Plan**

**Projected 5-year Cost Structure**

|                                 | School Year: |                 |                 |                 |                 | 5-Year Commitment |
|---------------------------------|--------------|-----------------|-----------------|-----------------|-----------------|-------------------|
|                                 | 19-20        | 20-21           | 21-22           | 22-23           | 23-24           |                   |
| District Sales & Reimbursements | \$ 3,415,059 | \$ 3,466,284.89 | \$ 3,518,279.16 | \$ 3,571,053.35 | \$ 3,624,619.15 | \$ 17,595,296     |
| Administrative Expense          | \$ 65,000    | \$ 65,975.00    | \$ 66,964.63    | \$ 67,969.09    | \$ 68,988.63    | \$ 334,897        |
| Management Fee                  | \$ 60,000    | \$ 60,900.00    | \$ 61,813.50    | \$ 62,740.70    | \$ 63,681.81    | \$ 309,136        |
| Total Program Costs             | \$ 3,165,059 | \$ 3,215,699.94 | \$ 3,267,151.14 | \$ 3,319,425.56 | \$ 3,372,536.37 | \$ 16,339,872     |
| Client Guaranteed Return        | \$ 250,000   | \$ 250,586      | \$ 251,128      | \$ 251,628      | \$ 252,083      | \$ 1,255,424      |



## METHODOLOGY OF GUARANTEE:

SFA: West Chester Area School DistrictFSMC: Aramark Educational Services, LLC

This methodology applies to the initial year contract and any optional renewal years

1. **Guaranteed Return.** FSMC estimates that the projected food service budget will result in the following guaranteed return (the "Guarantee"):

-a surplus for the Current Term of an amount at least equal to the amount on the "Guarantee to SFA" line in Attachment CR3-POC, with the FSMC to reimburse SFA for the amount, if any, by which the actual return is less than the Guaranteed Return.

2. **Reimbursement Conditions and Assumptions to Guaranteed Return.** FSMC's obligation to reimburse SFA in accordance with the Guarantee shall remain in effect only during the Current Term and is contingent upon the following conditions and assumptions remaining in effect for the Current Term. In the event any of the following conditions or assumptions are not met during the Current Term, FSMC's obligation shall be reduced by the amount of any increase in SFA's Total Food Service Costs or any reduction in Gross Receipts (defined as the total of all cash receipts, reimbursements received by SFA and other revenue under the Food Service Program) which is attributable to the changes in such conditions or assumptions. If during the Current Term SFA requests a material change in any phase of the Food Service Program that results in a decrease in Gross Receipts or an increase in Total Food Service Costs from the amounts set forth in the Food Service Budget, FSMC shall advise SFA of its estimate of the increase in the Total Food Service Costs or decrease in Gross Receipts attributable to such requested change. Any budget, including the Food Service Budget, agreed to by FSMC and SFA shall be adjusted to reflect such estimated increase in Total Food Service Costs or decrease in Gross Receipts.

A. Compliance with the Renewal Assumptions set forth in Sections 7.A.2 through 7.A.10 of the RFP.

B. SFA and/or any facility affiliated with SFA shall neither hire any supervisory employee of Aramark, nor permit any supervisory employee of Aramark to be employed on SFA's premises or on the premises of any facility affiliated with SFA during the Current Year or for a period of 12 months subsequent to the Current Year (unless such employees were formerly employees of SFA) whether as an individual or as owner, partner, majority stockholder, director, officer or employee of a food service provider. For the purpose of this provision, "supervisory employees" shall be defined as those persons who have directly or indirectly performed management or professional services on SFA's premises at any time during the Current Year or the 12-month period immediately preceding the Current Year.

C. The average daily student enrollment for the Current Term shall be at least Eleven Thousand Nine Hundred Sixty Three (11,963).

D. The actual costs charged to the Food Service Program by SFA shall not exceed the projected operating expenses as set forth in Attachment CR3 of the RFP.

E. SFA and its representatives shall fully cooperate with the FSMC to implement the Food Service Program and to prevent competitive food sales in order to maximize the Gross Receipts and other non-cash sales of the Food Service Program.

F. The ratio of students eligible to receive free and reduced price meals as compared to total student enrollment shall not decrease from prior year.

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G. The selling prices of the Current Terms for school breakfast and lunch [and snacks/supplements] will be no less than the selling prices of the prior school year. Gross Receipts from a la carte sales will be at least equal to the projected amounts

METHODOLOGY OF GUARANTEE:

SFA: West Chester Area School District

FSMC: Aramark Educational Services, LLC

provided by the District with the RFP.

H. The cost of wages, salary, and fringe benefits for the food service operations employees or the number of such employees shall not exceed such levels as set forth in the Food Service Budget. FSMC's reimbursement obligation is based on the Federal and State minimum wage laws and health care benefit rates, laws, and regulations including, without limitation, any prevailing wage rates and laws, in effect as of January 1, 2019. Should the minimum wage or health and welfare benefit rates be increased above the January 1, 2019 level pursuant to any Federal, State or local law or regulation, or should FSMC's costs increase due to causes beyond FSMC's control, FSMC's reimbursement obligation shall automatically be adjusted to cover increased costs resulting directly or indirectly from such increase.

I. Food costs during the Current Year shall not increase by an amount greater than Three Percent (3.0%). Food costs will be measured by the yearly percentage change in the Consumer Price Index, All Urban Consumers, U.S. City Average, Food Away From Home Index ("CPI-FAH"), published by the U.S. Department of Labor.

3. Equivalency Factor. The amount of \$3.7050 used to determine the number of Meal Equivalents served by FSMC. If this Agreement is renewed after the Current Term and if the Equivalency Factor increases in any renewal year, FSMC will receive an automatic adjustment to its Administrative Management Fees to equitably compensate FSMC for the loss of Administrative and Management Fees due to the change in the Equivalency Factor.

4. Purchases. FSMC's purchasing practices will be as described in its proposal to the SFA. Given the fair and open competitive procurement process for comprehensive food service management services, including food and supply purchasing, undertaken by the SFA, as demonstrated by the SFA's engagement of Aramark through the RFP process, the SFA has satisfied all applicable USDA and state procurement requirements.

For DFN use only:

2019-2020 School Year

Attachment CR10

METHODOLOGY OF GUARANTEE:

SFA: West Chester Area School District

FSMC: Aramark Educational Services, LLC

For DFN use only:

METHODOLOGY OF ADMINISTRATIVE FEES:

SFA: West Chester Area School District

FSMC: Aramark Educational Services, LLC

This methodology applies to the initial year contract and any optional renewal years

Aramark will receive a fixed administrative fee of \$65,000. Aramark's administrative fee includes costs related to Aramark's financial reporting; legal, tax, and audit services; and management oversight provided to client locations by Aramark at the regional and corporate levels.

Aramark charges a fixed management fee of \$60,000.

For DFN use only:





2200 Renaissance Blvd. Ste. 400  
King of Prussia, PA 19406-2755  
Ph. (610) 832-8240

## BID BOND

Bond Number: Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we ARAMARK Educational Services, LLC

Liberty Mutual Insurance Company, as principal (the "Principal"), and  
"Surety"), are held and firmly bound unto West Chester Area School District, as obligee (the "Obligee"), in  
the penal sum of Five Percent of Amount Bid

Dollars (\$ 5%),  
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our  
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for: Food Service Management

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal within the period specified therein, or, if no  
period be specified, within sixty (60) days after opening, and the Principal shall enter into a contract with the Obligee  
in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or  
contract documents, or in the event of the failure of the Principal to enter into such contract and give such bond or  
bonds, if the Principal shall pay to the Obligee the difference in money not to exceed the penal sum hereof between  
the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with  
another party to perform the work covered by said bid, then this obligation shall be null and void; otherwise to remain  
in full force and effect. In no event shall the liability hereunder exceed the penal sum thereof.

PROVIDED AND SUBJECT TO THE CONDITION PRECEDENT, that any claim by Obligee under this bond must  
be submitted in writing by registered mail, to the attention of the Surety Law Department at the address above,  
within 120 days of the date of this bond. Any suit under this bond must be instituted before the expiration of one  
(1) year from the date of this bond. If the provisions of this paragraph are void or prohibited by law, the minimum  
period of limitation available to sureties as a defense in the jurisdiction of the suit shall apply.

DATED as of this 4th day of March, 2019.

WITNESS / ATTEST

Alsname

ARAMARK Educational Services, LLC

(Principal)

By: Hernandez

(Seal)

Name: Allan Hernandez

Title: VP - Safety and Risk Control

Liberty Mutual Insurance Company

(Surety)

By: Daniel P. Dunigan

Attorney-in-Fact

(Seal)

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees. To confirm the validity of this Power of Attorney call 610-832-8246 between 9:00 am and 4:30 pm EST on any business day.

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

## POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint Daniel P. Dunigan of the city of Paoli, state of PA its true and lawful attorney-in-fact, with full power and authority hereby conferred to sign, execute and acknowledge the following surety bond:

Principal Name: ARAMARK Educational Services, LLC

Obligee Name: West Chester Area School District

Surety Bond Number: Bid Bond

Bond Amount: See Bond Form

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 6<sup>th</sup> day of March, 2017.



The Ohio Casualty Insurance Company  
Liberty Mutual Insurance Company  
West American Insurance Company

By: David M. Carey

David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA  
COUNTY OF MONTGOMERY

SS

On this 6<sup>th</sup> day of March, 2017, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA  
Notarial Seal  
Teresa Pastella, Notary Public  
Upper Merion Twp., Montgomery County  
My Commission Expires March 28, 2021  
Member, Pennsylvania Association of Notaries

By: Teresa Pastella

Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

**ARTICLE IV – OFFICERS – Section 12. Power of Attorney.** Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

**ARTICLE XIII – Execution of Contracts – SECTION 5. Surety Bonds and Undertakings.** Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation –** The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization –** By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 4<sup>th</sup> day of March, 2019.



By: Renee C. Llewellyn

Renee C. Llewellyn, Assistant Secretary



### ***Sample Certificate of Insurance – Cover Page (Pennsylvania)***

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Enclosed is a sample certificate of insurance indicating Aramark's coverage. Aramark maintains a complex commercial insurance program offering coverage that is often broader than what is available to the general market. Below are some common clarifications that we wish to make regarding how our program functions. We encourage you to express any concerns so that we can appropriately address them in connection with finalizing our definitive agreement, if we are awarded.

#### Clarifications on Insurance coverage:

- Notice of cancellation of any insurance policies required herein shall be subject to ACORD 25 Certificate of Liability standards, and will be delivered, as applicable, in accordance with policy provisions.
- Aramark proposes a mutual waiver of subrogation on claims for property damage, not to include claims for bodily injury or death.
- Any insurance provided by Aramark (Additional Insured or Otherwise) shall only cover losses for which Aramark is legally liable; such insurance coverage shall not cover liability in connection with or arising out of the wrongful or negligent acts or omissions of Client.
- Aramark reserves the right, at its sole discretion, to insure or retain losses to its property.
- Aramark's insurers will be reasonably acceptable to Client.



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)  
09/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                                                     |                                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRODUCER</b><br>Willis of Pennsylvania, Inc.<br>c/o 26 Century Blvd<br>P.O. Box 305191<br>Nashville, TN 372305191 USA                            | <b>CONTACT</b><br>NAME:<br>PHONE: (A/C No. Ext.) 1-877-945-7378 FAX: (A/C No.) 1-888-467-2378<br>E-MAIL: certificates@willis.com<br>ADDRESS: certificates@willis.com                                                   |
| <b>INSURED</b><br>Aramark Services, Inc.<br>Its Divisions & Subsidiaries<br>Aramark Tower<br>1101 Market St, 30th Fl.<br>Philadelphia, PA 19107 USA | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: ACE American Insurance Company NAIC# 22667<br>INSURER B: Indemnity Insurance Company of North America 43575<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |

**COVERAGES**

CERTIFICATE NUMBER: W7545370

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                                                                                                           | ADDL SUBR INSD WVD           | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS     |                                                                                                                                                                                                                                           |                                                                                                                                                                                                           |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------|-------------------------|-------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Liquor Liability<br><input checked="" type="checkbox"/> Vendors Liability<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | Y                            | Y             | HDO G71208527           | 10/01/2018              | 10/01/2019 | EACH OCCURRENCE \$ 5,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 5,000,000<br>GENERAL AGGREGATE \$ Unlimited<br>PRODUCTS - COMP/OP AGG \$ Unlimited |                                                                                                                                                                                                           |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> ONLY HIRED <input type="checkbox"/> NON-OWNED AUTOS<br><input type="checkbox"/> ONLY <input type="checkbox"/> AUTOS ONLY                                                                                           | Y                            | Y             | ISA H25268076           | 10/01/2018              | 10/01/2019 | COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$                                                                                 |                                                                                                                                                                                                           |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-<br>DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                                                                                                     |                              |               |                         |                         |            | EACH OCCURRENCE \$<br>AGGREGATE \$<br>DED \$                                                                                                                                                                                              |                                                                                                                                                                                                           |
| B        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                                                                                                               | Y/N <input type="checkbox"/> | N/A           | Y                       | WLR C65227113           | 10/01/2018 | 10/01/2019                                                                                                                                                                                                                                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 5,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 5,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 5,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Liability and Auto Liability policies are noncancellable. Workers Compensation notice of cancellation is in accordance with each state law. Products/Completed Operations and Contractual Liability are included under General Liability. Self-Insured for Auto Physical Damage.

Total Limit \$5,000,000

**CERTIFICATE HOLDER****CANCELLATION**

Sample Certificate of Insurance  
Upon execution of a written agreement, a certificate will be issued in compliance with mutually acceptable insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

SR ID: 16736212

BATCH: 868311

## Appendix B

### FSMC Certification of Acknowledgement

Please initial below next to each statement certifying that you have read and fully understand the contents of this contract.

- A. I certify that I, Mark R. Adams, on behalf of **Aramark Educational Services, LLC**, have read and fully understand the contents of this contract.

Initial Here: MA

- B. I certify that I, nor any of the employees of **Aramark Educational Services, LLC**, have not received any solicitations from any **West Chester Area School District** employee. In addition, I certify that no gifts, donations, or anything of monetary value (i.e. golf outings, meals, etc.) have been provided.

Initial Here: MA

- C. I certify that employees of **Aramark Educational Services, LLC** will be trained to understand and comply with all necessary trainings including the current written Code of Conduct authored by **West Chester Area School District**.

Initial Here: MA

- D. I certify that all of **Aramark Educational Services, LLC** food service employees meet the minimum Professional Standards requirements.

Initial Here: MA

- E. I certify that **West Chester Area School District** will be legally responsible for the conduct of the non-profit school food service program, and shall have access to all necessary documents, which will be maintained onsite, including but not limited to all contracts with vendors so that they may supervise the food service operations in such manner as will ensure compliance with the rules and regulations of PDE and the USDA regarding each of the CN programs covered by this contract.

Initial Here: MA

- F. I certify that **Aramark Educational Services, LLC** will not have control of the CN programs' non-profit school food service account, signature authority, and overall financial responsibility for the CN programs. This includes access to CN PEARS, COMPASS or the PrimeroEdge Student Eligibility System.

Initial Here: MA

- G. I certify that **West Chester Area School District** will be responsible for determining student eligibility for all applicable programs and that **Aramark Educational Services, LLC** will have no involvement in the process.

Initial Here: MA

- H. I certify that **Aramark Educational Services, LLC** will follow the 21-day menu for the first 21-days of service, without change.

Initial Here: MA

- I. I certify that all food will be in compliance with the current meal standards and Local Wellness Policy.

Initial Here: MA

For DFN use only:

J. I certify that **Aramark Educational Services, LLC** will comply with all applicable standards, orders, or requirements issued under the Clean Air Act and the Federal Water Pollution Control Act and will report violations to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

Initial Here: MA

K. I hereby certify that neither **Aramark Educational Services, LLC** nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

Initial Here: MA

L. I further certify that neither **Aramark Educational Services, LLC** nor any of its principals /authorized representatives has a reported criminal background that would affect the involvement in CN programs.

Initial Here: MA

M. I certify that **Aramark Educational Services, LLC** is not a paid consultant or contractor with **West Chester Area School District** in any other capacity than for this contract.

Initial Here: MA

I certify under penalty of perjury that the information on these forms is true and correct, and that I will immediately report to the SFA any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of **Aramark Educational Services, LLC**, I hereby agree to comply with all state and federal laws and regulations governing the CN programs administered by the state agency. In accordance with Federal law and USDA policy, **Aramark Educational Services, LLC** does not discriminate on the bases of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Name of Authorized Representative

Mark R. Adams

Title of Authorized Representative

Vice President

Signature of Authorized Representative  
(in blue ink only)



Date Signed

3/6/19

For DFN use only:

**WEST CHESTER AREA SCHOOL DISTRICT**

**March 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 February 1, 2019 to February 28, 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 February 1 to February 28, 2019 totaling \$15,175,956.41.

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  
February 28, 2019

CASH BALANCE JANUARY 31, 2019 \$ 17,919,699.87

RECEIPTS FEBRUARY 1, 2019 - FEBRUARY 28, 2019

|                                  |                  |
|----------------------------------|------------------|
| GENERAL FUND                     | \$ 15,125,950.31 |
| CAPITAL RESERVE FUND             | \$ 6,209.25      |
| CAPITAL RESERVE FUND- FACILITIES | \$ -             |
| CAPITAL PROJECTS FUND            | \$ -             |
| SPECIAL REVENUE FUND-ATHLETICS   | \$ 9,421.00      |
| TRUST FUNDS                      | \$ 184,502.65    |

TOTAL RECEIPTS FEBRUARY 1, 2019 - FEBRUARY 28, 2019 \$ 15,326,083.21

AVAILABLE FUNDS FEBRUARY 1, 2019 - FEBRUARY 28, 2019 \$ 33,245,783.08

DISBURSEMENTS FEBRUARY 1, 2019 - FEBRUARY 28, 2019

CHECKS & EFT'S APPROVED MARCH 25, 2019 ck #40066972,ck #40066973-40067142,ck #40067143-40067267,ck #40067268-40067270,ck #40067271-40067358,ck #40067359-40067478,eft #V1002633-V1002656,eft #V1002657-V1002669,eft #V1002670-V1002684,eft #V1002685-V1002702

|                                | <u>CHECKS</u>       | <u>EFT'S</u>      | <u>TOTAL</u>        |
|--------------------------------|---------------------|-------------------|---------------------|
| GENERAL FUND                   | 2,719,484.66        | 236,755.72        | 2,956,240.38        |
| CAPITAL RESERVE FUNDS          | 70,740.64           | 8,226.98          | 78,967.62           |
| CAPITAL PROJECTS FUND          | 885,913.41          | 6,886.04          | 892,799.45          |
| SPECIAL REVENUE FUND-ATHLETICS | 5,391.05            | -                 | 5,391.05            |
| TRUST FUNDS                    | 7,177.76            | 1,059.90          | 8,237.66            |
| TOTAL                          | <u>3,688,707.52</u> | <u>252,928.64</u> | <u>3,941,636.16</u> |

VOIDS AND OTHER DISBURSEMENTS FEBRUARY 1, 2019 - FEBRUARY 28, 2019

|                                | <u>VOIDS</u>      | <u>DEBIT MEMOS</u>   | <u>INVESTMENTS</u> | <u>TOTAL</u>         |
|--------------------------------|-------------------|----------------------|--------------------|----------------------|
| GENERAL FUND                   | (791.80)          | 11,163,428.55        | -                  | 11,162,636.75        |
| CAPITAL RESERVE FUND           | -                 | -                    | -                  | -                    |
| CAPITAL PROJECTS FUND          | (1,829.28)        | -                    | -                  | (1,829.28)           |
| SPECIAL REVENUE FUND-ATHLETICS | -                 | -                    | -                  | -                    |
| TRUST FUNDS                    | -                 | -                    | -                  | -                    |
| TOTAL                          | <u>(2,621.08)</u> | <u>11,163,428.55</u> | <u>-</u>           | <u>11,160,807.47</u> |

TOTAL DISBURSEMENTS FEBRUARY 1, 2019 - FEBRUARY 28, 2019

|                                | <u>CHECKS/VOIDS</u> | <u>EFT'S/DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>         |
|--------------------------------|---------------------|--------------------------|--------------------|----------------------|
| GENERAL FUND                   | 2,718,692.86        | 11,400,184.27            | -                  | 14,118,877.13        |
| CAPITAL RESERVE FUND           | 70,740.64           | 8,226.98                 | -                  | 78,967.62            |
| CAPITAL PROJECTS FUND          | 884,084.13          | 6,886.04                 | -                  | 890,970.17           |
| SPECIAL REVENUE FUND-ATHLETICS | 5,391.05            | -                        | -                  | 5,391.05             |
| TRUST FUNDS                    | 7,177.76            | 1,059.90                 | -                  | 8,237.66             |
| TOTAL                          | <u>3,686,086.44</u> | <u>11,416,357.19</u>     | <u>-</u>           | <u>15,102,443.63</u> |

CASH BALANCE FEBRUARY 28, 2019 \$ 18,143,339.45

WEST CHESTER AREA SCHOOL DISTRICT  
DISBURSEMENT APPROVAL REPORT  
FEBRUARY 28, 2019

|                                | <u>VOIDS</u> | <u>DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|--------------|--------------------|--------------------|---------------|
| GENERAL FUND                   | (791.80)     | 11,163,428.55      | -                  | 11,162,636.75 |
| CAPITAL RESERVE FUND           | -            | -                  | -                  | -             |
| CAPITAL PROJECTS FUND          | (1,829.28)   | -                  | -                  | (1,829.28)    |
| SPECIAL REVENUE FUND-ATHLETICS | -            | -                  | -                  | -             |
| TRUST FUNDS                    | -            | -                  | -                  | -             |
| TOTAL                          | (2,621.08)   | 11,163,428.55      | -                  | 11,160,807.47 |

CHECKS & EFT'S APPROVED MARCH 25, 2019 ck #40066972,ck #40066973-40067142,ck #40067143-40067267,ck #40067268-40067270,ck #40067271-40067358,ck #40067359-40067478,eft #V1002633-V1002656,eft #V1002657-V1002669,eft #V1002670-V1002684,eft #V1002685-V1002702

|                                | <u>CHECKS</u> | <u>EFT'S</u> | <u>TOTAL</u> |
|--------------------------------|---------------|--------------|--------------|
| GENERAL FUND                   | 2,719,484.66  | 236,755.72   | 2,956,240.38 |
| CAPITAL RESERVE FUND           | 70,740.64     | 8,226.98     | 78,967.62    |
| CAPITAL PROJECTS FUND          | 885,913.41    | 6,886.04     | 892,799.45   |
| SPECIAL REVENUE FUND-ATHLETICS | 5,391.05      | -            | 5,391.05     |
| TRUST FUNDS                    | 7,177.76      | 1,059.90     | 8,237.66     |
| TOTAL                          | 3,688,707.52  | 252,928.64   | 3,941,636.16 |

TOTAL DISBURSEMENTS FOR APPROVAL MARCH 25, 2019

|                                | <u>CHECKS/<br/>VOIDS</u> | <u>DEBIT MEMOS/<br/>EFT'S</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|--------------------------|-------------------------------|--------------------|---------------|
| GENERAL FUND                   | 2,718,692.86             | 11,400,184.27                 | -                  | 14,118,877.13 |
| CAPITAL RESERVE FUND           | 70,740.64                | 8,226.98                      | -                  | 78,967.62     |
| CAPITAL PROJECTS FUND          | 884,084.13               | 6,886.04                      | -                  | 890,970.17    |
| SPECIAL REVENUE FUND-ATHLETICS | 5,391.05                 | -                             | -                  | 5,391.05      |
| TRUST FUNDS                    | 7,177.76                 | 1,059.90                      | -                  | 8,237.66      |
| TOTAL                          | 3,686,086.44             | 11,416,357.19                 | -                  | 15,102,443.63 |

# INVESTMENT BALANCE STATEMENT

Page 3

**END-OF-MONTH: February 28, 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        |               | *        | 2.33%  | 6,774,623.51          | 6,392.04       | 5,224,613.64          |
| INVEST-Tax Appeals Fund                         | INVEST 4-001          |               | *        | 2.44%  | 278,462.30            | 524.93         | 278,987.23            |
| CRIMs General Fund                              | Fulton Financial      |               | *        |        | <u>107,482,210.12</u> | 183,592.41     | <u>100,265,802.53</u> |
| <i>TOTAL GENERAL FUND AT INTEREST =</i>         |                       |               |          |        | 114,535,295.93        |                | 105,769,403.40        |
| <b><u>CAPITAL RESERVE FUND</u></b>              |                       |               |          |        |                       |                |                       |
| WT Maint. Escrow 164-46                         | PLGIT/ARM Escr 164-46 | 6/2/10        | *        | 2.33%  | 2,654.72              | 144.12         | 2,798.84              |
| East Bradford Escrow 164-54                     | PLGIT/ARM 164-54      | 7/2/13        | *        | 2.33%  | 2,708.92              | 148.37         | 2,857.29              |
| WWT Maint. Escrow 164-60                        | PLGIT/ARM 164-60      | 4/25/16       | *        | 2.33%  | 29,827.91             | 1,784.71       | 31,612.62             |
| G.O.B. Series of 2018 164-66                    | PLGIT/ARM 164-66      | 10/1/18       | *        | 2.33%  | 44,589.73             | 10,466.92      | 55,056.65             |
| CRIMs Capital Projects                          | Fulton Financial      |               | *        |        | <u>18,513,622.39</u>  | 40,156.86      | <u>18,553,779.25</u>  |
| <i>TOTAL CAPITAL RESERVE FUND AT INTEREST =</i> |                       |               |          |        | 18,593,403.67         |                | 18,646,104.65         |
| <b><u>CAPITAL PROJECT FUND INVESTMENTS</u></b>  |                       |               |          |        |                       |                |                       |
| WT Maint. Escrow 164-46                         | PLGIT/ARM Escr 164-46 | 6/2/10        | *        | 2.33%  | 78,000.00             |                | 78,000.00             |
| East Bradford Escrow 164-54                     | PLGIT/ARM 164-54      | 7/2/13        | *        | 2.33%  | 80,328.50             |                | 80,328.50             |
| WWT Maint. Escrow 164-60                        | PLGIT/ARM 164-60      | 4/25/16       | *        | 2.33%  | 968,991.10            |                | 968,991.10            |
| G.O.B. Series of 2018 164-66                    | PLGIT/ARM 164-66      | 10/1/18       | *        | 2.33%  | <u>5,813,267.87</u>   |                | <u>5,813,267.87</u>   |
| <i>TOTAL CAPITAL PROJECT FUND AT INTEREST =</i> |                       |               |          |        | 6,940,587.47          |                | 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              | 40066972     | 02/01/2019 | 096741        | WEST CHESTER UNIVERSITY | \$12,000.00        |
| 01 - Total      |              |            |               |                         | \$12,000.00        |
| Overall - Total |              |            |               |                         | \$12,000.00        |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40066973     | 02/05/2019 | 093349        | 21ST CENTURY CYBER CHARTER          | \$16,221.41        |
|              | 40066974     | 02/05/2019 | 1008449       | 3B SERVICES INC                     | \$500.00           |
|              | 40066975     | 02/05/2019 | 1003432       | AHOLD FINANCIAL SERVICES            | \$938.13           |
|              | 40066977     | 02/05/2019 | 1004912       | ALTA LANGUAGE SERVICES, INC.        | \$3,232.50         |
|              | 40066978     | 02/05/2019 | 1007281       | AMERICAS PIE                        | \$253.30           |
|              | 40066979     | 02/05/2019 | 007075        | AQUA PA                             | \$10,978.51        |
|              | 40066980     | 02/05/2019 | 007351        | ARAMARK UNIFORM SERVICES            | \$269.79           |
|              | 40066981     | 02/05/2019 | 1006471       | ASAP HYDRAULICS EXTON LLC           | \$499.67           |
|              | 40066983     | 02/05/2019 | 009710        | B & H PHOTO                         | \$109.86           |
|              | 40066984     | 02/05/2019 | 010202        | BAIRD & RUDOLPH TIRE COM. INC       | \$77.50            |
|              | 40066985     | 02/05/2019 | 010830        | BARNES & NOBLE INC.                 | \$1,964.43         |
|              | 40066986     | 02/05/2019 | 1006591       | BAYADA HOME HEALTH CARE             | \$1,650.00         |
|              | 40066987     | 02/05/2019 | 011425        | BEANS OF WEST CHESTER, INC. F.      | \$26.99            |
|              | 40066988     | 02/05/2019 | 011440        | BECKER'S SCHOOL SUPPLIES            | \$1,072.12         |
|              | 40066989     | 02/05/2019 | 1008511       | BERKS DEAF AND HARD OF HEARING      | \$5,627.12         |
|              | 40066993     | 02/05/2019 | 017340        | BSN SPORTS                          | \$5,797.50         |
|              | 40066994     | 02/05/2019 | 1007181       | BUSINESSOLVER.COM, INC.             | \$1,819.00         |
|              | 40066995     | 02/05/2019 | 1003362       | CARLSON, MARTHA                     | \$224.83           |
|              | 40066996     | 02/05/2019 | 021581        | CDW GOVERNMENT, INC                 | \$322.14           |
|              | 40066997     | 02/05/2019 | 1008314       | CENTRAL BUCKS SCHOOL DISTRICT       | \$275.00           |
|              | 40066998     | 02/05/2019 | 1002456       | CERAMIC SHOP, THE                   | \$171.50           |
|              | 40066999     | 02/05/2019 | 9984          | CERMINARO JR., SAMUEL               | \$60.00            |
|              | 40067000     | 02/05/2019 | 096250        | CHARLES A. MELTON CENTER            | \$5,250.00         |
|              | 40067001     | 02/05/2019 | 023650        | CHESTER COUNTY FAMILY ACADEMY       | \$58,983.69        |
|              | 40067002     | 02/05/2019 | 023620        | CHESTER COUNTY HISTORICAL SOCIETY   | \$24.00            |
|              | 40067003     | 02/05/2019 | 023755        | CHESTER COUNTY INT UNIT # 24        | \$87,526.90        |
|              | 40067004     | 02/05/2019 | 1008537       | COMPLIANCE MANAGEMENT INTERNATIONAL | \$2,025.00         |
|              | 40067005     | 02/05/2019 | 1007203       | CONSTELLATION NEW ENERGY GAS DIV.   | \$35,923.50        |
|              | 40067006     | 02/05/2019 | 028880        | CONWAY POWER EQUIPMENT INC          | \$30.35            |
|              | 40067008     | 02/05/2019 | 10466         | CRAIG, ROBERT                       | \$71.00            |
|              | 40067010     | 02/05/2019 | 9579          | CUTRONA, MARK                       | \$71.00            |
|              | 40067011     | 02/05/2019 | 1001785       | DAKTRONICS                          | \$1,550.00         |
|              | 40067012     | 02/05/2019 | 10401         | DEDE, SCOTT                         | \$71.00            |
|              | 40067013     | 02/05/2019 | 1007266       | DELAWARE COUNTY COMMUNITY COLLEGE   | \$300.00           |
|              | 40067015     | 02/05/2019 | 1001584       | DELTA-T GROUP, INC.                 | \$13,779.55        |
|              | 40067016     | 02/05/2019 | 1001174       | DEMOULIN BROS. & CO.                | \$11,812.80        |
|              | 40067017     | 02/05/2019 | 1006204       | DOWNINGTOWN WEST TRACK AND FIELD    | \$250.00           |
|              | 40067018     | 02/05/2019 | 1005918       | DOWNINGTOWN WEST WRESTLING          | \$325.00           |
|              | 40067019     | 02/05/2019 | 1007871       | EBS HEALTHCARE INC.                 | \$20,462.61        |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40067020     | 02/05/2019 | 037255        | ECONOMY GLASS SPECIALISTS          | \$575.00           |
|              | 40067021     | 02/05/2019 | 1008353       | EI US LLC / LEARN WELL SERVICES    | \$1,092.00         |
|              | 40067022     | 02/05/2019 | 1008615       | ELENCO ELECTRONICS INC             | \$139.10           |
|              | 40067023     | 02/05/2019 | 10320         | ELLIOTT, REBEKAH                   | \$52.00            |
|              | 40067024     | 02/05/2019 | 040065        | ELMWOOD PARK ZOO                   | \$153.30           |
|              | 40067025     | 02/05/2019 | 1003001       | EPS-SCHOOL SPECIALTY               | \$376.98           |
|              | 40067026     | 02/05/2019 | 1003612       | FASTENAL COMPANY                   | \$196.83           |
|              | 40067027     | 02/05/2019 | 042490        | FEDERAL EXPRESS CORP               | \$62.10            |
|              | 40067028     | 02/05/2019 | 042520        | FERGUSON ENT., INC. #501           | \$27.39            |
|              | 40067029     | 02/05/2019 | 1007608       | FICK EDUCATIONAL SERVICES, LLC     | \$250.00           |
|              | 40067030     | 02/05/2019 | 10332         | FISHER, ERIC                       | \$60.00            |
|              | 40067031     | 02/05/2019 | 1008625       | FOCUSED FITNESS LLC                | \$212.75           |
|              | 40067033     | 02/05/2019 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$27,975.86        |
|              | 40067034     | 02/05/2019 | 048030        | GEYER INSTRUCTIONAL AIDS           | \$395.85           |
|              | 40067035     | 02/05/2019 | 10096         | GRACE, HARRY                       | \$57.00            |
|              | 40067036     | 02/05/2019 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$392.00           |
|              | 40067038     | 02/05/2019 | 9126          | HARR, HARVEY                       | \$52.00            |
|              | 40067039     | 02/05/2019 | 1007867       | HEARTLAND DIVERSIFIED              | \$70.59            |
|              | 40067040     | 02/05/2019 | 1007133       | HEMPFIELD SCHOOL DISTRICT          | \$2,592.45         |
|              | 40067041     | 02/05/2019 | 9207          | HEWITT, W E                        | \$72.00            |
|              | 40067043     | 02/05/2019 | 055560        | HOME DEPOT CREDIT SERVICES         | \$1,767.62         |
|              | 40067045     | 02/05/2019 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC    | \$657.21           |
|              | 40067046     | 02/05/2019 | 1004160       | INTEGRAF LLC                       | \$381.65           |
|              | 40067047     | 02/05/2019 | 1008507       | INTEGRITY WORKFORCE SOLUTIONS INC  | \$8,674.47         |
|              | 40067049     | 02/05/2019 | 1007905       | ISOLVED HCM LLC                    | \$2,661.00         |
|              | 40067052     | 02/05/2019 | 061520        | JOSTENS                            | \$429.69           |
|              | 40067053     | 02/05/2019 | 1005306       | KABC TRACK                         | \$175.00           |
|              | 40067054     | 02/05/2019 | 062600        | KEEN COMPRESSED GAS CO             | \$178.20           |
|              | 40067056     | 02/05/2019 | 063024        | KEN-CREST SERVICES                 | \$211.50           |
|              | 40067057     | 02/05/2019 | 9443          | KENNEDY III, FRANK                 | \$71.00            |
|              | 40067058     | 02/05/2019 | 062970        | KENNEDY INDUSTRIES, INC            | \$179.20           |
|              | 40067059     | 02/05/2019 | 10306         | KENNETT, BRETT                     | \$72.00            |
|              | 40067060     | 02/05/2019 | 065200        | KRAPF JR & SON INC GEORGE          | \$3,765.54         |
|              | 40067061     | 02/05/2019 | 065200        | KRAPF JR & SON INC GEORGE          | \$927,523.30       |
|              | 40067063     | 02/05/2019 | 1003458       | KUTA SOFTWARE LLC                  | \$551.00           |
|              | 40067064     | 02/05/2019 | 065710        | LAKE SHORE LEARNING MATERIALS      | \$438.76           |
|              | 40067065     | 02/05/2019 | 067230        | LEHIGH VALLEY SAFETY SUPPLY CO     | \$605.75           |
|              | 40067066     | 02/05/2019 | 1008406       | LITERACY RESOURCES INC             | \$1,164.85         |
|              | 40067067     | 02/05/2019 | 069270        | MACGILL & CO, WILLIAM V.           | \$508.53           |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40067069     | 02/05/2019 | 008190        | MAILFINANCE                        | \$1,050.69         |
|              | 40067071     | 02/05/2019 | 10528         | MATTHEWS, DAVE                     | \$120.00           |
|              | 40067072     | 02/05/2019 | 10539         | MCCUBBIN, DAVE                     | \$72.00            |
|              | 40067073     | 02/05/2019 | 1008460       | MCENTIRE, JAMES MR. & MRS.         | \$2,151.87         |
|              | 40067074     | 02/05/2019 | 073020        | MCMASTER-CARR SUPPLY CO            | \$415.50           |
|              | 40067075     | 02/05/2019 | 9800          | MCMONAGLE, JOE                     | \$71.00            |
|              | 40067077     | 02/05/2019 | 077500        | NASCO                              | \$614.25           |
|              | 40067078     | 02/05/2019 | 1008612       | NATIONAL BUSINESS FURNITURE        | \$2,780.60         |
|              | 40067079     | 02/05/2019 | 078765        | NATIONAL SEATING & MOBILITY        | \$273.00           |
|              | 40067080     | 02/05/2019 | 078038        | NBEA                               | \$100.00           |
|              | 40067082     | 02/05/2019 | 10384         | NEWTON, ZAIRE                      | \$50.00            |
|              | 40067083     | 02/05/2019 | 1008310       | NORRIS, KATHLEEN E. L.             | \$600.00           |
|              | 40067088     | 02/05/2019 | 079550        | OFFICE DEPOT                       | \$13,260.28        |
|              | 40067089     | 02/05/2019 | 079853        | ON THE GO KIDS, INC                | \$381,528.15       |
|              | 40067090     | 02/05/2019 | 079961        | ORIENTAL TRADING CO., INC          | \$425.77           |
|              | 40067091     | 02/05/2019 | 079895        | O'ROURKE & SONS INC                | \$500.00           |
|              | 40067092     | 02/05/2019 | 080065        | PA PRINCIPALS ASSOCIATION          | \$595.00           |
|              | 40067094     | 02/05/2019 | 080622        | PATHWAY SCHOOL, THE                | \$8,717.03         |
|              | 40067095     | 02/05/2019 | 1007567       | PCMG, INC.                         | \$130.84           |
|              | 40067096     | 02/05/2019 | 080091        | PDM SERVICE CO                     | \$2,740.00         |
|              | 40067098     | 02/05/2019 | 1003736       | PETROLEUM TRADERS CORP.            | \$59,120.00        |
|              | 40067099     | 02/05/2019 | 082475        | PLANK ROAD PUBLISHING INC          | \$14.40            |
|              | 40067100     | 02/05/2019 | 10584         | PLOHOROS, TONY                     | \$57.00            |
|              | 40067101     | 02/05/2019 | 1007600       | POWERSCHOOL GROUP LLC              | \$26,820.00        |
|              | 40067102     | 02/05/2019 | 083495        | PTFCA                              | \$95.00            |
|              | 40067103     | 02/05/2019 | 1004513       | PURE HEALTH SOLUTIONS INC          | \$93.00            |
|              | 40067104     | 02/05/2019 | 1005052       | PURELAND SUPPLY                    | \$10.00            |
|              | 40067105     | 02/05/2019 | 084064        | QUILL CORPORATION                  | \$387.12           |
|              | 40067106     | 02/05/2019 | 1007519       | RAINBOW PRINTING AND ULTRA PLASTIC | \$315.00           |
|              | 40067107     | 02/05/2019 | 084361        | READ NATURALLY                     | \$284.40           |
|              | 40067110     | 02/05/2019 | 9070          | REILLY, JAMES                      | \$71.00            |
|              | 40067111     | 02/05/2019 | 085173        | RIFTON EQUIPMENT                   | \$296.25           |
|              | 40067112     | 02/05/2019 | 085720        | ROSENAU CO INC, PHILIP             | \$3,129.80         |
|              | 40067113     | 02/05/2019 | 085750        | ROTHWELL DOCUMENT SOLUTIONS        | \$719.75           |
|              | 40067114     | 02/05/2019 | 1000833       | SCHOLASTIC EDUCATION INSIDE SALES  | \$533.61           |
|              | 40067116     | 02/05/2019 | 1007160       | STARFALL EDUCATION                 | \$270.00           |
|              | 40067118     | 02/05/2019 | 091360        | SWEET, STEVENS, KATZ, & WILLIAMS   | \$2,977.50         |
|              | 40067119     | 02/05/2019 | 1000747       | SWIM SHOP, THE                     | \$1,341.00         |
|              | 40067121     | 02/05/2019 | 1006700       | TELECOM PRODUCT PROFESSIONALS      | \$259.80           |

# West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40067122     | 02/05/2019 | 1001349       | THE WATER GUY                     | \$259.19           |
|              | 40067123     | 02/05/2019 | 1007402       | TITLE BOXING, LLC                 | \$139.94           |
|              | 40067125     | 02/05/2019 | 1006474       | TRI-STATE ELEVATOR COMPANY, INC.  | \$259.75           |
|              | 40067126     | 02/05/2019 | 10688         | TUCKER, JOE                       | \$60.00            |
|              | 40067127     | 02/05/2019 | 9961          | TURCO, SUZANNE                    | \$52.00            |
|              | 40067128     | 02/05/2019 | 10732         | TURNER SR., JAMES                 | \$57.00            |
|              | 40067130     | 02/05/2019 | 1007363       | UNIONVILLE SPORTS COUNCIL         | \$260.00           |
|              | 40067131     | 02/05/2019 | 093600        | UNITED REFRIGERATION CO           | \$314.88           |
|              | 40067132     | 02/05/2019 | 094403        | US FOODSERVICE                    | \$942.91           |
|              | 40067133     | 02/05/2019 | 094580        | VARSITY SPIRIT FASHIONS           | \$78.75            |
|              | 40067134     | 02/05/2019 | 1002676       | VERIZON WIRELESS                  | \$1,131.53         |
|              | 40067135     | 02/05/2019 | 10194         | VERNA, JOE                        | \$60.00            |
|              | 40067136     | 02/05/2019 | 095412        | WAREHOUSE BATTERY OUTLET          | \$34.74            |
|              | 40067137     | 02/05/2019 | 1004971       | WEST CHESTER UNIVERSITY BB        | \$175.00           |
|              | 40067139     | 02/05/2019 | 1007536       | WIGGINS SHREDDING INC.            | \$160.00           |
|              | 40067140     | 02/05/2019 | 9947          | WILLIAMS, DAVE                    | \$82.00            |
|              | 40067141     | 02/05/2019 | 098560        | WOODCRAFT                         | \$3.50             |
|              | 40067142     | 02/05/2019 | 9210          | WORRELL, RALPH, II                | \$50.00            |
| 01 - Total   |              |            |               |                                   | \$1,792,480.97     |
| 22           | 40067005     | 02/05/2019 | 1007203       | CONSTELLATION NEW ENERGY GAS DIV. | \$3,548.61         |
|              | 40067014     | 02/05/2019 | 032540        | DELL COMPUTER CORPORATION         | \$20,600.00        |
| 22 - Total   |              |            |               |                                   | \$24,148.61        |
| 29           | 40066976     | 02/05/2019 | 10579         | ALLEN, JOHN                       | \$57.00            |
|              | 40066982     | 02/05/2019 | 9378          | ASDOURIAN, DEKE                   | \$71.00            |
|              | 40066991     | 02/05/2019 | 9257          | BRIM, WILLIAM                     | \$57.00            |
|              | 40066992     | 02/05/2019 | 10733         | BROWN, KIARA                      | \$57.00            |
|              | 40067007     | 02/05/2019 | 10476         | COYNE, HANK                       | \$72.00            |
|              | 40067009     | 02/05/2019 | 10730         | CUTRONA, ANDREW                   | \$57.00            |
|              | 40067010     | 02/05/2019 | 9579          | CUTRONA, MARK                     | \$71.00            |
|              | 40067032     | 02/05/2019 | 10535         | GARBER, JON                       | \$71.00            |
|              | 40067037     | 02/05/2019 | 10286         | GREEN, RON                        | \$71.00            |
|              | 40067042     | 02/05/2019 | 9153          | HOBAN, TOM                        | \$71.00            |
|              | 40067044     | 02/05/2019 | 9945          | HUANG, NATHAN                     | \$57.00            |
|              | 40067050     | 02/05/2019 | 9559          | JAFFE, LARRY                      | \$71.00            |
|              | 40067055     | 02/05/2019 | 9189          | KEENAN, JAMES                     | \$71.00            |
|              | 40067062     | 02/05/2019 | 10581         | KUHN, STEPHEN                     | \$71.00            |
|              | 40067068     | 02/05/2019 | 10574         | MAGEE, BRENDAN                    | \$71.00            |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 29           | 40067070     | 02/05/2019 | 9521          | MANCINI, ANGELO                   | \$50.00            |
|              | 40067076     | 02/05/2019 | 10580         | MURPHY, COLIN                     | \$71.00            |
|              | 40067081     | 02/05/2019 | 10717         | NELSON, CASEY                     | \$50.00            |
|              | 40067093     | 02/05/2019 | 9128          | PARKER, CHARLEY                   | \$57.00            |
|              | 40067100     | 02/05/2019 | 10584         | PLOHOROS, TONY                    | \$57.00            |
|              | 40067108     | 02/05/2019 | 10731         | REARDON, DENNIS                   | \$57.00            |
|              | 40067109     | 02/05/2019 | 9182          | REED, BILL                        | \$57.00            |
|              | 40067117     | 02/05/2019 | 9081          | STIGURA, DARRYL                   | \$71.00            |
|              | 40067120     | 02/05/2019 | 10070         | TABBUT, EDWARD                    | \$57.00            |
|              | 40067124     | 02/05/2019 | 9303          | TRIPP, DAVID                      | \$71.00            |
|              | 40067129     | 02/05/2019 | 10587         | TURNER, JIM                       | \$51.00            |
| 29 - Total   |              |            |               |                                   | \$1,645.00         |
| 30           | 40066990     | 02/05/2019 | 1004477       | BLACKNEY HAYES ARCHITECTS         | \$62,437.40        |
|              | 40067048     | 02/05/2019 | 1002239       | ISIGN                             | \$3,325.00         |
|              | 40067051     | 02/05/2019 | 1006736       | JBM MECHANICAL, INC.              | \$3,442.50         |
|              | 40067115     | 02/05/2019 | 1007154       | SHA-NIC, INC.                     | \$59,893.20        |
|              | 40067138     | 02/05/2019 | 097096        | WEST WHITELAND TOWNSHIP           | \$1,627.34         |
| 30 - Total   |              |            |               |                                   | \$130,725.44       |
| 40           | 40067097     | 02/05/2019 | 1006707       | PENN MUSEUM OF ARCHAEOLOGY &      | \$700.00           |
| 40 - Total   |              |            |               |                                   | \$700.00           |
| 50           | 80036864     | 02/05/2019 | 1007031       | FOY INVENTERPRISES, INC.          | \$1,800.00         |
|              | 80036865     | 02/05/2019 | 1000476       | HERSHEY LODGE & CONVENTION CENTER | \$8,727.00         |
|              | 80036866     | 02/05/2019 | 055560        | HOME DEPOT CREDIT SERVICES        | \$99.28            |
|              | 80036867     | 02/05/2019 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC   | \$604.63           |
|              | 80036868     | 02/05/2019 | 1008622       | KELLY, RYAN                       | \$1,600.00         |
|              | 80036869     | 02/05/2019 | 065200        | KRAPF JR & SON INC GEORGE         | \$565.54           |
|              | 80036870     | 02/05/2019 | 065230        | KRAPF'S COACHES, INC.             | \$1,099.00         |
|              | 80036871     | 02/05/2019 | 069080        | MAA AMERICAN MATH COMPETITIONS    | \$126.00           |
|              | 80036872     | 02/05/2019 | 1007843       | MANHEIM CENTRAL SCHOOL DISTRICT   | \$170.00           |
|              | 80036873     | 02/05/2019 | 1001472       | ONE 2 ONE PRODUCTIONS             | \$225.00           |
|              | 80036874     | 02/05/2019 | 1007213       | THE PERFECT IMPRESSION            | \$580.00           |
| 50 - Total   |              |            |               |                                   | \$15,595.45        |
| 51           | 80036875     | 02/05/2019 | 1003001       | EPS-SCHOOL SPECIALTY              | \$115.15           |
|              | 80036876     | 02/05/2019 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC   | \$722.92           |
|              | 80036877     | 02/05/2019 | 065200        | KRAPF JR & SON INC GEORGE         | \$1,021.93         |
|              | 80036878     | 02/05/2019 | 068140        | LONGWOOD GARDENS                  | \$890.00           |

**West Chester Area School District  
Check Register**

| <b>Fund Charged</b>    | <b>Check Number</b> | <b>Check Date</b> | <b>Vendor Number</b> | <b>Vendor Name</b>              | <b>Transaction Amount</b> |
|------------------------|---------------------|-------------------|----------------------|---------------------------------|---------------------------|
| 51                     | 80036879            | 02/05/2019        | 1008620              | NEA MAGAZINE SERVICE            | \$142.79                  |
|                        | 80036880            | 02/05/2019        | 1004513              | PURE HEALTH SOLUTIONS INC       | \$44.00                   |
|                        | 80036881            | 02/05/2019        | 1005662              | SWEETWATER SOUND, INC.          | \$748.92                  |
|                        | 80036882            | 02/05/2019        | 028984               | WATERLOGIC EAST LLC             | \$386.08                  |
| <b>51 - Total</b>      |                     |                   |                      |                                 | <b>\$4,071.79</b>         |
| 80                     | 50000589            | 02/05/2019        | 090800               | STUDENT REFUNDS & REIMBURSEMENT | \$195.95                  |
| <b>80 - Total</b>      |                     |                   |                      |                                 | <b>\$195.95</b>           |
| <b>Overall - Total</b> |                     |                   |                      |                                 | <b>\$1,969,564.21</b>     |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|-----------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01              | V1002633     | 02/05/2019 | 014300        | BLICK ART MATERIALS               | \$7.91             |
|                 | V1002634     | 02/05/2019 | 030700        | DAILY LOCAL NEWS                  | \$985.00           |
|                 | V1002635     | 02/05/2019 | 032900        | DEMCO , INC.                      | \$270.12           |
|                 | V1002636     | 02/05/2019 | 1000407       | E.M. KUTZ, INC.                   | \$4,584.75         |
|                 | V1002637     | 02/05/2019 | 1003700       | EPIC DEVELOPMENT SERVICES         | \$157,671.25       |
|                 | V1002638     | 02/05/2019 | 042300        | FAULKNER PONTIAC BUICK            | \$320.46           |
|                 | V1002639     | 02/05/2019 | 1007101       | FOLLETT SCHOOL SOLUTIONS, INC.    | \$509.65           |
|                 | V1002640     | 02/05/2019 | 051180        | GOSHEN SIGN PRODUCTS              | \$84.00            |
|                 | V1002641     | 02/05/2019 | 1007071       | IPEVO INC.                        | \$995.00           |
|                 | V1002642     | 02/05/2019 | 065400        | KURTZ BROS                        | \$22.00            |
|                 | V1002643     | 02/05/2019 | 1000578       | LEARNING A-Z                      | \$2,235.30         |
|                 | V1002644     | 02/05/2019 | 067222        | LEGO EDUCATION                    | \$791.80           |
|                 | V1002645     | 02/05/2019 | 075220        | MUSIC & ARTS CENTERS              | \$106.18           |
|                 | V1002646     | 02/05/2019 | 077475        | PARTS SERVICE - FRAZER            | \$796.18           |
|                 | V1002647     | 02/05/2019 | 080980        | PENN OFFICE PRODUCTS              | \$218.18           |
|                 | V1002648     | 02/05/2019 | 1007124       | REPUBLIC SERVICES, INC.           | \$7,011.87         |
|                 | V1002649     | 02/05/2019 | 002820        | RIDDELL/ALL AMERICAN              | \$3,715.73         |
|                 | V1002650     | 02/05/2019 | 085878        | RUMSEY ELECTRIC COMPANY           | \$463.44           |
|                 | V1002651     | 02/05/2019 | 086710        | SCHOOL SPECIALTY INC              | \$158.36           |
|                 | V1002652     | 02/05/2019 | 092000        | TAYLOR'S MUSIC STORE              | \$803.72           |
|                 | V1002653     | 02/05/2019 | 094620        | VERNIER SOFTWARE & TECHNOLOGY LLC | \$582.02           |
|                 | V1002656     | 02/05/2019 | 093345        | YALE ELECTRIC SUPPLY CO           | \$113.20           |
| 01 - Total      |              |            |               |                                   | \$182,446.12       |
| 27              | V1002651     | 02/05/2019 | 086710        | SCHOOL SPECIALTY INC              | \$40.75            |
| 27 - Total      |              |            |               |                                   | \$40.75            |
| 30              | V1002654     | 02/05/2019 | 1008068       | WILLIAMS SCOTSMAN, INC            | \$3,746.00         |
| 30 - Total      |              |            |               |                                   | \$3,746.00         |
| 40              | V1002655     | 02/05/2019 | 1007625       | WONDER WORKSHOP INC.              | \$1,059.90         |
| 40 - Total      |              |            |               |                                   | \$1,059.90         |
| 50              | V5000226     | 02/05/2019 | 086710        | SCHOOL SPECIALTY INC              | \$703.51           |
| 50 - Total      |              |            |               |                                   | \$703.51           |
| 51              | V5000227     | 02/05/2019 | 014300        | BLICK ART MATERIALS               | \$76.50            |
| 51 - Total      |              |            |               |                                   | \$76.50            |
| Overall - Total |              |            |               |                                   | \$188,072.78       |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40067143     | 02/14/2019 | 1000626       | ADVENTURE AQUARIUM                 | \$190.00           |
|              | 40067144     | 02/14/2019 | 001164        | ACP DIRECT                         | \$73.95            |
|              | 40067145     | 02/14/2019 | 1003432       | AHOLD FINANCIAL SERVICES           | \$695.30           |
|              | 40067147     | 02/14/2019 | 1004912       | ALTA LANGUAGE SERVICES, INC.       | \$3,642.35         |
|              | 40067153     | 02/14/2019 | 1001073       | AMAZON                             | \$10,637.56        |
|              | 40067154     | 02/14/2019 | 1008628       | AMERICAN SCHOOL HEALTH ASSOCIATION | \$165.00           |
|              | 40067156     | 02/14/2019 | 007075        | AQUA PA                            | \$13,745.25        |
|              | 40067157     | 02/14/2019 | 9102          | ARCHAMBAULT, RAYMOND               | \$60.00            |
|              | 40067159     | 02/14/2019 | 1006591       | BAYADA HOME HEALTH CARE            | \$350.00           |
|              | 40067160     | 02/14/2019 | 011473        | BEARINGS, BELTS & CHAIN, INC       | \$57.76            |
|              | 40067162     | 02/14/2019 | 1008511       | BERKS DEAF AND HARD OF HEARING     | \$17,300.83        |
|              | 40067163     | 02/14/2019 | 1006948       | BEST LINE EQUIPMENT                | \$115.30           |
|              | 40067164     | 02/14/2019 | 1004955       | BRADLEY, SANDRA                    | \$1,191.63         |
|              | 40067165     | 02/14/2019 | 016520        | BROOKE & ASSOCIATES, ROBERT        | \$1,039.38         |
|              | 40067166     | 02/14/2019 | 017340        | BSN SPORTS                         | \$416.00           |
|              | 40067167     | 02/14/2019 | 017290        | BUCKS COUNTY IU #22                | \$30,572.50        |
|              | 40067168     | 02/14/2019 | 10379         | CASEY, TOM                         | \$60.00            |
|              | 40067169     | 02/14/2019 | 023620        | CHESTER COUNTY HISTORICAL SOCIETY  | \$24.00            |
|              | 40067170     | 02/14/2019 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$919.00           |
|              | 40067171     | 02/14/2019 | 028175        | CONCEPT SCHOOL, THE                | \$2,950.00         |
|              | 40067172     | 02/14/2019 | 028880        | CONWAY POWER EQUIPMENT INC         | \$73.55            |
|              | 40067175     | 02/14/2019 | 1007107       | DECKER EQUIPMENT / SCHOOL FIX      | \$858.15           |
|              | 40067177     | 02/14/2019 | 1001584       | DELTA-T GROUP, INC.                | \$42,151.41        |
|              | 40067179     | 02/14/2019 | 1006669       | EAI EDUCATION                      | \$280.22           |
|              | 40067180     | 02/14/2019 | 1007783       | EASTERN SALT COMPANY INC.          | \$1,479.25         |
|              | 40067181     | 02/14/2019 | 1008353       | EI US LLC / LEARN WELL SERVICES    | \$500.50           |
|              | 40067183     | 02/14/2019 | 1008606       | EQUIPARTS CORP                     | \$226.88           |
|              | 40067184     | 02/14/2019 | 1003612       | FASTENAL COMPANY                   | \$233.82           |
|              | 40067185     | 02/14/2019 | 042520        | FERGUSON ENT., INC. #501           | \$574.92           |
|              | 40067186     | 02/14/2019 | 1007608       | FICK EDUCATIONAL SERVICES, LLC     | \$2,226.25         |
|              | 40067187     | 02/14/2019 | 10460         | FOGEL, KARL                        | \$114.00           |
|              | 40067188     | 02/14/2019 | 10202         | FULLER, NANCY                      | \$52.00            |
|              | 40067189     | 02/14/2019 | 10535         | GARBER, JON                        | \$71.00            |
|              | 40067190     | 02/14/2019 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$15,153.72        |
|              | 40067194     | 02/14/2019 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$392.00           |
|              | 40067195     | 02/14/2019 | 1004061       | GREAT VALLEY MUSIC PARENTS ASSOC.  | \$476.00           |
|              | 40067198     | 02/14/2019 | 9320          | HACKE, MIKE                        | \$71.00            |
|              | 40067199     | 02/14/2019 | 9126          | HARR, HARVEY                       | \$52.00            |
|              | 40067200     | 02/14/2019 | 9334          | HERMANSEN, JERRY                   | \$60.00            |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40067202     | 02/14/2019 | 9207          | HEWITT, W E                       | \$72.00            |
|              | 40067203     | 02/14/2019 | 9678          | HIRT, RICK                        | \$71.00            |
|              | 40067205     | 02/14/2019 | 10149         | HOLZER, RALPH                     | \$71.00            |
|              | 40067206     | 02/14/2019 | 9945          | HUANG, NATHAN                     | \$57.00            |
|              | 40067207     | 02/14/2019 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC   | \$26,208.44        |
|              | 40067211     | 02/14/2019 | 1007504       | JUST THERAPY, LLC                 | \$70.00            |
|              | 40067212     | 02/14/2019 | 1000345       | KADES-MARGOLIS CAPITAL            | \$200.00           |
|              | 40067213     | 02/14/2019 | 062600        | KEEN COMPRESSED GAS CO            | \$103.80           |
|              | 40067214     | 02/14/2019 | 065200        | KRAPF JR & SON INC GEORGE         | \$2,829.92         |
|              | 40067216     | 02/14/2019 | 1000346       | LINCOLN INVESTMENT PLANNING, INC. | \$425.00           |
|              | 40067218     | 02/14/2019 | 9521          | MANCINI, ANGELO                   | \$50.00            |
|              | 40067220     | 02/14/2019 | 9448          | MCKENNA, KEVIN                    | \$71.00            |
|              | 40067222     | 02/14/2019 | 073020        | MCMASTER-CARR SUPPLY CO           | \$24.40            |
|              | 40067224     | 02/14/2019 | 1000348       | METROPOLITAN LIFE INSURANCE CO.   | \$138.89           |
|              | 40067225     | 02/14/2019 | 081620        | M-F ATHLETIC COMPANY, INC.        | \$81.00            |
|              | 40067226     | 02/14/2019 | 1003302       | MILAGRE KIDS SCHOOL, INC., THE    | \$13,600.00        |
|              | 40067227     | 02/14/2019 | 1003578       | MILITARY HISTORY                  | \$34.96            |
|              | 40067228     | 02/14/2019 | 10728         | MORITZ, ADAM                      | \$72.00            |
|              | 40067230     | 02/14/2019 | 9128          | PARKER, CHARLEY                   | \$114.00           |
|              | 40067231     | 02/14/2019 | 082150        | PECO ENERGY COMPANY               | \$155,872.10       |
|              | 40067232     | 02/14/2019 | 080887        | PEDIATRIC THERAPEUTICS SVC INC    | \$82,429.22        |
|              | 40067233     | 02/14/2019 | 1003736       | PETROLEUM TRADERS CORP.           | \$2,049.28         |
|              | 40067234     | 02/14/2019 | 1000062       | PHEAA                             | \$478.37           |
|              | 40067235     | 02/14/2019 | 082467        | PIONEER ATHLETICS                 | \$1,152.00         |
|              | 40067237     | 02/14/2019 | 083425        | PSAT/NMSQT                        | \$9,588.00         |
|              | 40067238     | 02/14/2019 | 9103          | REILLY, JOHN                      | \$50.00            |
|              | 40067240     | 02/14/2019 | 1005093       | RUSTIN ATHLETIC DEPARTMENT        | \$300.00           |
|              | 40067242     | 02/14/2019 | 9068          | SHALLET, JOHN                     | \$71.00            |
|              | 40067244     | 02/14/2019 | 10196         | SHIMKONIS, JOHN                   | \$57.00            |
|              | 40067245     | 02/14/2019 | 9017          | SHOEMAKER, JOHN                   | \$71.00            |
|              | 40067246     | 02/14/2019 | 9788          | SMITH, AVIS                       | \$71.00            |
|              | 40067247     | 02/14/2019 | 9006          | SPEAKER, SCOTT E.                 | \$57.00            |
|              | 40067248     | 02/14/2019 | 9081          | STIGURA, DARRYL                   | \$71.00            |
|              | 40067249     | 02/14/2019 | 10070         | TABBUT, EDWARD                    | \$60.00            |
|              | 40067250     | 02/14/2019 | 9245          | TAYLOR, DON                       | \$71.00            |
|              | 40067251     | 02/14/2019 | 9792          | TOCCI, CHRISTOPHER                | \$52.00            |
|              | 40067253     | 02/14/2019 | 093600        | UNITED REFRIGERATION CO           | \$354.10           |
|              | 40067254     | 02/14/2019 | 1001324       | US DEPT. OF EDUCATION AWG         | \$440.80           |
|              | 40067255     | 02/14/2019 | 1007699       | US MEDICAL STAFFING, INC.         | \$5,865.55         |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40067256     | 02/14/2019 | 10734         | VALIS, CHRIS                        | \$60.00            |
|              | 40067257     | 02/14/2019 | 10194         | VERNA, JOE                          | \$60.00            |
|              | 40067258     | 02/14/2019 | 049790        | W. W. GRAINGER, INC.                | \$405.68           |
|              | 40067260     | 02/14/2019 | 1000059       | WEST CHESTER ED SUPPORT PERSONNEL   | \$3,272.95         |
|              | 40067261     | 02/14/2019 | 1000058       | TRUMARK FCU                         | \$1,285.60         |
|              | 40067262     | 02/14/2019 | 9947          | WILLIAMS, DAVE                      | \$82.00            |
|              | 40067264     | 02/14/2019 | 1006821       | WISCONSIN CENTER FOR EDUCATION PROD | \$128.00           |
|              | 40067265     | 02/14/2019 | 9971          | WISNIEWSKI, JOHN                    | \$71.00            |
|              | 40067266     | 02/14/2019 | 1006033       | WOLTERS KLUWER LAW & BUSINESS       | \$626.86           |
|              | 40067267     | 02/14/2019 | 10721         | WOOD, DAVID                         | \$57.00            |
| 01 - Total   |              |            |               |                                     | \$458,756.40       |
| 22           | 40067153     | 02/14/2019 | 1001073       | AMAZON                              | \$56.99            |
|              | 40067156     | 02/14/2019 | 007075        | AQUA PA                             | \$176.09           |
|              | 40067231     | 02/14/2019 | 082150        | PECO ENERGY COMPANY                 | \$2,211.79         |
| 22 - Total   |              |            |               |                                     | \$2,444.87         |
| 29           | 40067146     | 02/14/2019 | 10407         | ALLAN, WILLIAM                      | \$57.00            |
|              | 40067158     | 02/14/2019 | 10504         | AYLMER, MARCY                       | \$52.00            |
|              | 40067173     | 02/14/2019 | 10303         | COYNE, BRIAN                        | \$71.00            |
|              | 40067174     | 02/14/2019 | 9579          | CUTRONA, MARK                       | \$50.00            |
|              | 40067176     | 02/14/2019 | 10401         | DEDE, SCOTT                         | \$71.00            |
|              | 40067178     | 02/14/2019 | 9345          | DIFRANKS, NICK                      | \$71.00            |
|              | 40067182     | 02/14/2019 | 10320         | ELLIOTT, REBEKAH                    | \$52.00            |
|              | 40067188     | 02/14/2019 | 10202         | FULLER, NANCY                       | \$72.00            |
|              | 40067191     | 02/14/2019 | 9287          | GILBERT, BRIAN                      | \$71.00            |
|              | 40067192     | 02/14/2019 | 9815          | GLENN, GREG                         | \$71.00            |
|              | 40067193     | 02/14/2019 | 10096         | GRACE, HARRY                        | \$57.00            |
|              | 40067196     | 02/14/2019 | 9121          | GREGORY, MAUREEN                    | \$71.00            |
|              | 40067197     | 02/14/2019 | 9178          | GRIMES, JOHN                        | \$57.00            |
|              | 40067199     | 02/14/2019 | 9126          | HARR, HARVEY                        | \$104.00           |
|              | 40067201     | 02/14/2019 | 10636         | HERTZ, PAUL                         | \$72.00            |
|              | 40067202     | 02/14/2019 | 9207          | HEWITT, W E                         | \$72.00            |
|              | 40067203     | 02/14/2019 | 9678          | HIRT, RICK                          | \$71.00            |
|              | 40067210     | 02/14/2019 | 10208         | JOSEPH, ANTHONY                     | \$71.00            |
|              | 40067215     | 02/14/2019 | 10322         | KRASSEN, ADAM                       | \$71.00            |
|              | 40067217     | 02/14/2019 | 9347          | MACMANUS, JOHN                      | \$71.00            |
|              | 40067218     | 02/14/2019 | 9521          | MANCINI, ANGELO                     | \$50.00            |
|              | 40067219     | 02/14/2019 | 10539         | MCCUBBIN, DAVE                      | \$72.00            |

## West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|-----------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 29              | 40067221     | 02/14/2019 | 10576         | MCMAHON, COLLEEN                  | \$52.00            |
|                 | 40067223     | 02/14/2019 | 9833          | MCNICHOL, JOHN                    | \$57.00            |
|                 | 40067228     | 02/14/2019 | 10728         | MORITZ, ADAM                      | \$52.00            |
|                 | 40067236     | 02/14/2019 | 9041          | POSTUS, MIKE                      | \$57.00            |
|                 | 40067239     | 02/14/2019 | 9814          | ROGERS, ANDY                      | \$71.00            |
|                 | 40067243     | 02/14/2019 | 9144          | SHANK, DAVID                      | \$57.00            |
|                 | 40067252     | 02/14/2019 | 9961          | TURCO, SUZANNE                    | \$72.00            |
|                 | 40067259     | 02/14/2019 | 10292         | WASSON, MICHAEL                   | \$51.00            |
|                 | 40067262     | 02/14/2019 | 9947          | WILLIAMS, DAVE                    | \$164.00           |
|                 | 40067263     | 02/14/2019 | 9087          | WILLIAMS, JOHN, JR                | \$71.00            |
| 29 - Total      |              |            |               |                                   | \$2,181.00         |
| 30              | 40067204     | 02/14/2019 | 1007909       | HOBBS AND COMPANY INC.            | \$33,885.00        |
|                 | 40067208     | 02/14/2019 | 1005435       | JAY R. REYNOLDS, INC.             | \$23,301.41        |
|                 | 40067209     | 02/14/2019 | 1006736       | JBM MECHANICAL, INC.              | \$227,334.24       |
|                 | 40067241     | 02/14/2019 | 1007059       | SCHOOL SAFETY SOLUTION, LLC       | \$1,829.28         |
| 30 - Total      |              |            |               |                                   | \$286,349.93       |
| 40              | 40067153     | 02/14/2019 | 1001073       | AMAZON                            | \$971.44           |
|                 | 40067214     | 02/14/2019 | 065200        | KRAPF JR & SON INC GEORGE         | \$303.07           |
|                 | 40067229     | 02/14/2019 | 079853        | ON THE GO KIDS, INC               | \$142.00           |
| 40 - Total      |              |            |               |                                   | \$1,416.51         |
| 50              | 80036883     | 02/14/2019 | 1001382       | ALEX'S LEMONADE STAND             | \$75.00            |
|                 | 80036884     | 02/14/2019 | 1001073       | AMAZON                            | \$1,586.31         |
|                 | 80036885     | 02/14/2019 | 1008626       | ARAMARK FOOD AND SUPPORT SERVICES | \$3,697.50         |
|                 | 80036886     | 02/14/2019 | 065200        | KRAPF JR & SON INC GEORGE         | \$1,523.39         |
| 50 - Total      |              |            |               |                                   | \$6,882.20         |
| 51              | 80036887     | 02/14/2019 | 1001073       | AMAZON                            | \$290.60           |
| 51 - Total      |              |            |               |                                   | \$290.60           |
| Overall - Total |              |            |               |                                   | \$758,321.51       |

# West Chester Area School District Electronic Funds Transfer Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01              | V1002657     | 02/14/2019 | 1007696       | AARDVARK PEST CONTROL SERVICES INC. | \$1,135.00         |
|                 | V1002658     | 02/14/2019 | 020600        | CAPP INC                            | \$5,709.72         |
|                 | V1002659     | 02/14/2019 | 1005433       | COLT PLUMBING                       | \$245.68           |
|                 | V1002660     | 02/14/2019 | 032952        | DENNEY ELECTRIC SUPPLY              | \$1,549.98         |
|                 | V1002661     | 02/14/2019 | 042300        | FAULKNER PONTIAC BUICK              | \$482.06           |
|                 | V1002662     | 02/14/2019 | 043605        | FOX ROTHSCHILD LLP                  | \$2,037.00         |
|                 | V1002663     | 02/14/2019 | 060970        | JOHNSTONE SUPPLY INC                | \$606.45           |
|                 | V1002664     | 02/14/2019 | 067222        | LEGO EDUCATION                      | \$791.80           |
|                 | V1002665     | 02/14/2019 | 077475        | PARTS SERVICE - FRAZER              | \$511.30           |
|                 | V1002666     | 02/14/2019 | 080980        | PENN OFFICE PRODUCTS                | \$185.00           |
|                 | V1002668     | 02/14/2019 | 1000679       | SHERWIN WILLIAMS                    | \$18.46            |
|                 | V1002669     | 02/14/2019 | 093163        | TREVDAN BUILDING SUPPLY             | \$3,061.60         |
| 01 - Total      |              |            |               |                                     | \$16,334.05        |
| 27              | V1002667     | 02/14/2019 | 086710        | SCHOOL SPECIALTY INC                | \$4,496.50         |
| 27 - Total      |              |            |               |                                     | \$4,496.50         |
| Overall - Total |              |            |               |                                     | \$20,830.55        |

**West Chester Area School District  
Check Register**

| <b>Fund Charged</b>    | <b>Check Number</b> | <b>Check Date</b> | <b>Vendor Number</b> | <b>Vendor Name</b>               | <b>Transaction Amount</b> |
|------------------------|---------------------|-------------------|----------------------|----------------------------------|---------------------------|
| 01                     | 40067268            | 02/19/2019        | 1008554              | BRANDYWINE FENCE & LANDSCAPE LLC | \$10,380.00               |
| <b>01 - Total</b>      |                     |                   |                      |                                  | <b>\$10,380.00</b>        |
| 30                     | 40067269            | 02/19/2019        | 1006236              | E. R. STUEBNER, INC.             | \$229,948.10              |
|                        | 40067270            | 02/19/2019        | 1006236              | E. R. STUEBNER, INC.             | \$192,043.70              |
| <b>30 - Total</b>      |                     |                   |                      |                                  | <b>\$421,991.80</b>       |
| <b>Overall - Total</b> |                     |                   |                      |                                  | <b>\$432,371.80</b>       |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40067271     | 02/21/2019 | 1007456       | 21ST CENTURY MEDIA NEWSPAPERS, LLC | \$498.00           |
|              | 40067272     | 02/21/2019 | 002073        | ADVENTURE HARDWARE                 | \$273.75           |
|              | 40067273     | 02/21/2019 | 007660        | ARIANNA'S GOURMET CAFE             | \$1,217.00         |
|              | 40067274     | 02/21/2019 | 009710        | B & H PHOTO                        | \$7,348.22         |
|              | 40067275     | 02/21/2019 | 010830        | BARNES & NOBLE INC.                | \$724.80           |
|              | 40067276     | 02/21/2019 | 1006591       | BAYADA HOME HEALTH CARE            | \$662.50           |
|              | 40067277     | 02/21/2019 | 011473        | BEARINGS, BELTS & CHAIN, INC       | \$203.18           |
|              | 40067278     | 02/21/2019 | 1007468       | BENEFIT RESOURCE, INC.             | \$233.75           |
|              | 40067279     | 02/21/2019 | 012700        | BERKHEIMER ASSOC H A               | \$3,554.86         |
|              | 40067280     | 02/21/2019 | 1008511       | BERKS DEAF AND HARD OF HEARING     | \$10,654.56        |
|              | 40067281     | 02/21/2019 | 1008422       | BLOCK LINE SYSTEMS                 | \$6,095.98         |
|              | 40067282     | 02/21/2019 | 017340        | BSN SPORTS                         | \$6,076.98         |
|              | 40067283     | 02/21/2019 | 020465        | CAMPBILL SPECIAL SCHOOLS, INC.     | \$24,020.82        |
|              | 40067284     | 02/21/2019 | 091740        | TAX REFUNDS                        | \$4,198.11         |
|              | 40067285     | 02/21/2019 | 1008632       | CENTRAL BUCKS WEST BAND PARENTS    | \$480.00           |
|              | 40067286     | 02/21/2019 | 022453        | CENTRAL SUSQUEHANNA INTER UNIT     | \$440.00           |
|              | 40067288     | 02/21/2019 | 091740        | TAX REFUNDS                        | \$2,328.88         |
|              | 40067289     | 02/21/2019 | 1004703       | COMSTAR TECHNOLOGIES               | \$649.37           |
|              | 40067290     | 02/21/2019 | 029320        | CORESOURCE, INC.                   | \$1,625.00         |
|              | 40067292     | 02/21/2019 | 1007266       | DELAWARE COUNTY COMMUNITY COLLEGE  | \$150.00           |
|              | 40067293     | 02/21/2019 | 032180        | DELAWARE COUNTY I. U.              | \$9,665.88         |
|              | 40067294     | 02/21/2019 | 1008637       | DEPT. OF VETERAN AFFAIRS           | \$289.33           |
|              | 40067295     | 02/21/2019 | 1004537       | DIFFERENT ROADS TO LEARNING        | \$227.84           |
|              | 40067296     | 02/21/2019 | 10735         | DIFLORIO, NICK                     | \$60.00            |
|              | 40067298     | 02/21/2019 | 1006157       | DOWNINGTOWN EAST BOOSTER CLUB      | \$250.00           |
|              | 40067299     | 02/21/2019 | 1007783       | EASTERN SALT COMPANY INC.          | \$1,340.97         |
|              | 40067300     | 02/21/2019 | 1008353       | EI US LLC / LEARN WELL SERVICES    | \$182.00           |
|              | 40067301     | 02/21/2019 | 040083        | ELWYN INC                          | \$3,451.35         |
|              | 40067302     | 02/21/2019 | 10332         | FISHER, ERIC                       | \$60.00            |
|              | 40067303     | 02/21/2019 | 1008368       | FLEXIP SOLUTIONS INC               | \$4,748.46         |
|              | 40067304     | 02/21/2019 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$1,435.00         |
|              | 40067305     | 02/21/2019 | 091740        | TAX REFUNDS                        | \$1,206.00         |
|              | 40067306     | 02/21/2019 | 1008457       | GIORGIO'S PIZZA & SUBS             | \$110.59           |
|              | 40067307     | 02/21/2019 | 048600        | GLEN MILLS SCHOOL                  | \$5,130.00         |
|              | 40067308     | 02/21/2019 | 1007808       | IMPERIAL BAG & PAPER               | \$3,408.12         |
|              | 40067309     | 02/21/2019 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC    | \$1,366.97         |
|              | 40067311     | 02/21/2019 | 065200        | KRAPF JR & SON INC GEORGE          | \$4,093.28         |
|              | 40067312     | 02/21/2019 | 065915        | LANGUAGE SERVICES ASSOCIATES       | \$509.45           |
|              | 40067314     | 02/21/2019 | 1005310       | LIBERTY TOOL                       | \$59.90            |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40067315     | 02/21/2019 | 1004209       | LOWES COMMERCIAL SERVICES           | \$268.02           |
|              | 40067320     | 02/21/2019 | 077500        | NASCO                               | \$281.32           |
|              | 40067322     | 02/21/2019 | 1007748       | PAYSCHOOLS                          | \$75.00            |
|              | 40067323     | 02/21/2019 | 1007567       | PCMG, INC.                          | \$130.84           |
|              | 40067324     | 02/21/2019 | 052305        | PEARSON/HARCOURT ASSESSMENT         | \$172.50           |
|              | 40067325     | 02/21/2019 | 082150        | PECO ENERGY COMPANY                 | \$281.81           |
|              | 40067326     | 02/21/2019 | 081550        | PEPPER & SON INC J W                | \$133.50           |
|              | 40067327     | 02/21/2019 | 1008062       | PERSON DIRECTED CLINICAL SERVICES   | \$2,125.00         |
|              | 40067328     | 02/21/2019 | 083425        | PSAT/NMSQT                          | \$10,068.00        |
|              | 40067329     | 02/21/2019 | 1008627       | QUAKERTOWN WRESTLING INC            | \$350.00           |
|              | 40067330     | 02/21/2019 | 9182          | REED, BILL                          | \$60.00            |
|              | 40067332     | 02/21/2019 | 1005844       | RELIANCE STANDARD LIFE              | \$14,987.36        |
|              | 40067333     | 02/21/2019 | 1005267       | RICOH USA, INC.                     | \$413.91           |
|              | 40067334     | 02/21/2019 | 085750        | ROTHWELL DOCUMENT SOLUTIONS         | \$1,275.00         |
|              | 40067335     | 02/21/2019 | 086320        | SCANTRON CORPORATION                | \$62.00            |
|              | 40067336     | 02/21/2019 | 1007078       | SCHOOL DISTRICT OF PITTSBURGH       | \$2,322.03         |
|              | 40067337     | 02/21/2019 | 086590        | SDIC - SCHOOL DISTRICTS             | \$7,177.92         |
|              | 40067338     | 02/21/2019 | 087815        | SHOP RITE OF W.C.                   | \$1,227.64         |
|              | 40067339     | 02/21/2019 | 1008476       | SILVER SPRINGS-MARTIN LUTHER SCHOOL | \$155.83           |
|              | 40067341     | 02/21/2019 | 090650        | STOELTING                           | \$108.99           |
|              | 40067342     | 02/21/2019 | 1007240       | SUITING WARRIORS FOUNDATION         | \$289.00           |
|              | 40067343     | 02/21/2019 | 1006553       | SUN LIFE FINANCIAL                  | \$32,539.72        |
|              | 40067344     | 02/21/2019 | 091057        | SUNESYS                             | \$12,105.28        |
|              | 40067345     | 02/21/2019 | 091360        | SWEET, STEVENS, KATZ, & WILLIAMS    | \$26,735.70        |
|              | 40067346     | 02/21/2019 | 1008380       | TELCO HOLDINGS INC                  | \$625.00           |
|              | 40067347     | 02/21/2019 | 1001349       | THE WATER GUY                       | \$43.56            |
|              | 40067348     | 02/21/2019 | 1007460       | THOMSON REUTERS-WEST PUBLISHING     | \$253.15           |
|              | 40067349     | 02/21/2019 | 092750        | TOAD HOLLOW ATHLETICS               | \$1,225.20         |
|              | 40067350     | 02/21/2019 | 10688         | TUCKER, JOE                         | \$60.00            |
|              | 40067351     | 02/21/2019 | 082220        | TURF EQUIPMENT AND SUPPLY COMPANY   | \$865.34           |
|              | 40067352     | 02/21/2019 | 1000908       | US FOODS INC. - ALLENTOWN DIVISION  | \$469.50           |
|              | 40067353     | 02/21/2019 | 9582          | WEBB, JIM                           | \$90.00            |
|              | 40067355     | 02/21/2019 | 1008120       | WHITELAND BUSINESS PARK MANAGEMENT  | \$1,123.04         |
|              | 40067356     | 02/21/2019 | 1007536       | WIGGINS SHREDDING INC.              | \$74.00            |
| 01 - Total   |              |            |               |                                     | \$227,206.06       |
| 22           | 40067289     | 02/21/2019 | 1004703       | COMSTAR TECHNOLOGIES                | \$1,806.70         |
| 22 - Total   |              |            |               |                                     | \$1,806.70         |

## West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|-----------------|--------------|------------|---------------|------------------------------------|--------------------|
| 29              | 40067297     | 02/21/2019 | 10736         | DORN, SCOTT                        | \$72.00            |
|                 | 40067313     | 02/21/2019 | 10166         | LARKIN, MIKE                       | \$57.00            |
|                 | 40067316     | 02/21/2019 | 9448          | MCKENNA, KEVIN                     | \$71.00            |
|                 | 40067317     | 02/21/2019 | 10576         | MCMAHON, COLLEEN                   | \$72.00            |
|                 | 40067319     | 02/21/2019 | 9290          | MULL, ROBERT                       | \$71.00            |
|                 | 40067331     | 02/21/2019 | 9103          | REILLY, JOHN                       | \$57.00            |
|                 | 40067340     | 02/21/2019 | 9809          | SMITH, JAMES, JR.                  | \$71.00            |
|                 | 40067354     | 02/21/2019 | 097000        | WEST GOSHEN TOWNSHIP               | \$298.05           |
|                 | 40067357     | 02/21/2019 | 9947          | WILLIAMS, DAVE                     | \$82.00            |
|                 | 40067358     | 02/21/2019 | 9780          | YODIS, JOSEPH                      | \$72.00            |
| 29 - Total      |              |            |               |                                    | \$923.05           |
| 30              | 40067291     | 02/21/2019 | 1006778       | CTI CONSULTANTS, INC.              | \$3,869.00         |
|                 | 40067318     | 02/21/2019 | 075186        | MOBILE MINI, INC                   | \$343.50           |
| 30 - Total      |              |            |               |                                    | \$4,212.50         |
| 40              | 40067287     | 02/21/2019 | 1008183       | COHEN LLC, LORETTA                 | \$3,414.31         |
|                 | 40067309     | 02/21/2019 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC    | \$661.98           |
|                 | 40067310     | 02/21/2019 | 061850        | K-MART 7374                        | \$32.88            |
|                 | 40067321     | 02/21/2019 | 1008214       | PATELMO'S PIZZARIA                 | \$72.10            |
| 40 - Total      |              |            |               |                                    | \$4,181.27         |
| 50              | 80036888     | 02/21/2019 | 1008641       | JUJAMCYN GROUP SALES LLC           | \$14,185.00        |
|                 | 80036889     | 02/21/2019 | 1008613       | LAUREN'S FIRST AND GOAL FOUNDATION | \$300.00           |
|                 | 80036890     | 02/21/2019 | 079961        | ORIENTAL TRADING CO., INC          | \$275.25           |
|                 | 80036891     | 02/21/2019 | 1000934       | PA FBLA                            | \$3,745.00         |
| 50 - Total      |              |            |               |                                    | \$18,505.25        |
| 51              | 80036892     | 02/21/2019 | 1007485       | CMF VENDING                        | \$45.50            |
|                 | 80036893     | 02/21/2019 | 027002        | COLONIAL PENNA PLANTATION          | \$1,392.00         |
|                 | 80036894     | 02/21/2019 | 065200        | KRAPF JR & SON INC GEORGE          | \$513.07           |
| 51 - Total      |              |            |               |                                    | \$1,950.57         |
| 80              | 50000590     | 02/21/2019 | 1007748       | PAYSCHOOLS                         | \$2,025.00         |
| 80 - Total      |              |            |               |                                    | \$2,025.00         |
| Overall - Total |              |            |               |                                    | \$260,810.40       |

# West Chester Area School District Electronic Funds Transfer Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                  | Transaction Amount |
|-----------------|--------------|------------|---------------|------------------------------|--------------------|
| 01              | V1002670     | 02/21/2019 | 020600        | CAPP INC                     | \$515.03           |
|                 | V1002671     | 02/21/2019 | 043500        | FLINN SCIENTIFIC             | \$137.94           |
|                 | V1002672     | 02/21/2019 | 049450        | GOPHER SPORT                 | \$178.56           |
|                 | V1002673     | 02/21/2019 | 053520        | HEINEMANN EDUCATIONAL BOOKS  | \$173.81           |
|                 | V1002674     | 02/21/2019 | 065400        | KURTZ BROS                   | \$1,208.64         |
|                 | V1002675     | 02/21/2019 | 1007721       | LIFE COUNSELING SERVICES     | \$755.00           |
|                 | V1002676     | 02/21/2019 | 075220        | MUSIC & ARTS CENTERS         | \$544.49           |
|                 | V1002677     | 02/21/2019 | 082425        | PITSCO, INC.                 | \$77.00            |
|                 | V1002678     | 02/21/2019 | 1006900       | RAPTOR TECHNOLOGIES, LLC     | \$1,600.00         |
|                 | V1002679     | 02/21/2019 | 084465        | REALLY GOOD STUFF            | \$160.00           |
|                 | V1002680     | 02/21/2019 | 090190        | STAR PRINTING INC.           | \$299.00           |
|                 | V1002681     | 02/21/2019 | 092000        | TAYLOR'S MUSIC STORE         | \$1,399.21         |
|                 | V1002682     | 02/21/2019 | 094345        | UNRUH, TURNER, BURKE & FREES | \$17,517.03        |
|                 | V1002683     | 02/21/2019 | 1006367       | WB MASON COMPANY             | \$4,023.90         |
|                 | V1002684     | 02/21/2019 | 097010        | WEST MUSIC CO.               | \$117.74           |
| 01 - Total      |              |            |               |                              | \$28,707.35        |
| 22              | V1002682     | 02/21/2019 | 094345        | UNRUH, TURNER, BURKE & FREES | \$280.00           |
| 22 - Total      |              |            |               |                              | \$280.00           |
| 30              | V1002682     | 02/21/2019 | 094345        | UNRUH, TURNER, BURKE & FREES | \$3,140.04         |
| 30 - Total      |              |            |               |                              | \$3,140.04         |
| 51              | V5000228     | 02/21/2019 | 014300        | BLICK ART MATERIALS          | \$101.97           |
|                 | V5000229     | 02/21/2019 | 077165        | MUSIC IN THE PARKS           | \$100.00           |
| 51 - Total      |              |            |               |                              | \$201.97           |
| Overall - Total |              |            |               |                              | \$32,329.36        |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40067359     | 02/26/2019 | 1006947       | A. G. MAURO COMPANY                | \$1,900.00         |
|              | 40067360     | 02/26/2019 | 1003432       | AHOLD FINANCIAL SERVICES           | \$333.92           |
|              | 40067361     | 02/26/2019 | 1007916       | ALLEGHENY EDUCATIONAL SYSTEMS INC  | \$785.70           |
|              | 40067363     | 02/26/2019 | 007075        | AQUA PA                            | \$9.19             |
|              | 40067364     | 02/26/2019 | 007351        | ARAMARK UNIFORM SERVICES           | \$64.45            |
|              | 40067365     | 02/26/2019 | 1006471       | ASAP HYDRAULICS EXTON LLC          | \$247.10           |
|              | 40067366     | 02/26/2019 | 009710        | B & H PHOTO                        | \$312.23           |
|              | 40067367     | 02/26/2019 | 010202        | BAIRD & RUDOLPH TIRE COM. INC      | \$2,075.76         |
|              | 40067368     | 02/26/2019 | 010830        | BARNES & NOBLE INC.                | \$401.05           |
|              | 40067369     | 02/26/2019 | 011473        | BEARINGS, BELTS & CHAIN, INC       | \$175.50           |
|              | 40067370     | 02/26/2019 | 1008511       | BERKS DEAF AND HARD OF HEARING     | \$2,937.38         |
|              | 40067371     | 02/26/2019 | 1006948       | BEST LINE EQUIPMENT                | \$212.21           |
|              | 40067372     | 02/26/2019 | 015812        | BRAD TAYLOR / SNAP-ON TOOLS        | \$81.20            |
|              | 40067373     | 02/26/2019 | 1003030       | BRAINPOP                           | \$150.00           |
|              | 40067374     | 02/26/2019 | 1008638       | BRIGGS, JOHN E.                    | \$1,800.00         |
|              | 40067375     | 02/26/2019 | 10553         | BROWN, BRIAN                       | \$51.00            |
|              | 40067376     | 02/26/2019 | 1008567       | BROWN, JUSTIN L                    | \$1,000.00         |
|              | 40067377     | 02/26/2019 | 017340        | BSN SPORTS                         | \$3,303.45         |
|              | 40067378     | 02/26/2019 | 017690        | BUREAU OF EDUCATION &              | \$996.00           |
|              | 40067380     | 02/26/2019 | 1006784       | CAROUSEL BALLROOM                  | \$180.00           |
|              | 40067381     | 02/26/2019 | 021581        | CDW GOVERNMENT, INC                | \$1,117.00         |
|              | 40067382     | 02/26/2019 | 096250        | CHARLES A. MELTON CENTER           | \$5,250.00         |
|              | 40067383     | 02/26/2019 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$5,303.99         |
|              | 40067384     | 02/26/2019 | 1005242       | CITY OF PHILADELPHIA               | \$1,189.73         |
|              | 40067385     | 02/26/2019 | 028880        | CONWAY POWER EQUIPMENT INC         | \$11.94            |
|              | 40067386     | 02/26/2019 | 1007107       | DECKER EQUIPMENT / SCHOOL FIX      | \$762.01           |
|              | 40067387     | 02/26/2019 | 1005210       | DIRECT ENERGY BUSINESS             | \$43,438.00        |
|              | 40067388     | 02/26/2019 | 1006157       | DOWNINGTOWN EAST BOOSTER CLUB      | \$500.00           |
|              | 40067389     | 02/26/2019 | 1006204       | DOWNINGTOWN WEST TRACK AND FIELD   | \$250.00           |
|              | 40067390     | 02/26/2019 | 037010        | EAST BRADFORD TOWNSHIP             | \$1,050.00         |
|              | 40067391     | 02/26/2019 | 1007783       | EASTERN SALT COMPANY INC.          | \$1,478.65         |
|              | 40067392     | 02/26/2019 | 042520        | FERGUSON ENT., INC. #501           | \$183.63           |
|              | 40067393     | 02/26/2019 | 1008639       | FIFER, VIRGINIA O.                 | \$1,800.00         |
|              | 40067395     | 02/26/2019 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$13,070.40        |
|              | 40067396     | 02/26/2019 | 1001396       | GENWORTH FINANCIAL                 | \$817.47           |
|              | 40067397     | 02/26/2019 | 1007288       | GLOBAL DATA CONSULTANTS, LLC       | \$6,100.00         |
|              | 40067399     | 02/26/2019 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$2,761.71         |
|              | 40067400     | 02/26/2019 | 1008645       | HAVERFORD CHORAL ASSOCIATION       | \$1,925.00         |
|              | 40067401     | 02/26/2019 | 1007196       | HAVERFORD GIRLS LACROSSE BOOSTERS  | \$250.00           |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40067402     | 02/26/2019 | 1003588       | HENDERSON TRACK AND FIELD         | \$300.00           |
|              | 40067403     | 02/26/2019 | 1003588       | HENDERSON TRACK AND FIELD         | \$320.00           |
|              | 40067404     | 02/26/2019 | 054645        | HILLYARD, INC.                    | \$1,387.80         |
|              | 40067405     | 02/26/2019 | 055560        | HOME DEPOT CREDIT SERVICES        | \$1,257.31         |
|              | 40067406     | 02/26/2019 | 10157         | HOOVEN, RICHARD                   | \$120.00           |
|              | 40067407     | 02/26/2019 | 1007808       | IMPERIAL BAG & PAPER              | \$331.68           |
|              | 40067408     | 02/26/2019 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC   | \$884.53           |
|              | 40067409     | 02/26/2019 | 1008507       | INTEGRITY WORKFORCE SOLUTIONS INC | \$14,060.13        |
|              | 40067410     | 02/26/2019 | 1006112       | JUDY'S KILN REPAIR                | \$390.00           |
|              | 40067411     | 02/26/2019 | 1005306       | KABC TRACK                        | \$175.00           |
|              | 40067412     | 02/26/2019 | 1000345       | KADES-MARGOLIS CAPITAL            | \$200.00           |
|              | 40067413     | 02/26/2019 | 062600        | KEEN COMPRESSED GAS CO            | \$104.86           |
|              | 40067414     | 02/26/2019 | 1002580       | KRAFCHICK, DR. MICHAEL            | \$900.00           |
|              | 40067415     | 02/26/2019 | 065200        | KRAPF JR & SON INC GEORGE         | \$7,037.09         |
|              | 40067417     | 02/26/2019 | 065330        | KRUPANSKY FENCING, VINCE          | \$258.10           |
|              | 40067418     | 02/26/2019 | 065850        | LANCASTER-LEBANON INT UNIT #13    | \$75.00            |
|              | 40067419     | 02/26/2019 | 052170        | LEARNING WITHOUT TEARS            | \$963.05           |
|              | 40067420     | 02/26/2019 | 1000346       | LINCOLN INVESTMENT PLANNING, INC. | \$425.00           |
|              | 40067421     | 02/26/2019 | 068680        | LOWER MERION HIGH SCHOOL          | \$170.00           |
|              | 40067422     | 02/26/2019 | 1005143       | MAILROOM SYSTEMS, INC.            | \$255.62           |
|              | 40067423     | 02/26/2019 | 1007760       | MATTHEWS PAOLI FORD               | \$167.77           |
|              | 40067425     | 02/26/2019 | 9612          | MCKNETT, CHUCK                    | \$90.00            |
|              | 40067426     | 02/26/2019 | 073020        | MCMMASTER-CARR SUPPLY CO          | \$291.40           |
|              | 40067427     | 02/26/2019 | 1000348       | METROPOLITAN LIFE INSURANCE CO.   | \$138.89           |
|              | 40067429     | 02/26/2019 | 1008427       | MOTTIN, HEIDI                     | \$288.00           |
|              | 40067430     | 02/26/2019 | 077500        | NASCO                             | \$415.44           |
|              | 40067431     | 02/26/2019 | 9591          | NASTASI, ANTHONY                  | \$72.00            |
|              | 40067432     | 02/26/2019 | 079660        | OCCUPATIONAL HEALTH CENTER        | \$144.00           |
|              | 40067433     | 02/26/2019 | 079580        | OFFICE BASICS INC                 | \$1,104.00         |
|              | 40067434     | 02/26/2019 | 079853        | ON THE GO KIDS, INC               | \$248.23           |
|              | 40067435     | 02/26/2019 | 063745        | PAGE I PUBLISHERS                 | \$350.00           |
|              | 40067436     | 02/26/2019 | 1006129       | PAHS ATHLETIC DEPARTMENT          | \$150.00           |
|              | 40067437     | 02/26/2019 | 9128          | PARKER, CHARLEY                   | \$60.00            |
|              | 40067438     | 02/26/2019 | 1008214       | PATELMO'S PIZZARIA                | \$219.43           |
|              | 40067439     | 02/26/2019 | 052305        | PEARSON/HARCOURT ASSESSMENT       | \$3,525.00         |
|              | 40067440     | 02/26/2019 | 082140        | PECO ENERGY                       | \$852.03           |
|              | 40067441     | 02/26/2019 | 1006170       | PERKIOMEN VALLEY HIGH SCHOOL      | \$70.00            |
|              | 40067442     | 02/26/2019 | 1006170       | PERKIOMEN VALLEY HIGH SCHOOL      | \$230.00           |
|              | 40067443     | 02/26/2019 | 1003736       | PETROLEUM TRADERS CORP.           | \$45,457.82        |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40067444     | 02/26/2019 | 1000062       | PHEAA                               | \$478.37           |
|              | 40067445     | 02/26/2019 | 082102        | PHI DELTA KAPPA                     | \$95.00            |
|              | 40067446     | 02/26/2019 | 1008210       | PTCFast.COM                         | \$250.00           |
|              | 40067447     | 02/26/2019 | 083495        | PTFCA                               | \$175.00           |
|              | 40067448     | 02/26/2019 | 084030        | QUESTIONS UNLIMITED                 | \$120.00           |
|              | 40067449     | 02/26/2019 | 1003552       | REINARD, SARA JANE                  | \$56.00            |
|              | 40067452     | 02/26/2019 | 085720        | ROSENAU CO INC, PHILIP              | \$3,183.67         |
|              | 40067453     | 02/26/2019 | 085750        | ROTHWELL DOCUMENT SOLUTIONS         | \$150.00           |
|              | 40067454     | 02/26/2019 | 085890        | RYDIN DECAL                         | \$73.00            |
|              | 40067455     | 02/26/2019 | 1007927       | SCHOOLOGY INC.                      | \$679.00           |
|              | 40067456     | 02/26/2019 | 1008236       | SHIFFLER EQUIPMENT SALES            | \$205.03           |
|              | 40067457     | 02/26/2019 | 091390        | SWANSON, INC., ROBERT S             | \$1,770.00         |
|              | 40067458     | 02/26/2019 | 092361        | THERAPRO                            | \$45.00            |
|              | 40067459     | 02/26/2019 | 1006160       | TP TRAILERS, INC.                   | \$215.61           |
|              | 40067460     | 02/26/2019 | 1007264       | TRESONA MULTIMEDIA, LLC             | \$1,500.00         |
|              | 40067461     | 02/26/2019 | 093236        | TRI-STATE HVAC EQUIPMENT            | \$1,031.00         |
|              | 40067463     | 02/26/2019 | 082220        | TURF EQUIPMENT AND SUPPLY COMPANY   | \$96.72            |
|              | 40067464     | 02/26/2019 | 1007363       | UNIONVILLE SPORTS COUNCIL           | \$260.00           |
|              | 40067465     | 02/26/2019 | 1005099       | UPPER DARBY TRACK AND FIELD BOOSTER | \$230.00           |
|              | 40067466     | 02/26/2019 | 1001324       | US DEPT. OF EDUCATION AWG           | \$440.80           |
|              | 40067467     | 02/26/2019 | 094403        | US FOODSERVICE                      | \$1,237.25         |
|              | 40067468     | 02/26/2019 | 1007699       | US MEDICAL STAFFING, INC.           | \$10,522.17        |
|              | 40067469     | 02/26/2019 | 10194         | VERNA, JOE                          | \$60.00            |
|              | 40067471     | 02/26/2019 | 049790        | W. W. GRAINGER, INC.                | \$1,315.44         |
|              | 40067473     | 02/26/2019 | 1008633       | WCU OFFICE CULTURAL & COMM. AFFAIRS | \$25.00            |
|              | 40067474     | 02/26/2019 | 1008367       | WEGMANS                             | \$12.95            |
|              | 40067475     | 02/26/2019 | 1000059       | WEST CHESTER ED SUPPORT PERSONNEL   | \$3,291.70         |
|              | 40067476     | 02/26/2019 | 1000058       | TRUMARK FCU                         | \$1,301.67         |
|              | 40067477     | 02/26/2019 | 10737         | WILSON, BOB                         | \$71.00            |
|              | 40067478     | 02/26/2019 | 1007421       | XTEL COMMUNICATIONS, INC.           | \$2,005.00         |
| 01 - Total   |              |            |               |                                     | \$218,661.23       |
| 22           | 40067381     | 02/26/2019 | 021581        | CDW GOVERNMENT, INC                 | \$39,423.30        |
|              | 40067398     | 02/26/2019 | 049690        | GOVCONNECTION, INC                  | \$2,917.16         |
| 22 - Total   |              |            |               |                                     | \$42,340.46        |
| 29           | 40067379     | 02/26/2019 | 9631          | CANADAY, JIM                        | \$72.00            |
|              | 40067394     | 02/26/2019 | 10460         | FOGEL, KARL                         | \$71.00            |
|              | 40067416     | 02/26/2019 | 10322         | KRASSEN, ADAM                       | \$71.00            |

## West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount |
|-----------------|--------------|------------|---------------|--------------------------------|--------------------|
| 29              | 40067424     | 02/26/2019 | 9679          | MCCANN, PAT                    | \$51.00            |
|                 | 40067450     | 02/26/2019 | 9952          | RISOLI, BOB                    | \$71.00            |
|                 | 40067451     | 02/26/2019 | 10092         | RITTENHOUSE, DENNIS            | \$71.00            |
|                 | 40067462     | 02/26/2019 | 9961          | TURCO, SUZANNE                 | \$164.00           |
|                 | 40067472     | 02/26/2019 | 9175          | WATSON, MARTIN                 | \$71.00            |
| 29 - Total      |              |            |               |                                | \$642.00           |
| 30              | 40067428     | 02/26/2019 | 076010        | MOORE ENGINEERING CO           | \$2,077.59         |
|                 | 40067470     | 02/26/2019 | 1007680       | VISION MECHANICAL, INC.        | \$40,556.15        |
| 30 - Total      |              |            |               |                                | \$42,633.74        |
| 40              | 40067362     | 02/26/2019 | 007150        | APPLE COMPUTER, INC            | \$9.98             |
|                 | 40067366     | 02/26/2019 | 009710        | B & H PHOTO                    | \$870.00           |
| 40 - Total      |              |            |               |                                | \$879.98           |
| 50              | 80036895     | 02/26/2019 | 1006114       | BLUE MOUNTAIN SKI AREA         | \$1,716.00         |
|                 | 80036896     | 02/26/2019 | 1008643       | CENTER CUT EVENTS LLC          | \$2,154.30         |
|                 | 80036897     | 02/26/2019 | 023755        | CHESTER COUNTY INT UNIT # 24   | \$112.00           |
|                 | 80036898     | 02/26/2019 | 1008648       | CHICK-FIL-A / JAF              | \$595.00           |
|                 | 80036899     | 02/26/2019 | 1006372       | CROWN TROPHY OF WILMINGTON     | \$663.35           |
|                 | 80036900     | 02/26/2019 | 1008607       | G2 PERFORMANCE LLC             | \$1,801.42         |
|                 | 80036901     | 02/26/2019 | 055560        | HOME DEPOT CREDIT SERVICES     | \$195.69           |
|                 | 80036902     | 02/26/2019 | 065200        | KRAPF JR & SON INC GEORGE      | \$1,708.50         |
|                 | 80036903     | 02/26/2019 | 1006810       | MU ALPHA THETA                 | \$380.00           |
|                 | 80036904     | 02/26/2019 | 1002687       | NAT. ACADEMIC QUIZ TOURN., LLC | \$611.00           |
|                 | 80036905     | 02/26/2019 | 079853        | ON THE GO KIDS, INC            | \$726.69           |
|                 | 80036906     | 02/26/2019 | 1008421       | ORIENTAL PEARL                 | \$925.65           |
|                 | 80036907     | 02/26/2019 | 1008508       | WALKING TREE TRAVEL LLC        | \$173.00           |
| 50 - Total      |              |            |               |                                | \$11,762.60        |
| 51              | 80036908     | 02/26/2019 | 1007485       | CMF VENDING                    | \$45.50            |
|                 | 80036909     | 02/26/2019 | 065230        | KRAPF'S COACHES, INC.          | \$4,791.00         |
|                 | 80036910     | 02/26/2019 | 1000511       | PHILADELPHIA PHILLIES          | \$1,215.00         |
| 51 - Total      |              |            |               |                                | \$6,051.50         |
| Overall - Total |              |            |               |                                | \$322,971.51       |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount |
|-----------------|--------------|------------|---------------|--------------------------------|--------------------|
| 01              | V1002685     | 02/26/2019 | 014300        | BLICK ART MATERIALS            | \$91.78            |
|                 | V1002686     | 02/26/2019 | 020600        | CAPP INC                       | \$312.77           |
|                 | V1002687     | 02/26/2019 | 032900        | DEMCO , INC.                   | \$100.26           |
|                 | V1002688     | 02/26/2019 | 1000407       | E.M. KUTZ, INC.                | \$167.88           |
|                 | V1002689     | 02/26/2019 | 042300        | FAULKNER PONTIAC BUICK         | \$142.70           |
|                 | V1002690     | 02/26/2019 | 1007101       | FOLLETT SCHOOL SOLUTIONS, INC. | \$68.03            |
|                 | V1002691     | 02/26/2019 | 1003630       | FUN AND FUNCTION               | \$75.93            |
|                 | V1002692     | 02/26/2019 | 064186        | KISTLER O'BRIEN FIRE PROTECTN  | \$3,397.50         |
|                 | V1002693     | 02/26/2019 | 064810        | KNOX EQUIPMENT RENTALS INC     | \$26.00            |
|                 | V1002694     | 02/26/2019 | 075220        | MUSIC & ARTS CENTERS           | \$51.20            |
|                 | V1002695     | 02/26/2019 | 077475        | PARTS SERVICE - FRAZER         | \$340.88           |
|                 | V1002696     | 02/26/2019 | 1007217       | PARTSTOWN, LLC                 | \$372.00           |
|                 | V1002698     | 02/26/2019 | 092000        | TAYLOR'S MUSIC STORE           | \$64.00            |
|                 | V1002699     | 02/26/2019 | 093163        | TREVDAN BUILDING SUPPLY        | \$1,602.00         |
|                 | V1002700     | 02/26/2019 | 1006367       | WB MASON COMPANY               | \$946.80           |
|                 | V1002701     | 02/26/2019 | 095760        | WEINSTEIN SUPPLY CORPORATION   | \$40.47            |
|                 | V1002702     | 02/26/2019 | 1008068       | WILLIAMS SCOTSMAN, INC         | \$1,468.00         |
| 01 - Total      |              |            |               |                                | \$9,268.20         |
| 27              | V1002697     | 02/26/2019 | 086710        | SCHOOL SPECIALTY INC           | \$3,409.73         |
| 27 - Total      |              |            |               |                                | \$3,409.73         |
| 50              | V5000230     | 02/26/2019 | 1002819       | BLUE DOG PRINTING AND DESIGN   | \$1,018.01         |
|                 | V5000231     | 02/26/2019 | 093337        | TUTTLE MARKETING SVCS INC      | \$232.00           |
| 50 - Total      |              |            |               |                                | \$1,250.01         |
| 51              | V5000232     | 02/26/2019 | 095915        | WERNER COACH                   | \$2,379.50         |
|                 | V5000233     | 02/26/2019 | 097010        | WEST MUSIC CO.                 | \$359.38           |
| 51 - Total      |              |            |               |                                | \$2,738.88         |
| Overall - Total |              |            |               |                                | \$16,666.82        |

**West Chester Area School District  
Check Register**

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name           | Transaction Amount |
|-----------------|--------------|------------|---------------|-----------------------|--------------------|
| 50              | 80036911     | 02/28/2019 | 1008651       | CHIPOTLE SERVICES LLC | \$1,210.00         |
| 50 - Total      |              |            |               |                       | \$1,210.00         |
| Overall - Total |              |            |               |                       | \$1,210.00         |

# Student Activity Accounts

| Budget Unit | Project | Project Title                | Feb-19    |
|-------------|---------|------------------------------|-----------|
| 50000221    | 005221  | BEST BUDDIES                 | 1,261.76  |
| 50000222    | 005222  | BEST BUDDIES                 | 355.59    |
| 50000223    | 005223  | BEST BUDDIES                 | 1,741.57  |
| 50000326    | 005326  | BEST BUDDIES                 | 3,255.91  |
| 50000327    | 005327  | BEST BUDDIES                 | 694.06    |
| 50000328    | 005328  | BEST BUDDIES                 | 1,520.58  |
| 50000221    | 006221  | BLACK STUDENT UNION          | 3,480.04  |
| 50000222    | 006222  | BLACK STUDENT UNION          | 1,264.18  |
| 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                | 3,862.09  |
| 50000222    | 010222  | CLASS OF 2021                | 5,826.46  |
| 50000223    | 010223  | CLASS OF 2021                | 3,349.84  |
| 50000221    | 011221  | CLASS OF 2022                | 1,316.30  |
| 50000222    | 011222  | CLASS OF 2022                | 1,105.00  |
| 50000223    | 011223  | CLASS OF 2022                | 5,538.15  |
| 50000221    | 014221  | CLASS OF 2019                | 19,015.87 |
| 50000222    | 014222  | CLASS OF 2019                | 30,646.82 |
| 50000223    | 014223  | CLASS OF 2019                | 19,267.58 |
| 50000221    | 015221  | CLASS OF 2020                | 2,025.69  |
| 50000222    | 015222  | CLASS OF 2020                | 5,263.11  |
| 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                         | 6,274.45  |
| 50000222    | 018222  | DECA                         | 23,609.79 |
| 50000223    | 018223  | DECA                         | 16,614.11 |
| 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           | 1,782.99  |
| 50000221    | 023221  | VIDEO PRODUCTION CLUB        | 166.23    |
| 50000222    | 023222  | WVIK CLUB                    | 360.02    |
| 50000223    | 023223  | PHOTOGRAPHY CLUB             | 2,808.35  |
| 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                | Feb-19    |
|-------------|---------|------------------------------|-----------|
| 50000221    | 037221  | SPEECH & DEBATE              | 258.31    |
| 50000222    | 038222  | FASHION CLUB                 | 512.64    |
| 50000223    | 038223  | FASHION CLUB                 | 400.00    |
| 50000221    | 039221  | HELPING HANDS CLUB           | 233.66    |
| 50000222    | 039222  | HANDS TO HEARTS              | 21.98     |
| 50000221    | 040221  | S.A.D.D.                     | 2,086.92  |
| 50000222    | 040222  | S.A.D.D.                     | 1,024.72  |
| 50000223    | 040223  | S.A.D.D.                     | 1,377.04  |
| 50000221    | 041221  | SCIENCE OLYMPIAD             | 646.03    |
| 50000222    | 041222  | SCIENCE OLYMPIAD             | 2,311.48  |
| 50000223    | 041223  | SCIENCE OLYMPIAD             | 5,760.54  |
| 50000221    | 042221  | SKI CLUB                     | 5,043.21  |
| 50000223    | 042223  | SKI CLUB                     | 1,604.52  |
| 50000326    | 042326  | SKI CLUB                     | 9,984.80  |
| 50000221    | 043221  | PHYSICS OLYMPIAD             | 276.68    |
| 50000327    | 045327  | ART CLUB                     | 21.35     |
| 50000221    | 046221  | NATIONAL ART HONOR SOCIETY   | 380.21    |
| 50000222    | 046222  | NATIONAL ART HONOR SOCIETY   | 1,133.41  |
| 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              | 16,993.40 |
| 50000326    | 050326  | STUDENT COUNCIL              | 17,130.99 |
| 50000327    | 050327  | STUDENT COUNCIL              | 6,224.82  |
| 50000328    | 050328  | STUDENT COUNCIL              | 21,446.15 |
| 50000221    | 051221  | GSA                          | 40.68     |
| 50000223    | 051223  | RUSTIN GSA                   | 597.46    |
| 50000326    | 051326  | GSA                          | 308.54    |
| 50000222    | 052222  | OPERATION SMILE              | 123.00    |
| 50000221    | 054221  | HIGH SCHOOL YEARBOOK         | 10,256.66 |
| 50000222    | 054222  | HIGH SCHOOL YEARBOOK         | 25,945.37 |
| 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                  | 1,888.34  |
| 50000221    | 061221  | MU ALPHA THETA HONOR SOCIETY | 435.11    |
| 50000222    | 061222  | MATH CLUB                    | 64.27     |
| 50000221    | 062221  | ACADEMIC TEAM - HENDERSON    | 2,888.33  |
| 50000223    | 062223  | ACADEMIC TEAM - RUSTIN       | 259.92    |
| 50000221    | 070221  | SCHOOL MUSICAL               | 13,346.49 |
| 50000222    | 070222  | BROADWAY SHOW                | 30,398.04 |
| 50000223    | 070223  | THEATER FUND                 | 7,539.58  |
| 50000221    | 072221  | CALLIOPE                     | 650.88    |
| 50000326    | 073326  | FOOTBALL ACTIVITY FUND       | 2,125.80  |
| 50000326    | 074326  | CHEER CLUB                   | 2,968.73  |
| 50000326    | 075326  | WRESTLING ACTIVITY           | 167.83    |
| 50000326    | 076326  | TRACK & FIELD ACTIVITY       | 135.00    |

# Student Activity Accounts

| Budget Unit                   | Project | Project Title             | Feb-19            |
|-------------------------------|---------|---------------------------|-------------------|
| 50000221                      | 078221  | MUSIC DEPARTMENT FUND     | 15,232.28         |
| 50000222                      | 078222  | CHORAL FUND               | 1,868.79          |
| 50000223                      | 078223  | CHORAL FUND               | 3,512.84          |
| 50000222                      | 086222  | COMPUTER ACCOUNT          | 915.50            |
| 50000221                      | 087221  | ROBOTICS CLUB             | 2,175.49          |
| 50000221                      | 090221  | DRAMA CLUB                | 6,439.96          |
| 50000326                      | 090326  | DRAMA                     | 26,987.53         |
| 50000327                      | 090327  | DRAMA                     | 8,808.63          |
| 50000328                      | 090328  | DRAMA                     | 21,292.03         |
| 50000221                      | 093221  | STUDENTS HELPING STUDENTS | 1,300.68          |
| 50000222                      | 093222  | KARE - EAST               | 970.07            |
| 50000326                      | 093326  | PEIRCE PROUD KIDS         | 435.25            |
| 50000328                      | 093328  | FUGETT CARES              | 125.93            |
| 50000223                      | 094223  | MEGA CLUB                 | 716.27            |
| 50000222                      | 098222  | FORGN LANG HONOR SOCIETY  | 2,971.59          |
| <b>Total Fund 50 Projects</b> |         |                           | <b>506,403.13</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             | 22,481.70         |
| 51000438                      | 164438  | ACTIVITY FUND             | 2,123.76          |
| 51000440                      | 164440  | ACTIVITY FUND             | 3,290.28          |
| 51000444                      | 164444  | ACTIVITY FUND             | 10,552.99         |
| 51000445                      | 164445  | ACTIVITY FUND             | 3,299.53          |
| 51000447                      | 164447  | ACTIVITY FUND             | 7,911.19          |
| 51000448                      | 164448  | ACTIVITY FUND             | 8,725.50          |
| 51000451                      | 164451  | ACTIVITY FUND             | 10,486.16         |
| 51000452                      | 164452  | ACTIVITY FUND             | 8,430.81          |
| 51000453                      | 164453  | ACTIVITY FUND             | 8,321.00          |
| 51000931                      | 164931  | ACTIVITY FUND             | 0.82              |
| 51000955                      | 164955  | ACTIVITY FUND             | 1,357.64          |
| 51000451                      | 179451  | PHYSICAL EDUCATION        | 85.98             |
| 51000221                      | 180221  | CLEARING ACCOUNT          | 11,105.96         |
| 51000222                      | 180222  | CLEARING ACCOUNT          | 3,877.95          |
| 51000223                      | 180223  | CLEARING ACCOUNT          | 7,072.64          |
| 51000326                      | 180326  | CLEARING ACCOUNT          | 2,084.62          |
| 51000327                      | 180327  | CLEARING ACCOUNT          | 677.12            |
| 51000328                      | 180328  | CLEARING ACCOUNT          | 15,474.00         |
| 51000955                      | 182955  | COLLEGE SCHOLRSHF 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           | 7,198.58          |
| 51000327                      | 195327  | FIELD TRIP STET 6         | 1,300.33          |
| 51000327                      | 196327  | FIELD TRIP STET 7         | 444.33            |
| 51000327                      | 197327  | FIELD TRIP STET 8         | 689.83            |
| 51000221                      | 202221  | IMPROVEMENT FUND          | 20,409.54         |
| 51000222                      | 202222  | IMPROVEMENT FUND          | 22,610.14         |
| 51000223                      | 202223  | IMPROVEMENT FUND          | 14,840.13         |

# Student Activity Accounts

| Budget Unit                   | Project | Project Title                          | Feb-19            |
|-------------------------------|---------|----------------------------------------|-------------------|
| 51000326                      | 202326  | IMPROVEMENT FUND                       | 703.70            |
| 51000327                      | 202327  | IMPROVEMENT FUND                       | 3,455.12          |
| 51000328                      | 202328  | IMPROVEMENT FUND                       | 1,583.60          |
| 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                           | 410.70            |
| 51000444                      | 210444  | LIBRARY FUND                           | 8,530.57          |
| 51000445                      | 210445  | LIBRARY FUND                           | 2,367.68          |
| 51000447                      | 210447  | LIBRARY FUND                           | 1,764.54          |
| 51000448                      | 210448  | LIBRARY FUND                           | 6,898.00          |
| 51000451                      | 210451  | LIBRARY FUND                           | 88.08             |
| 51000452                      | 210452  | LIBRARY FUND                           | 4,997.52          |
| 51000453                      | 210453  | LIBRARY FUND                           | 4,424.97          |
| 51000221                      | 211221  | HEALTH FITNESS/HRM                     | 5,830.64          |
| 51000326                      | 214326  | MUSIC FUND                             | 11,132.92         |
| 51000327                      | 214327  | MUSIC FUND                             | 1,322.14          |
| 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      | 15,160.94         |
| 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                   | 14,536.59         |
| <b>Total Fund 51 Projects</b> |         |                                        | <b>522,646.08</b> |

# Student Activity Accounts

| Budget Unit                                           | Project | Project Title | Feb-19              |
|-------------------------------------------------------|---------|---------------|---------------------|
| Fund 50 / 51 - Combined Project Totals                |         |               | 1,029,049.21        |
| Fund 50 / 51 - Combined Accounts Payable              |         |               | 5,700.10            |
| Fund 50 / 51 - Due to / from other funds              |         |               | 6,062.04            |
| Total Student Activity and Agency Funds               |         |               | <u>1,040,811.35</u> |
| Fund 50 / 51 - Cash Account Balances as of 02/28/2019 |         |               |                     |
| Total Cash                                            |         |               | <u>1,040,811.35</u> |
| Total Student and Agency Activity Funds               |         |               | <u>1,040,811.35</u> |

**WEST CHESTER AREA SCHOOL DISTRICT**  
**FOOD SERVICES CASH BALANCE STATEMENT AND DISBURSEMENT APPROVAL REPORT**  
**FEBRUARY 28, 2019**

**OPERATING CASH**

CASH BALANCE JANUARY 31, 2019 \$ 19,482.33

RECEIPTS FEBRUARY 1, 2019 - FEBRUARY 28, 2019

|                                   |            |            |
|-----------------------------------|------------|------------|
| DEPOSITS                          | 55,314.11  |            |
| DEPOSITS ON ACCOUNT               | 190,387.47 |            |
| INTEREST                          | 385.67     |            |
| SALE OF EQUIPMENT                 | 1,880.00   |            |
| POS FEES RECEIVED                 | 683.94     |            |
| ARAMARK REIMBURSEMENT             | -          |            |
| TRANSFER FROM INVESTMENTS ACCOUNT | -          |            |
| TOTAL RECEIPTS                    |            | 248,651.19 |

DISBURSEMENTS FEBRUARY 1, 2019 - FEBRUARY 28, 2019

|                              |          |          |
|------------------------------|----------|----------|
| BANK FEES                    | 136.00   |          |
| POS SERVICE CHARGES          | -        |          |
| EQUIPMENT PURCHASES          | -        |          |
| ARAMARK PAYMENTS             | -        |          |
| STUDENT REFUNDS              | 195.95   |          |
| ARAMARK MAINTENANCE SUPPLIES | -        |          |
| OTHER                        | 2,025.00 |          |
| TOTAL DISBURSEMENTS          |          | 2,356.95 |

CASH BALANCE FEBRUARY 28, 2019 \$ 265,776.57

**INVESTMENTS**

INVESTMENT BALANCE JANUARY 31, 2019 \$ 1,161,640.61

RECEIPTS FEBRUARY 1, 2019 - FEBRUARY 28, 2019

|                                 |           |           |
|---------------------------------|-----------|-----------|
| TRANSFERS FROM CHECKING ACCOUNT |           |           |
| STATE SUBSIDY                   | 91,726.31 |           |
| INTEREST                        | 2,144.63  |           |
| TOTAL ADDITIONS                 |           | 93,870.94 |

DISBURSEMENTS FEBRUARY 1, 2019 - FEBRUARY 28, 2019

|                              |  |   |
|------------------------------|--|---|
| TRANSFER TO CHECKING ACCOUNT |  |   |
| TOTAL DISBURSEMENTS          |  | - |

INVESTMENT BALANCE FEBRUARY 28, 2019 \$ 1,255,511.55

**PREPAID STUDENT ACCOUNTS**

PREPAID STUDENT ACCOUNTS BALANCE JANUARY 31, 2019 \$ 258,024.30

|                          |  |            |
|--------------------------|--|------------|
| ADD: RECEIVED ON ACCOUNT |  |            |
| TOTAL ADDITIONS          |  | 221,832.18 |

|                       |  |            |
|-----------------------|--|------------|
| DEDUCT: PREPAIDS USED |  |            |
| TOTAL DEDUCTIONS      |  | 212,085.80 |

PREPAID STUDENT ACCOUNTS BALANCE FEBRUARY 28, 2019 \$ 267,770.68

WEST CHESTER AREA SCHOOL DISTRICT  
MARCH 25, 2019  
STATEMENT OF DISBURSEMENTS SUMMARY  
FOR THE PERIOD FEBRUARY 1, 2019 - FEBRUARY 28, 2019

|                                              |                              |
|----------------------------------------------|------------------------------|
| GENERAL FUND DISBURSEMENTS                   | 14,118,877.13                |
| includes Technology,                         |                              |
| Federal Programs and any Special State Funds |                              |
| BILLS PAID                                   | 14,118,877.13                |
| INVESTMENTS                                  | 0.00                         |
| <br>CAPITAL RESERVE FUND                     | <br>78,967.62                |
| <br>CAPITAL PROJECTS FUND                    | <br>890,970.17               |
| <br>SPECIAL REVENUE - Athletics              | <br>5,391.05                 |
| <br>TRUST FUNDS                              | <br>8,237.66                 |
| <br>CAFETERIA                                | <br>2,220.95                 |
| <br>STUDENT ACTIVITY FUND DISBURSEMENTS      | <br>55,910.02                |
| <br>TRUST AND AGENCY FUND DISBURSEMENTS      | <br><u>15,381.81</u>         |
| <br><br>TOTAL DISBURSEMENTS                  | <br><br><u>15,175,956.41</u> |

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

# **WEST CHESTER AREA SCHOOL DISTRICT**

## **March 25, 2019 SCHOOL BOARD MEETING**

### **CONSENT AGENDA RESOLUTION**

#### **Approval of the February 28, 2019 Financial Report**

Approval is requested for the West Chester School District Financial Report for the month ending February 28, 2019.

I so move.

#### **2018-19 General Fund Financial Analysis**

The expenses and revenues as of February 2019 represent 8 months of financial activity for the District. As of January month end, we have collected \$1,458,631 more than our \$169.3 million current real estate tax budget. Any outstanding taxes not collected by December 31<sup>st</sup> were submitted to the County on January 15 for collection in accordance with PA tax collection law. Year-to-date we have collected \$1,004,000 in interim taxes which is \$253,700 more than this time 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 \$2,578,110 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 \$190.1 million or 94.96 % of budget. State revenues are on target with budget, year to date we have received \$7.8 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 revisions to our expenses for the 2018-19 school year. The revisions include a reduction of \$476,500 in salaries due to attrition and vacancies, a \$74,400 reduction of salaries and supplies related to the removal of the elementary summer school program, a reduction of charter school tuition expense in the amount of \$1,525,000 due to lower than expected enrollments, a \$150,000 reduction in contracted special education aides due to vacancies, a reduction in student transportation in the amount of \$300,000, and a reduction in curriculum proposals in the amount of \$5,000. 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 \$1.6 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 February 28, 2019

|                            | CURRENT YR<br>BUDGET  | YEAR TO DATE<br>REVENUE | AVAILABLE<br>BALANCE | YTD RECEIPTS<br>CURR VS. PRIOR YR | % OF BUDGET<br>RECEIVED<br>CURRENT YR | % OF BUDGET<br>RECEIVED VS.<br>PRIOR YR |
|----------------------------|-----------------------|-------------------------|----------------------|-----------------------------------|---------------------------------------|-----------------------------------------|
| CURRENT REAL ESTATE        | 168,126,224.00        | 169,584,855.07          | (1,458,631.07)       | 6,511,819.41                      | 100.87%                               | 100.64%                                 |
| INTERIM R. E. TAXES        | 1,191,092.00          | 1,004,026.19            | 187,065.81           | 253,699.34                        | 84.29%                                | 63.14%                                  |
| 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         | 12,903,850.91           | 8,791,416.09         | 222,626.98                        | 59.48%                                | 59.62%                                  |
| REAL ESTATE TRANSFER       | 4,308,364.00          | 2,578,110.01            | 1,730,253.99         | (700,763.58)                      | 59.84%                                | 79.95%                                  |
| DELIQU TAX LEVIED          | 3,008,800.00          | 1,042,434.22            | 1,966,365.78         | (91,874.15)                       | 34.65%                                | 37.70%                                  |
| EARNINGS-INVESTMENTS       | 499,990.00            | 1,965,875.38            | (1,465,885.38)       | 969,639.09                        | 393.18%                               | 251.56%                                 |
| PARKING FEES               | 60,000.00             | 61,378.00               | (1,378.00)           | (2,021.00)                        | 102.30%                               | 105.67%                                 |
| RENTALS                    | 360,000.00            | 201,882.75              | 158,117.25           | 3,562.30                          | 56.08%                                | 55.09%                                  |
| CONTRIBUTIONS              | 20,000.00             | 19,291.41               | 708.59               | (7,725.60)                        | 96.46%                                | 135.09%                                 |
| 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             | 54,292.66               | 23,707.34            | (6,186.84)                        | 69.61%                                | 19.51%                                  |
| OUTDOOR EDU. TUITION       | 71,540.00             | 18,793.06               | 52,746.94            | (18,525.94)                       | 26.27%                                | 27.51%                                  |
| MISCELLANEOUS REVENUE      | 76,000.00             | 54,131.76               | 21,868.24            | 52,182.49                         | 71.23%                                | 1.96%                                   |
| REF PRIOR YR EXPEN.        | 25,000.00             | 999.11                  | 24,000.89            | (36,056.24)                       | 4.00%                                 | 148.22%                                 |
| ACTIVITY FEE REVENUE       | 380,485.00            | 332,505.00              | 47,980.00            | (9,220.00)                        | 87.39%                                | 89.81%                                  |
| ADVERTISING REVENUE        | -                     | 192.09                  | (192.09)             | (190.41)                          | 0.00%                                 | 0.00%                                   |
| <b>LOCAL REVENUES</b>      | <b>200,145,762.00</b> | <b>190,056,589.74</b>   | <b>10,089,172.26</b> | <b>7,144,185.96</b>               | <b>94.96%</b>                         | <b>94.47%</b>                           |
| BASIC INSTR. SUBSIDY       | 8,208,631.00          | 4,709,154.50            | 3,499,476.50         | 232,110.50                        | 57.37%                                | 55.84%                                  |
| 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         | (43,921.00)                       | 51.05%                                | 51.19%                                  |
| 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           | (250,301.11)                      | 0.00%                                 | 112.61%                                 |
| 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          | 1,583,218.65            | 2,084,217.35         | 44,069.10                         | 43.17%                                | 44.20%                                  |
| 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>18,042,969.06</b>    | <b>25,240,123.94</b> | <b>(128,631.13)</b>               | <b>41.69%</b>                         | <b>43.87%</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            | 375,715.76              | 459,578.24           | (102,066.22)                      | 44.98%                                | 48.77%                                  |
| TITLE II                   | 262,337.00            | 135,475.91              | 126,861.09           | (20,740.25)                       | 51.64%                                | 57.26%                                  |
| TITLE III LEP/IMMIGRAN     | 108,968.00            | 95,364.16               | 13,603.84            | (10,925.76)                       | 87.52%                                | 90.99%                                  |
| TITLE IV                   | -                     | 47,911.06               | (47,911.06)          | 42,917.98                         | 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             | 33,689.54               | (3,689.54)           | 10,226.81                         | 112.30%                               | 78.21%                                  |
| <b>FEDERAL PROGRAMS</b>    | <b>3,212,239.00</b>   | <b>1,719,263.23</b>     | <b>1,492,975.77</b>  | <b>830,869.33</b>                 | <b>53.52%</b>                         | <b>29.58%</b>                           |
| <b>TOTAL REVENUES</b>      | <b>246,641,094.00</b> | <b>209,818,822.03</b>   | <b>36,822,271.97</b> | <b>7,846,424.16</b>               | <b>85.07%</b>                         | <b>84.85%</b>                           |

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WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

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| ACCOUNT | TITLE                    | BUDGET        | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|---------|--------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 111     | REG SALARIES ADMIN       | 8,422,301.00  | 614,436.16             | .00                         | 5,572,076.33        | 2,850,224.67         | 66.16       |
| 121     | REG SALARIES PROF        | 68,393,397.00 | 6,209,614.07           | .00                         | 43,677,424.97       | 24,715,972.03        | 63.86       |
| 123     | EXTRA ASSIGN PROF        | 1,082,666.63  | 8,456.28               | .00                         | 608,329.48          | 474,337.15           | 56.19       |
| 124     | SABBATICL LV PROF        | 250,000.00    | 12,700.00              | .00                         | 63,974.99           | 186,025.01           | 25.59       |
| 125     | SUBJ CHRPRS PROF         | 421,496.00    | 44,750.02              | .00                         | 266,764.60          | 154,731.40           | 63.29       |
| 127     | RETIREMT SEV PROF        | 392,000.00    | .00                    | .00                         | .00                 | 392,000.00           | .00         |
| 128     | HOMEBD INSTR PROF        | .00           | .00                    | .00                         | 1,268.75            | -1,268.75            | .00         |
| 135     | SUPPLEMTL CONTR PROF     | 2,167,000.00  | 168,506.68             | .00                         | 1,388,142.62        | 778,857.38           | 64.06       |
| 141     | REG SALARIES TECHNCL     | 3,498,455.00  | 289,321.52             | .00                         | 2,361,084.60        | 1,137,370.40         | 67.49       |
| 143     | EXTRA ASSIGN TECHNCL     | 1,000.00      | .00                    | .00                         | .00                 | 1,000.00             | .00         |
| 151     | REG SALARIES OFFICE      | 2,920,205.00  | 227,319.67             | .00                         | 1,761,549.55        | 1,158,655.45         | 60.32       |
| 153     | O/T SALARIES OFFICE      | 67,376.31     | 5,373.83               | .00                         | 48,321.99           | 19,054.32            | 71.72       |
| 154     | SALARIES AIDES           | 460,477.00    | 33,722.37              | .00                         | 216,820.75          | 243,656.25           | 47.09       |
| 158     | TECH AIDES               | 422,668.00    | 35,083.26              | .00                         | 242,609.09          | 180,058.91           | 57.40       |
| 161     | REG SALARIES O & M       | 5,140,650.00  | 357,486.87             | .00                         | 2,710,610.60        | 2,430,039.40         | 52.73       |
| 162     | TEMP SALARIES O & M      | 100,000.00    | 10,475.00              | .00                         | 136,347.75          | -36,347.75           | 136.35      |
| 163     | O/T SALARIES O & M       | 188,700.00    | -132,839.74            | .00                         | 24,857.59           | 163,842.41           | 13.17       |
| 167     | CUSTODIAL SEVERANCE      | 40,000.00     | .00                    | .00                         | .00                 | 40,000.00            | .00         |
| 168     | TECH TRADE/CRAFTS        | 663,126.00    | 46,060.15              | .00                         | 372,345.28          | 290,780.72           | 56.15       |
| 173     | EXPENSE REPORTS          | .00           | 3,850.00               | .00                         | 6,842.15            | -6,842.15            | .00         |
| 191     | REG SALARIES INSTRL AIDE | 2,251,047.00  | 186,329.23             | .00                         | 1,157,396.84        | 1,093,650.16         | 51.42       |
| 193     | O/T INSTRUCTIONAL AIDES  | 56,765.80     | 442.15                 | .00                         | 33,549.42           | 23,216.38            | 59.10       |
| 211     | MEDICAL INSURANCE        | 15,158,988.00 | 1,483,148.68           | .00                         | 10,631,590.84       | 4,527,397.16         | 70.13       |
| 212     | DENTAL INSURANCE         | 1,270,452.00  | 104,109.35             | .00                         | 741,152.84          | 529,299.16           | 58.34       |
| 213     | LIFE INSURANCE           | 177,821.21    | 18,052.60              | .00                         | 124,646.74          | 53,174.47            | 70.10       |
| 214     | INC. PROT. INS.          | 178,814.00    | 7,504.39               | .00                         | 54,525.36           | 124,288.64           | 30.49       |
| 215     | EYE CARE INS             | 191,837.00    | 16,847.14              | .00                         | 119,966.46          | 71,870.54            | 62.54       |
| 216     | PRESCRIPTION INS         | 4,648,261.00  | 353,696.38             | .00                         | 2,537,527.55        | 2,110,733.45         | 54.59       |
| 220     | SOCIAL SECURITY CONT     | 7,338,185.51  | 600,267.10             | .00                         | 4,359,042.23        | 2,979,143.28         | 59.40       |
| 230     | RETIREMENT CONTRIBS      | 32,038,001.94 | 2,745,869.90           | .00                         | 20,097,236.56       | 11,940,765.38        | 62.73       |
| 240     | TUITION REIMBURSE        | 600,000.00    | 20,348.05              | .00                         | 253,502.42          | 346,497.58           | 42.25       |
| 250     | UNEMPLOYMENT COMP        | 375,969.00    | .00                    | .00                         | 42,590.53           | 333,378.47           | 11.33       |
| 260     | WORKMEN'S COMPENS        | 375,969.00    | 7,177.92               | .00                         | 543,273.82          | -167,304.82          | 144.50      |
| 290     | OTHER EMPLOYEE BEN       | .00           | 8,680.00               | .00                         | 278,289.20          | -278,289.20          | .00         |
| 300     | PRCHSD PRO&TECH SVS      | 2,600.00      | .00                    | .00                         | 76,536.10           | -73,936.10           | 2943.70     |
| 302     | PURCH PROF AIDES         | 3,160,733.01  | 189,157.09             | 1,568,000.65                | 1,383,944.96        | 208,787.40           | 93.39       |
| 303     | PURCH PROF TSS CCIU      | 475,000.00    | .00                    | .00                         | 128,223.96          | 346,776.04           | 26.99       |
| 304     | PURCH PROF TSS CONTRACTE | 1,750,000.00  | 157,671.25             | .00                         | 286,430.25          | 1,463,569.75         | 16.37       |
| 310     | OFFICIAL/ADMIN SVCS      | 672,612.00    | 59,044.46              | 730.00                      | 346,321.61          | 325,560.39           | 51.60       |
| 315     | PURCH PROF TEACHER SUBS  | 2,160,922.06  | 10,887.22              | .00                         | 527,500.90          | 1,633,421.16         | 24.41       |
| 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        | 6,409,801.88  | 750.49                 | .00                         | 1,930,296.87        | 4,479,505.01         | 30.11       |
| 323     | PROF ED SVCS OTHER       | 2,627,706.76  | 73,950.37              | .00                         | 1,318,959.95        | 1,308,746.81         | 50.19       |
| 324     | PROF ED SRVS EMPL TRAIN. | 144,456.20    | 5,604.25               | 4,830.00                    | 98,093.65           | 41,532.55            | 71.25       |
| 329     | PROF. EDUC. SVCS- OTHER  | 411,672.50    | 35,104.35              | .00                         | 207,617.86          | 204,054.64           | 50.43       |

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|---------|--------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 330     | OTHER PROF SERVICES      | 2,023,474.13  | 101,482.81             | 62,583.31                   | 968,091.36          | 992,799.46           | 50.94       |
| 340     | TECHNICAL SERVICES       | 30,000.00     | 6,100.00               | .00                         | 10,365.00           | 19,635.00            | 34.55       |
| 348     | PROF SVCS - TECHN LGY    | 89,204.32     | 414.00                 | 937.95                      | 44,350.39           | 43,915.98            | 50.77       |
| 350     | SECURITY/SAFETY SVCS     | 162,500.00    | .00                    | 8,505.80                    | 30,706.24           | 123,287.96           | 24.13       |
| 360     | EMPLOYEE TRAINING AND DE | 1,000.00      | 1,000.00               | .00                         | 1,000.00            | .00                  | 100.00      |
| 390     | OTHER PURCH. SVCS        | 163,337.86    | 6,909.15               | 1,374.20                    | 79,832.66           | 82,131.00            | 49.72       |
| 422     | ELECTRICITY              | 1,743,000.00  | 121,876.07             | .00                         | 944,483.60          | 798,516.40           | 54.19       |
| 424     | WATER/SEWAGE             | 552,000.00    | 15,530.00              | 1,028.47                    | 294,967.92          | 256,003.61           | 53.62       |
| 430     | REPAIRS & MAINT SVCS     | 972,919.15    | 17,179.77              | 244,564.37                  | 461,563.08          | 266,791.70           | 72.58       |
| 432     | REPAIRS & MAINT- SVC EQU | 4,900.00      | .00                    | 886.56                      | 2,923.44            | 1,090.00             | 77.76       |
| 438     | REPAIRS & MAINT- TECH    | 277,542.00    | 2,465.00               | .00                         | 233,019.63          | 44,522.37            | 83.96       |
| 441     | RENTAL - LAND & BLDGS    | 193,280.00    | 7,768.00               | 19,948.98                   | 108,665.02          | 64,666.00            | 66.54       |
| 442     | EQUIPMENT RENTAL         | 267,994.70    | 4,622.40               | 99,506.12                   | 116,246.82          | 52,241.76            | 80.51       |
| 444     | RENTAL VEHICLES          | 2,516.85      | 167.77                 | 831.92                      | 1,473.05            | 211.88               | 91.58       |
| 449     | OTHER RENTAL             | 3,642.93      | .00                    | 1,000.00                    | 517.93              | 2,125.00             | 41.67       |
| 513     | CONTRACTED CARRIERS      | 13,886,287.97 | 1,412,067.28           | .00                         | 7,306,320.59        | 6,579,967.38         | 52.62       |
| 521     | FIRE INSURANCE           | 172,000.00    | .00                    | .00                         | 169,149.00          | 2,851.00             | 98.34       |
| 522     | AUTO LIABLT 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          | 59,500.00     | 9,900.00               | .00                         | 58,302.00           | 1,198.00             | 97.99       |
| 530     | TELEPHONE & POSTAGE      | 297,161.11    | 16,426.74              | 11,908.01                   | 191,921.53          | 93,331.57            | 68.59       |
| 538     | COMMUNICATIONS-TECH      | 150,200.00    | 14,110.28              | 52,470.67                   | 14,507.33           | 83,222.00            | 44.59       |
| 540     | ADVERTISING              | 14,000.00     | 848.00                 | 2,787.41                    | 5,776.60            | 5,435.99             | 61.17       |
| 550     | PRINTING AND BINDING     | 72,403.07     | 2,317.89               | 3,595.26                    | 31,153.03           | 37,654.78            | 47.99       |
| 560     | TUITION                  | 1,200,000.00  | 96,726.94              | .00                         | 571,076.30          | 628,923.70           | 47.59       |
| 561     | TUIT TO LEA WITHIN       | 83,600.00     | 27,338.91              | .00                         | 159,318.03          | -75,718.03           | 190.57      |
| 562     | TUITION - CHARTER SCHOOL | 9,801,264.00  | 596,148.34             | .00                         | 5,156,024.61        | 4,645,239.39         | 52.61       |
| 563     | TUIT TO PRIV SCHOOLS     | 700,845.00    | 19,001.00              | .00                         | 582,595.50          | 118,249.50           | 83.13       |
| 564     | TUIT TO AREA VO-TECH     | 2,795,498.00  | .00                    | .00                         | 1,952,612.81        | 842,885.19           | 69.85       |
| 567     | TUITION TO APP PRIV. SCH | 1,583,674.00  | 110,592.53             | .00                         | 1,197,718.69        | 385,955.31           | 75.63       |
| 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          | 168,202.26    | 6,162.39               | .00                         | 47,308.75           | 120,893.51           | 28.13       |
| 581     | TRAVEL-PROF. DEVELOPMENT | 132,838.11    | 2,735.79               | 1,655.00                    | 35,096.29           | 96,086.82            | 27.67       |
| 595     | I.U. PAYMNT BY W/H       | 128,218.00    | .00                    | .00                         | 128,297.37          | -79.37               | 100.06      |
| 610     | GENERAL SUPPLIES         | 2,757,574.99  | 136,104.01             | 423,425.49                  | 1,551,543.51        | 782,605.99           | 71.62       |
| 618     | SUPPLIES-TECHNOLOGY      | 9,400.38      | 7,485.89               | 732.49                      | 15,627.88           | -6,959.99            | 174.04      |
| 621     | NATURAL GAS              | 633,322.92    | 114,491.37             | .00                         | 364,053.01          | 269,269.91           | 57.48       |
| 624     | OIL                      | 13,677.08     | 13,677.08              | .00                         | 13,677.08           | .00                  | 100.00      |
| 626     | GASOLINE & DIESEL        | 72,000.00     | 4,028.50               | 25,055.05                   | 31,444.95           | 15,500.00            | 78.47       |
| 627     | DIESEL FUEL              | 18,000.00     | 191.80                 | 5,711.70                    | 5,694.43            | 6,593.87             | 63.37       |
| 635     | FOOD MEALS & REFRESHMENT | 63,516.00     | 2,283.87               | 166.78                      | 34,573.16           | 28,776.06            | 54.69       |
| 640     | BOOKS & PERIODICALS      | 1,267,983.92  | 7,568.35               | 88,460.68                   | 857,543.01          | 321,980.23           | 74.61       |
| 648     | BOOKS -TECHNOLOGY        | 122,000.00    | .00                    | .00                         | .00                 | 122,000.00           | .00         |
| 650     | SUPPLIES & FEES- TECH RE | 1,160,709.96  | 9,260.72               | 100,759.62                  | 874,030.06          | 185,920.28           | 83.98       |

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| ACCOUNT      | TITLE                    | BUDGET         | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|--------------------------|----------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 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     | 8,073.12       | .00                    | 92.68                       | 3,237.44            | 4,743.00             | 41.25       |
| 760          | EQUIPMENT - REPLACEMENT  | 10,167.00      | .00                    | .00                         | -4,221.00           | 14,388.00            | -41.52      |
| 762          | CAP EQUIP- REPLACE       | 237,566.59     | -585.00                | 4,248.78                    | 156,793.29          | 76,524.52            | 67.79       |
| 767          | NON CAP TECH EQUIP-REPLA | .00            | 649.37                 | 7,260.04                    | 17,739.96           | -25,000.00           | .00         |
| 768          | EQUIP REPLACE-TECHNOLOGY | 13,476.95      | .00                    | .00                         | 614.60              | 12,862.35            | 4.56        |
| 810          | DUES AND FEES            | 225,854.45     | 12,291.86              | 23,321.30                   | 138,320.90          | 64,212.25            | 71.57       |
| 811          | MEMBERSHIPS              | 103,099.13     | 1,104.00               | 1,159.00                    | 79,074.68           | 22,865.45            | 77.82       |
| 832          | INT SERIAL BONDS         | 10,083,420.00  | 646,183.37             | .00                         | 5,528,136.50        | 4,555,283.50         | 54.82       |
| 880          | REFNDS OF PR YRS RCP     | 55,000.00      | .00                    | .00                         | .00                 | 55,000.00            | .00         |
| 890          | MISC EXPENDITURES        | -82,017.98     | .00                    | .00                         | .00                 | -82,017.98           | .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  | 5,000.00               | .00                         | 2,125,000.00        | 13,565,000.00        | 13.54       |
| 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 | 17,578,584.76          | 2,767,738.29                | 141,343,408.83      | 109,158,691.88       | 56.90       |

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SELECTION CRITERIA: orgn.fund='22'  
ACCOUNTING PERIOD: 8/19

SORTED BY: ACCOUNT  
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| ACCOUNT - - - - - | TITLE - - - - -      | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------------|----------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R6500             | EARNINGS-INVESTMENTS | 75,000.00    | 52,700.98          | .00         | 402,828.28               | -327,828.28          | 537.10      |
| 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 | 6,000.00           | .00         | 120,135.50               | 1,179,864.50         | 9.24        |
| TOTAL REPORT      |                      | 5,282,458.00 | 58,700.98          | .00         | 648,963.78               | 4,633,494.22         | 12.29       |

DATE: 03/12/2019  
TIME: 13:10:50

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='22'  
ACCOUNTING PERIOD: 8/19

SORTED BY: ACCOUNT  
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| ACCOUNT      | TITLE                    | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|--------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 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          | 280.00                 | 1,356.00                    | 3,480.00            | -4,836.00            | .00         |
| 390          | OTHER PURCH. SVCS        | .00          | .00                    | 78,408.68                   | 135,982.71          | -214,391.39          | .00         |
| 422          | ELECTRICITY              | 85,000.00    | 85.10                  | .00                         | 28,054.88           | 56,945.12            | 33.01       |
| 424          | WATER/SEWAGE             | 29,000.00    | 176.09                 | .00                         | 2,769.05            | 26,230.95            | 9.55        |
| 529          | OTHER INSURANCE          | -10,000.00   | -75.00                 | .00                         | 72,400.00           | -82,400.00           | -724.00     |
| 621          | NATURAL GAS              | 18,000.00    | 5,675.30               | .00                         | 14,724.59           | 3,275.41             | 81.80       |
| 756          | CAP TECH HARDWARE ORIGIN | 52,324.00    | .00                    | 38,400.00                   | 52,323.70           | -38,399.70           | 173.39      |
| 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   | 31,720.00              | .00                         | 910,431.88          | -519,481.88          | 232.88      |
| 767          | NON CAP TECH EQUIP-REPLA | 2,796,052.00 | 12,348.15              | 124,037.97                  | 1,964,177.84        | 707,836.19           | 74.68       |
| 768          | EQUIP REPLACE-TECHNOLOGY | .00          | .00                    | .00                         | -80,148.99          | 80,148.99            | .00         |
| 810          | DUES AND FEES            | 10,000.00    | 1.75                   | .00                         | 7,280.94            | 2,719.06             | 72.81       |
| TOTAL REPORT |                          | 3,490,058.00 | 50,211.39              | 242,202.65                  | 3,215,347.79        | 32,507.56            | 99.07       |

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TIME: 13:07:58

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 8/19

SORTED BY: ACCOUNT  
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| ACCOUNT - - - - - | TITLE - - - - -     | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------------|---------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R9310             | GENRL FND TRANSFERS | 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      |

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TIME: 13:11:16

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 8/19

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| ACCOUNT      | TITLE                   | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|-------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 300          | PRCHSD PRO&TECH SVS     | .00          | .00                    | 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          | .00                    | 49,548.27                   | 876,183.60          | -925,731.87          | .00         |
| 610          | GENERAL SUPPLIES        | .00          | .00                    | 8,440.43                    | 15,575.49           | -24,015.92           | .00         |
| 750          | EQUIP - ORIG & ADDT'L   | .00          | 7,906.23               | 718.63                      | 7,946.98            | -8,665.61            | .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 | 7,906.23               | 212,678.76                  | 1,291,176.08        | 351,409.16           | 81.06       |

DATE: 03/12/2019  
TIME: 13:08:19

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 8/19

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| ACCOUNT - - - - - | TITLE - - - - - | BUDGET     | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------------|-----------------|------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R6710             | GATE RECEIPTS   | 131,500.00 | 7,776.00           | .00         | 146,820.00               | -15,320.00           | 111.65      |
| TOTAL REPORT      |                 | 131,500.00 | 7,776.00           | .00         | 146,820.00               | -15,320.00           | 111.65      |

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WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 8/19

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| ACCOUNT      | TITLE                | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|----------------------|------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 135          | SUPPLEMTL CONTR PROF | .00        | 6,645.00               | .00                         | 35,773.00           | -35,773.00           | .00         |
| 213          | LIFE INSURANCE       | .00        | .00                    | .00                         | 1.76                | -1.76                | .00         |
| 220          | SOCIAL SECURITY CONT | .00        | 491.88                 | .00                         | 2,636.53            | -2,636.53            | .00         |
| 230          | RETIREMENT CONTRIBS  | .00        | 1,549.44               | .00                         | 8,581.35            | -8,581.35            | .00         |
| 350          | SECURITY/SAFETY SVCS | 4,254.77   | 298.05                 | .00                         | 4,254.77            | .00                  | 100.00      |
| 390          | OTHER PURCH. SVCS    | 65,036.00  | 3,998.00               | .00                         | 22,568.00           | 42,468.00            | 34.70       |
| 513          | CONTRACTED CARRIERS  | 3,080.00   | .00                    | .00                         | .00                 | 3,080.00             | .00         |
| 580          | TRAVEL EXPENSES      | 2,010.00   | .00                    | .00                         | 1,633.79            | 376.21               | 81.28       |
| 610          | GENERAL SUPPLIES     | 36,787.00  | -1,261.00              | 6,488.03                    | 3,749.87            | 26,549.10            | 27.83       |
| 762          | CAP EQUIP- REPLACE   | 18,060.00  | .00                    | .00                         | .00                 | 18,060.00            | .00         |
| 810          | DUES AND FEES        | 2,272.23   | .00                    | .00                         | -341.00             | 2,613.23             | -15.01      |
| TOTAL REPORT |                      | 131,500.00 | 11,721.37              | 6,488.03                    | 78,858.07           | 46,153.90            | 64.90       |

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WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
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SELECTION CRITERIA: orgn.fund='30'  
ACCOUNTING PERIOD: 8/19

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| ACCOUNT - - - - - | TITLE - - - - -     | BUDGET | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>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 February 28, 2019**

| Project                 | Description                                   | Project Budget | Project to Date<br>Expenses at<br>Prior 6/30 | Current Fiscal Year<br>to Date Expenses | Total Expenses | Budget Balance |
|-------------------------|-----------------------------------------------|----------------|----------------------------------------------|-----------------------------------------|----------------|----------------|
| <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                | 13,424,457.55  | 13,424,457.55                                | 0.00                                    | 13,424,457.55  | 0.00           |
| C033                    | Exton Renovations/Additions                   | 17,750,000.00  | 12,562,659.66                                | 3,086,339.88                            | 15,648,999.54  | 2,101,000.46   |
| C034                    | East Goshen Design and Construction           | 15,500,000.00  | 2,146,768.98                                 | 4,688,932.71                            | 6,835,701.69   | 8,664,298.31   |
| 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                                   | 76,436.81                               | 182,042.13     | 12,717,957.87  |
| C038                    | Starkweather Design and Construction          | 10,400,000.00  | 477,471.31                                   | 75.00                                   | 477,546.31     | 9,922,453.69   |
| 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                                    | 7,792.59                                | 23,603.39      | 926,396.61     |
| C056                    | Operations Repair Retaining Wall              | 179,351.85     | 13,023.00                                    | 166,328.85                              | 179,351.85     | 0.00           |
| C057                    | New Elementary School Design and Construction | 25,500,000.00  | 800.00                                       | 343,984.62                              | 344,784.62     | 25,155,215.38  |
| 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                                 | 261,601.74                              | 2,923,178.96   | 1,992,042.58   |
| Total Current Projects  |                                               | 135,118,721.12 | 51,848,711.06                                | 8,657,177.98                            | 60,505,889.04  | 74,612,832.08  |

WEST CHESTER AREA SCHOOL DISTRICT  
FOOD SERVICES FUND  
FEBRUARY 28, 2019

|                           | 2018-19<br>CONTRACT<br>BUDGET | ACTUAL<br>FEBRUARY 2019 | YTD<br>2018-19 |
|---------------------------|-------------------------------|-------------------------|----------------|
| <u>REVENUE</u>            |                               |                         |                |
| CAFETERIA SALES           | 2,785,919                     | 227,691                 | 1,552,710      |
| GOVERNMENT REIMBURSEMENTS | 579,810                       | 69,410                  | 456,123        |
| TOTAL REVENUE             | 3,365,729                     | 297,101                 | 2,008,833      |
| <u>EXPENDITURES</u>       |                               |                         |                |
| COST OF FOOD              | 984,987                       | 101,527                 | 661,509        |
| <i>COMMODITY USAGE</i>    | <i>(38,155)</i>               | 11,880                  | 80,212         |
| LABOR                     | 1,829,648                     | 153,961                 | 1,036,110      |
| ADMINISTRATIVE EXPENSE    | 51,953                        | 6,266                   | 37,597         |
| MANAGEMENT FEE            | 61,374                        | 5,304                   | 31,826         |
| OTHER DIRECT EXPENSES     | 374,650                       | 21,953                  | 260,681        |
| TOTAL EXPENDITURES        | 3,264,457                     | 289,011                 | 2,027,723      |
| PROFIT/LOSS               | 101,272                       | 8,089                   | (18,890)       |

## WEST CHESTER AREA SCHOOL DISTRICT

FEBRUARY 2016

|                                     | 452<br>EB | 440<br>EG | 438<br>EX | 444<br>FH | 445<br>GA | 451<br>HILLS | 437<br>MCH | 448<br>PW | 453<br>SS | 447<br>WT | Total<br>Elementary | 328<br>F.M. | 326<br>P.M. | 327<br>S.M. | 223<br>RUSTIN | 222<br>EAST | 221<br>HEND. | Total<br>Secondary | OTHER | TOTAL  |                                     |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|--------------|------------|-----------|-----------|-----------|---------------------|-------------|-------------|-------------|---------------|-------------|--------------|--------------------|-------|--------|-------------------------------------|
| Kindergarten                        | 56        | 47        | 77        | 87        | 89        | 85           | 102        | 58        | 92        | 77        | 770                 |             |             |             |               |             |              |                    |       | 770    | Kindergarten                        |
| Special Education - Kinder          | 8         | 6         | 8         | 4         | 13        | 8            | 12         | 5         | 13        | 12        | 89                  |             |             |             |               |             |              |                    |       | 89     | Special Education - Kinder          |
| Grade 1                             | 71        | 70        | 101       | 81        | 92        | 78           | 92         | 79        | 79        | 93        | 836                 |             |             |             |               |             |              |                    |       | 836    | Grade 1                             |
| Special Education - Grade 1         | 6         | 8         | 11        | 6         | 8         | 6            | 6          | 7         | 6         | 10        | 74                  |             |             |             |               |             |              |                    |       | 74     | Special Education - Grade 1         |
| Grade 2                             | 54        | 58        | 80        | 77        | 77        | 90           | 102        | 72        | 78        | 76        | 764                 |             |             |             |               |             |              |                    |       | 764    | Grade 2                             |
| Special Education - Grade 2         | 0         | 6         | 14        | 11        | 15        | 7            | 11         | 6         | 8         | 8         | 96                  |             |             |             |               |             |              |                    |       | 96     | Special Education - Grade 2         |
| Grade 3                             | 49        | 68        | 72        | 72        | 74        | 83           | 77         | 70        | 90        | 63        | 718                 |             |             |             |               |             |              |                    |       | 718    | Grade 3                             |
| Special Education - Grade 3         | 8         | 12        | 12        | 18        | 13        | 8            | 13         | 15        | 13        | 15        | 127                 |             |             |             |               |             |              |                    |       | 127    | Special Education - Grade 3         |
| Grade 4                             | 76        | 54        | 79        | 75        | 85        | 93           | 96         | 80        | 69        | 69        | 776                 |             |             |             |               |             |              |                    |       | 776    | Grade 4                             |
| Special Education - Grade 4         | 3         | 11        | 19        | 11        | 19        | 16           | 12         | 20        | 23        | 16        | 160                 |             |             |             |               |             |              |                    |       | 160    | Special Education - Grade 4         |
| Grade 5                             | 63        | 59        | 76        | 93        | 76        | 97           | 83         | 64        | 103       | 73        | 787                 |             |             |             |               |             |              |                    |       | 787    | Grade 5                             |
| Special Education - Grade 5         | 9         | 11        | 15        | 13        | 18        | 16           | 17         | 26        | 8         | 16        | 159                 |             |             |             |               |             |              |                    |       | 159    | Special Education - Grade 5         |
| Grade 6                             |           |           |           |           |           |              |            |           |           |           |                     | 234         | 328         | 240         |               |             |              |                    |       | 802    | Grade 6                             |
| Special Education - Grade 6         |           |           |           |           |           |              |            |           |           |           |                     | 42          | 48          | 36          |               |             |              |                    |       | 126    | Special Education - Grade 6         |
| Grade 7                             |           |           |           |           |           |              |            |           |           |           |                     | 257         | 288         | 246         |               |             |              |                    |       | 791    | Grade 7                             |
| Special Education - Grade 7         |           |           |           |           |           |              |            |           |           |           |                     | 46          | 48          | 35          |               |             |              |                    |       | 129    | Special Education - Grade 7         |
| Grade 8                             |           |           |           |           |           |              |            |           |           |           |                     | 242         | 271         | 279         |               |             |              |                    |       | 792    | Grade 8                             |
| Special Education - Grade 8         |           |           |           |           |           |              |            |           |           |           |                     | 46          | 40          | 39          |               |             |              |                    |       | 125    | Special Education - Grade 8         |
| Grade 9                             |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 273           | 262         | 316          |                    |       | 851    | Grade 9                             |
| Special Education - Grade 9         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 35            | 47          | 43           |                    |       | 125    | Special Education - Grade 9         |
| Grade 10                            |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 292           | 283         | 280          |                    |       | 855    | Grade 10                            |
| Special Education - Grade 10        |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 53            | 44          | 49           |                    |       | 146    | Special Education - Grade 10        |
| Grade 11                            |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 283           | 255         | 245          |                    |       | 783    | Grade 11                            |
| Special Education - Grade 11        |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 41            | 44          | 37           |                    |       | 122    | Special Education - Grade 11        |
| Grade 12                            |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 273           | 265         | 270          |                    |       | 808    | Grade 12                            |
| Special Education - Grade 12        |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 41            | 43          | 42           |                    |       | 126    | Special Education - Grade 12        |
| Regular Education                   | 389       | 356       | 485       | 485       | 493       | 526          | 552        | 423       | 511       | 451       | 4,651               | 733         | 887         | 765         | 1,121         | 1,065       | 1,111        | 5,682              |       | 10,333 | Regular Education                   |
| Special Education                   | 54        | 54        | 79        | 63        | 86        | 61           | 71         | 79        | 71        | 77        | 705                 | 134         | 136         | 110         | 170           | 178         | 171          | 899                |       | 1,604  | Special Education                   |
| In - District Total                 | 433       | 410       | 564       | 548       | 579       | 587          | 623        | 502       | 582       | 528       | 5,356               | 867         | 1,023       | 875         | 1,291         | 1,243       | 1,282        | 6,581              |       | 11,937 | In - District Total                 |
| Out of District Totals              |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        |                                     |
| Alternative Ed. Reg. Ed.            |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 5     | 5      | Alternative Ed. Reg. Ed.            |
| Alternative Ed. Special Ed.         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 159   | 159    | Alternative Ed. Special Ed.         |
| Charter Schools                     |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        |                                     |
| Achievement Cyber                   |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 1     | 1      | Achievement Cyber                   |
| Agora Cyber                         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 6     | 6      | Agora Cyber                         |
| Avon Grove                          |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 1     | 1      | Avon Grove                          |
| Chester County Family Academy       |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 52    | 52     | Chester County Family Academy       |
| Chester Community Charter Collegium |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 297   | 297    | Chester Community Charter Collegium |
| Commonwealth Connection - Cyber     |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 18    | 18     | Commonwealth Connection - Cyber     |
| Insight                             |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 2     | 2      | Insight                             |
| Graystone Academy                   |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        |                                     |
| PA Distance                         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 2     | 2      | PA Distance                         |
| Pa Leadership - Cyber               |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 103   | 103    | Pa Leadership - Cyber               |
| Pennsylvania Cyber                  |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 2     | 2      | Pennsylvania Cyber                  |
| Pa Virtual - Cyber                  |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 2     | 2      | Pa Virtual - Cyber                  |
| Reach - Cyber                       |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 7     | 7      | Reach - Cyber                       |
| Renaissance Academy                 |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 3     | 3      | Renaissance Academy                 |
| 21st Century - Cyber                |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 14    | 14     | 21st Century - Cyber                |
| Outside PA                          |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        |                                     |
| GRAND TOTAL                         | 433       | 410       | 564       | 548       | 579       | 587          | 623        | 502       | 582       | 528       | 5,356               | 867         | 1,023       | 875         | 1,291         | 1,243       | 1,282        | 6,581              | 674   | 12,611 |                                     |

February 2016

WEST CHESTER AREA SCHOOL DISTRICT  
Enrollment Monthly Overview 2018-19

| In District Total | EB  | EG  | EX  | FH  | GA  | HILLS | MCH | PW  | SS  | WT  | Total<br>Elementary | F.M. | P.M.  | S.M. | RUSTIN | EAST  | HEND. | Total<br>Secondary | TOTAL  |
|-------------------|-----|-----|-----|-----|-----|-------|-----|-----|-----|-----|---------------------|------|-------|------|--------|-------|-------|--------------------|--------|
| August 2018       | 433 | 417 | 563 | 536 | 593 | 596   | 626 | 501 | 579 | 520 | 5,364               | 879  | 1,021 | 885  | 1,302  | 1,261 | 1,298 | 6,646              | 12,010 |
| September 2018    | 434 | 415 | 564 | 538 | 583 | 595   | 621 | 502 | 580 | 520 | 5,352               | 869  | 1,020 | 877  | 1,295  | 1,253 | 1,297 | 6,611              | 11,963 |
| October 2018      | 435 | 413 | 562 | 541 | 579 | 591   | 621 | 500 | 584 | 526 | 5,352               | 872  | 1,020 | 878  | 1,292  | 1,254 | 1,295 | 6,611              | 11,963 |
| November 2018     | 437 | 412 | 563 | 546 | 578 | 588   | 628 | 500 | 586 | 526 | 5,364               | 871  | 1,020 | 874  | 1,290  | 1,249 | 1,292 | 6,596              | 11,960 |
| December 2018     | 435 | 412 | 564 | 546 | 573 | 586   | 626 | 503 | 585 | 527 | 5,357               | 872  | 1,022 | 874  | 1,290  | 1,250 | 1,288 | 6,596              | 11,953 |
| January 2019      | 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 |
| February 2019     | 433 | 410 | 564 | 548 | 579 | 587   | 623 | 502 | 582 | 528 | 5,356               | 867  | 1,023 | 875  | 1,291  | 1,243 | 1,282 | 6,581              | 11,937 |
| March 2019        |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| April 2019        |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| May 2019          |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |
| June 2019         |     |     |     |     |     |       |     |     |     |     | -                   |      |       |      |        |       |       | -                  | -      |

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

March 25, 2019

Spellman Administration Building

7:00 pm

**Other Business**

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**Approval of the Memorandum of Understanding between Octorara Area School District and West Chester Area School District**

Approval is requested of the Memorandum of Understanding between Octorara Area School District ("OASD") and West Chester Area School District ("WCASD") to allow eligible WCASD high school students the opportunity to participate in the OASD Homeland Security, Law Enforcement, Firefighting, and Related Protective Services Program.

*I so move.*

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

March 25, 2019

Spellman Administration Building

7:00 pm

**ADDENDUM**

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**XI. Other Business**

4. Approval of Resolution to Authorize the District Solicitor to terminate the Agreement between West Chester Area School District and E.R. Stuebner Construction, Inc. for Renovations and Additions at the East Goshen Elementary School

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

March 25, 2019

Spellman Administration Building

7:00 pm

**ADDENDUM**

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**ACTION ITEM**

**Approval of Resolution to Authorize the District Solicitor to terminate the Agreement between West Chester Area School District and E.R. Stuebner Construction, Inc. for Renovations and Additions at the East Goshen Elementary School**

Approval is Requested of Resolution to Authorize the District Solicitor to terminate the Agreement dated April 25, 2018 between West Chester Area School District and E.R. Stuebner Construction, Inc. for Renovations and Additions at the East Goshen Elementary School for cause.

*I so move.*

WEST CHESTER AREA SCHOOL DISTRICT  
CHESTER COUNTY, PENNSYLVANIA

RESOLUTION

BACKGROUND

The purpose of this resolution is to comply with the requirements of the Pennsylvania Public School Code of 1949, as amended ("School Code") in order for the West Chester Area School District School Board ("School Board") to terminate, the agreement dated April 25, 2018 ("Contract"), between the West Chester Area School District ("School District") and E.R. Stuebner Construction, Inc. ("Contractor") for renovations and additions at the East Goshen Elementary School ("Project") located at 800 North Chester Road, West Chester, Pennsylvania 19380.

TERMS AND CONDITIONS

NOW, this 25th day of March, 2019, it is hereby resolved by the School Board for the West Chester Area School District as follows:

1. The Contract, at Section 14.2, permits the School District (designated as "Owner" in the Contract), to terminate the Contract for cause.

2. The School Board, through the School District administration, and in consultation with the architect employed by the School District for the Project, and the Solicitor, has determined that cause exists under the Contract for termination, and therefore approves the termination of the Contract with the Contractor for the Project.

3. The officers of the School Board, the School District administration, and the Solicitor are authorized and directed to take whatever action is necessary and appropriate pursuant to the Contract to terminate the Contractor for the Project.

4. Any and all actions taken by individuals acting on behalf of the School District prior to the date of this Resolution in furtherance of the termination of the Contract, and in furtherance of the School District's business in this regard, are hereby ratified and confirmed.

5. If any sentence, clause, action or part of this Resolution is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or part of this Resolution. It is hereby declared as the intent of the School District that this Resolution would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

6. All resolutions or parts of resolutions conflicting herewith are hereby repealed.

Adopted this 25<sup>th</sup> day of March, 2019.

ATTEST:

WEST CHESTER AREA SCHOOL DISTRICT

\_\_\_\_\_  
Linda Cherashore  
Board Secretary

BY: \_\_\_\_\_  
Chris McCune, President