

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

Monday, August 24, 2020

7:00 pm
AGENDA

Livestream

- I. Call to Order
Salute to the Flag Mr. McCune
- II. Roll Call Ms. Cherashore
- III. Approval of Minutes of the July 27, 2020 Monthly School Board Meeting
and August 3, 2020 Special Board Meeting..... Mr. McCune
- IV. Approval of the August 24, 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 to Establish the following Account(s):
 - EHS Alicia Conche Scholarship
 - HHS Kathy Clark Flamm Memorial Scholarship
 - RHS Charles Cognato Scholarship
 - RHS Class of 2024
 - * 2. Approval of Revised Policy 016 Electronic Communication, Second Reading
 - * 3. Approval of New Administrative Guideline 204AG3 – Attendance Guidelines West Chester Cyber Program, Second Reading
 - * 4. Approval of Revised Policy 218 Student Discipline, Second Reading
 - * 5. Approval of Revised Policy 227 Controlled Substances/Paraphernalia, Second Reading
 - * 6. Approval of Revised Policy 237 Use of Personal Technology/Electronic Devices, Second Reading
 - * 7. Approval of Revised Policy 815.2 Communications with Students, Second Reading
 - * 8. Approval of Revised Policy 816 Use of Livestream Video on School District Property, Second Reading
 - * 9. Approval of Revised Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students (*formerly known as Nondiscrimination/Discriminatory Harassment – School and Classroom Practices*), First Reading

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\*Consent Agenda Items

- \* 10. Approval of Revised Administrative Guideline 103AG1 Discrimination/Sexual Harassment/Retaliation Report Form (*formerly known as Report Form for Complaints of Discrimination/ Discriminatory Harassment-School and Classroom Practices*), First Reading
- \* 11. Approval of New Administrative Guideline 103AG2 Discrimination Complaint Procedures, First Reading
- \* 12. Approval of New Administrative Guideline 103AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, First Reading
- \* 13. Approval of Revised Policy 104 Discrimination/Title IX Sexual Harassment Affecting Students (*formerly known as Nondiscrimination/Discriminatory Harassment - Employment Practices*), First Reading
- \* 14. Approval of Revised Administrative Guideline 104AG1 Discrimination/Sexual Harassment/Retaliation Report Form (*formerly known as Report Form for Complaints of Discrimination/Discriminatory Harassment-Employment Practices*), First Reading
- \* 15. Approval of New Administrative Guideline 104AG2 Discrimination Complaint Procedures, First Reading
- \* 16. Approval of New Administrative Guideline 104AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, First Reading

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

- \* 1. Approval of three (3) Special Education Settlement Agreements
- \* 2. Approval of the following Annual Para-Professional, Nurse and Physicians Contracts:
  - ACS Consultants, Inc.
  - Bayada Home Health Care, Inc.
  - Chadds Ford Alternacare Inc. dba CritiCare
  - Delta-T Group, Inc.
  - Educational Based Services, Inc.
  - EPIC Health Services (PA), LLC d/b/a Aveanna Healthcare
  - General Healthcare Resources, LLC dba GHR Education
  - Integrity Workface Solutions, LLC
  - Pennhurst Group, LLC dba Epic Developmental Services
  - US Medical Staffing, Inc.
  - Dr. Kalkiewicz
  - Dr. Montgomery

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

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

- \* 1. Approval of 2020 Tax Appeals



\*Consent Agenda Items

- X. Other Business.....Mr. McCune
  - \* 1. Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of July 1, 2020 to July 31, 2020
  - \* 2. Approval of the July 31, 2020 Financial Report
  
- XI. Comments from Residents
  
- XII. Adjournment

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*Consent Agenda Items

WEST CHESTER AREA SCHOOL BOARD—**Meeting of July 27, 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

The West Chester Area School Board met virtually via ZOOM. The meeting began at 7:01 pm. 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 Minutes of the June 22, 2020 Monthly School Board Meeting

BOARD ACTION: It was moved by Mr. Spackman and seconded by Mr. Gallen to approve the minutes of the June 22, 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 July 13, 2020 regarding a personnel matter and a student matter.

IV. Approval of the July 27, 2020 School Board Meeting Agenda

BOARD ACTION: It was moved by Dr. Shaw and seconded by Ms. Chester to approve the July 27, 2020 meeting agenda.

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

VI. Public Comments on Agenda Items

There were no public comments on agenda items.

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

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

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

VIII. Approval of Consent Agenda

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

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 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

Other Reports

Other Business

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

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
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	16,112.34
TOTAL DISBURSEMENTS	22,369,758.14

NOTE: A copy of the details of the above disbursements is available for review from the board secretary.

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

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**Committee Reports**

**Other Business**

## **X-2. Approval of Resolution Regarding Racial Equity**

**BOARD ACTION:** It was moved by Dr. Shaw and seconded by Ms. Chester to approve Resolution Regarding Racial Equity:

### **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)     | Brian Gallen       |
| Sue Tiernan (Vice President) | Dr. Karen Herrmann |
| Gary Bevilacqua              | Dr. Kate Shaw      |
| Joyce Chester                | Randell Spackman   |
| Daryl Durnell                |                    |

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

**ATTEST:**

**WEST CHESTER AREA  
SCHOOL BOARD**

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

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

**X-3. Approval of the Resolution regarding School District’s Emergency Declaration, PA School Code Section 520.1, and Policy Waiver**

**BOARD ACTION:** It was moved by Dr. Shaw and seconded by Ms. Chester to approve the resolution regarding School District’s Emergency Declaration, PA School Code Section 520.1, and Policy Waiver:

**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-1of 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;

(a) Whenever an emergency shall arise which the board of school directors of any school district in the performance of its duties could not anticipate or foresee, and which emergency shall result in any such school district being unable to provide for the attendance of all pupils during the prescribed length of school days, number of days per week, or usual hours

of classes, it shall be found as a fact by the school directors of any school district and so recorded on the minutes of a regular or special meeting of such board and certified to the Superintendent of Public Instruction, and such board of school directors, subject to the approval of the Superintendent of Public Instruction, shall have power to put into operation in such school district any one or more of the temporary provisions hereinafter provided for, but in no event shall such temporary provisions remain in effect for a period of more than four years after they are first put into effect.

(b) Subject to the foregoing provisions, any board of school directors may:

(1) Keep the schools of the district in session such days and number of days per week as they shall deem necessary or desirable, but the provisions of this act requiring a minimum of one hundred eighty (180) session days as a school year shall not be affected thereby.

(2) Reduce the length of time of daily instruction for various courses and classes.

(c) Any school district, by invoking the powers herein granted, shall not thereby forfeit its right to reimbursement by the Commonwealth or other State-aid as otherwise provided for by this act.

24 P.S. § 5-520.1; and

WHEREAS, section 687 of the School Code provides the following with regard to budgets and spending in times of emergency:

The board of school directors may, during any fiscal year, make additional appropriations or increase existing appropriations to meet emergencies, such as epidemics, floods, fires, or other catastrophes, or to provide for the payment for rental under leases or contracts to lease from the State Public School Building Authority or any municipality authority entered into subsequent to the date of the adoption of the budget. The funds therefor shall be provided from unexpended balances in existing appropriations, from unappropriated revenue, if any, or from temporary loans. Such temporary loans, when made, shall be approved by a two-thirds vote of the board of school directors.

24 P.S. § 6-687; and

WHEREAS, Board Policy 610 states that : "...emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for

immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.”

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.

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

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

**X-4. Approval of West Chester Area School District Emergency Instructional Proposed Calendar and Schedule for SY 2020-21**

**BOARD ACTION:** It was moved by Mr. Spackman and seconded by Mr. Gallen to approve the District Emergency Instructional Proposed Calendar and Schedule for SY 2020-21,

**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 a short remembrance and quote about unity:



On July 17, we lost a great American and true leader; his actions always spoke louder than his words. For many John Lewis was inextricably linked to the civil rights movement, and rightfully so. He was arrested 40 times in his lifetime for doing nothing more than the right thing the right way via nonviolent protest. Through it all, he remained resolute, balanced, and focused on unity. We all need to remind ourselves of the example he set.

“We are one people with one family. We all live in the same house... and through books, through information; we must find a way to say to people that we must lay down the burden of hate. For hate is too heavy a burden to bear.” ~John Lewis

**XII. Adjournment:**

**BOARD ACTION:** On motion by Ms. Chester, seconded by Mr. Durnell, the Board, on voice vote, agreed to adjourn at 7:33 p.m.

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Board Secretary

## WEST CHESTER AREA SCHOOL BOARD—Special Meeting of August 3, 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

The West Chester Area School Board met at 7:01 pm via Livestream. 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, Mr. Durnell, Mr. Gallen, Dr. Herrmann, Mr. McCune, Dr. Shaw, Mr. Spackman, Mrs. Tiernan.

**Members Absent:** Ms. Chester

#### **Public Comments on Agenda Items (Copy In)**

Public comments on Item III. Personnel Recommendations were taken via google doc at the start of the meeting. **There were no public comments on this item.**

Public comments on Item IV.-1 were solicited and received via email until 12 noon on August 3, 2020. Dr. Sokolowski, Assistant Superintendent read a summary of the comments. **Redacted public comments will be included in the official meeting minutes.**

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

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

**On roll call vote, all members present voted “aye.” Motion carried 8-0.**

Other Business

### IV. 1. Approval of the Phased School Reopening Health and Safety Plan for SY 2020-21

August 3, 2020

**BOARD ACTION:** It was moved by Dr. Shaw and seconded by Mrs. Tiernan to approve the Phased School Reopening Health and Safety Plan for SY 2020-21 as presented.

**On roll call vote, seven members present voted “aye” with Mr. Gallen voting “nay.” Motion carried 7-1.**

**There were no comments from residents.**

Mr. McCune read the following quote: “We must accept finite disappointment, but never lose infinite hope.” ~Martin Luther King, Jr.

**V. Adjournment**

**BOARD ACTION:** On motion by Mr. Durnell seconded by Mr. Spackman, the Board, on voice vote, agreed to adjourn at 7:59 pm.

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Board Secretary

Recommendations  
 Supplement to the Agenda – August 24, 2020 - p.1

|                                |                                                                                                |
|--------------------------------|------------------------------------------------------------------------------------------------|
| <b>I. Removal from Payroll</b> |                                                                                                |
| a.                             | Resignations                                                                                   |
| 1.                             | Susan Alloway, 1.0 Library Assistant at East Bradford ES, effective 8/20/20.                   |
| 2.                             | Caitlin Conklin, 1.0 Grade 1 Teacher at Glen Acres ES, effective 6/8/20.                       |
| 3.                             | Lauren Stanshine, 1.0 Special Education Teacher at Henderson HS, effective TBD.                |
| 4.                             | Gina Hart, 1.0 ELD Long Term Substitute at Henderson HS, effective 8/24/20.                    |
| b.                             | Retirements                                                                                    |
| 1.                             | Cherrie Cleary, 1.0 Attendance Secretary at Rustin HS, effective 8/24/20. 21 years of service. |

|                                 |                                                                                                                                                                                                                                                                                                       |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>II. Additions to Payroll</b> |                                                                                                                                                                                                                                                                                                       |
| a.                              | Professional Staff: Contract                                                                                                                                                                                                                                                                          |
| 1.                              | Nancy Armstrong                                                                                                                                                                                                                                                                                       |
|                                 | Placement 1.0 Grade 3 Teacher at Cyber Academy, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level2, Step 5, \$53,100.                                                                                                                                                           |
|                                 | Education Bachelor of Science from Shippensburg University 1988 - 1992                                                                                                                                                                                                                                |
|                                 | Experience Building Substitute with Kelly Education 10/2/17 – current, Elementary Teacher at Coatesville Area School District 1995 – 1999, Substitute Teacher and Summer School Teacher at Coatesville Area School District 1993 – 1995, Pre-Kindergarten Teacher at Little People Day Care 1992-1993 |
|                                 | Certification Instructional I, Elementary K-6                                                                                                                                                                                                                                                         |
| 2.                              | Jessica Bien                                                                                                                                                                                                                                                                                          |
|                                 | Placement 1.0 English Teacher at .8 Rustin HS/.2 East HS, Professional Employee (Tenured), effective TBD, Level 3, Step 5, \$54,100.                                                                                                                                                                  |
|                                 | Education Bachelor of Science from Temple University 2010-2013                                                                                                                                                                                                                                        |
|                                 | Experience Classroom Teacher at Coatesville Area School District 9/2015 – current, Summer Reading Instructor at Institute of Reading Development, CA 2015-2016, Classroom Teacher at Walter D. Palmer Leadership Preparatory Academy 8/2013 – 10/2014                                                 |
|                                 | Certification Instructional I, English 7-12, Elementary 4-8                                                                                                                                                                                                                                           |
| 3.                              | Dillard Brooks                                                                                                                                                                                                                                                                                        |
|                                 | Placement 1.0 Science Teacher at .6 Fugett MS/.2 Stetson MS/.2 Cyber, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 2, Step 5, \$53,100.                                                                                                                                    |
|                                 | Education Bachelor of Science from Eastern University 2007-2011                                                                                                                                                                                                                                       |
|                                 | Experience Grade 8 Earth and Space Science at Collegium Charter School 9/2017 – current, Grade 3 at Chester Community Charter School 6/2016 – 8/2017                                                                                                                                                  |
|                                 | Certification Instructional I, Grades PK-4, Grades 4-8 (All subjects 4-6, Science 7-8)                                                                                                                                                                                                                |
| 4.                              | Jillian Dannehower                                                                                                                                                                                                                                                                                    |

Recommendations  
 Supplement to the Agenda – August 24, 2020 - p.2

|    |                   |                                                                                                                                                                                                   |
|----|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Placement         | 1.0 Grade 4 Teacher at Cyber Academy, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 3, \$50,300.                                                                |
|    | Education         | Bachelor of Science from Susquehanna University 2015-2019                                                                                                                                         |
|    | Experience        | 1.0 Kindergarten LTS at East Goshen ES 11/2019 – 5/2020, Building Substitute with InSight 2019 - current                                                                                          |
|    | Certification     | Instructional I, Grades PK-4                                                                                                                                                                      |
| 5. | Elizabeth Greim   |                                                                                                                                                                                                   |
|    | Placement         | 1.0 Grade 2 Teacher at Fern Hill ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 4, \$51,200.                                                                 |
|    | Education         | Bachelor of Science from University of Delaware 2009-2013                                                                                                                                         |
|    | Experience        | Grade 1 Teacher at St. Joseph School 2016-2018, Grade 2 Long Term Substitute at Radnor ES, 2015-2016, Grade 3 Long Term Substitute at Radnor ES, 2014-2015                                        |
|    | Certification     | Instructional I, Elementary K-6, Special Education N-12                                                                                                                                           |
| 6. | Jenica Narducci   |                                                                                                                                                                                                   |
|    | Placement         | 1.0 Kindergarten Teacher at Hillsdale ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 2, \$49,400.                                                            |
|    | Education         | Bachelor of Science from West Chester University 2014-2019                                                                                                                                        |
|    | Experience        | Building Substitute at Starkweather ES 2019-2010, Autistic Support/Life Skills ESY Teacher at Perkiomen Valley School District 6/2019-7/2019                                                      |
|    | Certification     | Instructional I, Grades PK-4, Special Education PK-8                                                                                                                                              |
| 7. | Brianna Pagliei   |                                                                                                                                                                                                   |
|    | Placement         | 1.0 Gifted Resource Teacher/Math Specialist at .8 Fern Hill ES/.2 Cyber Academy, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 3, Step 2, \$51,400.                     |
|    | Education         | Bachelor of Science from West Chester University 2013-2017                                                                                                                                        |
|    | Experience        | Building Substitute with InSight – 8/2017 - current                                                                                                                                               |
|    | Certification     | Instructional I, Elementary K-4                                                                                                                                                                   |
| 8. | Georgia Schlissel |                                                                                                                                                                                                   |
|    | Placement         | 1.0 Grade 3 Teacher at Cyber Academy, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 2, \$49,400.                                                                |
|    | Education         | Bachelor of Science from West Chester University 2013-2017                                                                                                                                        |
|    | Experience        | Permanent Building Sub with InSight 8/2018 – current, Jump Start Teacher at West Chester Area School District 6/2019 – 7/2019, Substitute Teacher with Substitute Teacher Service 3/2018 – 6/2018 |
|    | Certification     | Instructional I, Elementary K-4                                                                                                                                                                   |
| 9. | Laura Shaw        |                                                                                                                                                                                                   |
|    | Placement         | 1.0 Elementary Special Education Teacher position at Cyber Academy, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 5, Step 5, \$58,200.                                  |

Recommendations  
 Supplement to the Agenda – August 24, 2020 - p.3

|                                             |               |                                                                                                                                                                                                                                                                |
|---------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                             | Education     | Bachelor of science from Millersville University of Pennsylvania 2005 – 2010, Master of Science from The University of Scranton 2014 - 2016                                                                                                                    |
|                                             | Experience    | Emotional Support Long Term Substitute Teacher at Ridley School District 8/2019 – 6/2020, Special Education Teacher at Mountain View Whisman School District, CA 5/2014 – 6/2018, Special Education Teacher at Southeast Delco School District 2/2011 – 6/2013 |
|                                             | Certification | Instructional I, Special Education N-12, Elementary K-6                                                                                                                                                                                                        |
| b. Professional Staff: Long Term Substitute |               |                                                                                                                                                                                                                                                                |
| 1. Shannon Braccia                          |               |                                                                                                                                                                                                                                                                |
|                                             | Placement     | 1.0 Grade 1 Teacher at Mary C. Howse ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Kane's leave of absence.                                                                                      |
|                                             | Education     | Bachelor of Science from Shippensburg University 2015-2019                                                                                                                                                                                                     |
|                                             | Experience    | Building Substitute at Mary C. Howse ES with InSight 12/13/19 - current                                                                                                                                                                                        |
|                                             | Certification | Instructional I, Elementary K-4, Special Education Pre K-8                                                                                                                                                                                                     |
| 2. Erin Fife                                |               |                                                                                                                                                                                                                                                                |
|                                             | Placement     | 1.0 Grade 1 Teacher at Fern Hill ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, 446,000. During Ms. Peterson's leave of absence.                                                                                       |
|                                             | Education     | Bachelor of Science from Shippensburg University 2014-2018                                                                                                                                                                                                     |
|                                             | Experience    | Permanent Building Substitute at Fern Hill ES with InSight 1/2019 – 6/2019                                                                                                                                                                                     |
|                                             | Certification | Instructional I, Elementary K-4, Special Education PreK-8                                                                                                                                                                                                      |
| 3. Catherine Hostetter                      |               |                                                                                                                                                                                                                                                                |
|                                             | Placement     | 1.0 English/Language Arts Teacher at Stetson MS, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Whitmire's temporary assignment.                                                                      |
|                                             | Education     | Bachelor of Arts from Villanova University 2003-2007, Master of Arts from Villanova University 2019-2020                                                                                                                                                       |
|                                             | Experience    | Instructional Support Specialist at Middlesex Community College, CT 2014-2018, Instructor of English at Eastern Shore Community College, VA 2013-2014                                                                                                          |
|                                             | Certification | Instructional I, English                                                                                                                                                                                                                                       |
| 4. Allison Keefe                            |               |                                                                                                                                                                                                                                                                |
|                                             | 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 Science from Mount St. Mary's College, MD 1992-1996, Master of Science from West Chester University 2002                                                                                                                                           |
|                                             | Experience    | Grade 3 Long Term Substitute at Fern Hill ES 11/2019 – 4/2020, Substitute with InSight 2018 – current, Grade 5 Long Term Substitute                                                                                                                            |

Recommendations

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|    |                                       |                                                                                                                                                                                                                                                                                               |
|----|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |                                       | with West Chester Area School District 2017-2018, Grade 1 Teacher at St. Patrick School, Malvern 2000-2008                                                                                                                                                                                    |
|    | Certification                         | Instructional II, Elementary K-6                                                                                                                                                                                                                                                              |
| 5. | Grace O'Neill                         |                                                                                                                                                                                                                                                                                               |
|    | Placement                             | 1.0 Grade 4 at Cyber Academy, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Finch's leave of absence.                                                                                                                               |
|    | Education                             | Bachelor of Science from Towson University 2013-2017                                                                                                                                                                                                                                          |
|    | Experience                            | 1.0 Grade 3 General Educator at Baltimore County Public Schools 8/2017 – 6/2020                                                                                                                                                                                                               |
|    | Certification                         | Instructional I, Elementary K-4, Special Education PreK-8                                                                                                                                                                                                                                     |
| 6. | Cynthia Reichert                      |                                                                                                                                                                                                                                                                                               |
|    | Placement                             | 1.0 Gifted Resource/Math Specialist at .8 Hillsdale ES/.2 at Cyber Academy, Professional Employee (Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Istvan's leave of absence.                                                                                              |
|    | Education                             | Bachelor of Science from West Chester University 1983-1987, Master of Science from West Chester University 1993-1995                                                                                                                                                                          |
|    | Experience                            | Substitute Teacher with Substitute Teacher Service and InSight 2/2013 – current, Grade 2 Teacher at Friendship Elementary School 7/1989 – 6/1990, Grade 3 Teacher at Brandywine Wallace Elementary School 7/1990 – 6/2006                                                                     |
|    | Certification                         | Instructional II, Elementary K-6                                                                                                                                                                                                                                                              |
| 7. | Marissa Vaul                          |                                                                                                                                                                                                                                                                                               |
|    | Placement                             | 1.0 English Teacher at Henderson HS, Temporary Professional Employee (Non-Tenured), effective 10/7/20, Level 1, Step 1, \$46,000. During Ms. Bagatta's leave of absence.                                                                                                                      |
|    | Education                             | Bachelor of Science from Duquesne University 2014-2018                                                                                                                                                                                                                                        |
|    | Experience                            | 1.0 English Long Term Substitute at Henderson HS 8/2019 – 6/2020, Building Substitute at Henderson HS with InSight current, Middle Level English Language Arts Teacher at St. Cornelius Catholic School 8/2018 – 8/2019, Building Substitute at Garnet Valley School District 5/2018 – 6/2018 |
|    | Certification                         | Instructional I, English                                                                                                                                                                                                                                                                      |
| c. | Administrative Staff: Contract - None |                                                                                                                                                                                                                                                                                               |
| d. | Support Staff: Non Bargaining         |                                                                                                                                                                                                                                                                                               |
| 1. | Bridget Carr                          |                                                                                                                                                                                                                                                                                               |
|    | Placement                             | .2 Staff Nurse position at District and Penn Wood ES, effective 8/25/20, \$24.07.                                                                                                                                                                                                             |
| e. | Support Staff: Contract               |                                                                                                                                                                                                                                                                                               |
| 1. | Christina Bussler                     |                                                                                                                                                                                                                                                                                               |

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|    |                                  |                                                                                                                                                |
|----|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
|    | Placement                        | 1.0 Secretary to the Assistant Principals at Peirce MS, 7.5 hrs./day, 5 days/week, 260 days year, effective 8/20/20, Group 2, Step 5, \$17.07. |
| f. | Support Staff: Substitute - None |                                                                                                                                                |

|      |                  |
|------|------------------|
| III. | Personnel Events |
| a.   | Status Change    |

|    | Name              | Type         | From                                                                                                    | To                                                                                                       | Effective Date | Salary     |
|----|-------------------|--------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|----------------|------------|
| 1. | Kelsey Foreman    | Professional | 1.0 Grade 4 LTS Teacher at East Goshen ES                                                               | 1.0 Grade TBD at Cyber Academy                                                                           | 8/24/20        | \$50,300   |
| 2. | Jennifer Harper   | Professional | 1.0 Grade 5 LTS Teacher at Exton ES                                                                     | 1.0 Grade TBD at Cyber Academy                                                                           | 8/24/20        | \$49,400   |
| 3. | Rebecca King      | Support      | 1.0 Receptionist                                                                                        | 1.0 Communication Tech/Receptionist                                                                      | 8/24/20        | \$20.31/hr |
| 4. | William Jacobus   | Professional | 1.0 Grade 5 LTS Teacher at Mary C. Howse ES                                                             | 1.0 Grade 2 Teacher at Mary C. Howse ES                                                                  | 8/24/20        | \$50,300   |
| 5. | Ellen McCallister | Professional | 1.0 Grade 5 LTS Teacher at Exton ES                                                                     | 1.0 Grade 5 Teacher at Exton ES                                                                          | 8/24/20        | \$52,100   |
| 6. | Erika Seaman      | Professional | .9 Health/Physical education teacher (.2 Grade 6 Cyber Academy/.2 Grade 9 Cyber Academy/.5 Adaptive PE) | 1.0 Health/Physical Education Teacher (.4 Grade 6 Cyber Academy/.2 Grade 9 Cyber Academy/.4 Adaptive PE) | 8/24/20        | \$55,000   |



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|     | <b>Name</b>         | <b>Type</b>  | <b>From</b>                             | <b>To</b>                                       | <b>Effective Date</b> | <b>Salary</b> |
|-----|---------------------|--------------|-----------------------------------------|-------------------------------------------------|-----------------------|---------------|
| 7.  | Allison Thompson    | Professional | 1.0 LTS Grade 3 Teacher at Exton ES     | 1.0 Grade TBD at Cyber Academy                  | 8/24/20               | \$54,900      |
| 8.  | Mary Anne Tomlinson | Professional | 1.0 FCS LTS at Stetson MS               | 1.0 FCS at .4 Fugett MS/.4 Peirce MS/.2 East HS | 8/24/20               | \$49,400      |
| 9.  | Andrea Tyson        | Professional | .4 FCS at .2 East HS/.2 Henderson HS    | .8 FCS at Stetson MS                            | 8/24/20               | \$50,640      |
| 10. | Rebekah Ulmer       | Professional | 1.0 Grade 1 LTS Teacher at Fern Hill ES | 1.0 Grade 3 Teacher at Cyber Academy            | 8/24/20               | \$60,400      |

| b. |                  | Transfer - Voluntary |                                                                                    |                                                                                 |                       |
|----|------------------|----------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|-----------------------|
|    | <b>Name</b>      | <b>Type</b>          | <b>From</b>                                                                        | <b>To</b>                                                                       | <b>Effective Date</b> |
| 1. | Shayna Abbott    | Professional         | .8 Math at Fugett MS/.2 Math at Cyber Academy                                      | .6 Math at Fugett MS/.4 Pre0-Algebra at Cyber Academy                           | 8/24/20               |
| 2. | Ines Amen        | Professional         | 1.0 ELD at Starkweather ES                                                         | 1.0 ELD at Fern Hill ES (Brick & Mortar)                                        | 8/24/20               |
| 3. | Kara Bailey      | Professional         | .8 English at Peirce MS/.2 English at Cyber Academy                                | .6 English at Peirce MS/.4 English 8 at Cyber Academy                           | 8/24/20               |
| 4. | Caitlin Bellucci | Professional         | .6 Art at East HS/.3 Art at Fugett MS/.1 Art at Cyber Academy                      | .4 Art at East HS/.2 Art at Fugett MS/.4 Photography 1 & Art 6 at Cyber Academy | 8/24/20               |
| 5. | Andrew Berkes    | Professional         | .6 Health/PE at Peirce MS/.2 Health/PE at Stetson MS/.2 Health/PE at Cyber Academy | .6 Health/PE at Peirce MS/.4 Health/PE at Cyber Academy                         | 8/24/20               |

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| b. Transfer - Voluntary |                     |              |                                                        |                                                                       |                       |
|-------------------------|---------------------|--------------|--------------------------------------------------------|-----------------------------------------------------------------------|-----------------------|
|                         | <b>Name</b>         | <b>Type</b>  | <b>From</b>                                            | <b>To</b>                                                             | <b>Effective Date</b> |
| 6.                      | Candiss Brooks      | Professional | 1.0 Grade 4 at Starkweather ES                         | 1.0 Grade 4 at Cyber Academy                                          | 8/24/20               |
| 7.                      | Erin Bushnell       | Professional | 1.0 Gifted Resource/Math Specialist at Starkweather ES | Grade 5 at Cyber Academy                                              | 8/24/20               |
| 8.                      | Kristen Cheney      | Professional | 1.0 Grade 3 at Mary C. Howse ES                        | 1.0 Grade 3 at Cyber Academy                                          | 8/24/20               |
| 9.                      | Lauren Costello     | Professional | 1.0 Grade 3 at Fern Hill ES                            | 1.0 Grade 3 at Cyber Academy                                          | 8/24/20               |
| 10.                     | Julie Devaney       | Professional | 1.0 Kindergarten at Fern Hill ES                       | 1.0 Grade 1 at Cyber Academy                                          | 8/24/20               |
| 11.                     | Deanne DiDomenico   | Professional | 1.0 Kindergarten at East Bradford ES                   | 1.0 Kindergarten at Cyber Academy                                     | 8/24/20               |
| 12.                     | Kathleen Dixon      | Professional | 1.0 Grade 2 at East Goshen ES                          | 1.0 Grade 2 at Cyber Academy                                          | 8/24/20               |
| 13.                     | Danielle Donoghue   | Professional | 1.0 Grade 1 at Mary C. Howse ES                        | 1.0 Reading Specialist at Cyber Academy                               | 8/24/20               |
| 14.                     | Susan Farrelly      | Professional | 1.0 Gifted Resource/Math Specialist at Fern Hill ES    | 1.0 Grade 5 at Cyber Academy                                          | 8/24/20               |
| 15.                     | Renee Francisco     | Professional | 1.0 Librarian at East Bradford ES                      | 1.0 Grade 2 at Cyber Academy                                          | 8/24/20               |
| 16.                     | Laura Fredd-Maxwell | Professional | 1.0 Social Studies at Henderson HS                     | .8 Social Studies at Henderson HS/.2 AP US History at Cyber Academy   | 8/24/20               |
| 17.                     | Kimberly Freese     | Professional | 1.0 Learning Support at Rustin HS                      | .6 Learning Support at Cyber Academy/.4 Learning Support at Rustin HS | 8/24/20               |
| 18.                     | Sarah Gallagher     | Professional | 1.0 English at Rustin HS                               | .6 English at Rustin HS/.4 English 10 at Cyber Academy                | 8/24/20               |

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| b. Transfer - Voluntary |                   |              |                                                     |                                                                           |                |
|-------------------------|-------------------|--------------|-----------------------------------------------------|---------------------------------------------------------------------------|----------------|
|                         | Name              | Type         | From                                                | To                                                                        | Effective Date |
| 19.                     | Lauren Gendall    | Professional | .8 Science at Peirce MS/.2 Science at Cyber Academy | .6 Science at Peirce MS/.4 Science 8 at Cyber Academy                     | 8/24/20        |
| 20.                     | Brooke Gillespie  | Professional | 1.0 Grade 1 LTS at Mary C. Howse ES                 | 1.0 Grade 3 LTS at Cyber Academy for J. Pavlo                             | 8/24/20        |
| 21.                     | Alicia Givey      | Professional | 1.0 Grade 2 at Exton ES                             | 1.0 Grade 2 at Cyber Academy                                              | 8/24/20        |
| 22.                     | Cynthia Greaves   | Professional | 1.0 Grade 5 at Mary C. Howse ES                     | 1.0 Kindergarten at Cyber Academy                                         | 8/24/20        |
| 23.                     | Melissa Grello    | Professional | 1.0 Music at Stetson MS                             | .95 Music at Stetson MS/.05 Popular Music at Cyber Academy                | 8/24/20        |
| 24.                     | Jenna Habich      | Professional | 1.0 Grade 4 at Hillsdale ES                         | 1.0 Grade 4 at Cyber Academy                                              | 8/24/20        |
| 25.                     | William Haid      | Professional | 1.0 Social Studies at Rustin HS                     | .8 Social Studies at Rustin HS/.2 African-Asian Cultures at Cyber Academy | 8/24/20        |
| 26.                     | Amanda Hoban      | Professional | 1.0 Grade 2 at Mary C. Howse ES                     | 1.0 Grade 2 at Cyber Academy                                              | 8/24/20        |
| 27.                     | Teri Hower        | Professional | 1.0 Kindergarten at Mary C. Howse ES                | 1.0 Kindergarten at Cyber Academy                                         | 8/24/20        |
| 28.                     | Eileen Hutchinson | Professional | 1.0 Reading Specialist at Exton ES                  | 1.0 Reading Specialist at Cyber Academy                                   | 8/24/20        |
| 29.                     | Brent Jones       | Professional | .8 Social Studies at East HS/.2 Cyber Academy       | .6 Social Studies at East HS/.4 AP Psychology at Cyber Academy            | 8/24/20        |
| 30.                     | Rachel Karrmann   | Professional | 1.0 Kindergarten at Fern Hill ES                    | 1.0 Kindergarten at Cyber Academy                                         | 8/24/20        |
| 31.                     | Dana Keefer       | Professional | 1.0 Grade 4 at East Goshen ES                       | 1.0 Grade 4 at Cyber Academy                                              | 8/24/20        |

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| b. Transfer - Voluntary |                     |              |                                      |                                                            |                |
|-------------------------|---------------------|--------------|--------------------------------------|------------------------------------------------------------|----------------|
|                         | Name                | Type         | From                                 | To                                                         | Effective Date |
| 32.                     | Anne Marie Korb     | Professional | 1.0 Grade 5 at Hillsdale ES          | 1.0 Grade 5 at Cyber Academy                               | 8/24/20        |
| 33.                     | Alexis Kubovsak     | Professional | 1.0 Grade 3 at Cyber Academy         | 1.0 Grade 3 at Fern Hill ES                                | 8/24/20        |
| 34.                     | Rebecca McAllister  | Professional | 1.0 Kindergarten at Mary C. Howse ES | 1.0 Grade 1 at Cyber Academy                               | 8/24/20        |
| 35.                     | Christina McCormick | Professional | 1.0 Math at Henderson HS             | .8 Math at Henderson HS/.2 AP Calculus AB at Cyber Academy | 8/24/20        |
| 36.                     | Sarah Nyholm        | Professional | 1.0 Grade 1 at Westtown Thornbury ES | 1.0 Grade 1 at Cyber Academy                               | 8/24/20        |
| 37.                     | Erica Oberholtzer   | Professional | 1.0 Special Education at Peirce MS   | 1.0 Health/Physical Education at Cyber Academy             | 8/24/20        |
| 38.                     | Christopher Raws    | Professional | 1.0 Grade 5 at Fern Hill ES          | 1.0 Grade 5 at Mary C. Howse ES                            | 8/24/20        |
| 39.                     | Erin Smyth          | Professional | 1.0 Grade 1 at East Goshen ES        | 1.0 Grade 1 at Cyber Academy                               | 8/24/20        |
| 40.                     | Peter Stolzer       | Professional | 1.0 English at Stetson MS            | .8 English at Stetson MS/.2 English 8 at Cyber Academy     | 8/24/20        |
| 41.                     | Shaniece Stonewall  | Professional | 1.0 Grade 1 at Penn Wood ES          | 1.0 Grade 1 at Cyber Academy                               | 8/24/20        |
| 42.                     | Abigail Turley      | Professional | 1.0 English at Rustin HS             | .8 English at Rustin HS/.2 English 9 at Cyber Academy      | 8/24/20        |
| 43.                     | Amanda Wheeler      | Professional | 1.0 Kindergarten at Hillsdale ES     | 1.0 Kindergarten at Cyber Academy                          | 8/24/20        |

| c. Transfer - Involuntary |                  |              |                                   |                                                                       |                |
|---------------------------|------------------|--------------|-----------------------------------|-----------------------------------------------------------------------|----------------|
|                           | Name             | Type         | From                              | To                                                                    | Effective Date |
| 1.                        | Ashley Ainsworth | Professional | 1.0 School Counselor at Rustin HS | .8 School Counselor at Rustin HS/.2 School Counselor at Cyber Academy | 8/24/20        |

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| c. Transfer - Involuntary |                  |              |                                                                 |                                                                                                                            |                |
|---------------------------|------------------|--------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------|
|                           | Name             | Type         | From                                                            | To                                                                                                                         | Effective Date |
| 2.                        | Katie Alba       | Professional | 1.0 Grade 3 at Westtown-Thornbury ES                            | 1.0 Kindergarten at Mary C. Howse ES                                                                                       | 8/24/20        |
| 3.                        | Wanda Allaire    | Professional | 1.0 Math at Stetson MS                                          | .8 Math at Stetson MS/.2 Math 7 at Cyber Academy                                                                           | 8/24/20        |
| 4.                        | Eric Anderson    | Professional | 1.0 Health/PE at East HS                                        | .8 Health/PE at East HS/.2 Health/PE 9 at Cyber Academy                                                                    | 8/24/20        |
| 5.                        | Nicole Atkinson  | Professional | 1.0 Music at East Goshen ES                                     | .9 Music at East Goshen ES/.1 3-5 Music at Cyber Academy                                                                   | 8/24/20        |
| 6.                        | Grace Barry      | Professional | 1.0 School Counselor at Rustin HS                               | .8 School Counselor at Rustin HS/.2 School Counselor at Cyber Academy                                                      | 8/24/20        |
| 7.                        | Akieda Behllin   | Professional | 1.0 School Counselor at Peirce MS                               | .8 School Counselor at Peirce MS/.2 School Counselor at Cyber Academy                                                      | 8/24/20        |
| 8.                        | Koreem Bell      | Professional | 1.0 School Counselor at Henderson HS                            | .8 School Counselor at Henderson HS/.2 School Counselor at Cyber Academy                                                   | 8/24/20        |
| 9.                        | Elizabeth Bender | Professional | 1.0 School Counselor at Henderson HS                            | .8 School Counselor at Henderson HS/.2 School Counselor at Cyber Academy                                                   | 8/24/20        |
| 10.                       | Jason Benfield   | Professional | 1.0 Gifted Resource Teacher/Math Specialist at Mary C. Howse ES | .8 Gifted Resource Teacher/Math Specialist at Mary C. Howse ES/.2 Gifted Resource Teacher/Math Specialist at Cyber Academy | 8/24/20        |
| 11.                       | Melinda Benson   | Professional | 1.0 Speech/Language at Fern Hill ES                             | .4 Speech/Language at Fern Hill ES/.4 Speech/Language at East Goshen ES/.2 Speech/Language at Cyber Academy                | 8/24/20        |
| 12.                       | Lauren Berry     | Professional | 1.0 Grade 3 at Hillsdale ES                                     | 1.0 Grade 1 at Cyber Academy                                                                                               | 8/24/20        |

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| c. Transfer - Involuntary |                       |              |                                               |                                                                                   |                |
|---------------------------|-----------------------|--------------|-----------------------------------------------|-----------------------------------------------------------------------------------|----------------|
|                           | Name                  | Type         | From                                          | To                                                                                | Effective Date |
| 13.                       | Margaret Blaker       | Professional | 1.0 School Counselor at Westtown-Thornbury ES | .8 School Counselor at Westtown-Thornbury ES/.2 School Counselor at Cyber Academy | 8/24/20        |
| 14.                       | Maria Bolner          | Professional | 1.0 English at East HS                        | .8 English at East HS/.2 English 9 at Cyber Academy                               | 8/24/20        |
| 15.                       | James Boyd            | Professional | 1.0 Health/PE at East HS                      | .9 Health/PE at East HS/.1 Personal Fitness Training at Cyber Academy             | 8/24/20        |
| 16.                       | Susan Braid           | Professional | 1.0 Math at Stetson MS                        | .8 Math at Stetson MS/.2 Algebra 1 at Cyber Academy                               | 8/24/20        |
| 17.                       | Sharon Brewer         | Professional | 1.0 Health/PE at Rustin HS                    | .8 Health/PE at Rustin HS/.2 PE 10 at Cyber Academy                               | 8/24/20        |
| 18.                       | Heather Brien-Lauter  | Professional | 1.0 FCS at East HS                            | .8 FCS at East HS/.2 Intro to Food Prep at Cyber Academy                          | 8/24/20        |
| 19.                       | Malina Bowen          | Professional | 1.0 School Counselor at Fugett MS             | .8 School Counselor at Fugett MS/.2 School Counselor at Cyber Academy             | 8/24/20        |
| 20.                       | Cassandra Brower      | Professional | 1.0 Grade 1 at Exton ES                       | 1.0 Kindergarten at Cyber Academy                                                 | 8/24/20        |
| 21.                       | Sarita Brown Mitchell | Professional | .6 Math Specialist/.4 Math at Fugett MS       | .4 Math Specialist/.4 Math at Fugett MS/.2 Math 6 at Cyber Academy                | 8/24/20        |
| 22.                       | Shaz Brown            | Professional | 1.0 School Counselor at Rustin HS             | .8 School Counselor at Rustin HS/.2 School Counselor at Cyber Academy             | 8/24/20        |
| 23.                       | Christopher Bruno     | Professional | 1.0 Science at Henderson HS                   | .8 Science at Henderson HS/.2 Biology at Cyber Academy                            | 8/24/20        |
| 24.                       | Timothy Bryan         | Professional | 1.0 School Counselor at Rustin HS             | .8 School Counselor at Rustin HS/.2 School Counselor at Cyber Academy             | 8/24/20        |
| 25.                       | Daniel Burke          | Professional | 1.0 Social Studies at Rustin HS               | .8 Social Studies at Rustin HS/.2 Government &                                    | 8/24/20        |

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| c. Transfer - Involuntary |                    |              |                                                                 |                                                                                                                            |                |
|---------------------------|--------------------|--------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------|
|                           | Name               | Type         | From                                                            | To                                                                                                                         | Effective Date |
|                           |                    |              |                                                                 | Economics at Cyber Academy                                                                                                 |                |
| 26.                       | Gerald Busz        | Professional | 1.0 Social Studies at Stetson MS                                | .8 Social Studies at Stetson MS/.2 Social Studies 6 at Cyber Academy                                                       | 8/24/20        |
| 27.                       | Scott Byerly       | Professional | 1.0 Math at Rustin HS                                           | .8 Math at Rustin HS/.2 Geometry at Cyber Academy                                                                          | 8/24/20        |
| 28.                       | Kelly Camp         | Professional | 1.0 School Counselor at East HS                                 | .8 School Counselor at East HS/.2 School Counselor at Cyber Academy                                                        | 8/24/20        |
| 29.                       | Michael Cassidy    | Professional | 1.0 School Counselor at Fugett MS                               | .8 School Counselor at Fugett MS/.2 School Counselor at Cyber Academy                                                      | 8/24/20        |
| 30.                       | Marshall Cherubino | Professional | 1.0 Spanish at Stetson MS                                       | .8 Spanish at Stetson MS/.2 Spanish 2 at Cyber Academy                                                                     | 8/24/20        |
| 31.                       | Diana Chronister   | Professional | .9 Tech Ed at Peirce MS/.1 Tech Ed at Cyber Academy             | .8 Tech Ed at Peirce MS/.2 Tech Ed 7 at Cyber Academy                                                                      | 8/24/20        |
| 32.                       | Amanda Cinnamond   | Professional | 1.0 Gifted Resource Teacher/Math Specialist at East Bradford ES | .8 Gifted Resource Teacher/Math Specialist at East Bradford ES/.2 Gifted Resource Teacher/Math Specialist at Cyber Academy | 8/24/20        |
| 33.                       | Kathleen Clark     | Professional | 1.0 English at Henderson HS                                     | .8 English at Henderson HS/.2 English 11 at Cyber Academy                                                                  | 8/24/20        |
| 34.                       | Nicole Clauser     | Professional | 1.0 Social Studies at Peirce MS                                 | .8 Social Studies at Peirce MS/.2 Social Studies 8 at Cyber Academy                                                        | 8/24/20        |
| 35.                       | Katie Cloutman     | Professional | 1.0 Gifted Resource Teacher/Math Specialist at Penn Wood ES     | .8 Gifted Resource Teacher/Math Specialist at Penn Wood ES/.2 Gifted Resource                                              | 8/24/20        |

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| c. Transfer - Involuntary |                   |              |                                            |                                                                                  |                |
|---------------------------|-------------------|--------------|--------------------------------------------|----------------------------------------------------------------------------------|----------------|
|                           | Name              | Type         | From                                       | To                                                                               | Effective Date |
|                           |                   |              |                                            | Teacher/Math Specialist at Cyber Academy                                         |                |
| 36.                       | Mary Condon       | Professional | 1.0 Speech/Language at Starkweather ES     | .8 Speech/Language at Starkweather ES/.2 Speech/Language at Cyber Academy        | 8/24/20        |
| 37.                       | Anastasia Coni    | Professional | 1.0 ELD at Rustin HS                       | .6 ELD at Rustin HS/.4 ELD at Henderson HS (remote)                              | 8/24/20        |
| 38.                       | Karen Cook        | Professional | 1.0 Guidance Counselor at East Bradford ES | .8 Guidance Counselor at East Bradford ES/.2 Guidance Counselor at Cyber Academy | 8/24/20        |
| 39.                       | Kathleen Coulter  | Professional | 1.0 Guidance Counselor at Fern Hill ES     | .8 Guidance Counselor at Fern Hill ES/.2 Guidance Counselor at Cyber Academy     | 8/24/20        |
| 40.                       | Stephanie Crecco  | Professional | 1.0 English at Stetson MS                  | .8 English at Stetson MS/.2 English 7 at Cyber Academy                           | 8/24/20        |
| 41.                       | Meghan Crisafulli | Professional | 1.0 English at Henderson HS                | .8 English at Henderson HS/.2 English 11 at Cyber Academy                        | 8/24/20        |
| 42.                       | Bobbie Crowe      | Professional | 1.0 School Counselor at Rustin HS          | .8 School Counselor at Rustin HS/.2 School Counselor at Cyber Academy            | 8/24/20        |
| 43.                       | Kirsten Davis     | Professional | 1.0 Science at Fugett MS                   | .8 Science at Fugett MS/.2 Science 8 at Cyber Academy                            | 8/24/20        |
| 44.                       | Carol DeMarco     | Professional | 1.0 School Counselor at Peirce MS          | .8 School Counselor at Peirce MS/.2 School Counselor at Cyber Academy            | 8/24/20        |
| 45.                       | Thomas Densmore   | Professional | 1.0 Science at East HS                     | .7 Science at East HS/.3 AP Physics 1 AB at Cyber Academy                        | 8/24/20        |
| 46.                       | Kathryn DeWitt    | Professional | 1.0 Guidance Counselor at Hillsdale ES     | .8 Guidance Counselor at Hillsdale ES/.2 Guidance                                | 8/24/20        |



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| c. Transfer - Involuntary |                    |              |                                                 |                                                                                         |                |
|---------------------------|--------------------|--------------|-------------------------------------------------|-----------------------------------------------------------------------------------------|----------------|
|                           | Name               | Type         | From                                            | To                                                                                      | Effective Date |
|                           |                    |              |                                                 | Counselor at Cyber Academy                                                              |                |
| 47.                       | Kristen deZeeuw    | Professional | 1.0 Math at Peirce MS                           | .8 Math at Peirce MS/.2 Math 6 at Cyber Academy                                         | 8/24/20        |
| 48.                       | Ashley Dick        | Professional | 1.0 Science at Stetson MS                       | .8 Science at Stetson MS/.2 Science 8 at Cyber Academy                                  | 8/24/20        |
| 49.                       | Cindy Diffendall   | Professional | 1.0 Social Studies at Peirce MS                 | .8 Social Studies at Peirce MS/.2 Social Studies 7 at Cyber Academy                     | 8/24/20        |
| 50.                       | Danielle DiNatale  | Professional | 1.0 Intervention Specialist at East HS          | .8 Intervention Specialist at East HS/.2 Intervention Specialist at Cyber Academy       | 8/24/20        |
| 51.                       | Stefanie Dougherty | Professional | 1.0 Learning Support at Peirce MS               | .8 Learning Support at Peirce MS/.2 Learning Support at Cyber Academy                   | 8/24/20        |
| 52.                       | Sean Duffy         | Professional | 1.0 Art at Stetson MS                           | .9 Art at Stetson MS/.1 Art in 3D at Cyber Academy                                      | 8/24/20        |
| 53.                       | Robert D'Urbano    | Professional | 1.0 Health/PE at Rustin HS                      | .9 Health/PE at Rustin HS/.2 Health 10 at Cyber Academy                                 | 8/24/20        |
| 54.                       | Laura Ebert        | Professional | 1.0 Autistic Support at Exton ES                | 1.0 Autistic Support at East Goshen ES                                                  | 8/24/20        |
| 55.                       | Mark Fabian        | Professional | 1.0 Grade 3 at Mary C. Howse ES                 | 1.0 Grade 5 at Cyber Academy                                                            | 8/24/20        |
| 56.                       | Kathleen Fagan     | Professional | 1.0 Learning Support at Peirce MS               | .8 Learning Support at Peirce MS/.2 Learning Support at Cyber Academy                   | 8/24/20        |
| 57.                       | Brenda Florence    | Professional | .7 FCS at Henderson HS/.3 FCS at Cyber Academy  | .6 FCS at Henderson HS/.2 Child Development 6 & .2 Child Development 9 at Cyber Academy | 8/24/20        |
| 58.                       | Donna Foley        | Professional | 1.0 Career Counselor at .5 Rustin HS/.5 East HS | .4 Career Counselor at Rustin HS/.4 Career Counselor at East HS/.2 Career               | 8/24/20        |

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| c. Transfer - Involuntary |                   |              |                                                                      |                                                                                |                |
|---------------------------|-------------------|--------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------|
|                           | Name              | Type         | From                                                                 | To                                                                             | Effective Date |
|                           |                   |              |                                                                      | Counselor at Cyber Academy                                                     |                |
| 59.                       | Anthony Froio     | Professional | .8 Social Studies at Henderson HS/.2 Social Studies at Cyber Academy | .6 Social Studies at Henderson HS/.4 African-Asican Cultures at Cyber Academy  | 8/24/20        |
| 60.                       | Ramon Gadea       | Professional | .9 Music at Fugett MS/.1 Music at Cyber Adademy                      | .8 Music at Fugett MS/.2 Music 6 at Cyber Academy                              | 8/24/20        |
| 61.                       | Morgan Gamble     | Professional | 1.0 School Counselor at Henderson HS                                 | .8 School Counselor at Henderson HS/.2 School Counselor at Cyber Academy       | 8/24/20        |
| 62.                       | Kristen Gaudiello | Professional | .5 ELD at Penn Wood ES                                               | .1 ELD at Penn Wood ES/.4 ELD at Peirce MS (all remote)                        | 8/24/20        |
| 63.                       | Carolyn Geist     | Professional | 1.0 Guidance Counselor at East Goshen ES                             | .8 Guidance Counselor at East Goshen ES/.2 Guidance Counselor at Cyber Academy | 8/24/20        |
| 64.                       | Beth Gendron      | Professional | 1.0 Librarian at East Goshen ES                                      | .9 Librarian at East Goshen ES/.1 3-5 Librarian at Cyber Academy               | 8/24/20        |
| 65.                       | Jane Gilvary      | Professional | 1.0 English at East HS                                               | .8 English at East HS/.2 AP Composition 11 at Cyber Academy                    | 8/24/20        |
| 66..                      | Benjamin Giordano | Professional | .8 Science at Fugett MS/.2 Science 6 at Cyber Academy                | .6 Science at Fugett MS/.4 Science 6 at Cyber Academy                          | 8/24/20        |
| 67.                       | Robert Guihan     | Professional | 1.0 Social Studies at East HS                                        | .8 Social Studies at East HS/.2 European-Latin American at Cyber Academy       | 8/24/20        |
| 68.                       | Caitlin Gulli     | Professional | 1.0 Grade 3 at Glen Acres ES                                         | 1.0 Grade 3 at Cyber Academy                                                   | 8/24/20        |
| 69.                       | Erin Hadfield     | Professional | 1.0 Autistic Support at Fern Hill ES                                 | 1.0 Autistic Support at East Goshen ES                                         | 8/24/20        |

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| c. Transfer - Involuntary |                    |              |                                                                    |                                                                                                                        |                |
|---------------------------|--------------------|--------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------|
|                           | Name               | Type         | From                                                               | To                                                                                                                     | Effective Date |
| 70.                       | Jason Hatzai       | Professional | 1.0 Math at Rustin HS                                              | .8 Math at Rustin HS/.2 Algebra 2 at Cyber Academy                                                                     | 8/24/20        |
| 71.                       | Rosemarie Hetzel   | Professional | .8 Speech/Language at Stetson MS/.2 Speech/Language at East HS     | .8 Speech/Language at Stetson MS/.2 Speech/Language at Cyber Academy                                                   | 8/24/20        |
| 72.                       | Mitchell Hoffman   | Professional | 1.0 Social Studies at Peirce MS                                    | .8 Social Studies at Peirce MS/.2 Social Studies 7 at Cyber Academy                                                    | 8/24/20        |
| 73.                       | Jennifer Hogan     | Professional | .5 Speech/Language at Henderson HS/.5 Speech/Language at Peirce MS | .8 Speech/Language at Peirce MS/.2 Speech/Language at Henderson HS (remote)                                            | 8/24/20        |
| 74.                       | Colleen Holladay   | Professional | 1.0 English at Stetson MS                                          | .8 English at Stetson MS/.2 English 8 at Cyber Academy                                                                 | 8/24/20        |
| 75.                       | Megan Hoopes-Myers | Professional | 1.0 Math at Peirce MS                                              | .8 Math at Peirce MS/.2 Algebra 2 at Cyber Academy                                                                     | 8/24/20        |
| 76.                       | Diane Horan        | Professional | 1.0 ELD at Glen Acres ES                                           | 1.0 ELD at Fugett MS (remote)                                                                                          | 8/24/20        |
| 77.                       | Jessica Hutton     | Professional | 1.0 Learning Support at Starkweather ES                            | 1.0 Learning Support at Cyber Academy                                                                                  | 8/24/20        |
| 78.                       | Nicole Istvan      | Professional | 1.0 Gifted Resource Teacher/Math Specialist at Hillsdale ES        | .8 Gifted Resource Teacher/Math Specialist at Hillsdale ES/.2 Gifted Resource Teacher/Math Specialist at Cyber Academy | 8/24/20        |
| 79.                       | Sarah Jacien       | Professional | 1.0 Math at Stetson MS                                             | .8 Math at Stetson MS/.2 Math 7 at Cyber Academy                                                                       | 8/24/20        |
| 80.                       | Candy Jakubowski   | Professional | 1.0 Intervention                                                   | .8 Intervention Specialist at Henderson HS/.2                                                                          | 8/24/20        |

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| c. Transfer - Involuntary |                   |              |                                                         |                                                                                                                    |                |
|---------------------------|-------------------|--------------|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------------|
|                           | Name              | Type         | From                                                    | To                                                                                                                 | Effective Date |
|                           |                   |              | Specialist at Henderson HS                              | Intervention Specialist at Cyber Academy                                                                           |                |
| 81.                       | Miriam Jones      | Professional | 1.0 Health/PE at Fugett MS                              | .8 Health/PE at Fugett MS/.2 Health/PE 7 at Cyber Academy                                                          | 8/24/20        |
| 82.                       | Sarah Kadis       | Professional | 1.0 Guidance Counselor at Starkweather ES               | .8 Guidance Counselor/.2 Guidance Counselor at Cyber Academy                                                       | 8/24/20        |
| 83.                       | Ashlyn Kahlenberg | Professional | .5 ELD at East Goshen ES/.5 Exton ES                    | 1.0 ELD at Fern Hill ES (Brick & Mortar)                                                                           | 8/24/20        |
| 84.                       | David Kelly       | Professional | 1.0 Tech Ed at Stetson MS                               | .9 Tech Ed at Stetson MS/.1 Sustainable Design at Cyber Academy                                                    | 8/24/20        |
| 85.                       | Amber Keys        | Professional | 1.0 Grade 1 at Starkweather ES                          | 1.0 Grade 1 at Cyber Academy                                                                                       | 8/24/20        |
| 86.                       | Robyn King        | Professional | .5 ELD at Starkweather ES/.5 ELD at Hillsdale ES        | 1.0 ELD at Starkweather ES (remote)                                                                                | 8/24/20        |
| 87.                       | Ashley Kleckner   | Professional | 1.0 School Counselor at .5 Henderson/.5 Peirce MS       | .4 School Counselor at Henderson HS/.4 School at Peirce MS/.2 School Counselor at Cyber Academy                    | 8/24/20        |
| 88.                       | Kathleen Koberg   | Professional | 1.0 Gifted Resource Teacher/Math Specialist at Exton ES | .8 Gifted Resource Teacher/Math Specialist at Exton ES/.2 Gifted Resource Teacher/Math Specialist at Cyber Academy | 8/24/20        |
| 89.                       | Andrea Kuesel     | Professional | 1.0 Intervention Specialist at Rustin HS                | .8 Intervention Specialist at Rustin HS/.2 Intervention Specialist at Cyber Academy                                | 8/24/20        |
| 90.                       | Robert Lalka      | Professional | 1.0 Health/PE at Stetson MS                             | .8 Health/PE at Stetson MS/.2 Health/PE 7 at Cyber Academy                                                         | 8/24/20        |

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| c. Transfer - Involuntary |                        |              |                                      |                                                                                      |                |
|---------------------------|------------------------|--------------|--------------------------------------|--------------------------------------------------------------------------------------|----------------|
|                           | Name                   | Type         | From                                 | To                                                                                   | Effective Date |
| 91.                       | Kathryn LaRosa         | Professional | 1.0 Speech/Language at Exton ES      | .6 Speech/Language at Exton ES/.4 Speech/Language at East Goshen ES                  | 8/24/20        |
| 92.                       | Mackenzie Lindenberger | Professional | 1.0 Autistic Support at Fern Hill ES | 1.0 Autistic Support at East Goshen ES                                               | 8/24/20        |
| 93.                       | Joelle Linstra         | Professional | 1.0 Learning Support at Peirce MS    | .8 Learning Support at Peirce MS/.2 Learning Support at Cyber Academy                | 8/24/20        |
| 94.                       | Erika Litofsky         | Professional | 1.0 ELD at Hillsdale ES              | .8 ELD at Hillsdale ES/.2 ELD Grade 5 at Cyber Academy                               | 8/24/20        |
| 95.                       | Brian Lindros          | Professional | 1.0 School Counselor at East HS      | .8 School Counselor at East HS/.2 School Counselor at Cyber Academy                  | 8/24/20        |
| 96.                       | Jillian Lisowski       | Professional | 1.0 Autistic Support at Exton ES     | 1.0 Autistic Support at East Goshen ES                                               | 8/24/20        |
| 97.                       | Jaclyn Litwa           | Professional | 1.0 FCS at Fugett MS                 | .8 FCS at Fugett MS/.2 Child Development 6 & .2 Child Development 7 at Cyber Academy | 8/24/20        |
| 98.                       | Therese Mandarino      | Professional | 1.0 Math at Stetson MS               | .4 Math Specialist/.4 Math at Stetson MS/.2 Math 6 at Cyber Academy                  | 8/24/20        |
| 99.                       | Linda Mangold          | Professional | 1.0 Music at Penn Wood ES            | .9 Music at Penn Wood ES/.1 K-2 Music at Cyber Academy                               | 8/24/20        |
| 100.                      | Michelle Martin        | Professional | 1.0 Health/PE at East Goshen ES      | .9 Health/PE at East Goshen ES/.1 3-5 Physical Education at Cyber Academy            | 8/24/20        |
| 101.                      | Una Martin             | Professional | 1.0 English at Stetson MS            | .8 English at Stetson MS/.2 English 6 at Cyber Academy                               | 8/24/20        |
| 102.                      | William McCauley       | Professional | 1.0 Social Studies at Fugett MS      | .8 Social Studies at Fugett MS/.2 Social Studies 7 at Cyber Academy                  | 8/24/20        |

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| c. Transfer - Involuntary |                      |              |                                                                    |                                                                                                                                         |                |
|---------------------------|----------------------|--------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------|
|                           | Name                 | Type         | From                                                               | To                                                                                                                                      | Effective Date |
| 103.                      | Tracy McCloskey      | Professional | 1.0 Art at East Goshen ES                                          | .9 Art at East Goshen ES/.1 3-5 Art at Cyber Academy                                                                                    | 8/24/20        |
| 104.                      | Douglas McGillivray  | Professional | 1.0 Social Studies at Fugett MS                                    | .8 Social Studies at Fugett MS/.2 US History 11 <sup>th</sup> Grade at Cyber Academy                                                    | 8/24/20        |
| 105.                      | Jacklyn McKenna      | Professional | 1.0 Science at Stetson MS                                          | .8 Science at Stetson MS/.2 Science 6 at Cyber Academy                                                                                  | 8/24/20        |
| 106.                      | Kaitlyn McGoldrick   | Professional | 1.0 Kindergarten at Exton ES                                       | 1.0 Kindergarten at Cyber Academy                                                                                                       | 8/24/20        |
| 107.                      | Robert McMahon       | Professional | 1.0 Life Skills at Henderson HS                                    | 1.0 Life Skills at Peirce MS                                                                                                            | 8/24/20        |
| 108.                      | Dawn McNeil McMillan | Professional | 1.0 School Counselor at Stetson MS                                 | .8 School Counselor at Stetson MS/.2 School Counselor at Cyber Academy                                                                  | 8/24/20        |
| 109.                      | Elizabeth McVeigh    | Professional | 1.0 Life Skills Support/Multiple Disabilities Support at Rustin HS | 1.0 Life Skills Support/Multiple Disabilities Support at Stetson MS                                                                     | 8/24/20        |
| 110.                      | Colleen Meighan      | Professional | .6 Speech/Language at Penn Wood ES/.4 Speech/Language at Rustin HS | .4 Speech/Language at Penn Wood ES/.2 Speech/Language at Rustin HS/.2 Speech/Language at Stetson MS/.2 Speech/Language at Cyber Academy | 8/24/20        |
| 111.                      | Samantha Michael     | Professional | 1.0 Speech/Language at Fugett MS                                   | .8 Speech/Language at Fugett MS/.2 Speech/Language at Cyber Academy                                                                     | 8/24/20        |
| 112.                      | Christine Miller     | Professional | 1.0 ELD at Fern Hill ES                                            | .8 ELD at Fern Hill ES/.2 ELD Grade 4 at Cyber Academy                                                                                  | 8/24/20        |
| 113.                      | Katherine Mizak      | Professional | 1.0 English at Fugett MS                                           | .8 English at Fugett MS/.2 English 7 at Cyber Academy                                                                                   | 8/24/20        |
| 114.                      | Marnie Mojzes        | Professional | 1.0 ELD at Fugett MS                                               | 1.0 ELD Henderson HS (Brick & Mortar)                                                                                                   | 8/24/20        |

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| c. Transfer - Involuntary |                      |              |                                                                       |                                                                                                                         |                |
|---------------------------|----------------------|--------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------|
|                           | Name                 | Type         | From                                                                  | To                                                                                                                      | Effective Date |
| 115.                      | Kelsey Morrow        | Professional | .7 Computer Science at Peirce MS/.3 Computer Science at Cyber Academy | .6 Computer Science at Peirce MS/.2 Geometry &.2 Computer Science at Cyber Academy                                      | 8/24/20        |
| 116.                      | Shannon Mueller      | Professional | 1.0 Learning Support at East HS                                       | .8 Learning Support at East HS/.2 Learning Support at Cyber Academy                                                     | 8/24/20        |
| 117.                      | Amy Mullen           | Professional | 1.0 Learning Support at Peirce MS                                     | .8 Learning Support at Peirce MS/.2 Learning Support at Cyber Academy                                                   | 8/24/20        |
| 118.                      | Kathleen Neuffer     | Professional | 1.0 Math at Fugett MS                                                 | .8 Math at Fugett MS/.2 Geometry at Cyber Academy                                                                       | 8/24/20        |
| 119.                      | Anne Noone           | Professional | 1.0 Guidance Counselor at Mary C. Howse ES                            | .8 Guidance Counselor at Mary C. Howse ES/.2 Guidance Counselor at Cyber Academy                                        | 8/24/20        |
| 120.                      | Michael Orenshaw     | Professional | 1.0 Social Studies at Peirce MS                                       | .8 Social Studies at Peirce MS/.2 Social Studies 7 at Cyber Academy                                                     | 8/24/20        |
| 121.                      | Christianne Ottinger | Professional | 1.0 Gifted Resource Teacher/Math Specialist at Glen Acres ES          | .8 Gifted Resource Teacher/Math Specialist at Glen Acres ES/.2 Gifted Resource Teacher/Math Specialist at Cyber Academy | 8/24/20        |
| 122.                      | Lauren Otto          | Professional | 1.0 School Counselor at East HS                                       | .8 School Counselor at East HS/.2 School Counselor at Cyber Academy                                                     | 8/24/20        |
| 123.                      | Dean Owens           | Professional | 1.0 Social Studies at East HS                                         | .9 Social Studies at East HS/.1 Stocks & Investments at Cyber Academy                                                   | 8/24/20        |
| 124.                      | Jennifer Ozgur       | Professional | 1.0 English at Rustin HS                                              | .8 English at Rustin HS/.2 English 12 (British Literature and                                                           | 8/24/20        |

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| c. Transfer - Involuntary |                     |              |                                                         |                                                                       |                |
|---------------------------|---------------------|--------------|---------------------------------------------------------|-----------------------------------------------------------------------|----------------|
|                           | Name                | Type         | From                                                    | To                                                                    | Effective Date |
|                           |                     |              |                                                         | Humanities) at Cyber Academy                                          |                |
| 125.                      | Joseph Paris        | Professional | .95 Tech Ed at Stetson MS/.05 at Cyber Academy          | .85 Tech Ed at Stetson MS/.15 Transportation Design at Cyber Academy  | 8/24/20        |
| 126.                      | Keith Patton        | Professional | .95 Computer Science at Stetson MS/.05 at Cyber Academy | .9 Computer Science at Stetson MS/.1 Innovative Coding at Cyber Acad. | 8/24/20        |
| 127.                      | James Peck          | Professional | 1.0 Science at Stetson MS                               | .6 Science at Stetson MS/.4 Science 7 at Cyber Academy                | 8/24/20        |
| 128.                      | Benjamin Perlmutter | Professional | 1.0 Health/PE at Peirce MS                              | .6 Health/PE at Peirce Middle School/.4 Health/PE 6 at Cyber Academy  | 8/24/20        |
| 129.                      | Rebecca Peters      | Professional | 1.0 Social Studies at Fugett MS                         | .6 Social Studies at Fugett MS/.4 Social Studies 6 at Cyber Academy   | 8/24/20        |
| 130.                      | Michele Phillips    | Professional | 1.0 Art at Stetson MS                                   | .9 Art at Stetson MS/.1 Art 6 at Cyber Academy                        | 8/24/20        |
| 131.                      | Julie Rand          | Professional | 1.0 Grade 2 at East Bradford ES                         | .9 Librarian at East Bradford ES/.1 K-2 Librarian at Cyber Academy    | 8/24/20        |
| 132.                      | Ashley Rathman      | Professional | 1.0 Science at Peirce MS                                | .8 Science at Peirce MS/.2 Science 7 at Cyber Academy                 | 8/24/20        |
| 133.                      | Laura Raws          | Professional | 1.0 ELD at East Bradford ES                             | .6 ELD at East Bradford ES/.4 ELD at Cyber Academy                    | 8/24/20        |
| 134.                      | Angela Regrut       | Professional | 1.0 Learning Support Cyber Academy                      | 1.0 Special Education at Henderson HS                                 | 8/24/20        |
| 135.                      | William Reichle     | Professional | 1.0 School Counselor at East HS                         | .8 School Counselor at East HS/.2 School Counselor at Cyber Academy   | 8/24/20        |
| 136.                      | Stephanie Roesener  | Professional | 1.0 School Counselor at Peirce MS                       | .8 School Counselor at Peirce MS/.2 School Counselor at Cyber Academy | 8/24/20        |



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| c. Transfer - Involuntary |                   |              |                                                                                   |                                                                              |                |
|---------------------------|-------------------|--------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------|
|                           | Name              | Type         | From                                                                              | To                                                                           | Effective Date |
| 137.                      | Janice Ryan       | Professional | 1.0 LTS Kindergarten at Glen Acres ES                                             | 1.0 LTS Kindergarten at Fern Hill ES                                         | 8/24/20        |
| 138.                      | Sarah Sabogal     | Professional | 1.0 Science at Peirce MS                                                          | .8 Science at Peirce MS/.2 Science 6 at Cyber Academy                        | 8/24/20        |
| 139.                      | Jessica Salley    | Professional | 1.0 Guidance Counselor at Penn Wood ES                                            | .8 Guidance Counselor at Penn Wood ES/.2 Guidance Counselor at Cyber Academy | 8/24/20        |
| 140.                      | Heather Santry    | Professional | 1.0 FCS at Peirce MS                                                              | .85 FCS at Peirce MS/.15 Family, Food, and Finance at Cyber Academy          | 8/24/20        |
| 141.                      | Megan Schell      | Professional | 1.0 Learning Support at Peirce MS                                                 | .8 Learning Support at Peirce MS/.2 Learning Support at Cyber Academy        | 8/24/20        |
| 142.                      | Diane Schechterly | Professional | 1.0 Science at Stetson MS                                                         | .8 Science at Stetson MS/.2 Science 8 at Cyber Academy                       | 8/24/20        |
| 143.                      | Melissa Schneider | Professional | .5 Learning Support at Hillsdale ES/.5 Learning Support at Mary C. Howse ES       | 1.0 Learning Support at Cyber Academy                                        | 8/24/20        |
| 144.                      | Annie Seagraves   | Professional | 1.0 Art at Penn Wood ES                                                           | .9 Art at Penn Wood ES/.1 K-2 Art at Cyber Academy                           | 8/24/20        |
| 145.                      | Heather Selgrath  | Professional | 1.0 School Counselor at Stetson MS                                                | .8 School Counselor at Stetson MS/.2 School Counselor at Cyber Academy       | 8/24/20        |
| 146.                      | Carlie Senatore   | Professional | .6 Health/PE at Rustin HS/.2 Health/PE at Peirce MS/.2 Health/PE at Cyber Academy | .6 Health/PE at Rustin HS/.4 Health/PE 8 at Cyber Academy                    | 8/24/20        |
| 147.                      | Shirley Setlock   | Professional | 1.0 School Counselor at East HS                                                   | .8 School Counselor at East HS/.2 School                                     | 8/24/20        |

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| c. Transfer - Involuntary |                    |              |                                                   |                                                                               |                |
|---------------------------|--------------------|--------------|---------------------------------------------------|-------------------------------------------------------------------------------|----------------|
|                           | Name               | Type         | From                                              | To                                                                            | Effective Date |
|                           |                    |              |                                                   | Counselor at Cyber Academy                                                    |                |
| 148.                      | Josiah Shoemaker   | Professional | 1.0 Math at Henderson HS                          | .8 Math at Henderson HS/.2 Algebra 1 at Cyber Academy                         | 8/24/20        |
| 149.                      | Bernadette Simpson | Professional | 1.0 School Counselor at Fugett MS                 | .8 School Counselor at Fugett MS/.2 School Counselor at Cyber Academy         | 8/24/20        |
| 150.                      | Rebecca Singer     | Professional | 1.0 School Counselor at Henderson HS              | .8 School Counselor at Henderson HS/.2 School Counselor at Cyber Academy      | 8/24/20        |
| 151.                      | Christian Specht   | Professional | 1.0 School Counselor at Stetson MS                | .8 School Counselor at Stetson MS/.2 School Counselor at Cyber Academy        | 8/24/20        |
| 152.                      | Lauren Stanshine   | Professional | 1.0 Special Education at Henderson HS             | 1.0 Learning Support at Cyber Academy                                         | 8/24/20        |
| 153.                      | Paul Starling      | Professional | 1.0 Guidance Counselor at Exton ES                | .8 Guidance Counselor at Exton ES/.2 Guidance Counselor at Cyber Academy      | 8/24/20        |
| 154.                      | Scott Stephen      | Professional | 1.0 Health/PE at East HS                          | .9 Health/PE at East HS/.1 Personal Fitness Training at Cyber Academy         | 8/24/20        |
| 155.                      | Heather Stewart    | Professional | 1.0 Guidance Counselor at Glen Acres ES           | .8 Guidance Counselor at Glen Acres ES/.2 Guidance Counselor at Cyber Academy | 8/24/20        |
| 156.                      | Caitlin Student    | Professional | 1.0 Health/PE at Fugett MS                        | .8 Health/PE at Fugett MS/.2 Health/PE 7 at Cyber Academy                     | 8/24/20        |
| 157.                      | Kelly Subasic      | Professional | .6 Math at Fugett MS/.4 Geometry at Cyber Academy | .8 Math at Fugett MS/.2 Geometry at Cyber Academy                             | 8/24/20        |
| 158.                      | Thomas Swift       | Professional | 1.0 Social Studies at Fugett MS                   | .8 Social Studies at Fugett MS/.2 Social Studies 8 at Cyber Academy           | 8/24/20        |

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| c. Transfer - Involuntary |                  |              |                                                                      |                                                                                                                                 |                |
|---------------------------|------------------|--------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------|
|                           | Name             | Type         | From                                                                 | To                                                                                                                              | Effective Date |
| 159.                      | Kathleen Teague  | Professional | 1.0 School Counselor at Henderson HS                                 | .8 School Counselor at Henderson HS/.2 School Counselor at Cyber Academy                                                        | 8/24/20        |
| 160.                      | Vishal Thaker    | Professional | 1.0 Science at Rustin HS                                             | .8 Science at Rustin HS/.2 Biology at Cyber Academy                                                                             | 8/24/20        |
| 161.                      | Jason Thompson   | Professional | 1.0 Gifted Resource Teacher/Math Specialist at Westtown Thornbury ES | .8 Gifted Resource Teacher/Math Specialist at Westtown Thornbury ES/.2 Gifted Resource Teacher/Math Specialist at Cyber Academy | 8/24/20        |
| 162.                      | Melissa Toretta  | Professional | 1.0 Special Education at Rustin HS                                   | .8 Special Education at Rustin HS/.2 Special Education at Cyber Academy                                                         | 8/24/20        |
| 163.                      | Donielle Tubioli | Professional | 1.0 ELD at Westtown Thornbury ES                                     | .8 ELD at Westtown Thornbury ES/.2 ELD Grade 6 at Cyber Academy                                                                 | 8/24/20        |
| 164.                      | Janine Twaddle   | Professional | 1.0 Gifted Resource Teacher/Math Specialist at East Goshen ES        | .8 Gifted Resource Teacher/Math Specialist at East Goshen ES/.2 Gifted Resource Teacher/Math Specialist at Cyber Academy        | 8/24/20        |
| 165.                      | William Twaddle  | Professional | 1.0 Health/PE at East Bradford ES                                    | .9 Health/PE at East Bradford ES/.2 Health/E at Cyber Academy                                                                   | 8/24/20        |
| 166.                      | Anne Twohig      | Professional | 1.0 ELD at Fern Hill ES                                              | .8 ELD at Fern Hill ES/.4 ELD at Henderson HS (remote)                                                                          | 8/24/20        |
| 167.                      | Beth Valitski    | Professional | .6 Gifted Resource/.3 Art at Peirce MS/.1 Cyber Academy              | .5 Gifted Resource/.3 Art at Peirce MS/.2 Art 7 at Cyber Academy                                                                | 8/24/20        |

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| c. Transfer - Involuntary |                          |              |                                                                           |                                                                                 |                |
|---------------------------|--------------------------|--------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------|
|                           | Name                     | Type         | From                                                                      | To                                                                              | Effective Date |
| 168.                      | Christopher Valle        | Professional | 1.0 Science at Rustin HS                                                  | .75 Science at Rustin HS/.25 Physics at Cyber Academy                           | 8/24/20        |
| 169.                      | David Velazquez-Loescher | Professional | 1.0 Social Studies at Stetson MS                                          | .8 Social Studies at Stetson MS/.2 Social Studies 6 at Cyber Academy            | 8/24/20        |
| 170.                      | Nicole Verbos            | Professional | 1.0 Autistic Support at Exton ES                                          | 1.0 Autistic Support at East Goshen ES                                          | 8/24/20        |
| 171.                      | Ann Vincent              | Professional | 1.0 Math at East HS                                                       | .8 Math at East HS/.2 Pre-Calculus at Cyber Academy                             | 8/24/20        |
| 172.                      | Ryan Walter              | Professional | 1.0 Learning Support/Life Skills at Westtown Thornbury ES                 | 1.0 Learning Support/Life Skills at Starkweather ES                             | 8/24/20        |
| 173.                      | Tara Weaver              | Professional | 1.0 English at Peirce MS                                                  | .8 English at Peirce MS/.2 English 6 at Cyber Academy                           | 8/24/20        |
| 174.                      | Michelle West            | Professional | 1.0 ELD at Peirce MS                                                      | 1.0 ELD at Fern Hill ES (Brick & Mortar)                                        | 8/24/20        |
| 175.                      | Cynthia Westley          | Professional | 1.0 English at Fugett MS                                                  | .8 English at Fugett MS/.2 English 6 at Cyber Academy                           | 8/24/20        |
| 176.                      | Andrew White             | Professional | 1.0 English at Stetson MS                                                 | .8 English at Stetson MS/.2 English 7 at Cyber Academy                          | 8/24/20        |
| 177.                      | Elizabeth Wilson         | Professional | .8 Speech/Language at Westtown-Thornbury ES/.2 Speech/Language at East HS | .8 Speech/Language at Westtown-Thornbury ES/.2 Speech/Language at Cyber Academy | 8/24/20        |
| 178.                      | Lindsay Wilson           | Professional | 1.0 ELA at Fugett MS                                                      | .8 ELA at Fugett MS/.2 ELA 8 at Cyber Academy                                   | 8/24/20        |
| 179.                      | Jason Wolensky           | Professional | 1.0 Social Studies at Stetson MS                                          | .8 Social Studies at Stetson MS/.2 Social Studies 8 at Cyber Academy            | 8/24/20        |

Recommendations  
 Supplement to the Agenda – August 24, 2020 - p.26

|      |                        |              |                            |                                                           |                       |
|------|------------------------|--------------|----------------------------|-----------------------------------------------------------|-----------------------|
| c.   | Transfer - Involuntary |              |                            |                                                           |                       |
|      | <b>Name</b>            | <b>Type</b>  | <b>From</b>                | <b>To</b>                                                 | <b>Effective Date</b> |
| 180. | Matthew Ziegler        | Professional | 1.0 Health/PE at Fugett MS | .8 Health/PE at Fugett MS/.2 Health/PE 7 at Cyber Academy | 8/24/20               |

|     |                     |                              |                                                   |                    |
|-----|---------------------|------------------------------|---------------------------------------------------|--------------------|
| IV. | Personnel Leave     |                              |                                                   |                    |
| a.  | Sabbatical Leave    |                              |                                                   |                    |
|     | <b>Name</b>         | <b>Position</b>              | <b>Effective Date</b>                             | <b>Ending Date</b> |
| 1.  | Erin Sola           | Spanish Teacher at Fugett MS | 2 <sup>nd</sup> Semester 2020-2021 school year    | 6/17/21            |
| 2.  | Erin Sola           | Spanish Teacher at Fugett MS | 2 <sup>nd</sup> Semester of 2021-2022 school year | 6/2022             |
| b.  | Unpaid Leave - None |                              |                                                   |                    |

|    |                                                                                                                                                                                                                                                                                          |  |  |  |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| V. | Additional Information                                                                                                                                                                                                                                                                   |  |  |  |
| 1. | Alyssa Brown's start date is 8/24/20.                                                                                                                                                                                                                                                    |  |  |  |
| 2. | Dr. Tracy Clark's transfer should read - .95 Computer Literacy/.05 Jr. Entrepreneurs Cyber Academy at Fugett MS.                                                                                                                                                                         |  |  |  |
| 3. | Sarah Croft has rescinded her sabbatical leave for the 2020-2021 school year.                                                                                                                                                                                                            |  |  |  |
| 4. | Rebecca Eberly should receive her second \$2,500 stipend for her work with elementary cyber school.                                                                                                                                                                                      |  |  |  |
| 5. | Victoria Figueroa's salary adjusted to Level 1, Step 2, \$49,400.                                                                                                                                                                                                                        |  |  |  |
| 6. | Erin Hahn's start date is 8/24/20.                                                                                                                                                                                                                                                       |  |  |  |
| 7. | Dr. Michael Garvin's start date is 8/31/20.                                                                                                                                                                                                                                              |  |  |  |
| 8. | Rachel Petkevis' salary adjusted to Level 5, Step 5, \$58,200.                                                                                                                                                                                                                           |  |  |  |
| 9. | Mary Kay Puchalla's position is Acting Principal at Stetson MS, not Acting Assistant Principal as reported on June Board Recommendations.                                                                                                                                                |  |  |  |
| 10 | Bradley Treadway, Athletic Trainer at Henderson HS, has completed his certification and is now eligible to be placed on the WCAEA salary schedule, according to an MOU signed in February, 2018. Brad will be placed on Level 7 (M+30), Step 10, \$69,500 for the 2020-2021 school year. |  |  |  |
| 11 | Tammy Vernacchio's start date is TBD.                                                                                                                                                                                                                                                    |  |  |  |
| 12 | Dr. Nora Wheeler's last day is 8/7/20.                                                                                                                                                                                                                                                   |  |  |  |

|     |                           |            |          |        |      |               |                |                |
|-----|---------------------------|------------|----------|--------|------|---------------|----------------|----------------|
| VI. | Supplemental Contracts    |            |          |        |      |               |                |                |
|     | Last Name                 | First Name | Location | Season | Step | % of Contract | Total Contract | Position Title |
|     | <b>'20-'21 Additions:</b> |            |          |        |      |               |                |                |

Recommendations  
 Supplement to the Agenda – August 24, 2020 - p.27

| Last Name                | First Name | Location | Season | Step | % of Contract | Total Contract | Position Title           |
|--------------------------|------------|----------|--------|------|---------------|----------------|--------------------------|
| Barry                    | Matthew    | SMS      | Fall   | 1    | 100.00%       | \$2,772.00     | Asst. Football Coach     |
| Bowen                    | Malina     | FMS      | Annual | N/A  | 100.00%       | \$34.59/hr     | Bus Duty                 |
| Camp                     | Kelly      | EHS      | Annual | 1    | 50.00%        | \$924.00       | Freshman Class Advisor   |
| Lindsay                  | Charles    | EHS      | Annual | 1    | 100.00%       | \$2,156.00     | National Honor Society   |
| Otto                     | Lauren     | EHS      | Annual | 4    | 50.00%        | \$1,104.00     | Freshman Class Advisor   |
| <b>Removals:</b>         |            |          |        |      |               |                |                          |
| deLone                   | Kimberly   | RHS      | Fall   | 1    | 100.00%       | \$3,696.00     | Asst. Girls Tennis Coach |
| Lunardi                  | Laura      | HHS      | Fall   | 4    | 100.00%       | \$4,416.00     | Asst. Field Hockey Coach |
| <b>Adjustments: None</b> |            |          |        |      |               |                |                          |

Recommendations  
 Supplement to the Agenda –ADDENDUM – 2020.8.24. p.1

I. Removals from Payroll

a. Resignations

|    |                                                                                    |
|----|------------------------------------------------------------------------------------|
| 5. | Deborah Evans, 1.0 Paraprofessional at East HS, effective 8/20/20.                 |
| 6. | Donielle Tubioli, 1.0 LTS ELD Teacher at Westtown Thornbury ES, effective 8/24/20. |
| 7. | Ann Marie Winfield, 1.0 Math Long Term Substitute at Rustin HS, effective 8/20/20. |

b. Retirements - None

II. Additions to Payroll

a. Professional Staff: Contract - None

b. Professional Staff: Long Term Substitute - None

c. Administrative Staff: Contract - None

d. Support Staff: Contract - None

e. Support Staff: Substitute - None

III. Personnel Events

a. Status Change

|     | <b><u>Name</u></b>  | <b><u>Type</u></b> | <b><u>From</u></b>      | <b><u>To</u></b>                          | <b><u>Effective Date</u></b> | <b><u>Salary</u></b> |
|-----|---------------------|--------------------|-------------------------|-------------------------------------------|------------------------------|----------------------|
| 11. | Jennifer Fisher     | Professional       | .2 Math at Henderson HS | .4 Math at Henderson HS                   | 8/24/20                      | \$23,720             |
| 12. | Jennifer Fitzgibbon | Professional       | 1.0 RN at Fugett MS     | 1.0 Certified School Nurse LTS at East HS | 8/24/20                      | \$46,000             |

b. Transfer – Voluntary

|     | <b><u>Name</u></b> | <b><u>Type</u></b> | <b><u>From</u></b>               | <b><u>To</u></b>                                                            | <b><u>Effective Date</u></b> |
|-----|--------------------|--------------------|----------------------------------|-----------------------------------------------------------------------------|------------------------------|
| 44. | Marya Graham       | Professional       | 1.0 Spanish at Rustin HS         | 1.0 Spanish at Cyber Academy                                                | 8/24/20                      |
| 45. | Alicia Ritz        | Professional       | .2 Video/.2 Video 2&3/.6 English | .2 Video/.2 Video 2&3/.2 Broadcast Journalism/.2 English/.2 Cyber Video 2&3 | 8/24/20                      |
| 46. | Kelly Sciola       | Professional       | 1.0 Grade 2 at Hillsdale ES      | 1.0 Grade 2 at Cyber Academy                                                | 8/24/20                      |

Recommendations  
 Supplement to the Agenda –ADDENDUM – 2020.8.24. p.2

c. Transfer - Involuntary

|      | <u>Name</u>        | <u>Type</u>  | <u>From</u>                                   | <u>To</u>                                                                | <u>Effective Date</u> |
|------|--------------------|--------------|-----------------------------------------------|--------------------------------------------------------------------------|-----------------------|
| 181. | Tina Costin        | Professional | 1.0 Special Education at Stetson MS           | .8 Special Education at Stetson MS/.2 Special Education at Cyber Academy | 8/24/20               |
| 182. | Katherine Harrison | Professional | 1.0 Special Education at Fugett MS            | .8 Special Education at Fugett MS/.2 Special Education at Cyber Academy  | 8/24/20               |
| 183. | Erica Oberholtzer  | Professional | 1.0 Special Education at Peirce MS            | .8 Special Education at Peirce MS/.2 Special Education at Cyber Academy  | 8/24/20               |
| 184. | Jacquelyn Roberts  | Professional | 1.0 Learning Support at Westtown Thornbury ES | 1.0 Learning Support at Cyber Academy                                    | 8/24/20               |
| 185. | George Stansbury   | Professional | 1.0 Special Education at Stetson MS           | .8 Special Education at Stetson MS/.2 Special Education at Cyber Academy | 8/24/20               |
| 186. | Kelly Whittingham  | Professional | 1.0 Special Education at Peirce MS            | .8 Special Education at Peirce MS/.2 Special Education at Cyber Academy  | 8/24/20               |

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

V. Additional Information

|     |                                                                                         |
|-----|-----------------------------------------------------------------------------------------|
| 13. | Erin Fife's salary is \$46,000.                                                         |
| 14. | Rebecca King's start date is 8/19/20.                                                   |
| 15. | Mary Kate McGetrick's transfer is voluntary.                                            |
| 16. | Brianna Pagliei's start date will be TBD.                                               |
| 17. | Andrea Tyson, .8 FCS at Stetson will have a salary change to Level 7, Step 5, \$49,280. |

VI. Supplemental Contracts

| <u>Last Name</u>            | <u>First Name</u> | <u>Location</u> | <u>Season</u> | <u>Step</u> | <u>% of Contract</u> | <u>Total Contract</u> | <u>Position Title</u> |
|-----------------------------|-------------------|-----------------|---------------|-------------|----------------------|-----------------------|-----------------------|
| <i>Adjustments: '20-'21</i> |                   |                 |               |             |                      |                       |                       |
| Cooper                      | Donna             | District        | Annual        | 5           | 33.00%               | \$1,131.57            | Honors Band - Elem    |



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

Monday, August 24, 2020

7:00 PM

Livestream

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**CONSENT AGENDA**

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I recommend the Board approve the following consent agenda items:

IX. School Board Reports

**Committee Reports**

Education

1. Approval to Establish the following Account(s):
  - EHS Alicia Conche Scholarship
  - HHS Kathy Clark Flamm Memorial Scholarship
  - RHS Charles Cognato Scholarship
  - RHS Class of 2024
2. Approval of Revised Policy 016 Electronic Communication, Second Reading
3. Approval of New Administrative Guideline 204AG3 – Attendance Guidelines West Chester Cyber Program, Second Reading
4. Approval of Revised Policy 218 Student Discipline, Second Reading
5. Approval of Revised Policy 227 Controlled Substances/Paraphernalia, Second Reading
6. Approval of Revised Policy 237 Use of Personal Technology/Electronic Devices, Second Reading
7. Approval of Revised Policy 815.2 Communications with Students, Second Reading
8. Approval of Revised Policy 816 Use of Livestream Video on School District Property, Second Reading
9. Approval of Revised Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students (*formerly known as Nondiscrimination/Discriminatory Harassment – School and Classroom Practices*), First Reading
10. Approval of Revised Administrative Guideline 103AG1 Discrimination/Sexual Harassment/Retaliation Report Form (*formerly known as Report Form for Complaints of Discrimination/ Discriminatory Harassment-School and Classroom Practices*), First Reading
11. Approval of New Administrative Guideline 103AG2 Discrimination Complaint Procedures, First Reading
12. Approval of New Administrative Guideline 103AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, First Reading
13. Approval of Revised Policy 104 Discrimination/Title IX Sexual Harassment Affecting Students (*formerly known as Nondiscrimination/Discriminatory Harassment - Employment Practices*), First Reading
14. Approval of Revised Administrative Guideline 104AG1 Discrimination/Sexual Harassment/Retaliation Report Form (*formerly known as Report Form for Complaints of Discrimination/Discriminatory Harassment-Employment Practices*), First Reading
15. Approval of New Administrative Guideline 104AG2 Discrimination Complaint Procedures, First Reading
16. Approval of New Administrative Guideline 104AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, First Reading

Pupil Services

1. Approval of three (3) Special Education Settlement Agreements
2. Approval of the following Annual Para-Professional, Nurse and Physicians Contracts:
  - ACS Consultants, Inc.
  - Bayada Home Health Care, Inc.
  - Chadds Ford Alternacare Inc. dba CritiCare
  - Delta-T Group, Inc.
  - Educational Based Services, Inc.
  - EPIC Health Services (PA), LLC d/b/a Aveanna Healthcare
  - General Healthcare Resources, LLC dba GHR Education
  - Integrity Workforce Solutions, LLC
  - Pennhurst Group, LLC dba Epic Developmental Services
  - US Medical Staffing, Inc.
  - Dr. Kalkiewicz
  - Dr. Montgomery

Personnel

Property & Finance

1. Approval of 2020 Tax Appeals

X. Other Business

1. Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of July 1, 2020 to July 31, 2020
2. Approval of the July 31, 2020 Financial Report

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Discussion:

Action: Motion: _____

Vote: Yes: ____ No: ____

Background

These action items are either routine or high consensus items and may not require discussion by the Board. If any Board member wishes to discuss any action item, the Board President will move it from the consent agenda to its appropriate place on the regular agenda.

Responsible Staff: Dr. Scanlon



WEST CHESTER AREA SCHOOL DISTRICT

Education Committee

August 24, 2020

Action Items

Approval to Establish the following Account(s):

- EHS Alicia Conche Scholarship
- HHS Kathy Clark Flamm Memorial Scholarship
- RHS Charles Cognato Scholarship
- RHS Class of 2024

Approval is requested to establish the following account(s):

- EHS Alicia Conche Scholarship
- HHS Kathy Clark Flamm Memorial Scholarship
- RHS Charles Cognato Scholarship
- RHS Class of 2024

I so move.

Approval of Revised Policy 016 Electronic Communications, Second Reading

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

I so move.

Approval of New Administrative Guideline 204AG3, Second Reading

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

I so move.

Approval of Revised Policy 218 Student Discipline, Second Reading

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

I so move.

Approval of Revised Policy 227 Controlled Substances/Paraphernalia, Second Reading

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

I so move.

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

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

I so move.

Approval of Revised Policy 815.2 Electronic Communications with Students, Second Reading

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

I so move.

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

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

I so move.

Approval of Revised Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students (formerly known as Nondiscrimination/Discriminatory Harassment – School and Classroom Practices), First Reading

Approval is requested of of Revised Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students (formerly known as Nondiscrimination/Discriminatory Harassment – School and Classroom Practices), First Reading

I so move.

Approval of Revised Administrative Guideline 103AG1 Discrimination/Sexual Harassment/Retaliation Report Form (formerly known as Report Form for Complaints of Discrimination/ Discriminatory Harassment-School and Classroom Practices), First Reading

Approval is requested of of Revised Administrative Guideline 103AG1 Discrimination/Sexual Harassment/Retaliation Report Form (formerly known as Report Form for Complaints of Discrimination/ Discriminatory Harassment-School and Classroom Practices), First Reading

I so move.

Approval of New Administrative Guideline 103AG2 Discrimination Complaint Procedures, First Reading

Approval is requested of of New Administrative Guideline 103AG2 Discrimination Complaint Procedures, First Reading

I so move.

Approval of New Administrative Guideline 103AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, First Reading

Approval is requested of of New Administrative Guideline 103AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, First Reading

I so move.

Approval of Revised Policy 104 Discrimination/Title IX Sexual Harassment Affecting Students (formerly known as Nondiscrimination/Discriminatory Harassment - Employment Practices), First Reading

Approval is requested of of Revised Policy 104 Discrimination/Title IX Sexual Harassment Affecting Students (formerly known as Nondiscrimination/Discriminatory Harassment - Employment Practices), First Reading

I so move.

Approval of Revised Administrative Guideline 104AG1 Discrimination/Sexual Harassment/Retaliation Report Form (formerly known as Report Form for Complaints of Discrimination/Discriminatory Harassment-Employment Practices, First Reading

Approval is requested of of Revised Administrative Guideline 104AG1 Discrimination/Sexual Harassment/Retaliation Report Form (formerly known as Report Form for Complaints of Discrimination/Discriminatory Harassment-Employment Practices, First Reading

I so move.

Approval of New Administrative Guideline 104AG2 Discrimination Complaint Procedures, First Reading

Approval is requested of of New Administrative Guideline 104AG2 Discrimination Complaint Procedures, First Reading

I so move.

Approval of New Administrative Guideline 104AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, First Reading

Approval is requested of of New Administrative Guideline 104AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, First Reading

I so move.



WEST CHESTER AREA SCHOOL DISTRICT
Education Committee

Meeting Minutes
August 17, 2020
Virtual Meeting

Start: 6:06 pm

Finish: 6:37 pm

Attending Committee Members: Sue Tiernan (Chair: Education Committee), Joyce Chester, Kate Shaw, Daryl Durnell

Other Board Members: Karen Herrmann, Gary Bevilacqua, Brian Gallen, Randell Spackman

Administration: Jim Scanlon, Robert Sokolowski, Leigh Ann Ranieri, Sara Missett, Tammi Florio, Michael Wagman

Items listed on the Pupil Services and Education Committee Regular Agenda of August 17, 2020:

1. Approval of the Education Committee Meeting Minutes of July 27, 2020
2. Approval of Revised Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students *(formerly known as Nondiscrimination/Discriminatory Harassment – School and Classroom Practices)*
3. Approval of Revised Administrative Guideline 103AG1 Discrimination/Sexual Harassment/Retaliation Report Form *(formerly known as Report Form for Complaints of Discrimination/ Discriminatory Harassment-School and Classroom Practices)*
4. Approval of New Administrative Guideline 103AG2 Discrimination Complaint Procedures
5. Approval of New Administrative Guideline 103AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints
6. Approval of Revised Policy 104 Discrimination/Title IX Sexual Harassment Affecting Students *(formerly known as Nondiscrimination/Discriminatory Harassment - Employment Practices)*
7. Approval of Revised Administrative Guideline 104AG1 Discrimination/Sexual Harassment/Retaliation Report Form *(formerly known as Report Form for Complaints of Discrimination/Discriminatory Harassment-Employment Practices)*
8. Approval of New Administrative Guideline 104AG2 Discrimination Complaint Procedures
9. Approval of New Administrative Guideline 104AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints
10. Approval of the following Annual Para-Professional, Nurse and Physicians Contracts:
 - ACS Consultants, Inc.
 - Bayada Home Health Care, Inc.
 - Chadds Ford Alternacare Inc. dba CritiCare
 - Delta-T Group, Inc.
 - Educational Based Services, Inc.
 - EPIC Health Services (PA), LLC d/b/a Aveanna Healthcare
 - General Healthcare Resources, LLC dba GHR Education
 - Integrity Workforce Solutions, LLC
 - Pennhurst Group, LLC dba Epic Developmental Services
 - US Medical Staffing, Inc.
 - Dr. Kalkiewicz
 - Dr. Montgomery

A. Committee Actions and Outcomes:

1. Approval of Policy 103 Revision - Discrimination/Title IX Sexual Harassment Affecting Students
VOTE: 4-0
2. Approval of Administrative Guideline Revision 103AG1 – Discrimination/Sexual Harassment/Retaliation Report Form **VOTE: 4-0**
3. Approval of New Administrative Guideline 103AG2 – Discrimination Complaint Procedures
VOTE: 4-0
4. Approval of New Administrative Guideline 103AG3 – Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints **VOTE: 4-0**
5. Approval of Policy 104 Revision - Discrimination/Title IX Sexual Harassment Affecting Students
VOTE: 4-0
6. Approval of Administrative Guideline Revision 104AG1 – Discrimination/Sexual Harassment/Retaliation Report Form **VOTE: 4-0**
7. Approval of New Administrative Guideline 104AG2 – Discrimination Complaint Procedures
VOTE: 4-0
8. Approval of New Administrative Guideline 104AG3 – Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints **VOTE: 4-0**
9. Approval of the following Annual Para-Professional, Nurse and Physicians Contracts
VOTE: 3 - 0
 - ACS Consultants, Inc.
 - Bayada Home Health Care, Inc.
 - Chadds Ford Alternacare Inc. dba CritiCare
 - Delta-T Group, Inc.
 - Educational Based Services, Inc.
 - EPIC Health Services (PA), LLC d/b/a Aveanna Healthcare
 - General Healthcare Resources, LLC dba GHR Education
 - Integrity Workface Solutions, LLC
 - Pennhurst Group, LLC dba Epic Developmental Services
 - US Medical Staffing, Inc.
 - Dr. Kalkiewicz
 - Dr. Montgomery
10. Approval of the Education Committee Meeting Minutes of July 27, 2020 **VOTE: 3 - 0**

B. Items to be placed on upcoming Board Agenda:

1. Policy 103 Revision - Discrimination/Title IX Sexual Harassment Affecting Students
2. Administrative Guideline Revision 103AG1 – Discrimination/Sexual Harassment/Retaliation Report Form
3. Approval of New Administrative Guideline 103AG2 – Discrimination Complaint Procedures
4. Approval of New Administrative Guideline 103AG3 – Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints
5. Policy 104 Revision - Discrimination/Title IX Sexual Harassment Affecting Students
6. Administrative Guideline Revision 104AG1 – Discrimination/Sexual Harassment/Retaliation Report Form
7. Approval of New Administrative Guideline 104AG2 – Discrimination Complaint Procedures
8. Approval of New Administrative Guideline 104AG3 – Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints

9. Approval of the following Annual Para-Professional, Nurse and Physicians Contracts:

- ACS Consultants, Inc.
- Bayada Home Health Care, Inc.
- Chadds Ford Alternacare Inc. dba CritiCare
- Delta-T Group, Inc.
- Educational Based Services, Inc.
- EPIC Health Services (PA), LLC d/b/a Aveanna Healthcare
- General Healthcare Resources, LLC dba GHR Education
- Integrity Workforce Solutions, LLC
- Pennhurst Group, LLC dba Epic Developmental Services
- US Medical Staffing, Inc.
- Dr. Kalkiewicz
- Dr. Montgomery

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

1. Approval to Establish the following Account(s):

- EHS Alicia Conche Scholarship
- HHS Kathy Clark Flamm Memorial Scholarship
- RHS Charles Cognato Scholarship
- RHS Class of 2024

D. Items to be discussed at a later date:

None



WEST CHESTER AREA SCHOOL DISTRICT
APPLICATION TO ESTABLISH ACCOUNT

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

Date: 6/29/2020

Check appropriate box:

Student Activity Account (Fund 50)

Building: East High School

Trust Account (Fund 51)

Name of Account: Alicia Conche Scholarship

State the purpose for which this account is intended:

Scholarship to be given in honor of Alicia Conche 1989 Graduate of East High School

List Source(s) of revenue:

Friends and Family of Alicia Conche

List types of expenses to be incurred:

Scholarship for Year 2020-2021

How long do you plan to keep this account active: 2020-2021

Student Officer's Signature

Student Officer's Name Printed

William Reichle

Faculty Sponsor's Signature

Faculty Sponsor's Name Printed

[Signature]
Principal's Signature

[Signature]
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: APPROVED

DISAPPROVED

by the Board of Education at their meeting held on :

Meeting Date

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

Board Secretary's Signature

Date



WEST CHESTER AREA SCHOOL DISTRICT
APPLICATION TO ESTABLISH ACCOUNT

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

Date: 29-Jul-20

Check appropriate box:

Student Activity Account (Fund 50)

Building: Henderson High School

Trust Account (Fund 51)

Name of Account: Kathy Clark Flamm Memorial Scholarship

State the purpose for which this account is intended:

To be awarded annually to a senior graduate applying to a Nursing program.

List Source(s) of revenue:

Donations

List types of expenses to be incurred:

One scholarship award annually

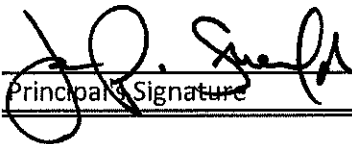
How long do you plan to keep this account active: Annually until donations cease to fund scholarship

Student Officer's Signature

Student Officer's Name Printed

Faculty Sponsor's Signature

Faculty Sponsor's Name Printed


Principal's Signature


Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: APPROVED

DISAPPROVED

by the Board of Education at their meeting held on : _____
Meeting Date

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

Board Secretary's Signature

Date



WEST CHESTER AREA SCHOOL DISTRICT
APPLICATION TO ESTABLISH ACCOUNT

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

Date: 10-Jul-20

Check appropriate box:

[] Student Activity Account (Fund 50)

Building: Bayard Rustin High School

[X] Trust Account (Fund 51)

Name of Account: Charles Cognato Scholarship Fund

State the purpose for which this account is intended:

To raise funds for a student scholarship in the name of Charles Cognato. Scholarship would be given annually to graduating seniors.

List Source(s) of revenue:

donations, fundraisers

List types of expenses to be incurred:

NONE

How long do you plan to keep this account active: Perpetuity

Student Officer's Signature

Student Officer's Name Printed

Faculty Sponsor's Signature

Faculty Sponsor's Name Printed

Dr. Michael Marano
Principal's Signature

[Handwritten Signature]

[Handwritten Signature]
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: [] APPROVED

[] DISAPPROVED

by the Board of Education at their meeting held on :

Meeting Date

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

Board Secretary's Signature

Date



WEST CHESTER AREA SCHOOL DISTRICT
APPLICATION TO ESTABLISH ACCOUNT

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

Date: May 26, 2020

Check appropriate box:

Student Activity Account (Fund 50)

Building: Bayard Rustin High School

Trust Account (Fund 51)

Name of Account: Class of 2024.

State the purpose for which this account is intended:

To deposit funds collected by the class.

List Source(s) of revenue:

Fundraisers, dances, Homecoming T-shirt sales.

List types of expenses to be incurred:

T-shirts for Homecoming, Proms, DJ Services

How long do you plan to keep this account active: _____

Student Officer's Signature

Student Officer's Name Printed

Faculty Sponsor's Signature

Faculty Sponsor's Name Printed

Dr. Michael Marano
Principal's Signature

[Signature]
Signature of Director of Secondary Education

BOARD OF EDUCATION ACTION

This request was: APPROVED

DISAPPROVED

by the Board of Education at their meeting held on : _____
Meeting Date

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

Board Secretary's Signature

Date

Book	Policy Manual
Section	000 Local Board Procedures
Title	Electronic Communications
Code	016
Status	Second 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	Second 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 ~~18~~ 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 6th 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	Second 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

Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances/Paraphernalia
Code	227
Status	Second Reading
Adopted	August 1, 2015
Last Revised	April 27, 2020
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	Second 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	Second Reading
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	Second 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



Book	Policy Manual
Section	100 Programs
Title	Discrimination.Title IX Sexual Harassment Affecting Students - revised and new title
Code	103
Status	First Reading
Adopted	August 1, 2015
Last Revised	March 25, 2019

Authority

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

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district ~~strives~~ **is committed** to ~~the aim~~ **maintenance of** a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the **rights of students and the** educational and programmatic goals of the district and is prohibited on school **property, and** grounds, ~~at school~~ **at or, in the course of, district-sponsored** programs or activities, **including** ~~and on~~ any conveyance providing transportation to or from a school entity or school-sponsored ~~activities~~.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[18][19][20][21]

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related administrative guidelines be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the

title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

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

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to **Title IX sexual harassment, other discrimination or retaliation** to promptly report such incidents to designated employees **the building principal. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.**

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

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

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

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

~~If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.~~

~~Inform the complainant or third party about this policy including the right to an investigation of both oral and written complaints of discrimination.~~

~~Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.~~

~~Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual.~~

~~After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation.~~

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form (103AG1) for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant administrative guidelines followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Administrative Guideline 103AG2, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Administrative Guideline 103AG3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in 103AG3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.[18][20][23][24]

When an emergency removal, as described in 103AG3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable. [18][19][20][23]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint **report** and the investigation **related to any form of discrimination or retaliation, including Title IX sexual harassment**, shall be handled in accordance with **applicable law, regulations, this policy, administrative guidelines, and** the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation **by the district or any other person** against any person for:

Reporting or making a **formal complaint of any form** ~~report~~ of discrimination or **retaliation, including Title IX sexual harassment.**

Testifying, assisting, participating **or refusing to participate** in a related investigation **process or other proceeding.** ~~or hearing,~~

Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory or harassing conduct.

Discriminatory Harassment

Discrimination shall mean to treat individuals differently, or to harass by students, employees or third parties on the basis of **or victimize based on a protected classification including** race, color, age, creed, religion, sex, sexual orientation, **gender identity**, ancestry, national origin, marital status, pregnancy, **or** handicap/disability. ~~or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.~~ [20][21][22][23][24][25][26]

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

Sufficiently severe, persistent or pervasive; and

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

Sexual Harassment

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

Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or

Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or

Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or

Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. **Sexual violence** means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent

~~due to the victim's age, victim's use of drugs or alcohol or victim's intellectual competence. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.~~

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. [27][30]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. [30]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to: [30]

Counseling.

Extensions of deadlines or other course-related adjustments.

Modifications of class schedules.

Campus escort services.

Mutual restrictions on contact between the parties.

Increased security.

Monitoring of certain areas of the campus.

Assistance from domestic violence or rape crisis programs.

Assistance from community health resources including counseling resources.

Supportive measures may also include, when in accordance with applicable law, regulation or Board policy, assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. [17][18][23] [24][31]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [30]

A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [32]

Length of relationship.

Type of relationship.

Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[32]

Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[33]

Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[32]

Fear for their safety or the safety of others.

Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus. [26][27][30]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources or designee as the district's Compliance Officer **and Title IX Coordinator.**

The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 782 Springdale Drive, Exton PA 19341

email: julmer@wcasd.net

Phone: 484-266-1006

~~All nondiscrimination statements notices or information shall include the position, office address and telephone number, and email address of the Compliance Officer.~~

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

The Compliance Officer **and Title IX Coordinator shall fulfill designated** responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas **as appropriate**:

Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.

Training-**Provide** ~~Provision~~ of training for students and staff to **prevent**, identify and alleviate problems of discrimination.

Resources - Maintain and provide information to staff on resources available to **complainants** ~~alleged victims~~ in addition to the school complaint procedure **or Title IX procedures**, such as making reports to the police, available **supportive measures such as** assistance from domestic violence or rape crisis programs and community health resources including counseling resources.

Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.

District Support - Assurance that like aspects of the school programs **and activities** receive like support as to staffing and compensation, facilities, equipment, and related areas.

Student Evaluation - Review of ~~tests~~, **assessments**, procedures, and guidance and counseling materials for stereotyping and discrimination.

Reports/Formal Complaints - Monitor and provide technical assistance to ~~building principals or designee~~ **individuals involved** in **managing informal reports and formal** ~~processing~~ complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive training, as required or appropriate to their specific role.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][20]

Loss of school privileges.

Permanent transfer to another school building, classroom or school bus.

Exclusion from school-sponsored activities.

Detention.

Suspension.

Expulsion.

Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21] [36]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Administrative Guideline 103AG2.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Administrative Guideline 103AG3.

Other Reports

Any reports reviewed by the Title IX Coordinator which do not meet the definition of Title IX sexual harassment or discrimination of a protected class, will be processed under the relevant Board policy.

~~–Complaint Procedure Student/Third Party~~

~~–Step 1 Reporting~~

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

~~[27]A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.~~

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

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

~~–Step 2 Investigation~~

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

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

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

~~[27]If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly inform law enforcement authorities about the allegations in accordance with existing procedures.[28][29]~~

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

~~–Step 3 Investigative Report~~

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

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

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

~~–Step 4 District Action~~

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

prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

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

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

Appeal Procedure

~~If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent.~~

~~The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.~~

~~The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.~~

Miscellaneous

Right to Alternative Complaint Procedure –

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

False Charges—

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

Legal

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4
5. 24 P.S. 1310
6. 24 P.S. 1601-C et seq
7. 24 P.S. 5004
8. 20 U.S.C. 1681 et seq
9. 29 U.S.C. 794
10. 42 U.S.C. 12101 et seq
11. 42 U.S.C. 1981 et seq
12. 42 U.S.C. 2000d et seq
13. 43 P.S. 951 et seq
14. Pol. 103.1

15. Pol. 218
16. Pol. 247
17. Pol. 249
18. U.S. Const. Amend. XIV, Equal Protection Clause
19. 24 P.S. 1301
20. 29 CFR 1604.11
21. 29 CFR 1606.8
22. Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
23. Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
24. Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)
25. Office for Civil Rights - Resources for Addressing Racial Harassment
26. Office for Civil Rights - Revised Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties Title IX (January 2001)
27. Pol. 806
28. 18 Pa. C.S.A. 2709
29. Pol. 815
- 20 U.S.C. 1232g
- 28 CFR Part 35
- 28 CFR Part 41
- 34 CFR Part 99
- 34 CFR Part 100
- 34 CFR Part 104
- 34 CFR Part 106
- 34 CFR Part 110
- Pol. 113
- Pol. 122
- Pol. 123
- Pol. 138
- Pol. 216
- Pol. 701



Book	Policy Manual
Section	100 Programs
Title	Discrimination.Sexual Harassment Retaliation Form - revised and new title
Code	103AG1
Status	First Reading
Adopted	August 1, 2015
Last Revised	March 25, 2019
Last Reviewed	January 22, 2018

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

 [103AG1 Disc.SexualHarassment.Retaliation Report Form, rev 8.20.pdf \(298 KB\)](#)

103AG1 DISCRIMINATION/SEXUAL HARASSMENT/RETALIATION REPORT FORM

The Board declares it to be the policy of this district to provide a safe, positive learning and working environment that is free from sexual harassment, discrimination, and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position: Director of Human Resources

Address: 782 Springdale Drive Exton PA 19341

Email: julmer@wcasd.net

Phone Number: 484-266-1006

Retaliation Prohibited

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for filing this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

Confidentiality

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with applicable law, regulations, Board policy, procedures, and the district's legal and investigative obligations. The school will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the district has an obligation to investigate the information provided.

Note: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.

I. Information About the Person Making This Report:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

I am a:

Student Parent/Guardian Employee Volunteer Visitor

Other _____ (please explain relationship to the district)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is: Your Child Another Student A District Employee

Other: _____ (please explain relationship to the alleged victim)

II. Information About the Person(s) You Believe is/are Responsible for the Harassment or Discrimination You are Reporting

What is/are the name(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

The reported individual(s) is/are:

Student(s) Employee(s)

Other _____ (please explain relationship to the district)

III. Description of the Conduct You are Reporting

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?

Yes No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?

I affirm that the information reported above is true to the best of my knowledge, information and belief.

Signature of Person Making the Report

Date

Received By

Date

FOR OFFICIAL USE ONLY

This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.

The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under the Code of Student Conduct and/or other Board policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports (including those that may be received through the Safe2Say Something program) to assess the report.

Upon receipt of the report, The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as described in Policy 103 and 103AG3. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Information:

Name: _____

Address: _____

Phone Number: _____

School Building: _____

Reporter is a:

Student Parent/Guardian Employee Volunteer Visitor

Other _____ (please explain relationship to the district)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is: Reporter's Child Another Student Another Employee

Other: _____ (please explain relationship to the alleged victim)

II. Respondent Information

Please state the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s):

The reported respondent(s) is/are:

- Student(s) Employee(s)
- Other _____ (please explain relationship to the district)

III. Level of Report:

- Informal Formal (see additional information below on Title IX formal complaints)

IV. Type of Report:

- Title IX Sexual Harassment Discrimination Retaliation Other _____

Nature of the Report (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Sexual Harassment (Title IX) |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Gender Identity |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Handicap/Disability | <input type="checkbox"/> Pregnancy |

V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduct occur?

Is it being repeated? Yes No

Do the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act?

No.

Yes, please identify the student with a disability and contact the Director of Special Education.

Date Director of Special Education was contacted: _____

How has the conduct affected the alleged victim's ability to fully participate in the school's academic, programs, activities or school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions, and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

VI. Safety Concerns

Are there safety concerns that may require Emergency Removal of or Administrative Leave for a respondent? (This requires an individualized safety and risk analysis as to whether there is an immediate threat to the physical health or safety of a student or other individual.)

No.

Yes, please describe:

VII. Other Reports

Has the conduct been reported to the police or any other agency?

No

Yes Date reported: _____ Agency: _____

VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

Policy 103. Discrimination/Title IX Sexual Harassment Affecting Students

Policy 104. Discrimination/Title IX Sexual Harassment Affecting Staff

Policy 247. Hazing

Policy 249. Bullying

Other _____

To meet the definition of Title IX sexual harassment, the conduct must have taken place during a district education program or activity involving a person in the United States. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus, including conveyance on district provided transportation.

Did the incident occur during a during a school program or activity involving a person in the United States?

Yes

No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please check all that apply):

A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual assault means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

IX. Recommended Course of Action

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):

No further action at this time. Reason:

Policy 247. Hazing

Policy 249. Bullying

Other

Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students: 103AG2

Discrimination Complaint Procedures

- Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff: 104AG2
Discrimination Complaint Procedures
- Policy 103. Discrimination/Title IX Sexual Harassment Affecting Students: 103AG3 Title IX
Sexual Harassment Procedures and Grievance Process for Formal Complaints
- Policy 104. Discrimination/Title IX Sexual Harassment Affecting Staff: 104AG3 Title IX
Sexual Harassment Procedures and Grievance Process for Formal Complaints

X. Title IX Information to Complainant

What supportive measures were discussed with the complainant, and what were the complainant's wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

1. Explain to the complainant the process for filing a formal complaint.
2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.
3. The Title IX Coordinator shall contact a student complainant's parents/guardians and provide them with information regarding the report and Title IX sexual harassment procedures and grievance process for formal complaints.

If the complainant/reporter, school staff or others with professional knowledge relating to the complainant's health and well-being indicate that notifying the parents/guardians could cause serious harm to the health or well-being of the complainant or other person(s), the Title IX Coordinator will determine, in consultation with such individuals and upon advice of legal counsel, whether to withhold or delay notification of the report from the complainant's parents/guardians.

4. Determine what supportive measures may be offered to the respondent.
5. Determine whether the complainant wishes this report to be treated as a formal complaint.

XI. Title IX Coordinator Signature

I recommend the above course of action based on my consultation with the complainant and the information available at this time.

Title IX Coordinator: _____

Date: _____

XII. Title IX Formal Complaint Action

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

I would like my report to be treated as a formal complaint pursuant to Title IX.

Yes No

Complainant's Signature: _____

Date: _____

If the complainant does not wish this report to be treated as a formal complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is an employee, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the school solicitor and other district officials in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Grievance Process for Formal Complaints for the following reasons:

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: _____

Date: _____



Book	Policy Manual
Section	100 Programs
Title	Discrimination Complaint Procedures - new
Code	103AG2
Status	First Reading

DISCRIMINATION COMPLAINT PROCEDURES

All reports of discrimination and retaliation brought pursuant to the district's discrimination policy shall also be reviewed for conduct which may not be proven discriminatory under Policy 103 but merits review and possible action under the Code of Student Conduct and other Board policies.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual who has been reported to be the perpetrator of the alleged conduct.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, **gender identity**, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

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

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report discrimination or harassment, participate in an investigation or other process addressing discrimination or harassment, or act in opposition to discriminatory practices.

Reasonable Accommodations

Throughout the discrimination complaint procedures, the district shall make reasonable accommodations for identified physical and intellectual impairments that constitute disabilities for all parties, and address barriers being experienced by disadvantaged students such as English learners and homeless students, consistent with the requirements of federal and state laws and regulations and Board policy.

Required Reporting Under Other Policies

In addition to implementing the disciplinary complaint procedures, the building principal or Compliance Officer/Title IX Coordinator shall ensure that reported conduct which meets the definition of other laws, regulations or Board policies, is also appropriately addressed in accordance with the applicable laws, regulations or Board policies, including but not limited to, incidents under the Safe Schools Act, reports of educator misconduct, threats, or reports of suspected child abuse.

Timeframes

Reasonably prompt timeframes shall be established for completing each step of the discrimination complaint procedures, including timeframes for filing and resolving appeals.

The established timeframes included in these procedures may be adjusted to allow for a temporary delay or a limited extension of time for good cause. Written notice of the delay or extension and the reason for such action shall be provided to the complainant and the respondent, and documented with the records of the complaint. Good cause may include, but is not limited to, considerations such as:

1. The absence of a party or a witness.
2. Concurrent law enforcement activity.
3. Need for language assistance or accommodation of disabilities.

PROCEDURES FOR COMPLAINTS OF DISCRIMINATION

Step 1 – Reporting

A student or individual who believes they have been subject to discrimination by any student, employee or third party is encouraged to immediately report the incident to the building principal using the Discrimination/Sexual Harassment/ Retaliation Report Form or by making a general report verbally or in writing to the building principal.

Any person with knowledge of discrimination in violation of Board policy or this procedure is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to discrimination shall immediately report the incident to the building principal. Additionally, employees who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.

The building principal shall immediately notify the Compliance Officer/Title IX Coordinator of the reported discrimination.

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

The complainant or reporting individual shall be encouraged to use the Discrimination/Sexual Harassment/Retaliation Report Form, however, complaints shall be accepted in person, by telephone, by mail or email, or by any other means that results in the appropriate individual receiving the individual's verbal or written report. Verbal reports shall be documented using the Discrimination/Sexual Harassment/Retaliation Report Form, and these procedures shall be implemented.

The Compliance Officer/Title IX Coordinator shall review reports and complaints, and may gather additional information from the individual submitting the report and other parties identified in the report using the Discrimination/Sexual Harassment/Retaliation Report Form. The Compliance Officer/Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary.

The Compliance Officer/Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in this administrative guideline, or if the reported circumstances meet the definition and parameters of Title IX sexual harassment, or other applicable Board policies.

If the Compliance Officer/Title IX Coordinator determines that the report should be addressed through the discrimination complaint procedures, the Compliance Officer/Title IX Coordinator shall be notified and the complaint procedures in this administrative guideline implemented.

When any party is an identified student with a disability, or thought to be a student with a disability, the Compliance Officer/Title IX Coordinator shall notify the Director of Special Education and coordinate to determine whether additional steps must be taken for the party, while the discrimination complaint procedures are implemented.

Step 2 – Initial Communications

The complainant shall be informed about the Board's policy on discrimination, including the right to an investigation of both verbal and written reports of discrimination.

The building principal or designee, in consultation with the Compliance Officer/Title IX Coordinator, where appropriate may implement appropriate measures to protect the complainant and others if necessary during the course of the investigation.

The building principal or designee may provide to the complainant factual information on the complaint and the investigative process, the impact of choosing to seek

confidentiality and the right to file criminal charges. The person accepting the complaint shall handle the report objectively, neutrally and professionally.

The building principal or designee shall seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18), and inform parents/guardians of the complainant that the complainant may be accompanied by a parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, the building principal or designee shall explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination that affects other students, or where it does not impact other legal obligations of the district.

The building principal or Compliance Officer/Title IX Coordinator shall provide relevant information on resources available in addition to the discrimination complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources, including counseling resources.

Informal Remedies -

At any time after a complaint has been reported, if the Compliance Officer/Title IX Coordinator believes the circumstances are appropriate, the Compliance Officer/Title IX Coordinator may, but is not required to, offer the parties involved in the complaint the opportunity to participate in informal remedies to address the reported conduct. Informal remedies can take many forms, depending on the particular case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, restorative practices, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services, or other measures to support the parties.

If the matter is resolved to the satisfaction of the parties, the district employee facilitating the informal remedies shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation to indicate agreement with the resolution and receive a copy, and forward it to the Compliance Officer/Title IX Coordinator.

The Compliance Officer/Title IX Coordinator shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies, and shall document all appropriate actions.

*If the informal remedies result in the final resolution of the complaint, the following steps are not applicable.

Step 3 – Investigation

The Compliance Officer/Title IX Coordinator shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer/Title IX Coordinator or an attorney and shall promptly assign the investigation to that individual.

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

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the respondent may suggest additional witnesses and provide other evidence during the course of the investigation.

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

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

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

Step 4 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer/Title IX Coordinator within thirty (30) school days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer/Title IX Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The investigative report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated Board Policy 103 and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discrimination shall consider the record as a whole and the totality of circumstances in determining whether a violation of Board policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the respondent shall be informed of the outcome of the investigation, including the recommended disposition, within a reasonable time of the submission of the written investigative report, to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Step 5 – District Action

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

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of Policy 103 or these procedures, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

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

Appeal Procedure

If the complainant or the respondent is not satisfied with a finding made pursuant to these procedures or with recommended corrective action, they may submit a written appeal to the Compliance Officer/Title IX Coordinator within fifteen (15) school days of receiving notification of the outcome of the investigation. If the Compliance Officer/Title IX Coordinator investigated the complaint, such appeal shall be made to the Superintendent.

The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

The person handling the appeal shall prepare a written response to the appeal within twenty (20) school days.

Copies of the response shall be provided to the complainant, the respondent and the investigator who conducted the initial investigation.



Book	Policy Manual
Section	100 Programs
Title	Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints - new
Code	103AG3
Status	First Reading

TITLE IX SEXUAL HARASSMENT PROCEDURES AND GRIEVANCE PROCESS FOR FORMAL COMPLAINTS

Definitions

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the district's Title IX Coordinator or any district official who has the authority to institute corrective measures on behalf of the district, or to any employee of an elementary and secondary school, other than the respondent.

Exculpatory evidence means evidence tending to exonerate the accused or helps to establish their innocence.

Inculpatory evidence means evidence tending to incriminate the accused or indicate their guilt.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator the complainant or other party during the grievance process. The phrase "**document filed by a complainant**" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report conduct that may constitute Title IX sexual harassment in accordance with Board policy and procedures, participate in an investigation or other process addressing Title IX sexual harassment, or act in opposition to discriminatory practices.

The following actions shall not constitute retaliation:

1. An individual exercising free speech under the rights protected by the First Amendment.

2. The assignment of consequences consistent with Board policy and the Code of Student Conduct when an individual knowingly makes a materially false statement in bad faith in an investigation. The fact that the charges of discrimination were unfounded or unsubstantiated shall not be the sole reason to conclude that any party made a materially false statement in bad faith.

Supportive measures mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Increased security.
7. Monitoring of certain areas of the campus.
8. Assistance from domestic violence or rape crisis programs.
9. Assistance from community health resources including counseling resources.

Supportive measures may also include, when in accordance with applicable law, regulation or Board policy assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

3. Sexual assault, dating violence, domestic violence or stalking.

a. **Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

1. Length of relationship.
2. Type of relationship.
3. Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

b. **Sexual assault** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

c. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment subject to Title IX regulations. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs.

TITLE IX SEXUAL HARASSMENT PROCEDURES

General Response – (with or without a formal complaint)

Any person, whether the alleged victim or not, may report Title IX sexual harassment using the Discrimination/Sexual Harassment/ Retaliation Report Form or by making a general report verbally or in writing to the building principal, or by using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Upon receipt of a report, school staff shall immediately notify the building principal.

A report may be made at any time, including during nonbusiness hours. Verbal reports shall be documented by the Title IX Coordinator or employee receiving the report using the Discrimination/Sexual Harassment/ Retaliation Report Form, and these procedures shall be implemented appropriately.

District staff who become aware of harassment affecting a student or staff member shall promptly report it to the building principal.

When the district has actual knowledge of Title IX sexual harassment, the district is required to respond promptly and in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

All sexual harassment reports and complaints received by the building principal shall be promptly directed to the Title IX Coordinator, in accordance with Board policy. The Title IX Coordinator shall use the Discrimination/Sexual Harassment/ Retaliation Report Form to gather additional information from the reporter and/or other parties identified in the report, to determine if the allegations meet the definition and parameters for Title IX sexual harassment.

The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall initially assess whether the reported conduct:

1. Meets the definition of Title IX sexual harassment.
2. Occurred in a district program or activity under the control of the district and against a person in the United States.
3. Involves other Board policies or the Code of Student Conduct.
4. Indicates, based on an individualized safety and risk analysis, that there is an immediate threat to the physical health or safety of an individual.
5. Involves a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

If the result of this initial assessment determines that none of the allegations fall within the scope of Title IX sexual harassment, but the matter merits review and possible action under the Code of Student Conduct and other Board policies or 103AG2 addressing Discrimination Complaints, then the Title IX Coordinator shall redirect the report to the appropriate administrator to address the allegations.

If the result of the initial assessment determines that the allegations may constitute Title IX sexual harassment, the Title IX Coordinator shall promptly explain to the complainant the process for filing a formal complaint and inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.

The Title IX Coordinator shall contact the parents/guardians and provide them with information regarding the report and Title IX sexual harassment procedures and grievance process for formal complaints.

If the complainant, school staff or others with professional knowledge relating to the complainant's health and well-being indicate that notifying the parents/guardians could cause serious harm to the health or well-being of the complainant or other person(s), the Title IX Coordinator will determine, in consultation with such individuals and upon advice of legal counsel, whether to withhold or delay notification of the report from the complainant's parents/guardians.

The Title IX Coordinator shall also determine what supportive measures may be offered to the respondent.

If either party is an identified student with a disability, or thought to be disabled, the Title IX Coordinator shall contact the Director of Special Education to coordinate the required actions in accordance with Board policy.

Confidentiality regarding the supportive measures offered and the identity of the following individuals shall be maintained, except as may be permitted by law or regulations relating to the conduct of any investigation:

1. Individuals making a report or formal complaint.
2. Complainant(s).
3. Respondent(s).
4. Witnesses.

The district shall treat complainants and respondents equitably by:

1. Offering supportive measures to the complainant and may offer such measures to the respondent.
2. Following the grievance process for formal complaints before imposing disciplinary sanctions or other actions that are not supportive measures on the respondent.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment -

When reports allege Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described below, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.

When an emergency removal is not required, disciplinary sanctions will be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.

Supportive Measures -

All supportive measures provided by the district shall remain confidential, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.

When any party is an identified student with a disability, or thought to be a student with a disability, the Title IX Coordinator shall notify the Director of Special Education and coordinate to determine whether additional steps must be taken as supportive measures for the party while the Title IX procedures are implemented.

Reasonable Accommodations -

Throughout the Title IX sexual harassment procedures, the district shall make reasonable accommodations for identified physical and intellectual impairments that constitute disabilities for any party, and address barriers being experienced by disadvantaged students such as English learners and homeless students, consistent with the requirements of federal and state laws and regulations and Board policy.

Emergency Removal -

If the district has determined, based on an individualized safety and risk analysis, that there is an immediate threat to the physical health or safety of any student or other individual due to the allegations of Title IX sexual harassment, the respondent may be removed from the district's education program or activity or moved to an alternative setting, consistent with all rights under federal and state laws and regulations, and Board policy, including but not limited to the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. If the respondent is an identified student with a disability, or thought to be disabled, the Title IX Coordinator shall contact the Director of Special Education to coordinate the required actions in accordance with Board policy. The respondent shall be provided with notice and provided an opportunity for due process, in accordance with law, regulations and Board policy. When expulsion is necessary because continuation of educational services is not feasible, the Board's written adjudication of expulsion shall address the pending Title IX process and the impact of the outcome of the Title IX process on a student's emergency removal status.

Administrative Leave -

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused nonstudent district employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective

bargaining agreement or individual contract.

Required Reporting Under Other Policies -

In addition to implementing the Title IX sexual harassment procedures, the Title IX Coordinator shall ensure that reported conduct which meets the definition of other laws, regulations or Board policies, is also appropriately addressed in accordance with the applicable laws, regulations or Board policies, including but not limited to, incidents under the Safe Schools Act, reports of educator misconduct, threats, or reports of suspected child abuse.

Timeframes

Reasonably prompt timeframes shall be established for the conclusion of the grievance process for formal complaints, including timeframes for the informal resolution process and timeframes for filing and resolving appeals.

The established timeframes included in these procedures may be adjusted to allow for a temporary delay or a limited extension of time for good cause. Written notice of the delay or extension and the reason for such action shall be provided to the complainant and the respondent, and documented with the records of the complaint. Good cause may include, but is not limited to, considerations such as:

1. The absence of a party, a party's advisor or a witness.
2. Concurrent law enforcement activity.
3. Need for language assistance or accommodation of disabilities.

Redirection or Dismissal of Title IX Formal Complaints

Formal complaints may be dismissed, if at any time during the investigation or written determination steps described below:

1. A complainant provides written notification of withdrawal of any allegations or of the formal complaint.
2. The respondent is no longer enrolled or employed by the district in a district program or activity.
3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations.

Only alleged conduct that occurred in the district's education program or activity, and against a person in the United States, may qualify as Title IX sexual harassment within the district's jurisdiction. If it is determined during the investigation or written determination steps below that none of the allegations, if true, would meet the definition and parameters of Title IX sexual harassment within the district's jurisdiction, the Title IX Coordinator shall dismiss the formal complaint under Title IX. If the matter merits review and possible action under the Code of Student Conduct and other Board policies or 103AG2 addressing Discrimination Complaints, then the Title IX Coordinator shall redirect the report to the appropriate administrator to address the allegations.

Written notification shall be promptly issued to the parties simultaneously of any allegations found not to qualify or that are dismissed in compliance with Title IX. Written notification shall state whether the allegations will continue to be addressed pursuant to the Code of Student Conduct and other Board policies or 103AG2 addressing Discrimination Complaints.

A dismissal may be appealed via the appeal procedures set forth in this administrative guideline.

Consolidation of Title IX Formal Complaints

The district may consolidate formal complaints against more than one (1) respondent, or by more than one (1) complainant against one or more respondents, or by one (1) individual against another individual, where the allegations of sexual harassment arise out of the same facts or circumstances.

GRIEVANCE PROCESS FOR FORMAL COMPLAINTS

Step 1 – Formal Complaint

The district is required to initiate the grievance process for formal complaints when a complainant or the complainant's parent/guardian files a formal complaint. The Title IX Coordinator is also authorized to initiate this process despite a complainant's wishes when actions limited to supportive measures are not a sufficient response to alleged behavior, or when a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is an employee, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. Only the Title IX Coordinator is authorized to initiate the formal complaint process despite a complainant's wishes, but the Title IX Coordinator may consult with the school solicitor and other district officials in making this decision.

The complainant or the Title IX Coordinator shall use the designated section of the Discrimination/Sexual Harassment/ Retaliation Report Form to file or sign a formal complaint.

The Title IX Coordinator shall assess whether the investigation should be conducted by the building principal, another district employee, the Title IX Coordinator or an attorney and shall promptly assign the investigation to that individual.

The Title IX Coordinator, investigator, decision-maker, or any individual designated to facilitate the informal resolution process, each must have completed the required training for such roles as designated in Board policy and shall not have a conflict of interest or bias for or against an individual complainant or respondent, or for or against complainants or respondents in general.

The respondent shall be presumed not responsible for the alleged conduct until a written determination regarding responsibility has been made at the conclusion of the grievance process for formal complaints.

Notice Requirements -

Upon receipt of a formal complaint, or when the Title IX Coordinator signs a formal complaint to initiate the grievance process for formal complaints, the Title IX Coordinator shall provide written notice to all known parties, and the parents/guardians of known parties where applicable, providing the following information:

1. Notice of the district's grievance process for formal complaints and any informal resolution process that may be available.
2. Notice of the allegations potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 - a. The identity of the parties involved, if known.
 - b. The conduct allegedly constituting sexual harassment.
 - c. The date and location of the alleged incident(s), if known.
3. A statement that a written determination regarding responsibility shall be made at the conclusion of the grievance process for formal complaints and, until that time, the respondent is presumed not responsible for the alleged conduct.
4. Notice that parties may have an advisor of their choice, who may be, but is not required to be, an attorney. The advisor may inspect and review evidence.
5. Notice that Board policy and the district's Code of Student Conduct prohibits knowingly making false statements or knowingly submitting false information to school officials in connection with reports of misconduct or discrimination complaints.
6. Notice to all known parties of any additional allegations that the district decides to investigate during the course of the investigation.

Step 2 – Informal Resolution Process

The informal resolution process shall not offered or used to facilitate a resolution for any formal complaint where the allegations state that an employee sexually harassed a student.

At any time after a formal complaint has been filed, but prior to reaching a determination of responsibility, if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process, which does not involve a full investigation and adjudication of the Title IX sexual harassment complaint.

The district may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal Title IX sexual harassment complaints. Similarly, a district may not require the parties to participate in an informal resolution process.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, restorative practices, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services, or supportive measures.

When offering an informal resolution process, the Title IX Coordinator shall:

1. Provide the parties a written notice disclosing the following:
 - a. The allegations.
 - b. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process for formal complaints.
 - c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtain the parties' voluntary, written consent to the informal resolution process. As part of the consent process, all parties shall be informed of the rights being waived by agreeing to the informal resolution process, and shall acknowledge such agreement in writing.
3. The informal resolution process shall be conducted within ten (10) school days of the parties' signed agreement for the informal resolution process.

If the matter is resolved to the satisfaction of the parties, the district employee facilitating the informal resolution process shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within twenty (20) school days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies. The Title IX Coordinator shall document the informal resolution process, responses from all parties, and an explanation of why the district's response was not deliberately indifferent to the reported complaint of sexual harassment.

***If Step 2 Informal Resolution Process results in the final resolution of the complaint, the following steps are not applicable.**

Step 3 – Investigation

The designated investigator, if other than the Title IX Coordinator, shall work with the Title IX Coordinator to assess the scope of the investigation, who needs to be interviewed and what records or evidence may be relevant to the investigation. The investigation stage shall be concluded within thirty (30) school days.

When investigating a formal complaint, the investigator shall:

1. Bear the burden of proof and gather evidence and conduct interviews sufficient to reach a written determination. During the process of gathering evidence, unless the district obtains the voluntary, written consent of the party, or the party's parent/guardian when legally required, the district cannot access, consider, disclose or otherwise use a party's records which are protected by legal privilege, such as those records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with providing treatment to the party.
2. Objectively evaluate all available evidence, including inculpatory and exculpatory evidence.
3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

However, the district may request a nondisclosure agreement be signed by the parties and their advisor(s), if any, stating that they will not disseminate or disclose evidence and documents exchanged in the investigation.

5. Provide the parties with the same opportunities to have others present during any interview or other meeting, including an advisor of the party's choice. The district may establish restrictions, applicable to both parties, regarding the extent to which the advisor may participate.
6. Provide written notice to any party whose participation is invited or expected during the investigation process with the following information, in sufficient time for the party to prepare to participate:
 - a. Date.
 - b. Time.
 - c. Location.
 - d. Participants.
 - e. Purpose of all investigative interviews or other meetings.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations, including evidence the district does not intend to rely on to reach a determination regarding responsibility and any inculpatory and exculpatory evidence, whether obtained from a party or other source.

If at any point the investigation expands to include additional allegations that were not included in the initial notice provided upon initiation of the grievance process for formal complaints, the investigator shall alert the Title IX Coordinator. The Title IX Coordinator shall provide written notice of the new allegations to the known parties.

Prior to the completion of the investigative report, the investigator shall:

1. Send to each party and the party's advisor, if any, the evidence subject to inspection and review in electronic or hard copy format.
2. Provide the parties at least ten (10) school days following receipt of the evidence to submit a written response.
3. Consider the written response prior to drafting the investigative report.

The investigator shall draft an investigative report that fairly summarizes relevant evidence and shall provide the investigative report to all parties and to the designated decision-maker.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly inform law enforcement authorities about the allegations and make any additional required reports, in accordance with law, regulations and Board policy.

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

In the course of an investigation, it is possible that conduct other than, or in addition to, Title IX sexual harassment may be identified as part of the same incident or set of circumstances. The fact that there may be Title IX sexual harassment involved does not preclude the district from addressing other identified violations of the Code of Student Conduct or Board policy. If such other conduct is being investigated and addressed together with Title IX sexual harassment as part of the Title IX grievance process for formal complaints, disciplinary action normally should not be imposed until the completion of the Title IX grievance process for formal complaints. A decision whether and when to take such action should be made in consultation with the school solicitor.

Step 4 – Written Determination and District Action

Designation of Decision-Maker -

To avoid any conflict of interest or bias, the decision-maker cannot be the same person as the Title IX Coordinator or the investigator. The responsibility as the decision-maker for complaints of Title IX sexual harassment shall generally be designated to the Assistant Superintendent.

If the Assistant Superintendent has a conflict of interest or is a party in the formal complaint process, they shall disclose the conflict and the Title IX Coordinator shall designate another individual to serve as the decision-maker.

Written Determination Submissions -

A written determination of responsibility (written determination) must not be finalized less than ten (10) days after the investigator completes the investigative report and provides it to all parties. Before the decision-maker reaches a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that a party wants to be asked of any party or witness, shall provide each party with the answers, and shall allow for additional, limited follow-up questions from each party.

Relevant questions for a party or witness must be submitted by each party within three (3) school days following receipt of the investigative report. Follow-up questions must be submitted by each party within three (3) school days of being provided the answers to the initial questions.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as part of the follow-up questions and responses, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The decision-maker shall explain to the party proposing the questions about any decision to exclude a question as not relevant.

Written Determination -

The decision-maker must issue a written determination for the conduct alleged in formal complaints. To reach this determination, the decision-maker shall apply the preponderance of the evidence standard, meaning that the party bearing the burden of proof must present evidence which is more credible and convincing than that presented by the other party or which shows that the fact to be proven is more probable than not.

In considering evidence, the decision-maker shall ensure credibility determinations are not based on an individual's status as a complainant, respondent or witness.

After considering all relevant evidence, the decision-maker shall issue a written determination that includes:

1. Identification of the allegations potentially constituting Title IX sexual harassment.
2. A description of the procedural steps taken from the receipt or signing of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of the district's Code of Student Conduct or Board policies to the facts.

5. A statement of, and rationale for, the result as to each allegation, including:
 - a. Determination regarding responsibility.
 - b. Disciplinary sanctions.
 - c. Remedies designed to restore or preserve equal access to the district's education program or activity that will be provided by the district to the complainant. Such remedies may be punitive or disciplinary and need not avoid burdening the respondent.
6. The procedures, deadline and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination becomes final either:

1. On the date that the district provides the parties with the written decision of the result of the appeal, if an appeal is filed;
2. Or, if an appeal is not filed, on the date on which an appeal would no longer be considered timely, in accordance with the timeframe established for appeals in this Attachment.

The Title IX Coordinator shall be responsible to ensure that any remedies are implemented by the appropriate district officials and for following up as needed to assess the effectiveness of such remedies. Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws and regulations, including specific requirements and provisions for students with disabilities.

Appeal Process

Districts must offer both parties the right to appeal a determination of responsibility and the right to appeal the district's dismissal of a Title IX formal complaint or any allegation in the Title IX formal complaint. The scope of appeals related to Title IX sexual harassment are limited to the following reasons for appeal as stated in the Title IX regulations:

1. A procedural irregularity that affected the outcome of the matter.
2. New evidence that that could affect the outcome was not reasonably available at the time the decision to dismiss or determination of responsibility was made.
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the individual complainant or respondent or for or

against complainants or respondents generally that affected the outcome of the matter.

Written notice of a party's appeal shall be submitted to the Title IX Coordinator within five (5) school days after the date of the written determination. Notice of appeal shall include a brief statement describing the basis for the appeal.

The Title IX Coordinator shall ensure that the designated appeal authority is not the same person as the decision-maker that reached the determination, the investigator, or the Title IX Coordinator. The designated appeal authority shall be the Superintendent.

For all appeals, the designated appeal authority shall:

1. Provide written notice to the other party when notice of an appeal is filed and implement appeal procedures equally for both parties.
2. Provide both parties a reasonable, equal opportunity to submit a written statement in support of or challenging the stated basis for the appeal. Supporting statements shall describe in detail as applicable the procedural irregularities asserted to have affected the outcome of the determination, the nature of any new evidence asserted to have affected the outcome, and the nature of any bias asserted to have affected the outcome, with an explanation of how the outcome was affected by such factors. If evidence exists supporting the basis for appeal, it shall accompany the supporting statement, or it shall identify where such evidence may be found.

Supporting statements must be submitted to the appeal authority and provided to the other party within five (5) school days of the written notice of appeal.

Statements in opposition to the appeal shall be submitted within five (5) school days of the submission of supporting statements. If a statement in opposition to an appeal refers to any evidence beyond what is described in a supporting statement, it shall accompany the statement in opposition, or it shall identify where such evidence may be found.

The appeal authority may accept and consider evidence in support of or in opposition to an appeal in making any conclusions necessary to deciding the appeal. Alternatively, when the appeal authority determines that factors exist making it necessary for the decision-maker to further develop the evidentiary record relevant to the basis for appeal, the appeal authority may return the matter to the decision-maker for that limited purpose.

3. Determine whether the appeal meets the grounds for permitted reasons for appeal and justifies modifying the written determination.
4. Issue a written decision setting forth the respects, if any, in which the written determination is modified and the rationale for the result within twenty (20) school days.
5. Provide the written decision simultaneously to both parties. A copy of the written decision shall also be provided to the Title IX Coordinator.

Recordkeeping

The district shall maintain the following records for a of a minimum of seven (7) years after conclusion of procedures and implementation of disciplinary sanctions and/or remedies, or in the case of a complainant or respondent who is a minor, until the expiration of the longest statute of limitations for filing a civil suit applicable to any allegation:

1. Each Title IX sexual harassment investigation, including any written determination and any audio or audiovisual recording or transcript, and disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity.
2. Any appeal and the result.
3. Any informal resolution and the result.
4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process.
5. Records of any district actions, including any supportive measures, taken in response to a report or formal complaint of Title IX sexual harassment. In each instance, the district shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If a district does not provide a complainant with supportive measures, then the district must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Staff - rev and new title
Code	104
Status	First Reading
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Authority

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

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related administrative guidelines be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages employees and third parties who believe they or others have been subject to **Title IX sexual harassment, other discrimination or retaliation** to promptly report such incidents to **the building principal or building administrator. A person who is not an intended victim**

or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination. ~~designated employees.~~

If the building principal or building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form (104AG1) for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant administrative guidelines followed.

The building principal or building administrator shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in 104AG2, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in 104AG3, or other Board policies.

Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in 104AG3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent district employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

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

Confidentiality.

Confidentiality of all parties, witnesses, the allegations, the filing of a **report** ~~complaint~~, and the investigation **related to any form of discrimination or retaliation, including Title IX sexual harassment**, shall be handled in accordance with **applicable law, regulations**, this policy, **the administrative guidelines** and the district's legal and investigative obligations.

Retaliation

The Board prohibits retaliation **by the district or any other person** against any person for: [16]

~~making a r~~ **Reporting or making a formal complaint of any form** of discrimination **or retaliation, including Title IX sexual harassment.**

~~or~~ **Testifying, assisting**, participating or **refusing to participate** in a related investigation, **process or other proceeding** or hearing. ~~or~~

Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.

~~A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.~~

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory or harassing conduct.

Discrimination or Harassment

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including ~~Harassment by students, employees, or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.~~ [8][14][15][16][17][18].

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

Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or

Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or

Such conduct is sufficiently severe, persistent, or pervasive; and that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

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

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, electronic, graphic, or physical conduct of a sexual nature when:
Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or

Submission to or rejection of such conduct is used as the basis for employment related decisions affecting an employee; or

Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. [15][18]

Supportive measures shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[18]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[18]

Counseling or Employee Assistance Program.

Extensions of deadlines or other course-related

adjustments. Modifications of work or class schedules.

Campus escort services.

Mutual restrictions on contact between the

parties. Changes in work locations.

Leaves of absence.

Increased security.

Monitoring of certain areas of the campus.

Assistance from domestic violence or rape crisis programs.

Assistance from community health resources including counseling resources.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following: [\[18\]](#)

A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[19\]](#)

Length of relationship.

Type of relationship.

Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [\[19\]](#)

Sexual assault means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. [\[20\]](#)

Stalking, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct

directed at a specific person that would cause a reasonable person to either: [\[19\]](#)

Fear for their safety or the safety of

others.

Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An education program or activity includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus. [\[14\]](#)[\[15\]](#)[\[18\]](#)

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources or designee as the district's Compliance Officer **and Title IX Coordinator**.

The Compliance Officer/Title IX Coordinator can be contacted at:

Address: 782 Springdale Drive, Exton PA 19341

email: julmer@wcasd.net

Phone: 484-266-1006

~~All nondiscrimination notices or information shall include the position, office address, telephone number, and email address of the Compliance Officer.~~

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

The Compliance Officer **and Title IX Coordinator** shall **fulfill designated** be responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures, and to monitor the implementation of **the district's** nondiscrimination procedures in the following areas, **as appropriate**:

Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions, and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.

Training - ~~Provisions of~~ **Provide** training for supervisors and staff to prevent, identify, and alleviate problems of employment discrimination.

Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure **or Title IX procedures**, such as making reports to the police, **and** available **supportive measures such as** assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.

Reports/Formal Complaints - Monitor and provide technical assistance to **individuals involved in managing informal reports and formal** building principals or designees in processing complaints.

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

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

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22] [23][24] [25]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, gender identity, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Administrative Guideline104AG2.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Administrative Guideline 104AG3.

Other Reports

Any reports reviewed by the Title IX Coordinator which do not meet the definition of Title IX sexual harassment or discrimination of a protected class, will be processed under the relevant Board policy.

Right to an Alternative Complaint Procedure

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

Complaint Procedure—Employee/Third Party

Step 1—Reporting

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

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

Step 2—Investigation

~~The Compliance Officer shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.~~

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

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

~~The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information~~

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

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly inform law enforcement authorities about the allegations.[13] [19][20]

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

Step 3 — Investigative Report

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

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

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

Step 4 — District Action

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

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

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

Appeal Procedure

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

Legal

1. 20 U.S.C. 1681 et seq
2. 29 U.S.C. 206
3. 29 U.S.C. 621 et seq
4. 29 U.S.C. 794
5. 42 U.S.C. 12101 et seq
6. 42 U.S.C. 1981 et seq
7. 42 U.S.C. 2000e et seq
8. 42 U.S.C. 2000ff et seq
9. 43 P.S. 336.3
10. 43 P.S. 951 et seq
11. U.S. Const. Amend. XIV, Equal Protection Clause
12. Pol. 317
13. Pol. 806
14. 29 CFR 1604.11
15. 29 CFR 1606.8
16. EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993
17. EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999
18. EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990
19. 18 Pa. C.S.A. 2709
20. Pol. 815
- 16 PA Code 44.1 et seq
- 28 CFR 35.140
- 28 CFR Part 41
- 29 CFR Parts 1600-1691



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Sexual Harassment/Retaliation Report Form - new title and rev
Code	104AG1
Status	First Reading
Adopted	August 1, 2015
Last Revised	March 25, 2019
Last Reviewed	January 22, 2018

Please download and complete the form below.

 [AG 104AG1 -Disc.TitleIXSexualHarrassmentStaff Report Form rev 8.20.pdf \(411 KB\)](#)

**104AG1 DISCRIMINATION/SEXUAL HARASSMENT/RETALIATION
REPORT FORM**

The Board declares it to be the policy of this district to provide a safe, positive learning and working environment that is free from sexual harassment, other discrimination and retaliation. If you have experienced, or if you have knowledge of, any such actions, we encourage you to complete this form. The Title IX Coordinator will be happy to support you by answering any questions about the report form, reviewing the report form for completion and assisting as necessary with completion of the report. The Title IX Coordinator's contact information is:

Position:

Address:

Email:

Phone Number:

Retaliation Prohibited

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against you for making this report. Please contact the Title IX Coordinator immediately if you believe retaliation has occurred.

Confidentiality

Confidentiality of all parties, witnesses, the allegations and the filing of a report shall be handled in accordance with Board policy, procedures, and the district's legal and investigative obligations. The school will take all reasonable steps to investigate and respond to the report, consistent with a request for confidentiality as long as doing so does not preclude the school from responding effectively to the report. If you have any questions regarding how the information contained in this report may be used, please discuss them with the Title IX Coordinator prior to filing the report. Once this report is filed, the district has an obligation to investigate the information provided.

Note: For purposes of Title IX sexual harassment, this Report Form serves initially as an informal report, not a formal complaint of Sexual Harassment under Title IX.

I. Information About the Person Making This Report:

Name: _____

Address: _____

Phone Number: _____

Assigned School Building(s):

I am a:

Employee Volunteer Visitor

Other _____ (please explain relationship to the district)

If you are not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is:

Another Employee Student

Other: _____ (please explain relationship to the alleged victim)

II. Information About the Person(s) You Believe is/are Responsible for the Harassment, Retaliation or Other Discrimination You are Reporting

What is/are the name(s) of the individual(s) you believe is/are responsible for the conduct you are reporting?

Name(s):

The reported individual(s) is/are:

Student(s) Employee(s)

Other _____ (please explain relationship to the district)

III. Description of the Conduct You are Reporting

In your own words, please do your best to describe the conduct you are reporting as clearly as possible. Please attach additional pages if necessary:

When did the reported conduct occur? (Please provide the specific date(s) and time(s) if possible):

Where did the reported conduct take place?

Please provide the name(s) of any person(s) who was/were present, even if for only part of the time.

Please provide the name(s) of any other person(s) that may have knowledge or related information surrounding the reported conduct.

Have you reported this conduct to any other individual prior to giving this report?

Yes No

If yes, who did you tell about it?

If you are the victim of the reported conduct, how has this affected you?

I certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge. I understand that any false information provided herein is subject to penalties contained in 18 Pa. C.S.A. Sec. 4904, relating to unsworn falsification to authorities.

Signature of Person Making the Report

Date

Received By

Date

FOR OFFICIAL USE ONLY

This section is to be completed by the Title IX Coordinator based on reviewing the report with the complainant or other individual making the report.

The purpose of this form is to assist the Title IX Coordinator in gathering information necessary to properly assess the circumstances surrounding the reported conduct to determine if the allegations fall under the definition of Title IX sexual harassment or if the matter merits review and action under other Board policies. The Title IX Coordinator shall gather as much information as possible in cases of incomplete or anonymous reports (including those that may be received through the Safe2Say Something program) to assess the report.

Upon receipt of the report, The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures as described in Policy 104 and 104AG3. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

I. Reporter Information:

Name: _____

Address: _____

Phone Number: _____

Assigned School Building(s):

Reporter is a:

Employee Volunteer Visitor

Other _____ (please explain relationship to the district)

If the reporter is not the victim of the reported conduct, please identify the alleged victim:

Name: _____

The alleged victim is:

Another Employee Student

Other: _____ (please explain relationship to the alleged victim)

II. Respondent Information

Please provide the name(s) of the individual(s) believed to have conducted the reported violation:

Name(s):

The reported respondent(s) is/are:

- Student(s) Employee(s)
- Other _____ (please explain relationship to the district)

III. Level of Report:

- Informal Formal (see additional information below on Title IX formal complaints)

IV. Type of Report:

- Title IX Sexual Harassment Discrimination Retaliation Other _____

Nature of the Report (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Age |
| <input type="checkbox"/> Color | <input type="checkbox"/> Creed |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Sexual Harassment |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Gender Identity |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Ancestry |
| <input type="checkbox"/> Handicap/Disability | <input type="checkbox"/> Pregnancy |
| | <input type="checkbox"/> Genetic Information |

V. Reported Conduct

Describe the reported conduct below, including specific actions, dates, times, locations and any other details necessary to properly assess the reported incident(s).

How often did the conduct occur?

Is it being repeated? Yes No

Do the circumstances involve a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act?

No.

Yes, please identify the student with a disability and contact the Director of Special Education.

Date Director of Special Education was contacted: _____

How has the conduct affected the alleged victim's ability to fully participate in the school's programs or activities in the course of school employment?

What is the alleged victim's relationship with the alleged respondent?

Insert names, descriptions, and/or contact information of individuals believed to have observed the conduct or who otherwise may have knowledge of the conduct and/or related circumstances.

Additional observations or evidence including pictures, texts, emails, video or other information submitted to the Title IX Coordinator.

VI. Safety Concerns

Are there safety concerns that may require Emergency Removal or Administrative Leave of a respondent? (This requires an individualized safety and risk analysis as to whether there is an immediate threat to the physical health or safety of an individual.)

No.

Yes, please describe:

VII. Other Reports

Has the conduct been reported to the police or any other agency?

No

Yes Date reported: _____ Agency: _____

VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

Policy 103. Discrimination/Title IX Sexual Harassment Affecting Students

Policy 104. Discrimination/Title IX Sexual Harassment Affecting Staff

Other _____

To meet the definition of Title IX sexual harassment, the conduct must have taken place during a district education program or activity involving a person in the United States. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the sexual harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus, including conveyance on district provided transportation.

Did the incident occur during a school program or activity involving a person in the United States?

Yes

No

To meet the definition of Title IX sexual harassment, the conduct needs to satisfy one or more of the following (please check all that apply):

A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.

Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.

Sexual assault, dating violence, domestic violence or stalking.

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

Domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual assault means a sexual offense under a state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Stalking means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:

1. Fear for their safety or the safety of others.
2. Suffer substantial emotional distress.

IX. Recommended Course of Action

After consultation with the complainant and consideration of the reported information, the Title IX Coordinator directs the report to proceed under the provisions of (check all that apply):

No further action at this time. Reason:

Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff: 104AG2
Discrimination Complaint Procedures

Policy 104. Discrimination/Title IX Sexual Harassment Affecting Staff: 104AG3: Title IX
Sexual Harassment Procedures and Grievance Process for Formal Complaints

Other _____

X. Title IX Information to Complainant

What supportive measures were discussed with the complainant, and what were the complainant's wishes with respect to supportive measures?

Upon designating a course of action under Title IX sexual harassment, the Title IX Coordinator will promptly:

1. Explain to the complainant the process for filing a formal complaint.
2. Inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.
3. Determine what supportive measures may be offered to the respondent.
4. Determine whether the complainant wishes this report to be treated as a formal complaint.

XI. Title IX Coordinator Signature

I recommend the above course of action based on my consultation with the complainant and the information available at this time.

Title IX Coordinator: _____

Date: _____

XII. Title IX Formal Complaint Action

The Title IX Coordinator shall have the complainant check the appropriate box and sign and date below to indicate whether or not the complainant wishes to have this form serve as a formal complaint pursuant to Title IX.

I would like my report to be treated as a formal complaint of sexual harassment pursuant to Title IX.

Yes No

Complainant's Signature: _____

Date: _____

If the complainant does not wish this report to be treated as a formal complaint pursuant to Title IX, the Title IX Coordinator must assess whether actions limited to supportive measures are a sufficient response to alleged behavior, or whether instead a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is a supervisor, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. The Title IX Coordinator may consult with the school solicitor and other district official in making this decision.

As Title IX Coordinator, I have determined that, notwithstanding the complainant's preference, it is necessary to proceed with the Grievance Process for Formal Complaints for the following reasons:

Therefore, I am signing this form for the purpose of serving as the formal complaint initiating that process:

Title IX Coordinator's Signature: _____

Date: _____



Book	Policy Manual
Section	100 Programs
Title	Discrimination Complaint Procedures - staff - new
Code	104AG2
Status	First Reading

DISCRIMINATION COMPLAINT PROCEDURES

All reports of discrimination and retaliation brought pursuant to the district's discrimination policy shall also be reviewed for conduct which may not be proven discriminatory under Policy 104 but merits review and possible action under other Board policies or the Code of Student Conduct for students.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual who has been reported to be the perpetrator of the alleged conduct.

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, **gender identity**, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in the policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:

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

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report discrimination or harassment, participate in an investigation or other process addressing discrimination or harassment, or act in opposition to discriminatory practices.

Reasonable Accommodations

Throughout the discrimination complaint procedures, the district shall make reasonable accommodations for identified physical and intellectual impairments that constitute disabilities for all parties, consistent with the requirements of federal and state laws and regulations and Board policy.

Required Reporting Under Other Policies

In addition to implementing the disciplinary complaint procedures, the building principal, building administrator or Compliance Officer/Title IX Coordinator shall ensure that reported conduct which meets the definition of other laws, regulations or Board policies, is also appropriately addressed in accordance with the applicable laws, regulations or Board policies, including but not limited to, incidents under the Safe Schools Act, reports of educator misconduct, threats, or reports of suspected child abuse.

Timeframes

Reasonably prompt timeframes shall be established for completing each step of the discrimination complaint procedures, including timeframes for filing and resolving appeals.

The established timeframes included in these procedures may be adjusted to allow for a temporary delay or a limited extension of time for good cause. Written notice of the delay or extension and the reason for such action shall be provided to the complainant and the respondent, and documented with the records of the complaint. Good cause may include, but is not limited to, considerations such as:

1. The absence of a party or a witness.
2. Concurrent law enforcement activity.
3. Need for language assistance or accommodation of disabilities.

PROCEDURES FOR COMPLAINTS OF DISCRIMINATION

Step 1 – Reporting

An employee or individual who believes they have been subject to discrimination by any district student, employee or third party is encouraged to immediately report the incident to the building principal using the Discrimination/Sexual Harassment/Retaliation Report Form or by making a general report verbally or in writing to the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If a student is identified as a party in the report, parents/guardians have the right to act on behalf of the student.

Any person with knowledge of discrimination in violation of Board policy or this procedure is encouraged to immediately report the matter to the building principal or building administrator.

The building principal or building administrator shall immediately notify the Compliance Officer/Title IX Coordinator of the reported discrimination.

If the building principal or building administrator is the subject of a complaint, the person making the report shall report the incident directly to the Compliance Officer/Title IX Coordinator.

The complainant or reporting individual shall be encouraged to use the Discrimination/Sexual Harassment/Retaliation Report Form; however, complaints shall be accepted in person, by telephone, by mail or email, or by any other means that results in the appropriate individual receiving the individual's verbal or written report. Verbal reports shall be documented using the Discrimination/Sexual Harassment/Retaliation Report Form, and these procedures shall be implemented.

The Compliance Officer/Title IX Coordinator shall review reports and complaints, and may gather additional information from the individual submitting the report and other parties identified in the report using the Discrimination/Sexual Harassment/Retaliation Report Form. The Compliance Officer/Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary.

The Compliance Officer/Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in this administrative guideline, or if the reported circumstances meet the definition and parameters of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in 104AG3, or other applicable Board policies.

If the Compliance Officer/Title IX Coordinator determines that the report should be addressed through the discrimination complaint procedures, the Compliance Officer/Title IX Coordinator shall be notified and the complaint procedures in this administrative guideline implemented.

When a party is an identified student with a disability, or thought to be a student with a disability, the Compliance Officer/Title IX Coordinator shall notify the Director of Special Education and coordinate to determine whether additional steps must be taken for the party, while the discrimination complaint procedures are implemented.

Step 2 – Initial Communications

The complainant shall be informed about the Board's policy on discrimination, including the right to an investigation of both verbal and written reports of discrimination.

The building principal, building administrator or designee, in consultation with the Compliance Officer/Title IX Coordinator, where appropriate may implement appropriate measures to protect the complainant and others if necessary during the course of the investigation.

The building principal, building administrator or designee may provide to the complainant factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. The person accepting the complaint shall handle the report objectively, neutrally and professionally.

The building principal or Compliance Officer/Title IX Coordinator shall provide relevant information on resources available in addition to the discrimination complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources, including counseling resources.

Informal Remedies -

At any time after a complaint has been reported, if the Compliance Officer/Title IX Coordinator believes the circumstances are appropriate, the Compliance Officer/Title IX Coordinator may, but is not required to, offer the parties involved in the complaint the opportunity to participate in informal remedies to address the reported conduct. Informal remedies can take many forms, depending on the particular case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services such as an Employee Assistance Program, or other measures to support the parties.

If the matter is resolved to the satisfaction of the parties, the district employee facilitating the informal remedies shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation to indicate agreement with the resolution and receive a copy, and forward it to the Compliance Officer/Title IX Coordinator.

The Compliance Officer/Title IX Coordinator shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies, and shall document all appropriate actions.

*If the informal remedies result in the final resolution of the complaint, the following steps are not applicable.

Step 3 – Investigation

The Compliance Officer/Title IX Coordinator shall assess whether the investigation should be conducted by the building principal, building administrator another district employee, the Compliance Officer/Title IX Coordinator or an attorney and shall promptly assign the investigation to that individual.

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

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the respondent may suggest additional witnesses and provide other evidence during the course of the investigation.

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

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the law enforcement authorities about the allegations in accordance with existing policies.

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

Step 4 – Investigative Report

The investigator shall prepare and submit a written report to the Compliance Officer/Title IX Coordinator within thirty (30) school days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Compliance Officer/Title IX Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The investigative report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated Board Policy 104 and of any other violations of law

or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discrimination shall consider the record as a whole and the totality of circumstances in determining whether a violation of Board policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.

The complainant and the respondent shall be informed of the outcome of the investigation, including the recommended disposition, within a reasonable time of the submission of the written investigative report, to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

Step 5 – District Action

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

If an investigation results in a finding that a different policy was violated separately from or in addition to violations of Policy 104 or these procedures, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

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

Appeal Procedure

If the complainant or the respondent is not satisfied with a finding made pursuant to these procedures or with recommended corrective action, they may submit a written appeal to the Compliance Officer/Title IX Coordinator within fifteen (15) school days of receiving notification of the outcome of the investigation. If the Compliance Officer/Title IX Coordinator investigated the complaint, such appeal shall be made to the Superintendent.

The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.

The person handling the appeal shall prepare a written response to the appeal within twenty (20) school days.

Copies of the response shall be provided to the complainant, the respondent and the investigator who conducted the initial investigation.



Book	Policy Manual
Section	100 Programs
Title	Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints - new
Code	104AG3
Status	First Reading

Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints

Definitions

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the district's Title IX Coordinator or any district official who has the authority to institute corrective measures on behalf of the district, or to any employee of an elementary and secondary school, other than the respondent.

Exculpatory evidence means evidence tending to exonerate the accused or helps to establish their innocence.

Inculpatory evidence means evidence tending to incriminate the accused or indicate their guilt.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator the complainant or other party during the grievance process. The phrase "**document filed by a complainant**" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Retaliation shall mean actions including, but not limited to, intimidation, threats, coercion, or discrimination against a victim or other person because they report conduct that may constitute Title IX sexual harassment, in accordance with Board policy and procedures, participate in an investigation or other process addressing Title IX sexual harassment, or act in opposition to discriminatory practices.

The following actions shall not constitute retaliation:

1. An individual exercising free speech under the rights protected by the First Amendment.
2. The assignment of consequences consistent with Board policy when an individual knowingly makes a materially false statement in bad faith in an investigation. The fact that the charges of discrimination were unfounded or unsubstantiated shall not be the sole reason to conclude that any party made a materially false statement in bad faith.

Supportive measures mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures shall be designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

a. **Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:

- Length of relationship.
- Type of relationship.
- Frequency of interaction between the persons involved in the relationship.

b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

c. **Sexual assault** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either:

- Fear for their safety or the safety of others.
- Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment subject to Title IX regulations. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs.

TITLE IX SEXUAL HARASSMENT PROCEDURES

General Response – (with or without a formal complaint).

Any person, whether the alleged victim or not, may report Title IX sexual harassment using the Discrimination/Sexual Harassment/Retaliation Report Form or by making a general report verbally or in writing to the building principal or building administrator, or by using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Upon receipt of a report, school staff shall immediately notify the building principal or building administrator.

A report may be made at any time, including during nonbusiness hours. Verbal reports shall be documented by the Title IX Coordinator or employee receiving the report using the Discrimination/Sexual Harassment/Retaliation Report Form, and these procedures shall be implemented appropriately.

District staff who become aware of harassment or other discrimination affecting a staff member shall promptly report it to the building principal or building administrator.

If a student is identified as a party in the report, parents/guardians have the right to act on behalf of the student at any time.

When the district has actual knowledge of Title IX sexual harassment, the district is required to respond promptly and in a manner, that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

All sexual harassment reports and complaints received by the building principal or building administrator shall be promptly directed to the Title IX Coordinator, in accordance with Board policy. The Title IX Coordinator shall use the Discrimination/Sexual Harassment/Retaliation Report Form to gather additional information from the reporter and/or other parties identified in the report, to determine if the allegations meet the definition and parameters for Title IX sexual harassment.

The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall initially assess whether the reported conduct:

1. Meets the definition of Title IX sexual harassment.
2. Occurred in a district program or activity under the control of the district and against a person in the United States.
3. Involves other Board policies or the Code of Student Conduct.
4. Indicates, based on an individualized safety and risk analysis, that there is an immediate threat to the physical health or safety of an individual.
5. Involves a student identified as a student with a disability under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

If the result of this initial assessment determines that none of the allegations fall within the scope of Title IX sexual harassment, but the matter merits review and possible action under other Board policies, the Code of Student Conduct or 104AG 2 addressing Discrimination Complaints, then the

Title IX Coordinator shall redirect the report to the appropriate administrator to address the allegations.

If the result of the initial assessment determines that the allegations may constitute Title IX sexual harassment, the Title IX Coordinator shall promptly explain to the complainant the process for filing a formal complaint and inform the complainant of the continued availability of supportive measures with or without the filing of a formal complaint.

The Title IX Coordinator shall also determine what supportive measures may be offered to the respondent.

If any party is an identified student with a disability, or thought to be disabled, the Title IX Coordinator shall contact the Director of Special Education to coordinate the required actions in accordance with Board policy.

Confidentiality regarding the supportive measures offered and the identity of the following individuals shall be maintained, except as may be permitted by law or regulations relating to the conduct of any investigation:

1. Individuals making a report or formal complaint.
2. Complainant(s).
3. Respondent(s).
4. Witnesses.

The district shall treat complainants and respondents equitably by:

1. Offering supportive measures to the complainant and may offer such measures to the respondent.
2. Following the grievance process for formal complaints before imposing disciplinary sanctions or other actions that are not supportive measures on the respondent.

Supportive Measures -

All supportive measures provided by the district shall remain confidential, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures.

When a party is an identified student with a disability, or thought to be a student with a disability, the Title IX Coordinator shall notify the Director of Special Education and coordinate to determine whether additional steps must be taken as supportive measures for the party while the Title IX procedures are implemented.

Reasonable Accommodations –

Throughout the Title IX sexual harassment procedures, the district shall make reasonable accommodations for identified physical and intellectual impairments that constitute disabilities for any party, consistent with the requirements of federal and state laws and regulations and Board policy.

Employee Disciplinary Procedures When Reports Allege Title IX Sexual Harassment -

When reports allege Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

Administrative Leave –

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent, district employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

Required Reporting Under Other Policies -

In addition to implementing the Title IX sexual harassment procedures, the Title IX Coordinator shall ensure that reported conduct which meets the definition of other laws, regulations or Board policies, is also appropriately addressed in accordance with the applicable laws, regulations or Board policies, including but not limited to, incidents under the Safe Schools Act, reports of educator misconduct, threats, or reports of suspected child abuse.

Timeframes

Reasonably prompt timeframes shall be established for the conclusion of the grievance process for formal complaints, including timeframes for the informal resolution process and timeframes for filing and resolving appeals.

The established timeframes included in these procedures may be adjusted to allow for a temporary delay or a limited extension of time for good cause. Written notice of the delay or extension and the reason for such action shall be provided to the complainant and the respondent, and documented with the records of the complaint. Good cause may include, but is not limited to, considerations such as:

1. The absence of a party, a party's advisor or a witness.
2. Concurrent law enforcement activity.
3. Need for language assistance or accommodation of disabilities.

Redirection or Dismissal of Title IX Formal Complaints

Formal complaints may be dismissed, if at any time during the investigation or written determination steps described below:

1. A complainant provides written notification of withdrawal of any allegations or of the formal complaint.
2. The respondent is no longer enrolled or employed by the district in a district program or activity.
3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations.

Only alleged conduct that occurred in the district's education program or activity, and against a person in the United States, may qualify as Title IX sexual harassment within the district's jurisdiction. If it is determined during the investigation or written determination steps below that none of the allegations, if true, would meet the definition and parameters of Title IX sexual harassment within the district's jurisdiction, the Title IX Coordinator shall dismiss the formal complaint under Title IX. If the matter merits review and possible action under other Board policies,

the Code of Student Conduct or 104AG2 addressing Discrimination Complaints, then the Title IX Coordinator shall redirect the report to the appropriate administrator to address the allegations.

Written notification shall be promptly issued to the parties simultaneously of any allegations found not to qualify or that are dismissed in compliance with Title IX. Written notification shall state whether the allegations will continue to be addressed pursuant to other Board policies, the Code of Student Conduct or 104AG2 addressing Discrimination Complaints.

A dismissal may be appealed via the appeal procedures set forth in this administrative guideline.

Consolidation of Title IX Formal Complaints

The district may consolidate formal complaints against more than one (1) respondent, or by more than one (1) complainant against one or more respondents, or by one (1) individual against another individual, where the allegations of sexual harassment arise out of the same facts or circumstances.

GRIEVANCE PROCESS FOR FORMAL COMPLAINTS

Step 1 – Formal Complaint

The district is required to initiate the grievance process for formal complaints when a complainant files a formal complaint. The Title IX Coordinator is also authorized to initiate this process despite a complainant's wishes when actions limited to supportive measures are not a sufficient response to alleged behavior, or when a formal complaint process is necessary to investigate and address the situation adequately. For example, if disciplinary action would be warranted if allegations are true, if the respondent is a supervisor, or if further investigation is needed to assess the extent of the behavior and impact on others, it may be clearly unreasonable not to initiate the formal complaint process. Only the Title IX Coordinator is authorized to initiate the formal complaint process despite a complainant's wishes, but the Title IX Coordinator may consult with the school solicitor and other district officials in making this decision.

The complainant or the Title IX Coordinator shall use the designated section of the Discrimination/Sexual Harassment/Retaliation Report Form to file or sign a formal complaint.

The Title IX Coordinator shall assess whether the investigation should be conducted by the building principal, another district employee, the Title IX Coordinator or an attorney and shall promptly assign the investigation to that individual.

The Title IX Coordinator, investigator, decision-maker, or any individual designated to facilitate the informal resolution process; each must have completed the required training for such roles as designated in Board policy and shall not have a conflict of interest or bias for or against an individual complainant or respondent, or for or against complainants or respondents in general.

The respondent shall be presumed not responsible for the alleged conduct until a written determination regarding responsibility has been made at the conclusion of the grievance process for formal complaints.

Notice Requirements -

Upon receipt of a formal complaint, or when the Title IX Coordinator signs a formal complaint to initiate the grievance process for formal complaints, the Title IX Coordinator shall provide written notice to all known parties, and the parents/guardians of known parties if applicable, providing the following information:

1. Notice of the district's grievance process for formal complaints and any informal resolution process that may be available.

2. Notice of the allegations potentially constituting Title IX sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 - a. The identity of the parties involved, if known.
 - b. The conduct allegedly constituting sexual harassment.
 - c. The date and location of the alleged incident(s), if known.
3. A statement that a written determination regarding responsibility shall be made at the conclusion of the grievance process for formal complaints and, until that time, the respondent is presumed not responsible for the alleged conduct.
4. Notice that parties may have an advisor of their choice, who may be, but is not required to be, an attorney. The advisor may inspect and review evidence.
5. Notice that Board policy and the district's Code of Student Conduct prohibits knowingly making false statements or knowingly submitting false information to school officials in connection with reports of misconduct or discrimination complaints.
6. Notice to all known parties of any additional allegations that the district decides to investigate during the course of the investigation.

Step 2 – Informal Resolution Process

The informal resolution process shall not be offered or used to facilitate a resolution for any formal complaint where the allegations state that an employee sexually harassed a student.

At any time after a formal complaint has been filed, but prior to reaching a determination of responsibility, if the Title IX Coordinator believes the circumstances are appropriate, the Title IX Coordinator may offer the parties the opportunity to participate in an informal resolution process, which does not involve a full investigation and adjudication of the Title IX sexual harassment complaint.

The district may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal Title IX sexual harassment complaints. Similarly, a district may not require the parties to participate in an informal resolution process.

Informal resolutions can take many forms, depending on the particular case. Examples include, but are not limited to, mediation, facilitated discussions between the parties, acknowledgment of responsibility by a respondent, apologies, a requirement to engage in specific services such as an Employee Assistance Program, or supportive measures.

When offering an informal resolution process, the Title IX Coordinator shall:

1. Provide the parties a written notice disclosing the following:
 - a. The allegations.
 - b. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the

grievance process for formal complaints.

- c. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
2. Obtain the parties' voluntary, written consent to the informal resolution process. As part of the consent process, all parties shall be informed of the rights being waived by agreeing to the informal resolution process, and shall acknowledge such agreement in writing.
3. The informal resolution process shall be conducted within ten (10) school day of the parties' signed agreement for the informal resolution process.

If the matter is resolved to the satisfaction of the parties, the district employee facilitating the informal resolution process shall document the nature of the complaint and the proposed resolution of the matter, have both parties sign the documentation and receive a copy, and forward it to the Title IX Coordinator. Within twenty (20) school days after the complaint is resolved in this manner, the Title IX Coordinator shall contact the complainant to determine if the resolution was effective and to monitor the agreed upon remedies. The Title IX Coordinator shall document the informal resolution process, responses from all parties, and an explanation of why the district's response was not deliberately indifferent to the reported complaint of sexual harassment.

***If Step 2 Informal Resolution Process results in the final resolution of the complaint, the following steps are not applicable.**

Step 3 – Investigation

The designated investigator, if other than the Title IX Coordinator, shall work with the Title IX Coordinator to assess the scope of the investigation, who needs to be interviewed and what records or evidence may be relevant to the investigation. The investigation stage shall be concluded within thirty (30) days.

When investigating a formal complaint, the investigator shall:

1. Bear the burden of proof, gather evidence, and conduct interviews sufficient to reach a written determination. During the process of gathering evidence, unless the district obtains the voluntary, written consent of the party, or the party's parent/guardian when legally required, the district cannot access, consider, disclose or otherwise use a party's records which are protected by legal privilege, such as those records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with providing treatment to the party.
2. Objectively evaluate all available evidence, including inculpatory and exculpatory evidence.
3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

However, the district may request a nondisclosure agreement be signed by the parties and their advisor(s), if any, stating that they will not disseminate or disclose evidence and documents exchanged in the investigation.

5. Provide the parties with the same opportunities to have others present during any interview or other meeting, including an advisor of the party's choice. The district may establish restrictions,

applicable to both parties, regarding the extent to which the advisor may participate.

6. Provide written notice to any party whose participation is invited or expected during the investigation process with the following information, in sufficient time for the party to prepare to participate:
 - a. Date.
 - b. Time.
 - c. Location.
 - d. Participants.
 - e. Purpose of all investigative interviews or other meetings.
7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations, including evidence the district does not intend to rely on to reach a determination regarding responsibility and any inculpatory and exculpatory evidence, whether obtained from a party or other source.

If at any point the investigation expands to include additional allegations that were not included in the initial notice provided upon initiation of the grievance process for formal complaints, the investigator shall alert the Title IX Coordinator. The Title IX Coordinator shall provide written notice of the new allegations to the known parties.

Prior to the completion of the investigative report, the investigator shall:

1. Send to each party and the party's advisor, if any, the evidence subject to inspection and review in electronic or hard copy format.
2. Provide the parties at least ten (10) school days following receipt of the evidence to submit a written response.
3. Consider the written response prior to drafting the investigative report.

The investigator shall draft an investigative report that fairly summarizes relevant evidence and shall provide the investigative report to all parties and to the designated decision-maker.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly inform law enforcement authorities about the allegations, make any additional required reports, in accordance with law, regulations, and Board policy.

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

In the course of an investigation, it is possible that conduct other than, or in addition to, Title IX sexual harassment may be identified as part of the same incident or set of circumstances. The fact that there may be Title IX sexual harassment involved does not preclude the district from addressing other identified violations of Board policy or the Code of Student Conduct. If such other conduct is being investigated and addressed together with Title IX sexual harassment as part of the Title IX

grievance process for formal complaints, disciplinary action normally should not be imposed until the completion of the Title IX grievance process for formal complaints; however, an employee may be placed on administrative leave in accordance with the provisions of this administrative guideline. A decision whether and when to take disciplinary action should be made in consultation with the school solicitor.

Step 4 – Written Determination and District Action

Designation of Decision-Maker -

To avoid any conflict of interest or bias, the decision-maker cannot be the same person as the Title IX Coordinator or the investigator. The responsibility as the decision-maker for complaints of Title IX sexual harassment shall generally be designated to the Assistant Superintendent.

If the Assistant Superintendent has a conflict of interest or is a party in the formal complaint process, they shall disclose the conflict and the Title IX Coordinator shall designate another individual to serve as the decision-maker.

Written Determination Submissions -

A written determination of responsibility (written determination) must not be finalized less than ten (10) days after the investigator completes the investigative report and provides it to all parties. Before the decision-maker reaches a determination regarding responsibility, the decision-maker shall afford each party the opportunity to submit written, relevant questions that a party wants to be asked of any party or witness, shall provide each party with the answers, and shall allow for additional, limited follow-up questions from each party.

Relevant questions for a party or witness must be submitted by each party within three (3) school days following receipt of the investigative report. Follow-up questions must be submitted by each party within three (3) school days of being provided the answers to the initial questions.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant as part of the follow-up questions and responses, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

The decision-maker shall explain to the party proposing the questions about any decision to exclude a question as not relevant.

Written Determination -

The decision-maker must issue a written determination for the conduct alleged in formal complaints. To reach this determination, the decision-maker shall apply the preponderance of the evidence standard, meaning that the party bearing the burden of proof must present evidence which is more credible and convincing than that presented by the other party or which shows that the fact to be proven is more probable than not.

In considering evidence, the decision-maker shall ensure credibility determinations are not based on an individual's status as a complainant, respondent or witness.

After considering all relevant evidence, the decision-maker shall issue a written determination that includes:

1. Identification of the allegations potentially constituting Title IX sexual harassment.

2. A description of the procedural steps taken from the receipt or signing of the formal complaint through the written determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of the district's Board policies or Code of Student Conduct to the facts.
5. A statement of, and rationale for, the result as to each allegation, including:
 - a. Determination regarding responsibility.
 - b. Disciplinary sanctions.
 - c. Remedies designed to restore or preserve equal access to the district's education program or activity that will be provided by the district to the complainant. Such remedies may be punitive or disciplinary and need not avoid burdening the respondent.
6. The procedures, deadline and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination becomes final either:

1. On the date that the district provides the parties with the written decision of the result of the appeal, if an appeal is filed;
2. Or, if an appeal is not filed, on the date on which an appeal would no longer be considered timely, in accordance with the timeframe established for appeals in the administrative guidelines.

The Title IX Coordinator shall be responsible to ensure that any remedies are implemented by the appropriate district officials and for following up as needed to assess the effectiveness of such remedies. Disciplinary actions shall be consistent with Board policies and administrative regulations, the Code of Student Conduct, district procedures, applicable collective bargaining agreements, and state and federal laws and regulations, including specific requirements and provisions for students with disabilities.

Appeal Process

Districts must offer both parties the right to appeal a determination of responsibility and the right to appeal the district's dismissal of a Title IX formal complaint or any allegation in the Title IX formal complaint. The scope of appeals related to Title IX sexual harassment are limited to the following reasons for appeal as stated in the Title IX regulations:

1. A procedural irregularity that affected the outcome of the matter.
2. New evidence that could affect the outcome was not reasonably available at the time the decision to dismiss or determination of responsibility was made.
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the individual complainant or respondent or for or against complainants or respondents generally that affected the outcome of the matter.

Written notice of a party's appeal shall be submitted to the Title IX Coordinator within five (5) school days after the date of the written determination. Notice of appeal shall include a brief statement

describing the basis for the appeal.

The Title IX Coordinator shall ensure that the designated appeal authority is not the same person as the decision-maker that reached the determination, the investigator, or the Title IX Coordinator. The designated appeal authority shall be the Superintendent.

For all appeals, the designated appeal authority shall:

1. Provide written notice to the other party when notice of an appeal is filed and implement appeal procedures equally for both parties.
2. Provide both parties a reasonable, equal opportunity to submit a written statement in support of or challenging the stated basis for the appeal. Supporting statements shall describe in detail as applicable the procedural irregularities asserted to have affected the outcome of the determination, the nature of any new evidence asserted to have affected the outcome, and the nature of any bias asserted to have affected the outcome, with an explanation of how the outcome was affected by such factors. If evidence exists supporting the basis for appeal, it shall accompany the supporting statement, or it shall identify where such evidence may be found.

Supporting statements must be submitted to the appeal authority and provided to the other party within five (5) school days of the written notice of appeal.

Statements in opposition to the appeal shall be submitted within five (5) school days of the submission of supporting statements. If a statement in opposition to an appeal refers to any evidence beyond what is described in a supporting statement, it shall accompany the statement in opposition, or it shall identify where such evidence may be found.

The appeal authority may accept and consider evidence in support of or in opposition to an appeal in making any conclusions necessary to deciding the appeal. Alternatively, when the appeal authority determines that factors exist making it necessary for the decision-maker to further develop the evidentiary record relevant to the basis for appeal, the appeal authority may return the matter to the decision-maker for that limited purpose.

3. Determine whether the appeal meets the grounds for permitted reasons for appeal and justifies modifying the written determination.
4. Issue a written decision setting forth the respects, if any, in which the written determination is modified and the rationale for the result within twenty (20) school days.
5. Provide the written decision simultaneously to both parties. A copy of the written decision shall also be provided to the Title IX Coordinator.

Recordkeeping

The district shall maintain the following records for a period of a minimum of seven (7) years after the conclusion of procedures and implementation of disciplinary sanctions and/or remedies, or in the case of a complainant or respondent who is a minor, until the expiration of the longest statute of limitations for filing a civil suit applicable to any allegation:

1. Each Title IX sexual harassment investigation, including any written determination and any audio or audiovisual recording or transcript, and disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity.

2. Any appeal and the result.
3. Any informal resolution and the result.
4. All materials used to train the Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process.
5. Records of any district actions, including any supportive measures, taken in response to a report or formal complaint of Title IX sexual harassment. In each instance, the district shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If a district does not provide a complainant with supportive measures, then the district must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

WEST CHESTER AREA SCHOOL DISTRICT

Pupil Services Committee

August 24, 2020

ACTION ITEMS

Approval of Three Special Education Settlement Agreements

Approval is requested of Three Special Education Settlement Agreements

I so move.

Approval of the following Annual Para-Professional, Nurse and Physicians Contracts

Approval is requested of the following Annual Para-Professional, Nurse and Physicians Contracts:

- ACS Consultants, Inc.
- Bayada Home Health Care, Inc.
- Chadds Ford Alternacare Inc. dba CritiCare
- Delta-T Group, Inc.
- Educational Based Services, Inc.
- EPIC Health Services (PA), LLC d/b/a Aveanna Healthcare
- General Healthcare Resources, LLC dba GHR Education
- Integrity Workface Solutions, LLC
- Pennhurst Group, LLC dba Epic Developmental Services
- US Medical Staffing, Inc.
- Dr. Kalkiewicz
- Dr. Montgomery

WEST CHESTER AREA SCHOOL DISTRICT
Property & Finance Committee
August 24, 2020 – ACTION ITEMS

Approval of 2020 Tax Appeals

Approval is requested to proceed with the reverse appeals of the following properties:

Parcel #	Name	Sale Price	Original Assessment Appealed	Compare Original Assessed to Sales Value
52-3-100.3C	TEVA Pharmaceuticals USA Inc	30,000,000.00	10,304,340	34.35%
52-7-25.2	CSW Luxor III West Chester LP	3,000,000.00	420,000	14.00%
1-9-321	Market Street Flats LP	29,750,000.00	5,463,005	18.36%
41-4-31.35	CSH Exton	3,520,000.00	420,000	11.93%

I so move.

Committee Meeting Minutes
 WEST CHESTER AREA SCHOOL DISTRICT
 August 17, 2020 – Property & Finance Committee (VIA ZOOM)

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

Other Board Members: Ms. Joyce Chester, Mr. Chris McCune, Dr. Kate Shaw, Mrs. Sue Tiernan

Administration: Mr. John Scully, Dr. James Scanlon, Dr. Robert Sokolowski, Mr. Justin Matys, Mr. Michael Wagman

Also Present: Members of the public

Action or outcomes from the meeting: (Unless noted, all votes were 4-0.)	
The committee approved the July 27, 2020 Property & Finance Committee Minutes.	Mr. Bevilacqua
Mr. Scully reviewed the August budget forecast model. The focus of the review was on the 2019-20 year end projected amounts for both revenues and expenses and the model's pages 5 & 6, which explain changes from the May 2020 model. Reductions in expenses totaling \$5,522,416 were a result of underspending in several areas including salaries, benefits, athletics, supplies, property and professional services. Increases in revenues totaling \$1,776,724 were made up by increases in local revenues primarily related to earned income tax revenue. Mr. Scully advised the committee that based on the proposed final expense/revenue projections for 2019-20, the District will see an increased ending fund balance in the amount of \$7,299,140; which will increase the fund balance designation for future millage increases and will be utilized to reduce the 2021-22 budget gap. Mr. Scully noted a reduction in 2020-21 debt service expense projection in the amount of \$1,532,020; which was due to refunding the outstanding 2010A and 2015 bonds. The debt service expense saving was offset by an increase to the transfer to the Capital Reserve fund, in the amount of \$1,465,981, and this transfer of savings is consistent with treatment of prior refundings. Revenue projections were adjusted to reflect a decrease in debt related rental subsidy of \$66,039. With the incorporation of the above changes the summary of all funds analysis shows a net gap in 2021-22 of \$16.4 million assuming a tax increase up to the ACT 1 limit. This is an informational item and no Board action is required.	Mr. Scully
Mr. Scully provided the committee with information about reverse assessment appeals. In accordance with PA taxation code as well as School Board Policy 606.2, the district shall have the right to appeal any assessment within its jurisdiction in the same manner, subject to the same procedure, and with like effect as if the appeal were taken by a taxable person with respect to the assessment. The Board authorizes the Director of Business Affairs to review records of real estate transactions of properties within the district to identify recent sales in which the current assessed value of the property sold is at least \$1,000,000 less than the assessment suggested by the sales price of such property (CLR x sales price). In accordance with Board Policy, the Administration recommends that the District file an appeal on the assessment of four identified properties for the 2020-21 school year.	Mr. Scully

The committee recommended approval to proceed with the reverse assessment appeals.	
Items to be placed on board agenda August 24, 2020: <ul style="list-style-type: none">• Approval of 2020 Tax Appeals	
Items to discuss at a later date:	

Next Meeting Date: **September 21, 2020**

WEST CHESTER AREA SCHOOL DISTRICT

August 24, 2020 SCHOOL BOARD MEETING

CONSENT AGENDA RESOLUTION

Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of July 1, 2020 to July 31, 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 July 1 to July 31, 2020 totaling \$31,930,131.27. This amount includes transfers in the amount of \$17,000,000 into the District investment account.

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. 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
July 31, 2020

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

RECEIPTS JULY 1, 2020 - JULY 31, 2020

GENERAL FUND	\$	32,102,465.04	
CAPITAL RESERVE FUND	\$	72,871.06	
CAPITAL RESERVE FUND- FACILITIES	\$	-	
CAPITAL PROJECTS FUND	\$	-	
SPECIAL REVENUE FUND-ATHLETICS	\$	-	
TRUST FUNDS	\$	5,549.83	
TOTAL RECEIPTS JULY 1, 2020 - JULY 31, 2020			\$ <u>32,180,885.93</u>
AVAILABLE FUNDS JULY 1, 2020 - JULY 31, 2020			\$ 57,836,381.65

DISBURSEMENTS JULY 1, 2020 - JULY 31, 2020

CHECKS & EFT'S APPROVED AUGUST 24, 2020 ck #40075908-40075945,ck #40075946-40076046,ck #40076047-40076075,ck #40076076-40076320,ck #40076321,ck #40076322-40076422,eft #V1003987-V1003989,eft #V1003990-V1004009,eft #V1004010-V1004012,eft #V1004013-V1004028,eft #V1004029-V1004047

	<u>CHECKS</u>	<u>EFT'S</u>	<u>TOTAL</u>
GENERAL FUND	6,238,881.40	153,741.17	6,392,622.57
CAPITAL RESERVE FUNDS	958,601.57	-	958,601.57
CAPITAL PROJECTS FUND	1,348,824.76	10,200.75	1,359,025.51
SPECIAL REVENUE FUND-ATHLETICS	106.50	4,595.00	4,701.50
TRUST FUNDS	9,366.22	-	9,366.22
TOTAL	8,555,780.45	168,536.92	8,724,317.37

VOIDS AND OTHER DISBURSEMENTS JULY 1, 2020 - JULY 31, 2020

	<u>VOIDS</u>	<u>DEBIT MEMOS</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	(28,456.11)	6,231,774.68	17,000,000.00	23,203,318.57
CAPITAL RESERVE FUND	(46,284.43)	-	-	(46,284.43)
CAPITAL PROJECTS FUND	-	-	-	-
SPECIAL REVENUE FUND-ATHLETICS	-	-	-	-
TRUST FUNDS	-	-	-	-
TOTAL	(74,740.54)	6,231,774.68	17,000,000.00	23,157,034.14

TOTAL DISBURSEMENTS JULY 1, 2020 - JULY 31, 2020

	<u>CHECKS/VOIDS</u>	<u>EFT'S/DEBIT MEMOS</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	6,210,425.29	6,385,515.85	17,000,000.00	29,595,941.14
CAPITAL RESERVE FUND	912,317.14	-	-	912,317.14
CAPITAL PROJECTS FUND	1,348,824.76	10,200.75	-	1,359,025.51
SPECIAL REVENUE FUND-ATHLETICS	106.50	4,595.00	-	4,701.50
TRUST FUNDS	9,366.22	-	-	9,366.22
TOTAL	8,481,039.91	6,400,311.60	17,000,000.00	31,881,351.51

CASH BALANCE JULY 31, 2020 \$ 25,955,030.14

WEST CHESTER AREA SCHOOL DISTRICT
DISBURSEMENT APPROVAL REPORT
JULY 31, 2020

	<u>VOIDS</u>	<u>DEBIT MEMOS</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	(28,456.11)	6,231,774.68	17,000,000.00	23,203,318.57
CAPITAL RESERVE FUND	(46,284.43)	-	-	(46,284.43)
CAPITAL PROJECTS FUND	-	-	-	-
SPECIAL REVENUE FUND-ATHLETICS	-	-	-	-
TRUST FUNDS	-	-	-	-
TOTAL	(74,740.54)	6,231,774.68	17,000,000.00	23,157,034.14

CHECKS & EFT'S APPROVED AUGUST 24, 2020 ck #40075908-40075945,ck #40075946-40076046,ck #40076047-40076075,ck #40076076-40076320,ck #40076321,ck #40076322-40076422,eft #V1003987-V1003989,eft #V1003990-V1004009,eft #V1004010-V1004012,eft #V1004013-V1004028,eft #V1004029-V1004047

	<u>CHECKS</u>	<u>EFT'S</u>	<u>TOTAL</u>
GENERAL FUND	6,238,881.40	153,741.17	6,392,622.57
CAPITAL RESERVE FUND	958,601.57	-	958,601.57
CAPITAL PROJECTS FUND	1,348,824.76	10,200.75	1,359,025.51
SPECIAL REVENUE FUND-ATHLETICS	106.50	4,595.00	4,701.50
TRUST FUNDS	9,366.22	-	9,366.22
TOTAL	8,555,780.45	168,536.92	8,724,317.37

TOTAL DISBURSEMENTS FOR APPROVAL AUGUST 24, 2020

	<u>CHECKS/ VOIDS</u>	<u>DEBIT MEMOS/ EFT'S</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	6,210,425.29	6,385,515.85	17,000,000.00	29,595,941.14
CAPITAL RESERVE FUND	912,317.14	-	-	912,317.14
CAPITAL PROJECTS FUND	1,348,824.76	10,200.75	-	1,359,025.51
SPECIAL REVENUE FUND-ATHLETICS	106.50	4,595.00	-	4,701.50
TRUST FUNDS	9,366.22	-	-	9,366.22
TOTAL	8,481,039.91	6,400,311.60	17,000,000.00	31,881,351.51

INVESTMENT BALANCE STATEMENT

Page 3

END-OF-MONTH: July 31, 2020

INSTRUMENT	INSTITUTION	PURCHASE DATE	DUE DATE	% RATE	PREVIOUS Mo. Balance	INTEREST MONTH	AMOUNT
<u>GENERAL FUND</u>							
PSDLAF-General Fund Acct.	PSDMAX-9101063		*	0.01%	7,114,066.13	34.67	2,080,760.59
INVEST-Tax Appeals Fund	INVEST 4-001		*	0.403%	285,895.93	97.55	285,993.48
CRIMs General Fund	Fulton Financial		*		<u>33,956,700.70</u>	6,515.42	<u>50,963,216.12</u>
	<i>TOTAL GENERAL FUND AT INTEREST =</i>				41,356,662.76		53,329,970.19
<u>CAPITAL RESERVE FUND</u>							
WT Maint. Escrow 164-46	PLGIT/ARM Escr 164-46	6/2/10	*	0.18%	4,644.43	12.82	4,657.25
East Bradford Escrow 164-54	PLGIT/ARM 164-54	7/2/13	*	0.18%	4,757.42	13.20	4,770.62
WWT Maint. Escrow 164-60	PLGIT/ARM 164-60	4/25/16	*	0.18%	54,468.32	158.74	54,627.06
G.O.B. Series of 2019 164-68	PLGIT/ARM 164-68	8/27/19	*	0.18%	301,965.16	4,002.73	305,967.89
CRIMs Capital Projects	Fulton Financial		*		<u>19,188,711.72</u>	3,938.55	<u>19,192,650.27</u>
	<i>TOTAL CAPITAL RESERVE FUND AT INTEREST =</i>				19,554,547.05		19,562,673.09
<u>CAPITAL PROJECT FUND INVESTMENTS</u>							
WT Maint. Escrow 164-46	PLGIT/ARM Escr 164-46	6/2/10	*	0.18%	78,000.00		78,000.00
East Bradford Escrow 164-54	PLGIT/ARM 164-54	7/2/13	*	0.18%	80,328.50		80,328.50
WWT Maint. Escrow 164-60	PLGIT/ARM 164-60	4/25/16	*	0.18%	968,991.10		968,991.10
G.O.B. Series of 2019 164-68	PLGIT/ARM 164-68	8/27/19	*	0.18%	<u>25,505,791.86</u>		<u>25,505,791.86</u>
	<i>TOTAL CAPITAL PROJECT FUND AT INTEREST =</i>				26,633,111.46		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	40075908	07/02/2020	1008943	AMAZON	\$638.99
	40075909	07/02/2020	008510	ASCD	\$54.00
	40075911	07/02/2020	1000940	CAPITAL AREA INTERMEDIATE UNIT	\$3,394.00
	40075913	07/02/2020	092508	CENGAGE LEARNING	\$15,755.91
	40075914	07/02/2020	1008868	CENTER FOR FAMILIES	\$242.13
	40075915	07/02/2020	023755	CHESTER COUNTY INT UNIT # 24	\$4,775.43
	40075916	07/02/2020	1005242	CITY OF PHILADELPHIA	\$953.37
	40075917	07/02/2020	1009024	CROWDSYNC TECHNOLOGY LLC	\$210,000.00
	40075918	07/02/2020	1008731	CROWN CASTLE	\$12,105.28
	40075919	07/02/2020	032540	DELL COMPUTER CORPORATION	\$36,324.83
	40075920	07/02/2020	033800	DEVEREUX FOUNDATION	\$9,937.00
	40075921	07/02/2020	091740	TAX REFUNDS	\$1,239.29
	40075922	07/02/2020	1008911	EAB GLOBAL INC	\$17,500.00
	40075924	07/02/2020	1007412	FRONTLINE EDUCATION	\$45,166.96
	40075926	07/02/2020	050075	GREAT AMERICA FINANCIAL SERVICES	\$2,831.36
	40075927	07/02/2020	053480	HSLC	\$4,070.00
	40075928	07/02/2020	1007442	INSIGHT WORKFORCE SOLUTIONS LLC	\$37,223.12
	40075929	07/02/2020	1000345	KADES-MARGOLIS CAPITAL	\$200.00
	40075930	07/02/2020	065200	KRAPF JR & SON INC GEORGE	\$280,900.94
	40075931	07/02/2020	1000346	LINCOLN INVESTMENT PLANNING, INC.	\$525.00
	40075932	07/02/2020	1000348	METROPOLITAN LIFE INSURANCE CO.	\$138.89
	40075933	07/02/2020	079853	ON THE GO KIDS, INC	\$114,442.15
	40075934	07/02/2020	080887	PEDIATRIC THERAPEUTICS SVC INC	\$68,521.09
	40075935	07/02/2020	1000913	POWER SCHOOL SYSTEMS, LLC	\$780.00
	40075936	07/02/2020	1009040	RAFFAELE & ASSOCIATES LLC	\$9,000.00
	40075937	07/02/2020	1007764	RESPONDUS INC.	\$4,595.00
	40075938	07/02/2020	1007927	SCHOLOGY INC.	\$46,780.00
	40075939	07/02/2020	1008533	SEESAW LEARNING	\$7,808.13
	40075940	07/02/2020	1008420	SHI INTERNATIONAL CORP	\$25,935.99
	40075941	07/02/2020	090980	SUBURBAN SCHOOLS STUDY COUNCIL	\$2,500.00
	40075942	07/02/2020	091360	SWEET, STEVENS, KATZ, & WILLIAMS	\$23,479.33
	40075943	07/02/2020	1007724	TRANSFINDER CORPORATION	\$7,650.00
	40075944	07/02/2020	093347	TWIN VALLEY SCHOOL DISTRICT	\$13,428.00
	40075945	07/02/2020	1000058	TRUMARK FCU	\$1,226.25
01	- Total				\$1,010,122.44
22	40075912	07/02/2020	021581	CDW GOVERNMENT, INC	\$110,532.20
	40075923	07/02/2020	040396	EPLUS TECHNOLOGY OF PA	\$315,124.00
	40075925	07/02/2020	1009010	FS.COM INC	\$2,621.60

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
22 - Total					\$428,277.80
40	40075910	07/02/2020	1004955	BRADLEY, SANDRA	\$284.15
40 - Total					\$284.15
50	80038434	07/02/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$661.00
	80038435	07/02/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$65.00
50 - Total					\$726.00
51	80038436	07/02/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$1,000.00
	80038437	07/02/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$100.00
51 - Total					\$1,100.00
80	50001081	07/02/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$77.20
	50001082	07/02/2020	1007748	PAYSCHOOLS	\$6,795.00
80 - Total					\$6,872.20
Overall - Total					\$1,447,382.59

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

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1003987	07/02/2020	043605	FOX ROTHSCHILD LLP	\$14,285.42
	V1003988	07/02/2020	1007705	HOFFMAN ACADEMY	\$2,607.00
	V1003989	07/02/2020	1000578	LEARNING A-Z	\$509.74
01 - Total					\$17,402.16
Overall - Total					\$17,402.16

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40075946	07/09/2020	004080	AAFCS -AMERICAN ASSN OF FAMILY	\$150.00
	40075947	07/09/2020	1008964	ACCELERATE EDUCATION INC	\$2,066.00
	40075948	07/09/2020	001525	ADI	\$1,934.07
	40075949	07/09/2020	1001574	AG INDUSTRIAL, INC.	\$2,175.83
	40075950	07/09/2020	1003432	AHOLD FINANCIAL SERVICES	\$99.28
	40075951	07/09/2020	1008943	AMAZON	\$2,052.06
	40075952	07/09/2020	1007921	ANDREWS NETWORK ENTERPRISES	\$107,923.00
	40075955	07/09/2020	007075	AQUA PA	\$20,526.33
	40075956	07/09/2020	1006471	ASAP HYDRAULICS EXTON LLC	\$58.75
	40075957	07/09/2020	010830	BARNES & NOBLE INC.	\$3,501.59
	40075958	07/09/2020	1007468	BENEFIT RESOURCE, INC.	\$339.50
	40075959	07/09/2020	015300	BOROUGH OF WEST CHESTER	\$435.75
	40075960	07/09/2020	1004955	BRADLEY, SANDRA	\$1,297.13
	40075961	07/09/2020	017290	BUCKS COUNTY IU #22	\$19,435.48
	40075962	07/09/2020	1002541	C & M SPORTING GOODS	\$34.00
	40075964	07/09/2020	023200	CHESCONET	\$9,000.00
	40075965	07/09/2020	023250	CHES-MONT LEAGUE	\$7,200.00
	40075966	07/09/2020	023755	CHESTER COUNTY INT UNIT # 24	\$9,727.47
	40075968	07/09/2020	024770	CHILDREN'S BOOK WORLD	\$887.13
	40075969	07/09/2020	027220	COMCAST CABLE	\$64.95
	40075970	07/09/2020	028880	CONWAY POWER EQUIPMENT INC	\$1,740.90
	40075971	07/09/2020	1008731	CROWN CASTLE	\$12,105.28
	40075972	07/09/2020	1008424	CRYSTAL SPRINGS	\$97.00
	40075973	07/09/2020	032540	DELL COMPUTER CORPORATION	\$959.90
	40075974	07/09/2020	1008781	DESMOS INC	\$10,000.00
	40075975	07/09/2020	1005210	DIRECT ENERGY BUSINESS	\$3.28
	40075976	07/09/2020	1001473	EDUCERE	\$997.50
	40075978	07/09/2020	042490	FEDERAL EXPRESS CORP	\$25.47
	40075979	07/09/2020	042520	FERGUSON ENT., INC. #501	\$228.93
	40075980	07/09/2020	090920	FERRARO, LARRY & ANTHONY	\$82.78
	40075981	07/09/2020	1007608	FICK EDUCATIONAL SERVICES, LLC	\$1,267.50
	40075983	07/09/2020	1001390	GALLAGHER SEPTIC	\$1,729.00
	40075985	07/09/2020	1002267	HAINES LANDSCAPING & TREE SERVICE	\$3,850.00
	40075986	07/09/2020	1007808	IMPERIAL BAG & PAPER	\$3,813.00
	40075987	07/09/2020	1009013	INFO TECH RESEARCH GROUP INC	\$3,900.00
	40075988	07/09/2020	1007442	INSIGHT WORKFORCE SOLUTIONS LLC	\$11,409.66
	40075989	07/09/2020	1008946	INTEGROUS	\$1,451.00
	40075990	07/09/2020	059550	INTERSTATE TAX SERVICE, INC.	\$905.94
	40075991	07/09/2020	1007202	IXL LEARNING	\$15,559.00

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40075993	07/09/2020	061360	JONES SCHOOL SUPPLY COMPANY	\$52.19
	40075994	07/09/2020	1000345	KADES-MARGOLIS CAPITAL	\$200.00
	40075995	07/09/2020	1008188	KATHERINE AZAR PHOTOGRAPHY LLC	\$2,275.00
	40075996	07/09/2020	062600	KEEN COMPRESSED GAS CO	\$1,580.25
	40075997	07/09/2020	063024	KEN-CREST SERVICES	\$211.50
	40076000	07/09/2020	065200	KRAPF JR & SON INC GEORGE	\$385.36
	40076001	07/09/2020	067230	LEHIGH VALLEY SAFETY SUPPLY CO	\$139.95
	40076002	07/09/2020	1000346	LINCOLN INVESTMENT PLANNING, INC.	\$525.00
	40076003	07/09/2020	1001238	LINCOLN LIBRARY PRESS, THE	\$943.00
	40076004	07/09/2020	1000250	LINDAMOOD-BELL LEARNING PROCESSES	\$5,842.00
	40076005	07/09/2020	1004209	LOWES COMMERCIAL SERVICES	\$141.52
	40076006	07/09/2020	1000839	MARKERTEK VIDEO SUPPLY	\$220.48
	40076007	07/09/2020	1008103	MATHSPACE INC.	\$27,000.00
	40076008	07/09/2020	1000348	METROPOLITAN LIFE INSURANCE CO.	\$138.89
	40076009	07/09/2020	079660	OCCUPATIONAL HEALTH CENTER	\$269.60
	40076010	07/09/2020	079853	ON THE GO KIDS, INC	\$57,279.40
	40076011	07/09/2020	1008130	OPTIV SECURITY INC	\$125,311.40
	40076012	07/09/2020	1008971	P. C. CURRY FLOOR COVERING INC	\$64.00
	40076013	07/09/2020	081090	PASA	\$150.00
	40076014	07/09/2020	082150	PECO ENERGY COMPANY	\$138.21
	40076015	07/09/2020	081397	PENN STATE UNIVERSITY	\$50.00
	40076016	07/09/2020	081610	PERFECTION LEARNING CORP	\$408.18
	40076017	07/09/2020	1003736	PETROLEUM TRADERS CORP.	\$999.50
	40076018	07/09/2020	081155	PIAA FOUNDATION	\$176.00
	40076019	07/09/2020	082445	PIPE LINE PLASTICS, INC	\$1,283.20
	40076020	07/09/2020	1008094	POSTMASTER OF EXTON	\$240.00
	40076021	07/09/2020	1007600	POWERSCHOOL GROUP LLC	\$7,411.36
	40076022	07/09/2020	081300	PENNA SCHOOL BOARDS ASSOC.	\$15,840.42
	40076023	07/09/2020	1004513	PURE HEALTH SOLUTIONS INC	\$49.00
	40076024	07/09/2020	1009040	RAFFAELE & ASSOCIATES LLC	\$300.00
	40076026	07/09/2020	085750	ROTHWELL DOCUMENT SOLUTIONS	\$2,169.69
	40076027	07/09/2020	086200	SARGENT WELCH SCIENTIFIC	\$248.98
	40076028	07/09/2020	1007434	SBH AWARDS LLC	\$315.00
	40076029	07/09/2020	086775	SCHOOL NURSE SUPPLY	\$120.05
	40076031	07/09/2020	1008459	SHELLER OIL COMPANY	\$48.00
	40076032	07/09/2020	1003412	SIEMENS FIRE SAFETY DIVISION	\$5,293.63
	40076034	07/09/2020	1007460	THOMSON REUTERS-WEST PUBLISHING	\$270.87
	40076035	07/09/2020	1008073	TRASH TECH	\$524.24
	40076036	07/09/2020	1006474	TRI-STATE ELEVATOR COMPANY, INC.	\$259.75

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076037	07/09/2020	094325	UNIVERSITY OF OREGON	\$613.00
	40076038	07/09/2020	049790	W. W. GRAINGER, INC.	\$1,228.92
	40076039	07/09/2020	1001391	WEAVER MULCH	\$98.00
	40076040	07/09/2020	1000058	TRUMARK FCU	\$1,193.55
	40076041	07/09/2020	097000	WEST GOSHEN TOWNSHIP	\$647.60
	40076042	07/09/2020	097430	WESTTOWN TOWNSHIP	\$1,800.00
	40076043	07/09/2020	097430	WESTTOWN TOWNSHIP	\$1,011.61
	40076044	07/09/2020	1008464	WHITE HORSE MACHINE	\$111.04
	40076045	07/09/2020	097960	WIGGINS SHREDDING	\$37.00
	40076046	07/09/2020	1007421	XTEL COMMUNICATIONS, INC.	\$2,005.00
01	- Total				\$526,655.80
22	40075963	07/09/2020	021581	CDW GOVERNMENT, INC	\$30,855.59
	40075977	07/09/2020	040396	EPLUS TECHNOLOGY OF PA	\$76,879.00
	40075982	07/09/2020	1008097	FINTIE LLC	\$11,550.00
	40076011	07/09/2020	1008130	OPTIV SECURITY INC	\$143,069.98
22	- Total				\$262,354.57
27	40075999	07/09/2020	1008531	KEYSTONE SPORTS CONSTRUCTION	\$44,618.80
27	- Total				\$44,618.80
29	40075998	07/09/2020	1002951	KEYSTONE LACROSSE OFFICIALS ASSOC.	\$106.50
29	- Total				\$106.50
30	40075967	07/09/2020	1006788	CHESTER VALLEY ENGINEERS	\$247.50
	40075984	07/09/2020	1007152	GUY M. COOPER, INC.	\$9,844.20
	40075992	07/09/2020	1005435	JAY R. REYNOLDS, INC.	\$15,191.68
	40076030	07/09/2020	1007154	SHA-NIC, INC.	\$738,956.79
	40076033	07/09/2020	1008856	THE FARFIELD COMPANY	\$67,666.99
30	- Total				\$831,907.16
40	40075951	07/09/2020	1008943	AMAZON	\$38.97
40	- Total				\$38.97
51	80038438	07/09/2020	1004513	PURE HEALTH SOLUTIONS INC	\$44.00
51	- Total				\$44.00
80	50001083	07/09/2020	1001390	GALLAGHER SEPTIC	\$2,100.00
80	- Total				\$2,100.00
Overall - Total					\$1,667,825.80

West Chester Area School District Electronic Funds Transfer Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1003990	07/09/2020	009490	AUTORENT OF WEST CHESTER, INC	\$293.94
	V1003991	07/09/2020	019790	CAPSTONE PRESS	\$10,791.00
	V1003992	07/09/2020	1005305	COMPANION CORPORATION	\$11,184.00
	V1003994	07/09/2020	032952	DENNEY ELECTRIC SUPPLY	\$2,650.02
	V1003995	07/09/2020	042300	FAULKNER PONTIAC BUICK	\$917.74
	V1003996	07/09/2020	043210	FISHER & SON COMPANY INC	\$54.00
	V1003997	07/09/2020	043500	FLINN SCIENTIFIC	\$110.48
	V1003998	07/09/2020	043605	FOX ROTHSCHILD LLP	\$1,512.00
	V1003999	07/09/2020	064810	KNOX EQUIPMENT RENTALS INC	\$1,043.63
	V1004000	07/09/2020	075220	MUSIC & ARTS CENTERS	\$921.46
	V1004001	07/09/2020	077475	PARTS SERVICE - FRAZER	\$3,042.37
	V1004002	07/09/2020	080980	PENN OFFICE PRODUCTS	\$9.99
	V1004003	07/09/2020	1006641	PSX, INC.	\$250.00
	V1004004	07/09/2020	1007124	REPUBLIC SERVICES, INC.	\$3,048.02
	V1004005	07/09/2020	002820	RIDDELL/ALL AMERICAN	\$6,205.37
	V1004006	07/09/2020	086518	SCHOOL DATEBOOKS	\$986.26
	V1004007	07/09/2020	086700	SCHOOL HEALTH CORPORATION	\$4,254.12
	V1004008	07/09/2020	1000679	SHERWIN WILLIAMS	\$1,836.56
	V1004009	07/09/2020	095760	WEINSTEIN SUPPLY CORPORATION	\$60.86
01 - Total					\$49,171.82
30	V1003993	07/09/2020	032900	DEMCO , INC.	\$4,005.00
30 - Total					\$4,005.00
Overall - Total					\$53,176.82

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076047	07/14/2020	1007443	AKINDI INC.	\$2,000.00
	40076050	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$410.00
	40076051	07/14/2020	023250	CHES-MONT LEAGUE	\$3,600.00
	40076052	07/14/2020	023755	CHESTER COUNTY INT UNIT # 24	\$571,160.75
	40076053	07/14/2020	026710	COLLEGIUM CHARTER SCHOOL	\$385,498.87
	40076055	07/14/2020	050075	GREAT AMERICA FINANCIAL SERVICES	\$2,603.67
	40076057	07/14/2020	054650	HILL TOP PREPARATORY SCHOOL	\$30,000.00
	40076058	07/14/2020	1007627	KAMOR-BARNES, HEATHER	\$1,518.75
	40076059	07/14/2020	1005554	LEADER SERVICES	\$38,296.00
	40076060	07/14/2020	1002849	PMEA	\$5,062.00
	40076061	07/14/2020	078805	NSTA	\$100.00
	40076062	07/14/2020	080065	PA PRINCIPALS ASSOCIATION	\$1,190.00
	40076063	07/14/2020	080622	PATHWAY SCHOOL, THE	\$12,500.00
	40076064	07/14/2020	1007748	PAYSCHOOLS	\$1,355.00
	40076065	07/14/2020	1005348	PREPARING ADOLESCENTS WITH AUTISM	\$40,000.00
	40076066	07/14/2020	1007167	BLACKBOARD INC.	\$45,438.57
	40076067	07/14/2020	1002114	SCHOOLWIDE INC	\$97,952.40
	40076068	07/14/2020	090890	STRATFORD FRIENDS SCHOOL	\$44,040.00
	40076069	07/14/2020	1008207	SYSCLOUD INC	\$19,040.00
	40076070	07/14/2020	1008380	TELCO HOLDINGS INC	\$218.75
	40076071	07/14/2020	1006160	TP TRAILERS, INC.	\$116.37
	40076072	07/14/2020	029320	TRUSTMARK HEALTH BENEFITS INC	\$1,619.64
	40076073	07/14/2020	1006612	VALLEY FORGE EDUCATIONAL SERVICES	\$329,996.00
	40076074	07/14/2020	028984	WATERLOGIC EAST LLC	\$110.70
01 - Total					\$1,633,827.47
22	40076048	07/14/2020	012700	BERKHEIMER ASSOC H A	\$46,284.43
	40076049	07/14/2020	021581	CDW GOVERNMENT, INC	\$31,813.85
	40076054	07/14/2020	040396	EPLUS TECHNOLOGY OF PA	\$65,599.00
22 - Total					\$143,697.28
27	40076075	07/14/2020	1008068	WILLIAMS SCOTSMAN, INC	\$4,911.62
27 - Total					\$4,911.62
30	40076056	07/14/2020	1008737	HARTFORD FIRE INSURANCE COMPANY	\$116,471.16
30 - Total					\$116,471.16
50	80038439	07/14/2020	079297	NASSP	\$480.00
	80038442	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038443	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
50	80038444	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038445	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038446	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038447	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038448	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038449	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038450	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038451	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$40.00
	80038452	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038453	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038454	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038455	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$25.00
	80038456	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038457	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$40.00
	80038458	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038459	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038460	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$40.00
	80038461	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038462	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038463	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038464	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038465	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$100.00
	80038466	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
	80038467	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00
80038468	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00	
80038469	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00	
80038470	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00	
80038471	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$100.00	
80038472	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00	
80038473	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$500.00	
50 - Total					\$13,825.00
51	80038440	07/14/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$206.90
	80038441	07/14/2020	1008424	CRYSTAL SPRINGS	\$98.85
51 - Total					\$305.75
Overall - Total					\$1,913,038.28

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

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1004010	07/14/2020	1007696	AARDVARK PEST CONTROL SERVICES INC.	\$1,135.00
	V1004011	07/14/2020	014300	BLICK ART MATERIALS	\$160.08
	V1004012	07/14/2020	1006900	RAPTOR TECHNOLOGIES, LLC	\$9,265.00
01	- Total				\$10,560.08
50	V5000364	07/14/2020	1002819	BLUE DOG PRINTING AND DESIGN	\$2,123.59
50	- Total				\$2,123.59
51	V5000365	07/14/2020	1007101	FOLLETT SCHOOL SOLUTIONS, INC.	\$347.33
51	- Total				\$347.33
Overall - Total					\$13,031.00

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Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076076	07/21/2020	1007443	AKINDI INC.	\$2,000.00
	40076077	07/21/2020	1001073	AMAZON - DO NOT USE	\$83.19
	40076078	07/21/2020	1008943	AMAZON	\$1,169.38
	40076079	07/21/2020	007150	APPLE COMPUTER, INC	\$29,906.95
	40076080	07/21/2020	010830	BARNES & NOBLE INC.	\$68.00
	40076081	07/21/2020	011440	BECKER'S SCHOOL SUPPLIES	\$52.54
	40076082	07/21/2020	012700	BERKHEIMER ASSOC H A	\$30,830.14
	40076083	07/21/2020	1004955	BRADLEY, SANDRA	\$466.97
	40076084	07/21/2020	017340	BSN SPORTS LLC	\$18,258.09
	40076085	07/21/2020	091740	TAX REFUNDS	\$5,135.71
	40076086	07/21/2020	1007441	C & S OPERATIONS INC	\$2,550.00
	40076087	07/21/2020	021166	CARROT-TOP INDUSTRIES	\$385.23
	40076089	07/21/2020	1004494	CENTER ON CENTRAL, LLC, THE	\$6,000.00
	40076092	07/21/2020	023755	CHESTER COUNTY INT UNIT # 24	\$1,117,348.33
	40076093	07/21/2020	1005242	CITY OF PHILADELPHIA	\$460.03
	40076095	07/21/2020	1005305	COMPANION CORPORATION	\$11,184.00
	40076096	07/21/2020	028175	CONCEPT SCHOOL, THE	\$33,350.00
	40076097	07/21/2020	1002947	COMPUTER SPORTS MEDICINE INC.	\$250.00
	40076098	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$270.00
	40076099	07/21/2020	1007823	DOW JONES & COMPANY INC	\$128.00
	40076100	07/21/2020	037255	ECONOMY GLASS SPECIALISTS	\$1,221.50
	40076101	07/21/2020	037880	EDUCATION WEEK	\$79.00
	40076102	07/21/2020	1003612	FASTENAL COMPANY	\$209.78
	40076104	07/21/2020	1008368	FLEXIP SOLUTIONS INC	\$4,822.70
	40076105	07/21/2020	1000942	GARNET VALLEY HIGH SCHOOL	\$300.00
	40076106	07/21/2020	050075	GREAT AMERICA FINANCIAL SERVICES	\$4,915.15
	40076108	07/21/2020	1008191	HANDWRITING WITHOUT TEARS	\$1,138.50
	40076109	07/21/2020	053795	HENDERSON GIRLS SOCCER BOOSTER	\$400.00
	40076110	07/21/2020	1007808	IMPERIAL BAG & PAPER	\$24,300.35
	40076111	07/21/2020	1007442	INSIGHT WORKFORCE SOLUTIONS LLC	\$1,500.65
	40076112	07/21/2020	1000335	INTELLICOM SYSTEMS, INC.	\$3,268.10
	40076113	07/21/2020	1006655	IRWIN SEATING COMPANY	\$968.10
	40076114	07/21/2020	1007905	ISOLVED HCM LLC	\$1,462.50
	40076116	07/21/2020	1000345	KADES-MARGOLIS CAPITAL	\$200.00
	40076117	07/21/2020	1007627	KAMOR-BARNES, HEATHER	\$1,106.25
	40076119	07/21/2020	065850	LANCASTER-LEBANON INT UNIT #13	\$450.00
	40076120	07/21/2020	065915	LANGUAGE SERVICES ASSOCIATES	\$259.45
	40076121	07/21/2020	1000346	LINCOLN INVESTMENT PLANNING, INC.	\$525.00
	40076122	07/21/2020	1008406	LITERACY RESOURCES LLC	\$171.98

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Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076123	07/21/2020	1005143	MAILROOM SYSTEMS, INC.	\$197.91
	40076124	07/21/2020	073020	MCMASTER-CARR SUPPLY CO	\$29.57
	40076125	07/21/2020	1000348	METROPOLITAN LIFE INSURANCE CO.	\$138.89
	40076127	07/21/2020	1008616	MOVING MINDS	\$408.33
	40076128	07/21/2020	094667	MPS	\$18,530.53
	40076129	07/21/2020	1008700	MUSICFIRST	\$13,089.00
	40076130	07/21/2020	077430	NATIONAL ASSOC FOR MUSIC ED	\$380.00
	40076131	07/21/2020	1007745	NEARPOD INC	\$23,980.00
	40076132	07/21/2020	079580	OFFICE BASICS INC	\$3,371.25
	40076136	07/21/2020	079550	OFFICE DEPOT	\$7,597.68
	40076137	07/21/2020	079895	O'ROURKE & SONS INC	\$405.00
	40076138	07/21/2020	042350	PAPERCLIP COMMUNICATIONS	\$197.00
	40076139	07/21/2020	080575	PASCD	\$65.00
	40076140	07/21/2020	080850	PEARSON EDUCATION	\$1,550.00
	40076141	07/21/2020	082150	PECO ENERGY COMPANY	\$141,010.51
	40076142	07/21/2020	081550	PEPPER & SON INC J W	\$204.87
	40076143	07/21/2020	1003736	PETROLEUM TRADERS CORP.	\$1,897.38
	40076144	07/21/2020	1007600	POWERSCHOOL GROUP LLC	\$64,920.00
	40076145	07/21/2020	1005844	RELIANCE STANDARD LIFE	\$22,856.60
	40076146	07/21/2020	1008746	RENAISSANCE LEARNING INC	\$54,455.00
	40076147	07/21/2020	085173	RIFTON EQUIPMENT	\$228.75
	40076148	07/21/2020	1008624	RIGHT TOUCH TROPHIES & AWARDS	\$220.00
	40076149	07/21/2020	1007074	RMS OMEGA TECHNOLOGIES GROUP INC	\$142.91
	40076150	07/21/2020	1000961	ROBINSON STEEL COMPANY	\$152.00
	40076151	07/21/2020	085720	ROSENAU CO INC, PHILIP	\$20,605.00
	40076152	07/21/2020	085750	ROTHWELL DOCUMENT SOLUTIONS	\$3,024.91
	40076153	07/21/2020	1009044	SCENARIO LEARNING LLC	\$7,647.50
	40076154	07/21/2020	086590	SDIC - SCHOOL DISTRICTS	\$25,206.52
	40076155	07/21/2020	089150	SOCIAL STUDIES SCHOOL SERVICES	\$44.71
	40076156	07/21/2020	080053	SUPERIOR DISTRIBUTION	\$442.40
	40076157	07/21/2020	091390	SWANSON, INC., ROBERT S	\$806.00
	40076158	07/21/2020	091360	SWEET, STEVENS, KATZ, & WILLIAMS	\$17,506.72
	40076159	07/21/2020	1008819	TEACHER INNOVATIONS INC	\$135.00
	40076160	07/21/2020	1008422	TELESYSTEM	\$7,039.04
	40076161	07/21/2020	1008073	TRASH TECH	\$620.26
	40076162	07/21/2020	1006474	TRI-STATE ELEVATOR COMPANY, INC.	\$259.75
	40076163	07/21/2020	1006892	U. S. BANK EQUIPMENT FINANCE	\$4,263.14
	40076164	07/21/2020	093600	UNITED REFRIGERATION CO	\$609.79
	40076165	07/21/2020	1006612	VALLEY FORGE EDUCATIONAL SERVICES	\$33,500.00

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Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076166	07/21/2020	029520	COX, W.T., SUBSCRIPTIONS, INC.	\$834.85
	40076167	07/21/2020	049790	W. W. GRAINGER, INC.	\$869.77
	40076168	07/21/2020	1001766	WAYSIDE PUBLISHING	\$95,616.81
	40076169	07/21/2020	1008633	WCU OFFICE CULTURAL & COMM. AFFAIRS	\$648.79
	40076171	07/21/2020	1000058	TRUMARK FCU	\$1,193.55
	40076172	07/21/2020	097430	WESTTOWN TOWNSHIP	\$1,530.54
	40076173	07/21/2020	1003574	WILLIS TOWERS WATSON NORTHEAST INC	\$278,451.00
	40076174	07/21/2020	098060	WILSON LANGUAGE TRAINING CORP	\$2,183.76
	40076210	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$410.00
	40076211	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$410.00
	40076212	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$410.00
	40076213	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$410.00
	40076214	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$410.00
	40076215	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$410.00
	40076216	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076217	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076218	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076219	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076220	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076221	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076222	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076223	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076224	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076225	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076226	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076227	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076228	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076229	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076230	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076231	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076232	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076233	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076234	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076235	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076236	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076237	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076238	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076239	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80
	40076240	07/21/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$362.80

**West Chester Area School District
Check Register**

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076241	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076242	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076243	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076244	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076245	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076246	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076247	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076248	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076249	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076250	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076251	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076252	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076253	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076254	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076255	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076256	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076257	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076258	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076259	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076260	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076261	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076262	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076263	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076264	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076265	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076266	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076267	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076268	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076269	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076270	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076271	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076272	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076273	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076274	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076275	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076276	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076277	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076278	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076279	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80

**West Chester Area School District
Check Register**

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076280	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076281	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076282	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076283	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076284	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076285	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076286	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076287	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076288	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076289	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076290	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076291	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076292	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076293	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076294	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076295	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076296	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076297	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076298	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076299	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076300	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076301	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076302	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076303	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076304	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076305	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076306	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076307	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076308	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076309	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076310	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076311	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076312	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076313	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076314	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076315	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076316	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076317	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076318	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076319	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
	40076320	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$362.80
01 - Total					\$2,206,817.56
22	40076088	07/21/2020	021581	CDW GOVERNMENT, INC	\$1,081.50
	40076103	07/21/2020	1008097	FINTIE LLC	\$8,385.54
	40076170	07/21/2020	1000847	WEST CHESTER AREA SCHOOL DISTRICT	\$46,284.43
22 - Total					\$55,751.47
30	40076107	07/21/2020	1009019	GROUND PENETRATING RADAR SYSTEMS	\$4,400.00
	40076115	07/21/2020	1005435	JAY R. REYNOLDS, INC.	\$8,673.93
	40076118	07/21/2020	1004476	KCBA ARCHITECTS	\$13,519.70
	40076126	07/21/2020	075186	MOBILE MINI, INC	\$343.50
	40076136	07/21/2020	079550	OFFICE DEPOT	\$394.78
30 - Total					\$27,331.91
40	40076094	07/21/2020	1008183	COHEN LLC, LORETTA	\$4,589.10
	40076175	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$196.00
	40076176	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076177	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$196.00
	40076178	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076179	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076180	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076181	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076182	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076183	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076184	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076185	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076186	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$196.00
	40076187	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$294.00
	40076188	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076189	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076190	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076191	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$196.00
	40076192	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076193	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$196.00
40076194	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$196.00	
40076195	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00	
40076196	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00	
40076197	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$196.00	

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
40	40076198	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076199	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076200	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076201	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$196.00
	40076202	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076203	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076204	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076205	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076206	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076207	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$142.00
	40076208	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40076209	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$98.00
	40 - Total				
51	80038474	07/21/2020	1008424	CRYSTAL SPRINGS	\$65.00
	80038475	07/21/2020	1007168	MICHAELS STORE # 4806	\$299.00
	80038476	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038477	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038478	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038479	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038480	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038481	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038482	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038483	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038484	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038485	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038486	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$10.00
	80038487	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038488	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038489	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038490	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038491	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038492	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038493	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
80038494	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00	
80038495	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00	
80038496	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00	
80038497	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$58.00	
80038498	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00	

**West Chester Area School District
Check Register**

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
51	80038499	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038500	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038501	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038502	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038503	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038504	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038505	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038506	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038507	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038508	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038509	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038510	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038511	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038512	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038513	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038514	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038515	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038516	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038517	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038518	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038519	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038520	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038521	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038522	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038523	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038524	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038525	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038526	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038527	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038528	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$178.00
	80038529	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038530	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038531	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038532	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$178.00
	80038533	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038534	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038535	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038536	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038537	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
51	80038538	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038539	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038540	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038541	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038542	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038543	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038544	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$110.00
	80038545	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$178.00
	80038546	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038547	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$178.00
	80038548	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$118.00
	80038549	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
	80038550	07/21/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$60.00
51 - Total					\$6,544.00
Overall - Total					\$2,305,488.04

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

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1004013	07/21/2020	014300	BLICK ART MATERIALS	\$45.89
	V1004014	07/21/2020	021100	CAROLINA BIOLOGICAL	\$610.01
	V1004015	07/21/2020	032952	DENNEY ELECTRIC SUPPLY	\$956.39
	V1004016	07/21/2020	043490	FOLLETT LIBRARY RESOURCES	\$389.43
	V1004017	07/21/2020	043210	FISHER & SON COMPANY INC	\$9,200.00
	V1004018	07/21/2020	043605	FOX ROTHSCHILD LLP	\$2,164.51
	V1004019	07/21/2020	1002945	JAMES STANFIELD CO., INC.	\$1,468.95
	V1004020	07/21/2020	074590	MILLER'S AUTOMOTIVE SERVICE	\$470.42
	V1004021	07/21/2020	075220	MUSIC & ARTS CENTERS	\$3,610.91
	V1004022	07/21/2020	077475	PARTS SERVICE - FRAZER	\$161.37
	V1004023	07/21/2020	080980	PENN OFFICE PRODUCTS	\$1,823.35
	V1004024	07/21/2020	1006641	PSX, INC.	\$13,973.00
	V1004025	07/21/2020	002820	RIDDELL/ALL AMERICAN	\$5,445.44
	V1004026	07/21/2020	086710	SCHOOL SPECIALTY INC	\$1,287.63
	V1004027	07/21/2020	1000679	SHERWIN WILLIAMS	\$3,912.52
V1004028	07/21/2020	1001416	ULINE	\$1,362.41	
01 - Total					\$46,882.23
51	V5000366	07/21/2020	1007101	FOLLETT SCHOOL SOLUTIONS, INC.	\$4,375.69
	V5000367	07/21/2020	1001416	ULINE	\$792.52
51 - Total					\$5,168.21
Overall - Total					\$52,050.44

**West Chester Area School District
Check Register**

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076321	07/22/2020	096250	CHARLES A. MELTON CENTER	\$35,700.00
01 - Total					\$35,700.00
Overall - Total					\$35,700.00

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076322	07/30/2020	1004912	ALTA LANGUAGE SERVICES, INC.	\$85.00
	40076323	07/30/2020	1008943	AMAZON	\$2,289.24
	40076324	07/30/2020	004110	AMERICAN ASSOC OF SCHOOL	\$450.00
	40076325	07/30/2020	007075	AQUA PA	\$2,611.55
	40076326	07/30/2020	009710	B & H PHOTO	\$2,975.85
	40076327	07/30/2020	010830	BARNES & NOBLE INC.	\$666.06
	40076328	07/30/2020	011440	BECKER'S SCHOOL SUPPLIES	\$554.86
	40076330	07/30/2020	017340	BSN SPORTS LLC	\$3,055.50
	40076331	07/30/2020	017290	BUCKS COUNTY IU #22	\$20,458.40
	40076332	07/30/2020	1007181	BUSINESSOLVER.COM, INC.	\$2,000.25
	40076333	07/30/2020	020465	CAMPHILL SPECIAL SCHOOLS, INC.	\$34,831.40
	40076334	07/30/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$913.50
	40076335	07/30/2020	023755	CHESTER COUNTY INT UNIT # 24	\$17,256.70
	40076337	07/30/2020	024770	CHILDREN'S BOOK WORLD	\$1,400.80
	40076339	07/30/2020	026710	COLLEGIUM CHARTER SCHOOL	\$48,917.45
	40076340	07/30/2020	028880	CONWAY POWER EQUIPMENT INC	\$32.06
	40076342	07/30/2020	030700	DAILY LOCAL NEWS	\$276.70
	40076343	07/30/2020	032180	DELAWARE COUNTY I. U.	\$11,316.71
	40076344	07/30/2020	1003655	DELAWARE VALLEY HEALTH CARE	\$250.00
	40076346	07/30/2020	1008635	DELTAMATH SOLUTIONS LLC	\$2,730.00
	40076347	07/30/2020	033800	DEVEREUX FOUNDATION	\$3,444.00
	40076348	07/30/2020	9095	DI FELICE, RICHARD	\$71.50
	40076350	07/30/2020	1005210	DIRECT ENERGY BUSINESS	\$4,931.61
	40076351	07/30/2020	1009050	E. W. BROWN INC	\$150.00
	40076352	07/30/2020	037020	EAST GOSHEN TOWNSHIP	\$379.35
	40076353	07/30/2020	1001473	EDUCERE	\$29.00
	40076354	07/30/2020	1008105	EXPLORELEARNING LLC	\$22,528.13
	40076355	07/30/2020	1007879	FAMILYID, INC.	\$1,587.74
	40076356	07/30/2020	1003612	FASTENAL COMPANY	\$91.49
	40076357	07/30/2020	042490	FEDERAL EXPRESS CORP	\$25.72
	40076358	07/30/2020	042520	FERGUSON ENT., INC. #501	\$863.67
	40076359	07/30/2020	1006249	GENERAL HEALTHCARE RESOURCES, INC.	\$459.48
	40076360	07/30/2020	050075	GREAT AMERICA FINANCIAL SERVICES	\$1,589.64
	40076361	07/30/2020	052505	HARKINS, LAINIE & BRAD	\$10,390.00
	40076362	07/30/2020	1007808	IMPERIAL BAG & PAPER	\$11,634.63
	40076363	07/30/2020	058225	INDUSTRIAL DIESEL POWER, INC	\$3,268.10
	40076364	07/30/2020	1008507	INTEGRITY WORKFORCE SOLUTIONS INC	\$503.58
	40076366	07/30/2020	1008994	KAJEET, INC.	\$25,617.52
	40076367	07/30/2020	1007627	KAMOR-BARNES, HEATHER	\$1,087.50

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076368	07/30/2020	1008553	KAPCZYNSKI, STEPHEN & KRISTA	\$6,300.00
	40076369	07/30/2020	062600	KEEN COMPRESSED GAS CO	\$95.70
	40076370	07/30/2020	1004209	LOWES COMMERCIAL SERVICES	\$722.21
	40076371	07/30/2020	069582	MACKIN EDUCATIONAL RESOURCES /	\$25,000.00
	40076372	07/30/2020	073020	MCMASTER-CARR SUPPLY CO	\$73.95
	40076373	07/30/2020	1009055	MOUNTAIN VIEW SCHOOL DISTRICT	\$1,126.66
	40076374	07/30/2020	094667	MPS	\$2,190.92
	40076375	07/30/2020	078370	NCTM	\$149.00
	40076376	07/30/2020	1001857	NATIONAL ENERGY CONTROL CORP.	\$2,237.47
	40076377	07/30/2020	1008577	N-TECH SYSTEMS INC	\$238.76
	40076378	07/30/2020	079580	OFFICE BASICS INC	\$984.00
	40076379	07/30/2020	1009049	ONELOGIN INC	\$36,200.00
	40076380	07/30/2020	080195	PA DEPT OF LABOR & INDUSTRY-E	\$147.17
	40076381	07/30/2020	1003893	PA SCHOOL FOR THE DEAF	\$750.00
	40076382	07/30/2020	1007748	PAYSCHOOLS	\$735.00
	40076383	07/30/2020	080887	PEDIATRIC THERAPEUTICS SVC INC	\$20,788.52
	40076384	07/30/2020	081550	PEPPER & SON INC J W	\$67.99
	40076385	07/30/2020	1008062	PERSON DIRECTED CLINICAL SERVICES	\$1,775.00
	40076386	07/30/2020	1003736	PETROLEUM TRADERS CORP.	\$2,085.20
	40076387	07/30/2020	081155	PIAA FOUNDATION	\$1,350.00
	40076388	07/30/2020	1000913	POWER SCHOOL SYSTEMS, LLC	\$36,555.00
	40076389	07/30/2020	1007324	PROGRAPH, INC	\$2,315.20
	40076390	07/30/2020	1004513	PURE HEALTH SOLUTIONS INC	\$88.00
	40076391	07/30/2020	1009040	RAFFAELE & ASSOCIATES LLC	\$6,000.00
	40076392	07/30/2020	1009056	RED LION AREA SCHOOL DISTRICT	\$4,356.66
	40076393	07/30/2020	1008694	RED RIVER PRESS INC	\$204.00
	40076394	07/30/2020	1005267	RICOH USA, INC.	\$194.48
	40076395	07/30/2020	085720	ROSENAU CO INC, PHILIP	\$2,549.00
	40076396	07/30/2020	085750	ROTHWELL DOCUMENT SOLUTIONS	\$9,795.00
	40076397	07/30/2020	086200	SARGENT WELCH SCIENTIFIC	\$80.21
	40076399	07/30/2020	086590	SDIC - SCHOOL DISTRICTS	\$117,039.00
	40076400	07/30/2020	087646	SHAR PRODUCTS CO.	\$359.87
	40076401	07/30/2020	1008459	SHELLER OIL COMPANY	\$22.51
	40076402	07/30/2020	088490	SIR SPEEDY PRINTING #7103	\$660.00
	40076403	07/30/2020	090890	STRATFORD FRIENDS SCHOOL	\$43,000.00
	40076404	07/30/2020	090875	STROUD WATER RESEARCH CENTER	\$967.91
	40076405	07/30/2020	1005955	SUPERIOR TEXT	\$10,761.65
	40076406	07/30/2020	091582	TALK, INC	\$13,131.00
	40076407	07/30/2020	092110	TEACHER'S DISCOVERY	\$455.56

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40076408	07/30/2020	092615	TIMOTHY SCHOOL CORPORATION	\$10,410.00
	40076409	07/30/2020	093600	UNITED REFRIGERATION CO	\$154.48
	40076410	07/30/2020	093395	US GAMES	\$283.01
	40076411	07/30/2020	1007699	US MEDICAL STAFFING, INC.	\$975.11
	40076412	07/30/2020	1002676	VERIZON WIRELESS	\$1,155.67
	40076413	07/30/2020	095330	WALLINGFORD SWARTHMORE S. D.	\$8,050.18
	40076414	07/30/2020	1001766	WAYSIDE PUBLISHING	\$24,383.19
	40076416	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$184.00
	40076417	07/30/2020	1005450	WEST CHESTER UNIVERSITY	\$64,500.00
	40076418	07/30/2020	097380	WESTTOWN-EAST GOSHEN POLICE	\$18,040.00
	40076419	07/30/2020	097960	WIGGINS SHREDDING	\$480.00
	40076420	07/30/2020	1008068	WILLIAMS SCOTSMAN, INC	\$2,936.00
	40076421	07/30/2020	1003574	WILLIS TOWERS WATSON NORTHEAST INC	\$89,550.00
	40076422	07/30/2020	1002263	WOODS SERVICES	\$11,379.20
01	- Total				\$825,758.13
22	40076345	07/30/2020	032540	DELL COMPUTER CORPORATION	\$11,181.75
22	- Total				\$11,181.75
27	40076341	07/30/2020	029668	COYLE, LYNCH & COMPANY	\$1,500.00
	40076415	07/30/2020	1000847	WEST CHESTER AREA SCHOOL DISTRICT	\$1,396.66
	40076420	07/30/2020	1008068	WILLIAMS SCOTSMAN, INC	\$4,911.62
27	- Total				\$7,808.28
30	40076329	07/30/2020	1004477	BLACKNEY HAYES ARCHITECTS	\$82,157.12
	40076336	07/30/2020	1006788	CHESTER VALLEY ENGINEERS	\$994.50
	40076338	07/30/2020	025930	CLINGER, CORP., WILLIAM H.	\$117,440.29
	40076349	07/30/2020	035100	DI ROCCO BROS. CO.	\$15,142.93
	40076365	07/30/2020	1005435	JAY R. REYNOLDS, INC.	\$112,786.19
	40076398	07/30/2020	1006778	SC STEVENSON CONSULTING INC	\$37,101.50
	40076420	07/30/2020	1008068	WILLIAMS SCOTSMAN, INC	\$7,492.00
30	- Total				\$373,114.53
50	80038551	07/30/2020	1008741	CALLANAN, MOLLY	\$2,000.00
	80038552	07/30/2020	042490	FEDERAL EXPRESS CORP	\$78.81
	80038553	07/30/2020	096741	WEST CHESTER UNIVERSITY	\$1,540.00
	80038554	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038555	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038556	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038557	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
50	80038558	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038559	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038560	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038561	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038562	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038563	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038564	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038565	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038566	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038567	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038568	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038569	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038570	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038571	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038572	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038573	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038574	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038575	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038576	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038577	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038578	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038579	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038580	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038581	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038582	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038583	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038584	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038585	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038586	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038587	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038588	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038589	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038590	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038591	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038592	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038593	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038594	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038595	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00
	80038596	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMNT	\$50.00

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
50	80038597	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038598	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038599	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038600	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038601	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038602	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038603	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038604	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038605	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038606	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038607	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038608	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038609	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038610	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038611	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038612	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038613	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038614	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038615	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038616	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038617	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038618	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038619	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038620	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038621	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038622	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038623	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038624	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
	80038625	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00
80038626	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00	
80038627	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00	
80038628	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00	
80038629	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$50.00	
50 - Total					\$7,418.81
80	50001084	07/30/2020	090800	STUDENT REFUNDS & REIMBURSMENT	\$31.85
80 - Total					\$31.85
Overall - Total					\$1,225,313.35

West Chester Area School District Electronic Funds Transfer Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1004029	07/30/2020	1005433	COLT PLUMBING	\$3,015.14
	V1004030	07/30/2020	032952	DENNEY ELECTRIC SUPPLY	\$931.39
	V1004031	07/30/2020	042300	FAULKNER PONTIAC BUICK	\$67.58
	V1004032	07/30/2020	043210	FISHER & SON COMPANY INC	\$694.98
	V1004033	07/30/2020	057935	IMPACT APPLICATIONS, INC	\$655.00
	V1004034	07/30/2020	1002386	JOHNSON CONTROLS, INC.	\$10,221.25
	V1004035	07/30/2020	062980	KELLAM LAWN MOWER	\$276.90
	V1004036	07/30/2020	065400	KURTZ BROS	\$285.16
	V1004037	07/30/2020	074590	MILLER'S AUTOMOTIVE SERVICE	\$109.95
	V1004038	07/30/2020	075220	MUSIC & ARTS CENTERS	\$479.74
	V1004039	07/30/2020	077475	PARTS SERVICE - FRAZER	\$846.01
	V1004040	07/30/2020	080980	PENN OFFICE PRODUCTS	\$372.66
	V1004041	07/30/2020	002820	RIDDELL/ALL AMERICAN	\$2,283.87
	V1004042	07/30/2020	1000032	SCHOOL OUTFITTERS, LLC	\$442.39
	V1004043	07/30/2020	1000679	SHERWIN WILLIAMS	\$83.99
	V1004044	07/30/2020	092000	TAYLORS MUSIC STORE	\$953.17
	V1004045	07/30/2020	1001416	ULINE	\$1,170.98
	V1004046	07/30/2020	094345	UNRUH, TURNER, BURKE & FREES	\$6,744.00
	V1004047	07/30/2020	095760	WEINSTEIN SUPPLY CORPORATION	\$90.72
01	- Total				\$29,724.88
29	V1004041	07/30/2020	002820	RIDDELL/ALL AMERICAN	\$4,595.00
29	- Total				\$4,595.00
30	V1004046	07/30/2020	094345	UNRUH, TURNER, BURKE & FREES	\$6,195.75
30	- Total				\$6,195.75
50	V5000368	07/30/2020	093337	TUTTLE MARKETING SVCS INC	\$2,173.02
50	- Total				\$2,173.02
Overall - Total					\$42,688.65

Student Activity Accounts

Budget Unit	Project	Project Title	July 31, 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	1,642.49
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 th 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	4,624.87
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	12,797.20
50000222	015222	CLASS OF 2020	18,379.88
50000223	015223	CLASS OF 2020	8,018.54
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	21,326.17
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	2,944.39
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	632.80
50000221	036221	NEWSPAPER	659.92
50000221	037221	SPEECH & DEBATE	214.22

Student Activity Accounts

Budget Unit	Project	Project Title	July 31, 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	9,372.27
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	650.61
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	10,685.61
50000326	050326	STUDENT COUNCIL	15,029.70
50000327	050327	STUDENT COUNCIL	4,532.96
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	3,745.62
50000223	062223	ACADEMIC TEAM - RUSTIN	145.32
50000223	064223	AMERICAN LATINO PROGRAM	211.14
50000221	070221	SCHOOL MUSICAL	19,857.83
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	July 31, 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	4,781.80
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	20,769.81
50000221	093221	STUDENTS HELPING STUDENTS	809.96
50000222	093222	KARE - EAST	935.40
50000326	093326	PEIRCE PROUD KIDS	1,267.38
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	2,046.48
Total Fund 50 Projects			402,139.42
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	3,371.99
51000444	164444	ACTIVITY FUND	17,137.40
51000445	164445	ACTIVITY FUND	109.45
51000447	164447	ACTIVITY FUND	9,649.61
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	4,066.62
51000222	191222	SCHOOL SIGN EHS	3,875.14
51000452	193452	LIFE SKILLS SUPPORT	22.05

Student Activity Accounts

Budget Unit	Project	Project Title	July 31, 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	31,502.85
51000223	202223	IMPROVEMENT FUND	19,392.46
51000326	202326	IMPROVEMENT FUND	1,804.09
51000327	202327	IMPROVEMENT FUND	5,082.68
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	474.56
51000440	210440	LIBRARY FUND	437.19
51000444	210444	LIBRARY FUND	5,701.80
51000445	210445	LIBRARY FUND	593.02
51000447	210447	LIBRARY FUND	597.41
51000448	210448	LIBRARY FUND	9,893.70
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	1,552.22
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	10,685.90
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	65,099.53
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	July 31, 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	367.66
51000955	290955	UNDISTRIBUTED INCOME	(46.95)
Total Fund 51 Projects			607,484.21
Fund 50 / 51 - Combined Project Totals			1,009,623.63
Fund 50 / 51 - Combined Accounts Payable			1,517.00
Fund 50 / 51 - Due to / from other funds			9,385.87
Total Student Activity and Agency Funds			<u>1,020,526.50</u>
Fund 50 / 51 - Cash Account Balances as of July 31, 2020		Total Cash	<u>1,020,526.50</u>
Total Student and Agency Activity Funds			<u>1,020,526.50</u>

WEST CHESTER AREA SCHOOL DISTRICT
 FOOD SERVICES CASH BALANCE STATEMENT AND DISBURSEMENT APPROVAL REPORT
 JULY 31, 2020

OPERATING CASH

<u>CASH BALANCE JUNE 30, 2020</u>	\$	27,910.01
 <u>RECEIPTS JULY 1, 2020 - JULY 31, 2020</u>		
DEPOSITS	-	
DEPOSITS ON ACCOUNT	182.00	
INTEREST	3.17	
SALE OF EQUIPMENT		
POS FEES RECEIVED	9.18	
ARAMARK REIMBURSEMENT		
TRANSFER FROM INVESTMENTS ACCOUNT	<u>100,000.00</u>	
TOTAL RECEIPTS		100,194.35

DISBURSEMENTS JULY 1, 2020 - JULY 31, 2020

BANK FEES	52.70	
POS SERVICE CHARGES		
EQUIPMENT PURCHASES	8,895.00	
ARAMARK PAYMENTS	-	
STUDENT REFUNDS	109.05	
ARAMARK MAINTENANCE SUPPLIES	-	
OTHER	-	
TOTAL DISBURSEMENTS		<u>9,056.75</u>

CASH BALANCE JULY 31, 2020 \$ 1,9047.61

INVESTMENTS

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

RECEIPTS JULY 1, 2020 - JULY 31, 2020

TRANSFERS FROM CHECKING ACCOUNT:		
STATE SUBSIDY:	-	
INTEREST:	226.92	
TOTAL ADDITIONS		226.92

DISBURSEMENTS JULY 1, 2020 - JULY 31, 2020

TRANSFER TO CHECKING ACCOUNT	<u>100,000.00</u>	
TOTAL DISBURSEMENTS		<u>100,000.00</u>

INVESTMENT BALANCE JULY 31, 2020 \$ 997,172.91

PREPAID STUDENT ACCOUNTS

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

ADD: RECEIVED ON ACCOUNT
 TOTAL ADDITIONS -

DEDUCT: PREPAIDS USED
 TOTAL DEDUCTIONS -

PREPAID STUDENT ACCOUNTS BALANCE JULY 31, 2020 \$ 2,68,025.24

WEST CHESTER AREA SCHOOL DISTRICT
AUGUST 24, 2020
STATEMENT OF DISBURSEMENTS SUMMARY
FOR THE PERIOD JULY 1, 2020 - JULY 31, 2020

GENERAL FUND DISBURSEMENTS		29,595,941.14
includes Technology,		
Federal Programs and any Special State Funds		
BILLS PAID	12,595,941.14	
INVESTMENTS	17,000,000.00	
CAPITAL RESERVE FUND		912,317.14
CAPITAL PROJECTS FUND		1,359,025.51
SPECIAL REVENUE - Athletics		4,701.50
TRUST FUNDS		9,366.22
CAFETERIA		9,004.05
STUDENT ACTIVITY FUND DISBURSEMENTS		26,266.42
TRUST AND AGENCY FUND DISBURSEMENTS		<u>13,509.29</u>
TOTAL DISBURSEMENTS		<u>31,930,131.27</u>

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

WEST CHESTER AREA SCHOOL DISTRICT

August 24, 2020 SCHOOL BOARD MEETING

CONSENT AGENDA RESOLUTION

Approval of the July 31, 2020 Financial Report

Approval is requested for the West Chester School District Financial Report for the month ending July 31, 2020.

I so move.

2020-2021 General Fund Financial Analysis

The expenses and revenues as of July 2020 represent 1 month of our financial activity for the District and show very little year to date activity.

We have received local revenues totaling \$23.9 million or 11.9% of our budget. This amount is slightly ahead of last year as a % of total budget. The Governor approved an interim PA state budget in May that did include a slight increase in state funding for WCASD. We have not included this increase in our revenue projections at this time and are awaiting approval of a final budget before changing our revenue projections.

At this point we have not revised any of our expenses for the 2020-21 year.

And as you can see on the statement, we have budgeted \$269.8 million in expenses and \$248.5 million in revenues this year and we budgeted to use \$21.3 million of our fund balance to close the gap between the expenses and revenues.

Our fund balance is projected to be \$34.2 million at June 30th 2021, but we are currently anticipating a \$16.4 million budget gap after an Act 1 index tax increase for the 2021-22 school year.

This concludes the financial report.

John T. Scully, School Board Treasurer

West Chester Area School District
 2020-21 General Fund including Technology and Federal Programs
 Revenue for the Month Ending July 31, 2020

	CURRENT YR BUDGET	YEAR TO DATE REVENUE	AVAILABLE BALANCE	YTD RECEIPTS CURR VS. PRIOR YR	% OF BUDGET RECEIVED CURRENT YR	% OF BUDGET RECEIVED VS. PRIOR YR
CURRENT REAL ESTATE	172,568,153.00	23,792,717.87	148,775,435.13	2,273,699.56	13.79%	12.52%
INTERIM R. E. TAXES	824,699.00	34,983.90	789,715.10	(88,613.21)	4.24%	10.42%
PUBLIC UTILITY R. T.	180,000.00	-	180,000.00	-	0.00%	0.00%
EARNED INCOME TAXES	19,590,251.00	-	19,590,251.00	(18,524.80)	0.00%	0.09%
REAL ESTATE TRANSFER	3,735,352.00	-	3,735,352.00	-	0.00%	0.00%
DELIQU TAX LEVIED	2,858,800.00	-	2,858,800.00	-	0.00%	0.00%
EARNINGS-INVESTMENTS	500,000.00	8,652.10	491,347.90	(110,688.85)	1.73%	11.93%
PARKING FEES	65,000.00	-	65,000.00	(11,585.00)	0.00%	19.31%
RENTALS	245,000.00	44,254.00	200,746.00	33,164.75	18.06%	3.08%
CONTRIBUTIONS	11,000.00	-	11,000.00	(7,425.00)	0.00%	67.50%
SUMMER SCHL TUITION	51,000.00	18,898.79	32,101.21	(12,008.06)	37.06%	68.68%
RCPTS OTHER LEA'S PA	53,000.00	-	53,000.00	-	0.00%	0.00%
OUTDOOR EDU. TUITION	14,510.00	-	14,510.00	-	0.00%	0.00%
MISCELLANEOUS REVENU	76,000.00	432.33	75,567.67	432.33	0.57%	0.00%
REF PRIOR YR EXPEN.	10,000.00	-	10,000.00	-	0.00%	0.00%
ACTIVITY FEE REVENUE	294,490.00	100.00	294,390.00	-	0.03%	0.03%
ADVERTISING REVENUE	-	-	-	(13.33)	0.00%	0.00%
LOCAL REVENUES	201,077,255.00	23,900,038.99	177,177,216.01	2,058,438.39	11.89%	10.69%
BASIC INSTR. SUBSIDY	8,421,880.00	-	8,421,880.00	-	0.00%	0.00%
TUITION ORPHANS	290,000.00	-	290,000.00	-	0.00%	0.00%
MIGRATORY CHILDREN	-	-	-	-	0.00%	0.00%
SPECIAL ED FUNDING	5,899,089.00	786,398.00	5,112,691.00	535.00	13.33%	12.67%
PRRI/APS DIRECT PAYMENTS	-	-	-	-	0.00%	0.00%
TRANSPORTATION SUB.	2,321,816.00	-	2,321,816.00	-	0.00%	0.00%
RENT SUBSIDY	1,093,234.00	4,846.02	1,088,387.98	4,846.02	0.44%	0.00%
MEDICAL-DENTAL SVCS.	252,545.00	-	252,545.00	-	0.00%	0.00%
BASIC ED REIM SUPP	3,570,346.00	-	3,570,346.00	-	0.00%	0.00%
SCHOOL SAFETY AND SECURITY	-	-	-	-	0.00%	0.00%
READY TO LEARN BLOCK GRANT	399,095.00	-	399,095.00	-	0.00%	0.00%
SOC SEC/MED SUBSIDY	3,924,722.00	-	3,924,722.00	-	0.00%	0.00%
RETIREMENT SUBSIDY	17,695,207.00	-	17,695,207.00	-	0.00%	0.00%
STATE REVENUES	43,867,934.00	791,244.02	43,076,689.98	5,381.02	1.80%	1.74%
IDEA 619 FUNDS	6,100.00	-	6,100.00	-	0.00%	0.00%
IDEA PASS THROUGH	1,425,436.00	-	1,425,436.00	-	0.00%	0.00%
TITLE I	598,796.00	39,919.73	558,876.27	39,919.73	6.67%	0.00%
TITLE II	236,948.00	15,889.54	221,058.46	15,889.54	6.71%	0.00%
TITLE III LEP/IMMIGRAN	91,336.00	6,089.07	85,246.93	6,089.07	6.67%	0.00%
TITLE IV	52,725.00	3,515.00	49,210.00	3,515.00	6.67%	0.00%
CARES ACT	-	25,885.16	(25,885.16)	25,885.16	0.00%	0.00%
MA DIRECT SERVICES	970,000.00	-	970,000.00	-	0.00%	0.00%
MA ADMIN TIME STUDY	30,000.00	9,332.13	20,667.87	(10,586.54)	31.11%	66.40%
FEDERAL PROGRAMS	3,411,341.00	100,630.63	3,310,710.37	80,711.96	2.95%	0.67%
TOTAL REVENUES	248,356,530.00	24,791,913.64	223,564,616.36	2,144,531.37	9.98%	8.97%

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WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

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SELECTION CRITERIA: orgn.fund='01'
 ACCOUNTING PERIOD: 1/21

SORTED BY: ACCOUNT
 TOTALED ON:
 PAGE BREAKS ON:

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
111	REG SALARIES ADMIN	9,237,294.00	704,290.15	.00	704,290.15	8,533,003.85	7.62
121	REG SALARIES PROF	72,910,522.00	.00	.00	.00	72,910,522.00	.00
123	EXTRA ASSIGN PROF	1,008,952.00	154,405.42	.00	154,405.42	854,546.58	15.30
124	SABBATICL LV PROF	300,000.00	.00	.00	.00	300,000.00	.00
125	SUBJ CHRPRSN PROF	421,496.00	.00	.00	.00	421,496.00	.00
127	RETIREMT SEV PROF	392,000.00	.00	.00	.00	392,000.00	.00
135	SUPPLEMTL CONTR PROF	2,167,000.00	.00	.00	.00	2,167,000.00	.00
141	REG SALARIES TECHNCL	4,054,914.00	317,496.64	.00	317,496.64	3,737,417.36	7.83
143	EXTRA ASSIGN TECHNCL	2,000.00	1,770.13	.00	1,770.13	229.87	88.51
151	REG SALARIES OFFICE	2,911,088.00	109,070.67	.00	109,070.67	2,802,017.33	3.75
153	O/T SALARIES OFFICE	52,433.00	1,621.34	.00	1,621.34	50,811.66	3.09
154	SALARIES AIDES	503,231.00	.00	.00	.00	503,231.00	.00
158	TECH AIDES	434,855.00	7,258.45	.00	7,258.45	427,596.55	1.67
161	REG SALARIES O & M	5,266,503.00	174,451.03	.00	174,451.03	5,092,051.97	3.31
162	TEMP SALARIES O & M	75,000.00	.00	.00	.00	75,000.00	.00
163	O/T SALARIES O & M	180,000.00	26.93	.00	26.93	179,973.07	.01
167	CUSTODIAL SEVERANCE	40,000.00	.00	.00	.00	40,000.00	.00
168	TECH TRADE/CRAFTS	680,689.00	21,681.66	.00	21,681.66	659,007.34	3.19
171	NEW HIRES	.00	7.10	.00	7.10	-7.10	.00
191	REG SALARIES INSTRL AIDE	2,341,711.00	.00	.00	.00	2,341,711.00	.00
193	O/T INSTRUCTIONAL AIDES	59,450.00	16,269.04	.00	16,269.04	43,180.96	27.37
211	MEDICAL INSURANCE	13,308,207.00	216,369.30	.00	216,369.30	13,091,837.70	1.63
212	DENTAL INSURANCE	1,335,429.00	17,603.06	.00	17,603.06	1,317,825.94	1.32
213	LIFE INSURANCE	181,946.00	6,924.37	.00	6,924.37	175,021.63	3.81
214	INC. PROT. INS.	241,185.00	3,040.00	.00	3,040.00	238,145.00	1.26
215	EYE CARE INS	198,319.00	3,239.15	.00	3,239.15	195,079.85	1.63
216	PRESCRIPTION INS	4,089,799.00	32,955.25	.00	32,955.25	4,056,843.75	.81
220	SOCIAL SECURITY CONT	7,849,447.00	105,848.02	.00	105,848.02	7,743,598.98	1.35
230	RETIREMENT CONTRIBS	35,390,415.00	470,753.37	.00	470,753.37	34,919,661.63	1.33
231	RETIREMENT CONTR - DC	.00	876.50	.00	876.50	-876.50	.00
240	TUITION REIMBURSE	600,000.00	18,226.59	.00	18,226.59	581,773.41	3.04
250	UNEMPLOYMENT COMP	374,472.00	905.94	.00	905.94	373,566.06	.24
260	WORKMEN'S COMPENS	896,245.00	117,039.00	.00	117,039.00	779,206.00	13.06
290	OTHER EMPLOYEE BEN	.00	32,752.15	.00	32,752.15	-32,752.15	.00
300	PRCHSD PRO&TECH SVCS	2,800.00	.00	.00	.00	2,800.00	.00
302	PURCH PROF AIDES	2,934,725.00	1,938.17	.00	1,938.17	2,932,786.83	.07
303	PURCH PROF TSS CCIU	500,000.00	.00	.00	.00	500,000.00	.00
304	PURCH PROF TSS CONTRACTE	1,554,719.00	.00	.00	.00	1,554,719.00	.00
310	OFFICIAL/ADMIN SVCS	639,938.00	13,159.71	.00	13,159.71	626,778.29	2.06
315	PURCH PROF TEACHER SUBS	2,195,625.00	134.08	.00	134.08	2,195,490.92	.01
316	PURCH PROF AIDES SUBS	300,000.00	.00	.00	.00	300,000.00	.00
317	PURCH PROF ADM SUPPRT SU	100,000.00	1,366.57	.00	1,366.57	98,633.43	1.37
320	PROF EDUCATIONAL SVCS	1,500.00	.00	.00	.00	1,500.00	.00
322	PROF ED SVCS IU'S	5,627,772.00	.00	.00	.00	5,627,772.00	.00
323	PROF ED SVCS OTHER	2,451,709.00	168,269.90	.00	168,269.90	2,283,439.10	6.86
324	PROF ED SVCS EMPL TRAIN.	87,000.00	8,829.27	963.00	8,829.27	77,207.73	11.26

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WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
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SELECTION CRITERIA: orgn.fund='01'
 ACCOUNTING PERIOD: 1/21

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ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
329	PROF. EDUC. SVCS- OTHER	447,600.00	.00	.00	.00	447,600.00	.00
330	OTHER PROF SERVICES	2,405,150.00	157,675.00	6,460.00	157,675.00	2,241,015.00	6.82
340	TECHNICAL SERVICES	24,640.00	.00	.00	.00	24,640.00	.00
348	PROF SVCS - TECHNOLGY	58,828.00	38,514.75	216.00	38,514.75	20,097.25	65.84
350	SECURITY/SAFETY SVCS	511,000.00	-925.11	.00	-925.11	511,925.11	- .18
360	EMPLOYEE TRAINING AND DE	2,000.00	.00	.00	.00	2,000.00	.00
390	OTHER PURCH. SVCS	235,697.00	71.50	48.00	71.50	235,577.50	.05
422	ELECTRICITY	1,739,000.00	-4,807.95	.00	-4,807.95	1,743,807.95	- .28
424	WATER/SEWAGE	621,900.00	7,691.70	1,921.04	7,691.70	612,287.26	1.55
430	REPAIRS & MAINT SVCS	1,017,445.00	30,388.13	371,775.21	30,388.13	615,281.66	39.53
432	REPAIRS & MAINT- SVC EQU	7,600.00	.00	7,091.25	.00	508.75	93.31
438	REPAIRS & MAINT- TECH	280,991.00	.00	3,500.00	.00	277,491.00	1.25
441	RENTAL - LAND & BLDGS	283,800.00	2,116.79	13,532.00	2,116.79	268,151.21	5.51
442	EQUIPMENT RENTAL	205,921.00	14,692.47	160,985.75	14,692.47	30,242.78	85.31
444	RENTAL VEHICLES	3,500.00	.00	.00	.00	3,500.00	.00
449	OTHER RENTAL	3,725.00	.00	.00	.00	3,725.00	.00
513	CONTRACTED CARRIERS	14,899,412.00	-57,279.40	.00	-57,279.40	14,956,691.40	- .38
516	FROM THE I.U.	12,000.00	.00	.00	.00	12,000.00	.00
521	FIRE INSURANCE	193,500.00	175,606.00	.00	175,606.00	17,894.00	90.75
522	AUTO LIABTY INS	51,000.00	48,618.00	.00	48,618.00	2,382.00	95.33
523	GNRL PROP & LIAB INS	233,400.00	142,520.00	.00	142,520.00	90,880.00	61.06
525	BONDING INSURANCE	7,762.00	.00	.00	.00	7,762.00	.00
529	OTHER INSURANCE	62,300.00	48,402.00	.00	48,402.00	13,898.00	77.69
530	TELEPHONE & POSTAGE	323,028.00	27,480.24	15,605.09	27,480.24	279,942.67	13.34
538	COMMUNICATIONS-TECH	134,100.00	11,083.07	45,564.93	11,083.07	77,452.00	42.24
540	ADVERTISING	19,300.00	.00	4,000.00	.00	15,300.00	20.73
550	PRINTING AND BINDING	68,008.00	986.26	2,769.92	986.26	64,251.82	5.52
560	TUITION	900,000.00	.00	.00	.00	900,000.00	.00
561	TUIT TO LEA WITHIN	233,000.00	.00	.00	.00	233,000.00	.00
562	TUITION - CHARTER SCHOOL	7,725,571.00	740,119.40	.00	740,119.40	6,985,451.60	9.58
563	TUIT TO PRIV SCHOOLS	1,118,900.00	121,350.00	.00	121,350.00	997,550.00	10.85
564	TUIT TO AREA VO-TECH	2,562,547.00	571,160.75	.00	571,160.75	1,991,386.25	22.29
567	TUITION TO APP PRIV. SCH	1,646,369.00	301,500.00	.00	301,500.00	1,344,869.00	18.31
568	TUITION PRRI, ALT ED,DTE	20,000.00	.00	.00	.00	20,000.00	.00
569	TUITION OTHER	15,000.00	.00	.00	.00	15,000.00	.00
580	TRAVEL EXPENSES	190,507.00	353.17	.00	353.17	190,153.83	.19
581	TRAVEL-PROF. DEVELOPMENT	192,183.00	526.64	500.00	526.64	191,156.36	.53
594	I.U. PAYMNT BY W.H SP CL	2,900.00	.00	.00	.00	2,900.00	.00
595	I.U. PAYMNT BY W/H	126,867.00	.00	.00	.00	126,867.00	.00
610	GENERAL SUPPLIES	3,310,609.00	90,872.41	1,097,455.54	90,872.41	2,122,281.05	35.89
618	SUPPLIES-TECHNOLOGY	5,175.00	2,000.00	.00	2,000.00	3,175.00	38.65
621	NATURAL GAS	735,000.00	.00	.00	.00	735,000.00	.00
626	GASOLINE & DIESEL	63,000.00	2,699.40	52,300.60	2,699.40	8,000.00	87.30
627	DIESEL FUEL	12,000.00	645.42	9,354.58	645.42	2,000.00	83.33
635	FOOD MEALS & REFRESHMENT	75,450.00	224.80	.00	224.80	75,225.20	.30
640	BOOKS & PERIODICALS	804,738.00	156,371.56	248,197.96	156,371.56	400,168.48	50.27

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WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
 EXPSTA11

SELECTION CRITERIA: orgn.fund='01'
 ACCOUNTING PERIOD: 1/21

SORTED BY: ACCOUNT
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ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
648	BOOKS -TECHNOLOGY	12,650.00	.00	.00	.00	12,650.00	.00
650	SUPPLIES & FEES- TECH RE	1,313,653.00	1,159,004.78	334,712.03	1,159,004.78	-180,063.81	113.71
750	EQUIP - ORIG & ADDT'L	3,000.00	.00	.00	.00	3,000.00	.00
752	CAP EQUIP- ORIG. OR ADD	125,000.00	.00	.00	.00	125,000.00	.00
756	CAP TECH HARDWARE ORIGIN	.00	.00	1,449.57	.00	-1,449.57	.00
758	EQUIPMENT-TECHNOLOGY	12,655.00	.00	.00	.00	12,655.00	.00
760	EQUIPMENT - REPLACEMENT	6,513.00	.00	.00	.00	6,513.00	.00
761	NON CAP EQUIP- REPLACE	300.00	.00	.00	.00	300.00	.00
762	CAP EQUIP- REPLACE	327,500.00	.00	.00	.00	327,500.00	.00
768	EQUIP REPLACE-TECHNOLOGY	3,750.00	.00	679.00	.00	3,071.00	18.11
810	DUES AND FEES	221,282.00	16,696.04	34,587.48	16,696.04	169,998.48	23.18
811	MEMBERSHIPS	151,088.00	26,396.27	7,505.90	26,396.27	117,185.83	22.44
832	INT SERIAL BONDS	10,240,206.00	7,535.88	.00	7,535.88	10,232,670.12	.07
840	CONTINGENCY	6,456,216.00	.00	.00	.00	6,456,216.00	.00
880	REFNDS OF PR YRS RCP	55,000.00	.00	.00	.00	55,000.00	.00
899	STUDENT ACTIVITY	100,000.00	.00	.00	.00	100,000.00	.00
912	SERIAL BNDS PRN PYMT	16,995,000.00	.00	.00	.00	16,995,000.00	.00
932	CAP RESERVE FD TRANS	6,167,541.00	2,095,558.00	.00	2,095,558.00	4,071,983.00	33.98
TOTAL REPORT		269,684,167.00	8,664,426.93	2,421,174.85	8,664,426.93	258,598,565.22	4.11

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WEST CHESTER AREA SCHOOL DISTRICT
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA11

SELECTION CRITERIA: orgn.fund='22'
ACCOUNTING PERIOD: 1/21

SORTED BY: ACCOUNT
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ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
R6500	EARNINGS-INVESTMENTS	75,000.00	8,126.04	.00	8,126.04	66,873.96	10.83
ACCOUNT-R9310	GENRL FND TRANSFERS						
R9310	GENRL FND TRANSFERS	4,071,983.00	.00	.00	.00	4,071,983.00	.00
ACCOUNT-R9400	SALE OF FIXED ASSETS						
R9400	SALE OF FIXED ASSETS	.00	365.72	.00	365.72	-365.72	.00
TOTAL REPORT		4,146,983.00	8,491.76	.00	8,491.76	4,138,491.24	.20

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WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTAI1

SELECTION CRITERIA: orgn.fund='22'
 ACCOUNTING PERIOD: 1/21

SORTED BY: ACCOUNT
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ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
330	OTHER PROF SERVICES	.00	.00	1,356.00	.00	-1,356.00	.00
390	OTHER PURCH. SVCS	.00	46,284.43	78,408.68	46,284.43	-124,693.11	.00
529	OTHER INSURANCE	34,500.00	.00	.00	.00	34,500.00	.00
757	NON CAP TECH EQUIP-ORIG	280,700.00	11,181.75	3,598.00	11,181.75	265,920.25	5.27
760	EQUIPMENT - REPLACEMENT	60,000.00	.00	5,997.48	.00	54,002.52	10.00
766	CAP TECH HARDWARE REPLAC	725,000.00	540,169.18	.00	540,169.18	184,830.82	74.51
767	NON CAP TECH EQUIP-REPLA	3,147,336.00	257,343.08	1,679,712.98	257,343.08	1,210,279.94	61.55
810	DUES AND FEES	10,000.00	.00	.00	.00	10,000.00	.00
TOTAL REPORT		4,257,536.00	854,978.44	1,769,073.14	854,978.44	1,633,484.42	61.63

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WEST CHESTER AREA SCHOOL DISTRICT
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTAIL

SELECTION CRITERIA: orgn.fund='27'
ACCOUNTING PERIOD: 1/21

SORTED BY: ACCOUNT
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ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
R9310	GENRL FND TRANSFERS	2,095,558.00	2,095,558.00	.00	2,095,558.00	.00	100.00
TOTAL REPORT		2,095,558.00	2,095,558.00	.00	2,095,558.00	.00	100.00

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WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.fund='27'
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ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
300	PRCHSD PRO&TECH SVS	.00	.00	7,201.24	.00	-7,201.24	.00
330	OTHER PROF SERVICES	.00	.00	290,234.80	.00	-290,234.80	.00
390	OTHER PURCH. SVCS	.00	12,719.90	245,615.39	12,719.90	-258,335.29	.00
430	REPAIRS & MAINT SVCS	.00	.00	11,780.00	.00	-11,780.00	.00
610	GENERAL SUPPLIES	.00	.00	3,053.65	.00	-3,053.65	.00
750	EQUIP - ORIG & ADDT'L	.00	.00	323.96	.00	-323.96	.00
752	CAP EQUIP- ORIG. OR ADD	1,694,808.00	.00	34,067.95	.00	1,660,740.05	2.01
TOTAL REPORT		1,694,808.00	12,719.90	592,276.99	12,719.90	1,089,811.11	35.70

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WEST CHESTER AREA SCHOOL DISTRICT
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTAI1

SELECTION CRITERIA: orgn.fund='29'
ACCOUNTING PERIOD: 1/21

SORTED BY: ACCOUNT
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ACCOUNT - - - -	TITLE - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
R6710	GATE RECEIPTS	131,500.00	.00	.00	.00	131,500.00	.00
TOTAL REPORT		131,500.00	.00	.00	.00	131,500.00	.00

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WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

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ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
350	SECURITY/SAFETY SVCS	3,340.00	.00	.00	.00	3,340.00	.00
390	OTHER PURCH. SVCS	63,930.00	106.50	.00	106.50	63,823.50	.17
513	CONTRACTED CARRIERS	3,080.00	.00	.00	.00	3,080.00	.00
580	TRAVEL EXPENSES	2,010.00	.00	.00	.00	2,010.00	.00
610	GENERAL SUPPLIES	35,690.00	7,078.40	3,347.00	7,078.40	25,264.60	29.21
762	CAP EQUIP- REPLACE	18,060.00	.00	.00	.00	18,060.00	.00
810	DUES AND FEES	5,390.00	.00	.00	.00	5,390.00	.00
TOTAL REPORT		131,500.00	7,184.90	3,347.00	7,184.90	120,968.10	8.01

**WEST CHESTER AREA SCHOOL DISTRICT
CAPITAL PROJECTS FUND
Month Ending July 31, 2020**

Project	Description	Project Budget	Project to Date Expenses at Prior 6/30	Current Fiscal Year to Date Expenses	Total Expenses	Budget Balance
Current Projects						
C007	Westtown-Thornbury Renovations/Additions	10,389,690.18	10,378,836.28	0.00	10,378,836.28	10,853.90
C009	East Bradford Renovations/Additions	10,260,000.00	10,152,509.40	994.50	10,153,503.90	106,496.10
C033	Exton Renovations/Additions	18,100,000.00	17,642,681.27	15,142.93	17,657,824.20	442,175.80
C034	East Goshen Design and Construction	17,750,000.00	15,311,859.18	566,850.21	15,878,709.39	1,871,290.61
C035	Mary C Howse Design and Construction	11,900,000.00	53,376.67	0.00	53,376.67	11,846,623.33
C036	Glen Acres Design and Construction	12,900,000.00	284,447.83	78,224.95	362,672.78	12,537,327.22
C038	Starkweather Design and Construction	10,400,000.00	477,546.31	0.00	477,546.31	9,922,453.69
C054	East Replace 2 Chillers and Add 1 Chiller	764,964.39	764,964.39	0.00	764,964.39	0.00
C057	New Elementary School Design and Construction	27,500,000.00	6,280,584.14	948,241.31	7,228,825.45	20,271,174.55
C059	Westtown-Thornbury Addition	2,500,000.00	20,075.03	13,519.70	33,594.73	2,466,405.27
C061	EHS Two Replacement Chillers	639,000.00	638,321.53	0.00	638,321.53	678.47
C063	HHS Softball Field Replacement	85,895.45	85,895.45	0.00	85,895.45	0.00
C066	RHS Replacement Roof Sections	984,505.61	28,500.00	810.00	29,310.00	955,195.61
C067	RHS Replacement Chiller	300,000.00	271,900.00	0.00	271,900.00	28,100.00
C999	2012-2023 Labor	4,915,221.54	3,466,531.50	35,193.86	3,501,725.36	1,413,496.18
	Total Current Projects	144,445,103.20	79,911,180.01	1,658,977.46	81,570,157.47	62,874,945.73

WEST CHESTER AREA SCHOOL DISTRICT
 FOOD SERVICES FUND
 JULY 31, 2020

	2020-21 CONTRACT BUDGET	ACTUAL JULY 2020	YTD 2020-21
<u>REVENUE</u>			
CAFETERIA SALES	2,725,673	-	-
GOVERNMENT REIMBURSEMENTS	769,873	23,948	23,948
TOTAL REVENUE	3,495,545	23,948	23,948
 <u>EXPENDITURES</u>			
COST OF FOOD	1,205,102	5,118	5,118
<i>COMMODITY USAGE</i>	<i>(101,150)</i>	-	-
LABOR	1,568,170	23,653	23,653
ADMINISTRATIVE EXPENSE	66,495	-	-
MANAGEMENT FEE	61,380	-	-
OTHER DIRECT EXPENSES	413,684	21,244	21,244
TOTAL EXPENDITURES	3,213,680	50,015	50,015
 PROFIT/LOSS	 281,865	 (26,067)	 (26,067)