

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

Monday, January 25, 2021

7:00 pm

Zoom/Livestream

AGENDA

- I. Call to Order Mr. McCune
 Salute to the Flag (led by Riley Powers and Kevin Tellez-Herrera
 of Hillsdale Elementary School)
- II. Roll Call Ms. Cherashore
- III. Approval of Minutes of the December 21, 2020 Monthly
 School Board Meeting..... Mr. McCune
- IV. Approval of the January 25, 2021 School Board Meeting Agenda Mr. McCune
- V. Superintendent’s Report Dr. Scanlon
 Student Representatives’ Report *Alice Tran, East High School*
 *Colleen Kinkead, Henderson High School*
 *Davis Patel, Rustin High School*
- VI. Public Comments on Agenda Items (submitted via google form) 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

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B. *Pupil Services* Ms. Chester

*	1.	Approval of (1) one Special Education Settlement Agreement
*	2.	Approval of Ethos Treatment LLC Annual Contract
*	3.	Approval of Sweet, Stevens, Katz and Williams Fee Agreement
*	4.	Approval of Revised Policy 113.1 Discipline for Students with Disabilities, First Reading
*	5.	Approval of Revised Policy 113.2 Behavior Intervention, First Reading
*	6.	Approval of Revised Policy 113.4 Confidentiality of Special Education Student Information, First Reading

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

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 \*Consent Agenda Items

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

|   |    |                                                                                                                       |
|---|----|-----------------------------------------------------------------------------------------------------------------------|
| * | 1. | Approval of Acknowledge Receipt of 2019-20 Local Audit Report                                                         |
| * | 2. | Approval of Contract Award for Replacement of Roof Top HVAC Units at East Goshen Elementary School Multi-Purpose Room |
| * | 3. | Approval of Tax Collector Resolution                                                                                  |
| * | 4. | Approval of Revised Policy 827, Conflict of Interest, First Reading                                                   |
|   | 5. | Approval of the 2021-22 Technology Projects in the Capital Reserve Fund                                               |

**Other Reports**

- A. Intermediate Unit..... Mrs. Tiernan
- B. PSBA Report.....Dr. Herrmann
- C. Legislative Liaison.....Dr. Shaw
- D. Equity Report .....Mr. Durnell
- E. Community Liaison..... Mr. Spackman

X. Other Business.....Mr. McCune

|   |    |                                                                                                                                                                                                                                    |
|---|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * | 1. | Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of December 1, 2020 to December 31, 2020                                                                                |
| * | 2. | Approval of the December 31, 2020 Financial Report                                                                                                                                                                                 |
| * | 3. | Approval of Memorandum of Agreement between the Chester County Health Department and the West Chester Area School District regarding participation in the Project Assisting Childhood Education through Increased Testing (ACE-IT) |
|   | 4. | Approval of motion to approve the Skills for Life Charter School Application, as amended and supplemented                                                                                                                          |
|   | 5. | Approval of motion to deny the Skills for Life Charter School Application, as amended and supplemented                                                                                                                             |

XI. Comments from Residents (submitted via google form)

XII. Adjournment

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*Consent Agenda Items

WEST CHESTER AREA SCHOOL BOARD—Meeting of December 21, 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 p.m. in the Spellman Education Center, 782 Springdale Dr. Exton, PA. Mr. McCune, Board President, called the meeting to order and led the public in the Pledge of Allegiance.

II. Roll Call

Members Present: Mr. Bevilacqua, Ms. Chester, Mr. Durnell, Mr. Gallen, Dr. Herrmann, Mr. McCune, Dr. Shaw, Mr. Spackman, Mrs. Tiernan. Student Representatives: Alice Tran, East High School; Colleen Kinkead, Henderson High School; Davis Patel, Rustin High School.

Members Absent:

- ### III. Approval of the Minutes of the November 23, 2020 Monthly School Board Meeting and the December 7, 2020 Annual Organization Meeting
- BOARD ACTION:** It was moved by Mrs. Tiernan and seconded by Mr. Gallen to approve the minutes of the November 23, 2020 monthly School Board Meeting and the December 7, 2020 Annual Organization Meeting.

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

Mr. McCune announced that the Board met in Executive Session on Monday, December 21, 2020 regarding a personnel matter.

Approval to amend the December 21, 2020 Meeting Agenda

BOARD ACTION: It was moved by Mr. Bevilacqua and seconded by Mr. Gallen to amend the December 21, 2020 Meeting Agenda as follows: Removal of Property & Finance Action Item D3-Approval of ACT 1 Resolution to Publicize the District’s Intent to Obtain PDE’s Approval of Exceptions for the 2021-2022 Budget and Item D4-Approval of ACT 1 Resolution to Acknowledge Release of 2021-22 Preliminary Budget & to Advertise District’s Intent to Adopt the 2021-2022 Budget at Least 10 Days Prior to Adoption.

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

IV. Approval of the December 21, 2020 School Board Meeting Agenda as amended

BOARD ACTION: It was moved by Mr. Spackman and seconded by Mr. Bevilacqua to approve the December 21, 2020 meeting agenda as amended.

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

V. Superintendent’s Report

Superintendent Scanlon and the High School Student Representatives gave monthly reports.

VI. Public Comments on Agenda Items

Dr. Sokolowski read public comments on agenda items received via google form. The comments will be included in their entirety in the meeting minutes.

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

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

Education

1. Approval to Establish the following Account(s):
 - East HS Class of 2024
 - Henderson HS DMI (Defying Mental Illness)
 - Henderson HS Family Reach
2. Approval to Terminate the following Account(s):
 - Henderson High School Rotary-Interact
3. Approval of 2021-2022 School Calendar, Second Reading
4. Approval of Revised Administrative Guideline 918AG2 Title I Parent and Family Engagement School-Parent and Family Compacts, Second Reading

Pupil Services

Personnel

Property & Finance

Other Business

1. Approval of School Board Treasurer’s Report and Statement of Disbursements Summary Schedule for the Period of November 1, 2020 to November 30, 2020
2. Approval of the November 30, 2020 Financial Report
3. Approval of Revisions to Phased School Reopening Health and Safety Plan for SY 2020-21

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

IX. School Board Reports

Property and Finance Committee—Mr. Bevilacqua

D-1. Approval of 2021-22 Capital Fund Projects

BOARD ACTION: It was moved by Mr. Bevilacqua and seconded by Mr. Gallen to approve 2021-22 Capital Fund Projects not to exceed \$1,311,272.

Location	Project Description	Budget
Rustin High School	Phase 2 - sloped roof replacement	\$ 1,400,000 (\$88,728 over budget)

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

D-2. Approval of 2021-22 Capital Reserve Projects

BOARD ACTION: It was moved by Mr. Bevilacqua and seconded by Dr. Herrmann to approve 2021-22 Capital Reserve Projects not to exceed \$2,011,500.

Location	Project Description	Budget
District-wide	Emergency Repairs	\$ 110,000
District-wide	District-wide Roof Survey	\$ 50,000
Faciltites	Install Automatic Loading Dock Plate	\$ 13,000
Faciltites	Install new Gas & Diesel Tanks with Containment Dike	\$ 95,000
East HS	Upgrading Stadium Lights to LED	\$ 200,000
Henderson HS	Replace 2 Chillers	\$ 680,000
Henderson HS	LED fixtures in Gymnasium (material only - staff installed)	\$ 75,000
Rustin HS	Gymnasium Curtain Replacement	\$ 48,500
Rustin HS	Library Carpet Replacement	\$ 52,000
Rustin HS	Concrete Paving Replacement at Loading Dock	\$ 56,000

Peirce MS	Flooring Replacement (Computer, Music, Choir Rooms)	\$ 60,000
Peirce MS	Select Paving Replacement (Bus Lane alligating)	\$ 125,000
Stetson MS	Flooring Replacement (Computer, Music, Choir Rooms)	\$ 60,000
Exton ES	Replace Shingles on Roof of old Gym wing and Cafeteria	\$ 250,000
Hillsdale ES	Replace Drain and Piping from Kindergarten Playground Area	\$ 42,000
Starkweather ES	Emergency Generator Replacement	\$ 95,000

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

D-5. Approval of ACT 1 Resolution for Inflation Index Budget Limit

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

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

WHEREAS, Act 1 permits a board of school directors to elect to adopt a resolution, as set forth in 53 P.S. § 6926.311(d), indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than January 28, 2021;

WHEREAS, the West Chester Area School District index for the 2021-2022 fiscal year is 3.0%;

WHEREAS, the West Chester Area School District Board of School Directors has made the decision that it shall not raise the rate of any tax for the support of the West Chester Area School District for the 2021-2022 fiscal year by more than its index.

AND NOW, on this 21st day of December 2020, it is hereby RESOLVED by the West Chester Area School District (“District”) Board of School Directors (“Board”) that:

1. The Board certifies that it will not increase any school district tax for the 2021-2022 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (“School Code”), 24 P.S. §6-687, for the adoption of its proposed and final budgets.

3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget for the 2021-2022 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five (5) days after the Board's adoption of this Resolution.
5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five (5) days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under 53 P.S. § 6926.333(f) and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2021-2022 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of 53 P.S. § 6926.311. Provided, however:
 - a. The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - b. Within ten (10) days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - c. If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of 53 P.S. § 6926.311.

ATTEST:

WEST CHESTER AREA SCHOOL BOARD

_____ By: _____

Secretary

President

BOARD ACTION: It was moved by Mr. Bevilacqua and seconded by Mr. Gallen to approve the Act I Resolution for the inflation index budget limit.

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

X. *Other Business*

There were no other business regular agenda items this month.

XI. *Comments from Residents*

Dr. Sokolowski read public comments on non-agenda items received via google form. The comments will be included in their entirety in the meeting minutes.

Mr. McCune read the following quote: “Remember that the happiest people are not those getting more, but those giving more.” ~ H. Jackson Brown, Jr.”

XII. *Adjournment*

BOARD ACTION: On motion by Mr. Bevilacqua, seconded by Mr. Gallen, the Board, on voice vote, agreed to adjourn at 7:50 p.m.

Board Secretary

I. Removal from Payroll

a.	Resignations
1.	Desmond Alston, 1.0 Custodian at East HS/Temporary Paraprofessional, effective 12/30/20.
2.	Shannon Braccia, Grade 1 LTS Teacher at Mary C. Howse, effective 1/22/21.
3.	Albert (AJ) Esposito, .4 LTS Social Studies Teacher at Stetson MS, effective 12/22/20.
4.	Tristan McGuire, 1.0 Biology Teacher at East HS, effective 3/19/21.
5.	Nicolette Trofa, Grade 4 Teacher at Exton ES, effective TBD.
b.	Retirements
1.	Joan Devlin, Certified School Nurse at East HS, effective 1/25/21. 14 years of service.
2.	Harry Pitts, 1.0 Custodian at Rustin HS, effective 6/30/21. 8 years of service.
3.	Kevin Stewart, Custodian at Rustin HS, effective 7/9/21. 15 years of service.

II. Additions to Payroll

a.	Professional Staff: Contract	
1.	Stephanie Riely	
	Placement	1.0 Teacher (.5 Gifted Resource/.5 Art) at Peirce MS, Temporary Professional Employee (Non-Tenured), effective TBD, Level 3, Step 2, \$51,400.
	Education	Bachelor of Arts from West Chester University of Pennsylvania 2013-2017, Art Education Certification from Arcadia University 2018-2020
	Experience	Job Trainer at Chester County Intermediate Unit 8/2019 - current
	Certification	Instructional I, Art K-12
b.	Professional Staff: Long Term Substitute	
1.	Madisyn Aman	
	Placement	.4 Social Studies Teacher at Stetson MS, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 1, \$18,400. During Ms. Novotny's leave of absence.
	Education	Bachelor of Science from Pennsylvania State University 2016-2020
	Experience	Grade 12 Global Relations Long Term Substitute at Central Bucks High School East 9/2020 – 11/2020
	Certification	Instructional I, Social Studies
2.	Rebecca Lawless	
	Placement	1.0 Kindergarten Teacher at Westtown-Thornbury ES, Temporary Professional Employee (Non-Tenured), effective 10/19/20, Level 1, Step 1, \$46,000. During Ms. Novotny's leave of absence.
	Education	Bachelor of Arts from Neumann College 2012-2016, Master of Science from Gwynedd-Mercy College 2017-2019
	Experience	Building Substitute with InSight 2019-current
	Certification	Instructional I, Grades PK-4
3.	Joshua Wilkins	

Recommendations
 Supplement to the Agenda - January 25, 2021 - p.2

	Placement	1.0 Math Teacher at East HS, Temporary Professional Employee (Non-Tenured), effective 1/21/21, Level 1, Step 1, \$46,000. During Ms. Warrington's leave of absence.
	Education	Bachelor of Arts from Temple University 1999-2004, J.D. from Penn State Dickinson School of Law 2008-2011, Bachelor of Science from West Chester University of Pennsylvania, 2018-2020.
	Experience	None
	Certification	Instructional I, Mathematics 7-12
c. Administrative Staff: Contract - None		
d. Support Staff: Non Bargaining - None		
e. Support Staff: Contract		
1.	Katie Lasater	
	Placement	1.0 Security Greeter at East HS, 8 hrs./day, 5 days/week, 182 days/year, effective TBD, Group 1, Step 2, \$12.99.
2.	Kristina McNichol	
	Placement	1.0 2 nd Shift Custodian at District, 8 hrs./day, 5 days/week, 260 days/year, effective 2/1/21, Group 5, Step 1, \$18.30.
3.	KerryLynn Resnick	
	Placement	1.0 Paraprofessional at Hillsdale ES, 7 hrs./day, 5 days/week, 182 days/year, effective TBD, Group 1B, Step 3, \$13.56.
f. Support Staff: Substitute - None		

III. Personnel Events

a. Status Change

	Name	Type	From	To	Effective Date
1.	Dr. Stephen Brown	Administrative	1.0 Assistant Principal at East HS	1.0 Principal at East HS	3/1/21
2.	Dr. Christine Eagles	Administrative	1.0 Supervisor of Equity, ELD, and World Languages at SEC	1.0 Assistant Principal at Rustin HS	2/1/21
3.	Dr. Kevin Fagan	Administrative	1.0 Principal at East HS	1.0 Principal at Greystone ES	3/1/21
4.	Dr. Richard Mitchell	Administrative	1.0 Supervisor of English/Language Arts at SEC	1.0 Assistant Principal at Fugett MS	1/11/21

Recommendations
 Supplement to the Agenda - January 25, 2021 - p.3

	Name	Type	From	To	Effective Date
5.	Jacqueline Pavlo	Administrative	1.0 Grade 5 Teacher at Exton ES	1.0 Assistant Principal at Fugett MS	1/26/21

b. Involuntary Transfer

	Name	Type	From	To	Effective Date
1.	Amanda Cinnamond	Professional	.8 Gifted Resource Teacher at Fugett MS/.2 Gifted Resource Teacher at East Bradford ES	1.0 Gifted Resource Teacher at East Bradford ES	1/14/21
2.	Dr. Philip Matilla	Administrative	1.0 Assistant Principal at Fugett MS	1.0 Assistant Principal at Peirce MS	1/11/21
3.	Todd Saundurs	Professional	.8 Math Teacher at Stetson MS/.2 Math at Cyber Program	1.0 Gifed Resource Teacher at Fugett MS	1/11/21

c. Voluntary Transfer

	Name	Type	From	To	Effective Date
1.	Erica Oberholtzer	Professional	.8 Special Education at Peirce MS/.2 Special Education at Cyber Academy	1.0 Physical Education at Cyber Program	1/27/21

IV. Personnel Leave

a. Sabbatical Leave

	Name	Position	Effective Date	Ending Date
1.	Lindsey Phillips	1.0 Special Education Teacher at Fern Hill ES	1/26/2021	End of 2020-2021 School Year
2.	Kathryn Spratt	Reading Specialist at Fern Hill ES	8/2021	End of 2021-2022 School Year

b. Unpaid Leave

	Name	Position	Effective Date	Ending Date
1.	Karen Heym	.6 RN at District	1/4/2021	End of 2020-2021 School Year

V. Additional Information

1.	Madelyn Antal's start date was 1/4/2021.																					
2.	Dr. Kristen Barnello should receive \$5,000 for her work in the Secondary Cyber Program for December, 2020 (\$2,500) and January, 2021 (\$2,500).																					
3.	Melissa Donlevie's start date is 1/25/21.																					
4.	Dr. Rebecca Eberly should receive \$5,000 for her work in Elementary Cyber Program for December, 2020 (\$2,500) and January, 2021 (\$2,500).																					
5.	Dawn Mader's position to Director of Equity and Assessment is effective 2/1/21.																					
6.	Emily Patterson's start date was 1/4/2021.																					
7.	Mary Kay Puchalla's start date for her position as Principal of Stetson was 12/22/20.																					
8.	Rebecca Saunders' start date is 1/25/21.																					
9.	Awarding of Tenure: The following professional employees have performed satisfactory work during the last four months of the third year of their service. I recommend they be given tenure status: <div style="text-align: center;">Megan Doran Sarah Shapard</div>																					
10.	In accordance with the PA State Auditor's recommendation, the following list of drivers, employed by our transportation contractors Krapf's and On the Go Kids, require School Board approval. The credentials and security clearances for each of these drivers has been verified to be in compliance with our transportation carrier contracts and have been vetted through the WCASD Transportation Office: <div style="text-align: center;">KRAPF-none On the Go Kids</div> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Driver/Aide</th> </tr> </thead> <tbody> <tr> <td>Shirley</td> <td>Ayres</td> <td>Driver</td> </tr> <tr> <td>Alen</td> <td>Bangoura</td> <td>Aide</td> </tr> <tr> <td>Johnette</td> <td>Crutchfield</td> <td>Driver</td> </tr> <tr> <td>Edward</td> <td>Gilken</td> <td>Driver</td> </tr> <tr> <td>Carol</td> <td>Kyle</td> <td>Aide</td> </tr> <tr> <td>Joann</td> <td>Melton</td> <td>Aide</td> </tr> </tbody> </table>	First Name	Last Name	Driver/Aide	Shirley	Ayres	Driver	Alen	Bangoura	Aide	Johnette	Crutchfield	Driver	Edward	Gilken	Driver	Carol	Kyle	Aide	Joann	Melton	Aide
First Name	Last Name	Driver/Aide																				
Shirley	Ayres	Driver																				
Alen	Bangoura	Aide																				
Johnette	Crutchfield	Driver																				
Edward	Gilken	Driver																				
Carol	Kyle	Aide																				
Joann	Melton	Aide																				

VI. Supplemental Contracts

Last Name	First Name	Location	Season	Step	% of Contract	Total Contract	Position Title
'20-'21 Additions:							
Peters	Rebecca	FMS	Winter	1	100%	\$2,464.00	Asst. Wrestling Coach
Bauer	Nathan	EHS	Spring	2	100%	\$3,780.00	Asst. Boys Lacrosse Coach
Cini	Alanna	EHS	Spring	2	100%	\$3,780.00	Asst. Girls Lacrosse Coach
Costin	Doug	EHS	Spring	7	100%	\$6,465.00	Head Girls Track Coach
Dunn	Michael	EHS	Spring	6	100%	\$4,872.00	Asst. Boys Lacrosse Coach
Fleming	John	EHS	Spring	4	100%	\$5,520.00	Head Baseball Coach
Fuertes	Marc	EHS	Spring	4	100%	\$4,416.00	Asst. Softball Coach
Garvin	Kevan	EHS	Spring	4	100%	\$4,416.00	Asst. Girls Track Coach

Recommendations
 Supplement to the Agenda - January 25, 2021 - p.5

Last Name	First Name	Location	Season	Step	% of Contract	Total Contract	Position Title
Knight	Ryan	EHS	Spring	2	100%	\$3,780.00	Asst. Boys Track Coach
Lanier	Kareem	EHS	Spring	4	100%	\$5,520.00	Head Boys Track Coach
Lasater	Katie	EHS	Spring	3	100%	\$3,888.00	Asst. Girls Lacrosse Coach
Leicht	Daniel	EHS	Spring	3	50%	\$1,944.00	Asst. Baseball Coach
Longen	Timothy	EHS	Spring	3	50%	\$1,944.00	Asst. Baseball Coach
Lorback	Todd	EHS	Spring	5	100%	\$1,143.00	Spring Intramurals
Mashbitz	Jeffrey	EHS	Spring	5	100%	\$4,572.00	Asst. Softball Coach
Orenshaw	Michael	EHS	Spring	6	100%	\$4,872.00	Asst. Boys Tennis Coach
Patt	Alexander	EHS	Spring	4	50%	\$2,208.00	Asst. Baseball Coach
Pinder	Jeffrey	EHS	Spring	1	65%	\$2,402.40	Asst. Baseball Coach
Pinder	Mitch	EHS	Spring	1	35%	\$1,293.60	Asst. Baseball Coach
Rice	Jessica	EHS	Spring	1	100%	\$4,928.00	Head Girls Lacrosse Coach
Santonastaso	Anthony	EHS	Spring	4	100%	\$5,520.00	Head Boys Tennis Coach
Schorn	James	EHS	Spring	4	100%	\$5,888.00	Head Boys Lacrosse Coach
Swier	Robert	EHS	Spring	4	100%	\$5,520.00	Head Softball Coach
Swiggett	Julian	EHS	Spring	3	50%	\$1,944.00	Asst. Baseball Coach
Wiggins	James	EHS	Spring	4	100%	\$4,416.00	Asst. Girls Track Coach
Wilson	Lindsay	EHS	Spring	4	100%	\$4,416.00	Asst. Softball Coach
Boyer	Kathleen	HHS	Spring	3	100%	\$3,888.00	Asst. Boys Track Coach
Burns	Kelly	HHS	Spring	3	100%	\$3,888.00	Asst. Baseball Coach
Cummings	Joel	HHS	Spring	5	100%	\$4,572.00	Asst. Softball Coach
Dudley	Bruce	HHS	Spring	4	100%	\$4,416.00	Asst. Softball Coach
Evans	Sean	HHS	Spring	5	100%	\$4,572.00	Asst. Boys Lacrosse Coach
Fitch	Steven	HHS	Spring	7	100%	\$5,172.00	Asst. Baseball Coach
Graf	David	HHS	Spring	4	100%	\$4,416.00	Asst. Baseball Coach
Hessler	Christopher	HHS	Spring	4	100%	\$5,520.00	Head Softball Coach
Johnson	Bryan	HHS	Spring	6	100%	\$4,872.00	Asst. Girls Track Coach
Kelly	Kevin	HHS	Spring	7	20%	\$1,293.00	Head Boys Track Coach
Kelly	Kevin	HHS	Spring	7	100%	\$6,465.00	Head Girls Track Coach
Malizia	Grace	HHS	Spring	4	100%	\$4,416.00	Asst. Girls Lacrosse Coach
Marabella	Brandon	HHS	Spring	4	100%	\$1,104.00	Spring Intramurals
Marks	Bob	HHS	Spring	7	100%	\$5,172.00	Asst. Boys Lacrosse Coach
McGeehan	Gary	HHS	Spring	2	100%	\$3,780.00	Asst. Boys Tennis Coach
McNichol	Michael	HHS	Spring	7	100%	\$6,465.00	Head Baseball Coach
Mullen	Lauren	HHS	Spring	4	100%	\$5,888.00	Head Girls Lacrosse Coach
Rairigh	Max	HHS	Spring	7	100%	\$5,172.00	Asst. Boys Lacrosse Coach
Ronayne	Jennifer	HHS	Spring	4	100%	\$4,416.00	Asst. Girls Track Coach
Shoemaker	Josiah	HHS	Spring	2	100%	\$3,780.00	Asst. Softball Coach
Sok	Peter	HHS	Spring	7	100%	\$6,465.00	Head Boys Tennis Coach
Stankewicz	Paul	HHS	Spring	7	100%	\$6,896.00	Head Boys Lacrosse Coach
Thompson	Michael	HHS	Spring	4	100%	\$4,416.00	Asst. Boys Track Coach
Wilson	Charles	HHS	Spring	1	80%	\$3,696.00	Head Boys Track Coach

Recommendations

Supplement to the Agenda - January 25, 2021 - p.6

Last Name	First Name	Location	Season	Step	% of Contract	Total Contract	Position Title
Alvanitakis	John	RHS	Spring	6	100%	\$4,872.00	Asst. Softball Coach
Bair	Maxwell	RHS	Spring	2	60%	\$2,268.00	Asst. Boys Lacrosse Coach
Becker	Dennis	RHS	Spring	2	100%	\$4,725.00	Head Softball Coach
Brandon	Lee	RHS	Spring	6	50%	\$2,436.00	Asst. Baseball Coach
Brown	Danielle	RHS	Spring	3	100%	\$3,888.00	Asst. Girls Lacrosse Coach
Brown	Shaz	RHS	Spring	7	100%	\$6,465.00	Head Boys Track Coach
Chambers	Paul	RHS	Spring	5	200%	\$2,286.00	Spring Intramurals
Collins	James	RHS	Spring	4	100%	\$5,520.00	Head Girls Track Coach
D'Urbano	Robert	RHS	Spring	5	100%	\$4,572.00	Asst. Baseball Coach
Esworthy	Conor	RHS	Spring	3	80%	\$3,110.40	Asst. Boys Lacrosse Coach
Hameed	Steven	RHS	Spring	3	100%	\$3,888.00	Asst. Boys Track Coach
Harkins	Brad	RHS	Spring	7	100%	\$6,465.00	Head Baseball Coach
Hoffman	Mitchell	RHS	Spring	5	50%	\$2,286.00	Asst. Baseball Coach
Huboky	Thomas	RHS	Spring	2	60%	\$2,268.00	Asst. Boys Lacrosse Coach
King	Nichole	RHS	Spring	4	100%	\$4,416.00	Asst. Softball Coach
Leister	Ryan	RHS	Spring	6	100%	\$4,872.00	Asst. Boys Lacrosse Coach
Maginnis	Deborah	RHS	Spring	4	100%	\$4,416.00	Asst. Girls Lacrosse Coach
McElroy	William	RHS	Spring	4	100%	\$5,520.00	Head Boys Tennis Coach
Mohring	Michael	RHS	Spring	6	100%	\$4,872.00	Asst. Boys Tennis Coach
Philibin	Kevin	RHS	Spring	5	100%	\$6,096.00	Head Boys Lacrosse Coach
Richard	David	RHS	Spring	7	100%	\$5,172.00	Asst. Boys Track Coach
Smith	David	RHS	Spring	4	100%	\$4,416.00	Asst. Girls Track Coach
St. Clair	Michael	RHS	Spring	7	100%	\$6,896.00	Head Girls Lacrosse Coach
Wittman	Greg	RHS	Spring	4	100%	\$4,416.00	Asst. Baseball Coach
Wright	Taylor	RHS	Spring	3	100%	\$3,888.00	Asst. Softball Coach
Abbott	Shayna	FMS	Spring	5	100%	\$1,143.00	6th Grade Volleyball Coach
Agudelo	Christian	FMS	Spring	1	100%	\$2,156.00	Asst. Softball Coach
Atkins	Christopher	FMS	Spring	1	100%	\$2,156.00	Asst. Baseball Coach
DeLeo	Kimberly	FMS	Spring	3	100%	\$2,268.00	Asst. Girls Lacrosse Coach
Gilligan	Gregory	FMS	Spring	1	100%	\$2,772.00	Boys Head Lacrosse Coach
Giordano	Benjamin	FMS	Spring	1	100%	\$2,772.00	Head Baseball Coach
Giuliano	Robbi	FMS	Spring	2	100%	\$2,835.00	Head Softball Coach
Murawski	Sandra	FMS	Spring	5	100%	\$1,143.00	6th Grade Track Coach
Peters	Rebecca	FMS	Spring	2	100%	\$2,520.00	Asst. Track Coach
Subasic	Kelly	FMS	Spring	4	100%	\$3,312.00	Head Girls Lacrosse Coach
Tancredi	Kimberly	FMS	Spring	4	100%	\$2,944.00	Asst. Track Coach
Atkins	John	PMS	Spring	4	100%	\$1,104.00	6th Grade Track Coach
Bryan	Tim	PMS	Spring	6	100%	\$3,654.00	Head Softball Coach
Dumas	Michael	PMS	Spring	5	100%	\$3,429.00	Head Track Coach
Jenkins	Stephen	PMS	Spring	7	100%	\$3,879.00	Head Baseball Coach
Kimberling	Doug	PMS	Spring	7	100%	\$1,293.00	6th Grade Volleyball Coach
Lockhart	Nicole	PMS	Spring	1	100%	\$2,156.00	Asst. Girls Lacrosse Coach

Recommendations
 Supplement to the Agenda - January 25, 2021 - p.7

Last Name	First Name	Location	Season	Step	% of Contract	Total Contract	Position Title
Lorback	Denise	PMS	Spring	7	100%	\$3,879.00	Head Girls Lacrosse Coach
McDaid	James	PMS	Spring	2	100%	\$2,520.00	Asst. Track Coach
Yost	Loralynne	PMS	Spring	4	100%	\$2,944.00	Asst. Track Coach
Ascareggi	James	SMS	Spring	3	100%	\$2,916.00	Head Softball Coach
Busz	Gerald	SMS	Spring	3	100%	\$2,268.00	Asst. Softball Coach
Chavarria	Courtney	SMS	Spring	2	100%	\$2,835.00	Head Girls Lacrosse Coach
Cherubino	Marshall	SMS	Spring	2	100%	\$2,205.00	Asst. Girls Lacrosse Coach
Costin	Tina	SMS	Spring	7	100%	\$1,293.00	6th Grade Volleyball Coach
Egleston	Amanda	SMS	Spring	1	100%	\$2,464.00	Asst. Track Coach
							Head Boys Lacrosse Coach
Graham	John	SMS	Spring	1	100%	\$2,772.00	Coach
Kelley	Donald	SMS	Spring	7	100%	\$3,017.00	Asst. Baseball Coach
Loescher-Velazquez	David	SMS	Spring	5	100%	\$1,143.00	6th Grade Track Coach
Logan	Andrew	SMS	Spring	6	100%	\$3,654.00	Head Baseball Coach
Specht	Christian	SMS	Spring	4	100%	\$2,944.00	Asst. Track Coach
White	Andrew	SMS	Spring	6	100%	\$3,654.00	Head Track Coach
Removals:							
Lindros	Brian	EHS	Annual	N/A	80%	\$2,684.80	Dept. Chair: Guidance
Adjustments:							
Setlock	Yvonne	EHS	Annual	N/A	70%	\$2,296.00	Dept. Chair: Guidance

I. Removals from Payroll

a. Resignations

6.	Catherine Hostetter, ELA Long Term Substitute Teacher at Stetson MS, effective 2/5/21.
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b. Retirements - None

II. Additions to Payroll

a. Professional Staff: Contract - None

b. Professional Staff: Long Term Substitute

4.	Delaney Bowes	
	Placement	1.0 School Counselor at Penn Wood ES, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 1, \$46,000. During Ms. Salley’s leave of absence.
	Education	Bachelor of Arts from west Chester University of Pennsylvania 2013-2015, Master of Education from West Chester University of Pennsylvania 2015-2018
	Experience	Director of Guidance at Monsignor Bonner and Archbishop Prendergast Catholic High School 1/7/19 – current, Substitute Teacher for STS at Loomis Elementary School 10/2018 – 12/2018, Instructional Assistant-Multiple Disabilities Classroom at CCIU 6/2018-8/2018, School Counseling Internship at West Chester Area School District 9/2018 – 12/2018
	Certification	Educational Specialist I, Secondary School Counselor; Elementary School Counselor
5.	Emily Paladino	
	Placement	1.0 Art Teacher at Exton ES, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 1, \$46,000. During Ms. Teodecki’s leave of absence.
	Education	Bachelor of Arts from Temple University 2016,2019
	Experience	Substitute Teacher with Kelly Services - current
	Certification	Instructional I, Art K-12

c. Administrative Staff: Contract - None

d. Support Staff: Contract - None

e. Support Staff: Substitute - None

III. Personnel Events

a. Status Change - None

b. Transfer - None

IV. Personnel Leave

Recommendations

Supplement to the Agenda –ADDENDUM – January 25, 2021. p.2

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

V. Additional Information

1.	Madisyn Aman's Long Term Substitute position is for Kelly Fransciscus.
2.	Devon Patton's start date is 1/28/21.
3.	Jacqueline Pavlos's salary for the Assistant Principal position is \$106,487.
4.	Stephanie Riely's start date is 1/25/21.

VI. Supplemental Contracts - None

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

Monday, January 25, 2021

7:00 PM

Zoom/Livestream

CONSENT AGENDA

I recommend the Board approve the following consent agenda items:

IX. School Board Reports

Education

Pupil Services

1. Approval of (1) one Special Education Settlement Agreement
2. Approval of Ethos Treatment LLC Annual Contract
3. Approval of Sweet, Stevens, Katz and Williams Fee Agreement
4. Approval of Revised Policy 113.1 Discipline for Students with Disabilities, First Reading
5. Approval of Revised Policy 113.2 Behavior Intervention, First Reading
6. Approval of Revised Policy 113.4 Confidentiality of Special Education Student Information, First Reading

Personnel

Property & Finance

1. Approval of Acknowledge Receipt of 2019-20 Local Audit Report
2. Approval of Contract Award for Replacement of Roof Top HVAC Units at East Goshen Elementary School Multi-Purpose Room
3. Approval of Tax Collector Resolution
4. Approval of Revised Policy 827, Conflict of Interest, First Reading

X. Other Business

1. Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of December 1, 2020 to December 31, 2020
2. Approval of the December 31, 2020 Financial Report
3. Approval of Memorandum of Agreement between the Chester County Health Department and the West Chester Area School District regarding participation in the Project Assisting Childhood Education through Increased Testing (ACE-IT)

Responsible Staff: Dr. Scanlon

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.



**WEST CHESTER AREA SCHOOL DISTRICT
Education Committee**

**January 11, 2021
Virtual Meeting
Start: 6:33 PM – Finish: 7:58 PM**

Attending Committee Members:

Sue Tiernan (Chair), Joyce Chester, Daryl Durnell, Kate Shaw

Other Board Members:

Gary Bevilacqua, Brian Gallen, Karen Herrmann, Chris McCune,
 Randell Spackman

Administration:

Jim Scanlon, Robert Sokolowski, Sara Missett, Tammi Florio, Michael
Wagman, Leigh Ann Ranieri, Kristen Barnello, Steven Werner, Deb Whitmire,
 Rich Mitchell, Chrissy Eagles, Paul Joyce, Ian Kerr

Items on Agenda-

- Approval of the November 9, 2020 Education Committee Meeting Minutes
- Curriculum Proposal Requests for 2021-2022
- December 2020 Effectiveness Measures Update

**January Education Committee Agenda Item actions/outcomes to be placed on January 25
Agenda for Board Approval:**

Agenda Item	Vote
Approval of the Education Committee Meeting Minutes – November 9, 2020 (see attached)	4 - 0
	Vote

January Board Consent Agenda Items:

- Approval to Establish - None
- Approval to Terminate - None
- Approval of the following Study/Excursion Trip: None

D. Items to be discussed at a later date: None

WEST CHESTER AREA SCHOOL DISTRICT
Pupil Services Committee
January 25, 2021

ACTION ITEMS

Approval of (1) one Special Education Settlement Agreement

Approval is requested of (1) one Special Education Settlement Agreement.

I so move.

Approval of the Ethos Treatment LLC Contract

Approval is requested of the Ethos Treatment LLC Contract.

I so move.

Approval of the Sweet, Stevens, Katz and Williams Fee Agreement

Approval is requested of the Sweet, Stevens, Katz and Williams Fee Agreement.

I so move.

Approval of Revised Policy 113.1 Discipline for Students with Disabilities, First Reading

Approval is requested of Revised Policy 113.1 Discipline for Students with Disabilities, First Reading.

I so move.

Approval of Revised Policy 113.2 Behavior Intervention, First Reading

Approval is requested of Revised Policy 113.2 Behavior Intervention, First Reading.

I so move.

Approval of Revised Policy 113.4 Confidentiality of Special Education Student Information, First Reading

Approval is requested of Revised Policy 113.4 Confidentiality of Special Education Student Information, First Reading.

I so move.

Pupil Services Meeting Minutes
January 11, 2021
Pupil Services Committee Meeting

Ms. Chester opened the meeting at 7:59 pm.

Attending Committee Members: Joyce Chester, Sue Tiernan, Daryl Durnell, Kate Shaw

Other Board Members: Chris McCune, Randell Spackman, Karen Hermann, Chris McCune

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

Items listed on the agenda:

- November 9, 2020 Committee Meeting Minutes
- Ethos Treatment LLC Contract
- Sweet, Stevens, Katz and Williams Fee Agreement
- Policy Revisions:
 - 113.1 Discipline for Students with Disabilities
 - 113.2 Behavior Interventions
 - 113.4 Confidentiality of Special Education Student Information

Actions and Outcomes:

- Approval of the November 9, 2020 Committee Meeting Minutes Vote: 4-0
- Approval of the Ethos Treatment LLC Contract Vote: 4-0
- Approval of the Sweet, Stevens, Katz and Williams Fee Agreement Vote: 4-0
- Approval of the following policies first read Vote: 4-0
 - 113.1 Discipline for Students with Disabilities
 - 113.2 Behavior Interventions
 - 113.4 Confidentiality of Special Education Student Information

Items to be placed on upcoming Board Agenda: none

Items to be placed on the Consent Agenda:

- Ethos Treatment LLC Contract
- Sweet, Stevens, Katz and Williams Fee Agreement
- The following policies first reading:
 - 113.1 Discipline for Students with Disabilities
 - 113.2 Behavior Interventions
 - 113.4 Confidentiality of Special Education Student Information

Items to be discussed at a later date: None

The meeting ended at 8:12 pm.

Next Meeting: Monday, February 8, 2021 – 7:00 pm



Book	Policy Manual
Section	100 Programs
Title	Discipline of Students With Disabilities
Code	113.1
Status	Review
Adopted	August 1, 2015
Last Reviewed	August 24, 2015

Purpose

The district shall develop and implement positive Behavior Support Plans and programs for students with disabilities who require specific interventions to address behaviors that interfere with learning. [1][2][3]

Students with disabilities who violate the Code of Student Conduct/Disciplinary Action Schedule, or engage in inappropriate behavior, disruptive or prohibited activities and/or actions injurious to themselves or others, which would typically result in corrective action or discipline of students without disabilities, shall be disciplined in accordance with state and federal laws and regulations and Board policy and, if applicable, their Individualized Education Program (IEP) and **Positive** Behavior Support Plan. [1][4][5][6][7]

Definitions

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services. [2]

Suspensions from school - disciplinary exclusions from school for a period of one (1) to ten (10) consecutive school days. [7][8]

Expulsions from school - disciplinary exclusions from school by the Board for a period exceeding ten (10) consecutive school days and may include permanent exclusion from school. [7][8]

Interim alternative educational settings - removal of a student with a disability from ~~his/her~~ **the student's** current placement. Interim alternative educational settings may be used by school personnel for up to forty-five (45) school days for certain infractions committed by students with disabilities. The IEP team shall determine the interim alternative educational setting; however, this does not constitute a change in placement for a student with a disability. [5][9]

Authority

The Board directs that the district shall comply with provisions and procedural safeguards of the Individuals With Disabilities Education Act (IDEA) and federal and state regulations when disciplining

students with disabilities for violations of Board policy or district rules or regulations. No student with a disability shall be subjected to a disciplinary change in placement if the student's particular misconduct is a manifestation of his/her **the student's** disability. However, under certain circumstances a student with a disability may be placed in an interim alternative educational setting by school personnel or the IEP team could, if appropriate, change the student's educational placement to one which is more restrictive than the placement where the misconduct occurred. [4][5][9]

Provision of Education During Disciplinary Exclusions

During any period of expulsion, or suspension from school for more than ten (10) cumulative days in a year, or placement in an interim alternative educational setting for disciplinary reasons, a student with a disability shall continue to receive a free and appropriate **public** education (**FAPE**), in accordance with law. [5][8][10]

Guidelines

Suspension From School

A student with a disability may be suspended for ten (10) consecutive and fifteen (15) nonconsecutive, cumulative days of school per school year, for the same reasons and duration as a student without a disability. Such suspension shall not constitute a change in the student's educational placement. [4][5][8][9][11]

Changes in Educational Placement/Manifestation Determinations

For disciplinary exclusions which constitute a change in educational placement, the district shall first determine whether the student's behavior is a manifestation of his/her **the student's** disability. Expulsion, or exclusion from school for more than fifteen (15) cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement. [4][5]

A student with a disability whose behavior is not a manifestation of his/her **the student's** disability may be disciplined in accordance with Board policy and district rules and regulations in the same manner and to the same extent as students without disabilities. [4][5][6][7]

Parent/Guardian Appeals From Disciplinary Actions/Request for Hearing by District for Students Who Are a Danger to Themselves or Others

A due process hearing may be requested by a parent/guardian of a student with a disability who disagrees with a disciplinary placement or manifestation determination, or by the district if the district believes that the current placement is substantially likely to result in injury to the student or others. On parent/guardian appeal, or when the district requests a due process hearing, the hearing officer may return the student to the placement from which s/he **the student's** was removed or order his/her **the student's** removal to an appropriate interim alternative educational setting for up to forty-five (45) school days if the hearing officer determines that maintaining the child's **student's** current placement is substantially likely to result in an injury to the student or others. [9][12]

Placement during appeals of disciplinary actions shall be in the interim alternative educational setting pending the decision of the hearing officer or expiration of the time period set for the disciplinary exclusion from the student's regular placement unless the district and the parent/guardian agree otherwise. [9][13]

Students Not Identified as Disabled/Pending Evaluation

Students who have not been identified as disabled may be subject to the same disciplinary measures applied to students without disabilities if the district did not have knowledge of the disability. If a request for evaluation is made during the period the student is subject to disciplinary measures, the evaluation shall be expedited. Absent a danger, student placement remains in place until the evaluation is complete.[\[9\]](#)[\[14\]](#)

Administrative Removal to Interim Alternative Educational Setting for Certain Infractions

School personnel may remove a student with a disability, including intellectual disability, to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability if the student:[\[5\]](#)[\[9\]](#)

1. Carries a weapon to or possesses a weapon at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, **weapon** is defined as a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than two and one-half (2 ½) inches in length.[\[5\]](#)[\[9\]](#)[\[15\]](#)[\[16\]](#)
2. Knowingly possesses or uses illegal drugs, as defined by law, or sells or solicits the sale of a controlled substance, as defined by law, while at school, on school property, or at school functions under the jurisdiction of the district.[\[5\]](#)[\[9\]](#)[\[17\]](#)[\[18\]](#)
3. Has inflicted serious bodily injury upon another person while at school, on school property, or at school functions under the jurisdiction of the district. For purposes of this provision, **serious bodily injury** means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.[\[5\]](#)[\[9\]](#)[\[19\]](#)

Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[\[20\]](#)[\[21\]](#)[\[22\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods, and techniques defined in the student's **Positive** Behavior Support Plan.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[6\]](#)[\[9\]](#)[\[15\]](#)[\[17\]](#)[\[21\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)[\[31\]](#)[\[32\]](#)[\[33\]](#)[\[34\]](#)

For a student with a disability who does not have a **Positive** Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a **Positive** Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations, and Board policies.[\[1\]](#)[\[3\]](#)[\[26\]](#)[\[31\]](#)

When reporting an incident committed by a student with a disability to the appropriate authorities, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall **ensure compliance with the** transmit copies of

the student’s special education and disciplinary records only to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act **when transmitting copies of the student's special education and disciplinary records**.[\[9\]](#)[\[21\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[29\]](#)[\[34\]](#)[\[35\]](#)[\[36\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity, or on a conveyance providing transportation to or from a school or school-sponsored activity.[\[20\]](#)[\[34\]](#)

Legal

1. [22 PA Code 14.133](#)
2. Pol. 113
3. Pol. 113.2
4. [22 PA Code 14.143](#)
5. [34 CFR 300.530](#)
6. Pol. 218
7. Pol. 233
8. [22 PA Code 12.6](#)
9. [20 U.S.C. 1415](#)
10. [20 U.S.C. 1412](#)
11. [34 CFR 300.536](#)
12. [34 CFR 300.532](#)
13. [34 CFR 300.533](#)
14. [34 CFR 300.534](#)
15. Pol. 218.1
16. [18 U.S.C. 930](#)
17. Pol. 227
18. [21 U.S.C. 812](#)
19. [18 U.S.C. 1365](#)
20. [24 P.S. 1303-A](#)
21. [22 PA Code 10.2](#)
22. [35 P.S. 780-102](#)
23. [24 P.S. 1302.1-A](#)
24. [22 PA Code 10.21](#)
25. [22 PA Code 10.22](#)
26. [22 PA Code 10.23](#)
27. [22 PA Code 10.25](#)
28. [22 PA Code 14.104](#)
29. [34 CFR 300.535](#)
30. Pol. 103.1
31. Pol. 113.3
32. Pol. 218.2
33. Pol. 222
34. [34 CFR 300.531](#)

34. Pol. 805.1

35. Pol. 113.4

36. Pol. 216

[20 U.S.C. 1400 et seq](#)

[24 P.S. 510](#)

[34 CFR Part 300](#)

Pol. 113.5

Pol. 146.1



Book	Policy Manual
Section	100 Programs
Title	Behavior Intervention
Code	113.2
Status	Review
Adopted	August 1, 2015
Last Reviewed	August 24, 2015

Purpose

Students with disabilities shall be educated in the least restrictive environment (LRE) in accordance with their Individualized Education Program (IEP), and shall only be placed in settings other than the regular education class when the nature or severity of the student's disability is such that education in the regular education class with the use of appropriate supplementary aids and services cannot be achieved satisfactorily and cannot meet the needs of the student. The IEP team for a student with a disability shall develop a Positive Behavior Support Plan if the student requires specific intervention to address behavior that interferes with learning. The identification, evaluation, and plan or program shall be conducted and implemented in accordance with state and federal laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Board directs that the district's behavior support programs shall be based on positive rather than negative behavior techniques to ensure that students shall be free from demeaning treatment and unreasonable use of restraints or other aversive techniques. The use of restraints shall be considered a measure of last resort and shall only be used after other less restrictive measures, including de-escalation techniques. Behavior support programs and plans shall be based on a functional behavioral assessment and shall include a variety of research-based techniques to develop and maintain skills that will enhance students' opportunity for learning and self-fulfillment.[\[1\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

Definitions

The following terms shall have these meanings, unless the context clearly indicates otherwise.[\[1\]](#)

Aversive techniques - deliberate activities designed to establish a negative association with a specific behavior.

Behavior support - development, change and maintenance of selected behaviors through the systematic application of behavior change techniques.

Positive Behavior Support Plan or Behavior Intervention Plan - plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A Positive Behavior Support Plan shall be developed by the IEP team, be based on a functional

behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcements, other positive techniques and related services required to assist a student with a disability to benefit from special education.

Positive techniques - methods that utilize positive reinforcement to shape a student's behavior, ranging from the use of positive verbal statements as a reward for good behaviors to specific tangible rewards.

Restraints - application of physical force, with or without the use of any device, designed to restrain free movement of a student's body, excluding the following:

1. Briefly holding a student, without force, to calm or comfort the student.
2. Guiding a student to an appropriate activity.
3. Holding a student's hand to escort the student safely from one area to another.
4. Hand-over-hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

Seclusion - confinement of a student in a room, with or without staff supervision in the same room at all times, in order to provide a safe environment to allow the student to regain self-control.

Students with disabilities - school-aged children within the jurisdiction of the district who have been evaluated and found to have one or more disabilities as defined by law, and who require, because of such disabilities, special education and related services.[9]

Delegation of Responsibility

The Superintendent or designee shall ensure that this Board policy is implemented in accordance with federal and state laws and regulations.

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

The Superintendent or designee shall provide regular training and retraining of staff in the use of specific procedures, methods and techniques, including de-escalation techniques, emergency responses, restraints and seclusions, that will be used to implement positive behavior supports or interventions in accordance with students' IEPs, Positive Behavior Support Plans and Board policy.[1]

The Superintendent or designee shall maintain and report data on the use of restraints, as required. Such report shall be readily available for review during the state's cyclical compliance monitoring. Procedures shall be established requiring reports to be made to the district by entities educating students with disabilities who attend programs or classes outside the district, including private schools, agencies, intermediate units and career and technical schools.[1]

Guidelines

Development of a separate Positive Behavior Support Plan is not required when appropriate positive behavioral interventions, strategies and supports can be incorporated into a student's IEP.[1][5]

When an intervention is necessary to address problem behavior, the positive techniques and types of intervention chosen for a student shall be the least intrusive necessary.

Physical Restraints

Restraints to control acute or episodic aggressive behavior may be used only when the student is acting in a manner that presents a clear and present danger to the student, other students or employees, and only when less restrictive measures and techniques have proven to be or are less effective.[\[1\]](#)

The Director of Special Education or designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of the student and shall convene a meeting of the IEP team within ten (10) school days of the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised Positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.[\[1\]](#)

The use of restraints shall not be included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment. Restraints may be included in an IEP with parental consent only if:[\[1\]](#)

1. The restraint is used with specific component elements of a Positive Behavior Support Plan.
2. The restraint is used in conjunction with teaching socially appropriate alternative skills or behaviors.
3. Staff are authorized to use the restraint and have received appropriate training.
4. Positive Behavior Support Plan includes efforts to eliminate the use of restraints.

Mechanical Restraints

Mechanical restraints, which are used to control involuntary movement or lack of muscular control of a student when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians.[\[1\]](#)

Mechanical restraints shall prevent a student from injuring the student or others, or promote normative body positioning and physical functioning.

Seclusion

The district permits involuntary seclusion of a student for a limited period of time in accordance with the student's IEP or in an emergency to prevent immediate or imminent injury to the student or others, but the seclusion must be the least restrictive alternative. District staff shall provide continuous supervision of students in seclusion, which need not always involve presence of staff within the same room.

The district prohibits the seclusion of students in locked rooms, locked boxes and other structures or spaces from which the student cannot readily exit.[\[1\]](#)

Aversive Techniques

The following aversive techniques of handling behavior are considered inappropriate and shall not be used in educational programs:[\[1\]](#)

1. Corporal punishment.
2. Punishment for a manifestation of a student's disability.
3. Locked rooms, locked boxes, other locked structures or spaces from which the student cannot readily exit.

4. Noxious substances.
5. Deprivation of basic human rights, such as withholding meals, water or fresh air.
6. Suspensions constituting a pattern as defined in state regulations.[\[12\]](#)
7. Treatment of a demeaning nature.
8. Electric shock.
9. Methods implemented by untrained personnel.
10. Prone restraints, which are restraints by which a student is held face down on the floor.

Referral to Law Enforcement

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies. The Superintendent or designee shall respond to such incidents in accordance with the district's Special Education Plan and, if applicable, the procedures, methods and techniques defined in the student's Positive Behavior Support Plan.[\[1\]](#)[\[6\]](#)[\[9\]](#)[\[10\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)

For a student with a disability who has a Positive Behavior Support Plan at the time of referral, subsequent to notification to law enforcement, the district shall convene the student's IEP team and an updated functional behavioral assessment and Positive Behavior Support Plan shall be required.[\[1\]](#)[\[11\]](#)[\[17\]](#)

If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the Director of Special Education or designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the student's functional behavioral assessment and Positive Behavior Support Plan.[\[1\]](#)

For a student with a disability who does not have a Positive Behavior Support Plan, subsequent to notification to law enforcement, the district shall convene the student's IEP team to consider whether a Positive Behavior Support Plan should be developed to address the student's behavior, in accordance with law, regulations and Board policy.[\[1\]](#)[\[17\]](#)

Relations With Law Enforcement

The district shall provide a copy of its administrative regulations and procedures for behavior support, developed in accordance with the Special Education Plan, to each local police department that has jurisdiction over school property. Updated copies shall be provided each time the administrative regulations and procedures for behavior support are revised by the district.[\[9\]](#)[\[17\]](#)[\[19\]](#)[\[27\]](#)

The district shall invite representatives of each local police department that has jurisdiction over school property to participate in district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to student behavior that may require intervention, as included in the district's Special Education Plan and positive behavior support program.[\[1\]](#)[\[9\]](#)[\[17\]](#)[\[19\]](#)[\[27\]](#)

Purpose

~~To ensure compliance with the requirements of Chapter 14 of the regulations of the Pennsylvania State Board of Education governing behavior interventions and the use of restraints with students identified with disabilities.~~[\[1\]](#)

General Policy

~~The following principles shall govern the use of behavior supports and interventions for children with disabilities:~~[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

- ~~1. Positive, rather than negative, measures must form the basis of behavior support programs to ensure that all students shall be free from demeaning treatment, the use of adverse techniques, and the unreasonable use of restraints.~~
- ~~2. Behavior support programs and plans must be based on a functional assessment of behavior and use positive behavior techniques.~~
- ~~3. Behavior support programs must include research-based practices and techniques to develop and maintain skills that will enhance an individual student's opportunity for learning and self-fulfillment.~~
- ~~4. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student shall be the least intrusive necessary.~~
- ~~5. The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques.~~
- ~~6. Nothing in this policy shall be construed to require the development of a separate behavior support or intervention plan when appropriate positive behavioral interventions, strategies, and supports, consistent with the requirements of this policy, can be incorporated into the body of the IEP.~~

Definitions

~~As used in this policy, the following words and terms shall have the following meanings, unless the context clearly indicates otherwise.~~[\[1\]](#)

~~**Aversive techniques** – deliberate activities designed to establish a negative association with a specific behavior.~~

~~**Behavior support** – the development, change, and maintenance of selected behaviors through the systematic application of behavior change techniques.~~

~~**Positive Behavior Support Plans** – a plan for students with disabilities who require specific intervention to address behavior that interferes with learning. A positive Behavior Support Plan shall be developed by the IEP team, be based on a functional behavioral assessment, and become part of the individual student's IEP. These plans must include methods that use positive reinforcement and other positive techniques to shape the behavior of the child with disabilities, ranging from the use of positive verbal statements as a reward for good behavior to specific tangible rewards.~~

~~**Restraints** – the application of physical force, with or without the use of any device, for the purpose of restraining the free movement of a student's body, excluding the following:~~

- ~~1. Briefly holding a student, without force, to calm or comfort him/her.~~
- ~~2. Guiding a student to an appropriate activity.~~
- ~~3. Holding a student's hand to escort him/her safely from one area to another.~~

4. Hand-over hand assistance with feeding or task completion.
5. Techniques prescribed by a qualified medical professional for reasons of safety or for therapeutic or medical treatment, as agreed to by the student's parents/guardians and specified in the IEP.
6. Mechanical restraints governed by this policy, such as devices used for physical or occupational therapy, seatbelts in wheelchairs or on toilets used for balance and safety, safety harnesses in buses, and functional positioning devices.

Guidelines

Use of Physical Restraints Other Than Mechanical Restraints

Restraints to control acute or episodic aggressive or self-injurious behavior may be used only when the student is acting in a manner as to be a clear and present danger to him/herself, to other students, or to employees, and only when less restrictive measures and techniques have proven to be or are less effective. The Director of Special Education or his/her designee shall notify the parent/guardian as soon as practicable of the use of restraints to control the aggressive behavior of his/her child and shall convene a meeting of the IEP team within ten (10) school days of the inappropriate behavior causing the use of restraints, unless the parent/guardian, after written notice, agrees in writing to waive the meeting. At this meeting, the IEP team shall consider whether the student needs a functional behavioral assessment, re-evaluation, a new or revised positive Behavior Support Plan, or a change of placement to address the inappropriate behavior.[\[1\]](#)

The use of restraints may only be included in a student's IEP under the following conditions:[\[1\]](#)

1. The restraint is used in conjunction with specific components of positive behavior support.
2. The restraint is used in conjunction with the teaching of socially acceptable alternative skills to replace problem behavior.
3. Staff are authorized, and have received all training required, to use the specific procedure.
4. The positive Behavior Support Plan of the student includes a plan for eliminating the use of restraint through the application of positive behavior support.
5. The use of restraints are not included in the IEP for the convenience of staff, as a substitute for an educational program, or employed as punishment.

Use of Mechanical Restraints

Except in an emergency, or otherwise provided herein, mechanical restraints, which are used to control involuntary movement or lack of muscular control of students when due to organic causes or conditions, may be employed only when specified by an IEP and as determined by a medical professional qualified to make the determination, and as agreed to by the student's parents/guardians. Mechanical restraints shall prevent a student from injuring him/herself or others or promote normative body positioning and physical functioning.[\[1\]](#)

Proscription of Certain Aversive Techniques

The following aversive techniques for addressing behavior are inappropriate and may not be used in educational programs:

1. Corporal punishment.
2. Punishment for a manifestation of a child's disability.

3. ~~Locked rooms, locked boxes, or other locked structures or spaces from which the child cannot readily exit.~~
4. ~~Noxious substances.~~
5. ~~Deprivation of basic human rights, such as withholding meals, water, or fresh air.~~
6. ~~Suspensions constituting a pattern as defined in Section 14.143(a) of the regulations of the State Board of Education, and any other successor regulation.~~[\[10\]](#)
7. ~~Treatment of a reasonably demeaning nature.~~
8. ~~Electric shock.~~
9. ~~The use of prone restraints, which are those by which a student is held face down on the floor.~~

Reporting and Monitoring

~~The Superintendent or his/her designee shall maintain and report data on the use of restraints in a manner prescribed by the Secretary of Education of the Commonwealth of Pennsylvania. Such report shall be readily available for review during cyclical compliance monitoring conducted by the Pennsylvania Department of Education.~~[\[1\]](#)

Referral to Law Enforcement

~~Subsequent to a referral to law enforcement, an updated functional behavioral assessment and positive Behavior Support Plan shall be required for students with disabilities who have positive Behavior Support Plans at the time of such referral. If, as a result of such referral, the student is detained or otherwise placed in a residential setting located outside the district, the Director of Special Education or his/her designee shall ensure that the responsible school district or intermediate unit is informed of the need to update the functional behavioral assessment and the positive Behavior Support Plan of the student.~~[\[1\]](#)[\[9\]](#)[\[11\]](#)

Regular Program of Training

~~The Superintendent or his/her designee shall provide for the regular training and retraining, as needed, of personnel in the use of specific procedures, methods, and techniques, including restraints, that those personnel will be expected to employ in the implementation of positive behavior supports or interventions in accordance with the IEP of the child and this policy.~~[\[1\]](#)

Legal

1. 22 PA Code 14.133
2. 20 U.S.C. 1414
3. 20 U.S.C. 1415
4. 34 CFR 300.324
5. 34 CFR 300.34
6. 34 CFR 300.530
7. Pol. 113
8. Pol. 113.1
9. Pol. 113.3
10. 22 PA Code 14.143
11. 22 PA Code 10.23
- 24 P.S. 1303-A
- 24 P.S. 1302.1-A
- 22 PA Code 10.2
- 22 PA Code 10.21
- 22 PA Code 10.22
- 22 PA Code 10.25
- 22 PA Code 14.104
- 22 PA Code 14.145
- 20 U.S.C. 1400 et seq
- 34 CFR Part 300

Pennsylvania Training and Technical Assistance Network (PaTTAN), Questions and Answers on the Restraint Reporting Requirements and System, June 2009

- Pol. 000
- Pol. 103.1
- Pol. 218
- Pol. 218.1
- Pol. 218.2
- Pol. 222
- Pol. 227
- Pol. 805.1



Book	Policy Manual
Section	100 Programs
Title	Confidentiality of Special Education Student Information
Code	113.4
Status	Review
Adopted	August 1, 2015
Last Reviewed	August 24, 2015

Authority

The Board recognizes the need to protect the confidentiality of personally identifiable information in the education records of students with disabilities.[1]

The district shall maintain a system of safeguards to protect the confidentiality of students' educational records and personally identifiable information when collecting, retaining, disclosing, and destroying student special education records, in accordance with Board policy, state requirements, and federal and state law and regulations.[2]

The rights provided by this policy apply to parents/guardians of students who receive special education programming and services from the district or an outside program provided through the district.[3][4]

Definitions

Destruction shall mean the physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.[5]

Disclosure shall mean to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.[6]

Education Records, for purposes of this policy, shall include the records and information covered under the definition of education records in the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.[6][7][8]

Personally identifiable information includes, but is not limited to:[6][9]

1. The name of a student, the student's parents/guardians or other family members.
2. The address of the student or student's family.

3. A personal identifier, such as the student's social security number, student number, or biometric record.
4. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
5. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.
6. Information requested by a person who the district reasonably believes knows the identity of the student to whom the education record relates.

Guidelines

Parental Access Rights

The district shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained, or used by the district in connection with providing special education services to the student.[\[10\]](#)[\[11\]](#)

The district shall comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; or a resolution meeting.

The district shall presume a parent/guardian has authority to inspect and review records relating to his/her **their** child unless it has been provided documentation that the requesting parent/guardian does not have this authority under applicable state law.[\[11\]](#)[\[12\]](#)

The district shall comply with a parental request for review within forty-five (45) days following receipt of the request.[\[10\]](#)[\[11\]](#)

A parent's/guardian's right to inspect and review education records includes the right to:

1. A response from the district to reasonable requests for explanations and interpretations of the records;
2. Request that the district provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records; and
3. Have a representative inspect and review the records.

If an education record includes information on more than one (1) student, the parents/guardians shall have access only to the information relating to their child or shall be provided a summary of the information in the record related to their child.[\[13\]](#)[\[14\]](#)

The district shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the district.[\[15\]](#)

Fees

The district may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records.[\[16\]](#)[\[17\]](#)

The district shall not charge a fee to search for or to retrieve information in response to a parental request. Charging of fees shall be in accordance with Board policy.

Record of Access

The district shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education **and related services** to students with disabilities, except access by parents/guardians and authorized district employees.[18]

The district's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

Amendment of Records Upon Parental Request

If a parent/guardian believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request that the district amend the information.[19][20]

The district shall decide whether to amend the information within a reasonable period of time from receipt of the request.

If the district declines to amend the information in accordance with a parental request, the district shall inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing.

Records Hearing

The district shall, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The district recognizes that parents/guardians who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing.[21][22][34]

Hearing Procedures

A hearing to challenge information in education records must meet the following requirements:[23][24]

1. ~~The Superintendent or his/her designee shall schedule a hearing within thirty (30) days after receiving the request for a hearing.~~
2. The district shall hold the hearing within a reasonable time after receiving the request for a hearing.
3. The district shall give the parent/guardian ~~five (5) days'~~ **reasonable** advanced written notice of the date, time, and place of the hearing.
4. The hearing may be conducted by any individual, including a district official, who does not have a direct interest in the outcome of the hearing.
5. The district shall give the parent/guardian a full and fair opportunity to present relevant evidence. The parent/guardian may, at his/her **their** own expense, be assisted or represented by one (1) or more individuals of his/her **their** choice, including an attorney.
6. The district shall inform parents/guardians of its decision in writing within thirty (30) days after the hearing.

7. The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Result of Hearing

If, as a result of the hearing, the district decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall amend the information accordingly and inform the parent/guardian in writing.[21][25]

If, as a result of the hearing, the district decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the district shall inform the parent/guardian of the parent's/guardian's right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the district's decision.

Any explanation placed in the student's records shall be:

1. Maintained by the district as part of the student's records as long as the record or contested portion is maintained by the district; and
2. Included with the record or contested portion if the record or contested portion are disclosed to any party.

Storage, Retention, and Destruction of Information

The district shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention.[26]

The district shall maintain, for public inspection, a current listing of the names and positions of those district employees who have access to personally identifiable information.[26]

In order to comply with state compliance monitoring requirements, the district shall maintain education records for students receiving special education services for at least six (6) years.[8]

The district shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon parental request.[27]

No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.[10]

The district may maintain, among others, a permanent record of the student's name, address, and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.[27]

The district shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and his/her **the student's** family.[26]

Disclosure to Third Parties

The district shall obtain parental consent before disclosing personally identifiable information to parties other than school district officials with a legitimate educational interest or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation unless the information is contained in education records and the

disclosure is permitted without parental consent under law and regulations.[8][28][29][30][31][32][33]

Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.[31]

If a student is enrolled, or is going to enroll in a private school that is not located in the district of the parent's/guardian's residence, parental consent must be obtained before any personally identifiable information about the student is released between officials in the district where the private school is located and officials in the district of the parent's/guardian's residence.[31]

Disclosure to Law Enforcement

When reporting an incident committed by a student with a disability to the appropriate authorities, in accordance with applicable law, regulations and Board policy, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[2][8][33][35][36][37][38][39][40][41][42]

Delegation of Responsibility

In order to maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the Board designates the Superintendent or designee to coordinate the district's efforts to comply with this policy and applicable laws and regulations.[26]

All district employees collecting or using personally identifiable information shall receive training or instruction regarding Board policy, administrative regulations, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.[26]

Legal

1. Pol. 113
2. 34 CFR 300.611-300.627
3. 34 CFR 300.520
4. 34 CFR 300.625
5. 34 CFR 300.611
6. 34 CFR 99.3
7. 20 U.S.C. 1232g
8. Pol. 216
9. 34 CFR 300.32
10. 34 CFR 99.10
11. 34 CFR 300.613
12. 34 CFR 99.4
13. 34 CFR 99.12
14. 34 CFR 300.615
15. 34 CFR 300.616
16. 34 CFR 99.11
17. 34 CFR 300.617
18. 34 CFR 300.614
19. 34 CFR 99.20
20. 34 CFR 300.618
21. 34 CFR 99.21
22. 34 CFR 300.619
23. 34 CFR 99.22
24. 34 CFR 300.621
25. 34 CFR 300.620
26. 34 CFR 300.623
27. 34 CFR 300.624
28. 34 CFR 99.30
29. 34 CFR 99.31
30. 34 CFR 300.154
31. 34 CFR 300.622
32. Pol. 113.1
33. Pol. 113.2
34. 34 CFR 300.510-300.516
- 20 U.S.C. 1400 et seq
- 34 CFR 300.101-300.176
- 34 CFR Part 99
- 34 CFR Part 300

WEST CHESTER AREA SCHOOL DISTRICT
Property & Finance Committee
January 25, 2021 – ACTION ITEMS

Approval to Acknowledge Receipt of the 2019-20 Local Audit Report

Approval is requested to acknowledge receipt of the 2019-20 Local Audit Report.

I so move.

Approval of Contract Award for Replacement of Roof Top HVAC Units at East Goshen Elementary School Multi-Purpose Room

Approval is requested for a Contract with the lowest responsible bidder, JBM Mechanical, in the amount of \$189,000 for replacement of the Roof Top HVAC Units at East Goshen Elementary School's Multi-Purpose Room.

I so move.

Approval of Tax Collector Resolution

Approval is requested for the Tax Collector Resolution for compensation for the period of January 1, 2022 through December 31, 2025.

I so move.

Approval of Revised Board Policy 827, Conflict of Interest, First Reading

Approval is requested for revised Board Policy 827, Conflict of Interest, First Reading.

I so move.

Approval of 2021-22 Technology Projects in the Capital Reserve Fund

Approval is requested for the 2021-22 technology projects in the Capital Reserve Fund not to exceed a total budget of \$3,434,867.

I so move.

Committee Meeting Minutes
 WEST CHESTER AREA SCHOOL DISTRICT
 January 19, 2021 – Property & Finance Committee

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

Other Board Members: Mr. Daryl Durnell, Mr. Chris McCune, Dr. Kate Shaw, Mrs. Sue Tiernan

Administration: Mr. John Scully, Dr. James Scanlon, Mr. Kevin Campbell, Dr. Bob Sokolowski, Mr. Michael Wagman, Mr. Mark Groves, Mr. Justin Matys

Also Present: Members of the public

Action or outcomes from the meeting: (Unless noted, all votes were 4-0.)	
The committee approved the December 21, 2020 Property & Finance Committee Minutes.	Mr. Bevilacqua
Mr. Wagman presented to the committee the 2021-22 technology capital budget which includes the replacement of aging switchgear, wireless access points, staff computers, the purchase of laptop computers for grades six and nine, and the purchase of iPad devices for grades K and 3 for a total budget of \$3,434,867. Included in the budget is a request of \$30,000 for additional security cameras and the maintenance of existing cameras. While not part of the capital budget, the District is continuing the staff cybersecurity education awareness program. The classroom projector replacement project is substantially complete. The capital budget projections include funds for phased replacements so that we should not have to replace over 800 projectors in a compressed timeframe. The District will be applying for E-Rate subsidies on eligible equipment, providing us with a 40 percent reimbursement of our costs. Mr. Wagman will be requesting a separate motion next month for approval to proceed with the recommended vendors associated with providing the E-Rate eligible equipment. The committee approved the 2021-22 capital budget proposal.	Mr. Wagman
Mr. Groves advised the committee that the Facilities and Operations Department held a bid opening for replacement of the Roof Top HVAC Units at East Goshen Elementary School’s Multi-Purpose Room and is seeking approval of the lowest responsible bidder, JBM Mechanical, to perform the work at a cost of \$189,000. An approval for this work came before the board in March 2020. Because of the pandemic, the initial contract was formally cancelled. This is the second time this work has been bid. The committee recommended approval of a contract with JBM Mechanical.	Mr. Groves
Mr. Scully reviewed the Budget Forecast Model and the changes made since December 2020. Changes to 2020-21 expense projections include a \$400,000 reduction in Salary expense related to aides and custodial staff. 2020-21 revenue projections were adjusted for increases of \$207,142 in Real Estate income, \$300,000 in Earned Income Tax, \$300,000 in Transfer Tax, and \$140,551 in IDEA grant revenue. The total net change to 2020-21 projections is \$1,347,693 which increased the fund balance designated for future millage increases and will be utilized to reduce the 2021-22 budget gap. The 2021-22 expense forecast decreased by \$146,924 related to a transfer to other funds to reduce the budget gap. The changes to the 2021-	Mr. Scully

<p>22 projections and the utilization of the 2020-21 savings will reduce the 2021-22 budget gap by \$1,494,617. Mr. Scully reviewed the Financial Summary – All funds on page 33 of the model. With the incorporation of the above changes the summary of all funds analysis showed a net gap in 2021-22 of \$6,066,000 assuming a tax increase up to the ACT 1 limit. The Administration will continue to review projections for potential savings to reduce the millage impact for the 2021-22 District’s final budget. This is an informational item and no Board action is required.</p>	
<p>Mr. Scully advised the committee that every four years, school districts must establish the method and rate of compensation to be paid to the local tax collectors for the upcoming term. The deadline for setting the rate of compensation for the term of January 1, 2022 through December 31, 2025 is February 15, 2021. Mr. Scully advised the committee that all collectors with the exception of Thornbury, Delaware County have deputized the school district to collect the taxes. In 2013, minor revisions to the resolution were made to reflect our arrangement with Berkheimer Associates as well as a change in the fees for tax certifications. At this time, the Administration is recommending the method and rate of compensation remain unchanged from the current method and rate. The committee recommended approval of the Tax Collector Resolution.</p>	<p>Mr. Scully</p>
<p>Mr. Scully reviewed changes to Board Policy 827, Conflict of Interest. In December 2020, the State completed its procurement review of the West Chester Area School District’s Food Service program for purchases made during the 2018-19 fiscal year. This was a review of the goods and services purchased utilizing funds from the District’s Cafeteria accounts. As a result of the review, the State recommended a revision to the District’s Conflict of Interest Board Policy 827 to comply with federal regulations related to gifts of nominal value. The Solicitor reviewed the Policy’s wording changes and is in agreement with the revisions. The committee recommended approval of revised Board Policy 827, First Reading.</p>	<p>Mr. Scully</p>
<p>Items to be placed on board agenda January 25, 2021:</p> <ul style="list-style-type: none"> • Approval of 2021-22 Technology Projects in the Capital Reserve Fund • Approval of Contract Award for Replacement of Roof Top HVAC Units at East Goshen Elementary School Multi-Purpose Room • Approval of Tax Collector Resolution • Approval of Revised Board Policy 827, Conflict of Interest, First Reading <p>MEMO items for board agenda January 25, 2021:</p> <ul style="list-style-type: none"> • Approval to Acknowledge Receipt of the 2019-20 Local Audit Report 	
<p>Items to discuss at a later date:</p>	

Next Meeting Date: **Tuesday, February 16, 2021**

RESOLUTION NO.

BACKGROUND

The Board of School Directors of the West Chester Area School District are offering the School District's elected tax collectors two compensation options for collecting the School District's real estate taxes for the term commencing 2022. With one option the tax collector is responsible for all administrative functions involved in the tax collection. In the other option, the majority of the tax collector functions are delegated to the School District and a bank selected by the School District and deputized by the tax collector to collect the real estate taxes. Accordingly, this Resolution is being adopted, per the Local Tax Collection Law, and specifically, 72 P.S. §5511.36a.

RESOLUTION

AND NOW, this 25th day of January, 2021, the Board of School Directors of the West Chester Area School District resolves as follows:

1. The compensation for the West Chester Area School District ("WCASD" or "District") tax collectors for the term commencing 2022 shall be computed on a per tax bill basis according to one of the following options to be selected by each tax collector:

Option 1: The District will pay the tax collector Fifty-Five Cents (\$.55) per bill if the tax collector prepares and mails the tax bills, and collects and deposits the taxes per the requirements of this Resolution, the School District's rules and regulation, and the laws of this Commonwealth. In addition, expenses for postage and printing of tax notices shall be paid by the School District as provided by the School Laws of this Commonwealth.

Option 2: The District will pay the tax collector One Dollar (\$1.00) per annum, plus reasonable documented expenses, not to exceed Twenty Cents (\$.20) per tax bill, if the tax collector contracts with the School District to prepare and mail the tax bills and deputizes the bank selected by the School District to collect the taxes, per the requirements of this Resolution, the School District's rules and regulations, and the laws of this Commonwealth. In addition, the School District shall agree to indemnify and hold harmless tax collector from any

and all claims which may be brought against tax collector because of any action or inaction of the School District pursuant to said contract.

2. If Option 1 is selected by a tax collector, he or she shall comply with the following requirements:

(a) Checks for tax payments shall be made payable to West Chester Area School District. Tax collectors shall deposit all tax payments into the designated West Chester Area School District (WCASD) bank account on the day the tax payments are received.

(b) Tax collectors shall accept the envelope postmark for mailed payments to determine compliance with the tax collection deadlines, and shall not make exceptions to tax collection deadline rule when determining payment periods and crediting amounts due from taxpayers.

(c) Tax collectors shall accept installment payments according to the procedures set forth in section 11 of the Tax Collection Act, 72 P.S. § 5511.11. Due dates on installment tax bills shall match WCASD payment period time lines.

(d) Tax collectors shall be compensated for single bill only. In other words, in the case of installment payments, tax collectors will not be compensated for each installment, but just for the single bill. When taxes are paid in installments, the tax collectors shall provide payment stubs to WCASD each day on the day they are received. Deposits for installment payments shall be prepared separately from the deposits for regular bills, and shall match the installment payment stubs' total.

(e) For daily collections, tax collectors shall send a daily electronic file compatible with WCASD real estate tax record keeping software. Data shall list at a minimum, OCR encoding or invoice number (which shall match the OCR encoding or invoice number assigned by WCASD) and the amount paid. Total taxes shall match daily deposit amount.

(f) For tax bills collected through mortgage service companies, WCASD requires the following:

(1) Except with respect to the contract provisions concerning to whom payments shall be made, the tax collectors shall not do anything inconsistent with the terms of the contracts (as they may be modified from time to time) between WCASD and mortgage service companies.

(2) Tax collectors shall require mortgage service companies to pay for and obtain a copy of the tax duplicate electronic file from WCASD.

(3) The tax collectors shall require each mortgage service company to deliver to WCASD an electronic file of the property owners for which the mortgage companies are making payments.

(g) Weekly reports shall be delivered by the tax collectors to WCASD by the close of business each Friday (or final workday of week). The first report shall list a count of tax bills paid, taxes collected, taxpayer name, OCR encoding number, invoice number, parcel number, discounts, penalties, date of collection; and shall reconcile to weekly deposits. The second report shall list a count of bills unpaid, taxes uncollected, taxpayer name, OCR encoding number, invoice number, parcel number, and amount due.

(h) Monthly reports shall be delivered by tax collectors to WCASD by the close of business on the fourth (4th) working day after the month end. The first report shall list a count of bills paid, taxes collected, taxpayer name, OCR encoding number, invoice number, parcel number, discounts, penalties, date of collection; and shall reconcile to monthly deposits. The second report shall list a count of bills unpaid, taxes uncollected, taxpayer name, OCR encoding number, invoice number, parcel number, and amount due.

(i) Tax collectors shall deliver the following reports to WCASD within four (4) working days after the tax collection period deadlines for Discount, Face, and Penalty. The first report shall list a count of bills paid, taxes collected, taxpayer name, invoice number, parcel number, discounts, penalties, and date of collection. The second report shall list a count of bills unpaid, taxes uncollected, taxpayer name,

invoice number, parcel number, and amount due.

(j) Separate weekly and monthly reports and discount, face, and penalty period reports shall be prepared in the same manner and delivered within the same time frames for interim tax collections as for regular tax collections.

(k) WCASD will release the tax duplicates on June 15 of each tax year. WCASD is responsible for updating the tax duplicates for address changes, transfers, etc. and will remit any tax duplicate changes to the tax collectors after the initial mailing. The tax collectors shall promptly prepare rebillings for any changes sent by WCASD after the initial mailing.

(l) Tax collectors shall generate and mail regular and full year interim tax bills by July 1, or four (4) business days after the mill rate is set, whichever is sooner.

(m) WCASD shall provide each tax collector with a monthly report of additions to the tax duplicate for interim taxes. Within ten (10) business days after receipt of each monthly report, each tax collector shall mail interim tax notices, and each tax collector shall also provide to WCASD an electronic file, compatible with WCASD real estate tax record keeping software of interim billing information, including OCR encoding number, invoice number, parcel number, taxpayer name, address, tax parcel description, location, year, assessment, and discount, face and penalty dates and amounts.

(n) Tax collectors shall prepare and mail final notices to taxpayers for unpaid tax bills by December 1 of each year.

(o) Tax collectors shall provide written tax certifications and duplicate bills, at the request of taxpayers, real estate offices, and other parties and entities, for Twenty Dollars (\$20.00) each. Oral confirmation of tax certificates is prohibited.

(p) At the request of the tax collectors, WCASD shall issue tax refunds as a result of appeals, duplicate payments, etc. For duplicate payments the tax

collectors shall provide to WCASD the canceled checks from the parties who issued the duplicate payments, and a letter from both (all) parties designating who shall receive the refund. For all other refunds, the tax collectors shall provide documentation satisfactory to WCASD's internal control standards, to verify that the refund is due.

(q) Tax collectors shall make a final settlement of the tax duplicate by June 15th of the applicable tax year.

(r) Tax collectors shall comply with the terms of this Resolution, District rules and regulations and the laws of the Commonwealth.

(s) In compliance with Section 22(b) of the Local Tax Collection Law, 72 P.S. 5511.22(b), the tax collectors shall appoint a deputy tax collector in the event of the tax collector's incapacitation and complete such forms as required by the Commonwealth to indicate the appointment.

3. If Option 2 is selected by a tax collector, he or she shall:

(a) Enter into an agreement with WCASD, which agreement shall be substantially the same as the form which is attached hereto and made a part hereof and marked Exhibit "A".

(b) Pursuant to 72 P.S. §5511.22, deputize the District, any tax administrator appointed by the District, and the bank selected by WCASD to collect the real estate taxes for WCASD.

(c) Tax collectors shall comply with the terms of this Resolution, District rules and regulations and the laws of the Commonwealth.

4. On or before February 15, 2021, a copy of this Resolution as certified by the Board Secretary, shall be hand delivered or mailed by certified mail, return receipt requested, to each of the District's existing tax collectors, and that a copy thereof be published in the same manner as are notices of the Board's public meetings.

5. All resolutions or parts of resolutions conflicting or inconsistent herewith are hereby repealed.

I certify that this is a true and correct copy of the Resolution adopted by the Board of

School Directors of the West Chester Area School District in public meeting on January 25, 2021 and is made a part of the minutes of that meeting.

Board Secretary

EXHIBIT "A"

MEMORANDUM AGREEMENT

In consideration of One Dollar (\$1.00) and other good and valuable consideration set forth herein, and intending to be legally bound hereby, the WEST CHESTER AREA SCHOOL DISTRICT ("District") and _____, Tax Collector for _____ Township, enter into the following Memorandum Agreement with respect to the collection of real estate taxes for the West Chester Area School District for the period beginning January 1, 2022, and ending December 31, 2025.

A. THE DISTRICT SHALL:

1. Perform all duties of the elected Tax Collector for the School District real estate taxes, including the preparation of required reports. In particular, the District shall prepare and mail the tax bills for the above Tax Collector. Said tax bills shall be prepared in the name of the West Chester Area School District and shall contain instructions prominently placed upon the bill directing the taxpayer to either send the real estate tax payment to the West Chester Area School District, P.O. Box 4787, Lancaster, PA 17604 (a lock box controlled by the bank appointed by the School District as depositor), or to personally pay said real estate tax payment at the offices of whatever bank is designated to collect said taxes on behalf of the District. In addition, the District shall handle all questions from taxpayers and do whatever else is necessary and appropriate to carry out the tax collection function.

2. Pay to the Tax Collector compensation equal to One Dollar (\$1.00) per annum, plus reasonable documented expenses, not to exceed Twenty Cents (\$.20) per tax bill.

3. (a) Said compensation for regular real estate taxes shall be paid to Tax Collector within twenty (20) working days after the discount, face and penalty period dates specified on the tax bills for said taxes and shall be based upon all tax payments processed by the District through its computer as of the end of said period. To the extent tax payments are processed more than fifteen (15) working days after the penalty period date, then the compensation relating thereto shall be paid as if it were compensation for interim real estate taxes.

(b) The compensation for interim real estate taxes shall be paid on the last day of the month when, by the first of the month, such compensation accumulates to Twenty-Five Dollars (\$25.00) or more. Any unpaid balance is to be paid at the end of the Tax Collector's elected term⁶

(c) Each compensation check shall be accompanied by an itemized explanation of the number of bills and time period covered thereby.

4. Make available a copy of the computer printout of all paid accounts on a monthly basis for Tax Collector to pick up at the School District's office during regular business hours.

5. Indemnify and hold harmless Tax Collector against any claims, actions, costs, expenses, liabilities, penalties and damages, including counsel fees, resulting to Tax Collector from any errors made by School District.

6. Forward all mail received related to Township taxes including Township tax payments to the Tax Collector.

B. THE TAX COLLECTOR SHALL:

1. Appoint the West Chester Area School District and deputize whatever bank the District selects as its depository, as agents to collect and account for the School District real estate taxes.

2. Direct every and all taxpayers of School District real estate taxes to pay said taxes to West Chester Area School District as directed on the tax notice.

3. Forward all mail related to School District real estate taxes including tax payments to West Chester Area School District in business reply envelopes furnished by the School District, and refuse to accept and refrain from handling monies attempted to be tendered by a taxpayer for the payment of West Chester Area School District real estate taxes.

4. Sign any required Commonwealth reports tendered by the School District, including the lien list during the week prior to the last business day in February and the Tax Collector's report required by Pennsylvania law to be filed with the Department of Community Affairs, Commonwealth of Pennsylvania, Harrisburg, PA.

5. In compliance with Section 22(b) of the Local Tax Collection Law, 72 P.S. 5511.22(b), appoint the School District's Director of Business Affairs as the deputy tax collector in the event of the tax collector's incapacitation and complete such forms as required by the Commonwealth to indicate the appointment.

TAX COLLECTOR FOR:

WEST CHESTER AREA SCHOOL
DISTRICT

_____ TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA

President

Tax Collector

ATTEST:

DATE: _____



Book	Policy Manual
Section	800 Operations
Title	Conflict of Interest
Code	827
Status	First Reading
Adopted	July 25, 2016
Last Revised	March 27, 2017

Purpose

This policy shall affirm standards of conduct established to ensure that Board members and employees avoid potential and actual conflicts of interest, as well as the perception of a conflict of interest.

Definitions

Confidential information shall mean information not obtainable from reviewing a public document or from making inquiry to a publicly available source of information.[\[1\]](#)

Conflict or Conflict of interest shall mean use by a Board member or high level employee of the authority of his/her office or employment, or any confidential information received through his/her holding public office or employment, for the private pecuniary benefit of him/herself, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated. The term does not include an action having a de minimis economic impact, or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the Board member or high level employee, a member of his/her immediate family or a business with which s/he or a member of his/her immediate family is associated.[\[1\]](#)

De minimis economic impact shall mean an economic consequence which has an insignificant effect.[\[1\]](#)

Financial interest shall mean any financial interest in a legal entity engaged in business for profit which comprises more than five percent (5%) of the equity of the business or more than five percent (5%) of the assets of the economic interest in indebtedness.[\[1\]](#)

High level employee shall mean Superintendent, Assistant Superintendent, Director of Business Affairs, Assistant Director of Business Affairs, Director of Elementary Education, Director of Facilities and Operations, Director of Human Resources, Director of Information Technology, Director of Pupil Services, Director of Secondary Education, principals, assistant principals, any Board Officer, or any other person employed by the district who files a Statement of Financial Interest under the Ethics Act or otherwise is responsible for taking or recommending official action of a nonministerial nature with regard to contracting or procurement, the selection, awarding, administering or monitoring grants or

subsidies, or other activity where the official action has an economic impact of greater than de minimis nature on the interest of any person.

Honorarium shall mean payment made in recognition of published works, appearances, speeches and presentations, and which is not intended as consideration for the value of such services which are nonpublic occupational or professional in nature. The term does not include tokens presented or provided which are of de minimis economic impact.[1]

Immediate family shall mean a parent, parent-in-law, spouse, child, spouse of a child, brother, brother-in-law, sister, sister-in-law, or the domestic partner of a parent, child, brother or sister.[1]

Business partner shall mean a person who, along with another person, plays a significant role in owning, managing, or creating a company in which both individuals have a financial interest in the company.

Business with which a person is associated shall mean a business in which a person is a director, officer, owner, employee or has a financial interest.

Delegation of Responsibility

Each high level employee and Board member shall be responsible to maintain standards of conduct that avoid conflicts of interest. The Board prohibits members of the Board and high level employees from engaging in conduct that constitutes a conflict of interest as outlined in this policy.

Guidelines

All Board members and high level employees shall be provided with a copy of this policy and acknowledge in writing that they have been made aware of it.

Disclosure of Financial Interests

No Board member shall be allowed to take the oath of office or enter or continue upon his/her duties, nor shall s/he receive compensation from public funds, unless s/he has filed a statement of financial interests as required by law.[2]

The district solicitor and designated district employees shall file a statement of financial interests as required by law and regulations.[3][4]

Standards of Conduct

The district maintains the following standards of conduct covering conflicts of interest and governing the actions of its high level employees and Board members engaged in the selection, award and administration of contracts.[5]

No high level employee or Board member may participate in the selection, award or administration of a contract supported by a federal award if s/he has a real or apparent conflict of interest as defined above, as well as any other circumstance in which the high level employee, Board member, any member of his/her immediate family, his/her business partner, or an organization which employs or is about to employ any of them, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.[5]

The district shall not enter into any contract with a Board member or high level employee, or his/her spouse or child, or any business in which the person or his/her spouse or child is associated valued at \$500 or more, nor in which the person or spouse or child or business with which associated is a subcontractor unless the Board has determined it is in the best interests of the district to do so, and the contract has been awarded through an open and public process, including prior public notice and subsequent public disclosure of all proposals considered and contracts awarded. In such a case, the Board member or high level employee shall not have any supervisory or overall responsibility for the implementation or administration of the contract.[1]

When advertised formal bidding is not required or used, an open and public process shall include at a minimum:

1. Public notice of the intent to contract for goods or services;
2. A reasonable amount of time for potential contractors to consider whether to offer quotes; and
3. Post-award public disclosure of who made bids, quotes, or applications and who was chosen, except that in the event of an employment application, post-award disclosure need only include who was selected.

Any Board member or high level employee who in the discharge of his/her official duties would be required to vote on a matter that would result in a conflict of interest shall abstain from voting and, prior to the vote being taken, publicly announce and disclose the nature of his/her interest as a public record in a written statement to be attached to the Board minutes.[\[1\]](#)

No Board member or high level employee shall accept an honorarium.[\[1\]](#)

Board members and high level employees may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts, unless the item is an unsolicited item and of de minimis or nominal value. ~~Items of de minimis or nominal value shall include any gift, hospitality, transportation or lodging that may be accepted under the Pennsylvania's Ethics Act, but shall be subject to reporting on a Statement of Financial Interest if the value thereof is such as to require reporting under the Ethics Act.~~[\[5\]](#)[\[6\]](#) Gifts of a nominal value may be accepted in accordance with law."

Improper Influence

No person shall offer or give to a Board member, high level employee or nominee or candidate for the Board, or a member of his/her immediate family or a business with which s/he is associated, anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment based on the offeror's or donor's understanding that the vote, official action or judgment of the Board member, high level employee or nominee or candidate for the Board would be influenced thereby.[\[1\]](#)

No Board member, high level employee or nominee or candidate for the Board shall solicit or accept anything of monetary value, including a gift, loan, political contribution, reward or promise of future employment, based on any understanding of that Board member, high level employee or nominee or candidate that the vote, official action or judgment of the Board member, high level employee or nominee or candidate for the Board would be influenced thereby.[\[1\]](#)

Organizational Conflicts

Organizational conflicts of interest may exist when due to the district's relationship with a subsidiary, affiliated or parent organization that is a candidate for award of a contract in connection with federally funded activities, the district may be unable or appear to be unable to be impartial in conducting a procurement action involving a related organization.[\[5\]](#)

In the event of a potential organizational conflict, the potential conflict shall be reviewed by the Superintendent or designee to determine whether it is likely that the district would be unable or appear to be unable to be impartial in making the award. If such a likelihood exists, this shall not disqualify the related organization; however, the following measures shall be applied:

1. The organizational relationship shall be disclosed as part of any notices to potential contractors;
2. Any high level employees or officials directly involved in the activities of the related organization are excluded from the selection and award process;

3. A competitive bid, quote or other basis of valuation is considered; and
4. The Board has determined that contracting with the related organization is in the best interests of the program involved.

Reporting Conflicts of Interest

Any perceived conflict of interest that is detected or suspected by any employee or third party shall be reported to the Superintendent. If the Superintendent is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Board President.

Any perceived conflict of interest of a Board member that is detected or suspected by any employee or third party shall be reported to the Board President. If the Board President is the subject of the perceived conflict of interest, the employee or third party shall report the incident to the Superintendent, who shall report the incident to the solicitor.

No reprisals or retaliation shall occur as a result of good faith reports of conflicts of interest.

The Superintendent or designee shall report in writing to the federal awarding agency or pass-through entity any potential conflict of interest related to a federal award, in accordance with federal awarding agency policy.[\[7\]](#)

Investigation

Investigations based on reports of perceived violations of this policy shall comply with state and federal laws and regulations. No person sharing in the potential conflict of interest being investigated shall be involved in conducting the investigation or reviewing its results.

In the event an investigation determines that a violation of this policy has occurred, the violation shall be reported to the federal awarding agency in accordance with that agency's policies.[\[7\]](#)

Disciplinary Actions

If an investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Violations of this policy may result in disciplinary action up to and including discharge, fines and possible imprisonment. Disciplinary actions shall be consistent with Board policies, procedures, applicable collective bargaining agreements and state and federal laws.[\[8\]](#)

Legal

1. [65 Pa. C.S.A. 1101 et seq](#)
2. Pol. 004
3. [51 PA Code 15.2](#)
4. [65 Pa. C.S.A. 1104](#)
5. [2 CFR 200.318](#)
6. Pol. 322
7. [2 CFR 200.112](#)
8. Pol. 317
- Pol. 011
- Pol. 319
- Pol. 609
- Pol. 702

2021-2022 Capital Budget

	<u># of Devices</u>	<u>Budget 21-22</u>
Elementary Equipment		
Elementary iPad	1,900	796,404.00
Elementary/Special Area Teacher	521	<u>561,000.00</u>
		1,357,404.00
Secondary Equipment		
6th Grade 1:1	1,010	631,250.00
9th grade 1:1	1,010	858,500.00
Music	36	<u>47,520.00</u>
		1,537,270.00
District		
Security Camera	30	<u>30,000.00</u>
		30,000.00
Network Upgrades		
Networking		<u>425,000.00</u>
		425,000.00
Administration		
Staff (Central + Schools)	64	<u>85,193.00</u>
		85,193.00
Other		
Cost Sharing from Parents		<u>(330,500.00)</u>
		(330,500.00)
<hr/> <hr/>		
Total Fund 22		3,434,867.00

WEST CHESTER AREA SCHOOL DISTRICT

January 25, 2021 SCHOOL BOARD MEETING

CONSENT AGENDA RESOLUTION

**Approval of School Board Treasurer's Report and Statement of Disbursements
Summary Schedule for the Period of December 1, 2020 to December 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 December 1 to December 31, 2020 totaling \$27,558,981.24.

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
December 31, 2020

CASH BALANCE NOVEMBER 30, 2020 \$ 22,479,689.37

RECEIPTS DECEMBER 1, 2020 - DECEMBER 31, 2020

GENERAL FUND	\$	18,210,231.75		
CAPITAL RESERVE FUND	\$	11,957.80		
CAPITAL RESERVE FUND- FACILITIES	\$	-		
CAPITAL PROJECTS FUND	\$	2,011,091.71		
SPECIAL REVENUE FUND-ATHLETICS	\$	210.00		
TRUST FUNDS	\$	5,986.67		
TOTAL RECEIPTS DECEMBER 1, 2020 - DECEMBER 31, 2020				\$ <u>20,239,477.93</u>
AVAILABLE FUNDS DECEMBER 1, 2020 - DECEMBER 31, 2020				\$ 42,719,167.30

DISBURSEMENTS DECEMBER 1, 2020 - DECEMBER 31, 2020

CHECKS & EFT'S APPROVED JANUARY 25, 2021 ck #40078328-40078427,ck #40078428-40078435,ck #40078436-40078508,ck #40078509-40078633,ck #40078634-40078733,eft #V1004330-V1004336,eft #V1004337-V1004343,eft #V1004344-V1004362,eft #V1004363-V1004379

	<u>CHECKS</u>	<u>EFT'S</u>	<u>TOTAL</u>
GENERAL FUND	6,835,028.03	266,417.71	7,101,445.74
CAPITAL RESERVE FUNDS	32,384.01	-	32,384.01
CAPITAL PROJECTS FUND	2,216,099.59	4,455.10	2,220,554.69
SPECIAL REVENUE FUND-ATHLETICS	-	-	-
TRUST FUNDS	190.00	-	190.00
TOTAL	9,083,701.63	270,872.81	9,354,574.44

VOIDS AND OTHER DISBURSEMENTS DECEMBER 1, 2020 - DECEMBER 31, 2020

	<u>VOIDS</u>	<u>DEBIT MEMOS</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	(376,907.42)	18,301,003.08	-	17,924,095.66
CAPITAL RESERVE FUND	-	-	-	-
CAPITAL PROJECTS FUND	-	-	-	-
SPECIAL REVENUE FUND-ATHLETICS	-	-	-	-
TRUST FUNDS	-	-	-	-
TOTAL	(376,907.42)	18,301,003.08	-	17,924,095.66

TOTAL DISBURSEMENTS DECEMBER 1, 2020 - DECEMBER 31, 2020

	<u>CHECKS/VOIDS</u>	<u>EFT'S/DEBIT MEMOS</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	6,458,120.61	18,567,420.79	-	25,025,541.40
CAPITAL RESERVE FUND	32,384.01	-	-	32,384.01
CAPITAL PROJECTS FUND	2,216,099.59	4,455.10	-	2,220,554.69
SPECIAL REVENUE FUND-ATHLETICS	-	-	-	-
TRUST FUNDS	190.00	-	-	190.00
TOTAL	8,706,794.21	18,571,875.89	-	27,278,670.10

CASH BALANCE DECEMBER 31, 2020 \$ 15,440,497.20

WEST CHESTER AREA SCHOOL DISTRICT
DISBURSEMENT APPROVAL REPORT
DECEMBER 31, 2020

	<u>VOIDS</u>	<u>DEBIT MEMOS</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	(376,907.42)	18,301,003.08	-	17,924,095.66
CAPITAL RESERVE FUND	-	-	-	-
CAPITAL PROJECTS FUND	-	-	-	-
SPECIAL REVENUE FUND-ATHLETICS	-	-	-	-
TRUST FUNDS	-	-	-	-
TOTAL	(376,907.42)	18,301,003.08	-	17,924,095.66

CHECKS & EFT'S APPROVED JANUARY 25, 2021 ck #40078328-40078427,ck #40078428-40078435,ck #40078436-40078508,ck #40078509-40078633,ck #40078634-40078733,eft #V1004330-V1004336,eft #V1004337-V1004343,eft #V1004344-V1004362,eft #V1004363-V1004379

	<u>CHECKS</u>	<u>EFT'S</u>	<u>TOTAL</u>
GENERAL FUND	6,835,028.03	266,417.71	7,101,445.74
CAPITAL RESERVE FUND	32,384.01	-	32,384.01
CAPITAL PROJECTS FUND	2,216,099.59	4,455.10	2,220,554.69
SPECIAL REVENUE FUND-ATHLETICS	-	-	-
TRUST FUNDS	190.00	-	190.00
TOTAL	9,083,701.63	270,872.81	9,354,574.44

TOTAL DISBURSEMENTS FOR APPROVAL JANUARY 25, 2021

	<u>CHECKS/ VOIDS</u>	<u>DEBIT MEMOS/ EFT'S</u>	<u>INVESTMENTS</u>	<u>TOTAL</u>
GENERAL FUND	6,458,120.61	18,567,420.79	-	25,025,541.40
CAPITAL RESERVE FUND	32,384.01	-	-	32,384.01
CAPITAL PROJECTS FUND	2,216,099.59	4,455.10	-	2,220,554.69
SPECIAL REVENUE FUND-ATHLETICS	-	-	-	-
TRUST FUNDS	190.00	-	-	190.00
TOTAL	8,706,794.21	18,571,875.89	-	27,278,670.10

INVESTMENT BALANCE STATEMENT

Page 3

END-OF-MONTH: December 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		*		2,950,341.28	21.16	122,652.92
INVEST-Tax Appeals Fund	INVEST 4-001		*		286,170.45	15.22	286,185.67
INVEST-General Fund	INVEST 6-001		*		35,000.45	24.61	1,144,182.31
CRIMs General Fund	Fulton Financial		*		<u>158,260,606.18</u>	13,127.95	<u>152,073,734.13</u>
					<i>TOTAL GENERAL FUND AT INTEREST =</i>		161,532,118.36
							153,626,755.03
<u>CAPITAL RESERVE FUND</u>							
WT Maint. Escrow 164-46	PLGIT/ARM Escr 164-46	6/2/10	*		4,676.81	1.75	4,678.56
East Bradford Escrow 164-54	PLGIT/ARM 164-54	7/2/13	*		4,790.74	1.80	4,792.54
WWT Maint. Escrow 164-60	PLGIT/ARM 164-60	4/25/16	*		54,869.15	21.67	54,890.82
G.O.B. Series of 2019 164-68	PLGIT/ARM 164-68	8/27/19	*		311,158.33	323.59	311,481.92
CRIMs Capital Projects	Fulton Financial		*		<u>19,203,649.97</u>	12,481.65	<u>19,216,131.62</u>
					<i>TOTAL CAPITAL RESERVE FUND AT INTEREST =</i>		19,579,145.00
							19,591,975.46
<u>CAPITAL PROJECT FUND INVESTMENTS</u>							
WT Maint. Escrow 164-46	PLGIT/ARM Escr 164-46	6/2/10	*		78,000.00		78,000.00
East Bradford Escrow 164-54	PLGIT/ARM 164-54	7/2/13	*		80,328.50		80,328.50
WWT Maint. Escrow 164-60	PLGIT/ARM 164-60	4/25/16	*		968,991.10		968,991.10
G.O.B. Series of 2019 164-68	PLGIT/ARM 164-68	8/27/19	*		<u>16,005,791.86</u>		<u>14,005,791.86</u>
					<i>TOTAL CAPITAL PROJECT FUND AT INTEREST =</i>		17,133,111.46
							15,133,111.46

*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	40078328	12/02/2020	1007456	21ST CENTURY MEDIA NEWSPAPERS LLC	\$65.90
	40078329	12/02/2020	091740	TAX REFUNDS	\$123,636.41
	40078330	12/02/2020	1008801	ACS CONSULTANTS INC	\$598.50
	40078331	12/02/2020	1003432	AHOLD FINANCIAL SERVICES	\$65.04
	40078332	12/02/2020	1008943	AMAZON	\$2,366.94
	40078333	12/02/2020	007075	AQUA PA	\$1,809.27
	40078334	12/02/2020	010202	BAIRD & RUDOLPH TIRE COM. INC	\$1,359.90
	40078335	12/02/2020	010830	BARNES & NOBLE INC.	\$251.65
	40078336	12/02/2020	091740	TAX REFUNDS	\$1,710.26
	40078337	12/02/2020	091740	TAX REFUNDS	\$2,216.04
	40078338	12/02/2020	015300	BOROUGH OF WEST CHESTER	\$281.27
	40078339	12/02/2020	091740	TAX REFUNDS	\$1,982.32
	40078340	12/02/2020	091740	TAX REFUNDS	\$20.00
	40078341	12/02/2020	091740	TAX REFUNDS	\$2,548.04
	40078342	12/02/2020	1007181	BUSINESSOLVER.COM, INC.	\$1,782.20
	40078343	12/02/2020	091740	TAX REFUNDS	\$470.95
	40078344	12/02/2020	023200	CHESCONET	\$63,000.00
	40078345	12/02/2020	028880	CONWAY POWER EQUIPMENT INC	\$63.36
	40078346	12/02/2020	091740	TAX REFUNDS	\$2,552.36
	40078347	12/02/2020	1009099	CURTIS PRODUCTS GROUP INC	\$359.85
	40078348	12/02/2020	031810	DECA	\$32.00
	40078349	12/02/2020	091740	TAX REFUNDS	\$2,469.46
	40078350	12/02/2020	091740	TAX REFUNDS	\$34.21
	40078351	12/02/2020	091740	TAX REFUNDS	\$2,386.15
	40078352	12/02/2020	091740	TAX REFUNDS	\$1,242.32
	40078353	12/02/2020	091740	TAX REFUNDS	\$2,937.09
	40078354	12/02/2020	091740	TAX REFUNDS	\$3,526.97
	40078355	12/02/2020	040630	ETA/HAND2MIND	\$2,201.76
	40078356	12/02/2020	042490	FEDERAL EXPRESS CORP	\$25.72
	40078357	12/02/2020	091740	TAX REFUNDS	\$589.00
	40078358	12/02/2020	091740	TAX REFUNDS	\$979.72
	40078359	12/02/2020	091740	TAX REFUNDS	\$599.83
	40078360	12/02/2020	091740	TAX REFUNDS	\$1,912.88
	40078361	12/02/2020	1001227	GARBER METROLOGY	\$663.00
	40078362	12/02/2020	091740	TAX REFUNDS	\$2,773.62
	40078363	12/02/2020	091740	TAX REFUNDS	\$2,867.64
	40078364	12/02/2020	1006249	GENERAL HEALTHCARE RESOURCES, INC.	\$6,492.78
	40078365	12/02/2020	091740	TAX REFUNDS	\$92.06
	40078366	12/02/2020	091740	TAX REFUNDS	\$5,808.97

**West Chester Area School District
Check Register**

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078367	12/02/2020	091740	TAX REFUNDS	\$479.23
	40078368	12/02/2020	1007808	IMPERIAL BAG & PAPER	\$8,379.10
	40078369	12/02/2020	1001035	INFOBASE LEARNING	\$969.38
	40078370	12/02/2020	091740	TAX REFUNDS	\$627.83
	40078371	12/02/2020	091740	TAX REFUNDS	\$1,621.68
	40078372	12/02/2020	062600	KEEN COMPRESSED GAS CO	\$98.49
	40078373	12/02/2020	1009073	KELLY SERVICES INC	\$36,840.26
	40078374	12/02/2020	091740	TAX REFUNDS	\$2,611.16
	40078375	12/02/2020	091740	TAX REFUNDS	\$1,272.90
	40078376	12/02/2020	1000346	LINCOLN INVESTMENT PLANNING, INC.	\$2,597.00
	40078377	12/02/2020	069080	MAA AMERICAN MATH COMPETITIONS	\$133.80
	40078378	12/02/2020	069270	MACGILL & CO, WILLIAM V.	\$125.22
	40078379	12/02/2020	069582	MACKIN EDUCATIONAL RESOURCES /	\$47.88
	40078380	12/02/2020	091740	TAX REFUNDS	\$5,838.42
	40078381	12/02/2020	091740	TAX REFUNDS	\$1,268.76
	40078383	12/02/2020	1000348	METROPOLITAN LIFE INSURANCE CO.	\$3,235.00
	40078384	12/02/2020	091740	TAX REFUNDS	\$753.06
	40078385	12/02/2020	091740	TAX REFUNDS	\$807.78
	40078386	12/02/2020	079580	OFFICE BASICS INC	\$7,660.76
	40078387	12/02/2020	091740	TAX REFUNDS	\$676.78
	40078388	12/02/2020	091740	TAX REFUNDS	\$386.58
	40078389	12/02/2020	091740	TAX REFUNDS	\$1,170.22
	40078390	12/02/2020	1003736	PETROLEUM TRADERS CORP.	\$2,381.85
	40078391	12/02/2020	091740	TAX REFUNDS	\$659.83
	40078392	12/02/2020	1004513	PURE HEALTH SOLUTIONS INC	\$49.00
	40078393	12/02/2020	091740	TAX REFUNDS	\$1,560.12
	40078394	12/02/2020	091740	TAX REFUNDS	\$671.05
	40078395	12/02/2020	091740	TAX REFUNDS	\$740.54
	40078396	12/02/2020	085750	ROTHWELL DOCUMENT SOLUTIONS	\$489.74
	40078397	12/02/2020	091740	TAX REFUNDS	\$2,618.99
	40078398	12/02/2020	091740	TAX REFUNDS	\$771.09
	40078399	12/02/2020	1009041	SAVVAS LEARNING COMPANY	\$1,856.17
	40078400	12/02/2020	091740	TAX REFUNDS	\$742.97
	40078401	12/02/2020	086650	SCHOLASTIC INC	\$1,260.77
	40078402	12/02/2020	1002114	SCHOOLWIDE INC	\$804.30
	40078403	12/02/2020	091740	TAX REFUNDS	\$488.90
	40078404	12/02/2020	091740	TAX REFUNDS	\$507.72
	40078405	12/02/2020	091740	TAX REFUNDS	\$1,286.90
	40078406	12/02/2020	091740	TAX REFUNDS	\$1,516.32

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078407	12/02/2020	080053	SUPERIOR DISTRIBUTION	\$63.34
	40078408	12/02/2020	091740	TAX REFUNDS	\$1,262.07
	40078409	12/02/2020	091740	TAX REFUNDS	\$691.06
	40078410	12/02/2020	091740	TAX REFUNDS	\$747.40
	40078411	12/02/2020	091740	TAX REFUNDS	\$3,317.15
	40078412	12/02/2020	091740	TAX REFUNDS	\$48.55
	40078413	12/02/2020	1006474	TRI-STATE ELEVATOR COMPANY, INC.	\$259.75
	40078414	12/02/2020	091740	TAX REFUNDS	\$2,101.67
	40078415	12/02/2020	029320	TRUSTMARK HEALTH BENEFITS INC	\$51.48
	40078416	12/02/2020	093395	US GAMES	\$308.17
	40078417	12/02/2020	091740	TAX REFUNDS	\$949.36
	40078418	12/02/2020	1007699	US MEDICAL STAFFING, INC.	\$1,322.20
	40078419	12/02/2020	091740	TAX REFUNDS	\$728.94
	40078420	12/02/2020	091740	TAX REFUNDS	\$4,716.91
	40078421	12/02/2020	049790	W. W. GRAINGER, INC.	\$63.94
	40078422	12/02/2020	091740	TAX REFUNDS	\$2,512.60
	40078423	12/02/2020	091740	TAX REFUNDS	\$443.27
	40078424	12/02/2020	1008367	WEGMANS	\$102.88
	40078425	12/02/2020	091740	TAX REFUNDS	\$1,023.84
	40078426	12/02/2020	098630	WOODWIND & BRASSWIND	\$30.50
40078427	12/02/2020	091740	TAX REFUNDS	\$3,968.08	
01 - Total					\$365,496.15
30	40078382	12/02/2020	1009028	METAL ALLIANCE INC	\$134,755.00
30 - Total					\$134,755.00
50	80039131	12/02/2020	1008943	AMAZON	\$337.25
	80039132	12/02/2020	031810	DECA	\$1,792.00
	80039133	12/02/2020	1000406	DECA	\$1,485.00
50 - Total					\$3,614.25
51	80039134	12/02/2020	1008859	HORN PLUMBING	\$2,597.50
	80039135	12/02/2020	1004513	PURE HEALTH SOLUTIONS INC	\$44.00
51 - Total					\$2,641.50
Overall - Total					\$506,506.90

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

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1004330	12/02/2020	014300	BLICK ART MATERIALS	\$897.50
	V1004331	12/02/2020	032900	DEMCO , INC.	\$171.57
	V1004332	12/02/2020	043500	FLINN SCIENTIFIC	\$4,746.89
	V1004333	12/02/2020	1007071	IPEVO INC.	\$2,078.56
	V1004334	12/02/2020	077475	PARTS SERVICE - FRAZER	\$133.48
	V1004335	12/02/2020	092000	TAYLORS MUSIC STORE	\$558.08
01	- Total				\$8,586.08
30	V1004336	12/02/2020	1004004	WORKPLACE CENTRAL	\$199.00
30	- Total				\$199.00
Overall - Total					\$8,785.08

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078432	12/03/2020	1009129	DESKO, BARRY J.	\$4,812.50
	40078433	12/03/2020	029320	TRUSTMARK HEALTH BENEFITS INC	\$1,655.28
	40078435	12/03/2020	086590	SDIC - SCHOOL DISTRICTS	\$362,042.00
01 - Total					\$368,509.78
30	40078428	12/03/2020	023580	CHESTER CO CONSERVATION DIST	\$1,500.00
	40078429	12/03/2020	023580	CHESTER CO CONSERVATION DIST	\$1,000.00
	40078430	12/03/2020	023580	CHESTER CO CONSERVATION DIST	\$500.00
	40078431	12/03/2020	1005009	COMMONWEALTH OF PENNSYLVANIA	\$200.00
	40078434	12/03/2020	1009123	WEST CHESTER FIRE DEPARTMENT	\$50.00
30 - Total					\$3,250.00
Overall - Total					\$371,759.78

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078436	12/08/2020	1008449	3B SERVICES INC	\$1,029.30
	40078437	12/08/2020	1004912	ALTA LANGUAGE SERVICES, INC.	\$3,006.83
	40078438	12/08/2020	1007831	ALVAREZ, MARISOL	\$172.95
	40078439	12/08/2020	1008943	AMAZON	\$3,677.09
	40078441	12/08/2020	007075	AQUA PA	\$13,432.76
	40078442	12/08/2020	007351	ARAMARK UNIFORM SERVICES	\$56.38
	40078443	12/08/2020	1005446	ASSOCIATED TRUCK PARTS	\$8.38
	40078444	12/08/2020	1006591	BAYADA HOME HEALTH CARE	\$1,087.50
	40078445	12/08/2020	1007468	BENEFIT RESOURCE, INC.	\$373.50
	40078446	12/08/2020	015300	BOROUGH OF WEST CHESTER	\$494.04
	40078447	12/08/2020	1004955	BRADLEY, SANDRA	\$2,703.04
	40078448	12/08/2020	1007891	BREAKOUT EDU INC	\$50.00
	40078449	12/08/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$500.00
	40078450	12/08/2020	1000885	BUCHHEIT, SCOTT E.	\$1,000.00
	40078451	12/08/2020	017290	BUCKS COUNTY IU #22	\$13,348.44
	40078452	12/08/2020	1009115	CANNON, STACEY	\$445.97
	40078453	12/08/2020	1009126	CARDIAC LIFE PRODUCTS INC	\$236.32
	40078454	12/08/2020	1003362	CARLSON, MARTHA	\$253.54
	40078455	12/08/2020	022305	CENTREVILLE SCHOOL	\$39,175.00
	40078456	12/08/2020	023650	CHESTER COUNTY FAMILY ACADEMY	\$16,805.91
	40078457	12/08/2020	023755	CHESTER COUNTY INT UNIT # 24	\$18,072.98
	40078458	12/08/2020	1008736	CREDO REFERENCE LIMITED	\$508.20
	40078459	12/08/2020	1008284	CRITICARE HOME HEALTH & NURSING SRV	\$504.00
	40078460	12/08/2020	1008731	CROWN CASTLE	\$12,105.28
	40078461	12/08/2020	1009033	DANIELS, MARY	\$337.25
	40078462	12/08/2020	1009129	DESKO, BARRY J.	\$1,650.00
	40078463	12/08/2020	1005210	DIRECT ENERGY BUSINESS	\$452.20
	40078464	12/08/2020	1007823	DOW JONES & COMPANY INC	\$900.00
	40078465	12/08/2020	1008353	EI US LLC / LEARN WELL SERVICES	\$102.39
	40078466	12/08/2020	1009039	ESH'S FENCING	\$438.36
	40078467	12/08/2020	040630	ETA/HAND2MIND	\$15.29
	40078468	12/08/2020	9436	FARNUM, BRENT	\$58.00
	40078469	12/08/2020	042520	FERGUSON ENT., INC. #501	\$19.86
	40078470	12/08/2020	1007608	FICK EDUCATIONAL SERVICES, LLC	\$1,631.25
	40078471	12/08/2020	1006249	GENERAL HEALTHCARE RESOURCES, INC.	\$1,332.50
	40078472	12/08/2020	050075	GREAT AMERICA FINANCIAL SERVICES	\$2,911.78
	40078475	12/08/2020	1007527	GUZMAN-NAVA, ELIDSANDRA	\$126.00
	40078476	12/08/2020	055560	HOME DEPOT CREDIT SERVICES	\$1,419.64
	40078477	12/08/2020	1007808	IMPERIAL BAG & PAPER	\$1,638.75

**West Chester Area School District
Check Register**

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078479	12/08/2020	1007627	KAMOR-BARNES, HEATHER	\$1,350.00
	40078480	12/08/2020	1009073	KELLY SERVICES INC	\$3,770.11
	40078481	12/08/2020	065200	KRAPF JR & SON INC GEORGE	\$3,509.27
	40078483	12/08/2020	1009030	MR. & MRS. DARYL COOPER	\$14,654.14
	40078484	12/08/2020	077211	MUSICIANS FRIEND	\$30.50
	40078488	12/08/2020	079550	OFFICE DEPOT	\$12,311.16
	40078489	12/08/2020	1007529	PASTNER JAFFE, MORGAN ROSE	\$138.36
	40078490	12/08/2020	080622	PATHWAY SCHOOL, THE	\$8,229.12
	40078491	12/08/2020	052305	PEARSON/HARCOURT ASSESSMENT	\$1,950.00
	40078492	12/08/2020	080887	PEDIATRIC THERAPEUTICS SVC INC	\$115,404.82
	40078493	12/08/2020	090425	PENNSYLVANIA SCIENCE OLYMPIAD	\$255.00
	40078494	12/08/2020	1003736	PETROLEUM TRADERS CORP.	\$997.58
	40078495	12/08/2020	1004513	PURE HEALTH SOLUTIONS INC	\$44.00
	40078496	12/08/2020	084798	RENAISSANCE ACADEMY	\$3,826.65
	40078497	12/08/2020	9280	ROSINSKY, PETER JAMES	\$132.00
	40078498	12/08/2020	085750	ROTHWELL DOCUMENT SOLUTIONS	\$370.07
	40078499	12/08/2020	1002114	SCHOOLWIDE INC	\$4,336.45
	40078502	12/08/2020	071980	TOBII DYNAVOX LLC	\$167.81
	40078503	12/08/2020	1008751	TRANE SUPPLY	\$2,235.30
	40078504	12/08/2020	093630	UNITED PARCEL SERVICE	\$12.76
40078505	12/08/2020	1006612	VALLEY FORGE EDUCATIONAL SERVICES	\$28,037.73	
40078506	12/08/2020	1002676	VERIZON WIRELESS	\$2,474.02	
40078507	12/08/2020	049790	W. W. GRAINGER, INC.	\$995.96	
01	- Total				\$347,313.49
27	40078508	12/08/2020	1008068	WILLIAMS SCOTSMAN, INC	\$3,581.08
27	- Total				\$3,581.08
30	40078473	12/08/2020	1008996	GREENLEAF PROPANE LLC	\$7,935.12
	40078474	12/08/2020	1007152	GUY M. COOPER, INC.	\$79,389.00
	40078478	12/08/2020	1006736	JBM MECHANICAL, INC.	\$14,811.95
	40078482	12/08/2020	1009028	METAL ALLIANCE INC	\$20.00
	40078500	12/08/2020	1007154	SHA-NIC, INC.	\$561,763.40
	40078501	12/08/2020	1008856	THE FARFIELD COMPANY	\$119,969.12
30	- Total				\$783,888.59
50	80039136	12/08/2020	1006114	BLUE MOUNTAIN SKI AREA	\$1,734.00
	80039137	12/08/2020	1009127	WATERFALL, THE	\$1,000.00
50	- Total				\$2,734.00

**West Chester Area School District
Check Register**

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
51	80039138	12/08/2020	1007485	CMF VENDING	\$91.00
	80039139	12/08/2020	1003229	COMMUNICATIONS SYSTEMS	\$1,788.00
	80039140	12/08/2020	1008859	HORN PLUMBING	\$3,372.00
	80039141	12/08/2020	028984	WATERLOGIC EAST LLC	\$233.04
51 - Total					\$5,484.04
Overall - Total					\$1,143,001.20

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

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1004337	12/08/2020	030310	CRISIS PREVENTION INSTITUTE	\$150.00
	V1004338	12/08/2020	1003700	EPIC DEVELOPMENT SERVICES	\$158,609.01
	V1004339	12/08/2020	060970	JOHNSTONE SUPPLY INC	\$597.01
	V1004340	12/08/2020	1004344	ROBERT E. LITTLE, INC.	\$1,672.44
	V1004341	12/08/2020	1007124	REPUBLIC SERVICES, INC.	\$8,415.42
	V1004342	12/08/2020	094345	UNRUH, TURNER, BURKE & FREES	\$16,331.28
	V1004343	12/08/2020	1004004	WORKPLACE CENTRAL	\$80.25
01 - Total					\$185,855.41
30	V1004342	12/08/2020	094345	UNRUH, TURNER, BURKE & FREES	\$2,499.30
30 - Total					\$2,499.30
50	V5000377	12/08/2020	086518	SCHOOL DATEBOOKS	\$4,997.21
	V5000378	12/08/2020	093337	TUTTLE MARKETING SVCS INC	\$38.00
50 - Total					\$5,035.21
Overall - Total					\$193,389.92

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078509	12/15/2020	1007456	21ST CENTURY MEDIA NEWSPAPERS LLC	\$96.98
	40078510	12/15/2020	1008801	ACS CONSULTANTS INC	\$1,427.79
	40078511	12/15/2020	1009094	AGIREPAIR	\$3,120.00
	40078512	12/15/2020	1003432	AHOLD FINANCIAL SERVICES	\$338.64
	40078514	12/15/2020	1008943	AMAZON	\$4,739.35
	40078515	12/15/2020	007150	APPLE COMPUTER, INC	\$250.00
	40078516	12/15/2020	007075	AQUA PA	\$8,154.63
	40078517	12/15/2020	008510	ASCD	\$89.00
	40078518	12/15/2020	009710	B & H PHOTO	\$4,056.10
	40078519	12/15/2020	1004484	BARBACANE THORNTON & COMPANY	\$3,800.00
	40078520	12/15/2020	010830	BARNES & NOBLE INC.	\$394.92
	40078521	12/15/2020	012700	BERKHEIMER ASSOC H A	\$3,747.93
	40078523	12/15/2020	015812	BRAD TAYLOR / SNAP-ON TOOLS	\$39.21
	40078524	12/15/2020	1008961	BRANDYWINE DIGITAL CORPORATION	\$595.00
	40078525	12/15/2020	091740	TAX REFUNDS	\$1,853.79
	40078526	12/15/2020	091740	TAX REFUNDS	\$1,027.44
	40078527	12/15/2020	023755	CHESTER COUNTY INT UNIT # 24	\$571,160.75
	40078528	12/15/2020	1005242	CITY OF PHILADELPHIA	\$2,173.80
	40078529	12/15/2020	1005138	COUNTRY REPORTS	\$96.00
	40078530	12/15/2020	091740	TAX REFUNDS	\$143.59
	40078531	12/15/2020	031600	DAVIS TROPHIES & SPORTSWEAR	\$153.90
	40078533	12/15/2020	1001584	DELTA-T GROUP, INC.	\$11,534.46
	40078534	12/15/2020	1009129	DESKO, BARRY J.	\$2,750.00
	40078535	12/15/2020	091740	TAX REFUNDS	\$660.86
	40078536	12/15/2020	1009039	ESH'S FENCING	\$479.56
	40078537	12/15/2020	091740	TAX REFUNDS	\$31,015.72
	40078538	12/15/2020	091740	TAX REFUNDS	\$66,576.55
	40078539	12/15/2020	1003612	FASTENAL COMPANY	\$38.33
	40078540	12/15/2020	042520	FERGUSON ENT., INC. #501	\$484.93
	40078541	12/15/2020	090920	FERRARO, LARRY & ANTHONY	\$25.00
	40078542	12/15/2020	091740	TAX REFUNDS	\$2,218.21
	40078543	12/15/2020	1008368	FLEXIP SOLUTIONS INC	\$4,805.20
	40078544	12/15/2020	011425	FRED BEANS FORD OF WEST CHESTER	\$121.50
	40078545	12/15/2020	1006249	GENERAL HEALTHCARE RESOURCES, INC.	\$12,549.39
	40078546	12/15/2020	091740	TAX REFUNDS	\$707.34
	40078547	12/15/2020	091740	TAX REFUNDS	\$1,685.79
	40078548	12/15/2020	049010	GOOD FELLOWSHIP AMBULANCE CLUB	\$400.00
	40078549	12/15/2020	050075	GREAT AMERICA FINANCIAL SERVICES	\$3,612.44
	40078550	12/15/2020	091740	TAX REFUNDS	\$2,957.97

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078551	12/15/2020	091740	TAX REFUNDS	\$575.20
	40078552	12/15/2020	091740	TAX REFUNDS	\$1,077.58
	40078553	12/15/2020	091740	TAX REFUNDS	\$850.86
	40078554	12/15/2020	1007808	IMPERIAL BAG & PAPER	\$3,001.78
	40078555	12/15/2020	1008953	INSIGHT PUBLIC SECTOR INC	\$247.21
	40078557	12/15/2020	1007905	ISOLVED HCM LLC	\$1,462.50
	40078559	12/15/2020	061520	JOSTENS	\$38.45
	40078560	12/15/2020	1000345	KADES-MARGOLIS CAPITAL	\$400.00
	40078561	12/15/2020	1009073	KELLY SERVICES INC	\$59,090.13
	40078562	12/15/2020	091740	TAX REFUNDS	\$2,004.32
	40078563	12/15/2020	065200	KRAPF JR & SON INC GEORGE	\$806,218.74
	40078564	12/15/2020	1003458	KUTA SOFTWARE LLC	\$1,211.00
	40078565	12/15/2020	065710	LAKESHORE LEARNING MATERIALS	\$1,517.71
	40078566	12/15/2020	067996	LEARNING RESOURCES	\$399.80
	40078567	12/15/2020	1000346	LINCOLN INVESTMENT PLANNING, INC.	\$1,250.00
	40078568	12/15/2020	069582	MACKIN EDUCATIONAL RESOURCES /	\$825.26
	40078569	12/15/2020	1005143	MAILROOM SYSTEMS, INC.	\$110.54
	40078570	12/15/2020	1001068	MATHEMATICAL ASSOC. OF AMERICA	\$157.00
	40078571	12/15/2020	1007487	MCGRAW-HILL SCHOOL EDUCATION	\$181.72
	40078572	12/15/2020	091740	TAX REFUNDS	\$314.40
	40078573	12/15/2020	073020	MCMASTER-CARR SUPPLY CO	\$296.41
	40078574	12/15/2020	1000348	METROPOLITAN LIFE INSURANCE CO.	\$277.78
	40078575	12/15/2020	077500	NASCO	\$4,823.34
	40078576	12/15/2020	1001857	NATIONAL ENERGY CONTROL CORP.	\$488.45
	40078577	12/15/2020	079541	NSAN, INC	\$1,049.00
	40078578	12/15/2020	091740	TAX REFUNDS	\$973.07
	40078579	12/15/2020	079660	OCCUPATIONAL HEALTH CENTER	\$562.80
	40078580	12/15/2020	079580	OFFICE BASICS INC	\$3,512.40
	40078588	12/15/2020	079550	OFFICE DEPOT	\$11,843.96
	40078589	12/15/2020	091740	TAX REFUNDS	\$151.28
	40078590	12/15/2020	079853	ON THE GO KIDS, INC	\$327,594.79
	40078591	12/15/2020	1008130	OPTIV SECURITY INC	\$66,627.74
	40078592	12/15/2020	080195	PA DEPT OF LABOR & INDUSTRY-E	\$74.61
	40078593	12/15/2020	082150	PECO ENERGY COMPANY	\$164,137.15
	40078594	12/15/2020	081373	PA MATHEMATICS LEAGUE	\$90.00
	40078595	12/15/2020	090425	PENNSYLVANIA SCIENCE OLYMPIAD	\$155.00
	40078596	12/15/2020	1003736	PETROLEUM TRADERS CORP.	\$937.76
	40078597	12/15/2020	081155	PIAA FOUNDATION	\$250.00
	40078598	12/15/2020	091740	TAX REFUNDS	\$1,266,837.52

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078599	12/15/2020	091740	TAX REFUNDS	\$826.35
	40078600	12/15/2020	091740	TAX REFUNDS	\$559.20
	40078601	12/15/2020	1005267	RICOH USA, INC.	\$243.10
	40078602	12/15/2020	085173	RIFTON EQUIPMENT	\$247.50
	40078603	12/15/2020	1009128	ROGUE FITNESS	\$462.03
	40078604	12/15/2020	1008568	RUSTIN SCIENCE OLYMPIAD	\$220.00
	40078606	12/15/2020	091740	TAX REFUNDS	\$816.92
	40078607	12/15/2020	1007017	SCHOOLSIN	\$1,635.46
	40078608	12/15/2020	091740	TAX REFUNDS	\$7.11
	40078610	12/15/2020	091740	TAX REFUNDS	\$1,038.09
	40078611	12/15/2020	091740	TAX REFUNDS	\$1,751.60
	40078612	12/15/2020	1008422	TELESYSTEM	\$7,101.61
	40078613	12/15/2020	091740	TAX REFUNDS	\$273.15
	40078614	12/15/2020	1006160	TP TRAILERS, INC.	\$62.12
	40078615	12/15/2020	091740	TAX REFUNDS	\$2,327.12
	40078616	12/15/2020	1005900	TRUSTEES UNIVERSITY OF PENNSYLVANIA	\$200.00
	40078617	12/15/2020	1006892	U. S. BANK EQUIPMENT FINANCE	\$2,162.45
	40078618	12/15/2020	093600	UNITED REFRIGERATION CO	\$744.56
	40078619	12/15/2020	1007699	US MEDICAL STAFFING, INC.	\$8,503.20
	40078620	12/15/2020	091740	TAX REFUNDS	\$856.59
	40078622	12/15/2020	049790	W. W. GRAINGER, INC.	\$203.94
	40078623	12/15/2020	095412	WAREHOUSE BATTERY OUTLET	\$527.64
	40078624	12/15/2020	028984	WATERLOGIC EAST LLC	\$42.00
	40078625	12/15/2020	091740	TAX REFUNDS	\$919.07
	40078626	12/15/2020	1000059	WEST CHESTER ED SUPPORT PERSONNEL	\$5,088.90
	40078627	12/15/2020	1000058	TRUMARK FCU	\$2,577.65
	40078628	12/15/2020	097000	WEST GOSHEN TOWNSHIP	\$4,008.81
	40078629	12/15/2020	097960	WIGGINS SHREDDING	\$37.00
	40078631	12/15/2020	098060	WILSON LANGUAGE TRAINING CORP	\$50,830.67
	40078632	12/15/2020	098740	WORLD AFFAIRS COUNCIL OF	\$975.00
	40078633	12/15/2020	1007421	XTEL COMMUNICATIONS, INC.	\$1,559.00
01	- Total				\$3,578,507.17
22	40078532	12/15/2020	032540	DELL COMPUTER CORPORATION	\$1,802.25
	40078591	12/15/2020	1008130	OPTIV SECURITY INC	\$19,356.06
22	- Total				\$21,158.31
27	40078556	12/15/2020	1008946	INTEGROUS	\$2,733.00
	40078630	12/15/2020	1008068	WILLIAMS SCOTSMAN, INC	\$4,911.62

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
27	- Total				\$7,644.62
30	40078522	12/15/2020	1008879	BLUEFIN LLC	\$2,593.50
	40078558	12/15/2020	1006736	JBM MECHANICAL, INC.	\$661,115.25
	40078605	12/15/2020	1006778	SC STEVENSON CONSULTING INC	\$3,776.00
	40078609	12/15/2020	1007154	SHA-NIC, INC.	\$338,314.71
	40078621	12/15/2020	1007680	VISION MECHANICAL, INC.	\$26,776.35
30	- Total				\$1,032,575.81
50	80039142	12/15/2020	1002687	NAT. ACADEMIC QUIZ TOURN., LLC	\$334.00
50	- Total				\$334.00
51	80039143	12/15/2020	1008943	AMAZON	\$175.97
	80039144	12/15/2020	1007485	CMF VENDING	\$45.50
51	- Total				\$221.47
80	50001108	12/15/2020	1005754	ARAMARK SERVICES INC.	\$256,357.71
80	- Total				\$256,357.71
Overall - Total					\$4,896,799.09

West Chester Area School District Electronic Funds Transfer Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1004344	12/15/2020	1007696	AARDVARK PEST CONTROL SERVICES INC.	\$1,135.00
	V1004345	12/15/2020	021100	CAROLINA BIOLOGICAL	\$413.04
	V1004346	12/15/2020	042300	FAULKNER PONTIAC BUICK	\$93.75
	V1004347	12/15/2020	043500	FLINN SCIENTIFIC	\$897.75
	V1004348	12/15/2020	043605	FOX ROTHSCHILD LLP	\$26,544.47
	V1004349	12/15/2020	1003630	FUN AND FUNCTION	\$84.74
	V1004350	12/15/2020	051180	GOSHEN SIGN PRODUCTS	\$97.50
	V1004351	12/15/2020	1007071	IPEVO INC.	\$1,039.28
	V1004352	12/15/2020	075220	MUSIC & ARTS CENTERS	\$1,954.93
	V1004353	12/15/2020	077475	PARTS SERVICE - FRAZER	\$1,644.79
	V1004354	12/15/2020	002820	RIDDELL/ALL AMERICAN	\$790.00
	V1004355	12/15/2020	086700	SCHOOL HEALTH CORPORATION	\$30.63
	V1004356	12/15/2020	1000032	SCHOOL OUTFITTERS, LLC	\$1,334.11
	V1004357	12/15/2020	086710	SCHOOL SPECIALTY INC	\$65.90
	V1004358	12/15/2020	1000679	SHERWIN WILLIAMS	\$698.94
	V1004359	12/15/2020	092000	TAYLORS MUSIC STORE	\$22.99
	V1004360	12/15/2020	1001416	ULINE	\$38.42
	V1004361	12/15/2020	1000056	UNITED WAY OF CHESTER COUNTY	\$1,333.16
01	- Total				\$38,219.40
30	V1004362	12/15/2020	1004004	WORKPLACE CENTRAL	\$354.00
30	- Total				\$354.00
Overall - Total					\$38,573.40

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078634	12/22/2020	093349	21ST CENTURY CYBER CHARTER	\$23,253.23
	40078635	12/22/2020	1006947	A. G. MAURO COMPANY	\$1,300.00
	40078636	12/22/2020	1009124	ACCURATE LABEL DESIGNS INC	\$81.95
	40078637	12/22/2020	1003432	AHOLD FINANCIAL SERVICES	\$92.27
	40078638	12/22/2020	1004912	ALTA LANGUAGE SERVICES, INC.	\$1,650.00
	40078639	12/22/2020	1008943	AMAZON	\$2,972.95
	40078640	12/22/2020	007351	ARAMARK UNIFORM SERVICES	\$63.70
	40078641	12/22/2020	010830	BARNES & NOBLE INC.	\$3,111.68
	40078642	12/22/2020	1006591	BAYADA HOME HEALTH CARE	\$637.50
	40078643	12/22/2020	1008511	BERKS DEAF AND HARD OF HEARING	\$11,650.60
	40078644	12/22/2020	1009120	BOUND TREE MEDICAL LLC	\$1,686.15
	40078645	12/22/2020	015790	BOYLE'S FLOOR & WINDOW COVERNG	\$307.78
	40078646	12/22/2020	017340	BSN SPORTS LLC	\$8,667.35
	40078647	12/22/2020	1007181	BUSINESSOLVER.COM, INC.	\$1,771.45
	40078648	12/22/2020	020465	CAMPBILL SPECIAL SCHOOLS, INC.	\$22,222.86
	40078649	12/22/2020	1009115	CANNON, STACEY	\$1,200.00
	40078650	12/22/2020	1003362	CARLSON, MARTHA	\$25.94
	40078652	12/22/2020	022305	CENTREVILLE SCHOOL	\$29,175.00
	40078653	12/22/2020	096250	CHARLES A. MELTON CENTER	\$35,700.00
	40078654	12/22/2020	023120	CHEMSEARCH	\$2,496.00
	40078656	12/22/2020	023755	CHESTER COUNTY INT UNIT # 24	\$1,288,964.14
	40078657	12/22/2020	1008976	CLASS CREATOR	\$6,240.00
	40078658	12/22/2020	026710	COLLEGIUM CHARTER SCHOOL	\$360,849.74
	40078659	12/22/2020	1004703	COMSTAR TECHNOLOGIES	\$387.50
	40078660	12/22/2020	1008284	CRITICARE HOME HEALTH & NURSING SRV	\$1,008.00
	40078661	12/22/2020	1008424	CRYSTAL SPRINGS	\$289.10
	40078662	12/22/2020	1009033	DANIELS, MARY	\$86.48
	40078663	12/22/2020	032540	DELL COMPUTER CORPORATION	\$39.00
	40078664	12/22/2020	1009129	DESKO, BARRY J.	\$2,750.00
	40078665	12/22/2020	033800	DEVEREUX FOUNDATION	\$6,877.00
	40078666	12/22/2020	1005210	DIRECT ENERGY BUSINESS	\$29,517.01
	40078667	12/22/2020	1008659	EDPUZZLE INC	\$1,450.00
	40078668	12/22/2020	1001473	EDUCERE	\$399.00
	40078669	12/22/2020	042520	FERGUSON ENT., INC. #501	\$13,821.96
	40078671	12/22/2020	044170	FRECOM	\$159.90
	40078673	12/22/2020	1006249	GENERAL HEALTHCARE RESOURCES, INC.	\$1,865.50
	40078674	12/22/2020	050075	GREAT AMERICA FINANCIAL SERVICES	\$3,473.94
	40078676	12/22/2020	1009142	HAFER EQUIPMENT	\$1,350.00
	40078677	12/22/2020	091740	TAX REFUNDS	\$1,373.13

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078678	12/22/2020	1002042	HEISER LOGISTICS	\$1,146.57
	40078679	12/22/2020	1007133	HEMPFIELD SCHOOL DISTRICT	\$4,712.00
	40078680	12/22/2020	054645	HILLYARD, INC.	\$8,966.81
	40078681	12/22/2020	055560	HOME DEPOT CREDIT SERVICES	\$2,785.20
	40078682	12/22/2020	1008825	HOME DEPOT PRO, THE	\$1,148.56
	40078683	12/22/2020	1007808	IMPERIAL BAG & PAPER	\$33,180.00
	40078684	12/22/2020	1008953	INSIGHT PUBLIC SECTOR INC	\$247.21
	40078685	12/22/2020	1008507	INTEGRITY WORKFORCE SOLUTIONS INC	\$3,875.55
	40078686	12/22/2020	060400	JAMISON, PHILIP	\$115.00
	40078687	12/22/2020	1008994	KAJEET, INC.	\$28,388.37
	40078688	12/22/2020	062600	KEEN COMPRESSED GAS CO	\$346.14
	40078689	12/22/2020	1009073	KELLY SERVICES INC	\$62,765.47
	40078690	12/22/2020	065200	KRAPF JR & SON INC GEORGE	\$131.44
	40078691	12/22/2020	065915	LANGUAGE SERVICES ASSOCIATES	\$2,249.50
	40078692	12/22/2020	052170	LEARNING WITHOUT TEARS	\$202.40
	40078693	12/22/2020	1000250	LINDAMOOD-BELL LEARNING PROCESSES	\$8,239.50
	40078694	12/22/2020	1008406	LITERACY RESOURCES LLC	\$87.99
	40078695	12/22/2020	069582	MACKIN EDUCATIONAL RESOURCES /	\$53.44
	40078696	12/22/2020	1009145	MCCULLOUGH, MICHAEL & ALLYSON	\$400.00
	40078697	12/22/2020	073020	MCMASTER-CARR SUPPLY CO	\$1,017.60
	40078698	12/22/2020	1003302	MILAGRE KIDS SCHOOL, INC., THE	\$7,100.00
	40078699	12/22/2020	077500	NASCO	\$110.44
	40078700	12/22/2020	1007572	NATIONAL COUNCIL SUPER. MATHEMATICS	\$70.00
	40078701	12/22/2020	1001857	NATIONAL ENERGY CONTROL CORP.	\$429.72
	40078702	12/22/2020	078038	NBEA	\$398.00
	40078703	12/22/2020	1003581	OCTORARA AREA SCHOOL DISTRICT	\$5,108.00
	40078708	12/22/2020	079550	OFFICE DEPOT	\$8,698.10
	40078709	12/22/2020	079701	OLIVER FIRE PROTECTION AND SECURITY	\$475.00
	40078710	12/22/2020	1008130	OPTIV SECURITY INC	\$10,800.00
	40078711	12/22/2020	052305	PEARSON/HARCOURT ASSESSMENT	\$2,970.00
	40078712	12/22/2020	090425	PENNSYLVANIA SCIENCE OLYMPIAD	\$155.00
	40078713	12/22/2020	1008062	PERSON DIRECTED CLINICAL SERVICES	\$650.00
	40078714	12/22/2020	1007600	POWERSCHOOL GROUP LLC	\$21,960.00
	40078715	12/22/2020	1003552	REINARD, SARA JANE	\$32.00
	40078716	12/22/2020	1005844	RELIANCE STANDARD LIFE	\$23,709.20
	40078717	12/22/2020	085325	ROBERTS OXYGEN COMPANY, INC	\$59.85
	40078718	12/22/2020	091740	TAX REFUNDS	\$744.96
	40078720	12/22/2020	086590	SDIC - SCHOOL DISTRICTS	\$14,603.83
	40078721	12/22/2020	1006140	SHOOT-A-WAY INCORPORATED	\$4,962.00

West Chester Area School District Check Register

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	40078722	12/22/2020	088100	SIEMENS INDUSTRY INC.	\$9,265.80
	40078723	12/22/2020	090170	STAPLES	\$1,199.94
	40078724	12/22/2020	091360	SWEET, STEVENS, KATZ, & WILLIAMS	\$16,555.50
	40078725	12/22/2020	1007460	THOMSON REUTERS-WEST PUBLISHING	\$289.83
	40078726	12/22/2020	1009070	TRADE GROUP INC	\$708.20
	40078727	12/22/2020	093600	UNITED REFRIGERATION CO	\$236.32
	40078728	12/22/2020	1007699	US MEDICAL STAFFING, INC.	\$5,182.78
	40078729	12/22/2020	029520	COX, W.T., SUBSCRIPTIONS, INC.	\$413.09
	40078730	12/22/2020	049790	W. W. GRAINGER, INC.	\$511.88
	40078731	12/22/2020	1008068	WILLIAMS SCOTSMAN, INC	\$1,463.00
	40078732	12/22/2020	098060	WILSON LANGUAGE TRAINING CORP	\$5,563.73
	40078733	12/22/2020	091740	TAX REFUNDS	\$1,748.71
	01 - Total				
30	40078651	12/22/2020	021581	CDW GOVERNMENT, INC	\$11,984.80
	40078672	12/22/2020	1008855	GARLAND DBS INC	\$166,402.39
	40078675	12/22/2020	1007152	GUY M. COOPER, INC.	\$79,497.00
	40078731	12/22/2020	1008068	WILLIAMS SCOTSMAN, INC	\$3,746.00
30 - Total					\$261,630.19
40	40078670	12/22/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$95.00
	40078719	12/22/2020	090800	STUDENT REFUNDS & REIMBURSEMENT	\$95.00
40 - Total					\$190.00
50	80039145	12/22/2020	022550	CHADDS FORD GREENHOUSES	\$1,059.80
50 - Total					\$1,059.80
51	80039146	12/22/2020	1008943	AMAZON	\$1,904.25
	80039147	12/22/2020	1007056	LOCKDOWN MAGNET.COM	\$32.50
	80039148	12/22/2020	1007668	WEST CHESTER DINER	\$304.00
51 - Total					\$2,240.75
Overall - Total					\$2,440,322.18

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

Fund Charged	Check Number	Check Date	Vendor Number	Vendor Name	Transaction Amount
01	V1004363	12/22/2020	014300	BLICK ART MATERIALS	\$3,898.00
	V1004364	12/22/2020	032900	DEMCO , INC.	\$142.75
	V1004365	12/22/2020	030755	DGF PRODUCTS	\$13,270.89
	V1004366	12/22/2020	042300	FAULKNER PONTIAC BUICK	\$992.47
	V1004367	12/22/2020	049450	GOPHER SPORT	\$790.68
	V1004368	12/22/2020	060970	JOHNSTONE SUPPLY INC	\$701.00
	V1004369	12/22/2020	064810	KNOX EQUIPMENT RENTALS INC	\$82.50
	V1004370	12/22/2020	1004344	ROBERT E. LITTLE, INC.	\$151.11
	V1004371	12/22/2020	075220	MUSIC & ARTS CENTERS	\$928.17
	V1004372	12/22/2020	077475	PARTS SERVICE - FRAZER	\$160.16
	V1004373	12/22/2020	1007217	PARTSTOWN, LLC	\$217.82
	V1004374	12/22/2020	086700	SCHOOL HEALTH CORPORATION	\$465.00
	V1004375	12/22/2020	086710	SCHOOL SPECIALTY INC	\$1,696.48
	V1004376	12/22/2020	1000679	SHERWIN WILLIAMS	\$65.46
	V1004377	12/22/2020	092000	TAYLORS MUSIC STORE	\$8,724.89
	V1004378	12/22/2020	093163	TREVDAN BUILDING SUPPLY	\$1,469.44
01 - Total					\$33,756.82
30	V1004379	12/22/2020	1001416	ULINE	\$1,402.80
30 - Total					\$1,402.80
51	V5000379	12/22/2020	032900	DEMCO , INC.	\$134.05
	V5000380	12/22/2020	075220	MUSIC & ARTS CENTERS	\$454.36
51 - Total					\$588.41
Overall - Total					\$35,748.03

Student Activity Accounts

Budget Unit	Project	Project Title	December 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	1,806.46
50000221	006221	BLACK STUDENT UNION	6,008.92
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	8,360.06
50000222	010222	CLASS OF 2021	6,733.22
50000223	010223	CLASS OF 2021	6,317.87
50000221	011221	CLASS OF 2022	2,759.43
50000222	011222	CLASS OF 2022	1,631.96
50000223	011223	CLASS OF 2022	6,883.81
50000221	012221	CLASS OF 2023	731.64
50000222	012222	CLASS OF 2023	224.00
50000223	012223	CLASS OF 2023	3,180.76
50000222	015222	CLASS OF 2020	18,379.88
50000223	015223	CLASS OF 2020	8,018.54
50000221	016221	MOCK TRIAL TEAM	149.99
50000221	017221	MODEL U.N.	913.31
50000223	017223	MODEL U.N.	4,487.47
50000221	018221	DECA	4,146.17
50000222	018222	DECA	11,930.53
50000223	018223	DECA	19,043.17
50000223	019223	IDRYO (LITERARY MAGAZINE)	49.51
50000221	020221	ROTARY/INTERACT	836.94
50000222	020222	INTERACT	2,606.74
50000221	021221	MULTICULTURAL CLUB	529.04
50000221	022221	F.B.L.A. HENDERSON	3,210.16
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	3,213.13
50000222	034222	NATIONAL HONOR SOCIETY	3,318.27
50000223	034223	NATIONAL HONOR SOCIETY	1,017.80
50000221	036221	NEWSPAPER	659.92
50000221	037221	SPEECH & DEBATE	214.22
50000222	038222	FASHION CLUB	525.14
50000223	038223	FASHION CLUB	409.76

Student Activity Accounts

Budget Unit	Project	Project Title	December 31, 2020
50000221	039221	HELPING HANDS CLUB	132.53
50000222	039222	HANDS TO HEARTS	22.52
50000221	040221	S.A.D.D.	691.12
50000222	040222	S.A.D.D.	964.99
50000223	040223	S.A.D.D.	1,616.22
50000221	041221	SCIENCE OLYMPIAD	2,294.75
50000222	041222	SCIENCE OLYMPIAD	494.79
50000223	041223	SCIENCE OLYMPIAD	5,384.29
50000221	042221	SKI CLUB	0.21
50000223	042223	SKI CLUB	1,643.65
50000326	042326	SKI CLUB	7,638.27
50000221	043221	PHYSICS OLYMPIAD	534.15
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	1,273.39
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	9,994.49
50000327	050327	STUDENT COUNCIL	4,498.96
50000328	050328	STUDENT COUNCIL	12,777.05
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	940.39
50000222	054222	HIGH SCHOOL YEARBOOK	18,767.65
50000223	054223	HIGH SCHOOL YEARBOOK	4,702.70
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	3,411.62
50000223	062223	ACADEMIC TEAM - RUSTIN	145.32
50000223	064223	AMERICAN LATINO PROGRAM	211.14
50000221	070221	SCHOOL MUSICAL	20,152.83
50000222	070222	BROADWAY SHOW	18,510.91
50000223	070223	THEATER FUND	9,616.82
50000221	072221	CALLIOPE	784.08
50000326	073326	FOOTBALL ACTIVITY FUND	3,712.75
50000326	074326	CHEER CLUB	2,789.17
50000326	075326	WRESTLING ACTIVITY	242.47

Student Activity Accounts

Budget Unit	Project	Project Title	December 31, 2020
50000326	076326	TRACK & FIELD ACTIVITY	779.98
50000221	077221	TRI-M MUSIC HONOR SOCIETY	851.06
50000221	078221	MUSIC DEPARTMENT FUND	2,623.47
50000222	078222	CHORAL FUND	974.68
50000223	078223	CHORAL FUND	6,486.80
50000222	086222	COMPUTER ACCOUNT	778.37
50000221	087221	ROBOTICS CLUB	2,228.54
50000221	090221	DRAMA CLUB	5,948.27
50000326	090326	DRAMA	19,854.54
50000327	090327	DRAMA	3,794.26
50000328	090328	DRAMA	20,899.81
50000221	093221	STUDENTS HELPING STUDENTS	809.96
50000222	093222	KARE - EAST	935.40
50000326	093326	PEIRCE PROUD KIDS	1,093.09
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	2,096.48
Total Fund 50 Projects			389,076.32
51000327	142327	SKI CLUB	1,303.40
51000330	164330	ACTIVITY FUND	6,123.33
51000432	164432	ACTIVITY FUND	956.85
51000437	164437	ACTIVITY FUND	13,622.06
51000438	164438	ACTIVITY FUND	3,761.41
51000440	164440	ACTIVITY FUND	3,371.99
51000444	164444	ACTIVITY FUND	16,166.54
51000445	164445	ACTIVITY FUND	1,359.45
51000447	164447	ACTIVITY FUND	12,347.56
51000448	164448	ACTIVITY FUND	9,502.34
51000451	164451	ACTIVITY FUND	8,943.94
51000452	164452	ACTIVITY FUND	10,088.81
51000453	164453	ACTIVITY FUND	7,817.65
51000931	164931	ACTIVITY FUND	222.29
51000955	164955	ACTIVITY FUND	620.97
51000451	179451	PHYSICAL EDUCATION	1,305.15
51000221	180221	CLEARING ACCOUNT	8,346.15
51000222	180222	CLEARING ACCOUNT	3,578.36
51000223	180223	CLEARING ACCOUNT	7,814.88
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
51000440	194440	FIELD TRIP ACCT	19,253.85
51000327	195327	FIELD TRIP STET 6	3,010.14

Student Activity Accounts

Budget Unit	Project	Project Title	December 31, 2020
51000327	196327	FIELD TRIP STET 7	7,327.41
51000327	197327	FIELD TRIP STET 8	496.54
51000221	202221	IMPROVEMENT FUND	14,835.69
51000222	202222	IMPROVEMENT FUND	29,012.78
51000223	202223	IMPROVEMENT FUND	16,298.86
51000326	202326	IMPROVEMENT FUND	1,343.55
51000327	202327	IMPROVEMENT FUND	4,068.30
51000328	202328	IMPROVEMENT FUND	1,329.09
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	948.60
51000328	210328	LIBRARY FUND	3,622.87
51000438	210438	LIBRARY FUND	474.56
51000440	210440	LIBRARY FUND	437.19
51000444	210444	LIBRARY FUND	5,567.75
51000445	210445	LIBRARY FUND	593.02
51000447	210447	LIBRARY FUND	597.41
51000448	210448	LIBRARY FUND	10,478.70
51000451	210451	LIBRARY FUND	90.23
51000452	210452	LIBRARY FUND	7,767.59
51000453	210453	LIBRARY FUND	4,309.50
51000221	211221	HEALTH FITNESS/HRM	2,291.54
51000326	214326	MUSIC FUND	10,476.64
51000327	214327	MUSIC FUND	496.83
51000328	214328	MUSIC FUND	911.62
51000448	214448	MUSIC FUND	91.38
51000222	216222	PAVE THE WAY	1,652.62
51000221	234221	STUDENT ASSISTANCE FUND	8,900.23
51000222	234222	STUDENT ASSISTANCE FUND	16,251.29
51000223	234223	STUDENT ASSISTANCE FUND	2,945.90
51000328	234328	STUDENT ASSISTANCE FUND	5,122.50
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
51000221	257221	JEANNE D. SCIUBBA MEMORIAL SCHOLARSHIP	4.96
51000223	258223	BIANCA ROBERSON SCHOLARSHIP	8,638.67

Student Activity Accounts

Budget Unit	Project	Project Title	December 31, 2020
51000955	259955	MATLACK MEMORIAL TRUST FUND	5,083.32
51000221	261221	TRAPNELL SCHOLARSHIP	117,999.91
51000223	263223	CHARLES COGNATO SCHOLARSHIP	23,685.00
51000221	265221	TUKLOFF MEMORIAL TRUST	975.08
51000222	268222	WENKE SCHOLSP FUND	8,697.76
51000221	269221	THOMAS WEEKS SCHOLARSHIP	467.66
51000221	275221	KATHY CLARK FLAMM MEMORIAL SCHOLARSHIP	9,051.00
51000222	275222	ALICIA CONCHE SCHOLARSHIP	1,045.00
51000221	276221	CLASS OF 2020 SCHOLARSHIP	5,000.00
51000955	290955	UNDISTRIBUTED INCOME	(711.35)
Total Fund 51 Projects			622,342.01
Fund 50 / 51 - Combined Project Totals			1,011,418.33
Fund 50 / 51 - Combined Accounts Payable			686.75
Fund 50 / 51 - Due to / from other funds			421.92
Total Student Activity and Agency Funds			<u><u>1,012,527.00</u></u>
Fund 50 / 51 - Cash Account Balances as of December 31, 2020		Total Cash	<u><u>1,012,527.00</u></u>
Total Student and Agency Activity Funds			<u><u>1,012,527.00</u></u>

**WEST CHESTER AREA SCHOOL DISTRICT
FOOD SERVICES CASH BALANCE STATEMENT AND DISBURSEMENT APPROVAL REPORT
DECEMBER 31, 2020**

OPERATING CASH

<u>CASH BALANCE NOVEMBER 30, 2020</u>	\$	22,011.50
<u>RECEIPTS DECEMBER 1, 2020 - DECEMBER 31, 2020</u>		
DEPOSITS	-	
DEPOSITS ON ACCOUNT	57.95	
INTEREST	15.54	
SALE OF EQUIPMENT	-	
POS FEES RECEIVED	4.35	
ARAMARK REIMBURSEMENT		
TRANSFER FROM INVESTMENTS ACCOUNT	250,000.00	
TOTAL RECEIPTS		250,077.84
<u>DISBURSEMENTS DECEMBER 1, 2020 - DECEMBER 31, 2020</u>		
BANK FEES	46.97	
POS SERVICE CHARGES	-	
EQUIPMENT PURCHASES	-	
ARAMARK PAYMENTS	256,357.71	
STUDENT REFUNDS	-	
ARAMARK MAINTENANCE SUPPLIES	-	
CUSTODIAL SERVICES	-	
OTHER	-	
TOTAL DISBURSEMENTS		256,404.68
<u>CASH BALANCE DECEMBER 31, 2020</u>	\$	<u>15,684.66</u>

INVESTMENTS

<u>INVESTMENT BALANCE NOVEMBER 30, 2020</u>	\$	682,607.78
<u>RECEIPTS DECEMBER 1, 2020 - DECEMBER 31, 2020</u>		
TRANSFERS FROM CHECKING ACCOUNT:		
STATE SUBSIDY:	129,947.90	
INTEREST:	26.05	
TOTAL ADDITIONS		129,973.95
<u>DISBURSEMENTS DECEMBER 1, 2020 - DECEMBER 31, 2020</u>		
TRANSFER TO CHECKING ACCOUNT	250,000.00	
TOTAL DISBURSEMENTS		250,000.00
<u>INVESTMENT BALANCE DECEMBER 31, 2020</u>	\$	<u>562,581.73</u>

PREPAID STUDENT ACCOUNTS

<u>PREPAID STUDENT ACCOUNTS BALANCE NOVEMBER 30, 2020</u>	\$	<u>268,025.24</u>
ADD: RECEIVED ON ACCOUNT		
TOTAL ADDITIONS	\$	-
DEDUCT: PREPAIDS USED		
TOTAL DEDUCTIONS	\$	-
<u>PREPAID STUDENT ACCOUNTS BALANCE DECEMBER 31, 2020</u>	\$	<u>268,025.24</u>

WEST CHESTER AREA SCHOOL DISTRICT
 JANUARY 25, 2021
 STATEMENT OF DISBURSEMENTS SUMMARY
 FOR THE PERIOD DECEMBER 1, 2020 - DECEMBER 31, 2020

GENERAL FUND DISBURSEMENTS	25,025,541.40
includes Technology, Federal Programs and any Special State Funds	
BILLS PAID	25,025,541.40
INVESTMENTS	0.00
CAPITAL RESERVE FUND	32,384.01
CAPITAL PROJECTS FUND	2,220,554.69
SPECIAL REVENUE - Athletics	0.00
TRUST FUNDS	190.00
CAFETERIA	256,357.71
STUDENT ACTIVITY FUND DISBURSEMENTS	12,777.26
TRUST AND AGENCY FUND DISBURSEMENTS	<u>11,176.17</u>
TOTAL DISBURSEMENTS	<u>27,558,981.24</u>

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

WEST CHESTER AREA SCHOOL DISTRICT

January 25, 2021 SCHOOL BOARD MEETING

CONSENT AGENDA RESOLUTION

Approval of the December 31, 2020 Financial Report

Approval is requested for the West Chester School District Financial Report for the month ending December 31, 2020.

I so move.

2020-2021 General Fund Financial Analysis

The expenses and revenues as of December 2020 represent 6 months of financial activity for the District. To date we have collected \$172.9 million in real estate taxes which represents 100% of our budget. Outstanding taxes not collected by December 31st will be liened and submitted to the County on January 15 for collection in accordance with PA tax collection law. Year-to-date we have collected \$651,561 in interim taxes which is more than last year. We will continue to receive interim tax revenues throughout the remainder of the school year and are optimistic that we will reach our budget of \$825,000.

The second largest local revenue category is Earned Income Tax which is 7.7% ahead of last year's collections. This is most likely caused by the extension in the due date for final payments (due April 15, 2020) until July 15, 2020 as a result of the pandemic. We will continue to monitor EIT closely this year to provide an updated trend. We have received \$2.5 million in transfer taxes year to date, this amount is ahead of last year and is the result of the size and timing of property transfers within the District.

Our local revenues YTD total \$187.3 million or 93.13% of budget. State revenues are on target with budget, the largest component to date is \$3.6 million in gaming revenues and other subsidies are trending in line with last year. Federal revenues are also on target with budget.

We have made some revisions to our expenses for the 2020-21 school year. The revisions include a \$273,068 reduction of salaries and benefits related to average teacher salary, a reduction in salaries related to aides in the amount of \$150,000 and a reduction in custodial salaries of \$250,000. We have reduced our educational supplies projection by \$1,091,773 as a result of school PPA and departmental building carryover forfeitures as well as a PPA adjustment due to lower than anticipated enrollment. We have reduced Professional and technical services and other contracted aides by \$800,000 and have reduced our variable debt service expense for the 2020-21 year in the amount of \$250,000. In September we increased our projections in the following categories to recognize the spending related to the CARES grant funding and includes: salaries and benefits \$71,500, prof and tech services \$101,799 and supplies \$667,932. In August we refinanced an existing GOB and recognized \$1.5 million in savings. This amount was transferred to the capital reserve fund.

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 \$39.3 million at June 30th 2021, but we are currently anticipating a \$6.0 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 December 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	172,948,432.98	(380,279.98)	(16,977.10)	100.22%	100.64%
INTERIM R. E. TAXES	824,699.00	651,561.21	173,137.79	147,169.50	79.01%	42.52%
PUBLIC UTILITY R. T.	180,000.00	195,012.30	(15,012.30)	17,440.94	108.34%	88.79%
EARNED INCOME TAXES	19,590,251.00	9,865,829.30	9,724,421.70	584,210.25	50.36%	42.64%
REAL ESTATE TRANSFER	3,735,352.00	2,524,030.08	1,211,321.92	(284,552.07)	67.57%	63.91%
DELIQU TAX LEVIED	2,858,800.00	683,529.27	2,175,270.73	(243,639.21)	23.91%	32.43%
EARNINGS-INVESTMENTS	500,000.00	129,161.80	370,838.20	(1,236,515.43)	25.83%	136.57%
PARKING FEES	65,000.00	-	65,000.00	(58,360.00)	0.00%	97.27%
RENTALS	245,000.00	88,733.25	156,266.75	(148,037.45)	36.22%	65.77%
CONTRIBUTIONS	11,000.00	3,563.80	7,436.20	(3,861.20)	32.40%	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	77,513.65	(24,513.65)	10,836.59	146.25%	85.48%
OUTDOOR EDU. TUITION	14,510.00	-	14,510.00	(13,942.17)	0.00%	19.88%
MISCELLANEOUS REVENUE	76,000.00	66,140.69	9,859.31	(15,254.71)	87.03%	107.10%
REF PRIOR YR EXPEN.	10,000.00	15,815.56	(5,815.56)	10,161.45	158.16%	22.62%
ACTIVITY FEE REVENUE	294,490.00	1,575.00	292,915.00	(300,890.00)	0.53%	79.49%
ADVERTISING REVENUE	-	-	-	(36.79)	0.00%	0.00%
LOCAL REVENUES	201,077,255.00	187,269,797.68	13,807,457.32	(1,564,255.46)	93.13%	92.39%
BASIC INSTR. SUBSIDY	8,421,880.00	3,638,676.00	4,783,204.00	(39.00)	43.21%	43.21%
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	2,485,392.26	3,413,696.74	(13,177.34)	42.13%	40.28%
PRRI/APS DIRECT PAYMENTS	-	-	-	-	0.00%	0.00%
TRANSPORTATION SUB.	2,321,816.00	211,009.00	2,110,807.00	7,090.00	9.09%	5.55%
RENT SUBSIDY	1,093,234.00	303,123.46	790,110.54	123,443.88	27.73%	16.18%
MEDICAL-DENTAL SVCS.	252,545.00	-	252,545.00	-	0.00%	0.00%
BASIC ED REIM SUPP	3,570,346.00	3,570,346.02	(0.02)	(27,906.80)	100.00%	100.00%
SCHOOL SAFETY AND SECURITY	-	45,000.00	(45,000.00)	(355,050.00)	0.00%	100.00%
READY TO LEARN BLOCK GRANT	399,095.00	-	399,095.00	(399,095.00)	0.00%	100.00%
OTHER STATE GRANTS	-	155,005.12	(155,005.12)	155,005.12	0.00%	0.00%
SOC SEC/MED SUBSIDY	3,924,722.00	717,412.05	3,207,309.95	141,589.91	18.28%	15.19%
RETIREMENT SUBSIDY	17,695,207.00	3,499,196.34	14,196,010.66	845,546.66	19.77%	15.63%
STATE REVENUES	43,867,934.00	14,625,160.25	29,242,773.75	477,407.43	33.34%	31.36%
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	234,930.42	363,865.58	35,331.77	39.23%	28.33%
TITLE II	236,948.00	338,368.36	(101,420.36)	171,240.96	142.80%	64.22%
TITLE III LEP/IMMIGRAN	91,336.00	86,040.17	5,295.83	57,955.82	94.20%	25.77%
TITLE IV	52,725.00	26,418.60	26,306.40	8,360.94	50.11%	30.11%
OTHER FEDERAL GRANTS	-	531,007.40	(531,007.40)	531,007.40	0.00%	0.00%
CARES ACT	-	232,966.44	(232,966.44)	232,966.44	0.00%	0.00%
MA DIRECT SERVICES	970,000.00	1,045,909.05	(75,909.05)	65,611.77	107.83%	208.57%
MA ADMIN TIME STUDY	30,000.00	19,955.84	10,044.16	(6,411.59)	66.52%	87.89%
FEDERAL PROGRAMS	3,411,341.00	2,515,596.28	895,744.72	1,096,063.51	73.74%	47.84%
TOTAL REVENUES	248,356,530.00	204,410,554.21	43,945,975.79	9,215.48	82.31%	80.96%

DATE: 01/08/2021
 TIME: 11:20:18

WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.fund='01'
 ACCOUNTING PERIOD: 6/21

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	663,115.10	.00	4,610,502.29	4,626,791.71	49.91
121	REG SALARIES PROF	72,910,522.00	6,678,495.86	.00	33,445,826.48	39,464,695.52	45.87
123	EXTRA ASSIGN PROF	1,160,184.96	60,191.81	.00	1,072,507.35	87,677.61	92.44
124	SABBATICL LV PROF	300,000.00	26,090.92	.00	111,618.18	188,381.82	37.21
125	SUBJ CHRPRSN PROF	421,496.00	42,520.58	.00	183,649.09	237,846.91	43.57
127	RETIREMT SEV PROF	392,000.00	5,400.00	.00	5,400.00	386,600.00	1.38
128	HOMEBD INSTR PROF	.00	.00	.00	262.50	-262.50	.00
135	SUPPLEMTL CONTR PROF	2,167,000.00	169,379.33	.00	1,037,818.96	1,129,181.04	47.89
141	REG SALARIES TECHNCL	4,054,914.00	269,021.80	.00	1,748,889.38	2,306,024.62	43.13
143	EXTRA ASSIGN TECHNCL	2,000.00	.00	.00	5,933.73	-3,933.73	296.69
151	REG SALARIES OFFICE	2,911,088.00	209,297.49	.00	1,267,837.75	1,643,250.25	43.55
153	O/T SALARIES OFFICE	55,918.34	3,176.27	.00	40,556.63	15,361.71	72.53
154	SALARIES AIDES	503,231.00	32,383.95	.00	125,228.92	378,002.08	24.88
158	TECH AIDES	434,855.00	34,452.01	.00	185,547.88	249,307.12	42.67
161	REG SALARIES O & M	5,266,503.00	358,796.01	.00	2,086,543.00	3,179,960.00	39.62
162	TEMP SALARIES O & M	75,000.00	.00	.00	.00	75,000.00	.00
163	O/T SALARIES O & M	180,000.00	2,622.25	.00	10,732.79	169,267.21	5.96
167	CUSTODIAL SEVERANCE	40,000.00	.00	.00	.00	40,000.00	.00
168	TECH TRADE/CRAFTS	680,689.00	46,221.00	.00	266,741.40	413,947.60	39.19
171	NEW HIRES	.00	-1,353.26	.00	748.30	-748.30	.00
191	REG SALARIES INSTRL AIDE	2,341,711.00	173,554.48	.00	699,819.41	1,641,891.59	29.88
193	O/T INSTRUCTIONAL AIDES	59,450.00	103.05	.00	42,848.49	16,601.51	72.07
211	MEDICAL INSURANCE	15,375,752.00	1,437,896.77	.00	7,519,955.64	7,855,796.36	48.91
212	DENTAL INSURANCE	1,339,097.00	103,617.02	.00	530,904.46	808,192.54	39.65
213	LIFE INSURANCE	194,862.00	8,341.63	.00	52,620.17	142,241.83	27.00
214	INC. PROT. INS.	241,185.00	12,545.14	.00	66,039.34	175,145.66	27.38
215	EYE CARE INS	198,559.00	16,755.19	.00	86,253.67	112,305.33	43.44
216	PRESCRIPTION INS	4,089,799.00	301,383.22	.00	1,522,765.55	2,567,033.45	37.23
220	SOCIAL SECURITY CONT	7,849,447.00	620,822.28	.00	3,339,246.24	4,510,200.76	42.54
230	RETIREMENT CONTRIBS	35,390,415.00	2,979,477.51	.00	15,861,449.17	19,528,965.83	44.82
231	RETIREMENT CONTR - DC	.00	9,669.14	.00	42,886.41	-42,886.41	.00
240	TUITION REIMBURSE	600,000.00	23,674.80	.00	144,762.45	455,237.55	24.13
250	UNEMPLOYMENT COMP	374,472.00	.00	.00	95,247.92	279,224.08	25.44
260	WORKMEN'S COMPENS	915,305.00	14,603.83	.00	526,295.82	389,009.18	57.50
290	OTHER EMPLOYEE BEN	.00	5,832.00	.00	358,144.15	-358,144.15	.00
300	PRCHSD PRO&TECH SVS	2,800.00	.00	.00	.00	2,800.00	.00
302	PURCH PROF AIDES	3,378,000.00	95,264.20	.00	281,252.62	3,096,747.38	8.33
303	PURCH PROF TSS CCIU	500,000.00	.00	.00	.00	500,000.00	.00
304	PURCH PROF TSS CONTRACTE	1,621,000.00	158,609.01	.00	308,673.56	1,312,326.44	19.04
310	OFFICIAL/ADMIN SVCS	639,938.00	36,663.30	747.00	259,645.77	379,545.23	40.69
315	PURCH PROF TEACHER SUBS	2,283,434.13	179,192.19	575.00	495,738.71	1,787,120.42	21.74
316	PURCH PROF AIDES SUBS	300,000.00	2,067.92	.00	4,109.12	295,890.88	1.37
317	PURCH PROF ADM SUPPRT SU	100,000.00	21,415.12	.00	82,396.60	17,603.40	82.40
320	PROF EDUCATIONAL SVCS	1,500.00	.00	.00	.00	1,500.00	.00
322	PROF ED SVCS IU'S	5,658,360.00	1,108,613.79	.00	1,125,686.99	4,532,673.01	19.89
323	PROF ED SVCS OTHER	2,449,637.00	318,666.09	.00	871,503.28	1,578,133.72	35.58

DATE: 01/08/2021
 TIME: 11:20:18

WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
 EXPSTA11

SELECTION CRITERIA: orgn.fund='01'
 ACCOUNTING PERIOD: 6/21

SORTED BY: ACCOUNT
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 PAGE BREAKS ON:

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
324	PROF ED SRVS EMPL TRAIN.	128,256.98	.00	417.00	22,457.85	105,382.13	17.84
329	PROF. EDUC. SVCS- OTHER	442,415.00	3,412.96	.00	40,647.82	401,767.18	9.19
330	OTHER PROF SERVICES	2,393,650.00	154,974.17	41,401.93	823,310.68	1,528,937.39	36.13
340	TECHNICAL SERVICES	24,640.00	.00	.00	.00	24,640.00	.00
348	PROF SVCS - TECHN LGY	67,344.44	283.52	1,816.87	53,606.67	11,920.90	82.30
350	SECURITY/SAFETY SVCS	513,101.11	4,008.81	.00	49,504.81	463,596.30	9.65
360	EMPLOYEE TRAINING AND DE	2,000.00	.00	.00	.00	2,000.00	.00
390	OTHER PURCH. SVCS	210,300.50	47,345.78	64.00	80,364.27	129,872.23	38.24
422	ELECTRICITY	1,739,000.00	135,419.52	.00	695,387.57	1,043,612.43	39.99
424	WATER/SEWAGE	621,900.00	22,370.53	.00	1,092.95	159,743.83	461,063.22
430	REPAIRS & MAINT SVCS	992,101.10	27,500.06	313,594.89	258,335.05	420,171.16	57.65
432	REPAIRS & MAINT- SVC EQU	8,100.00	285.70	6,577.99	513.26	1,008.75	87.55
438	REPAIRS & MAINT- TECH	174,796.29	.00	.00	66,541.40	108,254.89	38.07
441	RENTAL - LAND & BLDGS	281,800.00	1,463.00	6,197.00	112,862.58	162,740.42	42.25
442	EQUIPMENT RENTAL	203,164.95	12,280.05	102,211.02	77,111.20	23,842.73	88.26
444	RENTAL VEHICLES	3,500.00	.00	.00	.00	3,500.00	.00
449	OTHER RENTAL	3,725.00	.00	.00	265.19	3,459.81	7.12
513	CONTRACTED CARRIERS	14,795,727.74	1,130,181.13	.00	3,576,051.15	11,219,676.59	24.17
516	FROM THE I.U.	12,000.00	.00	.00	.00	12,000.00	.00
521	FIRE INSURANCE	193,500.00	.00	.00	175,606.00	17,894.00	90.75
522	AUTO LIABLTY INS	51,000.00	.00	.00	47,323.00	3,677.00	92.79
523	GNRL PROP & LIAB INS	233,400.00	.00	.00	221,217.00	12,183.00	94.78
525	BONDING INSURANCE	7,762.00	.00	.00	3,641.00	4,121.00	46.91
529	OTHER INSURANCE	62,300.00	.00	8,250.00	59,160.00	-5,110.00	108.20
530	TELEPHONE & POSTAGE	322,969.40	19,024.12	8,790.04	125,618.83	188,560.53	41.62
538	COMMUNICATIONS-TECH	134,100.00	13,742.14	96,538.89	117,372.47	-79,811.36	159.52
540	ADVERTISING	19,300.00	688.64	2,784.15	2,866.37	13,649.48	29.28
550	PRINTING AND BINDING	59,227.83	100.00	199.00	21,321.04	37,707.79	36.33
560	TUITION	900,000.00	.00	.00	.00	900,000.00	.00
561	TUIT TO LEA WITHIN	233,000.00	9,922.39	.00	48,176.65	184,823.35	20.68
562	TUITION - CHARTER SCHOOL	8,228,617.00	660,593.45	.00	4,206,061.15	4,022,555.85	51.12
563	TUIT TO PRIV SCHOOLS	1,118,900.00	46,674.00	.00	438,438.70	680,461.30	39.18
564	TUIT TO AREA VO-TECH	2,562,547.00	625,955.32	.00	1,768,276.82	794,270.18	69.00
567	TUITION TO APP PRIV. SCH	2,547,500.00	94,483.21	.00	746,269.22	1,801,230.78	29.29
568	TUITION PRRI, ALT ED,DTE	20,000.00	.00	.00	-7.55	20,007.55	-.04
569	TUITION OTHER	15,000.00	.00	.00	.00	15,000.00	.00
580	TRAVEL EXPENSES	168,186.48	2,211.08	.00	10,263.88	157,922.60	6.10
581	TRAVEL-PROF. DEVELOPMENT	182,118.01	909.91	.00	3,124.99	178,993.02	1.72
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	130,193.51	.00	130,193.51	-3,326.51	102.62
610	GENERAL SUPPLIES	3,592,946.99	268,134.60	631,153.06	1,757,005.47	1,204,788.46	66.47
618	SUPPLIES-TECHNOLOGY	6,175.00	.00	.00	2,000.00	4,175.00	32.39
621	NATURAL GAS	735,000.00	58,686.84	.00	148,900.95	586,099.05	20.26
626	GASOLINE & DIESEL	63,000.00	1,851.35	32,769.88	22,230.12	8,000.00	87.30
627	DIESEL FUEL	12,000.00	83.99	5,520.80	4,913.78	1,565.42	86.95
635	FOOD MEALS & REFRESHMENT	64,528.38	.00	467.05	10,198.27	53,863.06	16.53

DATE: 01/08/2021
 TIME: 11:20:18

WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
 EXPSTA11

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ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
640	BOOKS & PERIODICALS	798,842.68	12,888.34	42,573.70	528,097.06	228,171.92	71.44
648	BOOKS -TECHNOLOGY	2,650.00	.00	.00	.00	2,650.00	.00
650	SUPPLIES & FEES- TECH RE	1,981,657.36	200,377.09	110,767.65	1,831,597.68	39,292.03	98.02
750	EQUIP - ORIG & ADDT'L	3,000.00	.00	.00	3,071.25	-71.25	102.38
752	CAP EQUIP- ORIG. OR ADD	140,233.40	41,791.81	6,630.01	41,791.81	91,811.58	34.53
756	CAP TECH HARDWARE ORIGIN	1,449.57	.00	.00	1,449.57	.00	100.00
758	EQUIPMENT-TECHNOLOGY	8,468.88	.00	.00	694.07	7,774.81	8.20
760	EQUIPMENT - REPLACEMENT	3,141.93	.00	.00	.00	3,141.93	.00
761	NON CAP EQUIP- REPLACE	300.00	.00	.00	.00	300.00	.00
762	CAP EQUIP- REPLACE	277,971.87	.00	52,409.24	472,178.55	-246,615.92	188.72
767	NON CAP TECH EQUIP-REPLA	.00	.00	.00	45,000.00	-45,000.00	.00
768	EQUIP REPLACE-TECHNOLOGY	3,750.00	.00	.00	679.00	3,071.00	18.11
810	DUES AND FEES	216,760.40	9,832.96	24,996.62	66,721.89	125,041.89	42.31
811	MEMBERSHIPS	154,334.28	2,192.00	3,507.91	49,867.96	100,958.41	34.58
832	INT SERIAL BONDS	10,240,206.00	68,747.26	.00	4,664,704.23	5,575,501.77	45.55
840	CONTINGENCY	1,520,131.00	.00	.00	.00	1,520,131.00	.00
880	REFNDS OF PR YRS RCP	55,000.00	.00	.00	3,700.29	51,299.71	6.73
890	MISC EXPENDITURES	35,942.00	.00	.00	.00	35,942.00	.00
899	STUDENT ACTIVITY	100,000.00	6,546.97	.00	92,506.71	7,493.29	92.51
912	SERIAL BNDS PRN PYMT	16,995,000.00	615,000.00	.00	2,870,000.00	14,125,000.00	16.89
932	CAP RESERVE FD TRANS	6,167,541.00	.00	.00	2,095,558.00	4,071,983.00	33.98
TOTAL REPORT		269,684,167.00	20,658,735.01	1,502,053.65	109,379,083.24	158,803,030.11	41.12

DATE: 01/08/2021
TIME: 11:18:25

WEST CHESTER AREA SCHOOL DISTRICT
REVENUE STATUS REPORT

SELECTION CRITERIA: orgn.fund='22'
ACCOUNTING PERIOD: 6/21

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	12,830.46	.00	37,428.41	37,571.59	49.90
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	10,776.30	.00	29,653.32	-29,653.32	.00
TOTAL REPORT		4,146,983.00	23,606.76	.00	67,081.73	4,079,901.27	1.62

DATE: 01/08/2021
 TIME: 11:21:02

WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

SELECTION CRITERIA: orgn.fund='22'
 ACCOUNTING PERIOD: 6/21

SORTED BY: ACCOUNT
 TOTALED ON:
 PAGE BREAKS ON:

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	.00	78,408.68	46,284.43	-124,693.11	.00
529	OTHER INSURANCE	34,500.00	-1,150.00	.00	191,927.01	-157,427.01	556.31
757	NON CAP TECH EQUIP-ORIG	280,700.00	.00	.00	14,592.16	266,107.84	5.20
760	EQUIPMENT - REPLACEMENT	60,000.00	.00	2,320.38	11,488.46	46,191.16	23.01
766	CAP TECH HARDWARE REPLAC	725,000.00	19,356.06	11,228.40	74,151.38	639,620.22	11.78
767	NON CAP TECH EQUIP-REPLA	3,147,336.00	682.55	102,615.54	1,895,993.62	1,148,726.84	63.50
810	DUES AND FEES	10,000.00	38.50	.00	1,255.53	8,744.47	12.56
TOTAL REPORT		4,257,536.00	18,927.11	195,929.00	2,235,692.59	1,825,914.41	57.11

DATE: 01/08/2021
TIME: 11:18:52

WEST CHESTER AREA SCHOOL DISTRICT
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA11

SELECTION CRITERIA: orgn.fund='27'
ACCOUNTING PERIOD: 6/21

SORTED BY: ACCOUNT
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PAGE BREAKS ON:

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
R9310	GENRL FND TRANSFERS	2,095,558.00	.00	.00	2,095,558.00	.00	100.00
TOTAL REPORT		2,095,558.00	.00	.00	2,095,558.00	.00	100.00

DATE: 01/08/2021
 TIME: 11:21:21

WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

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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	6,881.24	320.00	-7,201.24	.00
330	OTHER PROF SERVICES	.00	.00	66,763.80	227,138.74	-293,902.54	.00
390	OTHER PURCH. SVCS	.00	8,492.70	225,750.41	31,688.92	-257,439.33	.00
430	REPAIRS & MAINT SVCS	.00	2,733.00	150.00	12,683.00	-12,833.00	.00
610	GENERAL SUPPLIES	.00	.00	2,739.58	687.06	-3,426.64	.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	30,127.00	3,940.95	1,660,740.05	2.01
TOTAL REPORT		1,694,808.00	11,225.70	332,735.99	276,458.67	1,085,613.34	35.94

DATE: 01/08/2021
TIME: 11:19:17

WEST CHESTER AREA SCHOOL DISTRICT
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA11

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SORTED BY: ACCOUNT
TOTALLED ON:
PAGE BREAKS ON:

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
R6710	GATE RECEIPTS	131,500.00	.00	.00	.00	131,500.00	.00
TOTAL REPORT		131,500.00	.00	.00	.00	131,500.00	.00

DATE: 01/08/2021
 TIME: 11:21:41

WEST CHESTER AREA SCHOOL DISTRICT
 EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
 EXPSTA11

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ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
135	SUPPLEMTL CONTR PROF	.00	50.00	.00	7,975.00	-7,975.00	.00
220	SOCIAL SECURITY CONT	.00	3.26	.00	585.12	-585.12	.00
230	RETIREMENT CONTRIBS	.00	17.25	.00	2,222.14	-2,222.14	.00
231	RETIREMENT CONTR - DC	.00	.00	.00	2.03	-2.03	.00
350	SECURITY/SAFETY SVCS	3,340.00	.00	.00	.00	3,340.00	.00
390	OTHER PURCH. SVCS	63,930.00	.00	.00	177.50	63,752.50	.28
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	-1,210.00	1,598.70	8,305.28	25,786.02	27.75
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	-1,139.49	1,598.70	19,267.07	110,634.23	15.87

**WEST CHESTER AREA SCHOOL DISTRICT
CAPITAL PROJECTS FUND
Month Ending December 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	10,153,503.90	222.00	10,153,725.90	106,274.10
C033	Exton Renovations/Additions	18,100,000.00	17,642,681.27	164,932.94	17,807,614.21	292,385.79
C034	East Goshen Design and Construction	17,750,000.00	15,779,973.36	750,621.81	16,530,595.17	1,219,404.83
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	17,700,000.00	355,180.78	124,586.60	479,767.38	17,220,232.62
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	7,142,817.62	8,005,812.61	15,148,630.23	12,351,369.77
C059	Westtown-Thornbury Addition	2,500,000.00	57,734.27	130,471.08	188,205.35	2,311,794.65
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	1,278,522.80	1,307,022.80	(322,517.19)
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	208,540.11	3,675,071.61	1,240,149.93
Total Current Projects		149,245,103.20	81,350,914.36	10,663,709.95	92,014,624.31	57,230,478.89

WEST CHESTER AREA SCHOOL DISTRICT
 FOOD SERVICES FUND
 DECEMBER 31, 2020

	2020-21 CONTRACT BUDGET	ACTUAL DECEMBER 2020	YTD 2020-21
<u>REVENUE</u>			
CAFETERIA SALES	2,725,673	3,717	4,545
GOVERNMENT REIMBURSEMENTS	769,873	122,712	568,812
TOTAL REVENUE	3,495,545	126,429	573,357
<u>EXPENDITURES</u>			
COST OF FOOD	1,205,102	32,359	208,354
<i>COMMODITY USAGE</i>	<i>(101,150)</i>	10,236	20,538
LABOR	1,568,170	87,814	409,827
ADMINISTRATIVE EXPENSE	66,495	6,650	26,598
MANAGEMENT FEE	61,380	6,138	24,552
OTHER DIRECT EXPENSES	413,684	30,259	103,256
TOTAL EXPENDITURES	3,213,680	163,220	772,587
 PROFIT/LOSS	 281,865	 (36,791)	 (199,231)

WEST CHESTER AREA SCHOOL DISTRICT
December 2020

	452 EB	440 EG	438 EX	444 FH	445 GA	451 HILLS	437 MCH	448 PW	453 SS	447 WT	Total Elementary	328 F.M.	326 P.M.	327 S.M.	223 RUSTIN	222 EAST	221 HEND.	Total Secondary	OTHER	TOTAL		
Kindergarten	53	49	73	81	87	69	73	74	72	71	702										702	Kindergarten
Special Education - Kinder	9	8	14	12	8	9	10	6	17	14	107										107	Special Education - Kinder
Grade 1	50	70	96	71	99	80	89	76	81	85	797										797	Grade 1
Special Education - Grade 1	4	8	16	14	9	12	8	8	14	6	99										99	Special Education - Grade 1
Grade 2	54	61	70	104	77	88	114	60	94	85	807										807	Grade 2
Special Education - Grade 2	5	6	9	3	13	7	15	10	13	13	94										94	Special Education - Grade 2
Grade 3	63	69	82	91	84	79	85	78	73	84	788										788	Grade 3
Special Education - Grade 3	15	11	21	6	10	8	9	9	14	11	114										114	Special Education - Grade 3
Grade 4	58	61	74	76	63	89	105	69	81	74	750										750	Grade 4
Special Education - Grade 4	8	16	18	11	19	7	11	11	9	14	124										124	Special Education - Grade 4
Grade 5	47	64	55	82	67	82	77	67	88	64	693										693	Grade 5
Special Education - Grade 5	13	10	22	16	14	12	15	20	18	14	154										154	Special Education - Grade 5
Grade 6												264	310	227							801	Grade 6
Special Education - Grade 6												43	53	58							154	Special Education - Grade 6
Grade 7												243	301	241							785	Grade 7
Special Education - Grade 7												50	65	55							170	Special Education - Grade 7
Grade 8												230	333	231							794	Grade 8
Special Education - Grade 8												48	44	42							134	Special Education - Grade 8
Grade 9															257	258	293				808	Grade 9
Special Education - Grade 9															43	47	52				142	Special Education - Grade 9
Grade 10															261	268	306				835	Grade 10
Special Education - Grade 10															59	40	38				137	Special Education - Grade 10
Grade 11															274	254	315				843	Grade 11
Special Education - Grade 11															44	43	46				133	Special Education - Grade 11
Grade 12															294	285	278				857	Grade 12
Special Education - Grade 12															48	41	53				142	Special Education - Grade 12
Regular Education	325	374	450	505	477	487	543	424	489	463	4,537	737	944	699	1,086	1,065	1,192	5,723			10,260	Regular Education
Special Education	54	59	100	62	73	55	68	64	85	72	692	141	162	155	194	171	189	1,012			1,704	Special Education
In - District Total	379	433	550	567	550	542	611	488	574	535	5,229	878	1,106	854	1,280	1,236	1,381	6,735			11,964	In - District Total
Out of District Totals																						
Alternative Ed. Reg. Ed.																				6	6	Alternative Ed. Reg. Ed.
Alternative Ed. Special Ed.																				142	142	Alternative Ed. Special Ed.
Charter Schools																						
Achievement Cyber																				2	2	Achievement Cyber
Agora Cyber																				8	8	Agora Cyber
Avon Grove																				1	1	Avon Grove
Chester County Family Academy																				14	14	Chester County Family Academy
Chester Community Charter																					-	-
Collegium																				247	247	Collegium
Commonwealth Connections - Cyber																				32	32	Commonwealth Connections - Cyber
Insight																				6	6	Insight
PA Distance																					-	-
Pa Leadership - Cyber																				124	124	Pa Leadership - Cyber
Pennsylvania Cyber																				5	5	Pennsylvania Cyber
Pa Virtual - Cyber																				9	9	Pa Virtual - Cyber
Reach Cyber																				6	6	Reach Cyber
Renaissance Academy																				3	3	Renaissance Academy
21st Century - Cyber																				17	17	21st Century - Cyber
Outside PA																						
GRAND TOTAL	379	433	550	567	550	542	611	488	574	535	5,229	878	1,106	854	1,280	1,236	1,381	6,735	622	12,586		

WEST CHESTER AREA SCHOOL DISTRICT

January 25, 2021

OTHER BUSINESS

ACTION ITEMS

Approval of the Memorandum of Agreement between the Chester County Health Department and the West Chester Area School District regarding participation in the Project Assisting Childhood Education through Increased Testing (ACE-IT)

Approval is requested of the Memorandum of Agreement between the Chester County Health Department and the West Chester Area School District regarding participation in the Project Assisting Childhood Education through Increased Testing (ACE-IT).

I so move.

Approval of Motion to Approve the Skills for Life Charter School Application, as Amended and Supplemented

Approval is requested of motion to approve the Skills for Life Charter School Application, as Amended and Supplemented.

I so move.

Approval of Motion to Deny the Skills for Life Charter School Application, as Amended and Supplemented

Approval is requested of motion to deny the Skills for Life Charter School Application, as Amended and Supplemented.

I so move.



THE COUNTY OF CHESTER



COMMISSIONERS
Marian Moskowitz
Josh Maxwell
Michelle Kichline

JEANNE E. CASNER, MPH, PMP
County Health Director

CHESTER COUNTY HEALTH DEPARTMENT
Chester County Government Services Center
601 Westtown Road, Suite 290
West Chester, PA 19380-0990
610-344-6225 FAX: 610-344-6727
www.chesco.org/health

MEMORANDUM OF AGREEMENT
between
Chester County Health Department
and
West Chester Area School District

This Memorandum of Agreement made this 25th day of January, 2021 sets for the terms and understanding between the Chester County Health Department and the West Chester Area School District to participate in the Project ACE-IT (Assisting Childhood Education through Increased Testing) program.

Summary

Project ACE-IT (Assisting Childhood Education through Increased Testing) is a school-based COVID-19 testing program across the five counties in Southeastern Pennsylvania. The program offer rapid, point-of-care testing strategies in school settings. The purpose of ACE-IT is to provide schools with point-of-care rapid testing as a mitigation strategy in the fight against COVID-19. Such testing, in combination with a school's COVID-19 Health and Safety Plan, aims to protect staff and students from exposure to COVID-19 and limit the transmission of COVID-19 on school campuses and school buses, and provide additional information in assessing the safety of in-person instruction, and extracurricular activities hosted on campus. Through the program schools have access to the [Abbott BinaxNOW™ COVID-19 Ag Card](#) antigen kits and the [Cue™ COVID-19](#) molecular test. ACE-IT is a part of the Nation's Coronavirus Testing Strategy as the testing supplies were provided by the Federal government.

Abbott BinaxNOW COVID-19 Ag Card

The BinaxNOW COVID-19 Ag Card is a rapid, point-of-care antigen test administered using a nasal swab in the front area of the nostril and provides COVID-19 results in 15 minutes. These tests are accurate, with accuracy rates of 97%-98% in symptomatic individuals, and approximately 65%-70% when used for routine surveillance. Unexpected antigen test results – symptomatic people receive a negative result, or asymptomatic people receive a positive result – are followed up with confirmatory PCR (molecular) test. The BinaxNOW COVID-19 Ag Card is authorized for use under an Emergency Use Authorization (EUA) by the Federal Food and Drug Administration (FDA).

Antigen tests are immunoassays that detect the presence of a specific viral antigen, which implies current viral infection. Antigen tests are currently authorized to be performed on nasopharyngeal or nasal swab specimens placed directly into the assay's extraction buffer or reagent. Per the Centers for Disease Control and Prevention (CDC), antigen tests perform best when viral load is high in both asymptomatic and symptomatic persons and are informative in diagnostic testing situations in which the person has a known exposure to a person with COVID-19. Due to the evidence of COVID-19 in asymptomatic persons, antigen tests are one approach tool for identifying infection prior to, or in the absence of, symptoms.

Cue COVID-19 Test

The Cue COVID-19 Test is a rapid, point-of-care molecular, or diagnostic, test. The test is accurate based on a 98% specificity and 99% sensitivity. The Cue COVID-19 Test is authorized for use under an Emergency Use Authorization (EUA) by the Federal Food and Drug Administration (FDA).

Molecular nucleic acid amplification tests (NAAT) detect the SARS-CoV-2 virus genetic material. They are more accurate than other methods such as antigen tests. The Cue COVID-19 Test uses isothermal nucleic acid amplification technology for the molecular amplification reaction that is an equivalent alternative amplification method to polymerase chain reaction (PCR).

Test Strategies

Project ACE-IT will implement testing through two strategies:

- Symptomatic Testing – Testing performed on students and staff who present with COVID-19 like symptoms while on campus or on buses. Such testing may include and limited to testing in-school close contacts of students and staff who test positive for COVID-19. This testing strategy is not for use of close contacts from the community. This strategy provides quicker identification of positive individuals and reduces barriers for obtaining a COVID-19 test outside of school.
- Screening/Surveillance Testing – Routine, consistent testing performed on staff and/or students regardless of symptoms. Such testing is most beneficial when it is consistent, and a significant number of individuals participate over a period of time. This strategy increases the potential for preventing COVID-19 from entering the campus.

Both testing strategies allow schools to act quickly and provide the appropriate information based upon test results.

Project Partners

Project ACE-IT has been a collaboration between the PolicyLab at Children’s Hospital of Philadelphia (CHOP), Chester County Health Department, County Intermediate Units, and School Districts. Each contributes to the project as follows:

- | | |
|---|--|
| Children’s Hospital of Philadelphia’s PolicyLab | <ul style="list-style-type: none">• Allocate and disburse tests to health department• Convene partners for planning purposes• Provide training and technical assistance for implementation• Implement electronic platform to support testing• Identify and support solutions that promote participation in ACE-IT |
| County Intermediate Units and School Districts | <ul style="list-style-type: none">• Identify schools for participation• Develop testing approach for participating schools• Attend training• Conduct testing• Identify and support solutions that promote participation in ACE-IT |
| Chester County Health Department | <ul style="list-style-type: none">• Provide public health leadership• Support medical compliance• Support testing implementation• Manage and serve as point of contact for logistics of test distribution and inventory management• Conduct case investigation on individuals receiving positive results• Identify and support solutions that promote participation in ACE-IT |

Authorization to Use of Tests

BinaxNOW Ag Card Test kits used for diagnostic or screening testing, and the Cue COVID-19 Test used for diagnostic testing, are authorized when Clinical Laboratory Improvement Amendments (CLIA) regulations are met. The Chester County Health Department has obtained a CLIA waiver for the use of these tests through the Pennsylvania Department of Health. The CLIA waiver holds the Health Department accountable for the proper storage, handling, use, disposal and training of these tests. As such, the Health Department has established the minimum requirements for participating on Project ACE-IT as specified in the “Minimum Participation Requirements” section.

Additionally, on December 17, 2020, the Pennsylvania Secretary of Health issued an [order authorizing the use of satellite testing locations for COVID-19](#) with authorizes the use of multiple locations for testing. In this Order, the Chester County Health Department serves as the “Oversight Laboratory” and any school or school administration building utilizing rapid, point-of-care tests. The order calls for the following requirements of the Chester County Health Department for use of rapid, point-of-care tests at satellite locations:

1. Each Satellite Testing Location has been approved as a location where testing may be performed under the Oversight Laboratory’s CLIA Certificate.
2. The Oversight Laboratory has confirmed that each Satellite Testing Location has been approved to participate as a Satellite Testing Location by the chief school administrator and the school governing body.
3. The Oversight Laboratory has determined that the facility of each Satellite Testing Location is suitable to operate as a Satellite Testing Location.
4. The Oversight Laboratory has confirmed that one or more health care professionals will be on the premises of the Satellite Testing Location at all times when Authorized Tests are being offered.
5. The Oversight Laboratory will ensure the testing supplies and Authorized Tests are stored and administered in accordance with the manufacturer’s instructions.
6. The Oversight Laboratory has established a mechanism to provide all results of all Authorized Tests performed at all Satellite Testing Locations to the PA Department of Health within 24 hours of the results being available at the Satellite Testing Location.

Minimum Participation Requirements

Public School Districts and County Intermediate Units participating in Project ACE-IT must agree to the following minimum requirements:

- Approval of the chief school administrator and the school governing body to participate in the project as evidence by signature confirmation of understanding and agreement with this MOA.
- Obtain necessary consent from staff and parent/guardian for students who will be tested. A standard consent form will be provided for use.
- Agree to comply with all standing orders (medical order and specific instructions from a medical practitioner to administer a medication to an individual in defined circumstances) as issued by the Chester County Health Department and approved by its Public Health Physician.
- Attend all required training to administer Abbott’s BinaxNOW Ag Card Test kits and the Cue kit per manufacturer specifications. Training will be provided to school districts and intermediate units.
- Agree to prioritize use of the tests as follows:
 - Symptomatic staff and students on campus/buses
 - Screening of students and staff in high-touch classrooms
 - Screening of in-person teachers
 - Screening of bus drivers
 - Screening of all other in-person school staff
 - Screening of all other in-person students, if supplies allow

- Submission of test plan for each location utilizing Abbott’s BinaxNOW Ag Card Test kits to include physical space and staffing. Test plan will be to confirm site suitability by the Chester County Health Department.
- Compliance and accountability for the proper storage, handling, use, disposal of Abbott’s BinaxNOW Ag Card Test kits, Cue swab and all ancillary supplies. Training for proper storage, handling, use and disposal will be provided.
- Agree to submit all required data to the Chester County Health Department and the Pennsylvania Department of Health, as required by law, using the standard data platform provided by Children’s Hospital of Philadelphia’s PolicyLab. Use of the data system provided by CHOP meets this requirement.
- Compliance and accountability for the protection of personal and health information per the Health Insurance Portability and Accountability Act of 1996 (HIPAA) or School District/Intermediate Unit Board Policies governing HIPAA/FERPA.
- Compliance with current Chester County Health Department School Guidance. Participation in this program does not waive the use of other COVID-19 mitigation strategies.
- All unused supplies and materials returned to the Chester County Health Department at the end of the program.

This Memo of Agreement contains the full understanding of the parties. Any modifications to be effected are to be in writing signed by the parties.

IN WITNESS WHEREOF, the parties have entered their duly authorized signatures below on the date first set forth above.

Chester County Health Department

 Jeanne E. Casner, MPH, PMP
 County Health Director

 Date

West Chester Area School District

 Dr. James R. Scanlon
 Superintendent of Schools

**Board of School Directors of the
 West Chester Area School District**

 Chris McCune
 President, Board of School Directors

 Date

 Date

MOTION

The West Chester Area School District Board of School Directors hereby approves the Skills for Life Charter School application, as amended and supplemented. The specific terms of the approval shall be controlled by the charter which is incorporated herein by reference.

ATTEST:

WEST CHESTER AREA SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

Linda Cherashore, Board Secretary

By: _____
Chris McCune, Board President

Date: January 25, 2021

MOTION

The West Chester Area School District Board of School Directors hereby denies the Skills for Life Charter School application, as amended and supplemented. The specific terms of the denial shall be controlled by a written adjudication which is incorporated herein by reference.

ATTEST:

WEST CHESTER AREA SCHOOL DISTRICT

BOARD OF SCHOOL DIRECTORS

Linda Cherashore, Board Secretary

By: _____
Chris McCune, Board President

Date: January 25, 2021