

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

Monday, July 27, 2020

7:00 pm
AGENDA

Zoom Meeting

- I. Call to Order
Salute to the Flag Mr. McCune
- II. Roll Call Ms. Cherashore
- III. Approval of Minutes of the June 22, 2020 Monthly School Board Meeting.. Mr. McCune
- IV. Approval of the July 27, 2020 School Board Meeting Agenda..... Mr. McCune
- V. Superintendent’s Report Dr. Scanlon
- VI. Public Comments on Agenda Items Ms. Cherashore
- VII. Approval of Personnel Recommendations Dr. Ulmer
- VIII. Approval of Consent Agenda..... Mr. McCune
- IX. School Board Reports

Committee Reports

- A. *Education*..... Mrs. Tiernan
 - * 1. Approval of Revised Policy 200 Enrollment of Students, Second Reading
 - * 2. Approval of Revised Policy 204 Attendance, Second Reading
 - * 3. Approval of Revised Policy 208 Withdrawal from School, Second Reading
 - * 4. Approval of Revised Policy 209 Health Examinations/Screenings, Second Reading
 - * 5. Approval of Revised Policy 233 Suspension and Expulsion, Second Reading
 - * 6. Approval of Revised Policy 016 Electronic Communication, First Reading
 - * 7. Approval of New Administrative Guideline 204AG3 – Attendance Guidelines West Chester Cyber Program, First Reading
 - * 8. Approval of Revised Policy 218 Student Discipline, First Reading
 - * 9. Approval of Revised Policy 227 Controlled Substances/Paraphernalia, First Reading
 - * 10. Approval of Revised Policy 237 Use of Personal Technology/Electronic Devices, First Reading
 - * 11. Approval of Revised Policy 815.2 Communications with Students, First Reading
 - * 12. Approval of Revised Policy 816 Use of Livestream Video on School District Property, First Reading
- B. *Pupil Services* Ms. Chester
 - * 1. Approval of one (1) Special Education Settlement Agreement
 - * 2. Approval of Spanish Line Independent Contractor Agreement

*Consent Agenda Items

C. *Personnel*.....Dr. Herrmann

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

- * 1. Approval to Authorize the District’s Financing Team to Proceed with Preparation of a Parameters Resolution for refunding all or a portion of the General Obligation Bonds, Series AA of 2010 and Series A of 2015
- * 2. Approval of Resolution Authorizing Parameters for the Refunding of Bonds

X. Other BusinessMr. McCune

- * 1. Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of June 1, 2020 to June 30, 2020
- 2. Approval of Resolution Regarding Racial Equity
- 3. Approval of the Resolution regarding School District’s Emergency Declaration, PA School Code Section 520.1, and Policy Waiver
- 4. Approval of West Chester Area School District Emergency Instructional Proposed Calendar and Schedule for SY 2020-21

XI. Comments from Residents

XII. Adjournment



*Consent Agenda Items

WEST CHESTER AREA SCHOOL BOARD—**Meeting of June 22, 2020**

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.

I. Call to Order

Due to the COVID-19 pandemic and the closure of Pennsylvania Schools for the remainder of the 2019-20 academic year, the West Chester Area School Board met virtually via ZOOM. The meeting began at 7:00 p.m. Mr. McCune, Board President, called the meeting to order and led the public in the Pledge of Allegiance.

II. Roll Call

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

Members Absent:

III. Approval of the May 27, 2020 Monthly Board Meeting Minutes

BOARD ACTION: It was moved by Dr. Herrmann and seconded by Dr. Shaw to approve the minutes of the May 27, 2020 School Board Meeting.

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

Mr. McCune announced that the Board met in Executive Session on Monday, June 15 regarding a personnel matter and tonight, Monday, June 22, 2020 regarding safety and security.

IV. Approval of June 22, 2020 Meeting Agenda

BOARD ACTION: It was moved by Mrs. Tiernan and seconded by Ms. Chester to approve the June 22, 2020 meeting agenda.

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

VI. Public Comments on Agenda Items

Dr. Ellen Gacomis, Penn Wood ES Principal, reflected on her 44-year career in the district commending her staff, the administration, and the students she had over the years.

John and Diana Brannon, Fern Hill ES parents, spoke about the social and emotional impact the redistricting plan will have on 5th graders.

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

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

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

VIII. Approval of Consent Agenda

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

Education

1. Approval of New French Textbooks
2. Approval of Resolution – Required 15-1502(a) of the Public School Code- Designated Local Holidays – 2020-21 WCASD Calendar
3. Approval of Revised Policy 200 Enrollment of Students, First Reading
4. Approval of Revised Policy 204 Attendance, First Reading
5. Approval of Revised Policy 208 Withdrawal from School, First Reading
6. Approval of Revised Policy 209 Health Examinations/Screenings, First Reading
7. Approval of Revised Policy 233 Suspension and Expulsion, First Reading
8. Approval of Final Redistricting Plan for 2021-22

Pupil Services

1. Approval of one (1) Special Education Settlement Agreement
2. Approval of Preliminary Health and Safety Plan for the Summer Pilot Program
3. Approval of Athletic Departments Resocialization of Sports Recommendation Plan per PIAA Guidelines

Personnel

Property & Finance

1. Approval of 2020-21 Property and Casualty/Liability Insurance as listed below through Willis of PA for the premium amount of \$446,698:
Church Mutual/CM Regent Package & Automobile
Travelers Boiler & Machinery
National Union/Fire Ins. Co. Sch Board Legal incl Employment Practices

- | | | |
|--|-------------------------|--------------------|
| | National Union | Network Security |
| | Church Mutual/CM Regent | Umbrella |
| | National Union | Volunteer/Accident |
2. Approval of 2020-21 Student Accident Insurance for the premium amount of \$47,145
 3. Approval of 2020-21 CCIU Marketplace Services Contract
 4. Approval of 2020-21 Food Service Contract Addendum
 5. Approval of 2020-21 Adult School Lunch Price Increase: a \$4.30 middle school adult premium lunch and a \$3.95 high school adult lunch meal

Other Reports

Other Business

1. Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of May 1, 2020 to May 31, 2020

WEST CHESTER AREA SCHOOL DISTRICT
JUNE 22, 2020
STATEMENT OF DISBURSEMENTS SUMMARY
FOR THE PERIOD MAY 1, 2020 - MAY 31, 2020

GENERAL FUND DISBURSEMENTS	29,165,572.09
includes Technology, Federal Programs and any Special State Funds	
BILLS PAID	29,165,572.09
INVESTMENTS	0.00
CAPITAL RESERVE FUND	81,411.43
CAPITAL PROJECTS FUND	1,549,812.17
SPECIAL REVENUE - Athletics	3,049.99
TRUST FUNDS	7,889.69
CAFETERIA	404,138.05
STUDENT ACTIVITY FUND DISBURSEMENTS	39,549.74
TRUST AND AGENCY FUND DISBURSEMENTS	<u>33,471.13</u>

TOTAL DISBURSEMENTS

31,284,894.29

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

2. Approval of the May 31, 2020 Financial Report
3. Approval to appoint Dr. Karen Herrmann and Dr. Kate Shaw as Voting Delegates at the 2020 PSBA Delegate Assembly and to attend the Meeting on November 7, 2020

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

Committee Reports

Property and Finance Committee—Mr. Bevilacqua

D6 Approval of 2020-21 Homestead/Farmstead Resolution

BOARD ACTION: It was moved by Mr. Bevilacqua and seconded by Mr. Gallen to approve the 2020-21 Homestead/Farmstead Resolution:

WEST CHESTER AREA SCHOOL DISTRICT

2020-21 HOMESTEAD/FARMSTEAD EXCLUSION RESOLUTION

RESOLVED, this 22nd day of June, 2020, by the Board of School Directors of the West Chester Area School District that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2020 under the provisions of the Homestead Property Exclusion Program Act (Act 50 of 1998, 53 Pa. C.S. § 8401 et seq.) and the Taxpayer Relief Act (Act 1 of 2006, as amended, 53 P.S. § 6926.101 et seq.) as follows:

1. **Aggregate Amount Available for Homestead and Farmstead Real Estate Tax Reduction.** The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2020:
 - a. **Gaming Tax Funds.** The Pennsylvania Department of Education (“PDE”) has notified the School District that PDE will pay to the School District during the school year pursuant to 53 P.S. § 6926.505(b), a property tax reduction allocation funded by gaming tax funds, the amount of **\$2,463,147.81**.

School District real estate tax rate in Delaware County of **16.6626** mills (**.0166626**), the maximum real estate assessed value reduction to be reflected on tax notices as a homestead exclusion for each approved homestead in Delaware County is **\$8,617**, and the maximum real estate assessed value reduction to be reflected on tax notices as a farmstead exclusion for each approved farmstead in Delaware County is **\$8,617**.

6. **Homestead/Farmstead Exclusion Authorization for July 1 Tax Bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect the homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the county established assessed value of the homestead, or (b) the paragraph 4 maximum real estate assessed value reduction of **\$6,629** for Chester County and **\$8,617** for Delaware County. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the county established assessed value of the farmstead, or (b) the paragraph 4 maximum real estate assessed value reduction of **\$6,629** for Chester County and **\$8,617** for Delaware County. For purposes of this Resolution, "approved homestead" and "approved farmstead" shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to 53 P.S. § 6926.341(g)(3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 6 shall apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year which will be issued on or promptly after July 1 and will not apply to interim real estate tax bills.

ATTEST:

WEST CHESTER AREA SCHOOL BOARD

Secretary

By: _____
President

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

XI. Comments from Residents

There were no comment from residents.

Mr. McCune read the following quotes:
Change:

"We can't become what we need to be by remaining what we are." Oprah Winfrey

Hope:

“Hope is being able to see that there is light despite all of the darkness.”

Desmond Tutu

Perspective:

“Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending.” Carl Bard

XII. Adjournment

BOARD ACTION: On motion by Ms. Chester, seconded by Mr. Durnell, the Board, on voice vote, agreed to adjourn at 7:59 p.m.

Board Secretary

Recommendations
 Supplement to the Agenda – July 27, 2020 - p.1

I.	Removal from Payroll
a.	Resignations
1.	Stephanie Bell, 1.0 Paraprofessional at East Bradford ES, effective 8/1/20.
2.	Ashley Cialini, 1.0 Paraprofessional at Peirce MS, effective 7/20/20.
3.	Dr. Nora Wheeler, 1.0 Elementary Principal at Westtown Thornbury ES, effective date TBD.
b.	Retirements
1.	Charles Anderson, 1.0 2 nd Shift Custodian at Henderson HS, effective 8/30/20. 23 Years of Service.
2.	David Young, 1.0 Head Custodian at Spellman Education Center, effective 12/31/20. 34 Years of Service.

II.	Additions to Payroll	
a.	Professional Staff: Contract	
1.	Alyssa Brown	
	Placement	1.0 Grade 4 Teacher at Westtown-Thornbury ES, Professional Employee (Tenured), effective TBD, Level 5, Step 5, \$58,200.
	Education	Bachelor of Science from West Chester University 2008-2012, Masters of Education from West Chester University 2014-2019
	Experience	Reading Specialist/Grade 4 Teacher at Chichester Area School District 8/2013 – current, Permanent Building Substitute at Chichester Area School District 2012-2013, Long Term Substitute at Phoenixville Area School District 3/2013 – 6/2013
	Certification	Instructional II, Reading Specialist, Elementary K-6, Mid-Level Mathematics 7-9
2.	Erin Hahn	
	Placement	1.0 Math Teacher at .6 Stetson MS/.4 Peirce MS, Temporary Professional Employee (Non-Tenured), effective TBD, Level 5, Step 4, \$57,100.
	Education	Bachelor of Science from West Chester University 2009-2013, Master of education from Cabrini College 2014-2017
	Experience	Secondary Math Teacher at Phoenixville Area School District 8/2017 – current, Permanent Building Substitute with InSight 1/2017 – 6/2017
	Certification	Instructional I, Mathematics 7-12
3.	Anthony Marano	
	Placement	1.0 Business/Computer Literacy Teacher at .6 Rustin HS/.4 Fugett MS, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 2, \$49,400.
	Education	Bachelor of Arts from Widener University 2015-2019
	Experience	Grade 5 Long Term Substitute at Penn Delco School District 8/2019 – 6/2020
	Certification	Instructional I, Grades 4-8 Mathematics, Bus-Computer-Info Tech K-12, Technology Education
4.	Molly Neubert	

Recommendations

Supplement to the Agenda – July 27, 2020 - p.2

	Placement	1.0 Reading Specialist at Starkweather ES, Temporary Professional Employee (Non-Tenured), effective TBD, Level 5, Step 5, \$58,200.
	Education	Bachelor of Science from Pennsylvania State University 2006 – 2010, Master of Science from West Chester University 2012-2016
	Experience	Reading Specialist at Coatesville Area School District 1/2020 – current, Reading Specialist at Mariana Bracetti Academy 6/2016 – 6/2019, Grade 8 ELA teacher and English Curriculum Coordinator at Mariana Bracetti Academy 8/2012 – 6/2016, English Language Arts Teacher at Saint Francis International School, MD.
5. Rachel Petkevis		
	Placement	1.0 Grade 5 Teacher at Westtown-Thornbury ES, Professional Employee (Tenured), effective 8/24/20, Level 6, Step 5, \$59,900.
	Education	Bachelor of Science from Bloomsburg University of Pennsylvania 2002-2006, Master of Science from Cabrini College 2010-2013
	Experience	Grade 5 Teacher at Interboro School District 8/2009 - current
	Certification	Instructional II, Elementary K-6, Early Childhood N-3
6. Zachary Rehrig		
	Placement	1.0 Spanish Teacher at .8 Stetson MS/.2 Peirce MS, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 5, Step 1, \$51,300.
	Education	Bachelor of Arts from University of Pittsburgh 2015-2019, Master of Arts from University of Pittsburgh 2019-2020
	Experience	None
	Certification	Instructional I, Spanish (Pending)
b. Professional Staff: Long Term Substitute		
1. Stacey Fash		
	Placement	1.0 Biology Teacher at Rustin HS, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Yabor's leave of absence.
	Education	Bachelor of Science from Saint Joseph's University 2013-2017, Certification from Eastern University 2018-2020
	Experience	None
	Certification	Instructional I, Biology (Pending)
2. Kelsey Foreman		
	Placement	1.0 Grade 4 Teacher at East Goshen ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Mulloy's leave of absence.
	Education	Bachelor of Science from West Chester University 2014-2018
	Experience	Grade 2 Long Substitute Teacher at West Chester Area School District 10/2019 – 5/2020, Building Substitute with InSight 8/2018 – 10/2019
	Certification	Instructional I, PK-4
3. Brooke Gillespie		

Recommendations
 Supplement to the Agenda – July 27, 2020 - p.3

	Placement	1.0 Grade 1 Teacher at Mary C. Howse ES, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 1, \$46,000. During Ms. Kane’s leave of absence.
	Education	Bachelor of Science from West Chester University 2015-2019
	Experience	Long Term Substitute at Kennett Consolidated School District 8/2019 – 6/202, Substitute Teacher with InSight 5/2019 – 6/2019
	Certification	Instructional I, Elementary K-4
4.	William Jacobus	
	Placement	1.0 Grade 5 Teacher at Mary C. Howse ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Grecco’s leave of absence.
	Education	Bachelor of Arts from West Chester University 2011-2015, Certification from Millersville University 2016-2018
	Experience	Building Substitute with InSight 2018 – current, Extended Term Substitute with STS 3/2019 – 6/2019
	Certification	Instructional I, Elementary K-6
5.	Ellen McCallister	
	Placement	1.0 Grade 5 Teacher at Exton ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Pavlo’s temporary assignment.
	Education	Bachelor of Arts from Alvernia College 2009-2013
	Experience	Grade 5 Teacher at Hillsdale ES 8/2019 – 6/2020, Building Substitute at Starkweather ES with InSight 2017-2019, Grade 3 Teacher at Spotsylvania County Public Schools, DE 2015-2017, Grade 2 Long Term Substitute Teacher at Red Clay Consolidated SD 2/2015 – 6/2015
	Certification	Instructional I, Elementary
6.	Samantha Michael	
	Placement	1.0 Speech and Language Therapist at Fugett MS, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, 46,000. During Ms. Fricker’s leave of absence.
	Education	Bachelor of Science from Marywood University of Pa 2013-2017, Master of Science from Marywood University 2017-2018
	Experience	Speech-Language Pathologist at ProCare Therapy 3/6/20 – current, Speech-Language Pathologist at Gym-Jam Therapeutics, Inc. 9/2019 – 3/2020, Speech-Language Pathologist at Genesis Rehab Services 8/2019 – 10/2019, Speech-Language Pathologist at EDU Healthcare 8/2018 – 6/2019
	Certification	Instructional I, Speech & Language Impaired
7.	Janice Ryan	
	Placement	1.0 Kindergarten Teacher at Glen Acres ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Malikowski’s leave of absence.
	Education	Bachelor of Science from West Chester University 6/1986 – 12/1987

Recommendations
 Supplement to the Agenda – July 27, 2020 - p.4

	Experience	Building Substitute with InSight current, Grade 1 Teacher at Prince William County Schools, VA 8/2007 – 12/2012, Grade 1 Teacher at Prince William County Schools, VA 8/1997 – 6/2005, Grade 2 Teacher at Berkeley Township School District, NJ 9/1989 – 6/1990
	Certification	Instructional I, Elementary K-6
8.	Donielle Tubioli	
	Placement	1.0 ELD Teacher at Westtown Thornbury ES, Temporary Professional Employee (Non-Tenured), effective 9/2/20, Level 1, Step 1, \$46,000. During Ms. O'Donnell's leave of absence.
	Education	Bachelor of Science from Bloomsburg University 2010-2014
	Experience	ESOL Teacher at Prince William County Public Schools 8/27/14 – current
	Certification	Instructional I, Early Childhood N-3, ESL Program Specialist
9.	Rebekah Ulmer	
	Placement	1.0 Grade 1 Teacher at Fern Hill ES, Professional Employee (Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Peterson's leave of absence.
	Education	Bachelor of Science from University of Maryland 1992-1996, Master of Science from West Chester University 1998-2002
	Experience	Elementary Building Substitute with InSight 1/13/2020 – 6/8/2020, Elementary Teacher at West Chester Area School District 8/1997-3/2004, Gifted Resource Teacher at West Chester Area School District 8/2005-6/2006
	Certification	Instructional II, Early Childhood N-3
10.	AnnMarie Winfield	
	Placement	1.0 Math Teacher at Rustin HS, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. D'Agostino's leave of absence.
	Education	Bachelor of Science from University of Scranton 1986-1990, Certification from Immaculata University 20016-2017
	Experience	1.0 Math Long Term Substitute at WCASD 8/19/2019 – 3/3/2020, 1.0 Math Long Term Substitute at WCASD 8/2018 – 6/2019, Math Long Term Substitute at STS/Downingtown Area School District (Stem Academy) 2013 - 2017
	Certification	Instructional I, Mathematics 7-12
c.	Administrative Staff: Contract - None	
d.	Support Staff: Non Bargaining	
1.	Monica Fabri	
	Placement	1.0 Registered Nurse at .33 Fugett MS/.33 Stetson MS/.34 at Peirce MS, effective 8/25/20, \$24.07.
e.	Support Staff: Contract	
1.	Tina Griesser	

Recommendations
 Supplement to the Agenda – July 27, 2020 - p.5

	Placement	1.0 Secretary to the Assistant Principal at East HS, 7.5 hrs./day, 5 days/week, 260 days/year, effective 8/24/20, Group 2, Step 5, \$17.07.
2.	Kirsten Leonard	
	Placement	1.0 Secretary to the Assistant Principal at Henderson HS, 7.5 hrs./day, 5 days/week, 260 days/year, effective 7/20/20, Group 2, Step 5, \$17.07.
f. Support Staff: Substitute		
1.	Yenys Mundell	Substitute Custodian, \$15/hr.
g. Temporary Summer Staff		
1.	Shannan Criscuolo	1.0 Secondary ESY Nurse, effective 6/29/2020
2.	Wendy McGregor	1.0 Elementary ESY Nurse, effective 6/29/2020
3.	Deborah Sloan	1.0 Elementary ESY Nurse, effective 6/29/2020

III.	Personnel Events					
a.	Status Change					
	Name	Type	From	To	Effective Date	Salary
1.	Ashley Dick	Professional	.8 Science at (.6 Fugett MS/.2 East HS)	1.0 Science at Stetson MS	8/24/20	\$49,400
2.	William Estes	Custodian	1.0 Head Custodian Apprentice at District	1.0 Head Custodian at Fern Hill ES	7/29/20	\$60,000
3.	Hilda Matos Perez	Support	1.0 Secretary to the Assistant Principal at Peirce MS	1.0 Secretary to the Director of Elementary Education	8/3/20	Group 3, Step 6 \$20.77
4.	Jacqueline Pavlo	Professional	1.0 Grade 5 Teacher at Exton ES	1.0 Teacher on Assignment: Assistant Principal at Fugett MS	7/13/20	\$61,600 + 10% Stipend

Recommendations
 Supplement to the Agenda – July 27, 2020 - p.6

	Name	Type	From	To	Effective Date	Salary
5.	Deborah Whitmire	Professional	1.0 Reading Specialist at Glen Acres ES	1.0 Teacher on Assignment: Supervisor of Elementary ELA	7/2/20	\$100,400 + 10% Stipend

b. Transfer - Voluntary					
	Name	Type	From	To	Effective Date
1.	Stacey Brickus	Professional	1.0 Reading/English Teacher at Stetson MS	1.0 Reading Specialist at Glen Acres ES	8/24/20
2.	Kristyn Demi	Professional	1.0 Grade 1 at Westtown Thornbury ES	1.0 Grade 1 at Cyber Academy	8/24/20
3.	Shawn Dzielawa	Professional	1.0 Grade 2 at Fern Hill ES	1.0 Grade 3 at Cyber Academy	8/24/20
4.	Mary Kate McGetrick	Professional	1.0 Kindergarten at Exton ES	1.0 Kindergarten at Cyber Academy	8/24/20
5.	Matthew Rogers	Professional	1.0 Grade 4 at Glen Acres ES	1.0 Grade 4 at Cyber Academy	8/24/20
6.	Barbara Sochaki	Professional	1.0 Grade 2 at Mary C. Howse ES	1.0 Grade 2 at Cyber Academy	8/24/20
7.	Samantha Zang	Professional	1.0 Grade 5 at Penn Wood ES	1.0 Grade 5 at Cyber Academy	8/24/20

IV. Personnel Leave					
a. Sabbatical Leave					
	Name	Position	Effective Date	Ending Date	
1.	Sascha Lehmann	1.0 Librarian at Fugett MS	8/24/20	6/15/20	
b. Unpaid Leave – None					

V. Additional Information					
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Recommendations
 Supplement to the Agenda – July 27, 2020 - p.7

1.	Michael Bowes, .5 Part-Time Custodian at Fugett MS has been termed. Never started position.
2.	Dr. Rebecca Eberly is approved to receive a stipend of \$2,500 for her work in the Cyber-Academy program.
3.	Elizabeth Griffin's salary has been adjusted to Level 1, Step 3, \$50,300.
4.	Michele McCain has rescinded her request for a sabbatical for the first semester of the 2020-2021 school year.
5.	Ms. Julianne Pecorella will serve as the Interim Principal at Westtown Thornbury ES until a replacement is found. Ms. Pecorella will receive \$550/day. Her start date will be 7/29/20.
6.	Stephanie Price's salary has been adjusted to Group 2, Step 5, \$17.07.
7.	Kelly Sassa's salary has been adjusted to Level 7, Step 1, \$54,700.
8.	Aneshka Szczesny's salary has been adjusted to Level 1, Step 4, \$51,200.
9.	Approval of Administrator salaries for 2020-2021 and Merit Pay Performance Bonuses for the 2019-2020 school year per the Act 93 Agreement:

<u>Last Name</u>	<u>First Name</u>	<u>20-21 Total Salary</u>	<u>19-20 Merit Pay</u>
ALSTON	CHRISTOPHER	\$143,905	\$3,742
ALSTON	PATRICIA	\$98,744	\$2,567
ALSTON	TERRILYNNE	\$149,633	\$3,890
BARNELLO	KRISTEN	\$131,835	\$3,428
BROWN	DENNIS M	\$150,381	\$3,910
BROWN	STEPHEN	\$134,111	\$3,487
CAMPBELL	KEVIN	\$175,777	\$4,570
CATRAMBONE	STEPHEN	\$149,940	\$3,898
CLIFTON	MARY BETH	\$105,164	\$2,945
CORNELIUS	SUSAN JANE	\$109,402	\$2,844
CROMWELL	CHRISTOPHER	\$90,791	\$2,542
CRUICE	SHAWN P	\$130,584	\$3,395
DAKES	PHILLIP	\$134,021	\$3,485
DEWITT	JAMES	\$133,974	\$3,483
DIANTONIO	JOSEPH	\$151,072	\$3,928
DOWDELL	CRYSTAL	\$133,974	\$3,483
EAGLES	CHRISTINE	\$114,039	\$2,965
EBERLY	REBECCA L	\$150,675	\$4,219
FAGAN	KEVIN	\$168,028	\$4,705
FIELDS	COREY	\$126,156	\$3,280
FLORIO	TAMMI L	\$174,630	\$4,540
FORREST	NICOLE	\$124,956	\$3,249
GACOMIS	ELLEN M	\$150,528	\$3,914
GIARDINIERE	MARILEE	\$98,744	\$2,567
GRAHAM	SARAH	\$128,205	\$3,333
GREAR	ANDREW	\$128,205	\$3,333
GROVES	MARK ALLEN	\$126,009	\$3,276
JOYCE	PAUL	\$137,768	\$3,582
KERR	IAN	\$137,506	\$3,575
KLEIMAN	MELISSA	\$123,676	\$3,216

<u>Last Name</u>	<u>First Name</u>	<u>20-21 Total Salary</u>	<u>19-20 Merit Pay</u>
LANDGRAFF	DEVON	\$109,295	\$2,842
LEE	CHONG H	\$136,777	\$3,967
LUNARDI	CHRISTOPHER	\$128,205	\$3,333
MADER	DAWN	\$130,583	\$3,395
MARANO	MICHAEL	\$167,701	\$4,360
MATILLA	PHILIP	\$133,974	\$3,483
MATYS	JUSTIN	\$138,910	\$3,612
MAXWELL	JUDY KAY	\$133,974	\$3,483
MCCORMICK	KENNETH F	\$109,402	\$2,844
MEANIX	JOHN F	\$143,905	\$3,742
MERTEN	PAIGE	\$130,952	\$3,405
MISSETT	SARA M	\$181,618	\$4,722
MITCHELL	RICHARD	\$118,857	\$3,090
NEILL	JENNIFER	\$113,121	\$2,941
OZER	ELISHA KATHRYN	\$134,361	\$6,900
PHIFER	LISA M	\$138,037	\$3,589
PUCHALLA	MARY KAY	\$130,330	\$3,389
RANIERI	LEIGH ANN	\$183,016	\$5,501
REDDEN	JOANNE	\$136,378	\$3,546
ROTHERA	CAROL	\$131,835	\$3,428
RYAN	DONNA M	\$143,905	\$3,742
SCANLON	JAMES		\$7,338
SCULLY	JOHN		\$5,715
SHERLOCK	JASON P	\$168,192	\$4,373
SMALL	LLEWELLYN ANTONIO	\$155,000	\$4,340
SOKOLOWSKI	ROBERT J		\$5,316
SOUTHMAYD	JENNIFER	\$90,791	\$2,361
STEPHEN	ERIN	\$110,898	\$2,883
ULMER	JEFFREY G	\$178,067	\$4,630
WAGMAN	MICHAEL	\$175,141	\$5,079
WERNER	STEVEN	\$131,835	\$3,428
WHEELER	NORA	\$146,720	\$3,815

Recommendations

Supplement to the Agenda –ADDENDUM – 2020.7.27 p.1

I. Removals from Payroll

a. Resignations - None

b. Retirements

3.	Marta Paxson, 1.0 Grade 1 Teacher at East Bradford ES, effective 9/30/20. 27 Years of Service.
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II. Additions to Payroll

a. Professional Staff: Contract

7.	Chelsea Sammarone	
	Placement	1.0 Cyber Coach at Cyber Academy, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 3, \$50,300.
	Education	Bachelor of Science from Duquesne University 2013-2017
	Experience	High School Social Studies Teacher at PA Leadership Charter School 8/2014 – current,
	Certification	Instructional I, Social Studies
8.	Kelly Nunan	
	Placement	1.0 Grade 3 at Penn Wood ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 2, \$49,400.
	Education	Bachelor of Science from West Chester University 2015-2019
	Experience	Grade 2 Long Term Substitute Teacher at Westtown-Thornbury ES, 11/6/2019 – 3/2020, Substitute Teacher with InSight 2019, ESY at Upper Dublin SD 6/2019-7/2019
	Certification	Instructional I, Grades PK-4
9.	Riley Orr	
	Placement	1.0 Grade 2 Teacher at Westtown Thornbury ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 2, \$49,400.
	Education	Bachelor of Science from West Chester University 2015 - 2019
	Experience	1.0 Grade 1 Long Term Substitute at Penn Wood ES 8/2019 – 6/2020, PDS Intern at Fern Hill ES 2018 – 2019, ESY Instructional Assistant at Old Forge School District 7/2017 – 8/2017
	Certification	Instructional I, Grades 5-6, Grades PK-4

b. Professional Staff: Long Term Substitute - None

c. Administrative Staff: Contract - None

d. Support Staff: Contract - None

e. Support Staff: Substitute - None

Recommendations

Supplement to the Agenda –ADDENDUM – 2020.7.27 p.2

III. Personnel Events

a. Status Change

	Name	Type	From	To	Effective Date	Salary
6.	Victoria Figueroa	Professional	1.0 Grade 3 Long Term Substitute Teacher at Exton ES	1.0 Kindergarten Teacher at Exton ES	8/24/20	\$46,000

b. Transfer - Voluntary

	Name	Type	From	To	Effective Date
8.	Shayna Abbott	Professional	1.0 Math at Fugett MS	.8 Math/.2 Math Cyber Academy at Fugett MS	8/24/20
9.	Christian Agudelo	Professional	1.0 Social Studies at Fugett MS	.6 Social Studies/.4 Social Studies Cyber Academy at Fugett MS	8/24/20
10.	Nicholas Allen	Professional	.8 Math at Fugett MS/.2 Math at East HS	.8 Math/.2 Math Cyber Academy at Fugett MS	8/24/20
11.	Kara Bailey	Professional	1.0 English at Peirce MS	.8 English/.2 English Cyber Academy at Peirce MS	8/24/20
12.	Dr. Tracy Clark	Professional	1.0 Computer Literacy at Fugett MS	.95 Computer Literacy/.95 Jr. Entrepreneurs Cyber Academy at Fugett MS	8/24/20
13.	Heather Cosgrove	Professional	1.0 Art at Peirce MS	.9 Art at Peirce MS/.1 Art in 3D at Cyber Academy	8/24/20
14.	Matthew Dummeldinger	Professional	1.0 Math at Peirce MS	.8 Math/.2 Math Cyber Academy at Peirce MS	8/24/20
15.	Melody Dunn	Professional	1.0 Music at Stetson MS	.9 Music/.1 Music Cyber Academy at Stetson MS	8/24/20
16.	Jeffrey Ferguson	Professional	.8 Math/.2 Math Cyber Academy at Peirce MS	.6 Math/.4 Math Cyber Academy at Peirce MS	8/24/20

Recommendations

Supplement to the Agenda –ADDENDUM – 2020.7.27 p.3

	Name	Type	From	To	Effective Date
17.	Lauren Gendall	Professional	1.0 Science at Peirce MS	.8 Science/.2 Science Cyber Academy at Peirce MS	8/24/20
18.	Kolby Gonzalez	Professional	.8 Social Studies/.2 Social Studies Cyber Academy at Peirce MS	.6 Social Studies/.4 Social Studies Cyber Academy at Peirce MS	8/24/20
19.	John Graham	Professional	1.0 Social Studies at Stetson MS	.8 Social Studies/.2 Social Studies Cyber Academy at Stetson MS	8/24/20
20.	Natalie Hafer	Professional	1.0 Science at Fugett MS	.6 Science/.4 Science Cyber Academy at Fugett MS	8/24/20
21.	Amberlee Haggerty	Professional	.8 English/.2 ELA Cyber Academy at Peirce MS	.6 English/.4 ELA Cyber Academy at Peirce MS	8/24/20
22.	Andrew Logan	Professional	1.0 Social Studies at Stetson MS	.8 Social Studies/.2 Social Studies Cyber Academy at Stetson MS	8/24/20
23.	Karen O'Neill	Professional	.8 Science/.2 Science Cyber Academy at Fugett MS	.6 Science/.4 Science Cyber Academy at Fugett MS	8/24/20
24.	G. Christopher Quinn	Professional	1.0 Music at Peirce MS	.95 Music/.05 Music Cyber Academy at Peirce MS	8/24/20
25.	Beth Valitski	Professional	.6 Gifted/.4 Art at Peirce MS	.6 Gifted/.3 Art/.2 Art 7 Cyber Academy at Peirce MS	8/24/20

c. Transfer – Involuntary

	Name	Type	From	To	Effective Date
1.	Elizabeth Erbe	Professional	1.0 Grade 1 at Penn Wood ES	1.0 Grade 2 at Glen Acres ES	8/24/20

IV. Personnel Leave

a. Sabbatical Leave - None

b. Unpaid Leave - None

Recommendations

Supplement to the Agenda –ADDENDUM – 2020.7.27 p.4

V. Additional Information

10.	Kristyn Demi's current position is Grade 2 at Westtown Thornbury ES, not Grade 1 as previously reported.
11.	Stacey Fash has rescinded her acceptance of the 1.0 LTS Biology Teacher position for Brittany Yabor.

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

Monday, July 27, 2020

7:00 PM

Zoom Meeting

CONSENT AGENDA

I recommend the Board approve the following consent agenda items:

IX. School Board Reports

Committee Reports

Education

1. Approval of Revised Policy 200 Enrollment of Students, Second Reading
2. Approval of Revised Policy 204 Attendance, Second Reading
3. Approval of Revised Policy 208 Withdrawal from School, Second Reading
4. Approval of Revised Policy 209 Health Examinations/Screenings, Second Reading
5. Approval of Revised Policy 233 Suspension and Expulsion, Second Reading
6. Approval of Revised Policy 016 Electronic Communication, First Reading
7. Approval of New Administrative Guideline 204AG3 – Attendance Guidelines West Chester Cyber Program, First Reading
8. Approval of Revised Policy 218 Student Discipline, First Reading
9. Approval of Revised Policy 227 Controlled Substances/Paraphernalia, First Reading
10. Approval of Revised Policy 237 Use of Personal Technology/Electronic Devices, First Reading
11. Approval of Revised Policy 815.2 Communications with Students, First Reading
12. Approval of Revised Policy 816 Use of Livestream Video on School District Property, First Reading

Pupil Services

1. Approval of one (1) Special Education Settlement Agreement
2. Approval of Spanish Line Independent Contractor Agreement

Personnel

Property & Finance

1. Approval to Authorize the District's Financing Team to Proceed with Preparation of a Parameters Resolution for refunding all or a portion of the General Obligation Bonds, Series AA of 2010 and Series A of 2015
2. Approval of Resolution Authorizing Parameters for the Refunding of Bonds

X. Other Business

1. Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of June 1, 2020 to June 30, 2020

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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



**WEST CHESTER AREA SCHOOL DISTRICT  
Education Committee**

**June 27, 2020**

**Action Items**

**Approval of Revised Policy 200 Enrollment of Students, Second Reading**

Approval is requested of Revised Policy 200 Enrollment of Students, Second Reading

*I so move.*

**Approval of Revised Policy 204 Attendance, Second Reading**

Approval is requested of Revised Policy 204 Attendance, Second Reading

*I so move.*

**Approval of Revised Policy 208 Withdrawal from School, Second Reading**

Approval is requested of Revised Policy 208 Withdrawal from School, Second Reading

*I so move.*

**Approval of Revised Policy 209 Health Examinations/Screenings, Second Reading**

Approval is requested of Revised Policy 209 Health Examinations/Screenings, Second Reading

*I so move.*

**Approval of Revised Policy 233 Suspension and Expulsion, Second Reading**

Approval is requested of Revised Policy 233 Suspension and Expulsion, Second Reading

*I so move.*

**Approval of Revised Policy 016 Electronic Communications, First Reading**

Approval is requested of Revised Policy 016 Electronic Communications, First Reading

*I so move.*



**Approval of New Administrative Guideline 204AG3, First Reading**

Approval is requested of New Administrative Guideline 204AG3, First Reading

*I so move.*

**Approval of Revised Policy 218 Student Discipline, First Reading**

Approval is requested of Revised Policy 218 Student Discipline, First Reading

*I so move.*

**Approval of Revised Policy 227 Controlled Substances/Paraphernalia, First Reading**

Approval is requested of Revised Policy 227 Controlled Substances/Paraphernalia, First Reading

*I so move.*

**Approval of Revised Policy 237 Use of Personal Technology/Electronic Devices, First Reading**

Approval is requested of Revised Policy 237 Use of Personal Technology/Electronic Devices, First Reading

*I so move.*

**Approval of Revised Policy 815.2 Electronic Communications with Students, First Reading**

Approval is requested of Revised Policy 815.2 Electronic Communications with Students, First Reading

*I so move.*

**Approval of Revised Policy 816 Use of Livestream Video on School District Property, First Reading**

Approval is requested of Revised Policy 816 Use of Livestream Video on School District Property, First Reading

*I so move.*

|               |                        |
|---------------|------------------------|
| Book          | Policy Manual          |
| Section       | 200 Pupils             |
| Title         | Enrollment of Students |
| Code          | 200                    |
| Status        | Second Reading         |
| Adopted       | August 1, 2015         |
| Last Revised  | April 23, 2018         |
| Last Reviewed | December 15, 2014      |

### **Authority**

The district shall enroll eligible school age students in accordance with Board policy and applicable laws and regulations. The entitlement and requirements to secure enrollment shall apply equally to resident students residing with their parents/legal guardians; emancipated minors; nonresident students living with district residents who are supporting children gratis, including students residing in the district as the result of the military deployment of parents/guardians; children living with preadoptive parents who reside in the district; nonresident students living in facilities or institutions within the district; and nonresident students living in foster homes.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Definitions**

**School age** shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which the student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[5\]](#)

**District of residence** shall be defined as the school district in which a student's parent/legal guardian resides.[\[2\]](#)[\[3\]](#)

An **emancipated minor** shall be defined as a student under the age of twenty-one (21) who has established a domicile apart from the continued control and support of a parent/guardian. Emancipation of a minor is a question of fact, which is not presumed, and is not solely dependent upon the employment status of the minor. The burden of establishing emancipation is on the student seeking emancipated status.

**Homeless students** may reside in shelters, hotels, motels, cars, tents or be temporarily doubled-up with a resident family because of a lack of housing. Homeless students lack a fixed, regular, and adequate nighttime residence. Included within the definition of **homeless students** are unaccompanied homeless youth.[\[6\]](#)

**Unaccompanied homeless youth** shall be defined as any child who is not in the physical custody of a parent/guardian, including a student who has run away from home, been thrown out of a home, abandoned, or separated from a parent/guardian.

### **Guidelines**

#### School Age Requirements

Kindergarten –

Children are eligible for admission to kindergarten if they have attained the age of five (5) years on or before September 1.[\[7\]](#)

First Grade –

Children are eligible for admission to the first grade if they have attained the age of six (6) years on or before September 1.[\[8\]](#)[\[9\]](#)

They shall be admitted to school during the first two (2) weeks of the annual school term, and thereafter at the district's discretion, except (a) children who are ~~eight (8)~~ **six (6)** years of age may begin school at any time during the school year; and (b) children who are ~~above the age of six (6) but below the age of eight (8)~~ **who and** have entered primary school in another public or private school and have transferred to a district public school may be admitted at any time during the school year.[\[8\]](#)[\[10\]](#)

### Early Admission

The Board may admit into the first grade a child who is five (5) years old and demonstrates readiness for entry by the first day of the school term, upon the written request of the parent/guardian, recommendation of the district psychologist, and approval of the Superintendent.[\[11\]](#)

The Board is not required to admit into first grade any child whose age is less than the district's established admission age for first grade.[\[11\]](#)

Special exceptions may also be made for students not meeting the age requirements for admission, who transfer from programs in other school districts, in accordance with administrative guidelines.

### Special Education

District residents who (a) are eligible for special education in accordance with Chapter 14 of the regulations of the State Board of Education, or any successor regulations thereto; (b) are under the age of twenty-one (21) and have a Graduation Equivalency Diploma (GED) and have not graduated from an accredited public or private high school program, shall remain eligible to receive free public education from the school district through the end of the school term of their twenty-first year.[\[12\]](#)[\[13\]](#)

### Enrollment Requirements of Resident Students

School age children shall be entitled to attend the schools of their district of residence.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[14\]](#)

The district shall normally enroll eligible school age students the next business day, but no later than five (5) business days after application.[\[3\]](#)

The district shall not enroll a student until the parent/guardian has supplied: [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[15\]](#)[\[16\]](#)

#### 1. Proof of child's age

Acceptable documentation includes: birth certificate, notarized copy of a birth certificate, baptismal certificate, copy of the record of baptism – notarized or duly certified and showing the date of birth, statement from the parents or another relative indicating the date of birth, a valid passport, or a prior school record indicating the date of birth.

#### 2. Immunizations required by law

Acceptable documentation includes: either the child's immunization record, a written statement from the former school district, or from a medical office that the required immunizations have been administered, or that a required series is in process, or verbal assurances from the former school district, or a medical office that the required immunizations have been completed, with records to follow.

#### 3. Proof of residency

Acceptable documentation includes: a deed, a lease, current utility bill, current credit card bill, property tax bill, vehicle registration, driver's license, or DOT identification card. The district may require that more than one (1) form of residency confirmation be provided. In verifying residency, the district shall

require only such information as is deemed reasonable in light of a family's circumstances.

#### 4. Parental Registration Statement

A sworn statement or affirmation attesting to whether the student has been or presently is suspended or expelled for offenses involving drugs, alcohol, or weapons; willful infliction of injury to another person; or any act of violence committed on school property must be provided for a student to be admitted to any school entity.[17][18]

However, the district shall not deny or delay a student's enrollment based upon information contained in the student's certified disciplinary record or Parental Registration Statement, but may provide alternative education services to students who have committed weapons offenses, in accordance with applicable law.[19]

#### 5. Home Language Survey

The district shall administer a home language survey to all students enrolling in the district's schools for the first time.[3][20]

Upon enrollment, the district shall contact the student's former school and request a certified copy of the student's education and, if applicable, the student's discipline records. The district shall enroll eligible students within five (5) business days of application regardless of receipt of records from previous districts.[18]

Documentation that will be requested from former districts may include: (a) picture identification; (b) health or physical examination records; (c) academic records; (d) attendance records; (e) Individualized Education Program; and (f) other special education records.

Items that will not be requested are: (a) social security number; (b) the reason for the child's placement if not living with natural parents; (c) child's or parent's visa; (d) agency records; or (except for the limited circumstances below) (e) a court order or records relating to a dependency proceeding.

#### Homeless Students

In the case of homeless students, traditional concepts of residence and domicile do not apply. The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents, in accordance with Board policy and applicable law.[6]

#### Emancipated Minor

Emancipated minors and unaccompanied homeless students may enroll without any additional assistance from a parent/guardian.

#### Immigrant Students

The district shall not inquire as to the immigration status of a student as part of the enrollment process. A child's right to be admitted to school may not be conditioned on the child's immigration status. Students are to be enrolled following the same guidelines above.[3]

#### Custody Agreements

A student may only have one (1) school district of residence. If the parents of a child share joint custody and the child's time is evenly divided between the residences of each parent, the parents may select one (1) of the school districts and enroll the child in that district.[3]

When the parents of a student reside in different school districts, the student may attend the school district of residence of the parent with whom the student lives for a majority of the time, unless a court order or court approved custody agreement specifies otherwise.[3]

If the individual enrolling the child is relying on a court order or custody agreement as the basis for enrolling the child, the district may require submission of the court order or custody agreement. The district shall not require submission of a custody order or agreement as a condition of enrollment under any other circumstance.

## Enrollment and Placement of Twins and Higher Order Multiple Siblings

Twins or higher order multiple siblings shall be enrolled in the district in the same manner as all other students. Placement of twins or higher order multiple siblings in particular classrooms within the district shall be determined in accordance with applicable law.[21][22]

## Preadoptive and Adoptive Students

Students living with preadoptive parents who are receiving adoption assistance subsidies, preadoptive foster payments, Supplemental Security Income (SSI), or Transitional Assistance for Needy Families (TANF), are entitled to attend public school within the district. Students living in preadoptive or adoptive situations are considered residents of the district and are entitled to all free school privileges accorded to resident students. [2]

## Students of Military Personnel

When residents are military personnel who are deployed and their children are living with relatives within the district, the students are entitled to attend school in the district. The students should be enrolled following the same guidelines as nonresident guardianship situations. See Students Living With Resident Adult Other Than Parent below for registration procedures. [2]

## Students and Families With Limited English Proficiency

Students and families with limited English proficiency will be provided translation and interpretation services to the extent needed to help the family understand the enrollment process and enroll the students properly. [20]

## Address Confidentiality Program (ACP)

Some families may enroll a student using an ACP card which lists a post office box as their address. This is their legal address and school districts shall not require additional information regarding their residence. School records from the student's former school will be forwarded through the ACP. If there are questions about the family's eligibility for enrollment, contact the ACP at 1-800-563-6399.

## Enrollment Requirements of Nonresident Students

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Superintendent's designee before an eligible nonresident student may be accepted as a student in the district. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education. [2][23]

The Board reserves the right to verify claims of residency, dependency and guardianship, and to remove from school attendance a nonresident student whose claim is invalid. [2]

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy. [2][24]

The Board shall not be responsible for the transportation to or from school of any student residing outside of school district boundaries.

Tuition rates shall be determined in accordance with statute, if applicable. [25][26][27]

## Students Living With Resident Adult Other Than Parent

When a student is living with a district resident, who is supporting the child without personal compensation (gratis), the child may attend the district's public schools of that resident. [2]

Before enrolling a new student who lives with a relative or friend of the family, the building principal or his/her designee shall refer the relative/other adult to the Assistant Superintendent. The Assistant Superintendent or his/her designee shall discuss the status of the unofficial guardianship with that person. If the Assistant

Superintendent or his/her designee believes that the official/unofficial guardianship establishes the child's legal domicile in the district, s/he will ask the person to follow the requirements of this policy and complete and sign the necessary forms/affidavits. The person shall present the completed documentation to the Assistant Superintendent or his/her designee for review and approval before the student may be enrolled. Once the documentation is provided, the district will enroll the child and permit him/her to begin to attend school without delay, but in no case more than five (5) days.[\[2\]](#)[\[23\]](#)

A resident's receipt of Supplemental Security Income (SSI), Transitional Assistance for Needy Families (TANF), preadoptive or adoptive support, maintenance on public or private health insurance, support from the United States military or military personnel or child support payments shall not be deemed to be personal compensation or gain.

#### Students Placed in Resident's Home/Foster Care

Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.[\[28\]](#)

In addition, this includes students in foster care or awaiting foster care placement; although, the district will contact the Department of Children, Youth & Families for a Best Interest Determination (BID) meeting.

#### Students as Residents of Institutions

A child who is living in or assigned to a facility or institution for the care or training of children located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute.[\[26\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)[\[36\]](#)[\[37\]](#)

#### Students Incarcerated in Adult Facilities

A juvenile who is eligible for educational services and is confined to an adult local correctional institution following conviction for a criminal offense shall receive educational services from the school district in the same manner and extent as an expelled student.[\[34\]](#)[\[35\]](#)

A juvenile who is eligible for educational services and is confined to an adult local correctional institution following a charge for a criminal offense shall receive educational services from the school district in the same manner and extent as a student placed in an alternative education program for disruptive students.[\[34\]](#)

Students returning from a delinquency placement are entitled to an informal hearing prior to being placed in an alternative education program. The purpose of the hearing is to determine whether the student is currently fit to return to the regular classroom or meets the definition of a disruptive student.

#### Future Residents

All nonresident students entering school in September who will become residents by November 1 of the same school year shall be admitted tuition free for the months of September and October. In the event such students do not become residents until after November 1, the Superintendent shall waive tuition payments for the month during which the student becomes a resident of the area.[\[25\]](#)

Parents of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.

The Board reserves the right to verify such claims and to remove from school a nonresident student whose claim is invalid.[\[2\]](#)

#### Former Residents

All resident students who cease to live within the boundaries of the district after April 1 shall be allowed to finish the school year at no tuition charge.[\[25\]](#)

All resident students who cease to live within the boundaries of the district before April 1 may be allowed to finish the school year at no tuition charge, upon approval of the Superintendent or designee.

Any member of the senior class who ceases to be a resident before April 1 may be permitted to complete his/her senior year, tuition free, upon approval of the Superintendent or designee.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians, and staff about the district's policy on student enrollment and admissions by publishing such policy in the student handbook, parent newsletters, district website, and other efficient methods. [\[4\]](#)

Legal

1. 24 P.S. 1301
2. 24 P.S. 1302
3. 22 PA Code 11.11
4. 22 PA Code 11.41
5. 22 PA Code 11.12
6. Pol. 251
7. 22 PA Code 11.14
8. 24 P.S. 1304
9. 22 PA Code 11.15
10. 24 P.S. 1326
11. 22 PA Code 11.16
12. 22 PA Code 14.101 et seq
13. Pol. 113
14. 22 PA Code 12.1
15. 24 P.S. 1303a
16. Pol. 203
17. 24 P.S. 1304-A
18. Pol. 216.1
19. 24 P.S. 1317.2
20. Pol. 138
21. 24 P.S. 1310.1
22. Pol. 206
23. 22 PA Code 11.19
24. Pol. 906
25. 24 P.S. 1316
26. 24 P.S. 2561
27. Pol. 607
28. 24 P.S. 1305
29. 24 P.S. 1306
30. 24 P.S. 1307
31. 24 P.S. 1308
32. 24 P.S. 1309
33. 22 PA Code 11.18
34. 24 P.S. 1306.2
35. 24 P.S. 1318
36. 24 P.S. 1310
37. 24 P.S. 2562
- 24 P.S. 503
- 22 PA Code 4.41



|              |                |
|--------------|----------------|
| Book         | Policy Manual  |
| Section      | 200 Pupils     |
| Title        | Attendance     |
| Code         | 204            |
| Status       | Second Reading |
| Adopted      | August 1, 2015 |
| Last Revised | June 26, 2017  |

### **Purpose**

The Board requires that school age students enrolled in district schools attend school regularly, in accordance with state laws. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### **Compulsory Attendance Ages**

With certain exceptions, children from the ages of six (6) to eighteen (18), inclusive, must be in attendance at a school in which the subjects required by law and the State Board of Education are taught in the English language.[\[2\]](#)[\[5\]](#)

### **Authority**

Attendance shall be required of all students enrolled in district schools during the days and hours that the school is in session, except that a principal or teacher may excuse a student for temporary absences when s/he receives satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence. The term urgent reasons shall be strictly construed and is not intended to permit irregular attendance.[\[3\]](#)[\[7\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)

The Board considers the following conditions to constitute reasonable cause for absence from school:

1. Sickness.[\[12\]](#)[\[9\]](#)
2. Quarantine.
3. Death in immediate family.
4. Weather so inclement as to endanger the health of the child or make roads impassable.
5. Observance of a religious holiday.[\[13\]](#)
6. Educational tours and trips, with prior approval.[\[14\]](#)
7. Other exceptional reasons, with the approval of the administration.

Attendance need not always be within school facilities. A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction.[\[3\]](#)[\[11\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

All absences occasioned by observance of the student's religion shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday. The administration shall excuse the student for those days that the parent/guardian provides written documentation of the religious holiday.[\[13\]](#)

The Board shall, upon written request of the parents/guardians, release from attendance a student participating in a religious instruction program. Such instruction shall not require the child's absence from school for more than thirty-six (36) hours per school year, and its organizers must inform the Board of the child's attendance record. The Board shall not provide transportation to religious instruction. A penalty shall not be attached to an absence for religious instruction.[\[13\]](#)[\[20\]](#)

The Board shall permit a student to be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group upon written request prior to the event.[\[6\]](#)[\[9\]](#)

The Board will recognize other justifiable absences for part of the school day. These shall include medical or dental appointments, court appearances, family emergencies, or other urgent reasons.[\[11\]](#)[\[12\]](#)

The Board shall excuse the following students from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical, or other reasons that preclude regular attendance.[\[9\]](#)[\[10\]](#)[\[21\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[3\]](#)[\[22\]](#)
3. Students attending college who are also enrolled part-time in district schools.[\[23\]](#)
4. Students attending a home education program in accordance with law.[\[24\]](#)[\[25\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[3\]](#)
6. Students fifteen (15) years of age, and fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[10\]](#)
7. Students sixteen (16) years of age regularly employed during the school session and holding a lawfully issued employment certificate.[\[10\]](#)[\[16\]](#)

The Board may excuse the following students from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies.[\[3\]](#)[\[15\]](#)[\[18\]](#)
2. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education.[\[21\]](#)
3. Students enrolled in special schools conducted by the Chester County Intermediate Unit or the Department of Education.[\[3\]](#)

The Board shall report to appropriate authorities infractions of the law regarding the attendance of students below the age of **eighteen (18)** ~~seventeen (17)~~. The Board shall issue notice to those parents/guardians who fail to comply with the statutory requirements of compulsory attendance that such infractions of the statute will be prosecuted.[\[7\]](#)[\[26\]](#)[\[27\]](#)

#### Educational Tours/Trips

The Board may excuse a student from school attendance to participate in an educational tour or trip not sponsored by the district if the following conditions are met:[\[14\]](#)

1. The parent/guardian submits a written request for excusal prior to the absence.
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent.

The Board may limit the number and duration of tours or trips for which excused absences may be granted to a student during the school term.

### **Delegation of Responsibility**

The Superintendent or designee shall annually notify students, parents/guardians, and staff about the district's attendance policy by publishing such policy in the student handbook, district website and other efficient methods.[\[6\]](#)[\[39\]](#)

The Superintendent or designee shall develop procedures for the attendance of students which:

1. Ensure a school session that conforms with requirements of state law and regulations.[\[28\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[37\]](#)[\[38\]](#)
2. Govern the keeping of attendance records in accordance with state statutes.[\[32\]](#)[\[33\]](#)
3. Distribute annually to staff, students, and parents/guardians Board policies and school rules and regulations governing student attendance, absences, and excusals.[\[6\]](#)
4. Impose on students who cut class, have unexcused lateness to class, or leave school without permission appropriate incremental disciplinary measures for infractions of school rules.[\[26\]](#)[\[27\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)
5. Identify the habitual truant, investigate the causes of truant behavior, and consider modification of the student's educational program to meet particular needs and interests.
6. Ensure that students legally absent have an opportunity to make up work.
7. Issue written notice to any parent/guardian who fails to comply with the compulsory attendance statute, within three (3) days of any proceeding brought under that statute. Such notice shall inform the parent/guardian of the date(s) the absence occurred; that the absence was unexcused and in violation of law; that the parent/guardian is being notified and informed of his/her liability under law for the absence of the student; and that further violations during the school term will be prosecuted without notice.[\[26\]](#)[\[27\]](#)

See 204AG1 - Attendance Guidelines for more details.

|       |                                      |
|-------|--------------------------------------|
| Legal | 1. <a href="#">24 P.S. 1301</a>      |
|       | 2. <a href="#">24 P.S. 1326</a>      |
|       | 3. <a href="#">24 P.S. 1327</a>      |
|       | 4. <a href="#">22 PA Code 11.12</a>  |
|       | 5. <a href="#">22 PA Code 11.13</a>  |
|       | 6. <a href="#">22 PA Code 11.41</a>  |
|       | 7. <a href="#">22 PA Code 12.1</a>   |
|       | 8. Pol. 200                          |
|       | 9. <a href="#">24 P.S. 1329</a>      |
|       | 10. <a href="#">24 P.S. 1330</a>     |
|       | 11. <a href="#">22 PA Code 11.23</a> |
|       | 12. <a href="#">22 PA Code 11.25</a> |
|       | 13. <a href="#">22 PA Code 11.21</a> |
|       | 14. <a href="#">22 PA Code 11.26</a> |

15. 22 PA Code 11.22  
16. 22 PA Code 11.28  
17. Pol. 115  
18. Pol. 116  
19. Pol. 117  
20. 24 P.S. 1546  
21. 22 PA Code 11.34  
22. 22 PA Code 11.32  
23. 22 PA Code 11.5  
24. 24 P.S. 1327.1  
25. Pol. 137  
26. 24 P.S. 1333  
27. 24 P.S. 1354  
28. 24 P.S. 1501  
29. 24 P.S. 1504  
30. 22 PA Code 4.4  
31. 22 PA Code 11.1  
32. 24 P.S. 1332  
33. 24 P.S. 1339  
34. 24 P.S. 1338  
35. Pol. 218  
36. Pol. 233  
37. 22 PA Code 11.2  
38. 22 PA Code 11.3  
39. 24 P.S. 510.2  
24 P.S. 1333.1  
24 P.S. 1333.2  
22 PA Code 11.8  
22 PA Code 11.24  
22 PA Code 11.31  
22 PA Code 11.31a  
42 Pa. C.S.A. 6302  
Pol. 103.1  
Pol. 113  
Pol. 113.3  
Pol. 114



|               |                        |
|---------------|------------------------|
| Book          | Policy Manual          |
| Section       | 200 Pupils             |
| Title         | Withdrawal From School |
| Code          | 208                    |
| Status        | Second Reading         |
| Adopted       | August 1, 2015         |
| Last Reviewed | December 15, 2014      |

### **Purpose**

The Board affirms that even though law requires attendance of a student only between the ages of ~~eight (8)~~ **six (6)** and ~~seventeen (17)~~ **eighteen (18)**, it is in the best interests of both students and the community that students complete the educational program that will equip them with required skills and increase their chances for a successful life beyond school. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Authority**

The Board directs that whenever a student wishes to withdraw, efforts should be made to determine the underlying reason for such action. District resources and staff shall be utilized to assist the student in pursuing career goals.

No student of compulsory school age will be permitted to withdraw without the written consent of a parent/guardian and supporting justification.

The Board shall approve the withdrawal of students attending college full-time. [\[5\]](#)

### **Guidelines**

Counseling services shall be made available to any student who states an intention to withdraw permanently.

Information shall be given to help a withdrawing student define educational and life goals and develop a plan for achieving those goals.

Students shall be informed about the tests for General Educational Development.

### **Delegation of Responsibility**

The building administrator shall ensure the timely return of all district-owned supplies and equipment in the possession of the student.

Legal

1. 24 P.S. 1326
  2. 24 P.S. 1327
  3. 22 PA Code 11.13
  4. 22 PA Code 12.1
  5. 22 PA Code 11.4
- Pol. 000



|              |                                |
|--------------|--------------------------------|
| Book         | Policy Manual                  |
| Section      | 200 Pupils                     |
| Title        | Health Examinations/Screenings |
| Code         | 209                            |
| Status       | Second Reading                 |
| Adopted      | August 1, 2015                 |
| Last Revised | June 26, 2017                  |

### **Authority**

In compliance with the School Code, the Board shall require that district students submit to health and dental examinations in order to protect the school community from the spread of communicable disease and to ensure that the student's participation in health, safety, and physical education courses meets his/her individual needs and that the learning potential of each student is not lessened by a remediable physical disability.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Guidelines**

Each student shall receive a comprehensive health examination conducted by the school physician upon original entry, in sixth grade, and in eleventh grade.[\[2\]](#)[\[4\]](#)[\[5\]](#)

Each student shall receive a comprehensive dental examination conducted by the school dentist upon original entry, in third grade, and in seventh grade.[\[3\]](#)[\[4\]](#)[\[5\]](#)

A private health and/or dental examination conducted at the parents'/guardians' request and expense shall be accepted in lieu of the school examination. The district shall accept reports of privately conducted physical and dental examinations completed within one (1) year prior to a student's entry into the grade where an exam is required.[\[5\]](#)

**The Superintendent or his/her designee shall develop guidelines for head lice (209AG1-Guidelines for Head Lice) and for ~~The Superintendent or his/her designee shall develop guidelines for comprehensive health/and or dental exams deadlines (209AG2-~~**Guidelines for State Mandated Comprehensive Health and Dental Exams**).**

The school nurse or medical technician shall administer to each student vision tests, hearing tests, tuberculosis tests, other tests deemed advisable, and height and weight measurements, at intervals established by the district. Height and weight measurements shall be used to calculate the student's weight-for-height ratio.[\[2\]](#)[\[4\]](#)[\[6\]](#)

**Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parents/guardians may attend. The notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.**

A student who presents a statement signed by the parent/guardian that a medical examination is contrary to his/her religious beliefs shall be examined only when the Secretary of Health determines that **facts exist indicating that the student would presents a substantial menace to the health of others in contact with the student if the student is not examined.**[7][8]

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be **notified of the apparent need for a special examination by the student's private physician or dentist.** informed, and a recommendation shall be made that the parent/guardian consult a private physician or dentist. The parent/guardian shall be required to report to the school **whether a special examination occurred.** the action taken subsequent to such notification. If the parent/guardian fails to report **whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school health personnel** action taken, the school nurse or school physician shall arrange a special medical examination for the student.[2][4][9]

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parent's/guardian's expense. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.[10][11][12]

The Superintendent or his/her designee shall develop guidelines for head lice (209AG1 Head Lice).

**In the event that the parent/guardian objects to or refuses to obtain a regular or special medical or dental examination or refuses to permit the child to be examined as arranged by the school nurse or school physician, the school nurse, in consultation with the school physician, shall determine whether the student appears to have unaddressed health conditions such that under the circumstances the refusal should be reported to the Pennsylvania Department of Health or other appropriate authorities.**

**Where school health officials or staff have reasonable cause to suspect that a student may be the victim of child abuse, the school employee shall make a report of suspected child abuse in accordance with law and Board policy.**[13][14]

#### Health Records

The district shall maintain for each student a comprehensive health record which includes a record of immunizations and the result of tests, measurements, regularly scheduled examinations and special examinations.[2]

All health records shall be confidential and shall be disclosed only when necessary for the health of the student, when requested by the parent/guardian, in accordance with law and Board policy, or as otherwise may be required by law.[13][14]

**The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.**[15][16][17][18][19][20]

Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools.[13]

The district shall destroy student health records in accordance with the district's records retention schedule and consistent with law.[13][15]

#### **Delegation of Responsibility**

The Superintendent or designee shall instruct all staff members to continually observe students for conditions that indicate serious health problems or disability and to promptly report such conditions to the school nurse.  
[2]



The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[\[9\]](#)

Legal

1. 24 P.S. 1401
2. 24 P.S. 1402
3. 24 P.S. 1403
4. 22 PA Code 12.41
5. 24 P.S. 1407
6. 28 PA Code 23.1 et seq
7. 24 P.S. 1419
8. 28 PA Code 23.45
9. 24 P.S. 1406
10. 24 P.S. 1405
11. 28 PA Code 23.2
12. 20 U.S.C. 1232h
13. 24 P.S. 1409
14. Pol. 216
15. Pol. 800
- 22 PA Code 403.1
- 24 P.S. 1401-1419

|               |                          |
|---------------|--------------------------|
| Book          | Policy Manual            |
| Section       | 200 Pupils               |
| Title         | Suspension and Expulsion |
| Code          | 233                      |
| Status        | Second Reading           |
| Adopted       | August 1, 2015           |
| Last Reviewed | June 22, 2015            |

### **Purpose**

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

### **Authority**

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[\[2\]](#)[\[6\]](#)[\[7\]](#)

### **Guidelines**

#### Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[\[2\]](#)[\[7\]](#)

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[\[2\]](#)

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official.[\[2\]](#)[\[6\]](#)

Informal hearings under this provision shall be conducted by the building principal or his/her designee.

#### Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[\[6\]](#)

#### Due Process Requirements for Informal Hearing

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.[\[6\]](#)

2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses.
5. The school district shall offer to hold the informal hearing within five (5) days of the suspension.

#### Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[3]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[3][6]

The district shall provide for the student's education during the period of in-school suspension.[3]

The Superintendent or his/her designee shall develop administrative regulations pertaining to in-school suspension and Saturday School.

#### Expulsion

**Expulsion** is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before the Board, a duly authorized committee of the Board, or a qualified hearing examiner appointed by the Board, and upon action taken by the Board after the hearing.[2][6][7]

A building principal may request that the Superintendent authorize the expulsion of a student.

The Superintendent shall recommend to the Board expulsion of the student, and shall support his/her recommendation with a comprehensive written report. The Superintendent shall also provide the Board with documentation that the student and his/her parents/guardians have received proper notification of the hearing and the student's rights.

#### Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[2][6][7][8]

The formal hearing shall observe the due process requirements of:[6]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.

8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
  - a. The need for laboratory reports from law enforcement agencies.
  - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
  - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

#### Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions. [15]

#### Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines. [2][9]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension, subject to certain limitations.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

#### Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education. **Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18); at that time, students under eighteen (18) years of age shall be subject to compulsory school attendance, and even though expelled, shall be provided an education.**

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

#### Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies. [10][11]

#### Alternative School

Assignment to the Alternative School or other alternative education program shall be in accordance with Board policy. [12]

## **Delegation of Responsibility**

The Superintendent or his/her designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct/Disciplinary Action Schedule, in accordance with Board policy on student discipline.[13]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[14]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.
6. Procedures for lesser levels of discipline including after-school detention.

Legal

1. [20 U.S.C. 1400 et seq](#)
2. [22 PA Code 12.6](#)
3. [22 PA Code 12.7](#)
4. [22 PA Code 14.143](#)
5. [34 CFR Part 300](#)
6. [22 PA Code 12.8](#)
7. [24 P.S. 1318](#)
8. [2 Pa. C.S.A. 101 et seq](#)
9. Pol. 204
10. Pol. 113
11. Pol. 113.1
12. Pol. 132
13. Pol. 218
14. Pol. 216
15. [2 Pa. C.S.A. 101](#)
- [22 PA Code 12.3](#)
- Pol. 000

|               |                            |
|---------------|----------------------------|
| Book          | Policy Manual              |
| Section       | 000 Local Board Procedures |
| Title         | Electronic Communications  |
| Code          | 016                        |
| Status        | First Reading              |
| Adopted       | August 1, 2015             |
| Last Reviewed | November 24, 2014          |

### **Purpose**

The Board acknowledges that email and other forms of electronic communication facilitate communication among Board members and the district administration and can be a valuable tool. The purpose of this policy is to clarify guidelines related to the special nature of electronic communication.

### **Definition**

**Electronic communications** shall include both asynchronous message exchange such as email, texting, and voicemail, and synchronous or real-time exchanges such as chat rooms or instant messaging or any future means of electronic communication.

### **Guidelines**

#### 1. Confidentiality

Electronic communications are not confidential or private. Electronic communication should not be used by Board members to relay or discuss any confidential or nonpublic information about employees, students, or other school matters including any legal matters or communications from or directed to legal counsel, due to the risk of interception or improper disclosure for the risk of waiver of the attorney/client privilege.

#### 2. Open Records Laws

Board members shall not say anything in electronic communications that would be inappropriate in a Board meeting. Email and email attachments received or prepared for use in Board business or containing information relating to Board business are likely to be regarded as permanent school district records that may be inspected by any person upon request, unless otherwise made confidential by law. Because there is risk of disclosure in litigation, the same care in drafting electronic communications should be made as with other forms of communication and all electronic communications shall be in compliance with the district's acceptable use policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)

#### 3. Open Meetings Laws

Board members shall not use electronic communication for extensive back-and-forth deliberations on district matters or as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings. State open meeting laws require that all Board meetings be open to the public. An electronic communications deliberation of a quorum of Board members could constitute a meeting under state open meeting laws.[\[4\]](#)

A Board member shall be able to attend a Board meeting, and participate in Board deliberations and voting, through electronic communications, but only under extraordinary circumstances.[5]

### **Deletions and Litigation Hold Strategy**

Because of the limits on the number and length of messages that can be maintained on the computer network, messages will be automatically deleted after **one calendar year** ~~ninety (90) days~~. Archiving email that qualifies as a public record is the sole responsibility of the Board member. If a Board member becomes aware of the reasonable likelihood of litigation, the Board member shall immediately contact the solicitor so that the district may develop a litigation hold strategy. Should a litigation hold strategy be implemented, Board members shall comply with the strategy.

Legal

1. [65 P.S. 67.101 et seq](#)
2. Pol. 801
3. Pol. 352
4. [65 Pa. C.S.A. 701 et seq](#)
5. Pol. 006.1
- Pol. 252



|         |                                          |
|---------|------------------------------------------|
| Book    | Policy Manual                            |
| Section | 200 Pupils                               |
| Title   | Attendance Guidelines - WC Cyber Program |
| Code    | 204AG3                                   |
| Status  | First Reading                            |

In order to be successful in the WC Cyber Program, students are required to complete schoolwork as they would if they were to attend a physical school. For students in grades K–5, attendance will be taken in several ways. Teachers will count students present as work is posted in Seesaw and/or Schoology, or, they can confirm attendance via email from a parent/caregivers. For students in grades 6-12, student attendance will be taken daily by the Cyber Teacher. To be marked “Present” for a day of cyber instruction, the student must log into the Cyber Homeroom course and complete the “Daily Check-In” form by 10:45 a.m. Students who fail to complete the daily attendance procedures and requirements by 10:45 a.m. will be marked as absent. The Cyber Teacher will send the attendance to the building attendance secretary for all cyber students.

Parents/Guardians shall provide a written explanation for the absences of a student. These shall be required in advance for types of absence where advance notice is possible.

Excuse forms shall be completed and turned in by the student within three (3) days after return from an absence. The absence of any student failing to comply with this time period will automatically become unlawful and the relevant school laws shall be applied.

## **Absences**

Absences will generally be recognized as cumulative or noncumulative. Cumulative absences refer to days that contribute to the allotted number of days a student may be absent. Noncumulative absences are absences that do not contribute to the specified days students may be absent.

**Cumulative Absences.** Cumulative absences include both excused and unlawful absences.

**Excused absences:** Those absences where a licensed practitioner of the healing arts or upon any other satisfactory evidence furnished, shows that a student is unable to attend school and/or class, or is prevented from study because of illness or other urgent reasons, including but not limited to the following:

1. A maximum of ten (10) days absence for students verified by a parental note. All absences beyond the tenth day of parental cumulative absences will require a note from a licensed practitioner of the healing arts.
2. Family vacation, preapproved by the principal, at his/her sole discretion, while school is in session, up to a maximum of five (5) days per school year. The following will be taken into consideration by the principal in granting permission for the trip:
  - a. The student’s academic standing.
  - b. The student’s attendance record.
  - c. The effect the absence will have on the student’s educational welfare.
  - d. The exceptionality of the request.
3. In lieu of family vacation days, parents may use the five (5) designated days as parent notes for illness or other urgent reasons previously listed. No more than fifteen (15) total days may be excused via a parental note.



**Unlawful absences:** Any absence which does not meet the definition of an excused absence, including, but not limited to the following:

1. Any day for which a written excuse is not submitted within three (3) school days of a student's return from an absence, including notes from a licensed practitioner of the healing arts.
2. Any absence not excused by a note from a licensed practitioner of the healing arts after ten (10) or fifteen (15) total days of absences verified by receipt of parental excuses.
3. Truancy – Frequent or prolonged absence without satisfactory reason, or willful violation of the compulsory attendance laws, which are subject to the penalties provided for in the school laws of Pennsylvania.
4. Class cut.
5. Unlawful tardies as set forth herein. A tardy is defined as a minimum of one minute of lateness to school. Eight (8) tardies to school and/or early dismissals will be considered one (1) unlawful absence in grades K-8. Unlawful tardies and cutting class in grades 9-12 will be handled under discipline as a Level One offense.
6. Any absence due to a family vacation while school is in session after the fifth of the five (5) day maximum per school year.

For students who are 18 or older and not of compulsory school age, unlawful absences shall be classified as unexcused absences.

**Noncumulative absences.** The following absences do NOT count against the 15-day limit of cumulative absences:

1. Suspensions from school.
2. Illness verified by a note from a licensed practitioner of the healing arts submitted within three (3) days of a student's return.
3. Death in the family, when accompanied by a note within three (3) days of a student's return. Up to 5 days will be approved for an immediate family member. If services are occurring outside of the country, any additional days will need to be approved by the building administrator.
4. Religious holidays, when accompanied by a note within three (3) days of a student's return.
5. Preapproved college visits, when College Visit Permission/Verification Form 204AG2 is submitted.
6. Court hearings involving Children, Youth & Families or Juvenile Probation Officer.
7. A student can be excused from school to participate in a musical performance in conjunction with a national veterans' organization or incorporated unit for an event or funeral. The organization or unit must provide the student with a signed excuse detailing the date, location and time of the event or funeral. The student must furnish the excuse to the school district prior to being excused.

### **Additional Guidelines**

1. **Up to 15 days of consecutive absences:** Parents can use 5 vacation days and 10 parent notes. Notes from a licensed practitioner of the healing arts will be required for all future absences or they will be considered unlawful for students of compulsory age and unexcused for students over the age of 17. If a student does not return on the 16th day, the district will follow the compulsory attendance guidelines. Unless the district has been provided with evidence that the absence may be legally excused or the district is pursuing compulsory attendance prosecution, the student will be dropped from the district's active attendance roll after 10 days of absence. If the student is in the US, the absence will be coded as withdrawn-dropped. If the student is out of the country, the absence will be coded as withdrawn-moved. If the student returns, the parent will need to reenroll the student. Removal from the district's active attendance roll does not remove the parent/guardian's compulsory attendance obligations for the student and the district may pursue citations and/or referral to Children, Youth & Families.
2. **A single absence more than 5 consecutive days in length:** A licensed practitioner of the healing arts note is required by the 6<sup>th</sup> day of absence, even if parent notes have not been exhausted.
3. **15 or more days of absences, excused by a licensed practitioner of the healing arts:** The school nurse will call the licensed practitioner of the healing arts to seek more information regarding the absences to ensure that the appropriate supports can be put in place for the students.
4. **Notifications/Student Attendance Improvement Plan (SAIP):** Parents/guardians will be contacted via mail and/or phone call regarding their child's fourth unlawful absence with a request to complete a Student Attendance Improvement Plan (SAIP). The SAIP conference can include the student, family,

school team, and outside supports. At the sixth unlawful absence a referral to Children, Youth and Families or an attendance improvement program will be completed and citations can be issued to a District Magistrate.

5. **A College Visit Permission/Verification form (204AG2)** must be completed and is required for each college visit. The student must submit the form to the building principal or designee in advance of the college visit for approval. The building principal or designee may approve the college visit in his or her sole discretion. If approved, the form must be signed by a representative of the college and then submitted to the attendance secretary within 3 days of returning from the visit. If the form is not preapproved by the building principal or designee, signed by a representative of the college or isn't timely submitted, it will be considered an unlawful absence.

### **Attendance Monitoring Process**

Students who have frequent absences from one or more cyber courses will be monitored more closely to support their progress in the WC Cyber Program.

1. Whenever a student misses ten (10) days (five (5) for a semester course) of cumulative absence or has missed the same class ten (10) days (five (5) for a semester course), the student's counselor and/or Cyber Administrator may meet with the student and review the attendance record. As a result of the meeting, the parent/guardian may be notified in writing of the student's absence record. Parents/Guardians may be notified that all absences beyond the tenth absence will require a note from a licensed practitioner of the healing arts.
2. An Attendance Review Team (ART), consisting of the Cyber Administrator, counselor and other staff deemed necessary by the administrator, may review the student's absence record when a student has missed a total of ten (10) days (five (5) for a semester course) of cumulative absence or has missed the same class ten (10) times (five (5) for a semester course). The team may hold a parent/guardian conference with the student to discuss the absence record. The Cyber Administrator shall make the request for the conference in writing if the parent/guardian does not respond to a phone call. As part of this conference, it may be deemed necessary for the student to report to the Cyber Center to work with the Cyber Teacher to get their learning back on pace.
3. The team shall continue to monitor the student's absence record. When the student has missed a total of fifteen (15) days (eight (8) for a semester course) of cumulative absence or has missed the same class fifteen (15) times, the team may review the record again and notify the parent/guardian in writing of the record and possible consequences, including the requiring the student to attend in person sessions at the Cyber Center (Fugett Middle School) and/or the potential removal from the WC Cyber Program. The team will consider if a cyber setting is the best learning environment for the student on a case-by-case basis. A parent/guardian conference may be requested.
4. When a student has missed a total of twenty (20) days (ten (10) for a semester course) of cumulative absence or has missed the same class twenty (20) times, the ART may reconvene to review the student's absence record. The team shall determine if a recommendation for no course credit (high school students, only) will be made to the Cyber Administrator. The team shall consider whether to make a recommendation for retention in grade (elementary and middle school students, only). The team will also consider if a cyber setting is the best learning environment for the student on a case-by-case basis.
5. The Cyber Administrator shall review the recommendation by the team and make a recommendation to the Cyber Administrator that no course credit be awarded (high school students, only). If the Cyber Administrator supports the recommendation, the parent/guardian shall be notified in writing of the consequence. The decision of the Cyber Administrator shall be final. Where it is determined that course credit will be denied, the student will earn the grade for the course, but be denied the credit. Where a recommendation for retention is made (elementary and middle school, only), referrals consistent with Board Policy 215 will be made.
6. The Superintendent or his designee shall review any recommendation by the team that the student be removed from the Cyber program and be returned to their school of residence. If the Superintendent or his designee supports the recommendation, the parent/guardian shall be notified in writing of the student's return to their school of residence. The decision of the Superintendent or his designee shall be final. Notwithstanding the foregoing, the District shall comply with placement procedures for students IEPs of 504 plans where required by law.





|              |                    |
|--------------|--------------------|
| Book         | Policy Manual      |
| Section      | 200 Pupils         |
| Title        | Student Discipline |
| Code         | 218                |
| Status       | First Reading      |
| Adopted      | August 1, 2015     |
| Last Revised | July 25, 2016      |

### **Purpose**

The Board finds that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

### **Authority**

The Board shall establish fair, reasonable, and nondiscriminatory rules and regulations regarding the conduct of all students in the school district during the time they are under the supervision of the school, **which specifically includes during both in person instruction and instruction delivered as part of a cyber program or by other virtual platforms**, or at any time while on school property, present at school-sponsored activities, and traveling to or from school and school-sponsored activities.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

The Board shall adopt a Code of Student Conduct/Disciplinary Action Schedule to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin, or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct/Disciplinary Action Schedule governing student discipline.[\[1\]](#)[\[2\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies and district rules and regulations.[\[8\]](#)

Any student disciplined by a district employee shall have the right to notice of the infraction.[\[9\]](#)

Suspensions and expulsions shall be carried out in accordance with Board policy.[\[9\]](#)

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.[\[5\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)

### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct/Disciplinary Action Schedule if any of the following circumstances exist:

1. The conduct occurs during the time the student is traveling to and from school, or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. **The conduct occurs while under the supervision of the District as part of a cyber program or other virtual platform.**
3. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[\[15\]](#)[\[16\]](#)

4. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
5. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct/Disciplinary Action Schedule if conducted in school or online.
6. The conduct involves the theft or vandalism of school property.
7. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### **Delegation of Responsibility**

The Superintendent or his/her designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.(See Policy 218AG1)[17]

The Superintendent or his/her designee shall publish and distribute to all staff, students, and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct/Disciplinary Action Schedule, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct/Disciplinary Action Schedule shall be available in each school, and may be printed in the student handbooks.[1][7]

The building principal shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the district and to the student's due process right to notice, hearing, and appeal where such due process rights exist.[18][19]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions, including the assignment of disciplinary action, which may be necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.[18]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[8]

The Superintendent shall report to the Board the methods of discipline imposed by administrators, and incidences of student misconduct, in the degree of specificity required by the Board.

Legal

1. 22 PA Code 12.3
2. 22 PA Code 12.4
3. 24 P.S. 510
4. Pol. 103
5. Pol. 103.1
6. 22 PA Code 12.2
7. Pol. 235
8. 22 PA Code 12.5
9. Pol. 233
10. 20 U.S.C. 1400 et seq
11. 22 PA Code 10.23
12. Pol. 113.1
13. Pol. 113.2
14. Pol. 805.1
15. Pol. 122
16. Pol. 123
17. Pol. 218AG1
18. 24 P.S. 1317
19. 24 P.S. 1318
- 20 U.S.C. 7114
- 22 PA Code 10.2
- 22 PA Code 10.21
- 22 PA Code 10.22
- 22 PA Code 10.25
- 22 PA Code 12.1 et seq
- 22 PA Code 403.1
- 24 P.S. 1302.1-A
- 24 P.S. 1303-A
- 34 CFR Part 300
- 35 P.S. 780-101 et seq
- 35 P.S. 780-102
- Pol. 204
- Pol. 218.1
- Pol. 218.2
- Pol. 218.3
- Pol. 222
- Pol. 227
- Pol. 237
- Pol. 247
- Pol. 248
- Pol. 249
- Pol. 252
- Pol. 805



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|---------------------|-------------------------------------|
| Book                | Policy Manual                       |
| Section             | 200 Pupils                          |
| Title               | Controlled Substances/Paraphernalia |
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| Last Reviewed       | June 22, 2015                       |
| Prior Revised Dates | 9/23/2019                           |

### **Purpose**

The Board finds that the possession, use, distribution or delivery of controlled substances by students while engaged in activities subject to control by the district is a matter of concern and injurious to the health, safety and welfare of students.

Through curriculum, the Multi Tiered Systems of Supports Team, community support and resources, strong and consistent administrative and faculty commitment, rehabilitative efforts and disciplinary procedures, the district will strive to educate, prevent, and intervene in the use and abuse of all controlled substances by students.

### **Definitions**

**Multi Tiered Systems of Supports (MTSS)** - a multidisciplinary team that includes teachers, administrators, nurse, and counselors. This team is trained to understand and work with adolescent chemical use, abuse, and dependency. The team's primary role is to identify, refer and intervene when student chemical substance use, abuse, possession, and/or distribution is suspected.

**Controlled substance** - controlled substances include, but are not limited to: alcohol, drugs, narcotics and/or other health endangering compounds such as anabolic steroids and other performance enhancing substances, tranquilizers, amphetamines, synthetic opiates, marijuana, LSD and other hallucinogens, glue, solvent-containing substances, look-alike drugs, any prescription or patent drug, any other mood-altering substance, and all regulated and controlled substances identified and prohibited by federal and state laws.[\[1\]](#)  
[\[2\]](#)[\[3\]](#)[\[4\]](#)

**Cooperative behavior** - is the student's willingness to reasonably and helpfully work with staff and school personnel, and to comply with Multi Tiered Systems of Supports Team requests and recommendations.

**Distribution** - to attempt to or to succeed in delivering, selling, passing, sharing, or giving to another person, or to assist in distributing any controlled substance as defined by this policy.

**Drug paraphernalia** - includes all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance. Paraphernalia includes, but is not limited to:[\[2\]](#)



1. Isomerization devices used, intended for use or designed for use in increasing the potency of any species of plant which is a controlled substance.
2. Testing equipment used, intended for use or designed for use in identifying or in analyzing the strength, effectiveness or purity of controlled substances.
3. Scales and balances used, intended for use or designed for use in weighing or measuring controlled substances.
4. Diluents and adulterants, such as quinine hydrochloride, mannite, dextrose, and lactose, used, intended for use, or designed for use in cutting controlled substances.
5. Separation gins and sifters used, intended for use, or designed for use in removing twigs and seeds from or in otherwise cleaning or refining marijuana.
6. Blenders, bowls, containers, spoons and mixing devices used, intended for use or designed for use, in compounding controlled substances.
7. Capsules, balloons, envelopes and other containers used, intended for use or designed for use, in packaging small quantities of controlled substances.
8. Containers and other objects used, intended for use or designed for use in storing or concealing controlled substances.
9. Hypodermic syringes, needles, and other objects used, intended for use or designed for use in injecting controlled substances into the human body.
10. Objects used, intended for use or designed for use in ingesting, inhaling or otherwise introducing alcohol, marijuana, cocaine, hashish, hashish oil or any other controlled substance into the human body, including, but not limited to:
  - a. Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls.
  - b. Water pipes.
  - c. Carburetion tubes and devices.
  - d. Smoking and carburetion masks.
  - e. Roach clips; meaning objects used to hold burning material such as a marijuana cigarette, that has become too small or too short to be held in the hand.
  - f. Miniature cocaine spoons and cocaine vials.
  - g. Chamber pipes.
  - h. Carburetor pipes.
  - i. Electric pipes.
  - j. Air-driven pipes.
  - k. Chillums.
  - l. Bongs.
  - m. Ice pipes or chillers.
  - n. Vaporizers.
  - o. E-cigarettes when used as a delivery device for controlled substances.

In determining whether an object is drug paraphernalia, school authorities shall consider, in addition to all other logically relevant factors; statements by an owner or by anyone in control of the object concerning its

use; the proximity of the object, in time and space, to a direct violation of this policy; the proximity of the object to controlled substances; the existence of any residue or controlled substances on the object; direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object; to deliver it to persons whom s/he knows, or should reasonably know; intend to use the object to facilitate a violation of this policy; the innocence of an owner or of anyone in control of the object, as to a direct violation of this policy, should not prevent a finding that the object is intended for use or designed for use as drug paraphernalia; instructions, oral or written, provided with the object concerning its use; descriptive materials accompanying the object which explain or depict its use; national and local advertising concerning its use; the manner in which the object is displayed for sale; whether the owner, or anyone in control of the object, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products; direct or circumstantial evidence of the ratio of sales of the objects to the total sales of the business enterprise; the existence and scope of legitimate uses for the object in the community; and expert testimony concerning its use.

**Immediate precursor** - a substance which is designated as being a principal compound commonly used or produced primarily for use, and which is an immediate chemical intermediary used or likely to be used in the manufacture of a controlled substance.[2]

**Look-alike drugs** - substances that are designed or intended to resemble (in appearance or odor) a controlled substance prohibited by this policy, or used in a manner likely to induce others to believe the material is a controlled substance.

**Manufacture** - the production, preparation, propagation, compounding, conversion or processing of a controlled substance, other drug or device or the packaging or repackaging of such substance or articles but does not include the activities of a practitioner who, as an incident to his/her administration, or dispensing such substance or article in the course of his/her professional practice, prepares, compounds, packages or labels such substance or article. The term **manufacturer** means a person who manufactures a controlled substance, other drug or device.[2]

**Marijuana** - consists of all forms, species and/or varieties of the genus *Cannabis sativa* L., whether growing or not; the seeds therefore; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin.[2]

**Narcotic** - means any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis: (i) opium, (ii) any opiate having an addiction-forming or addiction-sustaining capacity similar to morphine, but not including the isoquinoline alkaloids or opium, (iii) any compound, manufacture, salt, derivative or preparation of opium or any opiate, and (iv) any substance, compound, manufacture, salt derivative or preparation thereof, which is chemically identical with any of the substances referred to in (i), (ii) or (iii).[2]

**Possession, Active** - to possess or hold without attempt to distribute any controlled substance.

**Possession, Constructive** - a person's ability and intent to exercise control over, individually or with other persons, any controlled substance. Ability and intent to control a prohibited substance may be inferred from all the circumstances.

**Prescription medication** - consists of medication prescribed by a licensed physician and requiring administration during school hours in accordance with the procedures set forth in Board policy.[3][4]

**Reasonable suspicion** - is generally defined as a conclusion arrived at by a reasonable, prudent and conscientious mind, from facts at hand; it is not caused by such improper motives as a dislike for the student or malice, but only from the facts which are known. If they logically, rationally, and in the exercise of good common sense, lead a reasonable, prudent and discreet person to conclude that a student has illegal material on school property or on his/her person, this is a reasonable suspicion, but there must be a fair and conscientious consideration of only the facts that are known.

**Uncooperative behavior** - is the student's resistance or refusal, either oral, physical or passive, to comply with reasonable school personnel requests or recommendations. Defiance, assault, deceit and flight are examples of uncooperative student behavior. Uncooperative behavior includes refusal to comply with Multi Tiered Systems of Supports Team requests and recommendations.

**Under the influence** - shall include any consumption or ingestion of controlled substances by a student.

## **Authority**

The Board prohibits any student from knowingly possessing, using, transmitting, manufacturing, selling, distributing or being under the influence of any controlled substance during travel to and from school; on school property; in school buses, vans or other vehicles used by, owned by, leased by or under the control of the district; while participating in a school activity/event held away from the school; **while under the supervision of the district as part of cyber program or other virtual platform**; or who conspires, aids, or abets the use, abuse, active possession or constructive possession of controlled substances. [5][6][7]

The following rules, regulations, and guidelines shall be used by all district personnel when situations involve students' unlawful possession, use, transmission, manufacturing, sale, distributing and/or abuse of controlled substances or drug paraphernalia.

Appropriate disciplinary action will be taken by the Board as outlined in applicable Board policy. [8][9][10]

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. [11][12][13][14][15][16]

## **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property, and would otherwise violate the Code of Student Conduct/Disciplinary Action Schedule if any of the following circumstances exist: [8]

1. The conduct occurs during the time the student is traveling to and from school, or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. **The conduct occurs while under the supervision of the District as part of a cyber program or other virtual platform.**
3. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities. [17][18]
4. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
5. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school that would violate the Code of Student Conduct/Disciplinary Action Schedule if conducted in school.
6. The conduct involves the theft or vandalism of school property.
7. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

## **Delegation of Responsibility**

The Superintendent or his/her designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances. [19][20][21]
2. Disseminate to students, parents/guardians, and staff the Board policy and administrative regulations governing student use of controlled substances.

## **Guidelines**

### **Limitations**

None of the provisions of this policy shall be construed to prohibit or regulate a student's use, possession, or transportation of medication prescribed for that student by a licensed physician according to that student's needs. [3][4]

### **Medication**

The administration of all medication shall be in accordance with applicable Board policy.[3][4]

### Responsibility

All personnel of the school district shall report to their immediate supervisor any student, employee, or other person who violates the Board's controlled substance prohibition.

The supervisors shall report such information to the Superintendent immediately and confirm the same in writing as soon as possible relating to the specific sequence of events in each case.

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[16][20]

### Search and Seizure

Appropriate searches and seizures of contraband on school premises shall be conducted in compliance with Board policy. Student searches must be justified at their inception by reasonable suspicion that policy or law has been violated or is being violated, and that evidence of the violation will be disclosed by the search. The search actually conducted must be reasonable related in scope to the circumstances which justified the search at its inception.[22]

### Violation of Policy for Possession and/or Use

A student who violates this policy shall be subject to the following disciplinary, rehabilitative and punitive actions. The Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use of controlled substances even if the same is not provided for specifically in any rule or regulation enumerated herein.[8][10]

An infraction occurs when a student manufactures, uses, abuses, possesses, actively or constructively, or is under the influence of controlled substances or drug paraphernalia during travel to and from school, on school property, in school buses, vans or other vehicles, used by or owned by, leased by, or under control of the district, or while participating in a school activity/event held away from school premises, or at any school-sponsored activity anywhere, **while under the supervision of the District as part of a cyber program or other virtual platform**, or who conspires, aides, or abets the use, abuse, active possession or constructive possession of controlled substances.

#### *First Offense –*

1. The principal will be immediately notified of any violation of this policy. The principal shall initiate appropriate disciplinary action in accordance with the district's policies.[8][10]
2. The principal or designee will meet with the student to ascertain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s)/guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.
4. The student may be sent home or removed from the school to receive medical attention, if required. When parent(s)/guardian(s) cannot be reached, the principal or other school authority will decide to obtain medical treatment for the student or to temporarily isolate the student.
5. The principal will notify the appropriate legal authorities for investigation and disposition, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16]
6. The principal or designee will schedule a hearing in accordance with Board policy.[10]
7. Should it be determined the offense was committed by the student, the student will be externally suspended from school for ten (10) days.

#### *Second Offense –*

1. Any person who violates this policy a second time commits a second offense. All requirements, procedures, due process, and penalties that govern a first offense under this policy will apply under the

second offense. In addition, the following disciplinary action and requirements apply:

- a. The student will obtain a drug and alcohol assessment and will comply with all assessment recommendations as a condition for readmission to school after the suspension or required rehabilitation. Any student who receives a second offense and who refuses to obtain a drug and alcohol assessment, or who obtains the assessment and does not comply with the assessment recommendations, will be recommended for expulsion. **Expulsion** is exclusion from school by the Board for a period that exceeds ten (10) school days and may be permanent.[10]

*Additional Requirements –*

Any student who violates this policy (regardless of the number of offenses) will:

1. Be assessed by a licensed drug and alcohol designated facility, or similar type alternative program approved by the administration, and comply with any recommendations from the evaluation and any recommendations that follow, until the date of discharge from the provider, not to exceed one (1) calendar year. If the recommendations are not followed, the student will be recommended for expulsion. **Further, the student must successfully complete the assessment within seven (7) days of the informal hearing, by a drug and alcohol facility, or district-approved program.**
2. Parent(s)/Guardian(s) may select similar type alternative programs for students to attend as specified in paragraph (1) above. However, parent(s)/guardian(s) must have the principal's written approval prior to any student's participation in an alternative program. Prior to receiving the principal's written approval for a student to attend an alternative program, parent(s)/guardian(s) must give written consent to the principal or designee to obtain all complete records when the student attends an alternative program. The district will not pay any expense incurred by the student or parent(s)/guardian(s) when the student participates in an alternative program.
3. While a student is suspended out-of-school and attending the alternate education program, s/he shall not participate in or attend as a spectator any school-sponsored activity. School-related and/or school-sponsored activities include, but are not limited to, clubs, musical groups, publications, athletics, and other activities such as National Honor Society, Student Council, and class activities (spirit week, Homecoming, class trips, fundraisers, dances, proms, and commencement). ~~Further, the student must successfully complete the assessment within seven (7) days of the informal hearing, by a drug and alcohol facility, or district-approved program.~~
4. Eligibility for participation in school extracurricular activities (including athletics, clubs, and organizations) shall be further limited in accordance with the Extracurricular Code of Conduct.
5. If the student refuses to participate in or does not successfully complete the programs mentioned herein, as scheduled by the district, the student will be recommended for expulsion.

Violation for Distribution

A student who violates this policy shall be subject to the following disciplinary, rehabilitative, and punitive actions. The Board reserves the right to use any other lawful measures deemed necessary to control and eliminate the use and distribution of controlled substances even if the same is not provided for specifically in any rule or regulation enumerated herein. An infraction occurs when a student attempts to or succeeds in delivering, distributing, or transmitting controlled substances or possesses with the intent to distribute, deliver or transmit.

*First Offense –*

1. The principal will be immediately notified of any violation of this policy. The principal shall initiate appropriate disciplinary action in accordance with the district's policies.[8][10]
2. The principal or designee will meet with the student who will explain the circumstances related to a possible policy violation.
3. The principal or designee will promptly notify the student's parent(s)/guardian(s) concerning the incident and will seek additional information that could guide disposition of the possible policy violation.
4. The principal will notify the appropriate legal authorities for appropriate investigation and disposition, in accordance with state law and regulations, the procedures set forth in the memorandum of

understanding with local law enforcement and Board policies.[16]

5. The principal or designee will schedule a hearing in accordance with Board policy.[10]
6. Should it be determined the offense was committed by the student, the student will be externally suspended from school for ten (10) days, and a Board hearing shall be held with administration recommendation for exclusion of the student from school for period to be determined by the Board.
7. Refer the student to an appropriate agency for counseling and treatment.
8. While a student is suspended out-of-school and attending the alternate education program, s/he shall not participate in or attend as a spectator any school-sponsored activity. School-related and/or school-sponsored activities include, but are not limited to, clubs, musical groups, publications, athletics, and other activities such as National Honor Society, Student Council, and class activities (spirit week, Homecoming, class trips, fundraisers, dances, proms, and commencement).
9. Eligibility for participation in school extracurricular activities (including athletics, clubs, and organizations) shall be further limited in accordance with the Extracurricular Code of Conduct.

### Anabolic Steroids

In addition to the consequences in this policy, anabolic steroid use bears additional consequences in regard to extracurricular participation.

The Board prohibits the use of anabolic steroids, except for valid medical purposes, by any student involved in school-related athletics or extracurricular activities. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid under the provisions of the law.[23]

Education regarding the dangers of anabolic steroids shall be provided in other district controlled substance (drug and alcohol) programs.[24]

The following minimum penalties are prescribed for any student found in violation of the anabolic steroid regulations required above, in addition to the consequences outlined in this policy. Violation of those rules and regulations include:[25]

1. **First Offense** – the student shall be suspended from school athletics and extracurricular activities for the remainder of the season.
2. **Second Offense** – the student shall be suspended from school athletics and extracurricular activities for the remainder of the season and the following season.
3. **Third Offense** – the student shall be permanently suspended from school athletics and extracurricular activities.

No student shall be eligible to resume participation in school athletics or extracurricular activities unless there has been a medical determination that no residual evidence of steroids exists. The Board may require participation in any drug counseling, rehabilitation, testing, or other programs, beyond those already detailed herein, as a condition of reinstatement into a school athletic or extracurricular activities program.[25]

### Student Seeking Help

Any student who is self-referred, or who is voluntarily referred by anyone else and who seeks help with a controlled substance use/abuse and/or dependency, and who is not under the immediate influence of a controlled substance is not subject to the provisions of this policy as outlined for first offense violations.

School personnel to whom a student reports, and from whom s/he seeks help may consult with the student, or may refer the student to a faculty member designated by the principal (e.g., counselor, Intervention Specialist, Multi Tiered Systems of Supports Team, nurse, etc.).

If help is required, the designated faculty member may advise and assist the student in seeking appropriate psychological, medical, or other types of help.

If medical treatment appears necessary, the parent(s)/guardian(s) shall be notified.

Follow-up by the Intervention Specialist or MTSS case manager with the student and the referral agency shall be imperative.

### Multi Tiered Systems of Supports Team

#### *Referral Phase –*

Referrals may come from a multitude of sources. Staff, students, parents/guardians, etc., may inform the Multi Tiered Systems of Supports Team of any suspicions, issues, behaviors, or concerns that appear to be drug/alcohol or mental health related. Community concerns also will be noted and these will be investigated if they seem appropriate.

#### *Assessment Phase –*

Once a referral has been received and considered, appropriate members of the team will be assigned to start the tracking by collecting data from attendance, discipline, counselors, and the nurse. These records will be reviewed by the whole team and a decision made to get further information from the appropriate teachers or to make an alternate assignment immediately. All data collected from teachers on observable behavior, academic performance, and physical appearance will be confidential. If the data strongly suggests D/A or M/H concerns, the team may have the Intervention Specialist complete a screening. Once fully satisfied that the student's profile reflects D/A or M/H concerns an intervention will be planned.

#### *Intervention Phase –*

During this phase the Intervention Specialist will be actively involved in determining the appropriate modality of treatment and proper placement (in-patient or out-patient).

This may require meetings with the student, or student and parent/guardian where information that has been gathered is discussed and options are explored.

### Suspected Visitors

Visitors suspected of using, possessing, transmitting, manufacturing, selling, transporting, or distributing controlled substances or of encouraging or promoting such activity while on school property or during the course of school-sponsored activities shall be reported to the building principal, who shall report the visitors to local law enforcement officials, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16][26][27]

### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

### Use of Breathalyzer

All students, whether during the school day, prior to or during an extracurricular, interscholastic, or other school-related or school-sponsored function, whether conducted on or away from school property, may be required to submit to a Breathalyzer as a condition of participation in the extracurricular, interscholastic, or other school-related or school-sponsored function.

It is not the intent of the policy to randomly test students. It is the intent of the Breathalyzer procedure to serve as a deterrent to students attending district functions after consuming alcohol.

Refusal to submit to a Breathalyzer procedure will be considered to be a positive test and the student will be disciplined in accordance with Board policy.[8]

Legal

1. 21 U.S.C. 812
2. 35 P.S. 780-102
3. Pol. 210
4. Pol. 210.1
5. 22 PA Code 12.3
6. 24 P.S. 510
7. 24 P.S. 511
8. Pol. 218
9. Pol. 227
10. Pol. 233
11. 20 U.S.C. 1400 et seq
12. 22 PA Code 10.23
13. Pol. 103.1
14. Pol. 113.1
15. Pol. 113.2
16. Pol. 805.1
17. Pol. 122
18. Pol. 123
19. 24 P.S. 1302.1-A
20. 24 P.S. 1303-A
21. 42 Pa. C.S.A. 8337
22. Pol. 226
23. 35 P.S. 807.1
24. 35 P.S. 807.2
25. 35 P.S. 807.3
26. Pol. 904
27. Pol. 907
- 35 P.S. 780-101 et seq
- 35 P.S. 807.1 et seq
- 22 PA Code 10.2
- 22 PA Code 10.21
- 22 PA Code 10.22
- 22 PA Code 10.25
- 22 PA Code 403.1
- 20 U.S.C. 7114
- 20 U.S.C. 7118
- 20 U.S.C. 7161
- 21 U.S.C. 801 et seq
- 34 CFR Part 300
- Pol. 000
- Pol. 805





|               |                                               |
|---------------|-----------------------------------------------|
| Book          | Policy Manual                                 |
| Section       | 200 Pupils                                    |
| Title         | Use of Personal Technology/Electronic Devices |
| Code          | 237                                           |
| Status        | First Reading                                 |
| Adopted       | August 1, 2015                                |
| Last Reviewed | June 22, 2015                                 |

### **Purpose**

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

### **Definitions**

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

1. Cellular telephones and smartphones.
2. Handheld, tablet, and laptop computers.
3. Digital music players, including without limitation iPods and MP3 players.
4. Digital and video cameras.

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

### **Authority**

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

The Board prohibits possession of laser pointers and attachments and telephone paging devices/beepers by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[\[2\]](#)

### **Electronic Images and Photographs; Recordings**

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

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

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

### Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct/Disciplinary Action Schedule if any of the following circumstances exist:[3]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[4][5]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct/Disciplinary Action Schedule if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### Guidelines

The district will monitor the use of all personal technology and, if connected to the network, monitor and log network utilization which may include deep packet inspection. The district reserves the right, in its sole discretion, to inspect, copy, store, remove, or otherwise alter any data, file, or system resources, encrypted or unencrypted, which may undermine authorized use of the network or the Internet.

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

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

### Exceptions

~~The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]~~

- ~~1. Student is a member of a volunteer fire company, ambulance or rescue squad.~~
- ~~2. Student has a need due to the medical condition of an immediate family member.~~
- ~~3. Other reasons determined appropriate by the building principal.~~

### Devices With Cellular or Satellite Connectivity

Students shall not use cellular or satellite connectivity except when granted by the building administrator for the following reasons:

1. Health, safety, or emergency reasons.
2. An individualized education program (IEP).[7]

3. Classroom or instructional-related activities, as outlined in this policy.
4. Other reasons determined appropriate by the building principal.

Devices Without Cellular or Satellite Connectivity Including Tablet and Mobile Computers, Digital Music Players and Digital and Video Cameras

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

Personal technology can be connected to the network, including access to the Internet, under the following conditions:

1. The student must follow the process defined by the Department of Technology for connecting personal technology to the district network and will not transfer or loan the technology for use by other students.
2. A Bring Your Own Technology Agreement must be filled out annually and returned to the Office of Technology prior to accessing the network or Internet. Personal technology discovered on the district network without a completed form may be confiscated by building administration or the Office of Technology.
3. The district retains the right to determine where and when personal technology may access the network.
4. The district has preferred access to the network and all network devices.
5. As applicable, all personal technology should be running up-to-date virus detection software and operating system critical updates prior to accessing the network.
6. Software residing on personal technology must be personally owned or currently licensed. The student must be able to provide evidence of proper licensing for all software installed on the personal technology when requested.
7. District-owned software or resources may not be installed on personal technology unless designated by the Office of Technology or other written permission from the district.
8. Any software or application that degrades network performance, that consumes resources and/or bandwidth, or that is prohibited by district technology guidelines must not be used while connected to the network. This may include instant messaging, an ISP client, file sharing, streaming applications, and any software identified as a threat to district computer security.
9. Installation of a network device such as a personal wireless access point, router, hub or switch is prohibited.
10. Users may not create, implement or host their own servers or services while using personal technology at any time.
11. Users may not run software or take any actions that evade or interfere with the district's ability to monitor network use, scanning or reconnaissance or have the ability to hack into or in any way access private and/or confidential district or other third party resources or information.
12. File storage on the network or a district-provided Internet resource is limited to schoolwork only.
13. The district is not responsible for providing or loaning any equipment, cabling, or software needed to connect to the network or technology resources. The district will provide no technical support for personal technology.
14. The Director of Information Technology, Superintendent, or designee has the right to deny the connection of personal technology to the network for any reason. Personal technology may be removed from the district network at any time and for any reason on the recommendation of personnel listed above.

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

## **Delegation of Responsibility**

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

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

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

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

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

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

Legal

[1. 24 P.S. 510](#)

[2. 24 P.S. 1317.1](#)

3. Pol. 218

4. Pol. 122

5. Pol. 123

6. Pol. 252

7. Pol. 113

8. Pol. 226

9. Pol. 233

Pol. 000



|               |                                        |
|---------------|----------------------------------------|
| Book          | Policy Manual                          |
| Section       | 800 Operations                         |
| Title         | Electronic Communication With Students |
| Code          | 815.2                                  |
| Status        | Review                                 |
| Adopted       | August 1, 2015                         |
| Last Reviewed | July 27, 2015                          |

### **Purpose**

The Board recognizes that students are deeply engaged in electronic forms of communication. Employees may choose to utilize electronic communications to communicate with students. The purpose of this policy is to ensure that electronic communications between an employee and a student is done for appropriate educational purposes with the knowledge of the parents/guardians of the student and consistent with the public and professional standards for communicating with students.

### **Delegation of Responsibility**

The Board directs that the administration of this policy shall be the responsibility of the Superintendent, Assistant Superintendent, and Director of Human Resources or their designees.

The Board directs the Director of Human Resources to create and maintain administrative regulations, to be known as Expectations for Communicating Electronically with Students, and to communicate these administrative regulations to employees on an annual basis.

### **Guidelines**

All electronic communications conducted by an employee with a student shall relate directly to educational or extracurricular programs or activities of the district. Authorized methods of electronic communication are the following:

1. District-provided email.
2. District-sponsored web site (including school and teacher web pages).
3. Telephones (not including texting, unless otherwise permitted by this policy or administrative regulations).
4. Other electronic communication methods that are authorized by the administration in support of educational or extracurricular programs or activities, including but not limited to social networking ~~web sites~~ **and video conferencing**. ~~such as Facebook and MySpace.~~[1]

Unacceptable forms of communications are set forth in the administrative regulations of this policy.

Calling or texting to student personal cell phones shall only occur in emergency or time sensitive circumstances.

### **Usage**

All electronic communications occurring at any time by employees to students shall be professional.

Employees shall be prohibited from using any authorized electronic communication methods with students for purposes not related to educational or extracurricular programs or activities of the district except as specifically authorized by school administration or in the event that an employee and a student are immediate family members or close relatives.

The Board recognizes that text messaging may be a form of electronic communication that is valuable when emergency or time sensitive contact with students by employees is necessary. Such contexts include but are not limited to the following:

1. Employee coaches who need the ability to quickly reach student athletes, team members, etc.
2. Employee advisors of extracurricular programs or activities who need the ability to quickly reach student participants.
3. Employees chaperoning district field trips who need the ability to monitor the locations of students.

Employees shall only use text messaging to communicate with students in emergency or time sensitive situations. It shall not be utilized as a regular method of communication with students.

Employees who anticipate the need for emergency or time sensitive contact with students by text message shall make parents/guardians aware at the beginning of the school year/athletic season that they may use texting to communicate with students.

Employees may utilize an Internet resource called "Remind", or other similar resource, where messages are uploaded by the employee to the site; that message is then texted out to students so that there is no direct texting between employees and students, and there is no access to employee or student phone numbers, provided also the usage otherwise complies with the requirements of this policy, and parents/guardians are notified at the beginning of the school year that the Internet resource may be utilized. Finally, there is no cost to the district.

### Reporting

Employees shall report to the building principal or his/her designee any student-initiated electronic communication that may be construed as improper and/or inappropriate. Such reports shall be made immediately or at the employee's first available opportunity.

Records of any reported improper and/or inappropriate electronic communications shall be maintained by the building principal in accordance with the district's records retention schedule.

Any suspected violation of this policy shall be investigated by the employee's building principal or his/her designee.

The building principal or his/her designee shall meet with the employee to review his/her response to the allegation.

### Violations

Employees shall be required to comply with Board policy regarding electronic communications with students. Any failure to do so may constitute cause for disciplinary action, up to and including termination from employment. Should an employee's failure to comply also violate state or federal law, the Superintendent or his/her designee shall report such violation to the proper authorities.[2]

Legal

1. Pol. 815.1

2. Pol. 317

Pol. 000

Pol. 252

Pol. 352

Pol. 800



|         |                                                     |
|---------|-----------------------------------------------------|
| Book    | Policy Manual                                       |
| Section | 800 Operations                                      |
| Title   | Use of Livestream Video on School District Property |
| Code    | 816                                                 |
| Status  | First Reading                                       |
| Adopted | May 24, 2017                                        |

### **Purpose**

The Board recognizes that livestream video may be helpful to the district and its employees in both fulfilling its educational mission and in expanding the reach of school district events and activities to those not able to attend in person. The Board further recognizes that without parameters, livestream video may pose risks to the district and its employees, and may otherwise disrupt the educational environment.

### **Delegation of Responsibility**

The Superintendent shall develop procedures to implement this policy, and shall delegate to his/her designee(s) the right to enforce this policy.

### **Definition**

**Livestream video**, as used in this policy, shall mean utilizing any camera located on school district property, which includes district provided transportation, to broadcast live video content through the Internet, including through a social media platform.

### **Guidelines**

#### **Student Initiated Use of Livestream Video**

The Board prohibits student-initiated use of livestream video at any time during the school day, including transportation to and from school, or at any school-sponsored event that is not open to the general public, unless the building administrator has authorized the use of livestream video by giving written consent.

#### **Employee Initiated Use of Livestream Video**

The Board authorizes the use of livestream video for instructional and other educational purposes at the direction of teachers, administrators, and other employees, if approved by the building administrator.

Any in-school use of livestream video by students for educational purposes shall be supervised by a professional employee or by an administrator.

Prior to approving the use of livestream video for educational purposes, the building administrator shall ensure that adequate precautions are in place to limit the sharing of personal information with individuals not directly affiliated with the school district.

~~Parents/Guardians and students shall be notified prior to the use of a livestream in their classroom. The administration shall develop guidelines to ensure that students are not recorded whose parents/guardians have elected to opt them out of video or audio recording.~~

~~No recording of a livestream of academic instruction shall be maintained. The building administrator shall make reasonable efforts to ensure that authorized parties to a livestream of academic instruction do not~~



record the livestream. However, the school district provides no guarantee that an outside party will not access or record the instruction. By participating in a livestream, all participants acknowledge and accept the risk of the access or recording of the instruction by an outside party and have no expectation of privacy in the recording. The livestream shall not be used for any other purpose including employee evaluations.

### **Livestream Video of Classroom Instruction/Distance Learning**

**The Board authorizes the use of livestream video to deliver academic and special education instruction remotely when approved by the building administrator.**

**Students shall be notified prior to the use of a livestream in their classroom or other areas of the school where they may be captured on the livestream.**

**Livestreams shall be set up to visually capture the teacher/instructor/therapist and his/her materials, but may unintentionally capture other students attending to the same instruction in-person.**

**Prior to approving instruction via livestream, the building administrator shall determine if such instruction shall be recorded, and if so how long such recording shall be maintained to provide student access. Access shall be provided to students only through a secure password-protected classroom management system and no such recordings shall be posted publicly on the internet. Students shall be notified prior to a livestream being recorded.**

**Videos of distance-learning livestreams are the property of the District. Students are prohibited from reposting such videos on the internet, removing them from the classroom management system, and/or from sharing them with other individuals.**

**The District's media release forms do not prohibit a student's voice or likeness from appearing in a video of classroom instruction. Such videos are not posted publicly, and are maintained temporarily for student access.**

**Students who access academic instruction via livestreaming shall be considered present for attendance purposes during those hours during which they received instruction.**

### **Livestream of School District Events Open to the Public**

This policy does not prevent employees, students, parents, and/or members of the public from livestreaming school district events open to the public. Students, parents, employees, and members of the public should not have any expectation of privacy while attending public events; they may be captured and broadcast on a livestream just as they could at any other public or community event, or facility open to the public.

However, school district administrators may prohibit livestreaming at specific events hosted by the school district on a case-by-case basis to comply with the law, to comply with contract terms, or to prevent a substantial disruption to the public event.

The Board prohibits livestreaming of copyrighted musical performances, theatrical performances, or any material or performance in violation of copyright law.

### **Livestream Video in Lieu of Homebound Instruction**

Upon acceptance of a physician or healing arts practitioner's recommendation that homebound instruction is medically necessary, the Board directs that consideration be given to whether or not the student should receive livestream access to his/her essential academic classes in lieu of homebound tutoring. Consideration must be given to:

- The severity of the student's medical condition, and whether or not the student can benefit from livestream academic instruction.
- The recommendation of the student's physician.
- Input from the student's parents.
- The age and specific needs of the student, including whether the student has the technical proficiency to access the livestream at home.

- Whether providing livestream instruction may be counter-productive, in that it may prolong the student's absence from school.

Students who have verifiable access to their essential academic instruction via livestreaming shall be considered present for attendance purposes for those hours during which they received instruction. Livestream access to academic instruction is in lieu of and not in addition to homebound tutoring.

The decision whether or not to provide livestream access to academic instruction in lieu of homebound tutoring rests in the sole discretion of the district. Nothing in this policy shall be construed to require the district to provide livestream access to any particular student.

### **Telepresence Robots**

**The Board authorizes the use of telepresence robots in the District's buildings when approved by a Student's IEP or Section 504 team due to a long term illness or disability preventing regular school attendance. The use of telepresence robots shall be considered an employee-initiated livestream, subject to the conditions outlined above. The Superintendent or his/her designee shall develop procedures outlining employee responsibilities regarding the use of such robots in the District's schools.**

### Livestream Video for Routine Illnesses and Absences

No teacher or administrator shall be required to provide a livestream of academic instruction for a student's routine illness or absence. If a student or parent/guardian requests access to such a livestream due to extenuating circumstances, the decision whether or not to provide such a livestream shall be in the sole discretion of the teacher and building administrator.

### Proper Attire/Code of Conduct

Any student participating in a livestream for academic instruction shall abide by the district's policies and Code of Conduct and may be held accountable for violations of board policies and the Code of Conduct while participating in the livestream. Students participating in a livestream of academic instruction shall be dressed in proper attire consistent with the district's dress code.

### Acceptable Use of District's Network

If a livestream utilizes the district's Internet connection, the district's Acceptable Use Policy applies and is incorporated herein by reference. **District livestream videos are property of the District. Any reposting or reproduction of such videos, or screenshots from such a video, is prohibited.**

### Use of Personal Devices

If any livestream authorized pursuant to this policy utilizes a personal mobile device, the district's mobile device policies apply and are incorporated herein by reference.

### Accommodations for Disabilities

**The Board directs that public livestreams of school district events be as accessible as reasonably feasible for individuals with disabilities as for non-disabled members of the public.**

Nothing in this policy shall affect the provision or use of livestreaming as stated in an Individualized Education Program or Section 504 Service Agreement.

### Penalties for Violations

Violation of this policy, its administrative guidelines, and/or state or federal laws will result in discipline. Employees may be subject to discipline up to and including dismissal. Students may be subject to discipline up to and including expulsion.[1][2][3]

### Development of Administrative Guidelines

The Superintendent or his/her designee may develop administrative guidelines to implement this policy. The Superintendent shall ensure that all students and employees are made aware of this policy and any

administrative guidelines by means of the employee and student handbooks, the school district website, or other reasonable means.

Legal

1. Pol. 218
2. Pol. 233
3. Pol. 317

WEST CHESTER AREA SCHOOL DISTRICT  
Pupil Services Committee  
July 27, 2020

ACTION ITEMS

**Approval of One (1) Special Education Settlement Agreement**

Approval is requested of One (1) Special Education Settlement Agreement

*I so move.*

**Approval of Spanish Line Independent Contractor Agreement**

Approval is requested of Spanish Line Independent Contractor Agreement

*I so move.*

WEST CHESTER AREA SCHOOL DISTRICT  
*Property & Finance Committee*  
July 27, 2020 – ACTION ITEMS

**Approval to Authorize the District’s Financing Team to Proceed with Preparation of a Parameters Resolution for refunding all or a portion of the General Obligation Bonds, Series AA of 2010 and Series A of 2015**

Approval is requested to authorize the District’s financing team to proceed with preparation of a parameters resolution for refunding all or a portion of the General Obligation Bonds, Series AA of 2010 and Series A of 2015.

*I so move.*

**Approval of Resolution Authorizing Parameters for the Refunding of Bonds**

Approval is requested for the Parameters Resolution in the amount of \$20,500,000 to refund all or a portion of General Obligation Bonds, Series AA of 2010 and Series A of 2015.

*I so move.*

**WEST CHESTER AREA SCHOOL DISTRICT,  
Chester and Delaware Counties, Pennsylvania**

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**RESOLUTION**

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**INCURRING NONELECTORAL DEBT TO BE EVIDENCED BY GENERAL OBLIGATION BONDS IN THE MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$20,500,000, TO REFUND ALL OR PORTIONS OF THIS SCHOOL DISTRICT'S OUTSTANDING GENERAL OBLIGATION BONDS, SERIES AA OF 2010 AND SERIES A OF 2015; ACCEPTING A PROPOSAL FOR THE PURCHASE OF BONDS; SETTING FORTH THE PARAMETERS, SUBSTANTIAL FORM OF AND CONDITIONS TO ISSUE THE BONDS; PLEDGING THE FULL FAITH, CREDIT AND TAXING POWER OF THIS SCHOOL DISTRICT TO SECURE THE BONDS; APPOINTING A PAYING AGENT AND SINKING FUND DEPOSITORY; PROVIDING FOR THE REDEMPTION OF THE REFUNDED BONDS; AND AUTHORIZING RELATED DOCUMENTS AND ACTIONS.**

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**WHEREAS**, West Chester Area School District, located in Chester and Delaware Counties, Pennsylvania (the "School District"), is a school district of the Commonwealth of Pennsylvania (the "Commonwealth"), and a "Local Government Unit" within the meaning of the Local Government Unit Debt Act, 53 Pa.C.S. Chs. 80-82 (the "Debt Act"), governed by its Board of School Directors (the "School Board"); and

**WHEREAS**, The School Board, by its resolution adopted on November 22, 2010, authorized and secured this School District's \$28,220,000 aggregate principal amount General Obligation Bonds, Series AA of 2010, dated as of December 30, 2010 (the "2010AA Bonds"), to refund its 2003 Bonds that financed improvements to public school buildings, and which 2010AA Bonds will become subject to optional redemption on or after September 15, 2020; and

**WHEREAS**, The Department of Community and Economic Development (the "Department") approved the debt proceedings of this School District related to the 2010AA Bonds, as evidenced by Certificate of Approval No. GOB-17132, dated December 16, 2010; and

**WHEREAS**, The School Board, by its resolution adopted on March 23, 2015, authorized and secured this School District's \$9,690,000 aggregate principal amount General Obligation Bonds, Series A of 2015, dated September 29, 2015 (the "2015A Bonds"), to finance improvements to elementary school buildings, and which 2015A Bonds will become subject to optional redemption on or after November 15, 2020; and

**WHEREAS,** The Department approved the debt proceedings of this School District related to the 2015A Bonds, as evidenced by Certificate of Approval No. GOB-151020-01, dated October 20, 2015; and

**WHEREAS,** The School Board has determined to retire all or portions of the outstanding 2015A Bonds and/or the 2010AA Bonds (the “Refunded Bonds”), as described in a refunding report (the “Refunding Report”), prepared for this School District by its independent municipal advisor PFM Financial Advisors LLC (the “Financial Advisor”), at such time as the total reduction in debt service resulting from refunding the Refunded Bonds (the “Refunding Projects”), after using proceeds of the Bonds to pay the costs of issuing such Bonds, equals at least 2.0% of the principal amount of the Refunded Bonds to be retired (the “Required Savings”); and

**WHEREAS,** The School Board shall issue one or more series of general obligation bonds in the maximum aggregate principal amount of Twenty Million Five Hundred Thousand Dollars (\$20,500,000) (the “Bonds”), to undertake the Refunding Projects, including paying the costs of issuing the Bonds; and

**WHEREAS,** The School Board has determined that the Bonds shall be offered in a private sale by negotiation, at a net purchase price of not less than 95.0% nor more than 135% of the aggregate principal amount of the Bonds issued (including underwriting discount and original issue discount or premium), plus any accrued interest (collectively, the “Purchase Price”); and

**WHEREAS,** A Proposal for the Purchase of Bonds, dated July 27, 2020 (the “Proposal”), has been received from the Financial Advisor, containing the financial parameters for, and conditions to, the underwriting and issuance of the Bonds, which are consistent with the maximum yields to maturity and maximum principal payment amounts by fiscal year set forth in **Exhibit A** attached hereto (the “Bond Parameters”), and will be supplemented by one or more Addendums to the Proposal (each an “Addendum”), identifying a purchaser of the Bonds and containing the final terms and conditions of the Bonds, within the Purchase Price and Bond Parameters; and

**WHEREAS,** The School Board desires to accept the Proposal, award the sale of the Bonds, authorize the issuance of nonelectoral debt and authorize appropriate action, all in connection with the Refunding Projects, and in accordance with the Debt Act; and

**WHEREAS,** The School Board has determined to appoint Manufacturers and Traders Trust Company (the “Paying Agent”), having corporate trust offices in Harrisburg, Pennsylvania, and Buffalo, New York, as the paying agent and sinking fund depository for the Bonds; and

**NOW, THEREFORE, BE IT RESOLVED,** by the School Board, as follows:

**SECTION 1.** The School Board hereby authorizes the issuance of the Bonds pursuant to this Resolution, in accordance with the Debt Act, to undertake the Refunding Projects. Eckert Seamans Cherin & Mellott, LLC is retained by this School District as its bond counsel in connection with the issuance of the Bonds.

**SECTION 2.** The School Board finds that it is in the best financial interests of this School District to sell the Bonds in a private sale by negotiation and determines that the debt to be incurred pursuant to this Resolution shall be nonelectoral debt.

**SECTION 3.** The Refunding Projects are both authorized by Section 8241(b)(1) of the Debt Act (reduction in total debt service over the life of each issue). The capital projects or facilities originally financed by the 2010AA Bonds have reasonably expected remaining useful lives of at least two (2) years. The capital projects or facilities originally financed by the 2015A Bonds have reasonably expected remaining useful lives of at least twelve (12) years. The first maturity of principal of the Bonds will not be deferred beyond two years from the issue date of the Bonds.

**SECTION 4.** The School Board accepts the Proposal of the Financial Advisor, and the President or Vice President of the School Board is authorized to sign the Proposal on behalf of this School District. This School District's Director of Business Affairs or Superintendent are hereby authorized to direct the Financial Advisor when to market the Bonds, to approve the Addendum identifying an underwriter and containing the final terms and conditions of the Bonds within the Bond Parameters, and to take other related actions to achieve at least the Required Savings. The Addendum to be presented by the Financial Advisor, so approved, shall be executed and delivered by the President or Vice President of the School Board and included as a part of the Proposal accepted by this Resolution.

**SECTION 5.** The Bonds, when issued, will be general obligation bonds of this School District.

**SECTION 6.** The Bonds shall be issuable as one or more series, as fully registered bonds, without coupons, in denominations of \$5,000 principal amount or any integral multiple thereof.

Each of the Bonds shall bear interest from the interest payment date next preceding the date of registration and authentication of such bond, unless: (a) such bond is registered and authenticated as of any interest payment date, in which event such bond shall bear interest from such interest payment date; or (b) such bond is registered and authenticated after a Record Date (hereinafter defined) and before the next succeeding interest payment date, in which event such bond shall bear interest from such interest payment date; or (c) such bond is registered and authenticated on or prior to the Record Date next preceding the first interest payment date, in which event such bond shall bear interest from the dated date of the Bonds; or (d) as shown by the records of the Paying Agent, interest on such bond shall be in default, in which event such bond shall bear interest from the date to which interest was last paid on such bond. Interest on each of the Bonds shall be payable initially on a date selected by this School District, and thereafter, semiannually, until the principal sum thereof is paid or provision for payment thereof duly has been made. Except as to distinguishing series or subseries, numbers, denominations, interest rates and maturity dates, the Bonds and the Paying Agent's certificates of authentication shall be substantially in the forms and shall be of the tenor and purport hereinafter set forth, with insertions and variations (including CUSIP numbers) approved by this School District, the Financial Advisor and the Paying Agent, as may be appropriate for different series, denominations and maturity dates.

Principal, premium, if any, and interest with respect to the Bonds shall be payable in lawful money of the United States of America.



The principal of and premium, if any, on the Bonds shall be payable to the registered owners thereof or their transferees, upon presentation and surrender of the Bonds at the place or places set forth in the Bonds. Payment of interest on the Bonds shall be made by check mailed to the registered owners thereof whose names and addresses appear at the close of business on the fifteenth (15th) day next preceding each interest payment date (the "Record Date") on the registration books maintained by the Paying Agent on behalf of this School District, irrespective of any transfer or exchange of any Bonds subsequent to the Record Date and prior to such interest payment date, unless this School District shall be in default in payment of interest due on such interest payment date. In the event of any such default, such defaulted interest shall be payable to the persons in whose names the Bonds are registered at the close of business on a special record date for the payment of such defaulted interest established by notice mailed by the Paying Agent on behalf of this School District to the registered owners of the Bonds not less than fifteen (15) days preceding such special record date. Such notice shall be mailed to the persons in whose names the Bonds are registered at the close of business on the fifth (5th) day preceding the date of mailing.

If the date for payment of the principal of or interest on any Bonds shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the Commonwealth are authorized or required by law or executive order to close, then the date for payment of such principal or interest shall be the next succeeding day that is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized or required to close, and payment on such date shall have the same force and effect as if made on the nominal date established for such payment.

**SECTION 7.** This School District and the Paying Agent may deem and treat the persons in whose names the Bonds shall be registered as the absolute owners thereof for all purposes, whether such Bonds shall be overdue or not, and payment of the principal of, premium, if any, and interest on the Bonds shall be made only to or upon the order of the registered owners thereof or their legal representatives, but registration of a transfer of ownership may be made as herein provided. All such payments shall be valid and effectual to satisfy and discharge the liability upon the Bonds, to the extent of the sum or sums so paid, and neither this School District nor the Paying Agent shall be affected by any notice to the contrary.

**SECTION 8.** Registration of the transfer of ownership of Bonds shall be made upon surrender of any of the Bonds to the Paying Agent, accompanied by a written instrument or instruments in form, with instructions, and with guaranty of signature satisfactory to the Paying Agent, duly executed by the registered owner thereof or his attorney-in-fact or legal representative. The Paying Agent shall enter any transfer of ownership of any of the Bonds in the registration books and shall authenticate and deliver, at the earliest practicable time, in the name of the transferee or transferees, a new fully registered bond or bonds of authorized denominations of the same series, maturity and interest rate for the aggregate principal amount that the registered owner is entitled to receive. Bonds may be exchanged for a like aggregate principal amount of Bonds of other authorized denominations of the same series, maturity and interest rate.

**SECTION 9.** If Bonds shall be subject to optional redemption or mandatory redemption prior to stated maturity, this School District and the Paying Agent shall not be required to register the transfer of or exchange any of the Bonds then considered for redemption during the period beginning at the close of business on the fifteenth (15th) day next preceding any date of

selection of such Bonds to be redeemed and ending at the close of business on the day of mailing of the notice of redemption, as hereinafter provided, or to register the transfer of or exchange any portion of any of the Bonds selected for redemption in whole or in part until after the redemption date.

**SECTION 10.** This School District shall cause to be kept, and the Paying Agent shall keep, books for the registration, exchange and transfer of Bonds in the manner provided herein and therein so long as Bonds shall remain outstanding. Such registrations, exchanges and transfers shall be made without charge to bondholders, except for actual costs, including postage, insurance and any taxes or other governmental charges required to be paid with respect to the same.

**SECTION 11.** The Bonds shall bear interest, with a Purchase Price resulting in yields to maturity, and principal maturing or payable upon mandatory sinking fund redemptions, in the maximum annual amounts in each fiscal year as set forth in **Exhibit A**.

**SECTION 12.** The Bonds may be subject to optional redemption by this School District prior to maturity, on such date or dates and under such terms as may be determined in the manner described in Section 4 hereof. The Bonds may be subject to mandatory redemption prior to maturity, to be set forth in the Addendum, not in excess of any annual principal payment amount set forth in **Exhibit A** hereof.

**SECTION 13.** This School District appoints the Paying Agent as the paying agent with respect to the Bonds and directs that the principal of, premium, if any, and interest on the Bonds shall be payable at a designated corporate trust office of the Paying Agent, in lawful money of the United States of America.

Any corporation or association into which the Paying Agent, or any appointed successor to it, may be merged or converted or with which it, or any appointed successor to it, may be consolidated, or any corporation or association resulting from any merger, conversion or consolidation to which the Paying Agent shall be a party, or any corporation or association to which the Paying Agent, or any appointed successor to it, sells or otherwise transfers all or substantially all of its corporate trust business, including its functions under this Resolution, shall be the successor paying agent hereunder, without the execution or filing of any paper or any further act on the part of this School District, and thereafter references herein to the "Paying Agent" shall refer to such resulting corporation or association, or to such transferee, as the case may be.

If the Paying Agent at any time shall resign or shall be removed by this School District, the Board of School Directors shall appoint a successor paying agent that is duly qualified in accordance with the Act to serve as paying agent for the Bonds and sinking fund depository with respect to the Sinking Fund created herein, and the principal of, redemption premium, if any, and interest on the Bonds shall be payable, when due, at a designated office of the successor paying agent located in the Commonwealth and at such additional payment offices as the successor paying agent shall designate. Upon acceptance of such appointment and the transfer by the Paying Agent to the successor paying agent of the appropriate documents, records, and funds, references herein to the "Paying Agent" shall thereafter refer to such successor paying agent.

**SECTION 14.** The form of the Bonds shall be substantially as set forth in **Exhibit B**, which is attached hereto and made part hereof, with appropriate insertions, omissions and variations.

**SECTION 15.** The Bonds shall be executed in the name of and on behalf of this School District by the manual or facsimile signature of the President or Vice President of the School Board, and the official seal or a facsimile of the official seal of this School District shall be affixed thereto and the manual or facsimile signature of the Secretary of the School Board shall be affixed thereto in attestation thereof; and said officers are authorized to execute and to attest the Bonds.

**SECTION 16.** No bond constituting one of the Bonds shall be entitled to any benefit under this Resolution nor shall it be valid, obligatory or enforceable for any purpose until such bond shall have been registered and authenticated by the Certificate of Authentication endorsed thereon duly signed by the Paying Agent; and the Paying Agent is authorized to register and authenticate the Bonds in accordance with the provisions hereof.

**SECTION 17.** This School District covenants to and with registered owners, from time to time, of the Bonds that shall be outstanding, from time to time, pursuant to this Resolution, that this School District shall: (i) include the amount of the debt service on the Bonds, for each fiscal year of this School District in which the sums are payable, in its budget for that year, (ii) appropriate those amounts from its general revenues for the payment of the debt service, and (iii) duly and punctually pay or cause to be paid from the Sinking Fund (hereinafter identified) or any other of its revenues or funds the principal of and interest on each of the Bonds at the dates and places and in the manner stated therein, according to the true intent and meaning thereof; and, for such budgeting, appropriation and payment, this School District shall and does pledge, irrevocably, its full faith, credit and taxing power. As provided in the Debt Act, the foregoing covenant of this School District shall be specifically enforceable.

**SECTION 18.** There is hereby created, pursuant to the requirements of the Debt Act, one or more sinking funds for the Bonds (collectively, the “Sinking Fund”) including, if applicable, multiple series or subseries, or a mandatory sinking fund. The Sinking Fund shall be administered in accordance with the Debt Act.

**SECTION 19.** This School District appoints the Paying Agent as the sinking fund depository with respect to the Sinking Fund.

**SECTION 20.** This School District covenants to make payments out of the Sinking Fund, or out of any other of its revenues or funds, at such times and in such annual amounts, as shall be sufficient for prompt and full payment of all obligations of the Bonds when due.

**SECTION 21.** The School Board hereby authorizes the preparation of a Preliminary Official Statement and Official Statement for use in the marketing of the Bonds and authorizes the Business Manager of this School District to approve the form of such Preliminary Official Statement and the form of a final Official Statement with respect to the Bonds of this School District, with such insertions and amendments as shall be necessary or appropriate to reflect the final terms and provisions of the Bonds, the accepted Proposal and this Resolution. The President of the School Board shall affix his or her signature to the Official Statement, as such officer, and

such execution of the Official Statement shall constitute conclusive evidence of the approval of the Official Statement by the School Board.

**SECTION 22.** The President or Vice President and the Secretary, respectively, of the School Board are authorized and directed, as required, necessary and/or appropriate: (a) to prepare, to certify and to file with the Department the debt statement required by the Debt Act; (b) to prepare and to file with the Department any statements required by the Debt Act that are necessary to qualify all or any portion of the debt of this School District that is subject to exclusion as self-liquidating or subsidized debt for exclusion from the appropriate debt limit of this School District as self-liquidating or subsidized debt; (c) to prepare and to file the application with the Department, together with a complete and accurate transcript of the proceedings for the required approval relating to the debt, of which debt the Bonds, upon issue, will be evidence, as required by the Debt Act; (d) to pay or to cause to be paid to the Department all proper filing fees required in connection with the foregoing; and (e) to take other required, necessary and/or appropriate action.

The School Board authorizes and directs that an appropriate borrowing base certificate be prepared for filing with the Department as required by the Debt Act. The President or Vice President and the Secretary, respectively, of the School Board are hereby authorized to prepare and to execute, or to authorize the preparation and execution of such borrowing base certificate.

**SECTION 23.** If applicable, as determined from the Addendum, the School Board authorized and directs the purchase of municipal bond guaranty insurance with respect to the Bonds. The officers and agents of this School District are authorized and directed to take all required, necessary and/or appropriate action with respect to such insurance, as contemplated in the Addendum, including the payment of the premium of such insurance.

**SECTION 24.** The President or Vice President and the Secretary, respectively, of the School Board are authorized and directed to contract with the Paying Agent for its services as paying agent for the Bonds and as sinking fund depository in connection with the Sinking Fund established for the Bonds.

**SECTION 25.** It is declared that the debt to be incurred hereby, together with any other indebtedness of this School District, is not in excess of any limitation imposed by the Debt Act upon the incurring of debt by this School District.

**SECTION 26.** The officers and agents of this School District are authorized to deliver the Bonds and to authorize payment of all costs and expenses associated with the issuance of the Bonds as provided for in the Proposal, but only after the Department has certified its approval pursuant to the provisions of the Debt Act or at such time when the filing authorized to be submitted to the Department pursuant to the Debt Act shall be deemed to have been approved pursuant to applicable provisions of the Debt Act.

**SECTION 27.** This School District covenants to and with purchasers of the Bonds that it will make no use of the proceeds of such Bonds, or of any other obligations deemed to be part of the same “issue” as Bonds under applicable Federal tax regulations, that will cause such Bonds to be or become “arbitrage bonds” within the meaning of Section 103(b)(2) and Section 148 of the

Internal Revenue Code of 1986, as amended (the “Code”), and the Treasury Regulations implementing said Sections of the Code.

This School District further covenants to and with purchasers of the Bonds that it will make no use of the proceeds of the Bonds, of the proceeds of any other obligations deemed to be part of the same “issue” as the Bonds under applicable federal tax regulations, or of any property or facilities financed with the proceeds of the Bonds or of any such other obligations deemed to be part of the same “issue” as the Bonds, that will cause the Bonds to be or become “private activity bonds” within the meaning of Section 141 of the Code and the Treasury Regulations implementing said Sections of the Code. This School District shall comply with all other requirements of the Code, if and to the extent applicable, to maintain continuously the Federal income tax exemption of interest on the Bonds.

If applicable, the President or Vice President of the School Board is authorized to represent in a certificate delivered when the Bonds are issued, that this School District does not then reasonably expect to issue tax-exempt obligations that, together with all tax-exempt obligations reasonably expected to be issued by all entities that issue bonds on behalf of this School District and all “subordinate entities” (within the meaning of Section 265(b)(3)(E) of the Code) of this School District, in the aggregate, will exceed Ten Million Dollars (\$10,000,000) (excluding obligations issued to refund (other than to advance refund) any obligation to the extent that the amount of the refunding obligation does not exceed the outstanding amount of the refunded obligation) in the calendar year of issuance and, accordingly, thereby designate the Bonds (to the extent they are not “deemed designated” under Section 265(b)(3)(D)(ii) of the Code), on behalf of this School District, as “qualified tax-exempt obligations,” as defined in Section 265(b)(3)(B) of the Code, for the purposes and effect contemplated by Section 265 of the Code.

**SECTION 28.** This School District does hereby authorize the optional redemption(s) of the Refunded Bonds on the earliest date(s) on or after the issue date of the Bonds, as authorized by the Refunded Bonds (the “Redemption Date”), in accordance with the rights and privileges reserved to this School District in the Refunded Bonds, and as described in the Addendum.

Officers and agents of the School Board are hereby authorized and directed to give irrevocable instructions to the paying agent or trustee for the Refunded Bonds to redeem the Refunded Bonds in accordance with this election of the School Board, *following the acceptance of the final terms and conditions of the Bonds and Addendum as described in section 4 hereof* and the consummation of the final sale, issuance and delivery of the Bonds.

If applicable, this School District, simultaneously with delivery of the Bonds, shall enter into a bond retirement agreement (the “Bond Retirement Agreement”) with the paying agent of the Refunded Bonds (the “Redemption Agent”). The Bond Retirement Agreement shall provide for a deposit of Bond proceeds into the sinking funds originally established for the Refunded Bonds, with the Redemption Agent sufficient to pay the debt service due on the Refunded Bonds through the Redemption Date. The President or Vice President and the Secretary, respectively, of the School Board are authorized and directed to execute, to attest, and to seal, as appropriate, and to deliver such Bond Retirement Agreement simultaneously with such delivery of the Bonds. This School District approves the Bond Retirement Agreement in form satisfactory to the Solicitor and Bond Counsel for this School District and as shall be approved by the officers of the School Board

executing the same. Such approval of such officers shall be conclusively presumed to have been given by their execution of the Bond Retirement Agreement.

The officers and agents of this School District are hereby authorized and directed to take all such actions and provide all such documentation as may be necessary and appropriate to accomplish the redemption and retirement of the Refunded Bonds.

**SECTION 29.** If applicable, the President, Vice President or Treasurer of the School Board, or the Superintendent or Director of Business Affairs, respectively, of this School District is each hereby authorized and directed to execute and deliver agreements, orders or subscriptions for purchase of United States Treasury Certificates of Indebtedness, Bonds, Bonds, State and Local Government Series or other securities of the United States of America, collateralized certificates of deposit or other investments satisfying the requirements of 53 Pa.C.S. §8250, as described in updates to the Refunding Report, from proceeds of the Bonds and, if applicable, other funds to be deposited under the Bond Retirement Agreement, and to do, to take and to authorize such other acts as shall be necessary or appropriate to retire the Refunded Bonds, as described in the Refunding Report and this Resolution.

**SECTION 30.** If applicable, the Secretary of the Board of this School District is hereby authorized and directed to execute and to submit to the Pennsylvania Department of Education, promptly following settlement for the Bonds, the appropriate application and other documents and information necessary to obtain state reimbursement with respect to the debt service on the Bonds.

**SECTION 31.** This School District shall enter into, and hereby authorizes and directs the President or Vice President of the School Board to execute, a Continuing Disclosure Certificate (the "Certificate") on behalf of this School District on or before the date of issuance and delivery of the Bonds. Such Certificate shall be executed and delivered to satisfy the terms and conditions of the accepted Proposal for sale of the Bonds and Securities and Exchange Commission Rule 15c2-12, and shall be substantially in the form previously utilized by this School District, together with any changes therein made and approved by the executing officer of the School Board, whose execution and delivery thereof shall constitute conclusive evidence of such approval. A copy of the Certificate shall be filed with the Secretary of the School Board and shall be and hereby is made part of this Resolution.

This School District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Certificate. Notwithstanding any other provision of this Resolution, failure of this School District to comply with the Certificate shall not be considered an event of default with respect to the Bonds; however, any registered owner of the Bonds may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause this School District to comply with its obligations under this Section and such Certificate.

**SECTION 32.** The Bonds shall be made available for purchase under a book-entry only system available through The Depository Trust Company, a New York corporation ("DTC"). If applicable, at or prior to settlement for the Bonds, this School District and the Paying Agent shall execute or signify their approval of a Representation Letter in substantially the form on file with DTC (the "Representation Letter"). The appropriate officers of this School District and the Paying

Agent shall take such action as may be necessary from time to time to comply with the terms and provisions of the Representation Letter, and any successor paying agent for the Bonds, in its written acceptance of its duties under this Resolution, shall agree to take any actions necessary from time to time to comply with the requirements of the Representation Letter.

**SECTION 33.** Notwithstanding the foregoing provisions of this Resolution, the Bonds shall initially be issued in the form of one fully-registered bond for the aggregate principal amount of the Bonds of each maturity, and the following provisions shall apply with respect to the registration, transfer and payment of the Bonds:

(a) Except as provided in subparagraph (g) below, all of the Bonds shall be registered in the name of Cede & Co., as nominee of DTC; provided that if DTC shall request that the Bonds be registered in the name of a different nominee, the Paying Agent shall exchange all or any portion of the Bonds for an equal aggregate principal amount of Bonds of the same series, interest rate and maturity registered in the name of such nominee or nominees of DTC.

(b) No person other than DTC or its nominee shall be entitled to receive from this School District or the Paying Agent either a Bond or any other evidence of ownership of the Bonds, or any right to receive any payment in respect thereof, unless DTC or its nominee shall transfer record ownership of all or any portion of the Bonds on the registration books (the "Register") maintained by the Paying Agent in connection with discontinuing the book-entry system as provided in subparagraph (g) below or otherwise.

(c) So long as any Bonds are registered in the name of DTC or any nominee thereof, all payments of the principal or redemption price of or interest on such Bonds shall be made to DTC or its nominee in accordance with the Representation Letter on the dates provided for such payments under this Resolution. Each such payment to DTC or its nominee shall be valid and effective to fully discharge all liability of this School District or the Paying Agent with respect to the principal or redemption price of or interest on the Bonds to the extent of the sum or sums so paid. In the event of the redemption of less than all of the Bonds outstanding of any maturity, the Paying Agent shall not require surrender by DTC or its nominee of the Bonds so redeemed, but DTC (or its nominee) may retain such Bonds and make an appropriate notation on the Bond certificate as to the amount of such partial redemption; provided that DTC shall deliver to the Paying Agent, upon request, a written confirmation of such partial redemption and thereafter the records maintained by the Paying Agent shall be conclusive as to the amount of the Bonds of such maturity which have been redeemed.

(d) This School District and the Paying Agent may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal or redemption price of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, giving any notice permitted or required to be given to holders of Bonds under this Resolution, registering the transfer of Bonds, obtaining any consent or other action to be taken by holders of Bonds and for all other purposes whatsoever; and neither this School District nor the Paying Agent shall be affected by any notice to the contrary. Neither this School District nor the Paying Agent shall have any responsibility or obligation to any participant in DTC, any person claiming a beneficial ownership interest in the Bonds under or through DTC or any such participant, or any other person which is not shown on the Register as being a registered owner of

Bonds, with respect to (1) the Bonds, (2) the accuracy of any records maintained by DTC or any such participant, (3) the payment by DTC or any such participant of any amount in respect of the principal or redemption price of or interest on the Bonds, (4) any notice which is permitted or required to be given to holders of the Bonds under this Resolution, (5) the selection by DTC or any such participant of any person to receive payment in the event of a partial redemption of the Bonds, and (6) any consent given or other action taken by DTC as holder of the Bonds.

(e) So long as the Bonds or any portion thereof are registered in the name of DTC or any nominee thereof, all notices required or permitted to be given to the holders of such Bonds under this Resolution shall be given to DTC as provided in the Representation Letter.

(f) In connection with any notice or other communication to be provided to holders of Bonds pursuant to this Resolution by this School District or the Paying Agent with respect to any consent or other action to be taken by holders of Bonds, DTC shall consider the date of receipt of notice requesting such consent or other action as the record date for such consent or other action, provided that this School District or the Paying Agent may establish a special record date for such consent or other action. This School District or the Paying Agent shall give DTC notice of such special record date not less than 15 calendar days in advance of such special record date to the extent possible.

(g) The book-entry only system for registration of the ownership of the Bonds may be discontinued at any time if either (1) after notice to this School District and the Paying Agent, DTC determines to resign as securities depository for the Bonds, or (2) after notice to DTC and the Paying Agent, this School District determines that continuation of the system of book-entry transfers through DTC (or through a successor securities depository) is not in the best interests of this School District. In either of such events (unless in the case described in clause (2) above, this School District appoints a successor securities depository), the Bonds shall be delivered in registered certificate form to such persons, and in such maturities and principal amounts, as may be designated by DTC, but without any liability on the part of this School District or the Paying Agent for the accuracy of such designation. Whenever DTC requests this School District and the Paying Agent to do so, this School District and the Paying Agent shall cooperate with DTC in taking appropriate action after reasonable notice to arrange for another securities depository to maintain custody of certificates evidencing the Bonds.

**SECTION 34.** The President and Vice President and the Secretary, respectively, of the Board are authorized and directed to perform such acts as may be necessary to facilitate the marketing and settlement of the Bonds and the refunding of the Refunded Bonds.

**SECTION 35.** Any reference in this Resolution to an officer or member of the School Board shall be deemed to refer to his or her duly qualified successor in office, or other authorized representative, if applicable.

**SECTION 36.** In the event any provision, section, sentence, clause or part of this Resolution shall be held to be invalid, such invalidity shall not affect or impair any remaining provision, section, sentence, clause or part of this Resolution, it being the intent of this School District that such remainder shall be and shall remain in full force and effect.



**SECTION 37.** All resolutions or parts of resolutions, insofar as the same shall be inconsistent herewith, shall be and the same expressly are repealed.

**SECTION 38.** This Resolution shall be effective in accordance with the Debt Act.

**DULY ADOPTED**, by the School Board, in lawful session duly assembled, this 27<sup>th</sup> day of July, 2020.

WEST CHESTER AREA SCHOOL DISTRICT,  
Chester and Delaware Counties, Pennsylvania

By: \_\_\_\_\_  
(Vice) President of the Board of  
School Directors

ATTEST:

\_\_\_\_\_  
Secretary of the Board of  
School Directors

(SEAL)

**EXHIBIT A**

**WEST CHESTER AREA SCHOOL DISTRICT**  
**Chester and Delaware Counties, Pennsylvania**  
\$20,500,000 Maximum Aggregate Principal Amount  
General Obligation Bonds

| <u>Date</u>   | <u>Max<br/>Principal</u> | <u>Max<br/>Rate</u> | <u>Interest</u>     | <u>Semi-Annual<br/>Debt Service</u> | <u>Fiscal Year<br/>Debt Service</u> |
|---------------|--------------------------|---------------------|---------------------|-------------------------------------|-------------------------------------|
| 3/15/2021     | 3,810,000                | 5.500               | 579,409.72          | 4,389,409.72                        | 4,389,409.72                        |
| 9/15/2021     |                          |                     | 458,975.00          | 458,975.00                          |                                     |
| 3/15/2022     | 5,120,000                | 5.500               | 458,975.00          | 5,578,975.00                        | 6,037,950.00                        |
| 9/15/2022     |                          |                     | 318,175.00          | 318,175.00                          |                                     |
| 3/15/2023     | 200,000                  | 5.500               | 318,175.00          | 518,175.00                          | 836,350.00                          |
| 9/15/2023     |                          |                     | 312,675.00          | 312,675.00                          |                                     |
| 3/15/2024     | 200,000                  | 5.500               | 312,675.00          | 512,675.00                          | 825,350.00                          |
| 9/15/2024     |                          |                     | 307,175.00          | 307,175.00                          |                                     |
| 3/15/2025     | 200,000                  | 5.500               | 307,175.00          | 507,175.00                          | 814,350.00                          |
| 9/15/2025     |                          |                     | 301,675.00          | 301,675.00                          |                                     |
| 3/15/2026     | 200,000                  | 5.500               | 301,675.00          | 501,675.00                          | 803,350.00                          |
| 9/15/2026     |                          |                     | 296,175.00          | 296,175.00                          |                                     |
| 3/15/2027     | 200,000                  | 5.500               | 296,175.00          | 496,175.00                          | 792,350.00                          |
| 9/15/2027     |                          |                     | 290,675.00          | 290,675.00                          |                                     |
| 3/15/2028     | 2,080,000                | 5.500               | 290,675.00          | 2,370,675.00                        | 2,661,350.00                        |
| 9/15/2028     |                          |                     | 233,475.00          | 233,475.00                          |                                     |
| 3/15/2029     | 2,095,000                | 5.500               | 233,475.00          | 2,328,475.00                        | 2,561,950.00                        |
| 9/15/2029     |                          |                     | 175,862.50          | 175,862.50                          |                                     |
| 3/15/2030     | 2,115,000                | 5.500               | 175,862.50          | 2,290,862.50                        | 2,466,725.00                        |
| 9/15/2030     |                          |                     | 117,700.00          | 117,700.00                          |                                     |
| 3/15/2031     | 2,130,000                | 5.500               | 117,700.00          | 2,247,700.00                        | 2,365,400.00                        |
| 9/15/2031     |                          |                     | 59,125.00           | 59,125.00                           |                                     |
| 3/15/2032     | 2,150,000                | 5.500               | 59,125.00           | 2,209,125.00                        | 2,268,250.00                        |
| <b>TOTALS</b> | <b>20,500,000</b>        |                     | <b>6,322,784.72</b> | <b>26,822,784.72</b>                | <b>26,822,784.72</b>                |

**EXHIBIT B**

**(FORM OF BOND)**

[The following Legend is to be printed on any Bonds registered in the name of The Depository Trust Company or Cede & Co., its nominee: **“Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation (“DTC”), to the Issuer or its agent for registration of transfer, exchange or payment, and any certificate issued is registered in the name of Cede & Co. or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL in as much as the registered owner hereof, Cede & Co., has an interest herein.”**]

Number

\$

UNITED STATES OF AMERICA  
COMMONWEALTH OF PENNSYLVANIA  
COUNTIES OF CHESTER AND DELAWARE  
WEST CHESTER AREA SCHOOL DISTRICT  
GENERAL OBLIGATION BOND, SERIES \_\_ OF 20 \_\_

| <u>INTEREST</u><br><u>RATE</u> | <u>MATURITY</u><br><u>DATE</u> | <u>DATE</u><br><u>OF SERIES</u> | <u>CUSIP</u> |
|--------------------------------|--------------------------------|---------------------------------|--------------|
| %                              |                                |                                 |              |

REGISTERED OWNER: CEDE & CO.

PRINCIPAL SUM: \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)

WEST CHESTER AREA SCHOOL DISTRICT, located in Chester and Delaware Counties, Pennsylvania (the “Issuer”), a school district existing under laws of the Commonwealth of Pennsylvania (the “Commonwealth”), for value received, promises to pay to the order of the registered owner named hereon, or registered assigns, on the maturity date stated hereon, upon presentation and surrender hereof, the principal sum stated hereon, unless this General Obligation Bond, Series \_\_ of 20 \_\_ (the “Bond”), shall be redeemable and duly shall have been called for earlier redemption and payment of the redemption price shall have been made or provided for, and to pay initially on \_\_\_\_\_, \_\_\_\_\_, and thereafter semiannually on \_\_\_\_\_ and \_\_\_\_\_ of each year, to the registered owner hereof, interest on said principal sum, at the rate per annum stated hereon, until said principal sum has been paid or provision for payment thereof duly has been made. Interest on this Bond shall be payable from the interest payment date next preceding

the date of registration and authentication of this Bond, unless: (a) this Bond is registered and authenticated as of any interest payment date, in which event this Bond shall bear interest from such interest payment date; or (b) this Bond is registered and authenticated after a Record Date (hereinafter defined) and before the next succeeding interest payment date, in which event this Bond shall bear interest from such next succeeding interest payment date; or (c) this Bond is registered and authenticated on or prior to the Record Date next preceding \_\_\_\_\_, \_\_\_\_\_, in which event this Bond shall bear interest from the Date of Series set forth above; or (d) as shown by the records of the Paying Agent (hereinafter defined), interest on this Bond shall be in default, in which event this Bond shall bear interest from the date to which interest was last paid on this Bond. The interest on this Bond is payable by check drawn on Manufacturers and Traders Trust Company (the "Paying Agent"), or its successor. The principal of and premium, if any, on this Bond, when due, are payable upon surrender hereof at the designated corporate trust office of the Paying Agent. Payment of the interest hereon shall be made to the registered owner hereof whose name and address shall appear, at the close of business on the fifteenth (15th) day next preceding each interest payment date (the "Record Date"), on the registration books maintained by the Paying Agent, irrespective of any transfer or exchange of this Bond subsequent to such Record Date and prior to such interest payment date, unless the Issuer shall be in default in payment of interest due on such interest payment date. In the event of any such default, such defaulted interest shall be payable to the person in whose name this Bond is registered at the close of business on a special record date for the payment of such defaulted interest established by notice mailed by the Paying Agent to the registered owner of this Bond not less than fifteen (15) days preceding such special record date. Such notice shall be mailed to the person in whose name this Bond is registered at the close of business on the fifth (5th) day preceding the date of mailing. Principal, premium, if any, and interest with respect to this Bond are payable in lawful money of the United States of America.

This Bond is one of a series of bonds of the Issuer, known generally as "General Obligation Bonds, Series \_\_\_ of 20\_\_" (the "Bonds"), all of like date and tenor, except as to numbers, denominations, dates of maturity, rates of interest, and provisions for redemption, in the aggregate principal amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_).

The Bonds have been authorized for issuance in accordance with provisions of the Local Government Unit Debt Act, 53 Pa.C.S. Chs. 80-82 (the "Debt Act"), of the Commonwealth, and by virtue of a duly adopted resolution (the "Resolution") of the Issuer. The Debt Act, as such shall have been in effect when the Bonds were authorized, and the Resolution shall constitute a contract between the Issuer and registered owners, from time to time, of the Bonds.

The Issuer has covenanted, in the Resolution, to and with registered owners, from time to time, of the Bonds that shall be outstanding, from time to time, pursuant to the Resolution, that the Issuer shall: (i) include the amount of the debt service for the Bonds, for each fiscal year of the Issuer in which such sums are payable, in its budget for that year, (ii) appropriate such amounts from its general revenues for the payment of such debt service, and (iii) duly and punctually pay or cause to be paid, from the sinking fund established under the Resolution or any other of its revenues or funds, the principal of and interest on each of the Bonds at the dates and place and in the manner stated therein, according to the true intent and meaning thereof; and, for

such budgeting, appropriation and payment, the Issuer has pledged and does pledge, irrevocably, its full faith, credit and taxing power.

This Bond shall not be entitled to any benefit under the Resolution, nor shall it be valid, obligatory or enforceable for any purpose, until this Bond shall have been authenticated by the Paying Agent.

The Bonds are issuable only in the form of registered bonds, without coupons, in the denominations of \$5,000 principal amount or any integral multiple thereof. Bonds may be exchanged for a like aggregate principal amount of Bonds of other authorized denominations of the same maturity and interest rate upon surrender of such Bonds to the Paying Agent, with written instructions satisfactory to the Paying Agent.

The Issuer and the Paying Agent may deem and treat the registered owner hereof as the absolute owner hereof (whether or not this Bond shall be overdue) for the purpose of receiving payment of or on account of principal hereof, premium, if any, and interest due hereon and for all other purposes, and the Issuer and the Paying Agent shall not be affected by any notice to the contrary.

This Bond may be transferred by the registered owner hereof upon surrender of this Bond to the Paying Agent, accompanied by a written instrument or instruments in form, with instructions, and with guaranty of signature satisfactory to the Paying Agent, duly executed by the registered owner of this Bond or his attorney-in-fact or legal representative. The Paying Agent shall enter any transfer of ownership of this Bond in the registration books and shall authenticate and deliver at the earliest practicable time in the name of the transferee or transferees a new fully registered bond or bonds of authorized denominations of the same series, maturity and interest rate for the aggregate principal amount which the registered owner is entitled to receive.

The Issuer and the Paying Agent shall not be required to issue or to register the transfer of or exchange any Bonds then considered for redemption during a period beginning at the close of business on the fifteenth (15th) day next preceding any date of selection of Bonds to be redeemed and ending at the close of business on the day of mailing of the applicable notice of redemption, as hereinafter provided, or to register the transfer of or exchange any portion of any bond selected for redemption until after the redemption date.

The Bonds stated to mature on or after \_\_\_\_\_, \_\_\_\_, are subject to redemption prior to maturity, at the option of the Issuer, as a whole, on \_\_\_\_\_, \_\_\_\_, or on any date thereafter, upon payment of the principal amount thereof, together with accrued interest to the date fixed for redemption.

The Bonds stated to mature on or after \_\_\_\_\_, \_\_\_\_, are subject to redemption prior to maturity, at the option of the Issuer, from time to time, in part, in any order of maturity selected by the Issuer, on \_\_\_\_\_, \_\_\_\_, or on any date thereafter. If less than all Bonds of any particular maturity are to be redeemed, the Bonds of such maturity to be redeemed shall be drawn by lot by the Paying Agent. Any such redemption shall be upon payment of the principal amount to be redeemed, together with accrued interest thereon to the date fixed for redemption.

The Bonds stated to mature on \_\_\_\_\_, \_\_\_\_\_, are subject to mandatory redemption prior to maturity, in the amounts and on \_\_\_\_\_ of the year(s) set forth in the following schedule as drawn by lot by the Paying Agent in behalf of the Issuer:

| <u>Year</u> | <u>Amount</u> |
|-------------|---------------|
|             | \$            |
|             | \$ .          |

Any such redemption shall be upon application of money available for the purpose in the Mandatory Sinking Fund established under the Resolution and shall be upon payment of the principal amount to be redeemed, together with accrued interest thereon to the date fixed for redemption. In lieu of such mandatory redemption, the Paying Agent, as sinking fund depository, in behalf of the Issuer, may purchase, from money available for the purpose in the Sinking Fund established under the Resolution, at a price not to exceed the principal amount plus accrued interest, or the Issuer may tender to the Paying Agent, all or part of the Bonds subject to being drawn for redemption in any such year.

In the case of any partial redemption of Bonds of any maturity that is subject to mandatory sinking fund redemption, the Issuer shall be entitled to designate whether the amount to be redeemed shall be credited against the principal amount of such Bonds due at maturity or credited against the principal amount of such Bonds scheduled to be called for mandatory sinking fund redemption on any particular date or dates, in each case in an integral multiple of \$5,000 principal amount.

If this Bond is of a denomination larger than \$5,000, a portion of this Bond may be redeemed. For the purposes of redemption, this Bond shall be treated as representing the number of Bonds that is equal to the principal amount hereof divided by \$5,000, each \$5,000 portion of this Bond being subject to redemption. In the case of partial redemption of this Bond, payment of the redemption price shall be made only upon surrender of this Bond in exchange for Bonds of authorized denominations of the same maturity and interest rate and in aggregate principal amount equal to the unredeemed portion of the principal amount hereof; Provided, however, that should this Bond be registered in the name of The Depository Trust Company (“DTC”) or Cede & Co., as nominee for DTC, or any other nominee of DTC, or any other successor securities depository or its nominee, this Bond need not be surrendered for payment and exchange in the event of a partial redemption hereof and the records of the Paying Agent shall be conclusive as to the amount of this Bond which shall have been redeemed.

Notice of redemption shall be deposited in first class mail not less than 30 days prior to the date fixed for redemption and shall be addressed to the registered owners of the Bonds to be redeemed at their addresses shown on the registration books kept by the Paying Agent as of the day such Bonds are selected for redemption. Failure to mail any notice of redemption or any defect therein or in the mailing thereof shall not affect the validity of any proceeding for redemption of other Bonds so called for redemption as to which proper notice has been given.

On the date designated for redemption, notice having been provided as aforesaid, and money for payment of the principal, premium, if any, and accrued interest being held by the Paying Agent, interest on the Bonds or portions thereof so called for redemption shall cease to

accrue and such Bonds or portions thereof so called for redemption shall cease to be entitled to any benefit or security under the Resolution, and registered owners of such Bonds or portions thereof so called for redemption shall have no rights with respect thereto, except to receive payment of the principal to be redeemed and accrued interest thereon to the date fixed for redemption, together with the redemption premium, if any.

The Issuer, in the Resolution, has established a sinking fund with the Paying Agent, as the sinking fund depository, into which funds for the payment of the principal of and the interest on the Bonds shall be deposited not later than the date fixed for the disbursement thereof. The Issuer has covenanted, in the Resolution, to make payments from such sinking fund or from any other of its revenues or funds, at such times and in such annual amounts as shall be sufficient for prompt and full payment of all obligations of this Bond.

It hereby is certified that: (i) all acts, conditions and things required to be done, to happen or to be performed as conditions precedent to and in issuance of this Bond or in creation of the debt of which this Bond is evidence have been done, have happened or have been performed in due and regular form and manner, as required by law; and (ii) the debt represented by this Bond, together with any other indebtedness of the Issuer, is not in excess of any limitation imposed by the Debt Act upon the incurring of debt by the Issuer.

*[This Bond has been designated by the Issuer as a “qualified tax-exempt obligation”, as defined in Section 265(b)(3)(B) of the Internal Revenue Code of 1986, as amended (the “Code”), for purposes and effect contemplated by Section 265 of the Code (relating to expenses and interest relating to tax-exempt income of certain financial institutions).]*



IN WITNESS WHEREOF, the Issuer has caused this Bond to be executed in its name by the manual or facsimile signature of the President of the Board of School Directors, and its official seal or facsimile thereof to be affixed hereto and the manual or facsimile signature of the Secretary of the Board of School Directors to be affixed hereto in attestation thereof, all as of the Date of Series.

WEST CHESTER AREA SCHOOL DISTRICT,  
Chester and Delaware Counties, Pennsylvania

By: \_\_\_\_\_  
President of the Board of School Directors

ATTEST:

\_\_\_\_\_  
Secretary of the Board of School Directors

(SEAL)

\_\_\_\_\_

(FORM OF PAYING AGENT'S CERTIFICATE)

CERTIFICATE OF AUTHENTICATION AND CERTIFICATE AS TO OPINION

It is certified that:

- (i) This Bond is one of the Bonds described in the within-mentioned Resolution; and
- (ii) An original Opinion issued by Eckert Seamans Cherin & Mellott, LLC, dated and delivered on the date of the original delivery of, and payment for, such Bonds is on file at our designated corporate trust office, where the same may be inspected; and

MANUFACTURERS AND TRADERS TRUST  
COMPANY,  
as Paying Agent

By: \_\_\_\_\_  
Authorized Representative

Date of Registration and Authentication:

\_\_\_\_\_

(FORM OF ASSIGNMENT)

ASSIGNMENT

FOR VALUE RECEIVED, \_\_\_\_\_, the undersigned, hereby sells, assigns and transfers unto

\_\_\_\_\_ (the "Transferee")  
Name

\_\_\_\_\_  
Address

Social Security or Federal Employer Identification No. \_\_\_\_\_ the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, as attorney-in-fact, to transfer the within Bond on the books kept for registration thereof with full power of substitution in the premises.

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

Date: \_\_\_\_\_

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by an institution that is a participant in a signature guarantee program recognized by the Securities Transfer Association.

NOTICE: No transfer will be made in the name of the Transferee unless the signature(s) to this assignment correspond(s) with the name(s) appearing upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever and the Social Security or Federal Employer Identification Number of the Transferee is supplied. If the Transferee is a trust, the names and Social Security or Federal Employer Identification Numbers of the settlor and beneficiaries of the trust, the Federal Employer Identification Number and date of the trust and the name of the trustee must be supplied.

\_\_\_\_\_

CERTIFICATE

I, the undersigned, Secretary of the Board of School Directors of WEST CHESTER AREA SCHOOL DISTRICT, located in Chester and Delaware Counties, Pennsylvania (the "School District"), certify that: the foregoing is a true and correct copy of a Resolution that was duly adopted by affirmative vote of a majority of all members of the Board of School Directors of this School District at a meeting duly held on July 27, 2020; said Resolution duly has been recorded in the minute book of the Board of School Directors of this School District; a notice with respect to the intent to adopt said Resolution has been published as required by law; said Resolution was available for inspection by any interested citizen requesting the same in accordance with the requirements of the Local Government Unit Debt Act of the Commonwealth of Pennsylvania and such notice; and said Resolution has not been amended, altered, modified or repealed as of the date of this Certificate.

I further certify that the Board of School Directors of this School District met the advance notice and public comment requirements of the Sunshine Act, 65 Pa.C.S. §701 *et seq.*, by advertising the time and place of said meeting, by posting prominently a notice of said meeting at the principal office of this School District or at the public building in which said meeting was held, and by providing a reasonable opportunity for public comment prior to adoption of said Resolution, all as required by such Act.

I further certify that: the total number of members of the Board of School Directors of this School District is nine (9); the vote of members of the Board of School Directors of this School District upon said Resolution was called and duly was recorded upon the minutes of said meeting; and members of the Board of School Directors of this School District voted upon said Resolution in the following manner:

|                  |   |
|------------------|---|
| Gary Bevilacqua  | - |
| Joyce Chester    | - |
| Brian Gallen     | - |
| Karen Herrmann   | - |
| Chris McCune     | - |
| Kate Shaw        | - |
| Randell Spackman | - |
| Susan Tiernan    | - |

IN WITNESS WHEREOF, I set my hand and affix the official seal of this School District, this 27<sup>th</sup> day of July, 2020.

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Secretary of the Board of  
School Directors

(SEAL)

**WEST CHESTER AREA SCHOOL DISTRICT**

**July 27, 2020 SCHOOL BOARD MEETING**

**CONSENT AGENDA RESOLUTION**

**Approval of School Board Treasurer's Report and Statement of Disbursements  
Summary Schedule for the Period of June 1, 2020 to June 30, 2020**

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 June 1 to June 30, 2020 totaling \$22,369,758.14.

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  
June 30, 2020

CASH BALANCE MAY 31, 2020 \$ 19,669,664.84

RECEIPTS JUNE 1, 2020 - JUNE 30, 2020

|                                  |                  |
|----------------------------------|------------------|
| GENERAL FUND                     | \$ 25,200,833.95 |
| CAPITAL RESERVE FUND             | \$ 17,140.90     |
| CAPITAL RESERVE FUND- FACILITIES | \$ -             |
| CAPITAL PROJECTS FUND            | \$ 3,000,000.00  |
| SPECIAL REVENUE FUND-ATHLETICS   | \$ -             |
| TRUST FUNDS                      | \$ 934.00        |

TOTAL RECEIPTS JUNE 1, 2020 - JUNE 30, 2020 \$ 28,218,908.85

AVAILABLE FUNDS JUNE 1, 2020 - JUNE 30, 2020 \$ 47,888,573.69

DISBURSEMENTS JUNE 1, 2020 - JUNE 30, 2020

CHECKS & EFT'S APPROVED JULY 27, 2020 ck #40075546-40075610,ck #40075611-40075665,ck #40075666-40075772,ck #40075773-40075824,ck #40075825-40075907,eft #V1003945-V1003955,eft #V1003956-V1003962,eft #V1003963-V1003969,eft #V1003970-V1003985,eft #V1003986

|                                | <u>CHECKS</u> | <u>EFT'S</u> | <u>TOTAL</u> |
|--------------------------------|---------------|--------------|--------------|
| GENERAL FUND                   | 1,768,965.59  | 167,367.68   | 1,936,333.27 |
| CAPITAL RESERVE FUNDS          | 607,352.92    | 864.00       | 608,216.92   |
| CAPITAL PROJECTS FUND          | 1,197,062.76  | 16,857.77    | 1,213,920.53 |
| SPECIAL REVENUE FUND-ATHLETICS | 421.60        | -            | 421.60       |
| TRUST FUNDS                    | 186,638.14    | -            | 186,638.14   |
| TOTAL                          | 3,760,441.01  | 185,089.45   | 3,945,530.46 |

VOIDS AND OTHER DISBURSEMENTS JUNE 1, 2020 - JUNE 30, 2020

|                                | <u>VOIDS</u> | <u>DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|--------------|--------------------|--------------------|---------------|
| GENERAL FUND                   | (20,253.31)  | 18,310,082.51      | -                  | 18,289,829.20 |
| CAPITAL RESERVE FUND           | (2,281.69)   | -                  | -                  | (2,281.69)    |
| CAPITAL PROJECTS FUND          | -            | -                  | -                  | -             |
| SPECIAL REVENUE FUND-ATHLETICS | -            | -                  | -                  | -             |
| TRUST FUNDS                    | -            | -                  | -                  | -             |
| TOTAL                          | (22,535.00)  | 18,310,082.51      | -                  | 18,287,547.51 |

TOTAL DISBURSEMENTS JUNE 1, 2020 - JUNE 30, 2020

|                                | <u>CHECKS/VOIDS</u> | <u>EFT'S/DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|---------------------|--------------------------|--------------------|---------------|
| GENERAL FUND                   | 1,748,712.28        | 18,477,450.19            | -                  | 20,226,162.47 |
| CAPITAL RESERVE FUND           | 605,071.23          | 864.00                   | -                  | 605,935.23    |
| CAPITAL PROJECTS FUND          | 1,197,062.76        | 16,857.77                | -                  | 1,213,920.53  |
| SPECIAL REVENUE FUND-ATHLETICS | 421.60              | -                        | -                  | 421.60        |
| TRUST FUNDS                    | 186,638.14          | -                        | -                  | 186,638.14    |
| TOTAL                          | 3,737,906.01        | 18,495,171.96            | -                  | 22,233,077.97 |

CASH BALANCE JUNE 30, 2020 \$ 25,655,495.72

WEST CHESTER AREA SCHOOL DISTRICT  
DISBURSEMENT APPROVAL REPORT  
JUNE 30, 2020

|                                | <u>VOIDS</u> | <u>DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|--------------|--------------------|--------------------|---------------|
| GENERAL FUND                   | (20,253.31)  | 18,310,082.51      | -                  | 18,289,829.20 |
| CAPITAL RESERVE FUND           | (2,281.69)   | -                  | -                  | (2,281.69)    |
| CAPITAL PROJECTS FUND          | -            | -                  | -                  | -             |
| SPECIAL REVENUE FUND-ATHLETICS | -            | -                  | -                  | -             |
| TRUST FUNDS                    | -            | -                  | -                  | -             |
| TOTAL                          | (22,535.00)  | 18,310,082.51      | -                  | 18,287,547.51 |

CHECKS & EFT'S APPROVED JULY 27, 2020 ck #40075546-40075610,ck #40075611-40075665,ck #40075666-40075772,ck #40075773-40075824,ck #40075825-40075907,eft #V1003945-V1003955,eft #V1003956-V1003962,eft #V1003963-V1003969,eft #V1003970-V1003985,eft #V1003986

|                                | <u>CHECKS</u> | <u>EFT'S</u> | <u>TOTAL</u> |
|--------------------------------|---------------|--------------|--------------|
| GENERAL FUND                   | 1,768,965.59  | 167,367.68   | 1,936,333.27 |
| CAPITAL RESERVE FUND           | 607,352.92    | 864.00       | 608,216.92   |
| CAPITAL PROJECTS FUND          | 1,197,062.76  | 16,857.77    | 1,213,920.53 |
| SPECIAL REVENUE FUND-ATHLETICS | 421.60        | -            | 421.60       |
| TRUST FUNDS                    | 186,638.14    | -            | 186,638.14   |
| TOTAL                          | 3,760,441.01  | 185,089.45   | 3,945,530.46 |

TOTAL DISBURSEMENTS FOR APPROVAL JULY 27, 2020

|                                | <u>CHECKS/<br/>VOIDS</u> | <u>DEBIT MEMOS/<br/>EFT'S</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|--------------------------|-------------------------------|--------------------|---------------|
| GENERAL FUND                   | 1,748,712.28             | 18,477,450.19                 | -                  | 20,226,162.47 |
| CAPITAL RESERVE FUND           | 605,071.23               | 864.00                        | -                  | 605,935.23    |
| CAPITAL PROJECTS FUND          | 1,197,062.76             | 16,857.77                     | -                  | 1,213,920.53  |
| SPECIAL REVENUE FUND-ATHLETICS | 421.60                   | -                             | -                  | 421.60        |
| TRUST FUNDS                    | 186,638.14               | -                             | -                  | 186,638.14    |
| TOTAL                          | 3,737,906.01             | 18,495,171.96                 | -                  | 22,233,077.97 |

## INVESTMENT BALANCE STATEMENT

Page 3

**END-OF-MONTH: June 30, 2020**

| 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        |               | *        | 0.06%  | 12,374,974.74        | 1,262.33       | 7,114,066.13         |
| INVEST-Tax Appeals Fund                         | INVEST 4-001          |               | *        | 0.536% | 285,770.49           | 125.44         | 285,895.93           |
| CRIMs General Fund                              | Fulton Financial      |               | *        |        | <u>41,935,525.02</u> | 21,175.68      | <u>33,956,700.70</u> |
| <i>TOTAL GENERAL FUND AT INTEREST =</i>         |                       |               |          |        | 54,596,270.25        |                | 41,356,662.76        |
| <b><u>CAPITAL RESERVE FUND</u></b>              |                       |               |          |        |                      |                |                      |
| WT Maint. Escrow 164-46                         | PLGIT/ARM Escr 164-46 | 6/2/10        | *        | 0.26%  | 4,626.62             | 17.81          | 4,644.43             |
| East Bradford Escrow 164-54                     | PLGIT/ARM 164-54      | 7/2/13        | *        | 0.26%  | 4,739.08             | 18.34          | 4,757.42             |
| WWT Maint. Escrow 164-60                        | PLGIT/ARM 164-60      | 4/25/16       | *        | 0.26%  | 54,247.74            | 220.58         | 54,468.32            |
| G.O.B. Series of 2019 164-68                    | PLGIT/ARM 164-68      | 8/27/19       | *        | 0.26%  | 296,305.72           | 5,659.44       | 301,965.16           |
| CRIMs Capital Projects                          | Fulton Financial      |               | *        |        | <u>19,167,029.04</u> | 21,682.68      | <u>19,188,711.72</u> |
| <i>TOTAL CAPITAL RESERVE FUND AT INTEREST =</i> |                       |               |          |        | 19,526,948.20        |                | 19,554,547.05        |
| <b><u>CAPITAL PROJECT FUND INVESTMENTS</u></b>  |                       |               |          |        |                      |                |                      |
| WT Maint. Escrow 164-46                         | PLGIT/ARM Escr 164-46 | 6/2/10        | *        | 0.26%  | 78,000.00            |                | 78,000.00            |
| East Bradford Escrow 164-54                     | PLGIT/ARM 164-54      | 7/2/13        | *        | 0.26%  | 80,328.50            |                | 80,328.50            |
| WWT Maint. Escrow 164-60                        | PLGIT/ARM 164-60      | 4/25/16       | *        | 0.26%  | 968,991.10           |                | 968,991.10           |
| G.O.B. Series of 2019 164-68                    | PLGIT/ARM 164-68      | 8/27/19       | *        | 0.26%  | <u>28,505,791.86</u> |                | <u>25,505,791.86</u> |
| <i>TOTAL CAPITAL PROJECT FUND AT INTEREST =</i> |                       |               |          |        | 29,633,111.46        |                | 26,633,111.46        |

\*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           | 40075546     | 06/03/2020 | 001525        | ADI                              | \$261.48           |
|              | 40075547     | 06/03/2020 | 1004912       | ALTA LANGUAGE SERVICES, INC.     | \$6,283.90         |
|              | 40075549     | 06/03/2020 | 1008943       | AMAZON                           | \$5,445.71         |
|              | 40075550     | 06/03/2020 | 004110        | AMERICAN ASSOC OF SCHOOL         | \$150.00           |
|              | 40075552     | 06/03/2020 | 007075        | AQUA PA                          | \$12,138.45        |
|              | 40075553     | 06/03/2020 | 007351        | ARAMARK UNIFORM SERVICES         | \$83.92            |
|              | 40075554     | 06/03/2020 | 1007468       | BENEFIT RESOURCE, INC.           | \$297.00           |
|              | 40075555     | 06/03/2020 | 1008511       | BERKS DEAF AND HARD OF HEARING   | \$12,582.20        |
|              | 40075557     | 06/03/2020 | 017340        | BSN SPORTS LLC                   | \$4,450.44         |
|              | 40075558     | 06/03/2020 | 017290        | BUCKS COUNTY IU #22              | \$18,412.56        |
|              | 40075559     | 06/03/2020 | 1007181       | BUSINESSOLVER.COM, INC.          | \$1,820.60         |
|              | 40075560     | 06/03/2020 | 1003362       | CARLSON, MARTHA                  | \$60.53            |
|              | 40075561     | 06/03/2020 | 022305        | CENTREVILLE SCHOOL               | \$10,000.00        |
|              | 40075562     | 06/03/2020 | 1001337       | CLASSAPPS.COM                    | \$450.00           |
|              | 40075564     | 06/03/2020 | 028880        | CONWAY POWER EQUIPMENT INC       | \$612.30           |
|              | 40075565     | 06/03/2020 | 042520        | FERGUSON ENT., INC. #501         | \$178.84           |
|              | 40075566     | 06/03/2020 | 090920        | FERRARO, LARRY & ANTHONY         | \$2,922.75         |
|              | 40075567     | 06/03/2020 | 091740        | TAX REFUNDS                      | \$2,646.18         |
|              | 40075568     | 06/03/2020 | 011425        | FRED BEANS FORD OF WEST CHESTER  | \$99.99            |
|              | 40075570     | 06/03/2020 | 1001396       | GENWORTH FINANCIAL               | \$817.47           |
|              | 40075571     | 06/03/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES | \$3,210.01         |
|              | 40075573     | 06/03/2020 | 074570        | I. MILLER PRECISION OPTICAL INC. | \$4,320.00         |
|              | 40075574     | 06/03/2020 | 1007808       | IMPERIAL BAG & PAPER             | \$4,756.00         |
|              | 40075575     | 06/03/2020 | 061520        | JOSTENS                          | \$374.50           |
|              | 40075576     | 06/03/2020 | 1008188       | KATHERINE AZAR PHOTOGRAPHY LLC   | \$180.00           |
|              | 40075577     | 06/03/2020 | 062600        | KEEN COMPRESSED GAS CO           | \$95.70            |
|              | 40075579     | 06/03/2020 | 065200        | KRAPF JR & SON INC GEORGE        | \$525.52           |
|              | 40075580     | 06/03/2020 | 091740        | TAX REFUNDS                      | \$1,462.79         |
|              | 40075581     | 06/03/2020 | 071840        | MATLACK FLORIST                  | \$318.95           |
|              | 40075582     | 06/03/2020 | 077500        | NASCO                            | \$424.60           |
|              | 40075583     | 06/03/2020 | 080622        | PATHWAY SCHOOL, THE              | \$3,375.82         |
|              | 40075584     | 06/03/2020 | 080750        | PAXTON/PATTERSON                 | \$209.65           |
|              | 40075585     | 06/03/2020 | 080887        | PEDIATRIC THERAPEUTICS SVC INC   | \$76,200.91        |
|              | 40075586     | 06/03/2020 | 1003736       | PETROLEUM TRADERS CORP.          | \$5,163.46         |
|              | 40075587     | 06/03/2020 | 1004513       | PURE HEALTH SOLUTIONS INC        | \$98.00            |
|              | 40075588     | 06/03/2020 | 084064        | QUILL CORPORATION                | \$239.98           |
|              | 40075589     | 06/03/2020 | 1003552       | REINARD, SARA JANE               | \$108.00           |
|              | 40075590     | 06/03/2020 | 084798        | RENAISSANCE ACADEMY              | \$3,186.39         |
|              | 40075592     | 06/03/2020 | 085325        | ROBERTS OXYGEN COMPANY, INC      | \$59.85            |

## West Chester Area School District Check Register

| Fund Charged      | Check Number | Check Date | Vendor Number           | Vendor Name                     | Transaction Amount  |
|-------------------|--------------|------------|-------------------------|---------------------------------|---------------------|
| 01                | 40075593     | 06/03/2020 | 1000961                 | ROBINSON STEEL COMPANY          | \$97.20             |
|                   | 40075594     | 06/03/2020 | 086590                  | SDIC - SCHOOL DISTRICTS         | \$11,232.71         |
|                   | 40075595     | 06/03/2020 | 080053                  | SUPERIOR DISTRIBUTION           | \$303.48            |
|                   | 40075596     | 06/03/2020 | 091582                  | TALK, INC                       | \$65,655.00         |
|                   | 40075598     | 06/03/2020 | 090800                  | STUDENT REFUNDS & REIMBURSEMENT | \$100.00            |
|                   | 40075599     | 06/03/2020 | 029320                  | TRUSTMARK HEALTH BENEFITS INC   | \$1,669.80          |
|                   | 40075600     | 06/03/2020 | 093600                  | UNITED REFRIGERATION CO         | \$343.77            |
|                   | 40075601     | 06/03/2020 | 1002676                 | VERIZON WIRELESS                | \$1,475.91          |
|                   | 40075603     | 06/03/2020 | 095800                  | WELDON, WILLIAMS & LICK, INC    | \$782.45            |
|                   | 40075604     | 06/03/2020 | 097096                  | WEST WHITELAND TOWNSHIP         | \$1,567.50          |
|                   | 40075606     | 06/03/2020 | 1007501                 | WHITE CLAY SCHOOL               | \$7,090.00          |
|                   | 40075608     | 06/03/2020 | 1007278                 | WILMINGTON TRUST                | \$520.00            |
|                   | 40075609     | 06/03/2020 | 1007421                 | XTEL COMMUNICATIONS, INC.       | \$2,005.00          |
| 40075610          | 06/03/2020   | 1009030    | MR. & MRS. DARYL COOPER | \$12,210.00                     |                     |
| <b>01 - Total</b> |              |            |                         |                                 | <b>\$289,077.27</b> |
| 22                | 40075549     | 06/03/2020 | 1008943                 | AMAZON                          | \$2,281.69          |
|                   | 40075569     | 06/03/2020 | 1009010                 | FS.COM INC                      | \$4,306.00          |
| <b>22 - Total</b> |              |            |                         |                                 | <b>\$6,587.69</b>   |
| 27                | 40075578     | 06/03/2020 | 1008531                 | KEYSTONE SPORTS CONSTRUCTION    | \$40,747.00         |
|                   | 40075607     | 06/03/2020 | 1008068                 | WILLIAMS SCOTSMAN, INC          | \$4,911.62          |
| <b>27 - Total</b> |              |            |                         |                                 | <b>\$45,658.62</b>  |
| 29                | 40075591     | 06/03/2020 | 1008624                 | RIGHT TOUCH TROPHIES & AWARDS   | \$347.35            |
| <b>29 - Total</b> |              |            |                         |                                 | <b>\$347.35</b>     |
| 30                | 40075556     | 06/03/2020 | 1008879                 | BLUEFIN LLC                     | \$4,275.00          |
|                   | 40075563     | 06/03/2020 | 025930                  | CLINGER, CORP., WILLIAM H.      | \$75,772.76         |
|                   | 40075572     | 06/03/2020 | 1008737                 | HARTFORD FIRE INSURANCE COMPANY | \$149,649.90        |
|                   | 40075597     | 06/03/2020 | 1008073                 | TRASH TECH                      | \$286.34            |
|                   | 40075602     | 06/03/2020 | 1007680                 | VISION MECHANICAL, INC.         | \$143,214.00        |
|                   | 40075605     | 06/03/2020 | 097430                  | WESTTOWN TOWNSHIP               | \$850.00            |
| <b>30 - Total</b> |              |            |                         |                                 | <b>\$374,048.00</b> |
| 50                | 80038378     | 06/03/2020 | 079297                  | NASSP                           | \$385.00            |
| <b>50 - Total</b> |              |            |                         |                                 | <b>\$385.00</b>     |
| 51                | 80038379     | 06/03/2020 | 090800                  | STUDENT REFUNDS & REIMBURSEMENT | \$500.00            |
|                   | 80038380     | 06/03/2020 | 065200                  | KRAPF JR & SON INC GEORGE       | \$1,626.12          |

## West Chester Area School District Check Register

| Fund Charged           | Check Number   | Check Date | Vendor Number | Vendor Name                    | Transaction Amount  |
|------------------------|----------------|------------|---------------|--------------------------------|---------------------|
| 51                     | 80038381       | 06/03/2020 | 1004513       | PURE HEALTH SOLUTIONS INC      | \$44.00             |
| 51                     | <b>- Total</b> |            |               |                                | <b>\$2,170.12</b>   |
| 80                     | 50001075       | 06/03/2020 | 1005754       | ARAMARK SERVICES INC.          | \$52,521.58         |
|                        | 50001076       | 06/03/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$54.85             |
|                        | 50001077       | 06/03/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$18.90             |
| 80                     | <b>- Total</b> |            |               |                                | <b>\$52,595.33</b>  |
| <b>Overall - Total</b> |                |            |               |                                | <b>\$770,869.38</b> |

**West Chester Area School District  
Electronic Funds Transfer Register**

| Fund Charged           | Check Number   | Check Date | Vendor Number | Vendor Name                    | Transaction Amount  |
|------------------------|----------------|------------|---------------|--------------------------------|---------------------|
| 01                     | V1003945       | 06/03/2020 | 032952        | DENNEY ELECTRIC SUPPLY         | \$1,763.94          |
|                        | V1003946       | 06/03/2020 | 1003700       | EPIC DEVELOPMENT SERVICES      | \$73,319.75         |
|                        | V1003947       | 06/03/2020 | 042300        | FAULKNER PONTIAC BUICK         | \$264.38            |
|                        | V1003948       | 06/03/2020 | 043210        | FISHER & SON COMPANY INC       | \$768.00            |
|                        | V1003949       | 06/03/2020 | 062980        | KELLAM LAWN MOWER              | \$188.71            |
|                        | V1003950       | 06/03/2020 | 1004344       | ROBERT E. LITTLE, INC.         | \$24.10             |
|                        | V1003951       | 06/03/2020 | 1000293       | MOBILE LIFTS, INC.             | \$570.75            |
|                        | V1003952       | 06/03/2020 | 077475        | PARTS SERVICE - FRAZER         | \$130.83            |
|                        | V1003953       | 06/03/2020 | 1000679       | SHERWIN WILLIAMS               | \$58.19             |
|                        | V1003954       | 06/03/2020 | 093163        | TREVDAN BUILDING SUPPLY        | \$2,949.63          |
|                        | V1003955       | 06/03/2020 | 094345        | UNRUH, TURNER, BURKE & FREES   | \$7,155.00          |
| 01                     | <b>- Total</b> |            |               |                                | <b>\$87,193.28</b>  |
| 22                     | V1003955       | 06/03/2020 | 094345        | UNRUH, TURNER, BURKE & FREES   | \$864.00            |
| 22                     | <b>- Total</b> |            |               |                                | <b>\$864.00</b>     |
| 30                     | V1003955       | 06/03/2020 | 094345        | UNRUH, TURNER, BURKE & FREES   | \$12,403.50         |
| 30                     | <b>- Total</b> |            |               |                                | <b>\$12,403.50</b>  |
| 51                     | V5000362       | 06/03/2020 | 1007101       | FOLLETT SCHOOL SOLUTIONS, INC. | \$3,578.77          |
| 51                     | <b>- Total</b> |            |               |                                | <b>\$3,578.77</b>   |
| <b>Overall - Total</b> |                |            |               |                                | <b>\$104,039.55</b> |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40075611     | 06/10/2020 | 1001574       | AG INDUSTRIAL, INC.                | \$125.37           |
|              | 40075612     | 06/10/2020 | 1004912       | ALTA LANGUAGE SERVICES, INC.       | \$3,326.25         |
|              | 40075613     | 06/10/2020 | 007075        | AQUA PA                            | \$7,087.38         |
|              | 40075614     | 06/10/2020 | 015300        | BOROUGH OF WEST CHESTER            | \$251.38           |
|              | 40075615     | 06/10/2020 | 015812        | BRAD TAYLOR / SNAP-ON TOOLS        | \$42.25            |
|              | 40075616     | 06/10/2020 | 017340        | BSN SPORTS LLC                     | \$2,906.50         |
|              | 40075617     | 06/10/2020 | 1003362       | CARLSON, MARTHA                    | \$120.72           |
|              | 40075618     | 06/10/2020 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$8,665.29         |
|              | 40075619     | 06/10/2020 | 027220        | COMCAST CABLE                      | \$64.95            |
|              | 40075620     | 06/10/2020 | 1008424       | CRYSTAL SPRINGS                    | \$26.00            |
|              | 40075621     | 06/10/2020 | 9095          | DI FELICE, RICHARD                 | \$66.00            |
|              | 40075622     | 06/10/2020 | 1005210       | DIRECT ENERGY BUSINESS             | \$8.35             |
|              | 40075623     | 06/10/2020 | 042490        | FEDERAL EXPRESS CORP               | \$25.04            |
|              | 40075624     | 06/10/2020 | 1007608       | FICK EDUCATIONAL SERVICES, LLC     | \$2,340.00         |
|              | 40075625     | 06/10/2020 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$10,363.71        |
|              | 40075626     | 06/10/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$1,530.95         |
|              | 40075629     | 06/10/2020 | 1007808       | IMPERIAL BAG & PAPER               | \$804.44           |
|              | 40075630     | 06/10/2020 | 1007905       | ISOLVED HCM LLC                    | \$1,462.50         |
|              | 40075632     | 06/10/2020 | 1000345       | KADES-MARGOLIS CAPITAL             | \$200.00           |
|              | 40075633     | 06/10/2020 | 062600        | KEEN COMPRESSED GAS CO             | \$53.90            |
|              | 40075634     | 06/10/2020 | 065200        | KRAPF JR & SON INC GEORGE          | \$581,127.90       |
|              | 40075635     | 06/10/2020 | 065200        | KRAPF JR & SON INC GEORGE          | \$1,520.81         |
|              | 40075636     | 06/10/2020 | 065200        | KRAPF JR & SON INC GEORGE          | \$514.00           |
|              | 40075637     | 06/10/2020 | 1000346       | LINCOLN INVESTMENT PLANNING, INC.  | \$525.00           |
|              | 40075638     | 06/10/2020 | 1000348       | METROPOLITAN LIFE INSURANCE CO.    | \$138.89           |
|              | 40075639     | 06/10/2020 | 9290          | MULL, ROBERT                       | \$52.00            |
|              | 40075647     | 06/10/2020 | 079550        | OFFICE DEPOT                       | \$14,227.52        |
|              | 40075648     | 06/10/2020 | 079853        | ON THE GO KIDS, INC                | \$269,981.16       |
|              | 40075649     | 06/10/2020 | 1008130       | OPTIV SECURITY INC                 | \$5,400.00         |
|              | 40075650     | 06/10/2020 | 082150        | PECO ENERGY COMPANY                | \$111,147.85       |
|              | 40075651     | 06/10/2020 | 1003736       | PETROLEUM TRADERS CORP.            | \$1,194.57         |
|              | 40075652     | 06/10/2020 | 1005844       | RELIANCE STANDARD LIFE             | \$24,266.39        |
|              | 40075653     | 06/10/2020 | 084798        | RENAISSANCE ACADEMY                | \$3,948.33         |
|              | 40075654     | 06/10/2020 | 085720        | ROSENAU CO INC, PHILIP             | \$140.15           |
|              | 40075656     | 06/10/2020 | 1008459       | SHELLER OIL COMPANY                | \$32.00            |
|              | 40075657     | 06/10/2020 | 080053        | SUPERIOR DISTRIBUTION              | \$737.90           |
|              | 40075658     | 06/10/2020 | 091360        | SWEET, STEVENS, KATZ, & WILLIAMS   | \$2,657.84         |
|              | 40075659     | 06/10/2020 | 049790        | W. W. GRAINGER, INC.               | \$186.25           |
|              | 40075660     | 06/10/2020 | 095412        | WAREHOUSE BATTERY OUTLET           | \$439.40           |

**West Chester Area School District  
Check Register**

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount    |
|------------------------|--------------|------------|---------------|-----------------------------------|-----------------------|
| 01                     | 40075661     | 06/10/2020 | 1001391       | WEAVER MULCH                      | \$196.00              |
|                        | 40075662     | 06/10/2020 | 1000058       | TRUMARK FCU                       | \$1,226.25            |
|                        | 40075663     | 06/10/2020 | 097000        | WEST GOSHEN TOWNSHIP              | \$925.11              |
|                        | 40075664     | 06/10/2020 | 1007278       | WILMINGTON TRUST                  | \$780.00              |
|                        | 40075665     | 06/10/2020 | 1009030       | MR. & MRS. DARYL COOPER           | \$12,210.00           |
| <b>01 - Total</b>      |              |            |               |                                   | <b>\$1,073,046.30</b> |
| 27                     | 40075628     | 06/10/2020 | 1002267       | HAINES LANDSCAPING & TREE SERVICE | \$19,950.00           |
| <b>27 - Total</b>      |              |            |               |                                   | <b>\$19,950.00</b>    |
| 30                     | 40075627     | 06/10/2020 | 1007152       | GUY M. COOPER, INC.               | \$7,767.00            |
|                        | 40075631     | 06/10/2020 | 1006736       | JBM MECHANICAL, INC.              | \$92,407.50           |
|                        | 40075655     | 06/10/2020 | 1007154       | SHA-NIC, INC.                     | \$297,915.52          |
| <b>30 - Total</b>      |              |            |               |                                   | <b>\$398,090.02</b>   |
| 50                     | 80038382     | 06/10/2020 | 079550        | OFFICE DEPOT                      | \$940.46              |
| <b>50 - Total</b>      |              |            |               |                                   | <b>\$940.46</b>       |
| 80                     | 50001078     | 06/10/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$219.75              |
| <b>80 - Total</b>      |              |            |               |                                   | <b>\$219.75</b>       |
| <b>Overall - Total</b> |              |            |               |                                   | <b>\$1,492,246.53</b> |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|------------------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01                     | V1003956     | 06/10/2020 | 1007696       | AARDVARK PEST CONTROL SERVICES INC. | \$1,135.00         |
|                        | V1003957     | 06/10/2020 | 042300        | FAULKNER PONTIAC BUICK              | \$79.32            |
|                        | V1003958     | 06/10/2020 | 057935        | IMPACT APPLICATIONS, INC            | \$655.00           |
|                        | V1003959     | 06/10/2020 | 077475        | PARTS SERVICE - FRAZER              | \$1,336.56         |
|                        | V1003960     | 06/10/2020 | 1000679       | SHERWIN WILLIAMS                    | \$286.18           |
|                        | V1003961     | 06/10/2020 | 092000        | TAYLORS MUSIC STORE                 | \$313.05           |
|                        | V1003962     | 06/10/2020 | 1000056       | UNITED WAY OF CHESTER COUNTY        | \$686.83           |
| <b>01 - Total</b>      |              |            |               |                                     | <b>\$4,491.94</b>  |
| 50                     | V5000363     | 06/10/2020 | 093337        | TUTTLE MARKETING SVCS INC           | \$230.00           |
| <b>50 - Total</b>      |              |            |               |                                     | <b>\$230.00</b>    |
| <b>Overall - Total</b> |              |            |               |                                     | <b>\$4,721.94</b>  |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40075666     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$1,080.00         |
|              | 40075667     | 06/17/2020 | 1007456       | 21ST CENTURY MEDIA NEWSPAPERS, LLC | \$1,382.00         |
|              | 40075668     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$104.00           |
|              | 40075669     | 06/17/2020 | 1008887       | AERC RECYCLING SOLUTIONS           | \$1,944.11         |
|              | 40075670     | 06/17/2020 | 1003432       | AHOLD FINANCIAL SERVICES           | \$151.11           |
|              | 40075671     | 06/17/2020 | 1004912       | ALTA LANGUAGE SERVICES, INC.       | \$1,831.05         |
|              | 40075672     | 06/17/2020 | 1008943       | AMAZON                             | \$176.35           |
|              | 40075674     | 06/17/2020 | 010202        | BAIRD & RUDOLPH TIRE COM. INC      | \$42.00            |
|              | 40075675     | 06/17/2020 | 011473        | BEARINGS, BELTS & CHAIN, INC       | \$59.59            |
|              | 40075677     | 06/17/2020 | 012700        | BERKHEIMER ASSOC H A               | \$3,509.71         |
|              | 40075679     | 06/17/2020 | 015812        | BRAD TAYLOR / SNAP-ON TOOLS        | \$1,417.50         |
|              | 40075680     | 06/17/2020 | 1004955       | BRADLEY, SANDRA                    | \$2,208.57         |
|              | 40075681     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$20.00            |
|              | 40075682     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$50.00            |
|              | 40075684     | 06/17/2020 | 020465        | CAMPHILL SPECIAL SCHOOLS, INC.     | \$19,852.00        |
|              | 40075686     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$913.50           |
|              | 40075687     | 06/17/2020 | 023650        | CHESTER COUNTY FAMILY ACADEMY      | \$22,168.80        |
|              | 40075688     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$457.50           |
|              | 40075689     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$16.00            |
|              | 40075690     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$4,635.00         |
|              | 40075691     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$42.00            |
|              | 40075693     | 06/17/2020 | 028880        | CONWAY POWER EQUIPMENT INC         | \$1,204.50         |
|              | 40075695     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$25.50            |
|              | 40075696     | 06/17/2020 | 031600        | DAVIS TROPHIES & SPORTSWEAR        | \$998.00           |
|              | 40075697     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$270.00           |
|              | 40075698     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$337.50           |
|              | 40075699     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$6.00             |
|              | 40075700     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$31.50            |
|              | 40075701     | 06/17/2020 | 090920        | FERRARO, LARRY & ANTHONY           | \$660.17           |
|              | 40075702     | 06/17/2020 | 1008368       | FLEXIP SOLUTIONS INC               | \$4,766.70         |
|              | 40075703     | 06/17/2020 | 011425        | FRED BEANS FORD OF WEST CHESTER    | \$205.20           |
|              | 40075705     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$6.00             |
|              | 40075706     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$8.00             |
|              | 40075707     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$24.75            |
|              | 40075708     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$4.00             |
|              | 40075709     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$12.00            |
|              | 40075710     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$12.00            |
|              | 40075711     | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT     | \$9.00             |
|              | 40075712     | 06/17/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$2,146.57         |



## West Chester Area School District Check Register

| Fund Charged | Check Number   | Check Date | Vendor Number | Vendor Name                       | Transaction Amount  |
|--------------|----------------|------------|---------------|-----------------------------------|---------------------|
| 01           | 40075713       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$24.00             |
|              | 40075714       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$9.00              |
|              | 40075715       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$22.50             |
|              | 40075717       | 06/17/2020 | 052760        | HARVEY'S AUTO REPAIR              | \$25.00             |
|              | 40075718       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$300.00            |
|              | 40075719       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$1,940.00          |
|              | 40075720       | 06/17/2020 | 1007808       | IMPERIAL BAG & PAPER              | \$425.00            |
|              | 40075722       | 06/17/2020 | 1007905       | ISOLVED HCM LLC                   | \$1,462.50          |
|              | 40075724       | 06/17/2020 | 065915        | LANGUAGE SERVICES ASSOCIATES      | \$622.10            |
|              | 40075725       | 06/17/2020 | 1000588       | LEGACY PHOTOGRAPHICS              | \$2,636.75          |
|              | 40075728       | 06/17/2020 | 068200        | LORGUS FLOWER SHOP                | \$195.00            |
|              | 40075730       | 06/17/2020 | 1005143       | MAILROOM SYSTEMS, INC.            | \$189.64            |
|              | 40075731       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$292.50            |
|              | 40075732       | 06/17/2020 | 1009030       | MR. & MRS. DARYL COOPER           | \$10,710.00         |
|              | 40075735       | 06/17/2020 | 1008130       | OPTIV SECURITY INC                | \$8,600.00          |
|              | 40075737       | 06/17/2020 | 052305        | PEARSON/HARCOURT ASSESSMENT       | \$101.50            |
|              | 40075738       | 06/17/2020 | 1008062       | PERSON DIRECTED CLINICAL SERVICES | \$475.00            |
|              | 40075739       | 06/17/2020 | 1003736       | PETROLEUM TRADERS CORP.           | \$1,731.51          |
|              | 40075742       | 06/17/2020 | 082424        | PITSCO INC                        | \$147.07            |
|              | 40075745       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$593.50            |
|              | 40075749       | 06/17/2020 | 086590        | SDIC - SCHOOL DISTRICTS           | \$23,123.15         |
|              | 40075753       | 06/17/2020 | 091360        | SWEET, STEVENS, KATZ, & WILLIAMS  | \$2,100.00          |
|              | 40075754       | 06/17/2020 | 091582        | TALK, INC                         | \$13,131.00         |
|              | 40075755       | 06/17/2020 | 1008422       | TELESYSTEM                        | \$6,865.33          |
|              | 40075758       | 06/17/2020 | 1007460       | THOMSON REUTERS-WEST PUBLISHING   | \$270.87            |
|              | 40075761       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$5.00              |
|              | 40075762       | 06/17/2020 | 082220        | TURF EQUIPMENT AND SUPPLY COMPANY | \$323.47            |
|              | 40075763       | 06/17/2020 | 1006892       | U. S. BANK EQUIPMENT FINANCE      | \$4,263.14          |
|              | 40075764       | 06/17/2020 | 093600        | UNITED REFRIGERATION CO           | \$520.62            |
|              | 40075767       | 06/17/2020 | 095412        | WAREHOUSE BATTERY OUTLET          | \$544.38            |
|              | 40075769       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$472.50            |
|              | 40075771       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$70.00             |
|              | 40075772       | 06/17/2020 | 097000        | WEST GOSHEN TOWNSHIP              | \$925.11            |
| <b>01</b>    | <b>- Total</b> |            |               |                                   | <b>\$155,905.32</b> |
| 22           | 40075685       | 06/17/2020 | 021581        | CDW GOVERNMENT, INC               | \$26,414.70         |
| <b>22</b>    | <b>- Total</b> |            |               |                                   | <b>\$26,414.70</b>  |
| 27           | 40075723       | 06/17/2020 | 1008531       | KEYSTONE SPORTS CONSTRUCTION      | \$452,046.37        |

## West Chester Area School District Check Register

| Fund Charged | Check Number   | Check Date | Vendor Number | Vendor Name                    | Transaction Amount  |
|--------------|----------------|------------|---------------|--------------------------------|---------------------|
| 27           | 40075736       | 06/17/2020 | 1008971       | P. C. CURRY FLOOR COVERING INC | \$13,487.53         |
| <b>27</b>    | <b>- Total</b> |            |               |                                | <b>\$465,533.90</b> |
| 30           | 40075756       | 06/17/2020 | 1008856       | THE FARFIELD COMPANY           | \$114,622.99        |
|              | 40075760       | 06/17/2020 | 1008073       | TRASH TECH                     | \$75.00             |
|              | 40075768       | 06/17/2020 | 1008854       | WATTS SERVICES LLC             | \$279,793.32        |
| <b>30</b>    | <b>- Total</b> |            |               |                                | <b>\$394,491.31</b> |
| 40           | 40075673       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$294.00            |
|              | 40075676       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075678       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075683       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075692       | 06/17/2020 | 1002022       | COLLEGE BOARD, THE             | \$122,286.00        |
|              | 40075694       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075704       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$196.00            |
|              | 40075716       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$196.00            |
|              | 40075721       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075726       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075727       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075729       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075733       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075734       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075740       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075741       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075743       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$196.00            |
|              | 40075744       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075746       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$196.00            |
|              | 40075747       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075748       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075750       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075751       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$196.00            |
|              | 40075752       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$294.00            |
|              | 40075757       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075759       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075765       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075766       | 06/17/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT  | \$98.00             |
|              | 40075770       | 06/17/2020 | 1007239       | WEST CHESTER COUNSELING LLC    | \$100.00            |
| <b>40</b>    | <b>- Total</b> |            |               |                                | <b>\$125,914.00</b> |
| 50           | 80038383       | 06/17/2020 | 1008943       | AMAZON                         | \$756.00            |

## West Chester Area School District Check Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name           | Transaction Amount    |
|------------------------|--------------|------------|---------------|-----------------------|-----------------------|
| 50                     | 80038384     | 06/17/2020 | 1009036       | YETI COOLERS          | \$7,809.83            |
| <b>50 - Total</b>      |              |            |               |                       | <b>\$8,565.83</b>     |
| 51                     | 80038385     | 06/17/2020 | 086540        | SCHOLASTIC BOOK FAIRS | \$5,684.67            |
| <b>51 - Total</b>      |              |            |               |                       | <b>\$5,684.67</b>     |
| 80                     | 20001079     | 06/17/2020 | 1005754       | ARAMARK SERVICES INC. | \$50,346.11           |
| <b>80 - Total</b>      |              |            |               |                       | <b>\$50,346.11</b>    |
| <b>Overall - Total</b> |              |            |               |                       | <b>\$1,232,855.84</b> |

**West Chester Area School District  
Electronic Funds Transfer Register**

| <b>Fund Charged</b>    | <b>Check Number</b> | <b>Check Date</b> | <b>Vendor Number</b> | <b>Vendor Name</b>                | <b>Transaction Amount</b> |
|------------------------|---------------------|-------------------|----------------------|-----------------------------------|---------------------------|
| 01                     | V1003963            | 06/17/2020        | 1002819              | BLUE DOG PRINTING AND DESIGN      | \$2,550.00                |
|                        | V1003964            | 06/17/2020        | 030700               | DAILY LOCAL NEWS                  | \$122.88                  |
|                        | V1003965            | 06/17/2020        | 032952               | DENNEY ELECTRIC SUPPLY            | \$771.44                  |
|                        | V1003966            | 06/17/2020        | 1003700              | EPIC DEVELOPMENT SERVICES         | \$9,273.25                |
|                        | V1003967            | 06/17/2020        | 093337               | TUTTLE MARKETING SVCS INC         | \$446.75                  |
|                        | V1003968            | 06/17/2020        | 094620               | VERNIER SOFTWARE & TECHNOLOGY LLC | \$671.16                  |
|                        | V1003969            | 06/17/2020        | 095760               | WEINSTEIN SUPPLY CORPORATION      | \$75.83                   |
| <b>01 - Total</b>      |                     |                   |                      |                                   | <b>\$13,911.31</b>        |
| <b>Overall - Total</b> |                     |                   |                      |                                   | <b>\$13,911.31</b>        |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40075773     | 06/23/2020 | 1008449       | 3B SERVICES INC                   | \$23,321.78        |
|              | 40075774     | 06/23/2020 | 1003432       | AHOLD FINANCIAL SERVICES          | \$35.91            |
|              | 40075775     | 06/23/2020 | 1004912       | ALTA LANGUAGE SERVICES, INC.      | \$85.00            |
|              | 40075776     | 06/23/2020 | 1008943       | AMAZON                            | \$3,375.97         |
|              | 40075777     | 06/23/2020 | 007075        | AQUA PA                           | \$184.00           |
|              | 40075778     | 06/23/2020 | 010830        | BARNES & NOBLE INC.               | \$218.39           |
|              | 40075779     | 06/23/2020 | 1004393       | BILLOWS ELECTRIC SUPPLY COMPANY   | \$545.46           |
|              | 40075781     | 06/23/2020 | 017340        | BSN SPORTS LLC                    | \$6,925.70         |
|              | 40075782     | 06/23/2020 | 1003362       | CARLSON, MARTHA                   | \$109.65           |
|              | 40075784     | 06/23/2020 | 023755        | CHESTER COUNTY INT UNIT # 24      | \$52,118.97        |
|              | 40075786     | 06/23/2020 | 028880        | CONWAY POWER EQUIPMENT INC        | \$200.23           |
|              | 40075787     | 06/23/2020 | 1008424       | CRYSTAL SPRINGS                   | \$71.00            |
|              | 40075788     | 06/23/2020 | 1005210       | DIRECT ENERGY BUSINESS            | \$10,040.95        |
|              | 40075789     | 06/23/2020 | 1006669       | EAI EDUCATION                     | \$294.00           |
|              | 40075790     | 06/23/2020 | 1009038       | ECCLES, PATRICK JUBAH             | \$22,000.00        |
|              | 40075791     | 06/23/2020 | 042490        | FEDERAL EXPRESS CORP              | \$19.90            |
|              | 40075792     | 06/23/2020 | 042520        | FERGUSON ENT., INC. #501          | \$61.98            |
|              | 40075793     | 06/23/2020 | 090920        | FERRARO, LARRY & ANTHONY          | \$2,707.25         |
|              | 40075794     | 06/23/2020 | 1008457       | GIORGIOS PIZZA & SUBS             | \$127.60           |
|              | 40075795     | 06/23/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES  | \$92.14            |
|              | 40075796     | 06/23/2020 | 1008809       | GREENHILL CORPORATE CENTER        | \$1,944.00         |
|              | 40075797     | 06/23/2020 | 1008894       | HOME MEDICAL SUPPLY CENTER INC    | \$41.98            |
|              | 40075798     | 06/23/2020 | 062600        | KEEN COMPRESSED GAS CO            | \$98.49            |
|              | 40075800     | 06/23/2020 | 1000250       | LINDAMOOD-BELL LEARNING PROCESSES | \$7,439.50         |
|              | 40075801     | 06/23/2020 | 1006984       | MAGNA-MATIC                       | \$384.68           |
|              | 40075802     | 06/23/2020 | 1000839       | MARKERTEK VIDEO SUPPLY            | \$256.77           |
|              | 40075803     | 06/23/2020 | 074162        | MID AMERICA SPORTS ADVANTAGE      | \$1,825.00         |
|              | 40075804     | 06/23/2020 | 1003302       | MILAGRE KIDS SCHOOL, INC., THE    | \$28,800.00        |
|              | 40075805     | 06/23/2020 | 080195        | PA DEPT OF LABOR & INDUSTRY-E     | \$74.61            |
|              | 40075806     | 06/23/2020 | 052305        | PEARSON/HARCOURT ASSESSMENT       | \$964.71           |
|              | 40075807     | 06/23/2020 | 082140        | PECO ENERGY                       | \$240.93           |
|              | 40075808     | 06/23/2020 | 1003736       | PETROLEUM TRADERS CORP.           | \$1,405.21         |
|              | 40075809     | 06/23/2020 | 083425        | PSAT/NMSQT                        | \$10,861.00        |
|              | 40075810     | 06/23/2020 | 1005267       | RICOH USA, INC.                   | \$194.48           |
|              | 40075812     | 06/23/2020 | 085750        | ROTHWELL DOCUMENT SOLUTIONS       | \$2,408.78         |
|              | 40075813     | 06/23/2020 | 086660        | SCHOLASTIC MAGAZINES              | \$50.60            |
|              | 40075814     | 06/23/2020 | 1008822       | SOCIAL ENRICHMENT CENTER          | \$3,300.00         |
|              | 40075816     | 06/23/2020 | 1005955       | SUPERIOR TEXT                     | \$207.68           |
|              | 40075817     | 06/23/2020 | 1006474       | TRI-STATE ELEVATOR COMPANY, INC.  | \$850.00           |

## West Chester Area School District Check Register

| Fund Charged      | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount  |
|-------------------|--------------|------------|---------------|-----------------------------------|---------------------|
| 01                | 40075818     | 06/23/2020 | 082220        | TURF EQUIPMENT AND SUPPLY COMPANY | \$1,556.99          |
|                   | 40075819     | 06/23/2020 | 093600        | UNITED REFRIGERATION CO           | \$481.39            |
|                   | 40075822     | 06/23/2020 | 049790        | W. W. GRAINGER, INC.              | \$438.18            |
|                   | 40075823     | 06/23/2020 | 1008068       | WILLIAMS SCOTSMAN, INC            | \$1,468.00          |
|                   | 40075824     | 06/23/2020 | 1002263       | WOODS SERVICES                    | \$10,810.24         |
| <b>01 - Total</b> |              |            |               |                                   | <b>\$198,639.10</b> |
| 22                | 40075783     | 06/23/2020 | 021581        | CDW GOVERNMENT, INC               | \$43,208.01         |
| <b>22 - Total</b> |              |            |               |                                   | <b>\$43,208.01</b>  |
| 29                | 40075811     | 06/23/2020 | 1008624       | RIGHT TOUCH TROPHIES & AWARDS     | \$74.25             |
| <b>29 - Total</b> |              |            |               |                                   | <b>\$74.25</b>      |
| 30                | 40075780     | 06/23/2020 | 1004477       | BLACKNEY HAYES ARCHITECTS         | \$20,459.84         |
|                   | 40075799     | 06/23/2020 | 1009026       | KEYSTONE FIRE PROTECTION CO       | \$298.00            |
|                   | 40075821     | 06/23/2020 | 1006411       | VICTORY PACKAGING                 | \$5,634.59          |
|                   | 40075823     | 06/23/2020 | 1008068       | WILLIAMS SCOTSMAN, INC            | \$3,746.00          |
| <b>30 - Total</b> |              |            |               |                                   | <b>\$30,138.43</b>  |
| 40                | 40075785     | 06/23/2020 | 1008183       | COHEN LLC, LORETTA                | \$4,662.14          |
|                   | 40075815     | 06/23/2020 | 1008998       | STAGES ARTS INITIATIVE            | \$150.00            |
|                   | 40075820     | 06/23/2020 | 1009034       | UNITED STATES LIABILITY INSURANCE | \$1,093.00          |
| <b>40 - Total</b> |              |            |               |                                   | <b>\$5,905.14</b>   |
| 50                | 80038386     | 06/23/2020 | 1002086       | BEST BUDDIES PENNSYLVANIA         | \$350.00            |
|                   | 80038387     | 06/23/2020 | 1007283       | BRINGING HOPE HOME                | \$3,248.00          |
|                   | 80038388     | 06/23/2020 | 1001142       | DISC HOUNDS                       | \$246.00            |
|                   | 80038389     | 06/23/2020 | 090920        | FERRARO, LARRY & ANTHONY          | \$1,757.10          |
|                   | 80038390     | 06/23/2020 | 079297        | NASSP                             | \$385.00            |
|                   | 80038391     | 06/23/2020 | 1006760       | WILLIAMS, TODD                    | \$1,000.00          |
| <b>50 - Total</b> |              |            |               |                                   | <b>\$6,986.10</b>   |
| 51                | 80038392     | 06/23/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$50.00             |
|                   | 80038393     | 06/23/2020 | 090920        | FERRARO, LARRY & ANTHONY          | \$528.00            |
|                   | 80038394     | 06/23/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$41.90             |
|                   | 80038395     | 06/23/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$32.00             |
|                   | 80038396     | 06/23/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$50.00             |
|                   | 80038397     | 06/23/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$50.00             |
| <b>51 - Total</b> |              |            |               |                                   | <b>\$751.90</b>     |
| 80                | 50001080     | 06/23/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$22.85             |

## West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------|--------------------|
| 80              | - Total      |            |               |             | \$22.85            |
| Overall - Total |              |            |               |             | \$285,725.78       |

## West Chester Area School District Electronic Funds Transfer Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                  | Transaction Amount |
|------------------------|--------------|------------|---------------|------------------------------|--------------------|
| 01                     | V1003970     | 06/23/2020 | 014300        | BLICK ART MATERIALS          | \$88.75            |
|                        | V1003971     | 06/23/2020 | 021100        | CAROLINA BIOLOGICAL          | \$9,336.00         |
|                        | V1003973     | 06/23/2020 | 030700        | DAILY LOCAL NEWS             | \$84.03            |
|                        | V1003974     | 06/23/2020 | 032952        | DENNEY ELECTRIC SUPPLY       | \$52.56            |
|                        | V1003975     | 06/23/2020 | 043490        | FOLLETT LIBRARY RESOURCES    | \$1,257.96         |
|                        | V1003976     | 06/23/2020 | 1000407       | E.M. KUTZ, INC.              | \$1,778.21         |
|                        | V1003977     | 06/23/2020 | 042300        | FAULKNER PONTIAC BUICK       | \$159.18           |
|                        | V1003978     | 06/23/2020 | 043500        | FLINN SCIENTIFIC             | \$577.53           |
|                        | V1003979     | 06/23/2020 | 084465        | REALLY GOOD STUFF            | \$332.88           |
|                        | V1003980     | 06/23/2020 | 1007124       | REPUBLIC SERVICES, INC.      | \$3,799.65         |
|                        | V1003981     | 06/23/2020 | 086700        | SCHOOL HEALTH CORPORATION    | \$682.00           |
|                        | V1003983     | 06/23/2020 | 092000        | TAYLORS MUSIC STORE          | \$60.00            |
|                        | V1003984     | 06/23/2020 | 095400        | WARD'S NATURAL SCIENCE       | \$759.90           |
|                        | V1003985     | 06/23/2020 | 1006367       | WB MASON COMPANY             | \$1,183.50         |
| <b>01 - Total</b>      |              |            |               |                              | <b>\$20,152.15</b> |
| 30                     | V1003972     | 06/23/2020 | 1006779       | CRITERION LABORATORIES, INC. | \$4,110.00         |
|                        | V1003982     | 06/23/2020 | 1000032       | SCHOOL OUTFITTERS, LLC       | \$344.27           |
| <b>30 - Total</b>      |              |            |               |                              | <b>\$4,454.27</b>  |
| <b>Overall - Total</b> |              |            |               |                              | <b>\$24,606.42</b> |



## West Chester Area School District Check Register

| Fund Charged      | Check Number | Check Date | Vendor Number                  | Vendor Name                    | Transaction Amount |
|-------------------|--------------|------------|--------------------------------|--------------------------------|--------------------|
| 01                | 40075825     | 06/25/2020 | 1008943                        | AMAZON                         | \$103.83           |
|                   | 40075832     | 06/25/2020 | 017340                         | BSN SPORTS LLC                 | \$181.03           |
|                   | 40075834     | 06/25/2020 | 1007181                        | BUSINESSOLVER.COM, INC.        | \$1,866.00         |
|                   | 40075837     | 06/25/2020 | 023755                         | CHESTER COUNTY INT UNIT # 24   | \$258.13           |
|                   | 40075844     | 06/25/2020 | 031600                         | DAVIS TROPHIES & SPORTSWEAR    | \$1,819.30         |
|                   | 40075849     | 06/25/2020 | 090920                         | FERRARO, LARRY & ANTHONY       | \$1,439.04         |
|                   | 40075860     | 06/25/2020 | 1007808                        | IMPERIAL BAG & PAPER           | \$2,210.00         |
|                   | 40075861     | 06/25/2020 | 1008195                        | INK TONER STORE                | \$1,036.40         |
|                   | 40075862     | 06/25/2020 | 059550                         | INTERSTATE TAX SERVICE, INC.   | \$905.94           |
|                   | 40075865     | 06/25/2020 | 1008229                        | KCB PRINT RESOURCES            | \$3,864.00         |
|                   | 40075871     | 06/25/2020 | 1000588                        | LEGACY PHOTOGRAPHICS           | \$2,825.80         |
|                   | 40075879     | 06/25/2020 | 1002962                        | NEW HOLLAND AUTO GROUP         | \$26,387.00        |
|                   | 40075880     | 06/25/2020 | 1008679                        | NUTRIEN AG SOLUTIONS INC       | \$7,229.00         |
|                   | 40075898     | 06/25/2020 | 1002676                        | VERIZON WIRELESS               | \$1,247.02         |
|                   | 40075900     | 06/25/2020 | 097000                         | WEST GOSHEN TOWNSHIP           | \$925.11           |
| <b>01 - Total</b> |              |            |                                |                                | <b>\$52,297.60</b> |
| 30                | 40075838     | 06/25/2020 | 1006788                        | CHESTER VALLEY ENGINEERS       | \$295.00           |
| <b>30 - Total</b> |              |            |                                |                                | <b>\$295.00</b>    |
| 40                | 40075826     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075827     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075828     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$196.00           |
|                   | 40075829     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$196.00           |
|                   | 40075830     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075831     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075833     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075835     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075836     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075839     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075840     | 06/25/2020 | 1002022                        | COLLEGE BOARD, THE             | \$46,489.00        |
|                   | 40075841     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075842     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075843     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075845     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075846     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075847     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$147.00           |
|                   | 40075848     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
| 40075850          | 06/25/2020   | 090800     | STUDENT REFUNDS & REIMBURSMENT | \$98.00                        |                    |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                   | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------|--------------------|
| 40           | 40075851     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$196.00           |
|              | 40075852     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075853     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075854     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075855     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075856     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075857     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075858     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075859     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075863     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075864     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075866     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$196.00           |
|              | 40075867     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075868     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075869     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$196.00           |
|              | 40075870     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$294.00           |
|              | 40075872     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$147.00           |
|              | 40075873     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075874     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075875     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075876     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075877     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$196.00           |
|              | 40075878     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075881     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075882     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075883     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075884     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075885     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$588.00           |
|              | 40075886     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$196.00           |
|              | 40075887     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075888     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$196.00           |
|              | 40075889     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075890     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$196.00           |
|              | 40075891     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075892     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075893     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075894     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075895     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$98.00            |
|              | 40075896     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMNT | \$196.00           |

## West Chester Area School District Check Register

| Fund Charged      | Check Number | Check Date | Vendor Number                  | Vendor Name                    | Transaction Amount |
|-------------------|--------------|------------|--------------------------------|--------------------------------|--------------------|
| 40                | 40075897     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075899     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075901     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075902     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075903     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075904     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075905     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
|                   | 40075906     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$196.00           |
|                   | 40075907     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$98.00            |
| <b>40 - Total</b> |              |            |                                |                                | <b>\$54,819.00</b> |
| 50                | 80038398     | 06/25/2020 | 017340                         | BSN SPORTS LLC                 | \$211.40           |
|                   | 80038399     | 06/25/2020 | 031600                         | DAVIS TROPHIES & SPORTSWEAR    | \$65.00            |
| <b>50 - Total</b> |              |            |                                |                                | <b>\$276.40</b>    |
| 51                | 80038400     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038401     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038402     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038403     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038404     | 06/25/2020 | 1002022                        | COLLEGE BOARD, THE             | \$255.00           |
|                   | 80038405     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038406     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038407     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038408     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038409     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038410     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038411     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$1,000.00         |
|                   | 80038412     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038413     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038414     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038415     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038416     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038417     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038418     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038419     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038420     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038421     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
|                   | 80038422     | 06/25/2020 | 090800                         | STUDENT REFUNDS & REIMBURSMENT | \$46.50            |
| 80038423          | 06/25/2020   | 090800     | STUDENT REFUNDS & REIMBURSMENT | \$46.50                        |                    |

## West Chester Area School District Check Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount  |
|------------------------|--------------|------------|---------------|--------------------------------|---------------------|
| 51                     | 80038424     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$46.50             |
|                        | 80038425     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$46.50             |
|                        | 80038426     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$46.50             |
|                        | 80038427     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$1,000.00          |
|                        | 80038428     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$46.50             |
|                        | 80038429     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$46.50             |
|                        | 80038430     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$46.50             |
|                        | 80038431     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$46.50             |
|                        | 80038432     | 06/25/2020 | 028984        | WATERLOGIC EAST LLC            | \$276.88            |
|                        | 80038433     | 06/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$46.50             |
| <b>51 - Total</b>      |              |            |               |                                | <b>\$3,926.88</b>   |
| <b>Overall - Total</b> |              |            |               |                                | <b>\$111,614.88</b> |

**West Chester Area School District  
Electronic Funds Transfer Register**

| <b>Fund Charged</b>    | <b>Check Number</b> | <b>Check Date</b> | <b>Vendor Number</b> | <b>Vendor Name</b> | <b>Transaction Amount</b> |
|------------------------|---------------------|-------------------|----------------------|--------------------|---------------------------|
| 01                     | V1003986            | 06/25/2020        | 1000407              | E.M. KUTZ, INC.    | \$41,619.00               |
| <b>01 - Total</b>      |                     |                   |                      |                    | <b>\$41,619.00</b>        |
| <b>Overall - Total</b> |                     |                   |                      |                    | <b>\$41,619.00</b>        |

## Student Activity Accounts

| Budget Unit | Project | Project Title                | June 30, 2020 |
|-------------|---------|------------------------------|---------------|
| 50000221    | 005221  | BEST BUDDIES                 | 1,399.75      |
| 50000222    | 005222  | BEST BUDDIES                 | 364.27        |
| 50000223    | 005223  | BEST BUDDIES                 | 2,873.76      |
| 50000326    | 005326  | BEST BUDDIES                 | 780.49        |
| 50000327    | 005327  | BEST BUDDIES                 | 474.99        |
| 50000328    | 005328  | BEST BUDDIES                 | 1,107.46      |
| 50000221    | 006221  | BLACK STUDENT UNION          | 4,134.69      |
| 50000222    | 006222  | BLACK STUDENT UNION          | 1,967.75      |
| 50000223    | 006223  | BLACK STUDENT UNION          | 1,443.15      |
| 50000223    | 007223  | BRINGING HOPE HOME CLUB      | 189.00        |
| 50000327    | 008327  | 8 <sup>th</sup> GRADE DANCE  | 703.48        |
| 50000221    | 010221  | CLASS OF 2021                | 4,332.26      |
| 50000222    | 010222  | CLASS OF 2021                | 6,733.22      |
| 50000223    | 010223  | CLASS OF 2021                | 4,497.87      |
| 50000221    | 011221  | CLASS OF 2022                | 3,483.18      |
| 50000222    | 011222  | CLASS OF 2022                | 2,631.96      |
| 50000223    | 011223  | CLASS OF 2022                | 7,269.81      |
| 50000221    | 012221  | CLASS OF 2023                | 731.64        |
| 50000222    | 012222  | CLASS OF 2023                | 224.00        |
| 50000223    | 012223  | CLASS OF 2023                | 3,180.76      |
| 50000221    | 015221  | CLASS OF 2020                | 25,797.20     |
| 50000222    | 015222  | CLASS OF 2020                | 20,582.28     |
| 50000223    | 015223  | CLASS OF 2020                | 16,068.54     |
| 50000221    | 016221  | MOCK TRIAL TEAM              | 11.99         |
| 50000221    | 017221  | MODEL U.N.                   | 913.31        |
| 50000223    | 017223  | MODEL U.N.                   | 4,587.47      |
| 50000221    | 018221  | DECA                         | 5,582.17      |
| 50000222    | 018222  | DECA                         | 12,066.75     |
| 50000223    | 018223  | DECA                         | 21,340.99     |
| 50000223    | 019223  | IDRYO (LITERARY MAGAZINE)    | 49.51         |
| 50000221    | 020221  | ROTARY/INTERACT              | 836.94        |
| 50000222    | 020222  | INTERACT                     | 2,606.74      |
| 50000221    | 021221  | MULTICULTURAL CLUB           | 329.04        |
| 50000221    | 022221  | F.B.L.A. HENDERSON           | 3,009.39      |
| 50000221    | 023221  | VIDEO PRODUCTION CLUB        | 2.43          |
| 50000222    | 023222  | WVIK CLUB                    | 368.80        |
| 50000223    | 023223  | PHOTOGRAPHY CLUB             | 3,477.75      |
| 50000221    | 025221  | ARTNERSHIPS                  | 337.73        |
| 50000221    | 028221  | WARRIORS HELPING WARRIORS    | 70.26         |
| 50000222    | 025222  | RELAY FOR LIFE               | 700.09        |
| 50000221    | 027221  | GIRL UP                      | 1,373.74      |
| 50000221    | 032221  | WORLD LANGUAGE HONOR SOCIETY | 595.78        |
| 50000221    | 034221  | NATIONAL HONOR SOCIETY       | 3,088.79      |
| 50000222    | 034222  | NATIONAL HONOR SOCIETY       | 88.30         |
| 50000223    | 034223  | NATIONAL HONOR SOCIETY       | 1,017.80      |
| 50000221    | 036221  | NEWSPAPER                    | 659.92        |
| 50000221    | 037221  | SPEECH & DEBATE              | 214.22        |

## Student Activity Accounts

| Budget Unit | Project | Project Title                | June 30, 2020 |
|-------------|---------|------------------------------|---------------|
| 50000222    | 038222  | FASHION CLUB                 | 525.14        |
| 50000223    | 038223  | FASHION CLUB                 | 409.76        |
| 50000221    | 039221  | HELPING HANDS CLUB           | 78.53         |
| 50000222    | 039222  | HANDS TO HEARTS              | 22.52         |
| 50000221    | 040221  | S.A.D.D.                     | 1,701.25      |
| 50000222    | 040222  | S.A.D.D.                     | 964.99        |
| 50000223    | 040223  | S.A.D.D.                     | 1,616.22      |
| 50000221    | 041221  | SCIENCE OLYMPIAD             | 2,064.75      |
| 50000222    | 041222  | SCIENCE OLYMPIAD             | 494.79        |
| 50000223    | 041223  | SCIENCE OLYMPIAD             | 4,494.29      |
| 50000221    | 042221  | SKI CLUB                     | 0.21          |
| 50000223    | 042223  | SKI CLUB                     | 1,643.65      |
| 50000326    | 042326  | SKI CLUB                     | 10,502.27     |
| 50000221    | 043221  | PHYSICS OLYMPIAD             | 302.74        |
| 50000326    | 045326  | CROSS COUNTRY                | 70.55         |
| 50000326    | 044326  | SCIENCE OLYMPIAD             | 1,559.24      |
| 50000327    | 045327  | ART CLUB                     | 21.87         |
| 50000221    | 046221  | NATIONAL ART HONOR SOCIETY   | 995.61        |
| 50000222    | 046222  | NATIONAL ART HONOR SOCIETY   | 1,003.39      |
| 50000222    | 049222  | HOUSE OF HOPE                | 75.22         |
| 50000221    | 050221  | STUDENT COUNCIL              | 671.55        |
| 50000222    | 050222  | STUDENT COUNCIL              | 17,124.71     |
| 50000223    | 050223  | STUDENT COUNCIL              | 10,780.61     |
| 50000326    | 050326  | STUDENT COUNCIL              | 17,202.72     |
| 50000327    | 050327  | STUDENT COUNCIL              | 4,471.76      |
| 50000328    | 050328  | STUDENT COUNCIL              | 12,951.05     |
| 50000221    | 051221  | GSA                          | 177.55        |
| 50000223    | 051223  | RUSTIN GSA                   | 1,068.59      |
| 50000326    | 051326  | GSA                          | 316.06        |
| 50000222    | 052222  | OPERATION SMILE              | 126.00        |
| 50000221    | 054221  | HIGH SCHOOL YEARBOOK         | 10,465.57     |
| 50000222    | 054222  | HIGH SCHOOL YEARBOOK         | 18,767.65     |
| 50000223    | 054223  | HIGH SCHOOL YEARBOOK         | 3,812.70      |
| 50000327    | 054327  | MIDDLE SCHOOL YEARBOOK       | 208.16        |
| 50000328    | 054328  | MIDDLE SCHOOL YEARBOOK       | 3,572.77      |
| 50000221    | 058221  | ANIME CLUB                   | 23.67         |
| 50000223    | 060223  | GERMAN CLUB                  | 786.92        |
| 50000221    | 061221  | MU ALPHA THETA HONOR SOCIETY | 328.06        |
| 50000222    | 061222  | MATH CLUB                    | 65.83         |
| 50000221    | 062221  | ACADEMIC TEAM - HENDERSON    | 5,042.63      |
| 50000223    | 062223  | ACADEMIC TEAM - RUSTIN       | 145.32        |
| 50000223    | 064223  | AMERICAN LATINO PROGRAM      | 211.14        |
| 50000221    | 070221  | SCHOOL MUSICAL               | 23,397.83     |
| 50000222    | 070222  | BROADWAY SHOW                | 9,552.01      |
| 50000223    | 070223  | THEATER FUND                 | 9,983.40      |
| 50000221    | 072221  | CALLIOPE                     | 784.08        |
| 50000326    | 073326  | FOOTBALL ACTIVITY FUND       | 4,112.75      |

## Student Activity Accounts

| Budget Unit                   | Project | Project Title             | June 30, 2020     |
|-------------------------------|---------|---------------------------|-------------------|
| 50000326                      | 074326  | CHEER CLUB                | 2,789.17          |
| 50000326                      | 075326  | WRESTLING ACTIVITY        | 242.47            |
| 50000326                      | 076326  | TRACK & FIELD ACTIVITY    | 779.98            |
| 50000221                      | 077221  | TRI-M MUSIC HONOR SOCIETY | 779.06            |
| 50000221                      | 078221  | MUSIC DEPARTMENT FUND     | 2,693.27          |
| 50000222                      | 078222  | CHORAL FUND               | 974.68            |
| 50000223                      | 078223  | CHORAL FUND               | 5,062.03          |
| 50000222                      | 086222  | COMPUTER ACCOUNT          | 878.37            |
| 50000221                      | 087221  | ROBOTICS CLUB             | 2,228.54          |
| 50000221                      | 090221  | DRAMA CLUB                | 5,948.27          |
| 50000326                      | 090326  | DRAMA                     | 19,854.54         |
| 50000327                      | 090327  | DRAMA                     | 5,451.42          |
| 50000328                      | 090328  | DRAMA                     | 18,744.81         |
| 50000221                      | 093221  | STUDENTS HELPING STUDENTS | 809.96            |
| 50000222                      | 093222  | KARE - EAST               | 935.40            |
| 50000326                      | 093326  | PEIRCE PROUD KIDS         | 1,000.13          |
| 50000328                      | 093328  | FUGETT CARES              | 129.00            |
| 50000223                      | 094223  | MEGA CLUB                 | 733.74            |
| 50000221                      | 095221  | FEMPOWERMENT CLUB         | 165.29            |
| 50000221                      | 097221  | KIDS 4 KIDS               | 128.34            |
| 50000222                      | 098222  | FORGN LANG HONOR SOCIETY  | 5,846.48          |
| <b>Total Fund 50 Projects</b> |         |                           | <b>435,174.45</b> |
| 51000327                      | 142327  | SKI CLUB                  | 1,303.40          |
| 51000330                      | 164330  | ACTIVITY FUND             | 6,123.33          |
| 51000432                      | 164432  | ACTIVITY FUND             | 956.85            |
| 51000437                      | 164437  | ACTIVITY FUND             | 14,943.26         |
| 51000438                      | 164438  | ACTIVITY FUND             | 3,761.41          |
| 51000440                      | 164440  | ACTIVITY FUND             | 3,516.15          |
| 51000444                      | 164444  | ACTIVITY FUND             | 17,037.24         |
| 51000445                      | 164445  | ACTIVITY FUND             | 109.45            |
| 51000447                      | 164447  | ACTIVITY FUND             | 8,984.11          |
| 51000448                      | 164448  | ACTIVITY FUND             | 13,341.19         |
| 51000451                      | 164451  | ACTIVITY FUND             | 11,219.61         |
| 51000452                      | 164452  | ACTIVITY FUND             | 10,088.81         |
| 51000453                      | 164453  | ACTIVITY FUND             | 7,876.76          |
| 51000931                      | 164931  | ACTIVITY FUND             | 0.69              |
| 51000955                      | 164955  | ACTIVITY FUND             | 620.97            |
| 51000451                      | 179451  | PHYSICAL EDUCATION        | 805.15            |
| 51000221                      | 180221  | CLEARING ACCOUNT          | 8,346.15          |
| 51000222                      | 180222  | CLEARING ACCOUNT          | 3,578.36          |
| 51000223                      | 180223  | CLEARING ACCOUNT          | 7,631.88          |
| 51000326                      | 180326  | CLEARING ACCOUNT          | 5,512.56          |
| 51000327                      | 180327  | CLEARING ACCOUNT          | 449.54            |
| 51000328                      | 180328  | CLEARING ACCOUNT          | 12,163.69         |
| 51000955                      | 182955  | COLLEGE SCHOLRSHP FD ADM  | 726.62            |
| 51000222                      | 191222  | SCHOOL SIGN EHS           | 3,875.14          |
| 51000452                      | 193452  | LIFE SKILLS SUPPORT       | 22.05             |



## Student Activity Accounts

| Budget Unit | Project | Project Title                     | June 30, 2020 |
|-------------|---------|-----------------------------------|---------------|
| 51000440    | 194440  | FIELD TRIP ACCT                   | 18,060.85     |
| 51000327    | 195327  | FIELD TRIP STET 6                 | 8,730.14      |
| 51000327    | 196327  | FIELD TRIP STET 7                 | 1,607.41      |
| 51000327    | 197327  | FIELD TRIP STET 8                 | 496.54        |
| 51000221    | 202221  | IMPROVEMENT FUND                  | 15,535.92     |
| 51000222    | 202222  | IMPROVEMENT FUND                  | 27,180.37     |
| 51000223    | 202223  | IMPROVEMENT FUND                  | 16,478.49     |
| 51000326    | 202326  | IMPROVEMENT FUND                  | 1,804.09      |
| 51000327    | 202327  | IMPROVEMENT FUND                  | 5,246.53      |
| 51000328    | 202328  | IMPROVEMENT FUND                  | 1,605.97      |
| 51000222    | 203222  | HEART MONITOR/PE ACCT             | 4,500.86      |
| 51000223    | 203223  | PE HEART MONITORS                 | 3,978.33      |
| 51000222    | 209222  | ENGLISH DEPT                      | 4,858.82      |
| 51000222    | 210222  | LIBRARY FUND                      | 1,019.96      |
| 51000223    | 210223  | LIBRARY FUND                      | 311.68        |
| 51000326    | 210326  | LIBRARY FUND                      | 1,001.02      |
| 51000327    | 210327  | LIBRARY FUND                      | 1,201.21      |
| 51000328    | 210328  | LIBRARY FUND                      | 3,622.87      |
| 51000438    | 210438  | LIBRARY FUND                      | 4,850.25      |
| 51000440    | 210440  | LIBRARY FUND                      | 437.19        |
| 51000444    | 210444  | LIBRARY FUND                      | 5,701.80      |
| 51000445    | 210445  | LIBRARY FUND                      | 533.02        |
| 51000447    | 210447  | LIBRARY FUND                      | 597.41        |
| 51000448    | 210448  | LIBRARY FUND                      | 10,241.03     |
| 51000451    | 210451  | LIBRARY FUND                      | 90.23         |
| 51000452    | 210452  | LIBRARY FUND                      | 8,032.71      |
| 51000453    | 210453  | LIBRARY FUND                      | 4,261.50      |
| 51000221    | 211221  | HEALTH FITNESS/HRM                | 2,291.54      |
| 51000326    | 214326  | MUSIC FUND                        | 10,476.64     |
| 51000327    | 214327  | MUSIC FUND                        | 892.19        |
| 51000328    | 214328  | MUSIC FUND                        | 7,107.22      |
| 51000448    | 214448  | MUSIC FUND                        | 91.38         |
| 51000222    | 216222  | PAVE THE WAY                      | 1,652.62      |
| 51000221    | 234221  | STUDENT ASSISTANCE FUND           | 8,900.23      |
| 51000222    | 234222  | STUDENT ASSISTANCE FUND           | 16,251.29     |
| 51000223    | 234223  | STUDENT ASSISTANCE FUND           | 2,635.90      |
| 51000328    | 234328  | STUDENT ASSISTANCE FUND           | 9,230.72      |
| 51000221    | 250221  | BRUNO SCHOLARSHIP                 | 9,581.15      |
| 51000953    | 250953  | ACTIVITY FEE WAIVER FUND STUDENT  | 8.94          |
| 51000221    | 251221  | RICK MAERKER MEMORIAL SCHOLARSHIP | 13,901.58     |
| 51000223    | 251223  | ARSCOTT SOCCER SCHOLARSHIP        | 119.29        |
| 51000221    | 252221  | B REED HNDERSON SCHOLARSHIP       | 66,099.53     |
| 51000221    | 253221  | VICKY AHLUM MEMORIAL SCHOLARSHIP  | 4,831.50      |
| 51000221    | 254221  | PEER BEST BUDDIES SCHOLARSHIP     | 282.73        |
| 51000222    | 254222  | CLASS OF 2005 SCHOLARSHIP         | 2,262.34      |
| 51000221    | 255221  | BOYS LACROSSE BOOSTERS AWARD      | 5,806.32      |
| 51000222    | 255222  | RECYCLING SCHOLARSHIP             | 494.04        |

## Student Activity Accounts

| Budget Unit                                                     | Project | Project Title                          | June 30, 2020              |
|-----------------------------------------------------------------|---------|----------------------------------------|----------------------------|
| 51000221                                                        | 257221  | JEANNE D. SCIUBBA MEMORIAL SCHOLARSHIP | 4.96                       |
| 51000223                                                        | 258223  | BIANCA ROBERSON SCHOLARSHIP            | 8,638.67                   |
| 51000955                                                        | 259955  | MATLACK MEMORIAL TRUST FUND            | 5,083.32                   |
| 51000221                                                        | 261221  | TRAPNELL SCHOLARSHIP                   | 117,999.91                 |
| 51000221                                                        | 265221  | TUKLOFF MEMORIAL TRUST                 | 975.08                     |
| 51000222                                                        | 268222  | WENKE SCHOLSP FUND                     | 8,697.76                   |
| 51000221                                                        | 269221  | THOMAS WEEKS SCHOLARSHIP               | 467.66                     |
| <b>Total Fund 51 Projects</b>                                   |         |                                        | <b>599,765.08</b>          |
| <b>Fund 50 / 51 - Combined Project Totals</b>                   |         |                                        | <b>1,034,939.53</b>        |
| <b>Fund 50 / 51 - Combined Accounts Payable</b>                 |         |                                        | <b>-</b>                   |
| <b>Fund 50 / 51 - Due to / from other funds</b>                 |         |                                        | <b>10,656.06</b>           |
| <b>Total Student Activity and Agency Funds</b>                  |         |                                        | <b><u>1,045,595.59</u></b> |
| <b>Fund 50 / 51 - Cash Account Balances as of June 30, 2020</b> |         |                                        | <b>Total Cash</b>          |
|                                                                 |         |                                        | <b><u>1,045,595.59</u></b> |
| <b>Total Student and Agency Activity Funds</b>                  |         |                                        | <b><u>1,045,595.59</u></b> |

WEST CHESTER AREA SCHOOL DISTRICT  
 FOOD SERVICES CASH BALANCE STATEMENT AND DISBURSEMENT APPROVAL REPORT  
 JUNE 30, 2020

OPERATING CASH

CASH BALANCE MAY 31, 2020 \$ 130,561.49

RECEIPTS JUNE 1, 2020 - JUNE 30, 2020

|                                   |        |        |
|-----------------------------------|--------|--------|
| DEPOSITS                          | -      |        |
| DEPOSITS ON ACCOUNT               | 263.15 |        |
| INTEREST                          | 6.38   |        |
| SALE OF EQUIPMENT                 |        |        |
| POS FEES RECEIVED                 | 2.72   |        |
| ARAMARK REIMBURSEMENT             |        |        |
| TRANSFER FROM INVESTMENTS ACCOUNT | -      |        |
| TOTAL RECEIPTS                    | -      | 272.25 |

DISBURSEMENTS JUNE 1, 2020 - JUNE 30, 2020

|                              |            |            |
|------------------------------|------------|------------|
| BANK FEES                    | 121.04     |            |
| POS SERVICE CHARGES          |            |            |
| EQUIPMENT PURCHASES          |            |            |
| ARAMARK PAYMENTS             | 102,867.69 |            |
| STUDENT REFUNDS              | (65.00)    |            |
| ARAMARK MAINTENANCE SUPPLIES | -          |            |
| OTHER                        |            |            |
| TOTAL DISBURSEMENTS          | -          | 102,923.73 |

CASH BALANCE JUNE 30, 2020 \$ 27,910.01

INVESTMENTS

INVESTMENT BALANCE MAY 31, 2020 \$ 1,062,413.60

RECEIPTS JUNE 1, 2020 - JUNE 30, 2020

|                                 |           |           |
|---------------------------------|-----------|-----------|
| TRANSFERS FROM CHECKING ACCOUNT |           |           |
| STATE SUBSIDY                   | 34,226.12 |           |
| INTEREST                        | 306.27    |           |
| TOTAL ADDITIONS                 | -         | 34,532.39 |

DISBURSEMENTS JUNE 1, 2020 - JUNE 30, 2020

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

INVESTMENT BALANCE JUNE 30, 2020 \$ 1,096,945.99

PREPAID STUDENT ACCOUNTS

PREPAID STUDENT ACCOUNTS BALANCE MAY 31, 2020 \$ 268,025.24

ADD: RECEIVED ON ACCOUNT  
 TOTAL ADDITIONS

DEDUCT: PREPAIDS USED  
 TOTAL DEDUCTIONS

PREPAID STUDENT ACCOUNTS BALANCE JUNE 30, 2020 \$ 268,025.24

WEST CHESTER AREA SCHOOL DISTRICT  
 JULY 27, 2020  
 STATEMENT OF DISBURSEMENTS SUMMARY  
 FOR THE PERIOD JUNE 1, 2020 - JUNE 30, 2020

|                                              |                      |
|----------------------------------------------|----------------------|
| GENERAL FUND DISBURSEMENTS                   | 20,226,162.47        |
| includes Technology,                         |                      |
| Federal Programs and any Special State Funds |                      |
| BILLS PAID                                   | 20,226,162.47        |
| INVESTMENTS                                  | 0.00                 |
| <br>                                         |                      |
| CAPITAL RESERVE FUND                         | 605,935.23           |
| CAPITAL PROJECTS FUND                        | 1,213,920.53         |
| SPECIAL REVENUE - Athletics                  | 421.60               |
| TRUST FUNDS                                  | 186,638.14           |
| CAFETERIA                                    | 103,184.04           |
| STUDENT ACTIVITY FUND DISBURSEMENTS          | 17,383.79            |
| TRUST AND AGENCY FUND DISBURSEMENTS          | <u>16,112.34</u>     |
| <br>                                         |                      |
| TOTAL DISBURSEMENTS                          | <u>22,369,758.14</u> |

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

**WEST CHESTER AREA SCHOOL DISTRICT**

**July 27, 2020**

**OTHER BUSINESS**

**ACTION ITEMS**

**Approval to Adopt Resolution Regarding Racial Equity**

Approval is requested to Adopt Resolution Regarding Racial Equity.

*I so move.*

**Approval of Resolution Regarding School District's Emergency Declaration, PA School Code Section 520.1, and Policy Waiver**

Approval is requested of Resolution regarding School District's Emergency Declaration, PA School Code Section 520.1, and Policy Waiver.

*I so move.*

**Approval of the West Chester Area School District Emergency Instructional Proposed Calendar and Schedule for SY 2020-21**

Approval is requested of the West Chester Area School District Emergency Instructional Proposed Calendar and Schedule for SY 2020-21.

*I so move.*

# **WEST CHESTER AREA SCHOOL DISTRICT**

## **Resolution**

**July 27, 2020**

The West Chester Area School District School Board officially affirms, supports, and adopts the following statement regarding racial equity.

### **STATEMENT OF WEST CHESTER AREA SCHOOL DISTRICT SCHOOL BOARD REGARDING RACIAL EQUITY**

July 13, 2020

The recent deaths of George Floyd, Breonna Taylor, and many others have caused many to deeply examine the history and mechanisms of systemic racism, and to act to dismantle them.

Locally, the shock and pain of Bianca Roberson's murder in 2017 continues to resonate throughout our community. We have heard from many members of the community about these issues. The Board of Directors of the West Chester Area School District stand united in support of racial equity, and more broadly, in our commitment to ensure that all students in our District achieve equitable outcomes.

In the past several years, the WCASD has made progress towards these goals. But we need to do more. To that end, the WCASD School Board pledges to work with the administrators, teachers, staff, students, and parents of the WCASD community to engage in a sustained effort to systematically uncover areas of inequity, prejudice and discrimination at the district, school and classroom levels; and to identify and implement solutions to overcome these challenges.

These efforts must be transparent, inclusive, long-term, and informed by a sustained review of a wide array of data and information that will help us understand inequity and track our progress in eliminating it over time.

On July 13th, the WCASD school board and administration received results of a comprehensive six month racial equity audit conducted by The Delaware Valley Consortium for Excellence & Equity at the University of Pennsylvania. This report identifies both areas of strength and areas of challenge that require more intensive and sustained efforts. It also provides a range of practical recommendations. As the District acts on these recommendations, the Board pledges to provide regular, transparent updates to the WCASD community on our progress toward equity.

Today as we redouble our commitment to achieving equity, we ask all members of the WCASD community to stand with us in support of social justice and racial equity. The District and the School Board have pledged to eliminate racial injustice and all forms of injustice in our schools and pledge to listen to our families. Please join us as we work together to achieve these goals.

Respectfully,

West Chester Area School District Board of School Directors

Chris McCune (President)  
Sue Tiernan (Vice President)  
Gary Bevilacqua  
Joyce Chester  
Daryl Durnell

Brian Gallen  
Dr. Karen Herrmann  
Dr. Kate Shaw  
Randell Spackman

Adopted this 27<sup>th</sup> day of July 2020.

**ATTEST:**

**WEST CHESTER AREA  
SCHOOL BOARD**

\_\_\_\_\_ **By:** \_\_\_\_\_  
**Secretary** **President**

# WEST CHESTER AREA SCHOOL DISTRICT

## Resolution

WHEREAS, on March 6, 2020, Governor Wolf issued a Proclamation of Disaster Emergency due to COVID-19; and

WHEREAS, the Proclamation included the following provision:

I hereby authorize the Secretary of the Pennsylvania Department of Education, in his sole discretion, to suspend or waive any provision of law or regulation which the Pennsylvania Department of Education is authorized by law to administer or enforce, for such length of time as may be necessary to respond to this emergency.

and;

WHEREAS, on March 23, 2020, the West Chester Area School District (“School District”), by Resolution C-2 of 2020 declared an emergency retroactive to the opening of business on Monday, March 16, 2020, in consideration of the Governor’s Proclamation (“ School District’s Emergency Declaration”); and

WHEREAS, on March 23, 2020, the School District by Resolution C-1 of 2020 suspended all policies of the School Board and Administrative Guidelines, as set forth in the Resolution; and

WHEREAS, on June 3, 2020, Governor Wolf issued an Amendment to the March 6, 2020 Proclamation of Disaster Emergency, extending the Proclamation; and

WHEREAS, the COVID-19 disaster emergency remains ongoing and is anticipated to remain ongoing for the 2020-2021 school year; and

WHEREAS, federal, state and county authorities are issuing updated information, daily in regard to COVID-19; and

WHEREAS, it is anticipated that the School District may have to take actions that ordinarily can only be authorized by the Board of School Directors (“School Board”); and

WHEREAS, the law allows for flexibility in operations of government institutions and agencies in times of emergency; and

WHEREAS, Section 407 of the Public School Code permits the School Board to adopt reasonable rules and regulations; and

WHEREAS, Board Policy 003 permits the School Board, upon majority vote, to suspend at any time the operation of a School Board procedure and policy; and

WHEREAS, section 520.1 of the School Code provides the following in the case of a declared emergency by the School Board;



NOW, THEREFORE, this 27<sup>th</sup> day of July, 2020, be it resolved, by the Board of School Directors for the West Chester Area School District that:

1. The School Board hereby renews and extends its School District's Emergency Declaration.
2. All directives, authorized actions and provisions of the School District's Emergency Declaration shall remain in full force and effect.
3. This state of emergency shall continue for so long as required by law or until rescinded by the School Board.
4. The School Board continues to find as facts: (a) that this emergency is an emergency that the School Board was unable to foresee as contemplated in Section 520.1 of the School Code, 24 P.S. §5-520.1; and (b) that the School District may not be able to provide for the attendance of all pupils during the prescribed length of days or the usual hours of classes as generally required under applicable law;
5. For the duration of the COVID-19 emergency, but in no event for any period exceeding four years, the Superintendent shall have the duty and the authority to put in place such temporary provisions as may be necessary, including but not limited to the development of a Health and Safety plan in a form and manner prescribed by the Pennsylvania Department of Education that ensures a minimum of 180 days of instruction, allowing for a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level, employing any combination of in-person, virtual, and distance learning as the Superintendent deems appropriate to address the health and safety of students, faculty, and community, and the learning needs of students. This plan may include keeping the schools in session such days and number of days per weeks deemed necessary and desirable, or a reduction in the length of time of daily instruction for various courses and classes. Such instruction shall comply in full with the requirement of Chapter 4 of the regulations of the State Board of Education and with the curriculum standards published in accordance therewith.
6. Having found the facts as required by Section 520.1 of the School Code and as stated in paragraphs 4 and 5 of this Resolution, the Board Secretary is required to ensure that this Resolution is recorded in the minutes of this meeting and the Emergency Team is directed to certify these matters to the Commonwealth Secretary of Education, in accordance with Section 520.1 of the School Code or other direction as may be provided by the Secretary of Education, and shall seek maximum authority for the operation of the School District under applicable law.
7. During the continued state of emergency, all policies of the School Board and Administrative Guidelines remain suspended: (a) to the extent they are inconsistent with what is required by law; (b) if reasonably necessary to protect the health and safety of students or employees, or (c) they would unnecessarily impede what is required by law.

NOW, THEREFORE, this 3rd day of August, 2020, be it resolved, by the Board of School Directors for the West Chester Area School District that:

1. The School Board hereby renews and extends its School District's Emergency Declaration.
2. All directives, authorized actions and provisions of the School District's Emergency Declaration shall remain in full force and effect.
3. This state of emergency shall continue for so long as required by law or until rescinded by the School Board.
4. The School Board continues to find as facts: (a) that this emergency is an emergency that the School Board was unable to foresee as contemplated in Section 520.1 of the School Code, 24 P.S. §5-520.1; and (b) that the School District may not be able to provide for the attendance of all pupils during the prescribed length of days or the usual hours of classes as generally required under applicable law;
5. For the duration of the COVID-19 emergency, but in no event for any period exceeding four years, the Superintendent shall have the duty and the authority to put in place such temporary provisions as may be necessary, including but not limited to the development of a Health and Safety plan in a form and manner prescribed by the Pennsylvania Department of Education that ensures a minimum of 180 days of instruction, allowing for a minimum of 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level, employing any combination of in-person, virtual, and distance learning as the Superintendent deems appropriate to address the health and safety of students, faculty, and community, and the learning needs of students. This plan may include keeping the schools in session such days and number of days per weeks deemed necessary and desirable, or a reduction in the length of time of daily instruction for various courses and classes. Such instruction shall comply in full with the requirement of Chapter 4 of the regulations of the State Board of Education and with the curriculum standards published in accordance therewith.
6. Having found the facts as required by Section 520.1 of the School Code and as stated in paragraphs 4 and 5 of this Resolution, the Board Secretary is required to ensure that this Resolution is recorded in the minutes of this meeting and the Emergency Team is directed to certify these matters to the Commonwealth Secretary of Education, in accordance with Section 520.1 of the School Code or other direction as may be provided by the Secretary of Education, and shall seek maximum authority for the operation of the School District under applicable law.
7. During the continued state of emergency, all policies of the School Board and Administrative Guidelines remain suspended: (a) to the extent they are inconsistent with what is required by law; (b) if reasonably necessary to protect the health and safety of students or employees, or (c) they would unnecessarily impede what is required by law.

8. The School Board hereby ratifies, the actions taken by the Emergency Team and other School District Administrators as a result of the state of emergency from the commencement of the state of emergency to the date of this Resolution. This specifically includes emergency purchasing and payments by the Business Manager.

9. For purposes of this Resolution, “required by law” shall mean a mandate or prohibition that compels the School District to act or refrain from acting and that has been stated by the Governor of the Commonwealth, including his senior staff, the Pennsylvania Secretary of Education, including his senior staff, the Pennsylvania Secretary of Health, including her senior staff, the federal government, the county government, including the health department, as an order or requirement, whether or not that statement is enforceable in a court of law. This may include, but is not limited to, executive orders, proclamations, court orders, waivers, temporary regulations, guidance documents and other like documents and statements, all of which as may be renewed, amended or extended.

ATTEST:

WEST CHESTER AREA SCHOOL BOARD

\_\_\_\_\_ By: \_\_\_\_\_  
Secretary President

## Emergency Instructional Time Template Section 520.1

As [communicated to chief school administrators on July 6, 2020](#), Section 520.1 of the School Code provides flexibility to meet minimum instructional time requirements in the event of an emergency that prevents a school entity from providing for the attendance of all pupils or usual hours of classes at the school entity. The Pennsylvania Department of Education (PDE) considers the World Health Organization-declared Coronavirus disease (COVID-19) a global pandemic and an emergency as contemplated by Section 520.1.

A local education agency (LEA) that elects to implement temporary provisions in response to the COVID-19 global pandemic may meet the minimum 180 days of instruction and 900 hours of instruction at the elementary level and 990 hours of instruction at the secondary level through a combination of face-to-face and remote instruction, consistent with the requirements outlined in PDE’s July 6 guidance. Such LEAs must provide PDE with the following information:

**1. LEA’s Proposed Calendar and Schedule(s) for SY 2020-21**

a. School Year Calendar

| School Year Start Date | School Year End Date | Total Number of Instructional Days<br><i>Must meet minimum 180 days</i> |
|------------------------|----------------------|-------------------------------------------------------------------------|
|                        |                      |                                                                         |

b. A sample weekly academic schedule as approved by the LEA’s governing body. (Recognizing the need for flexibility and that circumstances may change as the LEA responds to the COVID-19 pandemic, an LEA may provide more than one proposed weekly schedule.) Example schedules are provided in Appendix A.

**2. If the proposed schedule includes remote learning (i.e., learning outside the school building), describe how the LEA will ensure access to remote learning opportunities for all students.**

**3. The Chief School Administrator and Board President affirm the following:**

- The proposed school calendar and academic schedule(s) will provide all students the planned instruction needed to attain the relevant academic standards set forth in Chapter 4.
- The proposed school calendar and academic schedule(s) allow sufficient instructional time necessary for content mastery and provide instructional blocks for each grade level and content area.
- The proposed school calendar and academic schedule(s) provide at least 900 hours (elementary) and 990 hours (secondary) of in-person instruction and/or remote learning for all students. (Such time may include synchronous and/or asynchronous instruction.)

- The proposed school calendar and academic schedule(s) define instructional time for students as time in the school day devoted to instruction and instructional activities under the direction of certified school employees. (Such time may include synchronous and/or asynchronous instructional activities.)
- Clearly defined systems for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.
- The LEA acknowledges that it must provide Free and Appropriate Public Education (FAPE) during this pandemic-related emergency.
- The proposed school calendar and academic schedule(s) ensures ESL services for English Learners.
- Clearly defined and ongoing systems for evaluating the quality and outcomes of instructional delivery will be implemented, at least quarterly, and necessary adjustments will be made when data highlight concerns about quality, equity, and/or lack of progress in student learning.

Name of Local Education Agency:

Signature of Chief School Administrator:

Date:

Signature of Governing Body President:

Date:

Date Approved at Board Meeting:

*Please scan and submit this entire signed document, the proposed weekly schedule, and a copy of the board minutes at which such schedule was approved to [RA-EDContinuityofED@pa.gov](mailto:RA-EDContinuityofED@pa.gov).*

*Any questions can be submitted to [RA-EDContinuityofED@pa.gov](mailto:RA-EDContinuityofED@pa.gov).*

## West Chester Area SD

### A/B Hybrid Schedule - Elementary School

Example of 1<sup>st</sup> Four Weeks of School

|                            |               | Monday   | Tuesday  | Wednesday | Thursday | Friday   |
|----------------------------|---------------|----------|----------|-----------|----------|----------|
| <b>Week 1</b><br>8.31-9.4  | Student Group | <b>A</b> | <b>A</b> | <b>B</b>  | <b>B</b> | <b>X</b> |
| <b>Week 2</b><br>9.7-9.11  | Student Group | <b>X</b> | <b>A</b> | <b>A</b>  | <b>B</b> | <b>B</b> |
| <b>Week 3</b><br>9.14-9.18 | Student Group | <b>A</b> | <b>A</b> | <b>A</b>  | <b>B</b> | <b>B</b> |
| <b>Week 4</b><br>9.21-9.25 | Student Group | <b>A</b> | <b>A</b> | <b>B</b>  | <b>B</b> | <b>B</b> |

### A/B Hybrid Schedule - Middle School

Example of 1<sup>st</sup> Four Weeks of School

|                            |               | Monday   | Tuesday  | Wednesday | Thursday | Friday   |
|----------------------------|---------------|----------|----------|-----------|----------|----------|
| <b>Week 1</b><br>8.31-9.4  | Student Group | <b>A</b> | <b>A</b> | <b>B</b>  | <b>B</b> | <b>X</b> |
| <b>Week 2</b><br>9.7-9.11  | Student Group | <b>X</b> | <b>A</b> | <b>A</b>  | <b>B</b> | <b>B</b> |
| <b>Week 3</b><br>9.14-9.18 | Student Group | <b>A</b> | <b>A</b> | <b>A</b>  | <b>B</b> | <b>B</b> |
| <b>Week 4</b><br>9.21-9.25 | Student Group | <b>A</b> | <b>A</b> | <b>B</b>  | <b>B</b> | <b>B</b> |

**West Chester Area SD**  
**A/B Hybrid Schedule - High School**

Example of 1<sup>st</sup> Four Weeks of School

|                                   |               | <b>Monday</b> | <b>Tuesday</b> | <b>Wednesday</b> | <b>Thursday</b> | <b>Friday</b> |
|-----------------------------------|---------------|---------------|----------------|------------------|-----------------|---------------|
| <b>Week 1</b><br><b>8.31-9.4</b>  | Student Group | <b>A</b>      | <b>A</b>       | <b>B</b>         | <b>B</b>        | <b>X</b>      |
| <b>Week 2</b><br><b>9.7-9.11</b>  | Student Group | <b>X</b>      | <b>A</b>       | <b>A</b>         | <b>B</b>        | <b>B</b>      |
| <b>Week 3</b><br><b>9.14-9.18</b> | Student Group | <b>A</b>      | <b>A</b>       | <b>A</b>         | <b>B</b>        | <b>B</b>      |
| <b>Week 4</b><br><b>9.21-9.25</b> | Student Group | <b>A</b>      | <b>A</b>       | <b>B</b>         | <b>B</b>        | <b>B</b>      |

**West Chester Area SD**  
**Remote Learning Schedule: Elementary School**  
**Red Phase**

|                  |                     | <b>Day 1/Day 3</b>                                                                                                                       | <b>Day 2/Day 4</b>                                                             |
|------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
|                  | <b>8:00 - 9:00</b>  | Teachers PLC, record previous day's attendance, check email, meet about students, collaborate with specialists                           |                                                                                |
| <b>1st Block</b> | <b>9:00-9:45</b>    | Math whole group instruction and small groups                                                                                            | ELA whole group instruction and small groups                                   |
|                  | <b>9:45-10:15</b>   | Specials/Teacher Prep Time                                                                                                               |                                                                                |
| <b>2nd Block</b> | <b>10:15-11:00</b>  | Math independent work time<br>Teacher available for questions                                                                            | ELA independent work time<br>Teacher available for questions                   |
|                  | <b>11:00-12:00</b>  | Lunch/Recess Break                                                                                                                       |                                                                                |
| <b>3rd Block</b> | <b>12:00 - 1:30</b> | Teachers check-in with small groups about ELA work assigned the previous day.                                                            | Teachers check-in with small groups about Math work assigned the previous day. |
|                  | <b>1:30-2:00</b>    | Teacher Prep Time                                                                                                                        |                                                                                |
| <b>4th Block</b> | <b>2:00-3:00</b>    | Science, Social Studies, or Second Step whole group instruction<br>Teacher available to meet small groups, individuals, answer questions |                                                                                |
|                  | <b>3:00-3:30</b>    | Teachers check email, contact counselor about student concerns, etc.                                                                     |                                                                                |



**West Chester Area SD**  
**Remote Learning Schedule: Middle School**  
**Red Phase**

|                  |             | <b>Day 1</b> | <b>Day 2</b> | <b>Day 3</b> | <b>Day 4</b> | <b>Day 5</b> | <b>Day 6</b> |
|------------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                  | 8:00 - 8:45 | Professional | Professional | Professional | Professional | Professional | Professional |
| <b>1st Block</b> | 8:45-10:05  | Period 1     | Period 5     | Period 1     | Period 5     | Period 1     | Period 5     |
| <b>2nd Block</b> | 10:10-11:30 | Period 2     | Period 6     | Period 2     | Period 6     | Period 2     | Period 6     |
|                  | 11:35-12:05 | Check-Ins    | Check-Ins    | Check-Ins    | Check-Ins    | Check-Ins    | Check-Ins    |
|                  | 12:10-12:40 | lunch        | lunch        | lunch        | lunch        | lunch        | lunch        |
| <b>3rd Block</b> | 12:45-2:05  | Period 3     | Period 7     | Period 3     | Period 7     | Period 3     | Period 7     |
| <b>4th Block</b> | 2:10-3:30   | Period 4     | Period 8     | Period 4     | Period 8     | Period 4     | Period 8     |

# West Chester Area SD

## Remote Learning Schedule: High School

### Red Phase

|                  |             | Day 1A    | Day 2A    | Day 3A    | Day 4A    | Day 5A    |
|------------------|-------------|-----------|-----------|-----------|-----------|-----------|
|                  | 8:00-8:45   | PLC/MTGs  | PLC/MTGs  | PLC/MTGs  | PLC/MTGs  | PLC/MTGs  |
| <b>1st Block</b> | 8:45-10:05  | Period 1  | Period 5  | Period 1  | Period 5  | Period 1  |
| <b>2nd Block</b> | 10:10-11:30 | Period 2  | Period 6  | Period 2  | Period 6  | Period 2  |
|                  | 11:35-12:05 | Check-Ins | Check-Ins | Check-Ins | Check-Ins | Check-Ins |
|                  | 12:10-12:40 | lunch     | lunch     | lunch     | lunch     | lunch     |
| <b>3rd Block</b> | 12:45-2:05  | Period 3  | Period 7  | Period 3  | Period 7  | Period 3  |
| <b>4th Block</b> | 2:10-3:30   | Period 4  | Period 8  | Period 4  | Period 8  | Period 4  |

|                  |             | Day 1B    | Day 2B    | Day 3B    | Day 4B    | Day 5B    |
|------------------|-------------|-----------|-----------|-----------|-----------|-----------|
|                  | 8:00-8:45   | PLC/MTGs  | PLC/MTGs  | PLC/MTGs  | PLC/MTGs  | PLC/MTGs  |
| <b>1st Block</b> | 8:45-10:05  | Period 5  | Period 1  | Period 5  | Period 1  | Period 5  |
| <b>2nd Block</b> | 10:10-11:30 | Period 6  | Period 2  | Period 6  | Period 2  | Period 6  |
|                  | 11:35-12:05 | Check-Ins | Check-Ins | Check-Ins | Check-Ins | Check-Ins |
|                  | 12:10-12:40 | lunch     | lunch     | lunch     | lunch     | lunch     |
| <b>3rd Block</b> | 12:45-2:05  | Period 7  | Period 3  | Period 7  | Period 3  | Period 7  |
| <b>4th Block</b> | 2:10-3:30   | Period 8  | Period 4  | Period 8  | Period 4  | Period 8  |