

WEST CHESTER AREA SCHOOL BOARD—**Meeting of December 16, 2019**

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 led the public in the Pledge of Allegiance.

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**Roll Call**

**Members Present:** Mr. Bevilacqua, Ms. Chester, Mr. Durnell, Mr. Gallen, Dr. Herrmann, Mr. McCune, Dr. Shaw, Mr. Spackman, Mrs. Tiernan.

**Members Absent:**

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Approval of the November 25, 2019 Monthly School Board Meeting Minutes

BOARD ACTION: It was moved by Mr. Gallen and seconded by Dr. Herrmann to approve the minutes of the November 25, 2019 Monthly School Board Meeting

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

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***Mr. McCune announced that the Board met in Executive Session this evening, Monday, December 16, 2019 regarding a real estate matter.***

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Approval to amend the December 16, 2019 Meeting Agenda

BOARD ACTION: It was moved by Mr. Bevilacqua and seconded by Ms. Chester to amend the December 16, 2019 Meeting Agenda as follows: Removal of Property & Finance Action Item D7-Approval of ACT 1 Resolution to Publicize the District’s Intent to Obtain PDE’s Approval of Exceptions for the 2020-2021 Budget.

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

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**Approval to amend the December 16, 2019 Meeting Agenda**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Mr. Gallen to amend the December 16, 2019 Meeting Agenda as follows: Removal of Property & Finance Action Item D8- Approval of ACT 1 Resolution to Acknowledge Release of 2020-21 Preliminary Budget & to Advertise District’s Intent to Adopt the 2020-2021 Budget at Least 10 Days Prior to Adoption

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

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Approval of the December 16, 2019 Meeting Agenda as amended

BOARD ACTION: It was moved by Mr. Bevilacqua and seconded by Ms. Chester to approve the December 16, 2019 meeting agenda as amended.

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

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**Public Comments on Agenda Items**

There were no public comments on agenda items.

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Approval of the December 2, 2019 Annual Organization School Board Meeting Board Minutes

BOARD ACTION: It was moved by Dr. Herrmann and seconded by Mr. Spackman to approve the minutes of the December 2, 2019 Annual Organization School Board Meeting.

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

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**Approval of Personnel Recommendations—Dr. Ulmer**

|    |                                                                                                                                         |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------|--|
| I. | Removal from Payroll                                                                                                                    |  |
| a. | Resignations - None                                                                                                                     |  |
| b. | Retirements                                                                                                                             |  |
| 1. | Jennifer Householder, 1.0 Grade 2 Teacher at East Bradford ES effective the last day of the 2019-2020 school year. 21 Years of Service. |  |
| 2. | Adriana Park, 1.0 Music Teacher at East Bradford ES effective the last day of the 2019-2020 school year. 26 Years of Service.           |  |

|     |                                                 |                                                                                                                                                                                                                                                       |
|-----|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| II. | Additions to Payroll                            |                                                                                                                                                                                                                                                       |
| a.  | Professional Staff: Contract                    |                                                                                                                                                                                                                                                       |
| 1.  | Laura Ebert                                     |                                                                                                                                                                                                                                                       |
|     | Placement                                       | 1.0 Autistic Support Teacher at Exton ES, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 3, \$50,000                                                                                                                     |
|     | Education                                       | Bachelor of Science from West Chester University 2014-2018                                                                                                                                                                                            |
|     | Experience                                      | Autistic Support Long Term Substitute at Norristown Area School District 4/2019 – current, Autistic Support Teacher at Devereux CIDDS 12/2018 – 4/2019, Multiple Disabilities Teacher during ESY at Chester County Intermediate Unite 6/2018 – 7/2018 |
|     | Certification                                   | Instructional I, Grades PK-4, Special Education PK-8, Endorsement Autism PK-12                                                                                                                                                                        |
| b.  | Professional Staff: Long Term Substitute - None |                                                                                                                                                                                                                                                       |

|    |                                       |
|----|---------------------------------------|
| c. | Administrative Staff: Contract - None |
| d. | Support Staff: Non Bargaining - None  |
| e. | Support Staff: Contract - None        |
| f. | Support Staff: Substitute - None      |

|      |                     |              |                                                  |                                                                                                               |                       |               |
|------|---------------------|--------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------|---------------|
| III. | Personnel Events    |              |                                                  |                                                                                                               |                       |               |
| a.   | Status Change       |              |                                                  |                                                                                                               |                       |               |
|      | <b>Name</b>         | <b>Type</b>  | <b>From</b>                                      | <b>To</b>                                                                                                     | <b>Effective Date</b> | <b>Salary</b> |
| 1.   | Emily Elliott       | Professional | 1.0 School Psychologist at Glen Acres ES         | .8 School Psychologist at Glen Acres ES                                                                       | 12/12/19              | \$50,880      |
| 2.   | Jennifer Fitzgibbon | Professional | 1.0 Staff Nurse Floater                          | .8 Certified School Nurse LTS at .8 Hillsdale ES/District (during C. Dugan's Leave of Absence)/.2 Staff Nurse | 12/2/19               | \$36,800 LTS  |
| 3.   | Zakiyus Hardy       | Custodian    | .5 Part-time Custodian at Starkweather ES        | 1.0 2 <sup>nd</sup> Shift Custodian at Penn Wood ES                                                           | 11/26/19              | \$17.90       |
| 4.   | Mary Ann Tomlinson  | Professional | 1.0 Secretary to Assistant Principals at East HS | 1.0 FCS LTS at Stetson MS for Ms. Linn's leave of absence                                                     | 12/9/19               | \$46,000      |

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|----|-----------------|
| b. | Transfer - None |
|----|-----------------|

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

|    |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| V. | Additional Information                                                                                                                                                                                                                                                                                                                                                                                                   |
| 1. | Anastasia Coni's transfer will be effective 1/2/20.                                                                                                                                                                                                                                                                                                                                                                      |
| 2. | Jillian Dannehower's start date was 12/2/19.                                                                                                                                                                                                                                                                                                                                                                             |
| 3. | Laura Ebert's start date will be 1/6/20.                                                                                                                                                                                                                                                                                                                                                                                 |
| 4. | Shae Fisher's start date was 12/3/19.                                                                                                                                                                                                                                                                                                                                                                                    |
| 5. | Kathleen Payne is retiring from WCASD effective 12/20/19 with 17 years of service.                                                                                                                                                                                                                                                                                                                                       |
| 6. | The District withdrew our offer of employment to Sandra Rubio due to clearance issues.                                                                                                                                                                                                                                                                                                                                   |
| 7. | Josiah Shoemaker will start at Level 3 (B+24), Step 4, \$52,900, and his start date will be TBD.                                                                                                                                                                                                                                                                                                                         |
| 8. | In accordance with the PA State Auditors recommendation, the following list of drivers, employed by our transportation contractors Krapf's and On the Go Kids, require School Board approval. The credentials and security clearances for each of these drivers has been verified to be in compliance with our transportation carrier contracts and have been vetted through the WCASD Transportation Office (see list). |

**KRAPF'S**

| Bus # | First Name | Last Name | Driver |
|-------|------------|-----------|--------|
| 38    | Akira      | Kitchener | Driver |

**ON THE GO KIDS**

| Bus # | First Name | Last Name  | Drivers/Aides |
|-------|------------|------------|---------------|
| 207   | Deborah    | Armour     | Aide          |
| 222   | Shardae    | Dunn-Hogue | Aide          |
| 239   | Brooke     | Hamilton   | Aide          |
| 225   | Felicia    | Jones      | Aide          |

| VI.                       | Supplemental Contracts |          |        |      |               |                |                            |
|---------------------------|------------------------|----------|--------|------|---------------|----------------|----------------------------|
| Last Name                 | First Name             | Location | Season | Step | % of Contract | Total Contract | Position Title             |
| <b>Additions: '19-'20</b> |                        |          |        |      |               |                |                            |
| Byrd                      | James                  | RHS      | Annual | 5    | 50.00%        | \$857.25       | Science Olympiad           |
| Dick                      | Ashley                 | FMS      | Spring | 1    | 100.00%       | \$2,156.00     | Asst. Softball Coach       |
| Giordano                  | Benjamin               | FMS      | Winter | 1    | 50.00%        | \$1,232.00     | Head Boys Basketball Coach |
| Giuliano                  | Robbi                  | FMS      | Spring | 1    | 100.00%       | \$2,772.00     | Head Softball Coach        |
| Knight                    | Ryan                   | EHS      | Spring | 1    | 100.00%       | \$3,696.00     | Asst. Track Coach          |
| Suarez                    | Jaime                  | RHS      | Annual | 5    | 20.00%        | \$342.90       | Science Olympiad           |
| Swiggett                  | Julian                 | EHS      | Annual | 3    | 100.00%       | \$3,240.00     | Spring Drama               |
| Whitton                   | Tanna                  | RHS      | Annual | 2    | 30.00%        | \$425.25       | Science Olympiad           |
|                           |                        |          |        |      |               |                |                            |

| Last Name             | First Name | Location | Season | Step | % of Contract | Total Contract | Position Title              |
|-----------------------|------------|----------|--------|------|---------------|----------------|-----------------------------|
| <b>Removals: None</b> |            |          |        |      |               |                |                             |
| <b>Adjustments:</b>   |            |          |        |      |               |                |                             |
| Lindsay               | Charles    | FMS      | Winter | 4    | 100.00%       | \$2,944.00     | Asst. Wrestling Coach       |
| Shelton               | Latrell    | RHS      | Winter | 3    | 29.00%        | \$1,315.44     | Asst. Boys Basketball Coach |
| Swiggett              | Julian     | FMS      | Spring | 3    | 100.00%       | \$2,916.00     | Head Baseball Coach         |
| Washington            | Reginald   | FMS      | Winter | 7    | 50.00%        | \$1,724.00     | Head Boys Basketball Coach  |

*Addendum to Personnel Recommendations:*

- I. Removals from Payroll
  - a. Resignations - None
  - b. Retirements - None
- II. Additions to Payroll
  - a. Professional Staff: Contract - None
  - b. Professional Staff: Long Term Substitute - None
  - c. Administrative Staff: Contract - None
  - d. Support Staff: Contract

|    |                 |                                                                                                                                 |
|----|-----------------|---------------------------------------------------------------------------------------------------------------------------------|
| 1. | Vincent Belnome |                                                                                                                                 |
|    | Placement       | 1.0 Grounds Mechanic #3 at the Warehouse, 8 hrs./day, 5 days/week, 260 days/year, effective 12/30/19, Group 3, Step 4, \$25.12. |

- e. Support Staff: Substitute - None
- III. Personnel Events
  - a. Status Change - None
  - b. Transfer - None
- IV. Personnel Leave
  - a. Sabbatical Leave - None
  - b. Unpaid Leave - None
- V. Additional Information

|    |                                                                                                                                                                                                                                     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. | Broadus Davis will serve as interim Assistant Principal at Peirce MS during Dr. Maxwell's leave of absence. Mr. Davis will have a daily rate of \$575 to Broadus Davis, LLC for consulting services. Effective date will be 1/3/20. |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

VI. Supplemental Contracts - None

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

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

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Approval of Consent Agenda

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

Education

1. Approval of the following Study / Excursion trip(s):
 - Rustin HS Science Olympiad – Houston, TX – Thur-Sun 11/7-11/10/2019
 - Rustin HS Ice Hockey – Jamestown, NY – Fri-Sun 12/6-12/8/2019
 - East HS – Competitive Cheer Team – Garden City, NY – Sat-Sun 12/7-12/8/2019
 - East HS Wrestling – Chambersburg, PA – Fri-Sat 12/27-12/28/2019
 - East HS Boys Varsity Basketball – State College, PA – Fri-Sat 12/6-12/7/2019
 - Henderson HS Model UN – Baltimore, MD – Thurs-Sun 2/6-2/9/2020
 - East HS Indoor Track – New Haven, CT – Fri-Sat 1/10-1/11/2020
2. Approval of the following Study/Excursion trip(s):
 - Peirce MS Cross Country
 - Peirce MS FBLA (Future Business Leaders of America)
 - Peirce Paw Pals
3. Approval of New Administrative Guideline 217AG1 - Application for Diploma for Eligible Veterans, Second Reading
4. Approval of Revised Policy 217 – Graduation Requirements, Second Reading

Pupil Services

Personnel

Property & Finance

1. Approval of Revised Board Policy 705 – Safety, Second Reading
2. Approval of Revised Board Policy 709 – Building Security, Second Reading
3. Approval of Revised Board Policy 805 – Emergency Preparedness, Second Reading
4. Approval of Revised Board Policy 805.1 – Relations with Law Enforcement Agencies, Second Reading

5. Approval of New Board Policy 805.2 – School Security Personnel, Second Reading
6. Approval of Updated 2019-20 Transportation Schedules
 On the Go Kids (Contract 1):
 - 55 bus routes both a.m. and p.m. for Special Education services and public/parochial/private schools
 - 12 mid-day routes
 - 18 aides
 Krapf Bus Company (Contract 2 & 3):
 - 137 bus routes both a.m. and p.m. for public/parochial/private schools
 - 4 CAT Brandywine shuttle buses from the public high schools
 - 9 late routes from non-public schools

Other Reports

Other Business

1. Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of November 1, 2019 to November 30, 2019:

WEST CHESTER AREA SCHOOL DISTRICT
 DECEMBER 16, 2019
 STATEMENT OF DISBURSEMENTS SUMMARY
 FOR THE PERIOD NOVEMBER 1, 2019 - NOVEMBER 30, 2019

GENERAL FUND DISBURSEMENTS	21,785,353.87
includes Technology, Federal Programs and any Special State Funds	
BILLS PAID	21,785,353.87
INVESTMENTS	0.00
CAPITAL RESERVE FUND	255,009.48
CAPITAL PROJECTS FUND	898,388.25
SPECIAL REVENUE-Athletics	5,946.55
TRUST FUNDS	3,287.46
CAFETERIA	321,393.78
STUDENT ACTIVITY FUND DISBURSEMENTS	59,921.62
TRUST AND AGENCY FUND DISBURSEMENTS	<u>29,245.84</u>

TOTAL DISBURSEMENTS 23,358,546.85

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

- 2. Approval of the November 30, 2019 Financial Report

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

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**Committee Reports**

**Personnel Committee—Dr. Herrmann**

**Approval of contract of employment for John T. Scully, Director of Business Affairs for the period beginning July 1, 2020 to June 30, 2026**

**BOARD ACTION:** It was moved by Dr. Herrmann and seconded by Mr. Gallen to approve the contract of employment for John T. Scully, Director of Business Affairs for the period beginning July 1, 2020 to June 30, 2026.

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

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Property and Finance Committee—Mr. Bevilacqua

Approval of ACT 1 Resolution for Inflation Index Budget Limit

BOARD ACTION:

WEST CHESTER AREA SCHOOL DISTRICT
Resolution for Act 1 Inflation Index Budget Limit

WHEREAS, The “Taxpayer Relief Act”, Act 1 of 2006, 53 P.S. §6926.101 *et seq.*, as amended, requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education certain referendum exceptions;

WHEREAS, Act 1 permits a board of school directors to elect to adopt a resolution, as set forth in 53 P.S. § 6926.311(d), indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than January 9, 2020;

WHEREAS, the West Chester Area School District index for the 2020-2021 fiscal year is 2.6%;

WHEREAS, the West Chester Area School District Board of School Directors has made the decision that it shall not raise the rate of any tax for the support of the West Chester Area School District for the 2020-2021 fiscal year by more than its index.

AND NOW, on this 16th day of December 2019, it is hereby RESOLVED by the West Chester Area School District ("District") Board of School Directors ("Board") that:

1. The Board certifies that it will not increase any school district tax for the 2020-2021 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code ("School Code"), 24 P.S. §6-687, for the adoption of its proposed and final budgets.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget for the 2020-2021 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five (5) days after the Board's adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five (5) days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under 53 P.S. § 6926.333(f) and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2020-2021 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of 53 P.S. § 6926.311. Provided, however:
 - a. The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - b. Within ten (10) days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - c. If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the

District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of 53 P.S. § 6926.311.

ATTEST:

WEST CHESTER AREA SCHOOL BOARD

Secretary By: _____
President

It was moved by Mr. Bevilacqua and seconded by Mr. Gallen to approve the ACT 1 Resolution for Inflation Index Budget Limit

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

Approval of Capital Reserve Projects

BOARD ACTION: It was moved by Mr. Bevilacqua and seconded by Mr. Spackman to approve the following Capital Reserve Projects not to exceed \$340,000.

<u>Location</u>	<u>Project</u>	<u>Budget</u>
Rustin H.S.	Repairs to elevator	\$ 16,000
Secondary Schools	Repairs to stage rigging	\$100,000
Henderson North	Additional funds for softball field construction	\$100,000
Mary C. Howse E.S.	Repairs to windows	\$ 30,000
Peirce M.S.	Install cellphone antenna system	\$ 60,000
Peirce M.S.	Family Consumer Science redesign	\$ 34,000
Total		\$340,000

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

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**X. Other Business**

**Approval of Agreement of Sale, 402 N. Penn Street, West Chester PA**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Ms. Chester to approve the Agreement of Sale with IHII 1 LLC, 402 N. Penn Street, West Chester PA in the amount of \$360,000.00.

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

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Comments from Residents

There were no comment from residents.

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Mr. McCune read the following quote, "The holiday season is the perfect time to reflect on our blessings and seek out ways to make life better for those around us." ~Terri Marshall

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Adjournment:

BOARD ACTION: On motion by Mr. Gallen seconded by Mr. Durnell, the Board, on voice vote, agreed to adjourn at 7:21 p.m.

Board Secretary