

*Consent Agenda Items

- Complaints of Discrimination/ Discriminatory Harassment-School and Classroom Practices*), Second Reading
- * 6. Approval of New Administrative Guideline 103AG2 Discrimination Complaint Procedures, Second Reading
 - * 7. Approval of New Administrative Guideline 103AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, Second Reading
 - * 8. Approval of Revised Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff (*formerly known as Nondiscrimination/Discriminatory Harassment - Employment Practices*), Second Reading
 - * 9. Approval of Revised Administrative Guideline 104AG1 Discrimination/Sexual Harassment/Retaliation Report Form (*formerly known as Report Form for Complaints of Discrimination/Discriminatory Harassment-Employment Practices*, Second Reading
 - * 10. Approval of New Administrative Guideline 104AG2 Discrimination Complaint Procedures, Second Reading
 - * 11. Approval of New Administrative Guideline 104AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, Second Reading
 - * 12. Approval of Revised Policy 904, Public Attendance at School Events, First Reading
 - * 13. Approval of Revised Policy 907, School Visitors, First Reading
 - * 14. Approval of Revised Policy 203, Immunizations/Communicable Diseases, First Reading
 - * 15. Approval of Revised Policy 209, Health Examinations/Screenings, First Reading
 - * 16. Approval of Annual Independent Contractor Agreement with Berks Deaf and Hard of Hearing
 - 17. Approval of the Election of Daniel O'Keefe, PSBA Vice President
- B. *Pupil Services* Ms. Chester
- * 1. Approval of one (1) Special Education Settlement Agreement
- C. *Personnel*.....Dr. Herrmann
- 1. Approval of Revised Policy 323, Smoking, Tobacco, and Vaping Products – Employees (*formerly known as Tobacco/Nicotine*), First Reading
 - 2. Approval of 2020-21 Board Goals
 - 3. Approval of Technology Department Reorganization
 - 4. Approval of New Director of Equity and Assessment Position and Job Description
- D. *Property and Finance*.....Mr. Bevilacqua
- * 1. Approval of 2020-21 Transportation Schedules
 - * 2. Approval of 2021-2022 Budget Calendar
 - * 3. Approval of the Addendum to the 2020-21 School Bus Transportation Contract with On the Go Kids

- * 4. Approval of the Addendum to the 2020-21 School Bus Transportation Contract with George Krapf Jr. & Sons
- * 5. Approval of Revised Board Policy 705, Safety, First Reading

Other Reports

- A. Intermediate Unit..... Mrs. Tiernan
 - B. PSBA Report.....Dr. Herrmann
 - C. Legislative Liaison.....Dr. Shaw
 - D. Equity ReportMr. Durnell
- X. Other BusinessMr. McCune
- * 1. Approval of School Board Treasurer's Report and Statement of Disbursements Summary Schedule for the Period of August 1, 2020 to August 31, 2020
 - * 2. Approval of the August 31, 2020 Financial Report
 - 3. Approval of Revisions to the Phased School Reopening Health and Safety Plan for SY 2020-21
- XI. Comments from Residents (submitted via google form)
- XII. Adjournment

WEST CHESTER AREA SCHOOL BOARD—**Meeting of August 24, 2020**

Documents previously distributed to Board Members are not recopied or submitted with this draft. Minutes of this meeting, in compliance with Section 518 of the School Laws of Pennsylvania and after approval by the School Board Members will be transcribed into the permanent minute book together with reports indicated (copy in). Routine reports and lengthy multi-page documents made a part of the minutes of this meeting are filed separately for permanent record.

~~~~~

**I. Call To Order**

The West Chester Area School Board met virtually via ZOOM. The meeting began at 7:00 pm. Mr. McCune, Board President, called the meeting to order and led the public in the Pledge of Allegiance.

~~~~~

II. Roll Call

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

Members Absent:

~~~~~

**III. Approval of July 27, 2020 and August 3, 2020 Board Minutes**

**BOARD ACTION:** It was moved by Mrs. Tiernan and seconded by Mr. Spackman to approve the minutes of the July 27, 2020 and August 3, 2020 School Board Meetings.

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

~~~~~

Mr. McCune announced that the Board met in Executive Session on July 27 regarding a personnel matter, July 29 regarding school safety and security, August 3 regarding school safety and security, August 17 regarding a legal matter, and this evening, August 24, regarding personnel.

~~~~~

**IV. Approval of August 24, 2020 Meeting Agenda**

**BOARD ACTION:** It was moved by Ms. Chester and seconded by Dr. Shaw to approve the August 24, 2020 meeting agenda.

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

~~~~~


VI. Public Comments on Agenda Items

There were no public comments on agenda items.

Mr. McCune spoke on behalf of the board acknowledging all the email comments on “returning to school” and stated that the board wants in-person instruction as soon as safely possible.

~~~~~

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

**BOARD ACTION:** It was moved by Dr. Herrmann and seconded by Ms. Chester 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):
 - EHS Alicia Conche Scholarship
 - HHS Kathy Clark Flamm Memorial Scholarship
 - RHS Charles Cognato Scholarship
 - RHS Class of 2024
2. Approval of Revised Policy 016 Electronic Communication, Second Reading
3. Approval of New Administrative Guideline 204AG3 – Attendance Guidelines West Chester Cyber Program, Second Reading
4. Approval of Revised Policy 218 Student Discipline, Second Reading
5. Approval of Revised Policy 227 Controlled Substances/Paraphernalia, Second Reading
6. Approval of Revised Policy 237 Use of Personal Technology/Electronic Devices, Second Reading
7. Approval of Revised Policy 815.2 Communications with Students, Second Reading
8. Approval of Revised Policy 816 Use of Livestream Video on School District Property, Second Reading
9. Approval of Revised Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students *(formerly known as Nondiscrimination/Discriminatory Harassment – School and Classroom Practices)*, First Reading
10. Approval of Revised Administrative Guideline 103AG1 Discrimination/Sexual Harassment/Retaliation Report Form *(formerly known as Report Form for Complaints of Discrimination/ Discriminatory Harassment-School and Classroom Practices)*, First Reading
11. Approval of New Administrative Guideline 103AG2 Discrimination Complaint Procedures, First Reading

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

Pupil Services

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

Personnel

Property & Finance

1. Approval of 2020 Tax Appeals

Parcel #	Name	Sale Price	Original Assessment Appealed	Compare Original Assessed to Sales Value
52-3-100.3C	TEVA Pharmaceuticals USA Inc.	30,000,000.00	10,304,340	34.35%
52-7-25.2	CSW Luxor III West Chester LP	3,000,000.00	420,000	14.00%

1-9-321	Market Street Flats LP	29,750,000.00	5,463,005	18.36%
41-4-31.35	CSH Exton	3,520,000.00	420,000	11.93%

Other Reports

Other Business

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

WEST CHESTER AREA SCHOOL DISTRICT
AUGUST 24, 2020
STATEMENT OF DISBURSEMENTS SUMMARY
FOR THE PERIOD JULY 1, 2020 - JULY 31, 2020

GENERAL FUND DISBURSEMENTS	29,595,941.14
includes	
Technology,	
Federal Programs and any Special State	
Funds	
BILLS PAID	12,595,941.14
INVESTMENTS	17,000,000.00
 CAPITAL RESERVE FUND	 912,317.14
CAPITAL PROJECTS FUND	1,359,025.51
SPECIAL REVENUE - Athletics	4,701.50
TRUST FUNDS	9,366.22
CAFETERIA	9,004.05
STUDENT ACTIVITY FUND DISBURSEMENTS	26,266.42
TRUST AND AGENCY FUND DISBURSEMENTS	13,509.29
 TOTAL DISBURSEMENTS	 31,930,131.27

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

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

~~~~~

**X. Other Business**

**X-2. Approval of the July 31, 2020 Financial Report**

**BOARD ACTION:** It was moved by Mr. Bevilacqua and seconded by Dr. Herrmann to approve the July 31, 2020 Financial Report.

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

~~~~~

XI. Comments from Residents

Frank Toscani - Hello, I'm a concerned tax paying parent of a senior who is an inspiring artist and needs hands on training. So my question is when are we going to revisit the hybrid program, students need in person teaching and not just to be in front of a computer. I work for septa and am a union member and appreciate unions. I've been working throughout the covid and science shows children don't pass it on if teachers are that concerned.

~~~~~

*Mr. McCune read the following lyric, “So let's leave it alone 'cause we can't see eye to eye, there ain't no good guy, there ain't no bad guy, there's only you and me and we just disagree.” ~Dave Mason*

~~~~~

XII. Adjournment:

BOARD ACTION: On motion by Ms. Chester, seconded by Mr. Durnell, the Board, on voice vote, agreed to adjourn at 7:30 p.m.

Board Secretary

Recommendations

Supplement to the Agenda – September 29,2020 - p.1

I.	Removal from Payroll
a.	Resignations
1.	Mairead Barrett, 1.0 Spanish Teacher at Cyber Academy, effective 8/26/20.
2.	Emily Elliott, .8 School Psychologist at Glen Acres ES, effective 12/1/20.
3.	Angela Gordon, 1.0 Spanish Teacher at .8 Henderson HS/.2 Cyber Academy, effective 9/8/20.
4.	Erin Kraynie, .63 Music Teacher at East Bradford ES/.25 Music Teacher at Cyber Academy, effective TBD.
5.	Andrea Tyson, .8 FCS Teacher at Stetson MS, effective 8/27/20.
b.	Retirements
1.	Bernard Harris, 1.0 Security Greeter at East HS, effective 8/7/20. 12 Years of Service.

II.	Additions to Payroll	
a.	Professional Staff: Contract	
1.	Sandi DiNardo	
	Placement	1.0 Spanish Teacher at East HS, Temporary Professional Employee (Non-Tenured), effective TBD, Level 5, Step 5, \$58,200.
	Education	Bachelor of Science from Pennsylvania State University 1999-2003, Master of Arts from West Chester University 2007-2009
	Experience	Spanish Teacher at Ursuline Academy, 8/2020 – current, High School Spanish Teacher LTS at Garnet Valley School District 1/2020 – 6/2020, High School Spanish Teacher LTS at Oxford Area School District 8/2019 0 1/2020, High School Spanish Teacher at Salesianum School 2017-2019, Middle School Spanish Teacher at Coatesville Area School District 2014-2017
	Certification	Instructional II, Spanish
2.	Alexander Fad	
	Placement	.8 Family Consumer Science Teacher at Stetson MS, Temporary Professional Employee (Non-Tenured), effective 9/29/20, Level 1, Step 3, \$40,240.
	Education	Bachelor of Science from West Chester University
	Experience	Elementary Health/PE Long Term Substitute at Downingtown Area School District 2/2020 – current, Middle School Health/PE Long Tem Substitute at Garnet Valley School District 3/2019 – 6/2019, Building Substitute at West Chester Area School District 8/2018-2/2019, Substitute Teacher with InSight5/2018 – current, District Substitute at Tredyffrin Easttown School District 1/2018 – 6/2018
	Certification	Instructional I, Health & Physical Education, Family & Consumer Science Pending
3.	Sean Fash	
	Placement	1.0 English Teacher at .4 Henderson HS/.4 Peirce MS/.2 Cyber Academy, Temporary Professional Employee (Non-Tenured), effective 8/31/20, Level 1, Step 5, \$52,100.
	Education	Bachelor of Arts from LaSalle University 2013-2018

Recommendations
Supplement to the Agenda – September 29,2020 - p.2

	Experience	English Grade 9 Long Term Substitute at Lower Merion School District 9/2019 – 6/2020, Grade 11 English Class H/CP at Lower Merion School District 1/28/2019 – 6/2019, Grade 6 ELA Long Term Substitute at Welsh Valley Middle School 9/2018 – 12/2018, Building Sub at Welsh Valley Middle School 12/2018 – 1/2019
	Certification	Instructional I, English 7-12
4. Shae Fisher		
	Placement	.4 Social Studies Teacher at .2 European and Latin American Studies at Rustin HS/.2 African Asian Cultures at Cyber Academy, Temporary Professional Employee (Non-Tenured), effective 8/31/20, Level 1, Step 3, \$20,120.
	Education	Bachelor of Science from Bob Jones University, SC 2015-2019
	Experience	Social Studies Long Term Substitute at Peirce MS 12/2019 – 6/2020, Building Substitute with InSight 9/2019 – 12/2019
	Certification	Instructional I, Social Studies 7-12
5. Ashley Francello		
	Placement	1.0 Caseworker at Penn Wood ES/East HS/Henderson HS/Rustin HS, Temporary Professional Employee (Non-Tenured), effective 9/3/20, Level 5, Step 4, \$57,100.
	Education	Bachelor of Arts from West Chester University 2009 – 2012, Master of Education from West Chester University 2014-2015
	Experience	Caseworker Long Term Substitute at West Chester Area School District 1/2020 – 6/2020, School Counselor at Roman Catholic High School 2019 – 1/2020
	Certification	Educational Specialist I, Elementary & Secondary School Counselor PK-12
6. Tara Rutter		
	Placement	1.0 Cyber Special Education Teacher at Cyber Academy, Temporary Professional Employee (Non-Tenured), effective TBD, Level 1, Step 5, \$52,100.
	Education	Bachelor of Science from West Chester University 1998-2002
	Experience	Job Coach at Chester County Intermediate Unit 8/1/2017 – current, Special Education Teacher at Downingtown Area School District 8/2003-6/2005, Special Education Teacher Long Term Substitute at Garnet Valley School District 8/2002-6/2003
	Certification	Instructional I, Ment and/or Phys. Handicapped K-12
7. Samantha Thompson		
	Placement	1.0 Special Education Teacher at Cyber Program, Temporary Professional Employee (Non-Tenured), effective 9/21/20, Level 9, Step 4, \$63,900.
	Education	Bachelor of Arts from Coastal Carolina University 2012-2015, Master of Science from Saint Joseph's University 2016-2018
	Experience	English/Reading Teacher at Downingtown East HS, 8/2019 – current, High School English Teacher at Saint Gabriel's Hall 6/2017 – 8/2019,

Recommendations

Supplement to the Agenda – September 29,2020 - p.3

		High School English Teacher Assistant at Montgomery County Intermediate Unit 3/2017 – 6/2017
	Certification	Instructional I, English 7-12, Special Education 7-12
8.	Christine Van Wyk	
	Placement	1.0 Grade 5 Teacher at Cyber Academy, Temporary Professional Employee (Non-Tenured), effective 9/8/20, Level 1, Step 5, \$52,100.
	Education	Bachelor of Science from West Chester University 2000-2005
	Experience	Building Substitute with InSight 1/6/2020 – current, Grade 2 LTS at Interboro School District 8/2019 – 11/2019, Kindergarten Long Term Substitute at Interboro School District 4/2019 – 6/2019, Grade 5 Long Term Substitute at Interboro School District 12/2018 – 3/2019
	Certification	Instructional I, Elementary K-6, Early Childhood N-3
b.	Professional Staff: Long Term Substitute	
1.	Christopher Atkins	
	Placement	1.0 Science Teacher at Fugett MS, Temporary Professional Employee (Non-Tenured), effective 9/29/20, Level 1, Step 1, \$46,000. During Ms. Mazzagatti's leave of absence.
	Education	Bachelor of Science from East Stroudsburg University 2006-2010
	Experience	Technology Education Long Term Substitute at Chichester School District 9/16/19 -6/2020, Teacher at Calvary Baptist School 8/2017 – 6/2018, Substitute Teacher at Pen Argyl Area School District 2/2011 – 10/2016, Substitute Teacher at Nazareth Area School District 4/2011 – 6/2012
	Certification	Instructional I, Grades 4-8 Science, Grades 4-8 Mathematics
2.	Jordan Brown	
	Placement	1.0 Grade 4 at Starkweather ES, Temporary Professional Employee (Non-Tenured), effective 8/24/20, Level 1, Step 1, \$46,000. During Ms. Barbato's leave of absence.
	Education	Bachelor of Science from West Chester University 2015-2019
	Experience	Substitute Teacher at Cape Henlopen School, Delaware 1/2020 – 5/2020
	Certification	Instructional I, Grades Pre-K-4, Special Education Pre-K
3.	Karen Celfo	
	Placement	1.0 Reading Specialist at Fern Hill ES, Professional Employee (Tenured), effective 9/22/20, Level 1, Step 1, \$46,000. During Ms. Gray's temporary assignment.
	Education	Bachelor of Science from Elizabethtown College 2000-2003, Master of Science from West Chester University 2000-2003, Program Specialist Certification from Neumann College 2016-2017
	Experience	Reading Specialist Long Term Substitute at Peirce MS 9/25/18 – 1/23/19.
	Certification	Instructional II, Reading Specialist, Elementary; Program Specialist, ESL

Recommendations
Supplement to the Agenda – September 29,2020 - p.4

4.	Jacqueline Gualtieri	
	Placement	1.0 Caseworker at Starkweather ES, Temporary Professional Employee (Non-Tenured), effective 9/30/20, Level 1, Step 1, \$46,000. During Ms. McLaughlin's leave of absence.
	Education	Bachelor of Arts from West Chester University 2014-2017, Masters in Education from West Chester University 2017-2019
	Experience	School Counselor LTS at Haverford Middle School 8/2019 – 6/2020, Group Counselor at Child Guidance Resource Center 6/2019 – 8/2019, Therapeutic Support Staff at T. W. Ponessa 9/2017 – 6/2018
	Certification	Educational Specialist I, Elementary & Secondary School Counselor PK-12
c.	Administrative Staff: Contract - None	

d.	Support Staff: Non-Bargaining - None	
e.	Support Staff: Contract	
1.	Donna Subers	
	Placement	1.0 Attendance Secretary at Rustin HS, 8 hrs./day, 5 days/week, 186 days/year, effective TBD. Group 2, Step 5, \$17.07.
f.	Support Staff: Substitute - None	

III.	Personnel Events					
a.	Status Change					
	Name	Type	From	To	Effective Date	Salary
1.	Marygrace Hallinan	Professional	1.0 Special Education LTS at Peirce MS	1.0 Special Education Teacher at Peirce MS	9/17/20	Level 5, Step 3 \$56,000
2.	Samantha Zang	Professional	1.0 Grade 5 Teacher at Cyber Academy	1.0 Instructional Technology Coordinator at SEC	9/10/20	\$85,900

b.	Transfer - Involuntary				
	Name	Type	From	To	Effective Date
1.	Pamela Anderson	Professional	1.0 Librarian at Penn Wood ES	.75 Librarian at Penn Wood ES/.25 Librarian at Cyber Academy	8/24/20
2.	Matthew Bloome	Professional	1.0 Librarian at Fern Hill ES	.79 Librarian at Fern Hill ES/.21 Librarian at Cyber Academy	8/24/20

Recommendations
Supplement to the Agenda – September 29,2020 - p.5

b. Transfer - Involuntary					
	Name	Type	From	To	Effective Date
3.	Cheryl Chaborek	Professional	1.0 Librarian at Mary C. Howse ES	.79 Librarian at Mary C. Howse ES/.21 Librarian at Cyber Academy	8/24/20
4.	Sarah Clum	Professional	1.0 Art Teacher at Mary C. Howse ES	.79 Art Teacher at Mary C. Howse ES/.21 Art Teacher at Cyber Academy	8/24/20
5.	Nora Congialdi	Professional	1.0 Librarian at Glen Acres ES	.83 Librarian at Glen Acres ES/.17 Librarian at Cyber Academy	8/24/20
6.	James Davis	Professional	1.0 Health/Physical Education Teacher at Westtown Thornbury ES	.87 Health/Physical Education Teacher at Westtown Thornbury ES/.13 Health/Physical Education Teacher at Cyber Academy	8/24/20
7.	Julia DiFerdinando	Professional	1.0 Autistic Support Teacher at Fugett MS	.8 Autistic Support Teacher at Fugett MS/.2 Autistic Support Teacher at East Goshen ES	8/24/20
8.	Julia DiFerdinando	Professional	.8 Autistic Support Teacher at Fugett MS/.2 Autistic Support Teacher at East Goshen ES	1.0 Autistic Support Teacher at Fugett MS	8/24/20
9.	Katherine Domizio	Professional	1.0 Music Teacher at Westtown Thornbury ES	.87 Music Teacher at Westtown Thornbury ES/.13 Music Teacher at Cyber Academy	8/24/20
10.	Teresa Finegan	Professional	1.0 Librarian at Westtown Thornbury ES	.87 Librarian at Westtown Thornbury ES/.13 Librarian at Cyber Academy	8/24/20

Recommendations
Supplement to the Agenda – September 29,2020 - p.6

b. Transfer - Involuntary					
	Name	Type	From	To	Effective Date
11.	Bethany Gendron	Professional	.9 Librarian at East Goshen ES/.1 Librarian at Cyber Academy	.71 Librarian at East Goshen ES/.29 Librarian at Cyber Academy	8/24/20
12.	Harry Giovan	Professional	1.0 Music Teacher at Hillsdale ES	.87 Music Teacher at Hillsdale ES/.13 Music Teacher at Cyber Academy	8/24/20
13.	Elizabeth Griffin	Professional	1.0 Art Teacher at Westtown Thornbury ES	.87 Art Teacher at Westtown Thornbury ES/.13 Art Teacher at Cyber Academy	8/24/20
14.	Jenna Gruber	Professional	1.0 Music Teacher at Fern Hill ES	.79 Music Teacher at Fern Hill ES/.21 Music Teacher at Cyber Academy	8/24/20
15.	Harry Hober	Professional	1.0 Art Teacher at Hillsdale ES	.87 Art Teacher at Hillsdale ES/.13 Art Teacher at Cyber Academy	8/24/20
16.	James Klingler	Professional	1.0 Music Teacher at Exton ES	.88 Music Teacher at Exton ES/.12 Music Teacher at Cyber Academy	8/24/20
17.	Kayla Krasley	Professional	1.0 Music Teacher at Glen Acres ES	.83 Music Teacher at Glen Acres ES/.17 Music Teacher at Cyber Academy	8/24/20
18.	Erin Kraynie	Professional	.8 Music Teacher at East Bradford ES/.1 Music Teacher at Stetson MS	.63 Music Teacher at East Bradford ES/.25 Music Teacher at Stetson MS	8/24/20
19.	Joanne Lepage	Professional	1.0 Health/Physical education at Hillsdale ES	.87 Health/Physical Education at Hillsdale ES/.13 Health/Physical Education at Cyber Academy	8/24/20
20.	Mary Litzenberg	Professional	1.0 Music Teacher at Mary C. Howse ES	.79 Music Teacher at Mary C. Howse ES/.21 Music Teacher at Cyber Academy	8/24/20

Recommendations
Supplement to the Agenda – September 29,2020 - p.7

b. Transfer - Involuntary					
	Name	Type	From	To	Effective Date
21.	Katherine Loveland	Professional	1.0 Art Teacher at Starkweather ES	.9 Art at Starkweather ES/.1 Art at Cyber Academy	8/24/20
22.	Linda Mangold	Professional	.9 Music Teacher at Penn Wood ES/.1 Music Teacher at Cyber Academy	.75 Music Teacher at Penn Wood ES/.25 Music Teacher at Cyber Academy	8/24/20
23.	Michelle Martin	Professional	.9 Health/Physical Education at East Goshen ES/.1 Health/Physical Education at Cyber Academy	.71 Health/Physical Education at East Goshen ES/.29 Health/Physical Education at Cyber Academy	8/24/20
24.	Tracy McCloskey	Professional	.9 Art Teacher at East Goshen ES/.1 Art Teacher at Cyber Academy	.71 Art Teacher at East Goshen ES/.29 Art Teacher at Cyber Academy	8/24/20
25.	Joy Mittman	Professional	.8 Art Teacher at Glen Acres ES	.58 Art Teacher at Glen Acres ES/.17 Art Teacher at Cyber Academy	8/24/20
26.	Rebecca Monte	Professional	1.0 Health/Physical Education Teacher at Mary C. Howse ES	.79 Health/Physical Education Teacher at Mary C. Howse ES/.21 Health/Physical Education Teacher at Cyber Academy	8/24/20
27.	Bette Naughton	Professional	.8 Art Teacher at East Bradford ES/.2 Art Teacher at Glen Acres ES	.62 Art Teacher at East Bradford ES/.25 Art Teacher at Glen Acres ES	8/24/20

Recommendations
Supplement to the Agenda – September 29,2020 - p.8

b. Transfer - Involuntary					
	Name	Type	From	To	Effective Date
28.	Michael Oliver	Professional	1.0 Health/Physical Education Teacher at Penn Wood ES	.75 Health/Physical Education Teacher at Penn Wood ES/.25 Health/Physical Education Teacher at Cyber Academy	8/24/20
29.	Julie Rand	Professional	.9 Librarian at East Bradford ES/.1 Librarian at Cyber Academy	.63 Librarian at East Bradford ES/.37 Librarian at Cyber Academy	8/24/20
30.	Jennifer Russell	Professional	1.0 Art Teacher at Fern Hill ES	.79 Art Teacher at Fern Hill ES/.21 Art Teacher at Cyber Academy	8/24/20
31.	Annie Seagraves	Professional	.9 Art Teacher at Penn Wood ES/.1 Art Teacher at Cyber Academy	.75 Art Teacher at Penn Wood ES/.25 Art Teacher at Cyber Academy	8/24/20
32.	Aneshka Szczesny	Professional	1.0 Librarian at Hillsdale ES	.87 Librarian at Hillsdale ES/.13 Librarian at Cyber Academy	8/24/20
33.	Geena Teodecki	Professional	1.0 Art Teacher at Exton ES	.88 Art Teacher at Exton ES/.12 Art Teacher at Cyber Academy	8/24/20
34.	William Twaddle	Professional	.9 Health/Physical Education Teacher at East Bradford ES/.1 Health/Physical Education Teacher at Cyber Academy	.63 Health/Physical Education Teacher at East Bradford ES/.37 Health/Physical Education Teacher at Cyber Academy	8/24/20
35.	Michael Usilton	Professional	1.0 Health/Physical Education Teacher at Fern Hill ES	.79 Health/Physical Education Teacher at Fern Hill ES/.21 Health/Physical Education Teacher at Cyber Academy	8/24/20

Recommendations
Supplement to the Agenda – September 29,2020 - p.9

b.	Transfer - Involuntary				
	Name	Type	From	To	Effective Date
36.	Kelly Wittingham	Professional	.8 Special Education at Peirce MS/.2 Special Education at Cyber Academy	1.0 Special Education at Peirce MS	8/24/20
37.	Michael Yarosewick	Professional	1.0 Health/Physical Education Teacher at Glen Acres ES	.83 Health/Physical education Teacher at Glen Acres ES/.17 Health/Physical Educ. Teacher at Cyber Academy	8/24/20

c.	Transfer - Voluntary				
	Name	Type	From	To	Effective Date
1.	Kathleen Neufer	Professional	.8 Math at Fugett MS/.2 Geometry at Cyber Academy	1.0 Math at Fugett MS	8/24/20
2.	Kelly Subasic	Professional	.8 Math at Fugett MS/.2 Geometry at Cyber Academy	.6 Math at Fugett MS/.4 Geometry at Cyber Academy	8/24/20

IV.	Personnel Leave			
a.	Sabbatical Leave			
	Name	Position	Effective Date	Ending Date
1.	Heather Garvey	1.0 Grade 1 Teacher at Fern Hill ES	2 nd Semester 2020-2021 School Year/1 st Semester 2021-2022 School Year	1/2022
2.	Amy Orth	1.0 Emotional Support/Autistic Support Teacher at Mary C. Howse ES	2 nd Semester 2020-2021 School Year	8/2021

Recommendations

Supplement to the Agenda – September 29,2020 - p.10

b.	Unpaid Leave			
	Name	Position	Effective Date	Ending Date
1.	Linda Allan	1.0 Paraprofessional at East Bradford ES	8/31/20	9/29/20
2.	Valerie Cooper	1.0 Paraprofessional at Henderson HS	9/9/20	2021-2022 school year
3.	Beth Cowan	1.0 Library Aide at East HS	8/31/20	9/29/20

V.	Additional Information			
1.	Dr. Kristen Barnello will receive a \$5,000 stipend for her work in the WC Cyber Program.			
2.	Jessica Bien's start date was 9/14/20.			
3.	Dr. Rebecca Eberly will receive a \$5,000 stipend for her work in the WC Cyber Program.			
4.	Susan Gray, 1.0 Reading Specialist at Fern Hill ES, has accepted the 1.0 Temporary Assistant Principal at Fern Hill ES, effective 8/25/20.			
5.	Molly Neubert's start date was 8/24/20.			
6.	Brianna Pagliei's start date was 8/25/20.			
7.	Lauren Stanshine's last day was 9/24/20.			
8.	Tammy Vernacchio's start date was 9/21/20.			
9.	In accordance with the PA State Auditors recommendation, the following list of drivers, employed by our transportation contractors Krapf's and On the Go Kids, require School Board approval. The credentials and security clearances for each of these drivers has been verified to be in compliance with our transportation carrier contracts and have been vetted through the WCASD Transportation Office (see list).			

KRAPF'S

<u>First Name</u>	<u>Last Name</u>	<u>Drivers/Aides</u>
Ty	Anderson	Driver
Beverly	Bahm	Driver
Barb	Bailey	Driver
Margaret	Bailey	Driver
Steve	Bartos	Driver
Kira	Biddle	Driver
Donna	Birkett	Driver
Dan	Bissel	Driver
Charles	Booth	Driver
Vera	Brooks	Driver
Patty	Carey	Driver
Carol	Cloud	Driver
Janice	Conowal	Driver
Steve	Dowan	Driver
Laurie	Crouse	Driver
Jim	Danks	Driver
Darren	Daughtry	Driver

Recommendations

Supplement to the Agenda – September 29,2020 - p.11

<u>First Name</u>	<u>Last Name</u>	<u>Drivers/Aides</u>
Cherie	DeBeaupre	Driver
Princess	Dejour	Driver
Cathy	Della Motta	Driver
Glen	Diffenbach	Driver
Eric	DiPretore	Driver
Richard	DiPretore	Driver
Brenda	Dolinger	Driver
Dan	Elliott	Driver
Giulia	Fetterman	Driver
Tom	Forsythe	Driver
Deven	Garvey	Driver
Staci	Gincley	Driver
Alyssa	Gincley	Driver
Linda	Hamilton	Driver
Dawn	Handy	Driver
Shani	Hash	Driver
Bert	Hewitt	Driver
Dawn	Huskey	Driver
Bruce	Johnson	Driver
Brian	Jones	Driver
Crystal	Kahn	Driver
John	Kelley	Driver
Mary	Kirkner	Driver
Jim	Krause	Driver
Chris	Lear	Driver
Shannon	Lewis	Driver
Lester	Logan	Driver
John	Lonsdale	Driver
Jamie	Mahon	Driver
Steve	Mandell	Driver
Billy	Manetta	Driver
Lori	March	Driver
Vivian	Mariano	Driver
Barb	Martz	Driver
Henry	McCullough	Driver
Phil	Mentzer	Driver
Greg	Moore	Driver
Stephanie	Morse	Driver
Albert	Morton	Driver
Lori	O'Neal	Driver
Deb	Pettit	Driver
Richard	Pryor	Driver
Rich	Quinn	Driver
Meghan	Ranck	Driver
Donald	Rehrig	Driver
Jean	Ringsdorf	Driver
Alicea	Rodriguez	Driver

<u>First Name</u>	<u>Last Name</u>	<u>Drivers/Aides</u>
Steve	Rogers	Driver
Mike	Rossiello	Driver
Suzanne	Schaefer	Driver
Debbie	Scott	Driver
Leonard	Shirk	Driver
Lisa	Sickler	Driver
Glenda	Smith	Driver
Regine	Strey	Driver
Nancy	Swisher	Driver
Jody Ann	Tait	Driver
Donna	Taylor	Driver
George	Thomas	Driver
Judy	Thurwanger	Driver
Will	Torres	Driver
Chris	Urban	Driver
Jimmy	Van Sant	Driver
Tim	Vickrey	Driver
Sarah	Ward	Driver

ON THE GO KIDS

<u>First Name</u>	<u>Last Name</u>	<u>Drivers/Aides</u>
Arlean	Abrams	Aide
Deborah	Armour	Aide
Gail	Brown	Aide
Erica	Cooper	Aide
Rich	Doan	Aide
Mary	Flinn	Aide
Gloria	Floyd	Aide
Noah	Fox	Aide
Lisa	Hardy	Aide
Cora	Henderson	Aide
Edwin	Hyden	Aide
Felicia	Jones	Aide
Evelyn	Kellar	Aide
Andrew	Lewandowski	Aide
Donna	Lewis	Aide
Laureen	Loesch	Aide
Kathy	McComsey	Aide
Jane	O'Gorman	Aide
Teresa	Raysor	Aide
Tiffany	Rodgers	Aide
Courtney	Ryan	Aide
Laurie	Traband	Aide
Brad	Wiley	Aide
Georgette	Winkey	Aide
Sarah	Aberts	Driver

Recommendations

Supplement to the Agenda – September 29,2020 - p.13

<u>First Name</u>	<u>Last Name</u>	<u>Drivers/Aides</u>
John	Ammon	Driver
Carol	Anderson	Driver
Mechelle	Axe	Driver
Marilyn	Baldwin	Driver
Brenda	Bernard	Sub Driver
Marsha	Book	Driver
Kyle	Book	Sub Driver
Hasna	Bouzidi	Driver
Carlos	Brown	Driver
Dorothy	Buchert	Driver
Suzanne	Chamberlain	Drive
Herb	Clader	Driver
Bridgette	Clark	Driver
Charlie	Copeland	Driver
Jesse	Cox	Driver
Paul	Crosby	Driver
Kathleen	DeLong	Sub Driver
Kacie	Furlong	Sub Driver
Bob	Gillen	Sub Driver
Arthur	Gray	Driver
Elisa	Groff	Sub Driver
Sarah	Hanna	Driver
Morgan	Hufford	Driver
Lori	Hugo	Driver
Lori	Jenkins	Driver
Stacy	Kerns	Driver
Pamela	Kitchener	Driver
Johana	Kruse	Driver
Bill	Lowe	Driver
Kevin	McDevitt	Driver
Carl	McElroy	Driver
William	McLaughlin	Sub Driver
Brenda	Mendiola-Ortiz	Driver
Laurie	Micken	Sub Driver
Philip	Micken	Sub Driver
Ross	Mowery	Driver
Joanne	Mozer	Sub Driver
Eileen	Oberholser	Driver
Joan	Olseksi-Thomas	Sub Driver
Pamela	Pierce	Driver
Trisha	Posey	Driver
Gerry	Ryan	Driver
Tracy	Sellers	Driver
Katie	Sharpless	Driver
Kelly	Shenk	Sub Driver
Renae	Shultz	Driver
Dan	Silvestri	Driver

Recommendations

Supplement to the Agenda – September 29,2020 - p.14

<u>First Name</u>	<u>Last Name</u>	<u>Drivers/Aides</u>
Dawn	Sumski	Driver
Sharon	Taraschi	Driver
LaVerne	Taylor	Sub Driver
Bob	Toland	Driver
Loretta	Vanderslick	Driver
Marsha	Williams	Driver
Lorraine	Williams	Driver

VI.	Supplemental Contracts							
	Last Name	First Name	Location	Season	Step	% of Contract	Total Contract	Position Title
	'20-'21 Additions:							
	Cionci	Nicholas	FMS	Fall	1	100.00%	\$2,772.00	Asst. Football Coach
	Coulter	Kathleen	FHE	Annual	1	100.00%	\$4,312.00	Head Teacher
	DeLeo	Michael	FMS	Fall	1	100.00%	\$2,156.00	Asst. Girls Soccer Coach
	Gendall	Lauren	RHS	Fall	1	100.00%	\$3,696.00	Asst. Girls Tennis Coach
	Gomez	Tracy	SMS	Annual	6	100.00%	\$2,842.00	Yearbook Sponsor
	McDaid	James	PMS	Fall	1	100.00%	\$2,156.00	Asst. Volleyball Coach
	Webb	Sharon	FMS	Fall	2	100.00%	\$2,205.00	Asst. Field Hockey Coach
	'20-'21 Winter:							
	Boccio	Leslie	EHS	Winter	4	100.00%	\$5,152.00	Cheerleading Sponsor
	Boyd	James	EHS	Winter	5	100.00%	\$5,334.00	Asst. Boys Basketball Coach
	Carozza	Beth	EHS	Winter	6	50.00%	\$3,857.00	Head Swimming Coach
	Carozza	Beth	EHS	Winter	6	50.00%	\$2,436.00	Asst. Swimming Coach
	Chafetz	Marc	EHS	Winter	6	100.00%	\$5,684.00	Asst. Wrestling Coach
	Costin	Doug	EHS	Winter	6	100.00%	\$1,218.00	Winter Intramurals
	Duncan	Rodney	EHS	Winter	3	100.00%	\$4,536.00	Asst. Boys Basketball Coach
	Durant	Tom	EHS	Winter	4	100.00%	\$6,992.00	Head Boys Basketball Coach
	Gallo	John	EHS	Winter	7	100.00%	\$8,189.00	Head Wrestling Coach
	Garvin	Kevan	EHS	Winter	4	100.00%	\$5,152.00	Asst. Boys Basketball Coach
	Kibler	Jennifer	EHS	Winter	4	100.00%	\$3,680.00	Asst. Cheerleading Coach

Recommendations
Supplement to the Agenda – September 29,2020 - p.15

Last Name	First Name	Location	Season	Step	% of Contract	Total Contract	Position Title
Lanier	Kareem	EHS	Winter	4	100.00%	\$5,520.00	Head Boys Track Coach
Listrani	Erin	EHS	Winter	6	100.00%	\$7,714.00	Head Girls Basketball Coach
Mazzarelli	Nina	EHS	Winter	2	100.00%	\$4,410.00	Asst. Girls Basketball Coach
McCormick	David	EHS	Winter	3	50.00%	\$3,078.00	Head Swimming Coach
McCormick	David	EHS	Winter	4	50.00%	\$2,208.00	Asst. Swimming Coach
Nee	Joanna	EHS	Winter	6	100.00%	\$4,872.00	Asst. Swimming Coach
Stephen	Scott	EHS	Winter	4	100.00%	\$1,104.00	Winter Intramurals
Wiggins	James	EHS	Winter	4	100.00%	\$5,520.00	Head Girls Track Coach
Young	Jessica	EHS	Winter	4	100.00%	\$3,680.00	Asst. Cheerleading Coach
Ziegler	Matthew	EHS	Winter	6	100.00%	\$5,684.00	Asst. Wrestling Coach
Adger	Briheem	HHS	Winter	3	100.00%	\$4,536.00	Asst. Boys Basketball Coach
Beighley	Rob	HHS	Winter	4	100.00%	\$6,992.00	Head Wrestling Coach
Bornstad	Kevin	HHS	Winter	4	100.00%	\$5,152.00	Asst. Boys Basketball Coach
Bott	Jeffrey	HHS	Winter	7	100.00%	\$8,189.00	Head Swimming Coach
Boyer	Kathleen	HHS	Winter	4	100.00%	\$4,416.00	Asst. Swimming Coach
Bryan	Lisa	HHS	Winter	5	100.00%	\$3,810.00	Asst. Cheerleading Coach
Buda	Amy	HHS	Winter	4	100.00%	\$5,152.00	Asst. Girls Basketball Coach
Cella	Alyssa	HHS	Winter	3	50.00%	\$1,620.00	Asst. Cheerleading Coach
Clay	Charles	HHS	Winter	4	100.00%	\$1,104.00	Winter Intramurals
Edwards	Caleb	HHS	Winter	4	100.00%	\$5,152.00	Asst. Wrestling Coach
Ericson	Kathleen	HHS	Winter	3	50.00%	\$1,620.00	Asst. Cheerleading Coach
Frattura	Robert	HHS	Winter	3	100.00%	\$6,156.00	Head Boys Basketball Coach
Johnson	Dave	HHS	Winter	4	100.00%	\$5,152.00	Asst. Girls Basketball Coach

Recommendations
Supplement to the Agenda – September 29,2020 - p.16

Last Name	First Name	Location	Season	Step	% of Contract	Total Contract	Position Title
Kelly	Kevin	HHS	Winter	7	100.00%	\$6,465.00	Head Boys Track Coach
Kelly	Kevin	HHS	Winter	7	20.00%	\$1,293.00	Head Girls Track Coach
Lind	Cody	HHS	Winter	3	50.00%	\$2,268.00	Asst. Wrestling Coach
Lunardi	John	HHS	Winter	6	100.00%	\$1,218.00	Winter Intramurals
Muzi	Jarrett	HHS	Winter	5	100.00%	\$5,334.00	Asst. Boys Basketball Coach
Neff	Greta	HHS	Winter	4	100.00%	\$6,992.00	Head Girls Basketball Coach
Ramos	Lisa	HHS	Winter	6	100.00%	\$5,684.00	Cheerleading Sponsor
Ronayne	Jennifer	HHS	Winter	4	100.00%	\$4,416.00	Asst. Swimming Coach
Taylor	Jacob	HHS	Winter	2	50.00%	\$2,205.00	Asst. Wrestling Coach
Turgeon	Chelsea	HHS	Winter	1	100.00%	\$4,312.00	Asst. Girls Basketball Coach
Wilson	Charles	HHS	Winter	1	80.00%	\$4,620.00	Head Girls Track Coach
Alvanitakis	John	RHS	Winter	6	100.00%	\$1,218.00	Winter Intramurals
Alvanitakis	John	RHS	Winter	5	10.00%	\$533.40	Asst. Boys Basketball Coach
Bacon	Anthony	RHS	Winter	2	50.00%	\$2,205.00	Asst. Girls Basketball Coach
Brickus	Tyree	RHS	Winter	4	29.00%	\$1,494.08	Asst. Boys Basketball Coach
Brown	Shaz	RHS	Winter	7	100.00%	\$6,465.00	Head Boys Track Coach
Chambers	Paul	RHS	Winter	6	32.00%	\$1,818.88	Asst. Boys Basketball Coach
Cochran	Keith	RHS	Winter	4	100.00%	\$6,992.00	Head Boys Basketball Coach
Collins	James	RHS	Winter	4	100.00%	\$5,520.00	Head Girls Track Coach
DiFilippo	Kelly	RHS	Winter	4	100.00%	\$3,680.00	Asst. Cheerleading Coach
Falcone	Jim	RHS	Winter	2	50.00%	\$2,205.00	Asst. Girls Basketball Coach
Finding	Anthony	RHS	Winter	4	100.00%	\$6,992.00	Head Wrestling Coach
Haid	William	RHS	Winter	4	100.00%	\$5,152.00	Asst. Girls Basketball Coach

Recommendations
Supplement to the Agenda – September 29,2020 - p.17

Last Name	First Name	Location	Season	Step	% of Contract	Total Contract	Position Title
Harkins	Brad	RHS	Winter	7	100.00%	\$6,034.00	Asst. Wrestling Coach
Hasson	Carrie	RHS	Winter	4	100.00%	\$5,152.00	Cheerleading Sponsor
Jackson	Larry	RHS	Winter	4	29.00%	\$1,494.08	Asst. Boys Basketball Coach
Lindenberger	Mackenzie	RHS	Winter	1	100.00%	\$3,080.00	Asst. Cheerleading Coach
McLaughlin	Richard	RHS	Winter	4	33.30%	\$1,715.61	Asst. Wrestling Coach
Mohring	Michael	RHS	Winter	6	100.00%	\$1,218.00	Winter Intramurals
Nicholson	Kristina	RHS	Winter	4	100.00%	\$5,152.00	Asst. Girls Basketball Coach
Sackitey	Okoteh	RHS	Winter	2	27.00%	\$1,190.70	Asst. Boys Basketball Coach
Shelton	Latrell	RHS	Winter	4	29.00%	\$1,494.08	Asst. Boys Basketball Coach
Spann	Alex	RHS	Winter	4	44.00%	\$2,266.88	Asst. Boys Basketball Coach
St.Clair	Michael	RHS	Winter	7	100.00%	\$6,034.00	Asst. Boys Basketball Coach
Stackhouse	Lauren	RHS	Winter	2	100.00%	\$5,985.00	Head Girls Basketball Coach
White	Aston	RHS	Winter	4	33.30%	\$1,715.61	Asst. Wrestling Coach
Wood	Tyler	RHS	Winter	3	33.30%	\$1,510.48	Asst. Wrestling Coach
Dunn	Michael	FMS	Winter	4	100.00%	\$2,944.00	Head Boys Basketball Coach
Giordano	Benjamin	FMS	Winter	2	100.00%	\$2,205.00	Asst. Boys Basketball Coach
Giordano	Benjamin	FMS	Winter	2	50.00%	\$472.50	6th Grade Basketball Coach
Hughes	Miriam	FMS	Winter	2	100.00%	\$2,205.00	Asst. Girls Basketball Coach
Wilson	Lindsay	FMS	Winter	5	100.00%	\$3,048.00	Head Girls Basketball Coach
Wilson	Lindsay	FMS	Winter	3	50.00%	\$486.00	6th Grade Basketball Coach
Dumas	Michael	PMS	Winter	6	100.00%	\$4,060.00	Head Wrestling Coach
Fitch	Steven	PMS	Winter	2	100.00%	\$2,205.00	Asst. Boys Basketball Coach

Recommendations
 Supplement to the Agenda – September 29,2020 - p.18

Last Name	First Name	Location	Season	Step	% of Contract	Total Contract	Position Title
Jenkins	Stephen	PMS	Winter	3	100.00%	\$2,592.00	Head Girls Basketball Coach
Marabella	Brandon	PMS	Winter	5	100.00%	\$3,048.00	Asst. Wrestling Coach
McNichol	Michael	PMS	Winter	7	100.00%	\$3,448.00	Asst. Wrestling Coach
Oberholtzer	Erica	PMS	Winter	3	100.00%	\$2,268.00	Asst. Girls Basketball Coach
Wiegner	Harry	PMS	Winter	5	100.00%	\$3,048.00	Head Boys Basketball Coach
Wiegner	Harry	PMS	Winter	6	100.00%	\$1,218.00	6th Grade Basketball Coach
Wildermuth	Timothy	PMS	Winter	1	100.00%	\$924.00	6th Grade Wrestling Coach
Ascareggi	James	SMS	Winter	7	100.00%	\$3,448.00	Head Girls Basketball Coach
Busz	Gerald	SMS	Winter	4	100.00%	\$1,104.00	6th Grade Basketball Coach
Busz	Gerald	SMS	Winter	4	100.00%	\$2,576.00	Asst. Girls Basketball Coach
DellArciprete	Joseph	SMS	Winter	3	100.00%	\$3,240.00	Head Wrestling Coach
Seaman	Brannon	SMS	Winter	2	100.00%	\$2,520.00	Asst. Wrestling Coach
Stolzer	Peter	SMS	Winter	7	100.00%	\$3,448.00	Head Boys Basketball Coach
Removals:							
Braid	Susan	SMS	Annual	5	100.00%	\$1,524.00	7th Grade Team Leader
Cermignano	Brian	PWE	Annual	5	100.00%	\$1,143.00	Safety Patrol Coordinator
Domizio	Katherine	District	Annual	2	50.00%	\$1,417.50	Honors Chorus - Elementary
Donnell	Tom	FMS	Fall	3	100.00%	\$2,268.00	Asst. Girls Soccer Coach
Egleston	Amanda	SMS	Fall	2	100.00%	\$2,205.00	Asst. Girls Soccer Coach
Gallagher	Lori	SMS	Fall	4	100.00%	\$2,944.00	Head Volleyball Coach
Senatore	Carlie	PMS	Fall	2	100.00%	\$2,205.00	Asst. Volleyball Coach
Zang	Samantha	PWE	Annual	2	50.00%	\$1,417.50	After School Intramurals

Recommendations

Supplement to the Agenda – September 29,2020 - p.19

Last Name	First Name	Location	Season	Step	% of Contract	Total Contract	Position Title
Zang	Samantha	PWE	Annual	2	50.00%	\$1,417.50	Computer Coordinator
Adjustments:							
Ericson	Kathleen	HHS	Fall	3	40.00%	\$1425.60	Asst. Cheerleading Coach
Litzenberg	Mary	District	Annual	4	33.00%	\$1,092.96	Honors Chorus - Elementary
Schlamb	Nathan	EHS	Annual	6	100.00%	\$4,466.00	Academic Team Advisor
Toole	Robert	EHS	Fall	1	20.00%	\$800.80	Color Guard

Recommendations
Supplement to the Agenda –ADDENDUM – 2020.9.29. p.1

I. Removals from Payroll

a. Resignations

- | | |
|----|--|
| 6. | Tammy Vernacchio, 1.0 Library Assistant at Rustin HS, effectively 9/25/20. |
|----|--|

b. Retirements - None

II. Additions to Payroll

a. Professional Staff: Contract

9.	Kristal Moscharis	
	Placement	1.0 Spanish Teacher at Rustin HS, Professional Employee (Tenured), effective TBD, Level 5, Step 10, \$66,100.
	Education	Bachelor of Arts from West Chester University 2000-2003, Master of Science from West Chester University 2016-2017
	Experience	Spanish and French Teacher at Burlington County Special Services SD 7/2019 – current, French LTS Teacher at ESS 8/2017-6/2019, Spanish Teacher at Black Horse Pike Regional School District 9/2015-6/2016, Spanish and French Teacher at Bensalem Township school District 9/2011–6/2015
	Certification	Instructional II, Spanish, French

b. Professional Staff: Long Term Substitute - None

c. Administrative Staff: Contract - None

d. Support Staff: Contract - None

e. Support Staff: Substitute - None

III. Personnel Events

a. Status Change

	<u>Name</u>	<u>Type</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>	<u>Salary</u>
3.	Shannon Strauss	Professional	.4 French Teacher Stetson Middle School	.6 French Teacher (.4 Stetson Middle School/.2 Cyber Academy)	8/27/20	\$42,240

b. Transfer - None

IV. Personnel Leave

a. Sabbatical Leave - None

b. Unpaid Leave - None

V. Additional Information - None

VI. Supplemental Contracts - None

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

Tuesday, September 29, 2020

7:00 PM

Livestream

CONSENT AGENDA

I recommend the Board approve the following consent agenda items:

IX. School Board Reports

Committee Reports

Education

1. Approval to Establish the following Account(s): HHS Class of 2020 Scholarship Award
2. Approval to Terminate the following Account(s): HHS Class of 2020
3. Approval to elect the following 2021 PSBA Candidates:
 - President - David Hein
 - Treasurer - Michael Gossert
 - PSBA Insurance Trust Candidate – Michael Faccinetto
 - PSBA Insurance Trust Candidate – Marianne Neel
 - School Board Secretaries Forum Steering Committee - Stephen Skrocki
 - School Board Secretaries Forum Steering Committee - Tracy Long
4. Approval of Revised Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students (*formerly known as Nondiscrimination/Discriminatory Harassment – School and Classroom Practices*), Second Reading
5. Approval of Revised Administrative Guideline 103AG1 Discrimination/Sexual Harassment/Retaliation Report Form (*formerly known as Report Form for Complaints of Discrimination/ Discriminatory Harassment-School and Classroom Practices*), Second Reading
6. Approval of New Administrative Guideline 103AG2 Discrimination Complaint Procedures, Second Reading
7. Approval of New Administrative Guideline 103AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, Second Reading
8. Approval of Revised Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff (*formerly known as Nondiscrimination/Discriminatory Harassment - Employment Practices*), Second Reading
9. Approval of Revised Administrative Guideline 104AG1 Discrimination/Sexual Harassment/Retaliation Report Form (*formerly known as Report Form for Complaints of Discrimination/Discriminatory Harassment-Employment Practices*), Second Reading
10. Approval of New Administrative Guideline 104AG2 Discrimination Complaint Procedures, Second Reading
11. Approval of New Administrative Guideline 104AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints, Second Reading
12. Approval of Revised Policy 904, Public Attendance at School Events, First Reading
13. Approval of Revised Policy 907, School Visitors, First Reading
14. Approval of Revised Policy 203, Immunizations/Communicable Diseases, First Reading

15. Approval of Revised Policy 209, Health Examinations/Screenings, First Reading
16. Approval of Annual Independent Contractor Agreement with Berks Deaf and Hard of Hearing

Pupil Services

1. Approval of one (1) Special Education Settlement Agreements

Personnel

Property & Finance

1. Approval of 2020-21 Transportation Schedules
2. Approval of 2021-2022 Budget Calendar
3. Approval of the Addendum to the 2020-21 School Bus Transportation Contract with On the Go Kids
4. Approval of the Addendum to the 2020-21 School Bus Transportation Contract with George Krapf Jr. & Sons
5. Approval of Revised Board Policy 705, Safety, First Reading

X. Other Business

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

~~~~~

Discussion:

Action: \_\_\_\_\_ Motion: \_\_\_\_\_

Vote: Yes: \_\_\_\_ No: \_\_\_\_

**Background**

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

Responsible Staff: Dr. Scanlon



## WEST CHESTER AREA SCHOOL DISTRICT

### Education Committee

September 29, 2020

#### Action Items

---

**Approval to Establish the following Account(s):** HHS Class of 2020 Scholarship Award  
Approval is requested to establish the following account(s): HHS Class of 2020 Scholarship Award

*I so move.*

**Approval to Terminate the following Account(s):** HHS Class of 2020  
Approval is requested to terminate the following account(s): HHS Class of 2020

*I so move.*

**Approval to elect the following 2021 PSBA Candidates:**

- **President - David Hein**
- **Treasurer - Michael Gossert**
- **PSBA Insurance Trust Candidate – Michael Faccinetto**
- **PSBA Insurance Trust Candidate – Marianne Neel**
- **School Board Secretaries Forum Steering Committee - Stephen Skrocki**
- **School Board Secretaries Forum Steering Committee - Tracy Long**

Approval is requested to elect the following 2021 PSBA Candidates:

- President - David Hein
- Treasurer - Michael Gossert
- PSBA Insurance Trust Candidate – Michael Faccinetto
- PSBA Insurance Trust Candidate – Marianne Neel
- School Board Secretaries Forum Steering Committee - Stephen Skrocki
- School Board Secretaries Forum Steering Committee - Tracy Long

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

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

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

*I so move.*

**Approval of Revised Policy 904 Public Attendance at School Events, First Reading**

Approval is requested of Policy 904 Public Attendance at School Events, First Reading

*I so move.*

**Approval of Revised Policy 907 School Visitors, First Reading**

Approval is requested of Policy 907 School Visitors, First Reading

*I so move.*

**Approval of Revised Policy 203 Immunizations/Communicable Diseases, First Reading**

Approval is requested of Policy 203 Immunizations/Communicable Diseases, First Reading

*I so move.*

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

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

*I so move.*

**Approval of the Annual Independent Contractor Agreement with Berks Deaf and Hard of Hearing, First Reading**

Approval is requested of the Annual Independent Contractor Agreement with Berks Deaf and Hard of Hearing, First Reading

*I so move.*

**Approval of the Election of Daniel O'Keefe, PSBA Vice President**

Approval is requested of the Election of Daniel O'Keefe, PSBA Vice President

*I so move.*



**WEST CHESTER AREA SCHOOL DISTRICT**  
**Education Committee**

**Meeting Minutes**  
**September 21, 2020**  
**Virtual Meeting**  
**Start: 6:04pm      Finish: 6:24pm**

**PLEASE INDICATE WHO WAS THERE**

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

**Other Board Members:** Karen Herrmann, Chris McCune

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

**September Education Committee Agenda Item actions/outcomes to be placed on September 29 Agenda for board approval:**

| <b>Agenda Item</b>                                                                                                                     | <b>Vote</b> |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Approval of the Education Committee Portion of the Combined Education/Property and Finance Committee Meeting Minutes – August 17, 2020 | <b>4-0</b>  |
| Approval of Revised Policy 904, Public Attendance at School Events                                                                     | <b>4-0</b>  |
| Approval of Revised Policy 907, School Visitors                                                                                        | <b>4-0</b>  |
| Approval of the Election of Daniel O'Keefe, PSBA Vice President                                                                        | <b>3-1</b>  |
| Approval of Revised Policy 203, Immunizations/Communicable Diseases                                                                    | <b>4-0</b>  |
| Approval of Revised Policy 209, Health Examinations/Screenings                                                                         | <b>4-0</b>  |
| Approval of Annual Independent Contractor Agreement with Berks Deaf and Hard of Hearing                                                | <b>4-0</b>  |

**Items for approval on the upcoming Board Consent Agenda:**

- Establish the following Account(s): HHS Class of 2020 Scholarship Award
- Terminate the following Account(s): HHS Class of 2020
- Approval to elect the following 2021 PSBA Candidates:
  - President - David Hein
  - Treasurer - Michael Gossert
  - PSBA Insurance Trust Candidate – Michael Faccinetto
  - PSBA Insurance Trust Candidate – Marianne Neel
  - School Board Secretaries Forum Steering Committee - Stephen Skrocki
  - School Board Secretaries Forum Steering Committee - Tracy Long

- Revised Policy 103 Discrimination/Title IX Sexual Harassment Affecting Students *(formerly known as Nondiscrimination/Discriminatory Harassment – School and Classroom Practices)*
- Revised Administrative Guideline 103AG1 Discrimination/Sexual Harassment/Retaliation Report Form *(formerly known as Report Form for Complaints of Discrimination/Discriminatory Harassment-School and Classroom Practices)*
- New Administrative Guideline 103AG2 Discrimination Complaint Procedures
- New Administrative Guideline 103AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints
- Revised Policy 104 Discrimination/Title IX Sexual Harassment Affecting Staff *(formerly known as Nondiscrimination/Discriminatory Harassment - Employment Practices)*
- Revised Administrative Guideline 104AG1 Discrimination/Sexual Harassment/Retaliation Report Form *(formerly known as Report Form for Complaints of Discrimination/Discriminatory Harassment-Employment Practices)*
- New Administrative Guideline 104AG2 Discrimination Complaint Procedures
- New Administrative Guideline 104AG3 Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints

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





**WEST CHESTER AREA SCHOOL DISTRICT  
APPLICATION TO ESTABLISH ACCOUNT**

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

Date: 31-Jul-20

Check appropriate box:

☐ Student Activity Account (Fund 50)

Building: Henderson High School

☒ Trust Account (Fund 51)

Name of Account: Class of 2020 Scholarship Award

State the purpose for which this account is intended:

To award a scholarship to future graduating student(s) with financial need

List Source(s) of revenue:

Remaining funds raised through various fundraisers to pay for Class of 2020 expenses that were never used due to Corona Virus. - \$5,000.00

List types of expenses to be incurred:

Future scholarship awards

How long do you plan to keep this account active: Until funds are depleted

N/A  
Student Officer's Signature

N/A  
Student Officer's Name Printed

Faculty Sponsor's Signature

Grace Malizia  
Faculty Sponsor's Name Printed

Principal's Signature

Signature of Director of Secondary Education

**BOARD OF EDUCATION ACTION**

This request was: ☐ APPROVED

☐ DISAPPROVED

by the Board of Education at their meeting held on :

Meeting Date

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

Board Secretary's Signature

Date

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





WEST CHESTER AREA SCHOOLDISTRICT  
DEPLETION OF SENIOR CLASS FUNDS

Submit 3 copies to the Director of Secondary Education with  
Application to Terminate Account for submission to the Board.

Date: 6/15/2020

We, the Class of 2020 (year) choose option # [please check your choice below],  
and want the remaining funds in the class treasury depleted in the following manner  
upon graduation. This form will be used as the documentation on file at the building  
noting the class purchase.

\$2,797.<sup>20</sup>

- 1.\* The remaining money to be used to purchase a class gift or to make  
a donation. We, the Class of 2020 (year) want the following  
to be purchased/donated:

donated to the Class of 2021.

OR

\$5,000.<sup>00</sup>

2. With the remaining money, the Principal and/or their committee  
will purchase a gift of their choosing or make an appropriate donation.

will set up a scholarship account for  
future classes

[Signature]  
Class Officer's Signature

Trey Conrad  
Class Officer's Name Printed

Grace Malizia  
Faculty Advisor's Signature


Grace Malizia  
Faculty Advisor's Name Printed

[Signature]  
Principal's Signature

[Signature]  
Signature of Director of Secondary Education

\*This method is preferred.

**WEST CHESTER AREA SCHOOL DISTRICT**  
School Board Secretary

TO: Board of School Directors  
Cc: Jim Scanlon  
FROM: Linda Cherashore   
DATE: September 3, 2020  
RE: PSBA Election – 2021 slate of candidates

---

It is PSBA election time. PSBA bylaws require each district's school board to cast their votes in a public meeting in either August or September. Approval of the slate of candidates will be discussed during the September Education Committee meeting. This year all candidates are running unopposed except the vice president position. The slate of candidates follows. Click on the highlighted candidates name to read about their qualifications.

**Officers**

- **President-Elect**     [David Hein](#), Parkland School District (Lehigh Co.)
- **Vice President**     [Sabrina Backer](#), Franklin Area School District (Venango Co.)  
                                 [Daniel O'Keefe](#), Northgate School District (Allegheny Co.)
- **Treasurer**             [Michael Gossert](#) Cumberland Valley SD (Cumberland Co.)

Western at Large     *(we are in eastern PA so we do not vote for this position)*

Section Advisors 2, 4, 6 *(we vote only for the candidate in our Section (8) - no applications were submitted this year)*

**PSBA Insurance Trust Trustees**

Member entities also are asked to vote for open trustee positions on the PSBA Insurance Trust board. There are currently two seats open and two candidates. A member school entity can vote for up to two individuals. PSBA Insurance Trust provides complimentary travel/accident insurance to all school directors from member school entities while on official school board business. As such, all member school entities are considered participants in PSBA Insurance Trust programs and are eligible to vote.

- **Trustee (term ends Dec. 31, 2023) - Choose up to *two* candidates for a 3-year term:**
  - [Michael Faccineto](#), Bethlehem Area School District
  - Marianne Neel, PSBA Past President

**School Board Secretaries Forum Steering Committee:**

- **Forum Steering Committee (term ends Dec. 31, 2022)** Choose up to **two** candidates for a 3-year term:
  - Stephen Skrocki, North Penn School District
  - [Tracy Long](#), Keystone Central School District

This information is on the PSBA website and is included here along with frequently asked questions.

As the person authorized to register votes on behalf of our school entity, I will do so after the September 29 board meeting and as required, will send you the PSBA voting receipt.

If you have any questions, please let me know.

Attachment



## Frequently Asked Questions

The answers below are drawn primarily from PSBA Bylaws and PSBA Policy 108 – Procedures and Campaign Policy for Election of Officers and At-Large Representatives)

- **How many affirmative votes are needed to select a candidate?**  
*A candidate must receive a simple majority of votes of a quorum of the entity's governing board in order for an entity's vote to be cast for that candidate.*
- **What happens if a school board is deadlocked and cannot select one candidate for a particular office?**  
*If the board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.*
- **Does the school board need to vote at a public meeting to elect PSBA officers?**  
*Yes. PSBA Policy 108 specifies that votes of an entity's board are to be cast at a public meeting.*
- **Is a roll call vote needed?**  
*A roll call vote is not required. However, that procedure may be used if it appears necessary in order to accurately determine the outcome of a vote that is not unanimous.*
- **Are governing boards of intermediate units, career and technical centers and community colleges also entitled to cast votes in PSBA elections?**  
*Yes. The boards of all PSBA member entities whose current-year membership dues are paid in full are eligible to cast that entity's votes in PSBA elections.*
- **If I am also on the IU board or CTC JOC, does that mean I am able to participate in the voting of each entity?**  
*Yes.*
- **May a board abstain from voting on a particular office?**  
*There is no general rule that requires a vote to be cast for every office on a ballot, so as a practical matter abstention is allowed, but of course not encouraged.*
- **Our board secretary never received an email from Simply Voting with the log in password to the online ballot.**  
*This email will not arrive until voting opens on Aug. 23. Be sure your firewall security is allowing the*



email [vote@simplyvoting.com](mailto:vote@simplyvoting.com) to get through. Additionally, you can notify your IT staff that email blasts from Simply Voting will originate from the IP address: 198.21.6.73 or 184.173.105.83. Ask them to add these to your firewall safe lists. **PLEASE NOTE:** Only member entities in good standing may vote. If your dues have not arrived by Aug. 23, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues for 2020 - 21.

➤ **Why do some candidates have an asterisk next to their name on the ballot?**

*The Leadership Development Committee may, by majority vote, determine that one or more candidates for any elected position will be designated on the ballot as a candidate the Leadership Development Committee considers to be highly qualified. (PSBA Bylaws, Section 6 C – Nominations)*

Below is an excerpt from PSBA Policy 108 (as amended August 13, 2015), addressing how votes are cast by member entity boards.

***J. Voting procedures.***

1. *Voting procedures. Voting and registering of votes shall take place during a period commencing eight (8) weeks prior to the annual meeting of the Delegate Assembly and ending two (2) weeks prior to the annual meeting of the Delegate Assembly, unless the PSBA Governing Board declares a shorter voting period. Specific dates for the first and last day of voting shall be widely publicized to the membership.*
2. *Sufficiently prior to the voting window, printed slates of candidates, along with instructions for voting, shall be distributed to the board secretary of the Governing Board of each member entity eligible to cast votes. For purposes of the PSBA election process and this policy, a Joint Operating Committee is regarded as that entity's Governing Board.*
3. *Casting of votes by member entities.*
  - a. *Each member entity whose current year PSBA dues have been paid in full shall be entitled to cast one (1) vote for each elected position presented for election. An entity may cast a vote only for an at-large position for the section of the state to which it is assigned.*
  - b. *The vote of the entity for each position shall be determined by simple majority vote of the entity's Governing Board (majority of a quorum), cast at a public meeting of the Board.*
  - c. *A candidate must receive a majority of votes of a quorum of the entity's Governing Board present and voting in order for an entity's vote to be cast for that candidate. A plurality of votes by an entity's Governing Board for any candidate is not sufficient. In the event that no candidate for a position receives at least a majority of votes of the quorum present and voting, a run-off shall be conducted between the two (2) candidates previously receiving the most votes. If the Board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.*



- d. *The secretary of each entity's Board shall record the Board's vote as to each elected position on the ballot.*
- e. *The selections of each member entity's Board for the elected positions on the ballot cast for that entity shall be registered with the PSBA Credentials Committee by the secretary of each entity's Board.*







## **PSBA Slate of Candidates**

This slate is provided for informational purposes only. All voting takes place online. Each member entity's board secretary has received additional information on the voting procedures. Visit [PSBA Officer Elections](#) for more details on each candidate, including photos and videos.

\* The Leadership Development Committee may, by majority vote, determine that one or more candidates for any elected position will be designated to the ballot as a candidate the Leadership Development Committee considers to be highly qualified. (PSBA Bylaws, Section 5 C – Nominations). *Please Note, this designation does not apply to individuals running for PSBA Insurance Trust positions.*

### **President Elect – One Year Team**

- David Hein\*, Parkland School District (Lehigh Valley County)

#### **Biography/Statement**

My name is David Hein and I am running for President-Elect of the PSBA Governing Board. I am a two-term member of the Parkland School Board and the current Vice-President. I am a member and past chairman of our Personnel and Finance committee and have also served on our Academics, Arts and Athletics committee. I also serve on the Joint Operating Committee of the Lehigh Career and Technical Institute. I am the current Vice-Chairman and have also served two terms as Treasurer. I have been an active member of PSBA since being elected to the Parkland School Board. I am the current PSBA Governing Board Vice President as well as my board's legislative liaison. I have served on the PSBA Audit Committee, the PSBA Legislative Advisory Committee and the PSBA Leadership Development Committee. I am in my first year of a four-year term as the PSBA representative on the School Safety and Security Committee (a committee under the Pennsylvania Commission on Crime and Delinquency). I enjoy attending the annual PSBA conference and delegate assembly and have taken advantage of several webinars and in-person training sessions.

PSBA is the go-to organization for school boards across the state for all things related to public education. Guidance on district policies, budget information, legislative issues, training, and professional development are just some of the services PSBA offers. PSBA is respected on both the state and national level. My vision is to have PSBA remain a relevant and powerful voice in Harrisburg, advocating for a fairly funded, equitable Pennsylvania public school system. I would like to see PSBA continue to partner with other state-wide education organizations (PASA, PASBO and similar organizations) to further promote and strengthen public education in the state.



The 2019/2020 school year played out like no other in recent years. From a pandemic and state-ordered school closures to protests and civil unrest across the state and country, this school year has presented numerous challenges. It laid bare the inequities in resources (technology, education supplies, food) from district to district. And the challenges from previous years did not go away: safety and security, fair funding, charter/cyber charter reform, property tax increases and unfunded mandates just to name a few. School districts will face all of these issues in the near term as well. We, as school board directors, need to continue to fight for more funding, mandate relief and charter school reform. Working in conjunction with PSBA and other like-minded organizations, I believe that we will make progress on these issues. As this school year has shown us, we will need to remain flexible and nimble and be able to pivot to address our ever-changing education landscape.

I hope to be able to continue to serve this great organization and help school districts provide a quality, public education to every child across the state.

#### **Vice President – One Year Team**

- Sabrina Backer\*, Franklin Area School District (Venango County)

#### **Biography/Statement**

I have been fortunate to find a calling that I truly enjoy and that gives me a sense of purpose. I find that in my school board service. It fulfills my need to give back to my community. For this I am a proud member of the FASD school board. Being a member of the Governing Board of PSBA has allowed me to be a part of something larger and to give back in another way. Serving the role of Vice President would allow me to immerse myself even further into school board service. I believe that public education is corner stone for our communities. A member of my local board has said on a few occasions “not everyone parents like you do” about parents not always providing the best they can for their children. This is my reason for what I do. I want to do everything I can to help those children who need the board to fight for them, when their parents do not. This is what I plan to accomplish in my tenure. I want to do what is best for our students, so they can graduate with the best possible education.

#### **Vice President – One Year Team**

- Daniel O’Keefe\*, Northgate School District (Allegheny County)



### **Biography/Statement**

As the Western At-Large Representative for seven years, I have had the opportunity to participate in the positive growth of PSBA. During this time, the board has been able to significantly improve services to members and increase the membership value. In addition, as we expanded programs, we enhanced the educational component of the organization.

I have seen where PSBA was in 2014, at the transition of the board structure, and where we are today. Having utilized the time in my position of At-Large Representative to develop a thorough understanding of the organization, I am looking for the opportunity to move into a role as an officer to sustain the momentum and support future possibilities for PSBA to support the membership.

My depth of experience as a member of this board will provide a foundation for my service as an officer in support of the organization's continued growth. My desire is to be an integral part of taking the organization to the next level, by drawing on my experience as a PSBA board member, as well as my involvement on many local and regional boards.

### **Treasurer**

- Michael Gossert\*, Cumberland Valley School District (Cumberland County)

### **Biography/Statement**

I have Served on the governing board as Treasure for 3 years. I have significant experience with municipal finance as well as nonprofit board experience.

My intent with all my nonprofit experience is to enhance the position of the board and it's members. To keep them in the strongest posts ensure their viability and strength as it relates to their service to the community.

### **Western at Large**

- Marsha Pleta\*, Washington School District (Washington County)

### **Biography/Statement**

I wish to serve in the Western At-Large position as I would be a voting member on the Governing Board which leads to change. I believe in Public Education. It should be a birthright that each child in this nation receives the tools and resources for a successful future, regardless of their socioeconomic standing. It requires great organization, collaboration, and communication of all stakeholders. The research, information, and advocacy the PSBA provides will enable



this birthright to prosper.

As a positive communicator, I will ensure that school directors will actively engage in the materials provided by PSBA. When we all have the vision, awareness, and actively seek knowledge then and only then can we truly advocate success for all students. What I hope to accomplish is to ensure that no students are lost in an isolated cyber world where poor education takes place in a non-transparent environment that takes millions of dollars from public education. I am passionate about public education and want to serve the children of this nation to become successful men and women with hopes and dreams that come true!

### **Sectional Advisors**

#### **Section 2**

- Aimee Kemick, Ridgway School District (Venango County)

#### **Biography/Statement**

I am very passionate about Public Education. I am dedicated to helping students overcome obstacles to achieve academic success. I want to advocate for Public Education on the Local, State and National level. I want to continue my work on the legislative Platform Committee.

#### **Section 4**

- Brian Petula, Lackawanna Trail School District (Lackawanna County)

#### **Biography/Statement**

I wish to serve in this position to support and help organize fellow School Directors in my region. I hope to learn and share best practices encouraging more interaction between Directors and School Boards. Generally, I would like to contribute toward elevating the professionalism, competence, ethics and public perception of School Directors.

#### **Section 6**

- Andrea Christoff\*, Mount Union Area School District (Huntingdon County)

#### **Biography/Statement**

In January 2019 Karen Devine of PSBA asked me to consider filling a vacancy for Sectional Advisor of Section 6. I was apprehensive to take on the responsibility at first. However, after meeting with Karen and receiving more information, I decided that I would “throw my hat in the ring”. The “job” as Sectional Advisor has provided me with an abundance of knowledge



regarding education to share with fellow board members. I feel as though I am just now becoming familiar with PSBA and all it has to offer the school districts of Pennsylvania. I truly believe I can make a difference and assist other school directors acquire the necessary information they need to make educated decisions for their districts. If I can perform this duty for school districts, then all our students can succeed!

### **PSBA Insurance Trust**

Member entities also are asked to vote for open trustee positions on the PSBA Insurance Trust board. There are currently two seats open and two candidates. A member school entity can vote for up to two individuals. PSBA Insurance Trust provides complimentary travel/accident insurance to all school directors from member school entities while on official school board business. As such, all member entities are considered participants in PSBA Insurance Trust programs and are eligible to vote.

#### **Trustee (Term ends Dec 31, 2023)**

- Michael Faccinetto, Bethlehem Area School District
- Marianne Neel, PSBA Past President\*

### **PSBA School Board Secretaries Forum Steering Committee**

This slate is provided for informational purposes only. All voting takes place online. Each member school entity's board secretary has received additional information on the voting procedures.

#### **Form Steering Committee (term ends Dec. 31, 2022)**

- Stephen Skrocki, North Penn School District
- Tracy Long, Keystone Central School District



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

### **Authority**

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

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

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

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

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

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

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

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

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

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

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

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

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

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

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

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

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

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

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

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



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

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

#### Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

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

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

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

#### Confidentiality

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

#### Retaliation

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

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

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

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

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



## **Definitions**

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

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

### **Discriminatory Harassment**

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

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

Sufficiently severe, persistent or pervasive; and

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

### **Sexual Harassment**

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

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

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

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

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

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

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

## **Definitions Related to Title IX Sexual Harassment**

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

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

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

**Counseling.**

**Extensions of deadlines or other course-related adjustments.**

**Modifications of class schedules.**

**Campus escort services.**

**Mutual restrictions on contact between the parties.**

**Increased security.**

**Monitoring of certain areas of the campus.**

**Assistance from domestic violence or rape crisis programs.**

**Assistance from community health resources including counseling resources.**

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

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

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

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

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

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

**Length of relationship.**

**Type of relationship.**

**Frequency of interaction between the persons involved in the relationship.**

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

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

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

**Fear for their safety or the safety of others.**

**Suffer substantial emotional distress.**

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

### **Delegation of Responsibility**

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

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

**Address: 782 Springdale Drive, Exton PA 19341  
email: [julmer@wcasd.net](mailto:julmer@wcasd.net)  
Phone: 484-266-1006**

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

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

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

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

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

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

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

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

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

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

## **Guidelines**

### **Title IX Sexual Harassment Training Requirements**

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

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

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

### **Disciplinary Consequences**

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

**Loss of school privileges.**

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

**Exclusion from school-sponsored activities.**

**Detention.**

**Suspension.**

**Expulsion.**

**Referral to law enforcement officials.**

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

### **Reports of Discrimination**

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

### **Reports of Title IX Sexual Harassment**

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

### **Other Reports**

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

~~–Complaint Procedure Student/Third Party~~

### **~~–Step 1 Reporting~~**

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

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

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

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

## **~~–Step 2 Investigation~~**

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

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

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

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

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

## **~~–Step 3 Investigative Report~~**

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

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

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

## **~~–Step 4 District Action~~**

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

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

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

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

#### Appeal Procedure

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

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

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

#### Miscellaneous

#### **Right to Alternative Complaint Procedure –**

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

#### **False Charges—**

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

#### Legal

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

15. Pol. 218

16. Pol. 247

17. Pol. 249

18. U.S. Const. Amend. XIV, Equal Protection Clause

19. 24 P.S. 1301

20. 29 CFR 1604.11

21. 29 CFR 1606.8

22. Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

23. Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)

24. Office for Civil Rights - Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on the Basis of Sex; Race, Color and National Origin; and Disability (Oct. 26, 2010)

25. Office for Civil Rights - Resources for Addressing Racial Harassment

26. Office for Civil Rights - Revised Harassment Guidance: Harassment of Students by School Employees, Other Students or Third Parties Title IX (January 2001)

27. Pol. 806

28. 18 Pa. C.S.A. 2709

29. Pol. 815

20 U.S.C. 1232g

28 CFR Part 35

28 CFR Part 41

34 CFR Part 99

34 CFR Part 100

34 CFR Part 104

34 CFR Part 106

34 CFR Part 110

Pol. 113

Pol. 122

Pol. 123

Pol. 138

Pol. 216

Pol. 701





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

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



[103AG1 Disc.SexualHarassment.Retaliation Report Form, rev 8.20.pdf \(253 KB\)](#)

**103AG1 DISCRIMINATION/SEXUAL HARASSMENT/RETALIATION  
REPORT FORM**

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

Position: Director of Human Resources

Address: 782 Springdale Drive Exton PA 19341

Email: julmer@wcasd.net

Phone Number: 484-266-1006

**Retaliation Prohibited**

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

**Confidentiality**

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

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

**I. Information About the Person Making This Report:**

Name: \_\_\_\_\_

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

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

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

I am a:

☐ Student    ☐ Parent/Guardian    ☐ Employee    ☐ Volunteer    ☐ Visitor

☐ Other \_\_\_\_\_ (please explain relationship to the district)

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

Name: \_\_\_\_\_

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

☐ Other: \_\_\_\_\_ (please explain relationship to the alleged victim)

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

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

Name(s):

**The reported individual(s) is/are:**

☐ Student(s)    ☐ Employee(s)

☐ Other \_\_\_\_\_ (please explain relationship to the district)

### **III. Description of the Conduct You are Reporting**

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

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

Where did the reported conduct take place?

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

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

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

☐ Yes      ☐ No

If yes, who did you tell about it?

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

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

---

Signature of Person Making the Report

---

Date

---

Received By

---

Date

**FOR OFFICIAL USE ONLY**

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

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

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

**I. Reporter Information:**

Name: \_\_\_\_\_

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

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

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

Reporter is a:

☐ Student    ☐ Parent/Guardian    ☐ Employee    ☐ Volunteer    ☐ Visitor

☐ Other \_\_\_\_\_ (please explain relationship to the district)

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

Name: \_\_\_\_\_

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

☐ Other: \_\_\_\_\_ (please explain relationship to the alleged victim)

## II. Respondent Information

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

Name(s):

**The reported respondent(s) is/are:**

- ☐ Student(s)      ☐ Employee(s)
- ☐ Other \_\_\_\_\_ (please explain relationship to the district)

## III. Level of Report:

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

## IV. Type of Report:

- ☐ Title IX Sexual Harassment      ☐ Discrimination      ☐ Retaliation      Other \_\_\_\_\_

## Nature of the Report (check all that apply):

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

## V. Reported Conduct

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

How often did the conduct occur?

Is it being repeated?      ☐ Yes      ☐ No

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

☐ No.

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

Date Director of Special Education was contacted: \_\_\_\_\_

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

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

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

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

## **VI. Safety Concerns**

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

☐ No.

☐ Yes, please describe:



## VII. Other Reports

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

☐ No

☐ Yes      Date reported: \_\_\_\_\_ Agency: \_\_\_\_\_

## VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

☐ Policy 103. Discrimination/Title IX Sexual Harassment Affecting Students

☐ Policy 104. Discrimination/Title IX Sexual Harassment Affecting Staff

☐ Policy 247. Hazing

Policy 249. Bullying

Other \_\_\_\_\_

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

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

☐ Yes

☐ No

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

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

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

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

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

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

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

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

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

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

## **IX. Recommended Course of Action**

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

☐ No further action at this time. Reason:

☐ Policy 247. Hazing

☐ Policy 249. Bullying

☐ Other

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

Discrimination Complaint Procedures

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

## **X. Title IX Information to Complainant**

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

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

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

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

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

## **XI. Title IX Coordinator Signature**

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

Title IX Coordinator: \_\_\_\_\_

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

## **XII. Title IX Formal Complaint Action**

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

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

☐ Yes

☐ No

Complainant's Signature: \_\_\_\_\_

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

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

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

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

Title IX Coordinator's Signature: \_\_\_\_\_

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



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

## **DISCRIMINATION COMPLAINT PROCEDURES**

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

### Definitions

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

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

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

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

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

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

### Reasonable Accommodations

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

### Required Reporting Under Other Policies

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

### Timeframes

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

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

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

## **PROCEDURES FOR COMPLAINTS OF DISCRIMINATION**

### **Step 1 – Reporting**

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

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

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

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

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

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

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

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

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

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

## **Step 2 – Initial Communications**

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

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

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

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

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

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

#### Informal Remedies -

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

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

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

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

### **Step 3 – Investigation**

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



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

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

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

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

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

#### **Step 4 – Investigative Report**

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

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

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

### **Step 5 – District Action**

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

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

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

### **Appeal Procedure**

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

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

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

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

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

## **TITLE IX SEXUAL HARASSMENT PROCEDURES AND GRIEVANCE PROCESS FOR FORMAL COMPLAINTS**

### Definitions

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

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

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

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

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

The following actions shall not constitute retaliation:

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

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

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

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

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

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

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

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

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

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

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

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

- b. **Sexual assault** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- c. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to either:
1. Fear for their safety or the safety of others.
  2. Suffer substantial emotional distress.

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

## **TITLE IX SEXUAL HARASSMENT PROCEDURES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The district shall treat complainants and respondents equitably by:

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

#### Disciplinary Procedures When Reports Allege Title IX Sexual Harassment -

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

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

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

#### Supportive Measures -

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

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

#### Reasonable Accommodations -

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

#### Emergency Removal -

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

#### Administrative Leave -

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

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



bargaining agreement or individual contract.

#### Required Reporting Under Other Policies -

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

#### Timeframes

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

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

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

#### Redirection or Dismissal of Title IX Formal Complaints

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

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

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

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

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

#### Consolidation of Title IX Formal Complaints

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

### **GRIEVANCE PROCESS FOR FORMAL COMPLAINTS**

#### **Step 1 – Formal Complaint**

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

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

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

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

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

Notice Requirements -

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

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

## **Step 2 – Informal Resolution Process**

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

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

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

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

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

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

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

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

### **Step 3 – Investigation**

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

When investigating a formal complaint, the investigator shall:

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

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

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

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

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

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

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

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

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

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

#### **Step 4 – Written Determination and District Action**

Designation of Decision-Maker -

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

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

## Written Determination Submissions -

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

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

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

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

## Written Determination -

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

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

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

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

5. A statement of, and rationale for, the result as to each allegation, including:

- a. Determination regarding responsibility.
- b. Disciplinary sanctions.
- c. Remedies designed to restore or preserve equal access to the district's education program or activity that will be provided by the district to the complainant. Such remedies may be punitive or disciplinary and need not avoid burdening the respondent.

6. The procedures, deadline and permissible bases for the complainant and respondent to appeal.

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

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

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

## **Appeal Process**

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

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



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

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

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

For all appeals, the designated appeal authority shall:

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

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

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

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

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

## Recordkeeping

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

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



|              |                                                                               |
|--------------|-------------------------------------------------------------------------------|
| Book         | Policy Manual                                                                 |
| Section      | 100 Programs                                                                  |
| Title        | Discrimination/Title IX Sexual Harassment Affecting Staff - rev and new title |
| Code         | 104                                                                           |
| Status       | Second Reading                                                                |
| Adopted      | August 1, 2015                                                                |
| Last Revised | March 25, 2019                                                                |

### **Authority**

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

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

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

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

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

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

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

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

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

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

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

#### Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

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

#### Administrative Leave –

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

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

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

#### Confidentiality

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

### Retaliation

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

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

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

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

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

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

### Definitions

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

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

### Discrimination or Harassment

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

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

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

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

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

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

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

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

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

### **Definitions Related to Title IX Sexual Harassment**

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

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

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

**Counseling or Employee Assistance Program.**

**Extensions of deadlines or other course-related**

**adjustments. Modifications of work or class schedules.**

**Campus escort services.**

**Mutual restrictions on contact between the**

**parties. Changes in work locations.**

**Leaves of  
absence.**

**Increased  
security.**

**Monitoring of certain areas of the campus.**

**Assistance from domestic violence or rape crisis programs.**

**Assistance from community health resources including counseling resources.**

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

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

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

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

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

**Length of  
relationship.**

**Type of  
relationship.**

**Frequency of interaction between the persons involved in the relationship.**

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

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

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

directed at a specific person that would cause a reasonable person to either: [19]

Fear for their safety or the safety of

others.

Suffer substantial emotional distress.

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

### Delegation of Responsibility

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

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

**Address: 782 Springdale Drive, Exton PA 19341**

**email: julmer@wcasd.net**

**Phone: 484-266-1006**

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

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

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

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

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

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



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

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

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

## **Guidelines**

### **Title IX Sexual Harassment Training Requirements**

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

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

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

### **Disciplinary Consequences**

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

### **Reports of Discrimination**

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

## **Reports of Title IX Sexual Harassment**

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

## **Other Reports**

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

## **Right to an Alternative Complaint Procedure**

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

## **Complaint Procedure—Employee/Third-Party**

### **Step 1—Reporting**

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

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

### **Step 2—Investigation**

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

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

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

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

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

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

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

### **Step 3—Investigative Report**

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

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

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

### **Step 4—District Action**

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

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

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

### Appeal Procedure

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

### Legal

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



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

Please download and complete the form below.



[AG 104AG1 -Disc.TitleIXSexualHarrassmentStaff Report Form rev 8.20.pdf \(464 KB\)](#)

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

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

Position:

Address:

Email:

Phone Number:

### **Retaliation Prohibited**

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

### **Confidentiality**

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

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

### **I. Information About the Person Making This Report:**

Name: \_\_\_\_\_

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

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

Assigned School Building(s):

I am a:

☐ Employee      ☐ Volunteer      ☐ Visitor

☐ Other \_\_\_\_\_ (please explain relationship to the district)

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

Name: \_\_\_\_\_

The alleged victim is:

☐ Another Employee      ☐ Student

☐ Other: \_\_\_\_\_ (please explain relationship to the alleged victim)

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

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

Name(s):

**The reported individual(s) is/are:**

☐ Student(s)      ☐ Employee(s)

☐ Other \_\_\_\_\_ (please explain relationship to the district)

**III. Description of the Conduct You are Reporting**

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

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

Where did the reported conduct take place?

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

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

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

☐ Yes      ☐ No

If yes, who did you tell about it?

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

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

\_\_\_\_\_  
Signature of Person Making the Report

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date



***FOR OFFICIAL USE ONLY***

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

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

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

**I. Reporter Information:**

Name: \_\_\_\_\_

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

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

Assigned School Building(s):

Reporter is a:

☐ Employee      ☐ Volunteer      ☐ Visitor

☐ Other \_\_\_\_\_ (please explain relationship to the district)

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

Name: \_\_\_\_\_

The alleged victim is:

☐ Another Employee      ☐ Student

☐ Other: \_\_\_\_\_ (please explain relationship to the alleged victim)

## II. Respondent Information

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

Name(s):

**The reported respondent(s) is/are:**

- ☐ Student(s)      ☐ Employee(s)
- ☐ Other \_\_\_\_\_ (please explain relationship to the district)

## III. Level of Report:

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

## IV. Type of Report:

- ☐ Title IX Sexual Harassment    ☐ Discrimination    ☐ Retaliation    ☐ Other \_\_\_\_\_

**Nature of the Report (check all that apply):**

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

## V. Reported Conduct

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

How often did the conduct occur?

Is it being repeated?    ☐ Yes        ☐ No

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

☐ No.

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

Date Director of Special Education was contacted: \_\_\_\_\_

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

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

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

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

## **VI. Safety Concerns**

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

☐ No.

☐ Yes, please describe:

## VII. Other Reports

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

☐ No

☐ Yes      Date reported: \_\_\_\_\_ Agency: \_\_\_\_\_

## VIII. Identification of Policies Implicated by Reported Conduct

Check all that apply:

☐ Policy 103. Discrimination/Title IX Sexual Harassment Affecting Students

☐ Policy 104. Discrimination/Title IX Sexual Harassment Affecting Staff

☐ Other \_\_\_\_\_

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

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

☐ Yes

☐ No

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

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

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

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

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

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

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

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

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

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

## **IX. Recommended Course of Action**

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

☐ No further action at this time. Reason:

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

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

☐ Other \_\_\_\_\_

## **X. Title IX Information to Complainant**

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

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

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

## **XI. Title IX Coordinator Signature**

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

Title IX Coordinator: \_\_\_\_\_

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

## **XII. Title IX Formal Complaint Action**

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

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

☐ Yes ☐ No

Complainant's Signature: \_\_\_\_\_

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

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

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

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

Title IX Coordinator's Signature: \_\_\_\_\_

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



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

## **DISCRIMINATION COMPLAINT PROCEDURES**

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

### Definitions

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

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

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

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

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



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

#### Reasonable Accommodations

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

#### Required Reporting Under Other Policies

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

#### Timeframes

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

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

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

### **PROCEDURES FOR COMPLAINTS OF DISCRIMINATION**

#### **Step 1 – Reporting**

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

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

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

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

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

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

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

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

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

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

## **Step 2 – Initial Communications**

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

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

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

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

### *Informal Remedies -*

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

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

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

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

### **Step 3 – Investigation**

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

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

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

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

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

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

### **Step 4 – Investigative Report**

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

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

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

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

### **Step 5 – District Action**

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

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

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

### **Appeal Procedure**

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

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

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

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



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

## **Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints**

### Definitions

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

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

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

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

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

The following actions shall not constitute retaliation:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **TITLE IX SEXUAL HARASSMENT PROCEDURES**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The district shall treat complainants and respondents equitably by:

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

#### Supportive Measures -

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

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

#### Reasonable Accommodations -

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

#### Employee Disciplinary Procedures When Reports Allege Title IX Sexual Harassment -

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

#### Administrative Leave -



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

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

#### Required Reporting Under Other Policies -

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

#### Timeframes

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

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

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

#### Redirection or Dismissal of Title IX Formal Complaints

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

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

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

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

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

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

#### Consolidation of Title IX Formal Complaints

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

### **GRIEVANCE PROCESS FOR FORMAL COMPLAINTS**

#### **Step 1 – Formal Complaint**

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

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

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

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

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

#### **Notice Requirements -**

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

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

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

## **Step 2 – Informal Resolution Process**

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

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

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

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

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

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

grievance process for formal complaints.

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

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

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

### **Step 3 – Investigation**

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

When investigating a formal complaint, the investigator shall:

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Step 4 – Written Determination and District Action**

##### **Designation of Decision-Maker -**

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

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

##### **Written Determination Submissions -**

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

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

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

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

##### **Written Determination -**

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

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

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

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

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

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

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

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

## **Appeal Process**

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

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

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

describing the basis for the appeal.

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

For all appeals, the designated appeal authority shall:

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

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

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

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

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

### Recordkeeping

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

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



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



|               |                                    |
|---------------|------------------------------------|
| Book          | Policy Manual                      |
| Section       | 900 Community                      |
| Title         | Public Attendance at School Events |
| Code          | 904                                |
| Status        | First Reading                      |
| Adopted       | August 1, 2015                     |
| Last Reviewed | July 27, 2015                      |

### **Purpose**

The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities **and health and safety** during such events. **This policy establishes conditions, restrictions, and procedures to regulate public attendance and conduct at school and school-sponsored activities.**

### **Definition**

**State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including the product marketed as Juul and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with law, shall be defined to include the following:**[\[1\]](#)[\[2\]](#)

1. **Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.**
2. **Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.**
3. **Any product containing, made or derived from either:**
  1. **Tobacco, whether in its natural or synthetic form; or**
  2. **Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.**
4. **Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.**

**The term tobacco product does not include the following:**[\[1\]](#)[\[2\]](#)

1. **A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled.**
2. **A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. *Federal law requires the district to maintain a drug-free environment, at which marijuana of any kind is prohibited.*** [3][4]

~~**Tobacco** – for purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, pipe, or other smoking product or material and smokeless tobacco in any form.~~ [1]

### **Authority**

The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. **The Superintendent or designee and building principal may limit attendance to designated areas or may limit the number of attendees to school events when necessary to protect the health and safety of students, staff and the public, in accordance with Board-approved health and safety plans and guidance from state and local officials.**

The Board prohibits gambling and the possession and use of controlled substances prohibited by state or federal law, alcoholic beverages and weapons on school premises. [5][6]

**Attendees shall be informed of the district's health and safety rules through announcements and posting of appropriate signage. Health and safety rules must be followed prior to entry and while attendees are in school buildings and on school property, in accordance with Board policy, district procedures, the Board-approved health and safety plans and guidance from state and local officials.** [7]

### **Guidelines**

~~A schedule of fees for attendance at school events shall be prepared by the Superintendent or his/her designee and adopted by the Board.~~

### **Tobacco and Vaping Products**

The Board prohibits **use of tobacco use and vaping products, including the product marketed as Juul and other e-cigarettes**, by any persons in its school buildings and on any property, **school** buses, vans, and vehicles that are owned, leased, or controlled by the school district. [1][4]

**This policy does not prohibit possession of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, by members of the public of legal age at school or school-sponsored activities.**

**The Board deems it to be a violation of this policy for an individual in attendance at school or a school-sponsored activity to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a minor.**

### **Delegation of Responsibility**

**A schedule of fees for attendance at school events shall be prepared by the Superintendent or his/her designee and adopted by the Board.**

**The Superintendent shall ensure that this policy is posted on the district's publicly accessible website.**

## **Reports**

### ***Law Enforcement Incident Report -***

~~The Superintendent or his/her designee may report incidents involving the sale of tobacco to minors by any person on school property, at any school sponsored activity, or on a conveyance providing transportation to or from a school or school sponsored activity to the local police department that has jurisdiction over the school's property, i~~ In accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies, **the Superintendent or designee may report to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, the use or sale of tobacco or vaping products, including Juuls and other e-cigarettes, by any person in a school building; on a school bus or other vehicles that are owned, leased, or controlled by the school district; or on any property owned, leased, or controlled by the school district.**

### ***Office for Safe Schools Report -***

~~In accordance with state law, t~~ The Superintendent shall annually, by July 31, report all incidents of **prohibited possession, use or sale of tobacco and vaping products, including Juuls and other e-cigarettes,** by any person on school property to the Office for Safe Schools on the required form. [10][11].

~~The district shall annually notify staff, parents/guardians, and members of the public about the district's tobacco policy by publishing such in handbooks, newsletters, posted notices, or other efficient methods.~~[1]

~~Building administrators shall be responsible for enforcing this policy in their respective buildings and the school property around their respective buildings.~~

## **Guidelines**

### **Free Admittance**

District residents who are sixty (60) years of age or older may be given a senior gold card, which shall permit them to attend all school activities, including athletic events, free of charge.

### **Service Animals**

Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.[12][13][14].

## Legal

1. 35 P.S. 1223.5
2. 24 P.S. 511
3. 24 P.S. 775
4. 20 U.S.C. 7183
5. 24 P.S. 1302.1-A
7. 22 PA Code 10.2
8. 22 PA Code 10.22
9. 18 Pa. C.S.A. 6305
10. Pol. 805.1
11. 24 P.S. 1303-A
12. 28 CFR 35.136
13. Pol. 718
14. 43 P.S. 953
- 20 U.S.C. 7181 et seq
- 22 PA Code 403.1
- 28 CFR Part 35



|               |                 |
|---------------|-----------------|
| Book          | Policy Manual   |
| Section       | 900 Community   |
| Title         | School Visitors |
| Code          | 907             |
| Status        | First Reading   |
| Adopted       | August 1, 2015  |
| Last Reviewed | July 27, 2015   |

### **Authority**

~~It shall be the policy of the Board to balance school visitation by parents/guardians and/or other interested persons for school related purposes without unnecessarily compromising the rights of children to a stable, safe and disruption free learning environment. All visitors will be subject to this policy and administrative regulations developed to implement this policy, including district guidelines for classroom, program, or service observations.~~[\[1\]](#)

**The Board welcomes and encourages interest in district educational programs and other school-related activities. The Board recognizes that such interest may result in visits to school by parents/guardians, adult residents, educators and other officials. To ensure order in the schools and to protect students and employees, it is necessary for the Board to establish policy governing school visits.**[\[1\]](#)

### **Delegation of Responsibility**

**The Superintendent or designee and building principal have the authority to prohibit the entry of any individual to a district school, in accordance with Board guidelines and state and federal law and regulations.**

**The Superintendent or designee and building principal may limit visitors to designated areas or may limit the number of visitors to a district school when necessary to protect the health and safety of students, staff and the public.**

**The Superintendent or designee shall develop administrative regulations to implement this policy and control access to school buildings and school classrooms.**

### **Guidelines**

Unauthorized visitors will not be permitted in school buildings, on school grounds or to interfere with the education process of a school. All visitors must report to the building office directly upon entering school property to secure permission to conduct a visitation, **provide any required information or identification to protect the health and safety of students, staff and the school community, as well as** and to receive a visitor's pass. All visitors shall be required to submit to a Raptor scan (or other such building level security program that may exist) to proceed beyond the building office.

Visitation shall be scheduled appointments. Appointments with teachers shall be before or after school, during planning periods, or at a mutually convenient time. Visitors may not interrupt a teacher who is teaching or supervising students.

No visitor may confer with a student during the school day without prior permission from the building principal or designee. An exception to this policy may apply in connection with the cooperation with law enforcement officials, probation officers, or as may otherwise be required by law.

Visitors to the building for volunteer purposes shall also comply with applicable Board policy.[2]

### Classroom Visitations

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with the established administrative guideline (907AG1) and by submission of (907AG2) Parent Visitation Observation Form.[1][3]

### Military Personnel

Members of the active and retired Armed Forces, including the National Guard and Reserves, shall be permitted to:[4][5]

1. Visit and meet with district employees and students when such visit is in compliance with Board policy and district procedures.
2. Wear official military uniforms while on district property.

### Legal

1. 24 P.S. 510
  2. Pol. 916
  3. 22 PA Code 14.108
  4. 24 P.S. 2402
  5. Pol. 250
- Pol. 000
- Pol. 805.1



|               |                                         |
|---------------|-----------------------------------------|
| Book          | Policy Manual                           |
| Section       | 200 Pupils                              |
| Title         | Immunizations and Communicable Diseases |
| Code          | 203                                     |
| Status        | First Reading                           |
| Adopted       | August 1, 2015                          |
| Last Reviewed | March 23, 2015                          |

### **Authority**

In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that **guidance and orders from state and local officials**, established **Board** policy and administrative regulations, **and Board-approved health and safety plans** be followed by students, parents/guardians, and district staff.[\[1\]](#)[\[3\]](#)

### **Definitions**

**Certificate of Immunization** - the official form furnished by the Pennsylvania Department of Health. The certificate is filled out by the parent/guardian or health care provider and signed by the health care provider, public health official or school nurse or a designee. The certificate is given to the school as proof of full immunization. The school maintains the certificate as the official school immunization record or stores the details of the record in a computer database.[\[3\]](#)

**Medical Certificate** - the official form furnished by the Pennsylvania Department of Health setting out the immunization plan for a student who is not fully immunized, filled out and signed by a physician, certified registered nurse practitioner or physician assistant, or by a public health official when the immunization is provided by the Department of Health or a local health department, and given to a school as proof that the student is scheduled to complete the required immunizations.

### **Guidelines**

#### **Immunization**

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.

A certificate of immunization shall be maintained as part of the health record for each student, as required by the Pennsylvania Department of Health.[\[2\]](#)

**A student shall be exempt from immunization requirements only if the parent/guardian objects in writing to such immunization on religious grounds and specifies the religious**



**grounds which are the basis for the requested exemption; or where a physician certifies that the student's medical condition contraindicates immunization, that is, that the immunization would be detrimental to the student's health.**

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend district schools, unless exempted for medical or religious reasons or provisionally admitted by the Superintendent **or designee after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance, or in accordance with programs or guidance established by the PA Department of Health.**[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

~~A student shall be exempt from immunization requirements only if the parent/guardian objects in writing to such immunization on religious grounds and specifies the religious grounds which are the basis for the requested exemption; or where a physician certifies that the student's medical condition contraindicates immunization, that is, that the immunization would be detrimental to the student's health.~~[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

**Homeless students who have not been immunized or are unable to provide immunization records due to being homeless shall be admitted in accordance with the provisions of applicable law and regulations.**[\[5\]](#)[\[8\]](#)[\[9\]](#)

**Foster care students and students transferring into a school within the Commonwealth shall be admitted in accordance with law and regulations, and shall have thirty (30) days to provide proof of immunization, a medical certificate detailing the plan to complete a multiple dose vaccine series or to satisfy the requirements for an exemption.**

Monitoring of immunization requirements shall be the responsibility of the Superintendent or designee and the head nurse.[\[3\]](#)

Students attending child care group settings located in a school, a pre-kindergarten program, or an early intervention program operated by the district shall be immunized in accordance with the Advisory Committee on Immunization Practices (ACIP) standards.[\[7\]](#)

The Superintendent or designee shall:

1. Ensure that parents/guardians are informed prior to a student's admission to school of the requirements for immunization, and the requisite proof of immunization.[\[2\]](#)[\[3\]](#)[\[5\]](#)[\[6\]](#)[\[8\]](#)
2. Process an exemption requested by a parent/guardian if the prerequisites for an exemption herein are met.
3. Investigate and recommend to the Board district-sponsored programs of immunization that may be warranted to safeguard the health of the school community. Such program shall be subject to Board approval and may be conducted in cooperation with local health agencies.

The Superintendent or designee shall report immunization data ~~on the required form~~ **electronically** to the **PA** Department of Health by ~~October 15~~ **December 31** of each year. **If the district is unable to complete the report electronically, the Superintendent or designee shall report the immunization data on the required form to the PA Department of Health by December 15.** [\[9\]](#)

### Communicable Diseases

The Board authorizes **directs** that students who have been diagnosed by a physician or are suspected of having a disease by the school nurse shall be excluded from school for the period indicated by regulations of the **PA** Department of Health **or guidance from state or local health officials** for certain specified diseases and infectious conditions.[\[10\]](#)[\[11\]](#)[\[12\]](#)

Parents/Guardians shall be notified of this policy at the beginning of the school year, and that during the school year it may be necessary for a student to be excluded from school due to communicable disease. Parents/Guardians of a student needing to be excluded shall be notified and required to come to school or have a designated emergency contact come to school to transport the student home or to an appropriate place of care. Students may return to school when the criteria for readmission following a communicable disease, as set forth in law, regulations or guidance from state or local health officials, have been met.

The Board directs school staff to request emergency contact information from parents/guardians of students at the beginning of each school year and request that it be updated as necessary during the school year.

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the PA Department of Health.[\[13\]](#)[\[14\]](#)[\[15\]](#)

The Superintendent or designee shall direct that health guidelines, **Board-approved health and safety plans**, and universal precautions designed to minimize the transmission of communicable diseases be implemented in district schools.

Instruction regarding prevention of communicable and life-threatening diseases shall be provided by the schools in the educational program for all levels, in accordance with state regulations.[\[16\]](#)

Parents/Guardians shall be informed of and be provided opportunities during school hours to review all curriculum materials used in instruction relative to communicable and life-threatening diseases **in accordance with Board Policy**.[\[16\]](#)[\[17\]](#)[\[18\]](#)

#### Health Records

A comprehensive health record shall be maintained for each student enrolled in the district. The record shall include the results of required tests, measurements, screenings, regular and special examinations, and medical questionnaires.[\[19\]](#)[\[20\]](#)

All health records shall be confidential, and their contents shall be divulged only when necessary for the health of the student or to a physician at the written request of the parent/guardian. **The district may disclose information from health records to appropriate parties in connection with an emergency when necessary to protect the health or safety of the student or other individuals, in accordance with applicable law and Board policy.**

## Legal

1. 28 PA Code 23.81 et seq
  2. 28 PA Code 23.85
  3. 24 P.S. 1303a
  4. 22 PA Code 11.20
  5. 28 PA Code 23.83
  6. 28 PA Code 23.84
  7. 28 PA Code 27.77
  8. Pol. 200
  9. 28 PA Code 23.86
  10. 28 PA Code 27.71
  11. 28 PA Code 27.72
  12. Pol. 204
  13. 28 PA Code 27.1
  14. 28 PA Code 27.2
  15. 28 PA Code 27.23
  16. 22 PA Code 4.29
  17. 22 PA Code 4.4
  18. Pol. 105.1
  19. 24 P.S. 1402
  20. Pol. 209
  21. 24 P.S. 1409
- Pol. 000
- Pol. 105.2

|                     |                                |
|---------------------|--------------------------------|
| Book                | Policy Manual                  |
| Section             | 200 Pupils                     |
| Title               | Health Examinations/Screenings |
| Code                | 209                            |
| Status              | First Reading                  |
| Adopted             | August 1, 2015                 |
| Last Revised        | July 27, 2020                  |
| Prior Revised Dates | 6/26/2017                      |

### **Authority**

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

### **Guidelines**

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

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

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

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

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

Parents/Guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and

notice that the parents/guardians may attend. The notice shall encourage the parent/guardian to have the examination or screening conducted by the student's private physician or dentist at the parent's/guardian's expense to promote continuity of care. Such statement may also include notification that the student may be exempted from such examination or screening if it is contrary to the parent's/guardian's religious beliefs.[\[7\]](#)[\[8\]](#)[\[9\]](#)

A student who presents a statement signed by the parent/guardian that a ~~medical~~ **health** examination is contrary to his/her ~~the student's or parent's/guardian's~~ religious beliefs shall be examined only when the Secretary of Health determines that facts exist indicating that ~~the student~~ **certain conditions** would present a substantial menace to the health of others in contact with the student if the student is not examined **for those conditions**.[\[10\]](#)[\[11\]](#)

Where it appears to school health officials or teachers that a student deviates from normal growth and development, or where school examinations reveal conditions requiring health or dental care, the parent/guardian shall be notified of the apparent need for a special examination by the student's private physician or dentist. The parent/guardian shall report to the school whether a special examination occurred. If the parent/guardian fails to report whether the examination occurred within a reasonable time after being notified of the apparent need and the abnormal condition persists, appropriate school personnel shall arrange a special ~~medical~~ **health** examination for the student.[\[2\]](#)[\[4\]](#)[\[12\]](#)

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

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

### **Health Monitoring**

**The Board directs district staff to monitor student health in accordance with applicable Board policy and the Board-approved health and safety plan.**[\[15\]](#)

**A student may request an alternative method of monitoring as a religious accommodation, and designated district staff shall assess and respond to such request in accordance with applicable law, regulations and Board policy. A request for an accommodation that would unreasonably impair safety or cause undue hardship will not be granted.**[\[16\]](#)

**A student with a health condition that may render a monitoring method ineffective should notify designated staff so that alternative or supplemental methods may be considered.**[\[16\]](#)[\[17\]](#)

**Students who may be exhibiting symptoms that indicate health concerns shall be referred to the school nurse or designated staff for further assessment and response, in accordance with Board policy.**

### **Health Records**

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

All health records shall be confidential and shall be disclosed only when necessary for the health of the student, when requested by the parent/guardian, in accordance with law and Board policy, or as

otherwise may be required by law.[\[15\]](#)[\[16\]](#)[\[17\]](#)

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

Designated district staff shall request from the transferring school the health records of students transferring into district schools. Staff shall respond to such requests for the health records of students transferring from district schools to other schools.[\[15\]](#)

The district shall destroy student health records in accordance with the district's records retention schedule and consistent with law.[\[15\]](#)[\[21\]](#)

### **Delegation of Responsibility**

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

The Superintendent or designee shall ensure that notice is provided to all parents/guardians regarding the existence of and eligibility for the Children's Health Insurance Program (CHIP).[\[12\]](#)

#### Legal

1. 24 P.S. 1401
2. 24 P.S. 1402
3. 24 P.S. 1403
4. 22 PA Code 12.41
5. 24 P.S. 1407
6. 28 PA Code 23.1 et seq
7. 24 P.S. 1405
8. 28 PA Code 23.2
9. 20 U.S.C. 1232h
10. 24 P.S. 1419
11. 28 PA Code 23.45
12. 24 P.S. 1406
13. 23 Pa. C.S.A. 6311
14. Pol. 806
15. 24 P.S. 1409
16. Pol. 113.4
17. Pol. 216
18. 20 U.S.C. 1232g
19. 34 CFR Part 99
20. Pol. 805
21. Pol. 800
- 24 P.S. 1401-1419
- 22 PA Code 403.1
- 23 Pa. C.S.A. 6301 et seq



WEST CHESTER AREA SCHOOL DISTRICT  
Pupil Services Committee  
September 29, 2020

ACTION ITEMS

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

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

*I so move.*



WEST CHESTER AREA SCHOOL DISTRICT  
School Board Meeting  
September 29, 2020

**PERSONNEL COMMITTEE**

**ACTION ITEMS**

**Approval of revised Board Policy 323 Smoking, Tobacco and Vaping Products – Employees (formerly known as Tobacco/Nicotine)**

Approval is requested of Approval is requested of revised Policy 323 Smoking, Tobacco and Vaping Products – Employees (formerly known as Tobacco/Nicotine)

*I so move.*

**Approval of the 2020-21 Board Goals**

Approval is requested of the 2020-21 Board Goals

*I so move.*

**Approval of Technology Department Reorganization**

Approval is requested of Technology Department Reorganization

*I so move.*

**Approval of New Director of Equity and Assessment Position and Job Description**

Approval is requested of New Director of Equity and Assessment Position and Job Description

*I so move.*

**West Chester Area School District**  
**Personnel Committee –September 21, 2020**  
**Meeting Minutes**

Committee Members: Dr. Karen Herrmann-Chair, Mr. Randell Spackman

Other Board Members: Ms. Joyce Chester, Mr. Chris McCune, Mrs. Sue Tiernan

Administration: Dr. Tammi Florio, Dr. Sara Missett, Dr. Leigh Ann Ranieri, Dr. Jim Scanlon, Mr. John Scully, Dr. Sokolowski, Dr. Jeffrey Ulmer, Mr. Michael Wagman

| <b>Agenda Item</b>                                                                                                                  | <b>Vote</b> |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------|
| • Approval of Personnel Committee Meeting Minutes from October 28, 2019 Combined Personnel and Property & Finance Committee Meeting | <b>2-0</b>  |
| • Approval of revised Policy 323 Smoking, Tobacco, and Vaping Products – Employees (formerly known as Tobacco/Nicotine)             | <b>2-0</b>  |
| • Approval of 2020-21 Board Goals                                                                                                   | <b>2-0</b>  |
| • Approval of Technology Department Reorganization                                                                                  | <b>2-0</b>  |
| • Approval of job description and new position: Director of Equity and Assessment                                                   | <b>2-0</b>  |



|              |                                                                                        |
|--------------|----------------------------------------------------------------------------------------|
| Book         | Policy Manual                                                                          |
| Section      | 300 Employees                                                                          |
| Title        | Smoking, Tobacco, and Vaping Products - Employees (formerly known as Tobacco/Nicotine) |
| Code         | 323                                                                                    |
| Status       | First Reading                                                                          |
| Adopted      | August 1, 2015                                                                         |
| Last Revised | March 25, 2019                                                                         |

### **Purpose**

The Board recognizes that tobacco, ~~nicotine~~ and **vaping products, including the product marketed as Juul and other electronic cigarettes,** ~~nicotine delivery products~~ present a health and safety hazard that can have serious consequences for both users and the nonusers and the safety and environment of the schools. **The purpose of this policy is to regulate use of tobacco and vaping products, including use of tobacco and vaping products, including Juuls and other electronic cigarettes, by district employees and contracted personnel.**

### **Definitions**

For purposes of this policy, ~~tobacco~~ includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.[\[1\]](#)

For purposes of this policy, ~~nicotine~~ shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.

For purposes of this policy, a **nicotine delivery product** shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

**State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:[1][2]**

**Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.**

**Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic**

cigarette, a cigar, a pipe and a hookah.

Any product containing, made or derived from either:

Tobacco, whether in its natural or synthetic form; or

Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.

Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

### Authority

The Board prohibits use of tobacco **and vaping** nicotine and nicotine delivery products **including the product marketed as Juul and other e-cigarettes, by district** by administrative, professional, and support employees **and contracted personnel at any time** in a school building and on any property, buses, vans, and vehicles that are owned, leased, or controlled by the school district.[\[1\]](#)[\[2\]](#)

The Board also prohibits use of tobacco **and vaping products including the product marketed as Juul and other e-cigarettes**, nicotine and nicotine delivery products by district employees at school-sponsored activities that are held off school property.[\[1\]](#)

**The Board deems it to be a violation of this policy for any district employee or contracted personnel to furnish a tobacco or vaping product, including the product marketed as Juul or any other e-cigarette, to a student.**[\[1\]](#)

### Delegation of Responsibility

The Superintendent or designee shall notify employees **and contracted personnel** about the Board's **smoking**, tobacco **and vaping products** /nicotine policy by publishing information in handbooks, newsletters, posters, and other efficient methods such as posted notices, signs and on the district website.[\[1\]](#)

### Guidelines

~~Employees found in violation of this policy will be subject to appropriate disciplinary action.~~[\[3\]](#)

~~This policy does not prohibit the use of a patch, gum or lozenge as a smoking cessation product by any employee who has a written order by a physician.~~

### Reporting

#### **Office of Safe Schools Report -**

The Superintendent shall annually, by July 31, report incidents of **prohibited** possession, use or sale of tobacco, nicotine and nicotine delivery **and vaping** products **including the product marketed as Juul and other e-cigarettes, to minors by employees** on school property to the Office for Safe Schools on the required form.[\[4\]](#)[\[5\]](#)

#### Additional Provisions—Tobacco Only

#### **Law Enforcement Incident Report -**

The Superintendent or designee may report incidents involving the sale of tobacco **and vaping products, including Juuls or e-cigarettes**, to minors by employees on school property, at any

school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, school resource officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#).

#### Legal

1. [35 P.S. 1223.5](#)
2. [20 U.S.C. 7183](#)
3. [Pol. 317](#)
4. [24 P.S. 1303-A](#)
5. [Pol. 805.1](#)
6. [24 P.S. 1302.1-A](#)
7. [22 PA Code 10.2](#)
8. [22 PA Code 10.22](#)
9. [18 Pa. C.S.A. 6305](#)
- [20 U.S.C. 7181 et seq](#)

## 2020-21 School Board Goals

**Comprehensive Plan Goals**-Goal One: **Access to District Programming**, Goal Two: **Innovative Teaching and Learning**, Goal Three: **Secondary Master Scheduling**, Goal Four: **Fiscal and Capital Planning**

**Student Achievement** - The Board will support local effectiveness measures to improve student achievement.

| GOALS |                                                                                                                                                                                                                                            | ASSESSMENT                                                                                                                                                                                                                                                                                                                       | Progress | Comp Plan Goal |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| 1.    | The board will monitor online learning to determine how much learning loss took place during the pandemic shutdown at the end of the 2019-20 school year.                                                                                  | Assessments will be developed and implemented to determine instructional levels for all students.<br><br>All teachers will provide meaningful feedback for asynchronous sessions.                                                                                                                                                |          | 1              |
| 2.    | The Board will monitor multiple measures of student progress in addition to Keystone Exams, and PSSA (e.g. SAT, AP, ACT, etc.) to improve overall school and student performance.                                                          | AP and ACT exams will remain at current levels.<br><br>The school district will remain in the top 5% to 7% in Niche, and School Digger ratings.                                                                                                                                                                                  |          | 1,2            |
| 3.    | The Board will monitor professional development designed to meet the individual needs of staff, including instructional technology training, assessing in a virtual model, block scheduling, and engaging students in virtual discussions. | Staff survey of professional development will indicate an 85% satisfaction rate.<br><br>Student survey data will indicate a 50% increase in satisfaction rate from spring remote learning for instruction and engagement.<br><br>Principal and supervisor observations will show an increase in use of instructional strategies. |          | 1,2            |
| 4.    | The Board will monitor required training in trauma informed decisions.                                                                                                                                                                     | All staff will complete trauma informed training.                                                                                                                                                                                                                                                                                |          | 1              |

## 2020-21 School Board Goals

**Comprehensive Plan Goals**-Goal One: **Access to District Programming**, Goal Two: **Innovative Teaching and Learning**, Goal Three: **Secondary Master Scheduling**, Goal Four: **Fiscal and Capital Planning**

***Student Achievement - The Board will support local effectiveness measures to improve student achievement.***

| GOALS |                                                                                                                  | ASSESSMENT                                                                                                       | Progress | Comp Plan Goal |
|-------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|----------|----------------|
| 5.    | The Board will monitor the fourth year of full day kindergarten to support the program for students and parents. | Assessments of current third grade students will be as high or higher compared to current fourth grade students. |          | 1,2            |

***Equity - The Board will support programs that promote and ensure equity for all students.***

| GOALS |                                                                                                           | ASSESSMENT                                                                                                                                                                                                                                                                                                                                                                                                               | PROGRESS | Comp Plan Goal |
|-------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| 1.    | Create a position of Director of Equity and Assessment.                                                   | Director job description is approved and director hired. Director to summarize a multi-year plan based on Equity Review findings.                                                                                                                                                                                                                                                                                        |          | 1,2            |
| 2.    | The Board will support and prioritize the findings in the Equity Review conducted in 2019-20 school year. | Continue with aggressive efforts to recruit and retain staff of color. The goal is to match teacher demographics to student demographics.<br><br>Create specific measurements of the equity work. Make assessment of achievement gap information more readily available.<br><br>More student involvement in conversations – Equity Director will work with principals and equity teams to define and develop initiative. |          | 1,2            |
| 3.    | Continue to review curriculum for culturally relevant materials to be                                     | Analysis to be conducted by Director of Equity to determine needs and path forward to increase                                                                                                                                                                                                                                                                                                                           |          | 1,2            |

## 2020-21 School Board Goals

**Comprehensive Plan Goals**-Goal One: **Access to District Programming**, Goal Two: **Innovative Teaching and Learning**, Goal Three: **Secondary Master Scheduling**, Goal Four: **Fiscal and Capital Planning**

**Equity** - The Board will support programs that promote and ensure equity for all students.

| GOALS |                                                                    | ASSESSMENT                                                                                                                                                                                                                                 | PROGRESS | Comp Plan Goal |
|-------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
|       | incorporated into our curriculum. Equity Review.                   | materials.                                                                                                                                                                                                                                 |          |                |
| 4     | Leadership development for our principals and Equity Team members. | Contract with Tyrone Howard, UCLA Multicultural Educator and coordinate training sessions with Director of Equity/Assessment.<br><br>Two training sessions are scheduled to help develop equity goals for the principals and Equity Teams. |          | 1              |

**Board Engagement** - The Board will be actively engaged with improving communications internally and externally.

| GOALS |                                                                                                                                                                                  | ASSESSMENT                                                                                                                                                                                | PROGRESS | Comp Plan Goal |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| 1.    | The Board will engage parents, staff, and students in the areas of safety initiatives, reopening of schools from the pandemic closure, and instructional technology initiatives. | Parents, staff, and student satisfaction surveys will indicate an 80% satisfaction rate on the implementation of the Phased reopening of Schools Plan.                                    |          | 3,4            |
| 2.    | The Board will support legislation to provide funding, protections, and flexibility to address needs during the pandemic closure.                                                | The board will approve resolutions to support funding of public education.                                                                                                                |          | 4              |
| 3.    | The Board will monitor the use of student survey data for developing strategies to improve instruction.                                                                          | Student survey data will show an 80% satisfaction rate in the areas of making connections, meaningful online instruction, and addressing mental health needs during the pandemic closure. |          | 1,2            |
| 4.    | Every Board member will be educated in critical aspects of the Safe Schools                                                                                                      | The school board will attend all sessions, and/or analyze any reports related to the phased                                                                                               |          | 1              |



## 2020-21 School Board Goals

**Comprehensive Plan Goals**-Goal One: **Access to District Programming**, Goal Two: **Innovative Teaching and Learning**, Goal Three: **Secondary Master Scheduling**, Goal Four: **Fiscal and Capital Planning**

| <b>Board Engagement</b> - The Board will be actively engaged with improving communications internally and externally. |                                                                                                                     |                                                                                                  |          |                |
|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------|----------------|
| GOALS                                                                                                                 |                                                                                                                     | ASSESSMENT                                                                                       | PROGRESS | Comp Plan Goal |
|                                                                                                                       | Reopening Plan.                                                                                                     | reopening updates.                                                                               |          |                |
| 5.                                                                                                                    | The Board will respond to all reasonable parent and community questions related to the Phased Reopening of schools. | 100% of parent,or community requests will be responded to by the school board or superintendent. |          | 1,2,3,4        |

| <b>Accountability</b> - The Board will hold itself accountable for its role as a school board official by acting in an ethical and responsible manner. |                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                |          |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| GOALS                                                                                                                                                  |                                                                                                                                                                        | ASSESSMENT                                                                                                                                                                                                                                                                                                                                     | PROGRESS | Comp Plan Goal |
| 1.                                                                                                                                                     | The Board will continue to review Board Policies through respective committees to maintain an up-to-date policy manual.                                                | Policies will be updated monthly at respective committee meetings.                                                                                                                                                                                                                                                                             |          | 1,2            |
| 2.                                                                                                                                                     | The Board will monitor progress of its Phased Reopening Plan.                                                                                                          | An assessment of progress will be completed monthly in terms of safety protocol being followed and implemented.                                                                                                                                                                                                                                |          | 1              |
| 3.                                                                                                                                                     | The Board will support plans to open the new Greystone Elementary School.                                                                                              | Staffing, supplies, transportation schedules and all relevant aspects of the opening will be completed by July 2021.                                                                                                                                                                                                                           |          | 4              |
| 4.                                                                                                                                                     | The Board will support initiatives in the comprehensive plan including innovative teaching, secondary scheduling, access to programs, and fiscal and capital planning. | The parent satisfaction rate for online teaching will improve by 50% over the spring results where 61% of parents wanted to see more synchronous teaching sessions. Parent survey results will show 75% of parents recognize that online teaching was more robust than the spring program implemented due to the pandemic closures of schools. |          | 1,2,3,4        |
| 5.                                                                                                                                                     | The Board will support communication of Equity initiatives.                                                                                                            | Parent, staff and student surveys will indicate an 80% satisfaction rate of demonstrating progress                                                                                                                                                                                                                                             |          | 1,4            |

## 2020-21 School Board Goals

**Comprehensive Plan Goals**-Goal One: **Access to District Programming**, Goal Two: **Innovative Teaching and Learning**, Goal Three: **Secondary Master Scheduling**, Goal Four: **Fiscal and Capital Planning**

**Accountability** - The Board will hold itself accountable for its role as a school board official by acting in an ethical and responsible manner.

| GOALS |                                                                                                                   | ASSESSMENT                                                                                                                                                                                                                   | PROGRESS | Comp Plan Goal |
|-------|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
|       |                                                                                                                   | with Equity goals as recommended in the Equity Quality Review report conducted by Delaware Valley Consortium for Excellence in Equity.<br><br>Board will provide quarterly reports at board meetings on the topic of equity. |          |                |
| 6.    | The Board will support a communication plan for critical goal areas, including a review of the safe schools plan. | Parent, staff and student satisfaction of the way the Phased Reopening of schools plan was implemented will be at 75% or better.                                                                                             |          | 1,4            |

**Innovation** - The Board will support innovative programs to foster student achievement.

| GOALS |                                                                                                                                                                       | ASSESSMENT                                                                                                                                        | PROGRESS | Comp Plan Goal |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------|
| 1.    | The Board will review and monitor the use of technology to provide alternative ways to improve student learning, including the implementation of Remote Learning 2.0. | Parent, staff and student surveys will show an 75% satisfaction rate with implementation of Remote Learning 2.0.                                  |          | 1,2            |
| 2.    | The Board will review and monitor dual enrollment opportunities for students.                                                                                         | There will be a 5% increase in the number of students taking a dual enrollment course with West Chester University.                               |          | 1,2            |
| 3.    | The Board will review and monitor the use of technology for professional development.                                                                                 | Staff surveys will show an 80% satisfaction rate with professional development implemented to prepare for the start of school in a remote format. |          | 1,2            |

## 2020-21 School Board Goals

**Comprehensive Plan Goals**-Goal One: **Access to District Programming**, Goal Two: **Innovative Teaching and Learning**, Goal Three: **Secondary Master Scheduling**, Goal Four: **Fiscal and Capital Planning**

| <b>Innovation</b> - The Board will support innovative programs to foster student achievement. |                                                                                                                                 |                                                                                                                                                                                             |                 |                       |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|
| <b>GOALS</b>                                                                                  |                                                                                                                                 | <b>ASSESSMENT</b>                                                                                                                                                                           | <b>PROGRESS</b> | <b>Comp Plan Goal</b> |
| 4.                                                                                            | The Board will support the design of a cyber-school program to attract cyber charter school students back from charter schools. | Staff and parents will demonstrate an 80% satisfaction rate with the cyber learning program. Charter school enrollments will show a decrease of students enrolled in cyber charter schools. |                 | 1,2,4                 |

| <b>Fiscal Responsibility</b> - The Board will pass a balanced budget without compromising the quality of education for students. |                                                                                                                         |                                                                                                                                                                                                                                                                                                                                   |                 |                       |
|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|
| <b>GOALS</b>                                                                                                                     |                                                                                                                         | <b>ASSESSMENT</b>                                                                                                                                                                                                                                                                                                                 | <b>PROGRESS</b> | <b>Comp Plan Goal</b> |
| 1.                                                                                                                               | The Board will pass a balanced budget without adversely impacting the quality of education.                             | The board will pass a budget under the Act 1 guidelines.                                                                                                                                                                                                                                                                          |                 | 4                     |
| 2.                                                                                                                               | The Board will prioritize goals and funding for areas in the comprehensive plan.                                        | The board and administration will prioritize any expenditure reductions to protect the integrity of classroom instruction.                                                                                                                                                                                                        |                 | 4                     |
| 3.                                                                                                                               | The Board will support the development of a short-term and long-term plan to address enrollment growth in the district. | Capital projects to be completed to address enrollment increases include: <ul style="list-style-type: none"> <li>The opening of Greystone Elementary School in fall, 2021</li> <li>Complete design phase for Glen Aces renovation</li> <li>Complete design phase and bid process for an addition to Westtown-Thornbury</li> </ul> |                 | 4                     |
| 4.                                                                                                                               | The Board will support the administration seeking alternative funding sources to offset expenses.                       | In addition to the state grants for coronavirus, the school district will seek funding from at least three other sources.                                                                                                                                                                                                         |                 | 4                     |



## WEST CHESTER AREA SCHOOL DISTRICT

### POSITION DESCRIPTION

---

**POSITION TITLE:** Director of Equity and Assessment **DATE:** August 25, 2020

**DEPARTMENT:** Management Team **LOCATION:** Administration Building

**FLSA:** Exempt

#### **SUMMARY:**

The Director of Equity and Assessment is responsible for planning and promoting the District's efforts to sustain equity for all students, families and employees. The director is responsible for developing and sustaining District relationships with community groups, colleges and universities, and business organizations. The Director of Equity and Assessment provides supervision and leadership for the facilitation of national and state testing as well as local assessments throughout the District. The Director will analyze all assessment data to identify equity gaps, propose, and guide strategies for closing these gaps. Additionally, the Director of Equity and Assessment will be responsible for shaping strategies and guiding district efforts to improve access to district programming for all students and families.

#### **REPORTING RELATIONSHIPS:**

The Director of Equity and Assessment reports directly to the Superintendent.

#### **TERMS OF EMPLOYMENT:**

- 12 month position
- Salary and benefits are as described in the Administrative Compensation Plan of the West Chester Area School District.

#### **QUALIFICATIONS & PHYSICAL REQUIREMENTS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Graduate degree in Education or related field preferred.
- Proven track record of successfully developing and implementing strategies that have reduced equity gaps.
- Knowledge of assessment of common core standards, K-12.
- Proven Leadership abilities.
- A passion for educational excellence, data-driven instruction, and a personal commitment to accountability for results.
- Excellent integrity and demonstration of good moral character and initiative.
- Ability to thrive in a fast-paced and rapidly changing environment.
- Ability to read, analyze and interpret general periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals



**QUALIFICATIONS & PHYSICAL REQUIREMENTS:** (cont'd)

- Possess effective interpersonal skills with the ability to interface diplomatically with other administrators, teachers, parents, students, Board members, support staff, colleagues, and outside professional contacts.
- Ability to work with and apply mathematical concepts; ability to define problems, collect data, establish facts, and draw valid conclusions; proficiency in the use of technology for individual and system management, communication, and research; proficiency in presentation technology to enhance small and large group information and demonstration sessions.
- Advanced skills in current technology, including the ability to coordinate presentations using various types of multimedia.

Qualified candidate will be required to: use hands to finger, handle or feel objects, tools or controls, and to talk and hear; sit and occasionally be required to stand, walk, stoop, kneel and crouch; have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the superintendent.

- Plans, guides, and advises superintendent on diversity, equity and affirmative action matters.
- Assesses and reports on district progress toward meeting diversity and equity goals.
- Develops and implements district-wide training to promote cultural understanding and competency and a climate of equity and inclusion.
- Leads and coordinates equity training across the school district.
- Coordinates and approves equity goals for each building principal and building equity team.
- Leads and facilitates the District Equity Leadership Team (DELT) meetings.



- Works with Human Resources Department to develop recruitment strategies to attract under represented candidates.
- Maintains metrics and prepares periodic reports for the superintendent and the school board for measuring diversity and cross-cultural resource initiatives for improving student achievement, access to district advanced programming, and advancing equity goals.
- Works closely with the curriculum department to identify areas of need for curriculum, staff development and assessment of student progress to close the academic achievement gap between white students and students of color.
- Seeks grant opportunities in support of district efforts the District's efforts to sustain diversity, equity for all students, families and employees.
- Assists in the screening process for potential candidates in their specific content areas.
- Works collaboratively with all district administrators to develop, implement and support all district content area initiatives.
- Works closely and collaboratively with independent consultants and program experts who have been hired by the district.
- Works with the other consultants in planning and providing specific content area and district-wide professional development and technical assistance.
- Participates in monthly Professional Development Advisory Council (PDAC) meetings.
- Participates in district, regional and statewide training opportunities for continued professional development.
- Facilitates state and national testing (SAT, ACT, PSAT, AP Exams, PSSA, Keystone Exams, PASA, CDT) enrollment, material ordering, and administration for the school district.
- Provides training to building administration and school assessment coordinators regarding state testing.
- Coordinates with district data processing team to analyze assessment results and produce reports/presentations for the district, school board, and individual schools.



## Job Description- Director of Equity and Assessment (cont'd.)

---

- Works with curriculum supervisors and building principals to establish a state testing calendar for all schools.
- Serves as the District's Title IX Coordinator
- Provides updates to superintendent and the school board on assessment data used to measure achievement gap between white students and other disaggregated sub groups of students
- Performs other duties as directed by Superintendent and Assistant Superintendent

---

The West Chester Area School District is an equal opportunity employment, educational and service organization.

WEST CHESTER AREA SCHOOL DISTRICT  
*Property & Finance Committee*  
September 29, 2020 – ACTION ITEMS

**Approval of 2020-21 Transportation Schedules**

Approval is requested for the following 2020-21 transportation schedules for public/private/parochial school students and authorization for the Transportation Department to make any changes when appropriate:

**On the Go Kids (Contract 1):**

51 bus routes both a.m. and p.m. for Special Education services  
13 mid-day routes  
17 aides

**Krapf Bus Company (Contract 2 & 3):**

82 bus routes both a.m. and p.m. for public/parochial/private schools  
5 late routes from non-public schools

*I so move.*

**Approval of 2021-2022 Budget Calendar**

Approval is requested for the 2021-2022 Budget Calendar.

*I so move.*

**Approval of the Addendum to the 2020-21 School Bus Transportation Contract with On the Go Kids**

Approval is requested for the Addendum to the 2020-21 School Bus Transportation Contract with On the Go Kids

*I so move.*

**Approval of the Addendum to the 2020-21 School Bus Transportation Contract with George Krapf Jr. & Sons**

Approval is requested for the Addendum to the 2020-21 School Bus Transportation Contract with George Krapf Jr. & Sons.

*I so move.*

**Approval of Revised Board Policy 705, Safety, First Reading**

Approval is requested for revised Board Policy 705, Safety, First Reading.

*I so move.*



# WEST CHESTER AREA SCHOOL DISTRICT

## 2021-22 BUDGET CALENDAR

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Review of Budget Calendar</li> <li>Budget Forecast Model Review</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | September 29, 2020 P&FC                                                  | <p>* If Board adopts Resolution of intent to not raise rate of tax by more than its index, use alternative calendar:</p>                                                                                                                                                                                                                                                                                            |                                                                          |
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>2021-22 Enrollment Projection (Info Item)</li> <li>2021-22 Per Pupil Allocation Recommendation</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | October 19, 2020 P&FC                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                          |
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>Staffing/Employee Benefits/Teacher Substitutes</li> <li>Debt Service &amp; Capital Reserve</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | November 16, 2020 P&FC                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                          |
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>Review of Draft Resolutions for: (1) Authorizing Display &amp; Advertising of 2021-22 Proposed Preliminary Budget &amp; (2) <u>Notice of Intent</u> to File for Budget Exceptions (Act 1 Mandate 2/25/21)</li> <li>Board Approval of <u>Resolution</u> Authorizing the Display of 2021-22 Proposed Preliminary Budget in PDE format (by 1/5/21) &amp; Advertising our Intent to Adopt 10 Days Prior (by 1/15/21) to Adoption Date 1-25-21 (adoption deadline 2/17/21)</li> <li>* Board Approval of <u>Resolution</u> to Publicize the District's Intent to <u>Request</u> Approval of 2021-22 Budget Exceptions 1 week prior to Filing Exceptions by 2/25/21</li> </ul> | <p>December 21, 2020 P&amp;FC</p> <p>December 21, 2020 Board Meeting</p> | <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>Board Approval of Resolution (Accelerated Budget Opt Out Resolution) indicating the District will NOT raise taxes above the state's index (by 1/28/21). No later than 5 days after resolution adoption, District must submit information on proposed increase to PDE for approval together with the resolution (by 2/2/21).</li> </ul> | <p>December 21, 2020 P&amp;FC</p> <p>December 21, 2020 Board Meeting</p> |
| <ul style="list-style-type: none"> <li>Display (1/05/21) &amp; Advertise (1/15/21) the Proposed Preliminary Budget in PDE Format &amp; Publish Notice of Intent to Obtain PDE Approval of 2021-22 Budget Exceptions at least 7 days (one week) prior to filing (ACT 1 Mandate for Exceptions publication by 2/25/21; also must post on website)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           | January 2021                                                             | <ul style="list-style-type: none"> <li>Budget Forecast Model Review &amp; Budget Work Session</li> </ul>                                                                                                                                                                                                                                                                                                            | <p>(Tuesday)<br/>January 19, 2021<br/>P&amp;FC</p>                       |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>Capital &amp; Capital Reserve Fund Projects for 2021-22</li> <li>Technology Projects in Capital Reserve Fund for 2021-22</li> <li>Special Board Work Session</li> <li>Adoption of Preliminary Budget (deadline 2/17/21)</li> <li>File for Budget Exceptions by 3/4/21</li> </ul>                                                                                                    | <p>(Tuesday)<br/>January 19, 2021<br/>P&amp;FC</p> <p>January 25, 2021<br/>Board Meeting</p>         |                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                      |
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review</li> <li>Budget Work Session</li> </ul>                                                                                                                                                                                                                                                                                                                                                      | <p>(Tuesday)<br/>February 16, 2021<br/>P&amp;FC<br/>Board Work Session</p>                           | <ul style="list-style-type: none"> <li>Budget Forecast Model Review &amp; Budget Work Session</li> </ul>                                                                                                                                                                                                                                                                                                                        | <p>(Tuesday)<br/>February 16, 2021<br/>P&amp;FC</p>                                                  |
| <ul style="list-style-type: none"> <li>Budget Forecast Model Review &amp; Budget Work Session</li> </ul>                                                                                                                                                                                                                                                                                                                                                         | <p>March 15, 2021<br/>P&amp;FC</p>                                                                   | <ul style="list-style-type: none"> <li>Budget Forecast Model Review &amp; Budget Work Session</li> </ul>                                                                                                                                                                                                                                                                                                                        | <p>March 15, 2021<br/>P&amp;FC</p>                                                                   |
| <ul style="list-style-type: none"> <li>Budget Work Session &amp; Public Hearing</li> <li>Board Approval of <u>Resolution</u> authorizing the Display of 2021-22 Proposed Final Budget in PDE Format &amp; Advertising Intent to Adopt (ACT 1 Mandate: 30 days prior to adoption – no later than 4/26/21)</li> <li>Deadline to <u>Display</u> in PDE Format the Proposed Final Budget (ACT 1 Mandate: 20 days prior to adoption) no later than 5/6/21.</li> </ul> | <p>April 19, 2021<br/>P&amp;FC</p> <p>April 26, 2021<br/>Board Meeting</p>                           | <ul style="list-style-type: none"> <li>Budget Work Session &amp; Public Hearing</li> <li>Board approval of <u>Resolution</u> authorizing the Display of 2021-22 Proposed Budget in PDE format &amp; Advertising Intent to Adopt (by 4/26/21)-must be at least 30 days before final budget adoption on 5/26/20 &amp; be available for public inspection in PDE format at least 20 days prior to adoption (by 5/6/21).</li> </ul> | <p>April 19, 2021<br/>P&amp;FC</p> <p>April 26, 2021<br/>Board Meeting</p>                           |
| <ul style="list-style-type: none"> <li>Publish Legal Notice of Intent to Adopt the Final Budget (ACT 1 Mandate: 10 days prior to adoption) no later than 5/14/21.</li> <li>ADOPTION of FINAL 2021-22 BUDGET</li> </ul>                                                                                                                                                                                                                                           | <p><i>Must Publish by</i><br/>May 16, 2021</p> <p>(Wednesday)<br/>May 26, 2021<br/>Board Meeting</p> | <ul style="list-style-type: none"> <li>Publish Legal Notice of Intent to Adopt Final Budget (10 days prior to adoption) no later than 5/14/21.</li> <li>ADOPTION of FINAL 2021-22 BUDGET</li> </ul>                                                                                                                                                                                                                             | <p><i>Must Publish by</i><br/>May 16, 2021</p> <p>(Wednesday)<br/>May 26, 2021<br/>Board Meeting</p> |



|              |                   |
|--------------|-------------------|
| Book         | Policy Manual     |
| Section      | 700 Property      |
| Title        | Copy of Safety    |
| Code         | 705               |
| Status       | First Reading     |
| Adopted      | August 1, 2015    |
| Last Revised | December 16, 2019 |

### **Purpose**

The Board recognizes that school district facilities must be maintained and operated in a condition that is safe for students, staff, and visitors.

### **Authority**

The Board directs the district to provide facilities and equipment deemed necessary for the safe conduct of the educational programs and operations of the schools, **in accordance with guidance issued by state and local officials, and the Board-approved health and safety plan.**

**The Board requires that all students, staff and visitors adhere to state and local health and safety orders, Board policy, administrative regulations and Board-approved plans requiring face coverings or other** protective devices where needed for safety purposes. **Violation of this policy and school safety rules may result in disciplinary action, in accordance with law, regulations or Board policy, or denial of entry to district buildings and property, except where accommodations are deemed reasonable and necessary for individuals with disabilities or for medical conditions.**

### **Delegation of Responsibility**

The Superintendent or his/her designee shall annually review and evaluate district **health and** safety rules and **health and safety** plans, **as necessary**. [1]

The Superintendent or his/her designee shall develop a memorandum of understanding with local police departments. The memorandum of understanding will be renewed every two (2) years. [2]

Administrators shall ensure that all staff and students are informed of **health and** safety rules at the beginning of the school year **and whenever conditions and requirements change.**

**Administrators shall provide ongoing education and post signage to assist staff and students in complying with health and safety rules.**

### **Guidelines**

#### Certified Safety Committee

A safety committee shall be established to promote the school district's goals concerning safe schools. Members will be appointed by the Superintendent or his/her designee and will consist of all members of the Superintendent's Cabinet. [\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

It shall be the responsibility of the safety committee to:

1. Evaluate the current school district safety program.
2. Conduct periodic inspections to locate and identify safety and health hazards.
3. Review incident and accident report and investigation forms.
4. Evaluate for effectiveness newly implemented safety equipment and health and safety procedures.

The safety committee shall meet periodically, and minutes shall be taken and maintained.

All decisions of the committee shall be by majority vote of members present.

The Superintendent or his/her designee shall ensure that all committee members are adequately trained.

Legal

1. Pol. 805
2. Pol. 805.1
3. 24 P.S. 223
4. 34 PA Code 129.1001 et seq
5. 72 P.S. 1722-J
6. 77 P.S. 1038.2
- 24 P.S. 510
- 24 P.S. 1517
- 24 P.S. 1518

**WEST CHESTER AREA SCHOOL DISTRICT**

**September 29, 2020 SCHOOL BOARD MEETING**

**CONSENT AGENDA RESOLUTION**

**Approval of School Board Treasurer's Report and Statement of Disbursements  
Summary Schedule for the Period of August 1, 2020 to August 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 August 1 to August 31, 2020 totaling \$64,972,922.81. This amount includes transfers in the amount of \$53,000,000 into the District investment account.

I so move.

*The Treasurer's Report is available in its entirety on the business office webpage and in the Board Meeting packet posted on School Board webpage at [www.wcasd.net](http://www.wcasd.net). Please contact the School Board Secretary for any hard copies of the report.*

John T. Scully  
School Board Treasurer

WEST CHESTER AREA SCHOOL DISTRICT  
CASH BALANCE STATEMENT  
August 31, 2020

CASH BALANCE JULY 31, 2020 \$ 25,955,030.14

RECEIPTS AUGUST 1, 2020 - AUGUST 31, 2020

|                                  |                  |
|----------------------------------|------------------|
| GENERAL FUND                     | \$ 77,646,227.26 |
| CAPITAL RESERVE FUND             | \$ 682.30        |
| CAPITAL RESERVE FUND- FACILITIES | \$ -             |
| CAPITAL PROJECTS FUND            | \$ 2,000,000.00  |
| SPECIAL REVENUE FUND-ATHLETICS   | \$ 1,004.24      |
| TRUST FUNDS                      | \$ 64.65         |

TOTAL RECEIPTS AUGUST 1, 2020 - AUGUST 31, 2020 \$ 79,647,978.45

AVAILABLE FUNDS AUGUST 1, 2020 - AUGUST 31, 2020 \$ 105,603,008.59

DISBURSEMENTS AUGUST 1, 2020 - AUGUST 31, 2020

CHECKS & EFT'S APPROVED SEPTEMBER 29, 2020 ck #40076423-40076463,ck #40076464-40076544,ck #40076545,ck #40076546-40076640,ck #40076641,ck #40076642-40076689,eft #V1004048-V1004055,eft #V1004056-V1004074,eft #V1004075-V1004087,eft #V1004088-V1004096

|                                | <u>CHECKS</u>       | <u>EFT'S</u>      | <u>TOTAL</u>        |
|--------------------------------|---------------------|-------------------|---------------------|
| GENERAL FUND                   | 1,961,279.05        | 184,226.11        | 2,145,505.16        |
| CAPITAL RESERVE FUNDS          | 119,747.51          | -                 | 119,747.51          |
| CAPITAL PROJECTS FUND          | 1,506,511.67        | 12,902.64         | 1,519,414.31        |
| SPECIAL REVENUE FUND-ATHLETICS | 2,483.40            | -                 | 2,483.40            |
| TRUST FUNDS                    | 0.00                | -                 | 0.00                |
| TOTAL                          | <u>3,590,021.63</u> | <u>197,128.75</u> | <u>3,787,150.38</u> |

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

|                                | <u>VOIDS</u>    | <u>DEBIT MEMOS</u>  | <u>INVESTMENTS</u>   | <u>TOTAL</u>         |
|--------------------------------|-----------------|---------------------|----------------------|----------------------|
| GENERAL FUND                   | (141.00)        | 8,165,493.20        | 53,000,000.00        | 61,165,352.20        |
| CAPITAL RESERVE FUND           | -               | -                   | -                    | -                    |
| CAPITAL PROJECTS FUND          | -               | -                   | -                    | -                    |
| SPECIAL REVENUE FUND-ATHLETICS | -               | -                   | -                    | -                    |
| TRUST FUNDS                    | -               | -                   | -                    | -                    |
| TOTAL                          | <u>(141.00)</u> | <u>8,165,493.20</u> | <u>53,000,000.00</u> | <u>61,165,352.20</u> |

TOTAL DISBURSEMENTS AUGUST 1, 2020 - AUGUST 31, 2020

|                                | <u>CHECKS/VOIDS</u> | <u>EFT'S/DEBIT MEMOS</u> | <u>INVESTMENTS</u>   | <u>TOTAL</u>         |
|--------------------------------|---------------------|--------------------------|----------------------|----------------------|
| GENERAL FUND                   | 1,961,138.05        | 8,349,719.31             | 53,000,000.00        | 63,310,857.36        |
| CAPITAL RESERVE FUND           | 119,747.51          | -                        | -                    | 119,747.51           |
| CAPITAL PROJECTS FUND          | 1,506,511.67        | 12,902.64                | -                    | 1,519,414.31         |
| SPECIAL REVENUE FUND-ATHLETICS | 2,483.40            | -                        | -                    | 2,483.40             |
| TRUST FUNDS                    | 0.00                | -                        | -                    | 0.00                 |
| TOTAL                          | <u>3,589,880.63</u> | <u>8,362,621.95</u>      | <u>53,000,000.00</u> | <u>64,952,502.58</u> |

CASH BALANCE AUGUST 31, 2020 \$ 40,650,506.01

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

|                                | <u>VOIDS</u> | <u>DEBIT MEMOS</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|--------------|--------------------|--------------------|---------------|
| GENERAL FUND                   | (141.00)     | 8,165,493.20       | 53,000,000.00      | 61,165,352.20 |
| CAPITAL RESERVE FUND           | -            | -                  | -                  | -             |
| CAPITAL PROJECTS FUND          | -            | -                  | -                  | -             |
| SPECIAL REVENUE FUND-ATHLETICS | -            | -                  | -                  | -             |
| TRUST FUNDS                    | -            | -                  | -                  | -             |
| TOTAL                          | (141.00)     | 8,165,493.20       | 53,000,000.00      | 61,165,352.20 |

CHECKS & EFT'S APPROVED SEPTEMBER 29, 2020 ck #40076423-40076463,ck #40076464-40076544,ck #40076545,ck #40076546-40076640,ck #40076641,ck #40076642-40076689,eft #V1004048-V1004055,eft #V1004056-V1004074,eft #V1004075-V1004087,eft #V1004088-V1004096

|                                | <u>CHECKS</u> | <u>EFT'S</u> | <u>TOTAL</u> |
|--------------------------------|---------------|--------------|--------------|
| GENERAL FUND                   | 1,961,279.05  | 184,226.11   | 2,145,505.16 |
| CAPITAL RESERVE FUND           | 119,747.51    | -            | 119,747.51   |
| CAPITAL PROJECTS FUND          | 1,506,511.67  | 12,902.64    | 1,519,414.31 |
| SPECIAL REVENUE FUND-ATHLETICS | 2,483.40      | -            | 2,483.40     |
| TRUST FUNDS                    | -             | -            | -            |
| TOTAL                          | 3,590,021.63  | 197,128.75   | 3,787,150.38 |

TOTAL DISBURSEMENTS FOR APPROVAL SEPTEMBER 29, 2020

|                                | <u>CHECKS/<br/>VOIDS</u> | <u>DEBIT MEMOS/<br/>EFT'S</u> | <u>INVESTMENTS</u> | <u>TOTAL</u>  |
|--------------------------------|--------------------------|-------------------------------|--------------------|---------------|
| GENERAL FUND                   | 1,961,138.05             | 8,349,719.31                  | 53,000,000.00      | 63,310,857.36 |
| CAPITAL RESERVE FUND           | 119,747.51               | -                             | -                  | 119,747.51    |
| CAPITAL PROJECTS FUND          | 1,506,511.67             | 12,902.64                     | -                  | 1,519,414.31  |
| SPECIAL REVENUE FUND-ATHLETICS | 2,483.40                 | -                             | -                  | 2,483.40      |
| TRUST FUNDS                    | -                        | -                             | -                  | -             |
| TOTAL                          | 3,589,880.63             | 8,362,621.95                  | 53,000,000.00      | 64,952,502.58 |

# INVESTMENT BALANCE STATEMENT

Page 3

END-OF-MONTH: August 31, 2020

| INSTRUMENT                                     | INSTITUTION           | PURCHASE<br>DATE | DUE<br>DATE | %<br>RATE | PREVIOUS<br>Mo. Balance | INTEREST<br>MONTH | AMOUNT                |
|------------------------------------------------|-----------------------|------------------|-------------|-----------|-------------------------|-------------------|-----------------------|
| <b><u>GENERAL FUND</u></b>                     |                       |                  |             |           |                         |                   |                       |
| PSDLAF-General Fund Acct.                      | PSDMAX-9101063        |                  | *           | 0.01%     | 2,080,760.59            | 45.37             | 9,209,513.89          |
| INVEST-Tax Appeals Fund                        | INVEST 4-001          |                  | *           | 0.263%    | 285,993.48              | 67.04             | 286,060.52            |
| CRIMs General Fund                             | Fulton Financial      |                  | *           |           | <u>50,963,216.12</u>    | 29,103.13         | <u>103,992,319.25</u> |
| TOTAL GENERAL FUND AT INTEREST =               |                       |                  |             |           | 53,329,970.19           |                   | 113,487,893.66        |
| <b><u>CAPITAL RESERVE FUND</u></b>             |                       |                  |             |           |                         |                   |                       |
| WT Maint. Escrow 164-46                        | PLGIT/ARM Escr 164-46 | 6/2/10           | *           | 0.13%     | 4,657.25                | 8.97              | 4,666.22              |
| East Bradford Escrow 164-54                    | PLGIT/ARM 164-54      | 7/2/13           | *           | 0.13%     | 4,770.62                | 9.23              | 4,779.85              |
| WWT Maint. Escrow 164-60                       | PLGIT/ARM 164-60      | 4/25/16          | *           | 0.13%     | 54,627.06               | 111.07            | 54,738.13             |
| G.O.B. Series of 2019 164-68                   | PLGIT/ARM 164-68      | 8/27/19          | *           | 0.13%     | 305,967.89              | 2,616.08          | 308,583.97            |
| CRIMs Capital Projects                         | Fulton Financial      |                  | *           |           | <u>19,192,650.27</u>    | 7,063.82          | <u>19,199,714.09</u>  |
| TOTAL CAPITAL RESERVE FUND AT INTEREST =       |                       |                  |             |           | 19,562,673.09           |                   | 19,572,482.26         |
| <b><u>CAPITAL PROJECT FUND INVESTMENTS</u></b> |                       |                  |             |           |                         |                   |                       |
| WT Maint. Escrow 164-46                        | PLGIT/ARM Escr 164-46 | 6/2/10           | *           | 0.13%     | 78,000.00               |                   | 78,000.00             |
| East Bradford Escrow 164-54                    | PLGIT/ARM 164-54      | 7/2/13           | *           | 0.13%     | 80,328.50               |                   | 80,328.50             |
| WWT Maint. Escrow 164-60                       | PLGIT/ARM 164-60      | 4/25/16          | *           | 0.13%     | 968,991.10              |                   | 968,991.10            |
| G.O.B. Series of 2019 164-68                   | PLGIT/ARM 164-68      | 8/27/19          | *           | 0.13%     | <u>25,505,791.86</u>    |                   | <u>23,505,791.86</u>  |
| TOTAL CAPITAL PROJECT FUND AT INTEREST =       |                       |                  |             |           | 26,633,111.46           |                   | 24,633,111.46         |

\*Investment Accounts with Average % Yield for the period



## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40076423     | 08/05/2020 | 1003432       | AHOLD FINANCIAL SERVICES           | \$230.48           |
|              | 40076424     | 08/05/2020 | 1008943       | AMAZON                             | \$1,640.92         |
|              | 40076425     | 08/05/2020 | 007150        | APPLE COMPUTER, INC                | \$1,981.95         |
|              | 40076426     | 08/05/2020 | 007075        | AQUA PA                            | \$3,091.30         |
|              | 40076427     | 08/05/2020 | 1000953       | AVON GROVE CHARTER SCHOOL          | \$1,074.26         |
|              | 40076428     | 08/05/2020 | 1007468       | BENEFIT RESOURCE, INC.             | \$373.50           |
|              | 40076430     | 08/05/2020 | 017340        | BSN SPORTS LLC                     | \$6,198.00         |
|              | 40076431     | 08/05/2020 | 026710        | COLLEGIUM CHARTER SCHOOL           | \$349,249.23       |
|              | 40076432     | 08/05/2020 | 027220        | COMCAST CABLE                      | \$64.95            |
|              | 40076433     | 08/05/2020 | 1008424       | CRYSTAL SPRINGS                    | \$78.96            |
|              | 40076434     | 08/05/2020 | 032540        | DELL COMPUTER CORPORATION          | \$9.35             |
|              | 40076435     | 08/05/2020 | 1001584       | DELTA-T GROUP, INC.                | \$1,612.59         |
|              | 40076436     | 08/05/2020 | 1008908       | DETWILER, MR. AND MRS. DETWILER    | \$15,000.00        |
|              | 40076437     | 08/05/2020 | 1003001       | EPS-SCHOOL SPECIALTY               | \$312.00           |
|              | 40076438     | 08/05/2020 | 1007879       | FAMILYID, INC.                     | \$1,587.73         |
|              | 40076439     | 08/05/2020 | 042520        | FERGUSON ENT., INC. #501           | \$5.24             |
|              | 40076440     | 08/05/2020 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$973.75           |
|              | 40076442     | 08/05/2020 | 1008191       | HANDWRITING WITHOUT TEARS          | \$1,265.00         |
|              | 40076443     | 08/05/2020 | 1007808       | IMPERIAL BAG & PAPER               | \$268.68           |
|              | 40076444     | 08/05/2020 | 1008507       | INTEGRITY WORKFORCE SOLUTIONS INC  | \$466.20           |
|              | 40076446     | 08/05/2020 | 1000345       | KADES-MARGOLIS CAPITAL             | \$200.00           |
|              | 40076447     | 08/05/2020 | 1007627       | KAMOR-BARNES, HEATHER              | \$1,106.25         |
|              | 40076448     | 08/05/2020 | 1000346       | LINCOLN INVESTMENT PLANNING, INC.  | \$525.00           |
|              | 40076449     | 08/05/2020 | 067680        | LINDENMEYR MUNROE                  | \$569.80           |
|              | 40076450     | 08/05/2020 | 1003056       | LUCKY SIGN SHOP                    | \$175.00           |
|              | 40076451     | 08/05/2020 | 1000348       | METROPOLITAN LIFE INSURANCE CO.    | \$138.89           |
|              | 40076453     | 08/05/2020 | 081155        | PIAA FOUNDATION                    | \$250.00           |
|              | 40076454     | 08/05/2020 | 081155        | PIAA FOUNDATION                    | \$675.00           |
|              | 40076455     | 08/05/2020 | 1004513       | PURE HEALTH SOLUTIONS INC          | \$98.00            |
|              | 40076456     | 08/05/2020 | 084798        | RENAISSANCE ACADEMY                | \$4,297.04         |
|              | 40076457     | 08/05/2020 | 1005955       | SUPERIOR TEXT                      | \$4,775.56         |
|              | 40076459     | 08/05/2020 | 029320        | TRUSTMARK HEALTH BENEFITS INC      | \$1,619.64         |
|              | 40076460     | 08/05/2020 | 093600        | UNITED REFRIGERATION CO            | \$877.16           |
|              | 40076461     | 08/05/2020 | 049790        | W. W. GRAINGER, INC.               | \$632.14           |
|              | 40076462     | 08/05/2020 | 1000058       | TRUMARK FCU                        | \$1,177.20         |
|              | 40076463     | 08/05/2020 | 1003574       | WILLIS TOWERS WATSON NORTHEAST INC | \$47,145.00        |
| 01           | Total        |            |               |                                    | \$449,745.77       |
| 22           | 40076452     | 08/05/2020 | 1009023       | MOHAWK USA LLC                     | \$18,980.00        |

West Chester Area School District  
Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                    | Transaction Amount |
|--------------|--------------|------------|---------------|--------------------------------|--------------------|
| 22 - Total   |              |            |               |                                | \$18,980.00        |
| 29           | 40076430     | 08/05/2020 | 017340        | BSN SPORTS LLC                 | \$2,483.40         |
| 29 - Total   |              |            |               |                                | \$2,483.40         |
| 30           | 40076429     | 08/05/2020 | 1008879       | BLUEFIN LLC                    | \$810.00           |
|              | 40076441     | 08/05/2020 | 1007152       | GUY M. COOPER, INC.            | \$8,404.20         |
|              | 40076445     | 08/05/2020 | 1006736       | JBM MECHANICAL, INC.           | \$212,279.69       |
|              | 40076458     | 08/05/2020 | 1008856       | THE FARFIELD COMPANY           | \$45,651.29        |
| 30 - Total   |              |            |               |                                | \$267,145.18       |
| 50           | 80038630     | 08/05/2020 | 1007072       | INSTRUMENTALIST CO., THE       | \$387.00           |
| 50 - Total   |              |            |               |                                | \$387.00           |
| 51           | 80038631     | 08/05/2020 | 065230        | KRAPF'S COACHES, INC.          | \$1,130.00         |
|              | 80038632     | 08/05/2020 | 1004513       | PURE HEALTH SOLUTIONS INC      | \$44.00            |
|              | 80038633     | 08/05/2020 | 028984        | WATERLOGIC EAST LLC            | \$276.88           |
|              | 80038634     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038635     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038636     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038637     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038638     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038639     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038640     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038641     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038642     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038643     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038644     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038645     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038646     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038647     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038648     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038649     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038650     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038651     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038652     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038653     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038654     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038655     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |
|              | 80038656     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT | \$25.00            |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51           | 80038657     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038658     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038659     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038660     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038661     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038662     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038663     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038664     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038665     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038666     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038667     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038668     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038669     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038670     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038671     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038672     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038673     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038674     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038675     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038676     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038677     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038678     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038679     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038680     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038681     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038682     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038683     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038684     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038685     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038686     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038687     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038688     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038689     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038690     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038691     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038692     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038693     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038694     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038695     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51           | 80038696     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038697     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038698     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038699     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038700     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038701     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038702     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038703     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038704     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038705     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038706     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038707     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038708     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038709     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038710     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038711     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038712     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038713     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$50.00            |
|              | 80038714     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038715     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038716     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038717     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038718     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038719     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038720     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038721     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038722     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038723     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038724     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038725     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038726     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038727     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038728     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038729     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038730     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038731     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038732     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038733     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038734     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51           | 80038735     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038736     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038737     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038738     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038739     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$50.00            |
|              | 80038740     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$50.00            |
|              | 80038741     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038742     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038743     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038744     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038745     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038746     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038747     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038748     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038749     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038750     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038751     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038752     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038753     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038754     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038755     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038756     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038757     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038758     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038759     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038760     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038761     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038762     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038763     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038764     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038765     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038766     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038767     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038768     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038769     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038770     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038771     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038772     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038773     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51           | 80038774     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038775     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038776     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038777     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038778     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038779     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038780     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038781     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038782     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038783     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038784     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038785     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038786     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038787     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038788     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038789     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038790     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038791     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038792     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038793     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038794     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038795     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038796     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038797     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038798     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038799     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038800     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038801     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038802     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038803     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038804     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038805     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038806     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038807     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038808     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038809     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038810     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038811     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038812     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51           | 80038813     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038814     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038815     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038816     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038817     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038818     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038819     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038820     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038821     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038822     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038823     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038824     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038825     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038826     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038827     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038828     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038829     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038830     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038831     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038832     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038833     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038834     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038835     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038836     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038837     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038838     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038839     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038840     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038841     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038842     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$50.00            |
|              | 80038843     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038844     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038845     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038846     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038847     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038848     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038849     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038850     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038851     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51           | 80038852     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038853     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038854     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038855     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038856     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038857     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038858     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038859     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038860     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038861     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038862     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038863     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038864     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038865     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038866     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038867     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038868     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038869     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038870     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038871     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038872     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$50.00            |
|              | 80038873     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038874     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038875     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038876     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038877     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038878     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038879     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038880     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038881     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038882     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038883     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038884     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038885     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038886     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038887     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038888     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038889     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038890     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |



### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51           | 80038891     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038892     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038893     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038894     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038895     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038896     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038897     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038898     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038899     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038900     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038901     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038902     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038903     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038904     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038905     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038906     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038907     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038908     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038909     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038910     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038911     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038912     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038913     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038914     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038915     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038916     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038917     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038918     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038919     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038920     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038921     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038922     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038923     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038924     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038925     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038926     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038927     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038928     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038929     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51           | 80038930     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038931     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038932     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038933     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038934     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038935     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038936     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038937     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038938     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038939     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038940     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038941     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038942     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038943     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038944     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038945     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038946     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$0.00             |
|              | 80038947     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$29.75            |
|              | 80038948     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$53.75            |
|              | 80038949     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038950     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$46.50            |
|              | 80038951     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038952     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038953     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038954     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$13.00            |
|              | 80038955     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$13.00            |
|              | 80038956     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038957     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$13.75            |
|              | 80038958     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$66.75            |
|              | 80038959     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$66.75            |
|              | 80038960     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$53.75            |
|              | 80038961     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$53.75            |
|              | 80038962     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$53.75            |
|              | 80038963     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$53.75            |
|              | 80038964     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038965     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038966     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038967     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038968     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$53.75            |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51           | 80038969     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$46.50            |
|              | 80038970     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038971     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038972     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038973     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$29.00            |
|              | 80038974     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$29.75            |
|              | 80038975     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038976     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$13.00            |
|              | 80038977     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$13.00            |
|              | 80038978     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038979     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$13.00            |
|              | 80038980     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038981     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038982     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$13.75            |
|              | 80038983     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038984     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$107.50           |
|              | 80038985     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038986     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$53.75            |
|              | 80038987     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038988     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$53.75            |
|              | 80038989     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$16.00            |
|              | 80038990     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$53.75            |
|              | 80038991     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$13.75            |
|              | 80038992     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038993     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038994     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038995     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$50.00            |
|              | 80038996     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038997     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038998     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80038999     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$50.00            |
|              | 80039000     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039001     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039002     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039003     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039004     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039005     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039006     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039007     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |

### West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|--------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51           | 80039008     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039009     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039010     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039011     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039012     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039013     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039014     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039015     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039016     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039017     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$50.00            |
|              | 80039018     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039019     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039020     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039021     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039022     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039023     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039024     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039025     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039026     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039027     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039028     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039029     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039030     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039031     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039032     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039033     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$50.00            |
|              | 80039034     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039035     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039036     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039037     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039038     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039039     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039040     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039041     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039042     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039043     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039044     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039045     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|              | 80039046     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |

### West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                     | Transaction Amount |
|-----------------|--------------|------------|---------------|---------------------------------|--------------------|
| 51              | 80039047     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039048     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039049     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039050     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039051     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039052     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039053     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039054     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039055     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039056     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039057     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039058     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039059     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039060     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039061     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039062     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039063     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039064     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
|                 | 80039065     | 08/05/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT | \$25.00            |
| 51 - Total      |              |            |               |                                 | \$10,833.38        |
| Overall - Total |              |            |               |                                 | \$749,574.73       |

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

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name               | Transaction Amount |
|-----------------|--------------|------------|---------------|---------------------------|--------------------|
| 01              | V1004048     | 08/05/2020 | 1007156       | AMERICHEM INTERNATIONAL   | \$2,496.90         |
|                 | V1004049     | 08/05/2020 | 021100        | CAROLINA BIOLOGICAL       | \$44.23            |
|                 | V1004050     | 08/05/2020 | 065400        | KURTZ BROS                | \$377.88           |
|                 | V1004051     | 08/05/2020 | 084465        | REALLY GOOD STUFF         | \$77.88            |
|                 | V1004052     | 08/05/2020 | 1007124       | REPUBLIC SERVICES, INC.   | \$3,089.49         |
|                 | V1004053     | 08/05/2020 | 086710        | SCHOOL SPECIALTY INC      | \$413.33           |
|                 | V1004054     | 08/05/2020 | 1004032       | SINGER EQUIPMENT CO.      | \$4,500.00         |
|                 | V1004055     | 08/05/2020 | 092000        | TAYLORS MUSIC STORE       | \$2,445.00         |
| 01 - Total      |              |            |               |                           | \$13,444.71        |
| 50              | V5000369     | 08/05/2020 | 093337        | TUTTLE MARKETING SVCS INC | \$174.00           |
| 50 - Total      |              |            |               |                           | \$174.00           |
| Overall - Total |              |            |               |                           | \$13,618.71        |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40076464     | 08/11/2020 | 1007456       | 21ST CENTURY MEDIA NEWSPAPERS LLC  | \$313.10           |
|              | 40076465     | 08/11/2020 | 1005942       | ACCO BRANDS                        | \$2,191.16         |
|              | 40076466     | 08/11/2020 | 1009037       | ADAMS, REHMANN & HEGGAN ASSOCIATES | \$2,200.00         |
|              | 40076467     | 08/11/2020 | 001525        | ADI                                | \$458.14           |
|              | 40076468     | 08/11/2020 | 1008943       | AMAZON                             | \$3,722.67         |
|              | 40076470     | 08/11/2020 | 007075        | AQUA PA                            | \$13,438.83        |
|              | 40076471     | 08/11/2020 | 008510        | ASCD                               | \$89.00            |
|              | 40076472     | 08/11/2020 | 015300        | BOROUGH OF WEST CHESTER            | \$210.48           |
|              | 40076473     | 08/11/2020 | 015812        | BRAD TAYLOR / SNAP-ON TOOLS        | \$56.40            |
|              | 40076474     | 08/11/2020 | 017340        | BSN SPORTS LLC                     | \$1,949.80         |
|              | 40076476     | 08/11/2020 | 1002456       | CERAMIC SHOP, THE                  | \$1,769.00         |
|              | 40076478     | 08/11/2020 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$8,386.98         |
|              | 40076479     | 08/11/2020 | 024830        | CHILDSWORK/CHILDSPLAY              | \$162.52           |
|              | 40076480     | 08/11/2020 | 028880        | CONWAY POWER EQUIPMENT INC         | \$1,982.18         |
|              | 40076481     | 08/11/2020 | 1008731       | CROWN CASTLE                       | \$12,105.28        |
|              | 40076482     | 08/11/2020 | 091740        | TAX REFUNDS                        | \$109.75           |
|              | 40076483     | 08/11/2020 | 1005210       | DIRECT ENERGY BUSINESS             | \$2.93             |
|              | 40076484     | 08/11/2020 | 1008659       | EDPUZZLE INC                       | \$4,040.00         |
|              | 40076485     | 08/11/2020 | 037880        | EDUCATION WEEK                     | \$89.94            |
|              | 40076486     | 08/11/2020 | 042490        | FEDERAL EXPRESS CORP               | \$25.78            |
|              | 40076487     | 08/11/2020 | 042520        | FERGUSON ENT., INC. #501           | \$181.32           |
|              | 40076488     | 08/11/2020 | 1009010       | FS.COM INC                         | \$1,554.06         |
|              | 40076489     | 08/11/2020 | 1002259       | G & R BIO-MED SERVICE INC          | \$616.00           |
|              | 40076490     | 08/11/2020 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$459.90           |
|              | 40076491     | 08/11/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$1,980.95         |
|              | 40076494     | 08/11/2020 | 1008825       | HOME DEPOT PRO, THE                | \$3,002.75         |
|              | 40076495     | 08/11/2020 | 1007808       | IMPERIAL BAG & PAPER               | \$704.20           |
|              | 40076496     | 08/11/2020 | 1008953       | INSIGHT PUBLIC SECTOR INC          | \$1,701.28         |
|              | 40076497     | 08/11/2020 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC    | \$1,302.05         |
|              | 40076498     | 08/11/2020 | 1008507       | INTEGRITY WORKFORCE SOLUTIONS INC  | \$458.43           |
|              | 40076499     | 08/11/2020 | 059500        | INTERNATIONAL LITERACY ASSOC.      | \$860.00           |
|              | 40076500     | 08/11/2020 | 091740        | TAX REFUNDS                        | \$220.99           |
|              | 40076502     | 08/11/2020 | 065710        | LAKE SHORE LEARNING MATERIALS      | \$24.67            |
|              | 40076503     | 08/11/2020 | 1007407       | LIFELOC TECHNOLOGIES INC.          | \$166.58           |
|              | 40076504     | 08/11/2020 | 073020        | MCMASTER-CARR SUPPLY CO            | \$107.90           |
|              | 40076505     | 08/11/2020 | 1007554       | MEDIA SUPPLY, INC.                 | \$13,295.25        |
|              | 40076506     | 08/11/2020 | 077159        | MUSIC K-8 MAGAZINE                 | \$169.95           |
|              | 40076507     | 08/11/2020 | 077500        | NASCO                              | \$207.32           |
|              | 40076508     | 08/11/2020 | 1008873       | NCTE                               | \$2,760.00         |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|--------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01           | 40076509     | 08/11/2020 | 079580        | OFFICE BASICS INC                   | \$7,968.00         |
|              | 40076510     | 08/11/2020 | 091740        | TAX REFUNDS                         | \$109.52           |
|              | 40076511     | 08/11/2020 | 1008130       | OPTIV SECURITY INC                  | \$13,656.00        |
|              | 40076512     | 08/11/2020 | 091740        | TAX REFUNDS                         | \$1,029.58         |
|              | 40076513     | 08/11/2020 | 1008316       | PEAR DECK INC                       | \$8,155.00         |
|              | 40076514     | 08/11/2020 | 082150        | PECO ENERGY COMPANY                 | \$178.36           |
|              | 40076515     | 08/11/2020 | 082150        | PECO ENERGY COMPANY                 | \$167,237.19       |
|              | 40076516     | 08/11/2020 | 1008674       | PENNSYLVANIA PAPER & SUPPLY CO. INC | \$735.70           |
|              | 40076517     | 08/11/2020 | 081550        | PEPPER & SON INC J W                | \$124.99           |
|              | 40076518     | 08/11/2020 | 1003736       | PETROLEUM TRADERS CORP.             | \$2,105.13         |
|              | 40076519     | 08/11/2020 | 082830        | POSTMASTER OF WEST CHESTER          | \$2,054.80         |
|              | 40076520     | 08/11/2020 | 1007600       | POWERSCHOOL GROUP LLC               | \$93,505.12        |
|              | 40076521     | 08/11/2020 | 1003082       | PROFORMA                            | \$2,117.57         |
|              | 40076522     | 08/11/2020 | 1000303       | PROQUEST                            | \$4,884.67         |
|              | 40076523     | 08/11/2020 | 1004513       | PURE HEALTH SOLUTIONS INC           | \$44.00            |
|              | 40076524     | 08/11/2020 | 008190        | QUADIENT LEASING USA INC            | \$1,050.69         |
|              | 40076525     | 08/11/2020 | 1005267       | RICOH USA, INC.                     | \$194.48           |
|              | 40076526     | 08/11/2020 | 1007074       | RMS OMEGA TECHNOLOGIES GROUP INC    | \$595.84           |
|              | 40076527     | 08/11/2020 | 091740        | TAX REFUNDS                         | \$500.01           |
|              | 40076528     | 08/11/2020 | 085720        | ROSENAU CO INC, PHILIP              | \$25,255.00        |
|              | 40076529     | 08/11/2020 | 1009041       | SAVVAS LEARNING COMPANY             | \$69,165.03        |
|              | 40076530     | 08/11/2020 | 086660        | SCHOLASTIC MAGAZINES                | \$425.82           |
|              | 40076532     | 08/11/2020 | 091740        | TAX REFUNDS                         | \$900.74           |
|              | 40076534     | 08/11/2020 | 091740        | TAX REFUNDS                         | \$1,539.10         |
|              | 40076535     | 08/11/2020 | 1005955       | SUPERIOR TEXT                       | \$6,658.88         |
|              | 40076536     | 08/11/2020 | 1008207       | SYSLOUD INC                         | \$11,000.00        |
|              | 40076537     | 08/11/2020 | 1008380       | TELCO HOLDINGS INC                  | \$62.50            |
|              | 40076538     | 08/11/2020 | 1006474       | TRI-STATE ELEVATOR COMPANY, INC.    | \$1,717.50         |
|              | 40076539     | 08/11/2020 | 092390        | TRISTATE HVAC EQUIPMENT, LLP        | \$1,475.00         |
|              | 40076540     | 08/11/2020 | 093600        | UNITED REFRIGERATION CO             | \$119.38           |
|              | 40076541     | 08/11/2020 | 1001316       | WASHINGTON MUSIC CENTER, INC.       | \$22,819.00        |
|              | 40076542     | 08/11/2020 | 028984        | WATERLOGIC EAST LLC                 | \$221.40           |
|              | 40076543     | 08/11/2020 | 098060        | WILSON LANGUAGE TRAINING CORP       | \$121,425.08       |
|              | 40076544     | 08/11/2020 | 1007421       | XTEL COMMUNICATIONS, INC.           | \$2,005.00         |
| 01 - Total   |              |            |               |                                     | \$654,113.62       |
| 22           | 40076475     | 08/11/2020 | 021581        | CDW GOVERNMENT, INC                 | \$1,643.20         |
| 22 - Total   |              |            |               |                                     | \$1,643.20         |



### West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|-----------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 27              | 40076487     | 08/11/2020 | 042520        | FERGUSON ENT., INC. #501          | \$4,255.02         |
| 27 - Total      |              |            |               |                                   | \$4,255.02         |
| 30              | 40076477     | 08/11/2020 | 1008820       | CHARLES A. HIGGINS & SONS, INC    | \$47,601.00        |
|                 | 40076492     | 08/11/2020 | 1002267       | HAINES LANDSCAPING & TREE SERVICE | \$5,900.00         |
|                 | 40076493     | 08/11/2020 | 1008737       | HARTFORD FIRE INSURANCE COMPANY   | \$227,633.61       |
|                 | 40076501     | 08/11/2020 | 1004476       | KCBA ARCHITECTS                   | \$24,139.54        |
|                 | 40076531     | 08/11/2020 | 1007154       | SHA-NIC, INC.                     | \$562,135.37       |
|                 | 40076533     | 08/11/2020 | 1003412       | SIEMENS FIRE SAFETY DIVISION      | \$109,370.00       |
| 30 - Total      |              |            |               |                                   | \$976,779.52       |
| 50              | 80039066     | 08/11/2020 | 044515        | FRIENDS ASSOCIATION FOR CARE AND  | \$5,000.00         |
| 50 - Total      |              |            |               |                                   | \$5,000.00         |
| 51              | 80039067     | 08/11/2020 | 010830        | BARNES & NOBLE INC.               | \$265.12           |
| 51 - Total      |              |            |               |                                   | \$265.12           |
| 80              | 50001085     | 08/11/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$140.15           |
|                 | 50001086     | 08/11/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$47.15            |
|                 | 50001087     | 08/11/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT    | \$132.05           |
| 80 - Total      |              |            |               |                                   | \$319.35           |
| Overall - Total |              |            |               |                                   | \$1,642,375.83     |

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

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01              | V1004056     | 08/11/2020 | 1007696       | AARDVARK PEST CONTROL SERVICES INC. | \$1,135.00         |
|                 | V1004057     | 08/11/2020 | 007180        | APPLE PRESS                         | \$2,449.00         |
|                 | V1004058     | 08/11/2020 | 014300        | BLICK ART MATERIALS                 | \$133.48           |
|                 | V1004059     | 08/11/2020 | 021100        | CAROLINA BIOLOGICAL                 | \$83,257.80        |
|                 | V1004060     | 08/11/2020 | 032952        | DENNEY ELECTRIC SUPPLY              | \$157.22           |
|                 | V1004061     | 08/11/2020 | 042300        | FAULKNER PONTIAC BUICK              | \$628.18           |
|                 | V1004062     | 08/11/2020 | 061630        | JUNIOR LIBRARY GUILD                | \$1,300.10         |
|                 | V1004063     | 08/11/2020 | 064810        | KNOX EQUIPMENT RENTALS INC          | \$336.47           |
|                 | V1004064     | 08/11/2020 | 065400        | KURTZ BROS                          | \$196.00           |
|                 | V1004065     | 08/11/2020 | 1004344       | ROBERT E. LITTLE, INC.              | \$120.30           |
|                 | V1004066     | 08/11/2020 | 073946        | MHS                                 | \$476.28           |
|                 | V1004067     | 08/11/2020 | 077475        | PARTS SERVICE - FRAZER              | \$240.83           |
|                 | V1004068     | 08/11/2020 | 086700        | SCHOOL HEALTH CORPORATION           | \$334.08           |
|                 | V1004069     | 08/11/2020 | 086710        | SCHOOL SPECIALTY INC                | \$3.24             |
|                 | V1004070     | 08/11/2020 | 1000679       | SHERWIN WILLIAMS                    | \$252.65           |
|                 | V1004071     | 08/11/2020 | 1003378       | SOCIAL THINKING                     | \$119.62           |
|                 | V1004072     | 08/11/2020 | 092000        | TAYLORS MUSIC STORE                 | \$1,141.54         |
|                 | V1004073     | 08/11/2020 | 1001416       | ULINE                               | \$4,273.77         |
|                 | V1004074     | 08/11/2020 | 094345        | UNRUH, TURNER, BURKE & FREES        | \$21,136.00        |
| 01 - Total      |              |            |               |                                     | \$117,691.56       |
| 30              | V1004074     | 08/11/2020 | 094345        | UNRUH, TURNER, BURKE & FREES        | \$12,902.64        |
| 30 - Total      |              |            |               |                                     | \$12,902.64        |
| Overall - Total |              |            |               |                                     | \$130,594.20       |

# **West Chester Area School District Check Register**

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                | Transaction Amount |
|-----------------|--------------|------------|---------------|----------------------------|--------------------|
| 01              | 40076545     | 08/17/2020 | 082830        | POSTMASTER OF WEST CHESTER | \$683.10           |
| 01 - Total      |              |            |               |                            | \$683.10           |
| Overall - Total |              |            |               |                            | \$683.10           |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40076546     | 08/19/2020 | 1007456       | 21ST CENTURY MEDIA NEWSPAPERS LLC  | \$297.56           |
|              | 40076547     | 08/19/2020 | 1002557       | ABC-CLIO                           | \$2,395.00         |
|              | 40076548     | 08/19/2020 | 1003244       | ABINGTON SCHOOL DISTRICT           | \$11,000.00        |
|              | 40076549     | 08/19/2020 | 1008943       | AMAZON                             | \$631.15           |
|              | 40076550     | 08/19/2020 | 007075        | AQUA PA                            | \$186.24           |
|              | 40076551     | 08/19/2020 | 008510        | ASCD                               | \$89.00            |
|              | 40076552     | 08/19/2020 | 009710        | B & H PHOTO                        | \$2,405.52         |
|              | 40076553     | 08/19/2020 | 010830        | BARNES & NOBLE INC.                | \$632.70           |
|              | 40076554     | 08/19/2020 | 011440        | BECKER'S SCHOOL SUPPLIES           | \$237.89           |
|              | 40076555     | 08/19/2020 | 012700        | BERKHEIMER ASSOC H A               | \$3,759.78         |
|              | 40076556     | 08/19/2020 | 1008443       | CALICO PACKAGING LLC               | \$12,327.25        |
|              | 40076557     | 08/19/2020 | 1003362       | CARLSON, MARTHA                    | \$83.60            |
|              | 40076558     | 08/19/2020 | 021581        | CDW GOVERNMENT, INC                | \$409.00           |
|              | 40076559     | 08/19/2020 | 1004494       | CENTER ON CENTRAL, LLC, THE        | \$6,000.00         |
|              | 40076560     | 08/19/2020 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$24,144.76        |
|              | 40076562     | 08/19/2020 | 1008482       | CONTINUED.COM LLC                  | \$1,157.00         |
|              | 40076563     | 08/19/2020 | 1008424       | CRYSTAL SPRINGS                    | \$37.15            |
|              | 40076564     | 08/19/2020 | 030660        | CURRICULUM ASSOCIATES INC          | \$156.91           |
|              | 40076565     | 08/19/2020 | 1009033       | DANIELS, MARY                      | \$60.53            |
|              | 40076566     | 08/19/2020 | 1001584       | DELTA-T GROUP, INC.                | \$2,283.33         |
|              | 40076568     | 08/19/2020 | 1005210       | DIRECT ENERGY BUSINESS             | \$4,111.70         |
|              | 40076569     | 08/19/2020 | 1001473       | EDUCERE                            | \$58.00            |
|              | 40076570     | 08/19/2020 | 1006646       | EMEDCO                             | \$163.94           |
|              | 40076572     | 08/19/2020 | 1009047       | EVENT HYDRATION SOLUTIONS INC      | \$234.00           |
|              | 40076573     | 08/19/2020 | 042520        | FERGUSON ENT., INC. #501           | \$468.72           |
|              | 40076574     | 08/19/2020 | 1007608       | FICK EDUCATIONAL SERVICES, LLC     | \$780.00           |
|              | 40076575     | 08/19/2020 | 1008368       | FLEXIP SOLUTIONS INC               | \$4,800.27         |
|              | 40076576     | 08/19/2020 | 045280        | GALE GROUP, THE                    | \$154.00           |
|              | 40076577     | 08/19/2020 | 1009058       | GAP HILL ALUMINUM SHOP             | \$2,550.00         |
|              | 40076578     | 08/19/2020 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$1,438.86         |
|              | 40076579     | 08/19/2020 | 050075        | GREAT AMERICA FINANCIAL SERVICES   | \$4,284.15         |
|              | 40076580     | 08/19/2020 | 050165        | GREAT VALLEY LOCKSHOP INC          | \$5.25             |
|              | 40076581     | 08/19/2020 | 1008191       | HANDWRITING WITHOUT TEARS          | \$1,467.40         |
|              | 40076582     | 08/19/2020 | 054645        | HILLYARD, INC.                     | \$885.99           |
|              | 40076583     | 08/19/2020 | 055560        | HOME DEPOT CREDIT SERVICES         | \$805.38           |
|              | 40076584     | 08/19/2020 | 1008825       | HOME DEPOT PRO, THE                | \$9.65             |
|              | 40076585     | 08/19/2020 | 056400        | HOUGHTON MIFFLIN HARCOURT CO       | \$165.75           |
|              | 40076586     | 08/19/2020 | 1007808       | IMPERIAL BAG & PAPER               | \$3,338.18         |
|              | 40076587     | 08/19/2020 | 1007442       | INSIGHT WORKFORCE SOLUTIONS LLC    | \$1,420.72         |

## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                       | Transaction Amount |
|--------------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01           | 40076588     | 08/19/2020 | 1008507       | INTEGRITY WORKFORCE SOLUTIONS INC | \$463.47           |
|              | 40076589     | 08/19/2020 | 1007905       | ISOLVED HCM LLC                   | \$1,462.50         |
|              | 40076590     | 08/19/2020 | 1000345       | KADES-MARGOLIS CAPITAL            | \$200.00           |
|              | 40076591     | 08/19/2020 | 062600        | KEEN COMPRESSED GAS CO            | \$53.90            |
|              | 40076592     | 08/19/2020 | 065850        | LANCASTER-LEBANON INT UNIT #13    | \$360.00           |
|              | 40076593     | 08/19/2020 | 1009059       | LEWIS, KIM                        | \$1,000.00         |
|              | 40076595     | 08/19/2020 | 1000346       | LINCOLN INVESTMENT PLANNING, INC. | \$525.00           |
|              | 40076596     | 08/19/2020 | 1000346       | LINCOLN INVESTMENT PLANNING, INC. | \$72,548.00        |
|              | 40076597     | 08/19/2020 | 1005143       | MAILROOM SYSTEMS, INC.            | \$343.19           |
|              | 40076598     | 08/19/2020 | 1007127       | FLOORMAT SHOP                     | \$1,668.00         |
|              | 40076599     | 08/19/2020 | 1007554       | MEDIA SUPPLY, INC.                | \$10,636.20        |
|              | 40076600     | 08/19/2020 | 1000348       | METROPOLITAN LIFE INSURANCE CO.   | \$138.89           |
|              | 40076601     | 08/19/2020 | 1000348       | METROPOLITAN LIFE INSURANCE CO.   | \$47,905.00        |
|              | 40076602     | 08/19/2020 | 1007260       | MG TRUST                          | \$52,262.00        |
|              | 40076603     | 08/19/2020 | 077500        | NASCO                             | \$207.32           |
|              | 40076604     | 08/19/2020 | 079580        | OFFICE BASICS INC                 | \$1,494.00         |
|              | 40076609     | 08/19/2020 | 079550        | OFFICE DEPOT                      | \$11,079.55        |
|              | 40076610     | 08/19/2020 | 079853        | ON THE GO KIDS, INC               | \$59,438.35        |
|              | 40076611     | 08/19/2020 | 1007711       | ONHAND SCHOOLS INC.               | \$48,803.46        |
|              | 40076614     | 08/19/2020 | 080305        | PAR INC.                          | \$4,434.77         |
|              | 40076615     | 08/19/2020 | 1004467       | PIAA DISTRICT ONE                 | \$50.00            |
|              | 40076616     | 08/19/2020 | 082830        | POSTMASTER OF WEST CHESTER        | \$152.90           |
|              | 40076617     | 08/19/2020 | 1006772       | PRO-ED INC.                       | \$94.44            |
|              | 40076618     | 08/19/2020 | 1008210       | PTCFast.COM                       | \$140.00           |
|              | 40076619     | 08/19/2020 | 1005844       | RELIANCE STANDARD LIFE            | \$23,075.21        |
|              | 40076620     | 08/19/2020 | 1005267       | RICOH USA, INC.                   | \$397.45           |
|              | 40076621     | 08/19/2020 | 085132        | RITE ENVELOPE & GRAPHICS INC      | \$2,252.10         |
|              | 40076622     | 08/19/2020 | 085750        | ROTHWELL DOCUMENT SOLUTIONS       | \$162.53           |
|              | 40076623     | 08/19/2020 | 1009041       | SAVVAS LEARNING COMPANY           | \$39,181.71        |
|              | 40076624     | 08/19/2020 | 086660        | SCHOLASTIC MAGAZINES              | \$4,655.49         |
|              | 40076625     | 08/19/2020 | 1000088       | SCHOLASTIC TEACHING RESOURCES     | \$458.15           |
|              | 40076626     | 08/19/2020 | 086590        | SDIC - SCHOOL DISTRICTS           | \$2,357.85         |
|              | 40076627     | 08/19/2020 | 087646        | SHAR PRODUCTS CO.                 | \$3,386.78         |
|              | 40076628     | 08/19/2020 | 1000172       | STENHOUSE PUBLISHERS              | \$26.50            |
|              | 40076629     | 08/19/2020 | 091180        | SUPER DUPER PUBLICATIONS          | \$89.95            |
|              | 40076630     | 08/19/2020 | 1005955       | SUPERIOR TEXT                     | \$2,235.51         |
|              | 40076631     | 08/19/2020 | 1008422       | TELESYSTEM                        | \$7,059.49         |
|              | 40076632     | 08/19/2020 | 071980        | TOBII DYNAVOK LLC                 | \$1,253.70         |
|              | 40076633     | 08/19/2020 | 1006892       | U. S. BANK EQUIPMENT FINANCE      | \$4,263.14         |

### West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|-----------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01              | 40076634     | 08/19/2020 | 093600        | UNITED REFRIGERATION CO            | \$232.07           |
|                 | 40076635     | 08/19/2020 | 1007699       | US MEDICAL STAFFING, INC.          | \$174.13           |
|                 | 40076636     | 08/19/2020 | 1001316       | WASHINGTON MUSIC CENTER, INC.      | \$1,313.00         |
|                 | 40076637     | 08/19/2020 | 1000058       | TRUMARK FCU                        | \$1,177.20         |
|                 | 40076638     | 08/19/2020 | 097000        | WEST GOSHEN TOWNSHIP               | \$80,000.00        |
|                 | 40076639     | 08/19/2020 | 1007501       | WHITE CLAY SCHOOL                  | \$42,670.00        |
|                 | 40076640     | 08/19/2020 | 1003574       | WILLIS TOWERS WATSON NORTHEAST INC | \$78,697.00        |
| 01 - Total      |              |            |               |                                    | \$706,016.23       |
| 22              | 40076561     | 08/19/2020 | 1004703       | COMSTAR TECHNOLOGIES               | \$37,210.29        |
|                 | 40076571     | 08/19/2020 | 040396        | EPLUS TECHNOLOGY OF PA             | \$55,829.00        |
| 22 - Total      |              |            |               |                                    | \$93,039.29        |
| 27              | 40076612     | 08/19/2020 | 1009046       | ONUR MARBLE & GRANITE INC          | \$1,830.00         |
| 27 - Total      |              |            |               |                                    | \$1,830.00         |
| 30              | 40076549     | 08/19/2020 | 1008943       | AMAZON                             | \$145.31           |
|                 | 40076567     | 08/19/2020 | 035100        | DI ROCCOBROS. CO.                  | \$89,232.34        |
|                 | 40076594     | 08/19/2020 | 1008448       | LIBERTY MUTUAL GROUP INC           | \$4,380.00         |
|                 | 40076613     | 08/19/2020 | 1009063       | OUT OF SITE LLC                    | \$725.00           |
| 30 - Total      |              |            |               |                                    | \$94,482.65        |
| 50              | 80039068     | 08/19/2020 | 079297        | NASSP                              | \$2,541.00         |
| 50 - Total      |              |            |               |                                    | \$2,541.00         |
| 80              | 50001088     | 08/19/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT    | \$3.05             |
|                 | 50001089     | 08/19/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT    | \$6.75             |
|                 | 50001090     | 08/19/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT    | \$8.45             |
|                 | 50001091     | 08/19/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT    | \$6.55             |
|                 | 50001092     | 08/19/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT    | \$8.85             |
|                 | 50001093     | 08/19/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT    | \$0.90             |
|                 | 50001094     | 08/19/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT    | \$5.35             |
|                 | 50001095     | 08/19/2020 | 090800        | STUDENT REFUNDS & REIMBURSEMENT    | \$9.50             |
| 80 - Total      |              |            |               |                                    | \$49.40            |
| Overall - Total |              |            |               |                                    | \$897,958.57       |

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

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                 | Transaction Amount |
|-----------------|--------------|------------|---------------|-----------------------------|--------------------|
| 01              | V1004075     | 08/19/2020 | 009530        | AUTO TRUCK OUTFITTERS       | \$1,642.00         |
|                 | V1004076     | 08/19/2020 | 021100        | CAROLINA BIOLOGICAL         | \$1,530.90         |
|                 | V1004077     | 08/19/2020 | 032900        | DEMCO , INC.                | \$312.80           |
|                 | V1004078     | 08/19/2020 | 053520        | HEINEMANN EDUCATIONAL BOOKS | \$903.00           |
|                 | V1004079     | 08/19/2020 | 1007462       | KIMONO LLC                  | \$6,229.44         |
|                 | V1004080     | 08/19/2020 | 065400        | KURTZ BROS                  | \$4,629.65         |
|                 | V1004081     | 08/19/2020 | 075220        | MUSIC & ARTS CENTERS        | \$285.00           |
|                 | V1004082     | 08/19/2020 | 084465        | REALLY GOOD STUFF           | \$1,927.14         |
|                 | V1004083     | 08/19/2020 | 086700        | SCHOOL HEALTH CORPORATION   | \$577.07           |
|                 | V1004084     | 08/19/2020 | 086710        | SCHOOL SPECIALTY INC        | \$2,698.71         |
|                 | V1004085     | 08/19/2020 | 1000679       | SHERWIN WILLIAMS            | \$346.34           |
|                 | V1004086     | 08/19/2020 | 091014        | SUCCESS BY DESIGN, INC      | \$1,192.69         |
|                 | V1004087     | 08/19/2020 | 092000        | TAYLORS MUSIC STORE         | \$1,796.61         |
| 01 - Total      |              |            |               |                             | \$24,071.35        |
| Overall - Total |              |            |               |                             | \$24,071.35        |

## West Chester Area School District Check Register

| Fund Charged           | Check Number | Check Date | Vendor Number | Vendor Name          | Transaction Amount |
|------------------------|--------------|------------|---------------|----------------------|--------------------|
| 01                     | 40076641     | 08/20/2020 | 1008200       | PANERA BREAD         | \$467.05           |
| <b>01 - Total</b>      |              |            |               |                      | <b>\$467.05</b>    |
| 51                     | 80039069     | 08/20/2020 | 1007738       | JOHN SEROCK CATERING | \$515.16           |
| <b>51 - Total</b>      |              |            |               |                      | <b>\$515.16</b>    |
| <b>Overall - Total</b> |              |            |               |                      | <b>\$982.21</b>    |



## West Chester Area School District Check Register

| Fund Charged | Check Number | Check Date | Vendor Number | Vendor Name                        | Transaction Amount |
|--------------|--------------|------------|---------------|------------------------------------|--------------------|
| 01           | 40076642     | 08/25/2020 | 1007456       | 21ST CENTURY MEDIA NEWSPAPERS LLC  | \$706.34           |
|              | 40076643     | 08/25/2020 | 006775        | A ANCHOR TOILETS PORTABLE          | \$25.16            |
|              | 40076644     | 08/25/2020 | 1008943       | AMAZON                             | \$175.41           |
|              | 40076645     | 08/25/2020 | 010830        | BARNES & NOBLE INC.                | \$1,567.20         |
|              | 40076648     | 08/25/2020 | 1004955       | BRADLEY, SANDRA                    | \$899.34           |
|              | 40076649     | 08/25/2020 | 023755        | CHESTER COUNTY INT UNIT # 24       | \$947.04           |
|              | 40076651     | 08/25/2020 | 027050        | COLONIAL VILLAGE MEAT MARKETS      | \$302.50           |
|              | 40076652     | 08/25/2020 | 027050        | COLONIAL VILLAGE MEAT MARKETS      | \$302.50           |
|              | 40076653     | 08/25/2020 | 028175        | CONCEPT SCHOOL, THE                | \$33,000.00        |
|              | 40076654     | 08/25/2020 | 091740        | TAX REFUNDS                        | \$11,080.53        |
|              | 40076655     | 08/25/2020 | 037880        | EDUCATION WEEK                     | \$79.00            |
|              | 40076656     | 08/25/2020 | 043880        | FRAMERS MARKET GALLERY             | \$2,789.00         |
|              | 40076657     | 08/25/2020 | 1002259       | G & R BIO-MED SERVICE INC          | \$263.00           |
|              | 40076658     | 08/25/2020 | 1006249       | GENERAL HEALTHCARE RESOURCES, INC. | \$1,928.67         |
|              | 40076659     | 08/25/2020 | 1008513       | GETTYSBURG AREA SCHOOL DISTRICT    | \$520.00           |
|              | 40076660     | 08/25/2020 | 1007808       | IMPERIAL BAG & PAPER               | \$500.00           |
|              | 40076661     | 08/25/2020 | 1008953       | INSIGHT PUBLIC SECTOR INC          | \$679.00           |
|              | 40076663     | 08/25/2020 | 1009061       | JP EDUCATIONAL SERVICES LLC        | \$1,650.00         |
|              | 40076664     | 08/25/2020 | 1007627       | KAMOR-BARNES, HEATHER              | \$1,181.25         |
|              | 40076665     | 08/25/2020 | 1000257       | MARK'S PLUMBING PARTS              | \$2,476.56         |
|              | 40076666     | 08/25/2020 | 091740        | TAX REFUNDS                        | \$1,611.13         |
|              | 40076667     | 08/25/2020 | 10824         | MCGONIGAL, COLIN                   | \$79.00            |
|              | 40076668     | 08/25/2020 | 1003302       | MILAGRE KIDS SCHOOL, INC., THE     | \$14,400.00        |
|              | 40076669     | 08/25/2020 | 079961        | ORIENTAL TRADING CO., INC          | \$519.90           |
|              | 40076670     | 08/25/2020 | 1007817       | PAR CODE SYMBOLOGY, INC.           | \$1,237.00         |
|              | 40076671     | 08/25/2020 | 081090        | PASA                               | \$1,995.00         |
|              | 40076672     | 08/25/2020 | 085720        | ROSENAU CO INC, PHILIP             | \$577.04           |
|              | 40076673     | 08/25/2020 | 1009041       | SAVVAS LEARNING COMPANY            | \$45.68            |
|              | 40076675     | 08/25/2020 | 086500        | SCHOLASTIC NEWS                    | \$4,244.00         |
|              | 40076676     | 08/25/2020 | 1002114       | SCHOOLWIDE INC                     | \$3,380.00         |
|              | 40076677     | 08/25/2020 | 1008459       | SHELLER OIL COMPANY                | \$144.00           |
|              | 40076678     | 08/25/2020 | 089420        | SOUTHERN CHESTER CO PHARMACY       | \$1,194.36         |
|              | 40076679     | 08/25/2020 | 1007160       | STARFALL EDUCATION                 | \$270.00           |
|              | 40076680     | 08/25/2020 | 091360        | SWEET, STEVENS, KATZ, & WILLIAMS   | \$12,320.50        |
|              | 40076681     | 08/25/2020 | 091582        | TALK, INC                          | \$40,575.00        |
|              | 40076682     | 08/25/2020 | 1008073       | TRASH TECH                         | \$772.36           |
|              | 40076683     | 08/25/2020 | 082220        | TURF EQUIPMENT AND SUPPLY COMPANY  | \$570.37           |
|              | 40076684     | 08/25/2020 | 093600        | UNITED REFRIGERATION CO            | \$833.19           |
|              | 40076685     | 08/25/2020 | 049790        | W. W. GRAINGER, INC.               | \$604.80           |

### West Chester Area School District Check Register

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name                         | Transaction Amount |
|-----------------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01              | 40076686     | 08/25/2020 | 1001316       | WASHINGTON MUSIC CENTER, INC.       | \$1,739.45         |
|                 | 40076687     | 08/25/2020 | 1007869       | WESTMORELAND INTERMEDIATE UNIT      | \$500.00           |
|                 | 40076688     | 08/25/2020 | 1008068       | WILLIAMS SCOTSMAN, INC              | \$1,468.00         |
|                 | 40076689     | 08/25/2020 | 1006821       | WISCONSIN CENTER FOR EDUCATION PROD | \$100.00           |
| 01 - Total      |              |            |               |                                     | \$150,253.28       |
| 30              | 40076646     | 08/25/2020 | 1004477       | BLACKNEY HAYES ARCHITECTS           | \$30,632.20        |
|                 | 40076647     | 08/25/2020 | 015790        | BOYLE'S FLOOR & WINDOW COVERNG      | \$15,545.00        |
|                 | 40076650     | 08/25/2020 | 025930        | CLINGER, CORP., WILLIAM H.          | \$75,227.18        |
|                 | 40076662     | 08/25/2020 | 1005435       | JAY R. REYNOLDS, INC.               | \$39,335.94        |
|                 | 40076674     | 08/25/2020 | 1006778       | SC STEVENSON CONSULTING INC         | \$7,364.00         |
| 30 - Total      |              |            |               |                                     | \$168,104.32       |
| 80              | 50001096     | 08/25/2020 | 091740        | TAX REFUNDS                         | \$177.20           |
|                 | 50001097     | 08/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT      | \$113.12           |
|                 | 50001098     | 08/25/2020 | 090800        | STUDENT REFUNDS & REIMBURSMENT      | \$45.50            |
| 80 - Total      |              |            |               |                                     | \$335.82           |
| Overall - Total |              |            |               |                                     | \$318,693.42       |

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

| Fund Charged    | Check Number | Check Date | Vendor Number | Vendor Name               | Transaction Amount |
|-----------------|--------------|------------|---------------|---------------------------|--------------------|
| 01              | V1004088     | 08/25/2020 | 026352        | COLLINS SPORTS MEDICINE   | \$6,733.60         |
|                 | V1004089     | 08/25/2020 | 030755        | DGF PRODUCTS              | \$13,193.74        |
|                 | V1004090     | 08/25/2020 | 043605        | FOX ROTHSCHILD LLP        | \$1,512.00         |
|                 | V1004091     | 08/25/2020 | 075220        | MUSIC & ARTS CENTERS      | \$1,877.00         |
|                 | V1004092     | 08/25/2020 | 080980        | PENN OFFICE PRODUCTS      | \$3,435.49         |
|                 | V1004093     | 08/25/2020 | 084465        | REALLY GOOD STUFF         | \$276.39           |
|                 | V1004094     | 08/25/2020 | 002820        | RIDDELL/ALL AMERICAN      | \$676.83           |
|                 | V1004095     | 08/25/2020 | 086700        | SCHOOL HEALTH CORPORATION | \$550.10           |
|                 | V1004096     | 08/25/2020 | 092000        | TAYLORS MUSIC STORE       | \$763.34           |
| 01 - Total      |              |            |               |                           | \$29,018.49        |
| Overall - Total |              |            |               |                           | \$29,018.49        |

**Student Activity Accounts**

31

| <b>Budget Unit</b> | <b>Project</b> | <b>Project Title</b>         | <b>August 31,<br/>2020</b> |
|--------------------|----------------|------------------------------|----------------------------|
| 50000221           | 005221         | BEST BUDDIES                 | 1,399.75                   |
| 50000222           | 005222         | BEST BUDDIES                 | 364.27                     |
| 50000223           | 005223         | BEST BUDDIES                 | 2,873.76                   |
| 50000326           | 005326         | BEST BUDDIES                 | 1,642.49                   |
| 50000327           | 005327         | BEST BUDDIES                 | 474.99                     |
| 50000328           | 005328         | BEST BUDDIES                 | 1,107.46                   |
| 50000221           | 006221         | BLACK STUDENT UNION          | 4,134.69                   |
| 50000222           | 006222         | BLACK STUDENT UNION          | 1,967.75                   |
| 50000223           | 006223         | BLACK STUDENT UNION          | 1,443.15                   |
| 50000223           | 007223         | BRINGING HOPE HOME CLUB      | 189.00                     |
| 50000327           | 008327         | 8 <sup>th</sup> GRADE DANCE  | 703.48                     |
| 50000221           | 010221         | CLASS OF 2021                | 4,332.26                   |
| 50000222           | 010222         | CLASS OF 2021                | 6,733.22                   |
| 50000223           | 010223         | CLASS OF 2021                | 4,624.87                   |
| 50000221           | 011221         | CLASS OF 2022                | 3,483.18                   |
| 50000222           | 011222         | CLASS OF 2022                | 2,631.96                   |
| 50000223           | 011223         | CLASS OF 2022                | 7,269.81                   |
| 50000221           | 012221         | CLASS OF 2023                | 731.64                     |
| 50000222           | 012222         | CLASS OF 2023                | 224.00                     |
| 50000223           | 012223         | CLASS OF 2023                | 3,180.76                   |
| 50000221           | 015221         | CLASS OF 2020                | 7,797.20                   |
| 50000222           | 015222         | CLASS OF 2020                | 18,379.88                  |
| 50000223           | 015223         | CLASS OF 2020                | 8,018.54                   |
| 50000221           | 016221         | MOCK TRIAL TEAM              | 11.99                      |
| 50000221           | 017221         | MODEL U.N.                   | 913.31                     |
| 50000223           | 017223         | MODEL U.N.                   | 4,587.47                   |
| 50000221           | 018221         | DECA                         | 5,582.17                   |
| 50000222           | 018222         | DECA                         | 11,011.75                  |
| 50000223           | 018223         | DECA                         | 21,716.17                  |
| 50000223           | 019223         | IDRYO (LITERARY MAGAZINE)    | 49.51                      |
| 50000221           | 020221         | ROTARY/INTERACT              | 836.94                     |
| 50000222           | 020222         | INTERACT                     | 2,606.74                   |
| 50000221           | 021221         | MULTICULTURAL CLUB           | 329.04                     |
| 50000221           | 022221         | F.B.L.A. HENDERSON           | 2,944.39                   |
| 50000221           | 023221         | VIDEO PRODUCTION CLUB        | 2.43                       |
| 50000222           | 023222         | WVIK CLUB                    | 368.80                     |
| 50000223           | 023223         | PHOTOGRAPHY CLUB             | 3,477.75                   |
| 50000221           | 025221         | ARTNERSHIPS                  | 337.73                     |
| 50000221           | 028221         | WARRIORS HELPING WARRIORS    | 70.26                      |
| 50000222           | 025222         | RELAY FOR LIFE               | 700.09                     |
| 50000221           | 027221         | GIRL UP                      | 1,373.74                   |
| 50000221           | 032221         | WORLD LANGUAGE HONOR SOCIETY | 595.78                     |
| 50000221           | 034221         | NATIONAL HONOR SOCIETY       | 547.79                     |
| 50000222           | 034222         | NATIONAL HONOR SOCIETY       | 88.30                      |
| 50000223           | 034223         | NATIONAL HONOR SOCIETY       | 632.80                     |
| 50000221           | 036221         | NEWSPAPER                    | 659.92                     |
| 50000221           | 037221         | SPEECH & DEBATE              | 214.22                     |

**Student Activity Accounts**

32

| <b>Budget Unit</b> | <b>Project</b> | <b>Project Title</b>         | <b>August 31,<br/>2020</b> |
|--------------------|----------------|------------------------------|----------------------------|
| 50000222           | 038222         | FASHION CLUB                 | 525.14                     |
| 50000223           | 038223         | FASHION CLUB                 | 409.76                     |
| 50000221           | 039221         | HELPING HANDS CLUB           | 78.53                      |
| 50000222           | 039222         | HANDS TO HEARTS              | 22.52                      |
| 50000221           | 040221         | S.A.D.D.                     | 1,701.25                   |
| 50000222           | 040222         | S.A.D.D.                     | 964.99                     |
| 50000223           | 040223         | S.A.D.D.                     | 1,616.22                   |
| 50000221           | 041221         | SCIENCE OLYMPIAD             | 2,064.75                   |
| 50000222           | 041222         | SCIENCE OLYMPIAD             | 494.79                     |
| 50000223           | 041223         | SCIENCE OLYMPIAD             | 4,494.29                   |
| 50000221           | 042221         | SKI CLUB                     | 0.21                       |
| 50000223           | 042223         | SKI CLUB                     | 1,643.65                   |
| 50000326           | 042326         | SKI CLUB                     | 9,372.27                   |
| 50000221           | 043221         | PHYSICS OLYMPIAD             | 302.74                     |
| 50000326           | 045326         | CROSS COUNTRY                | 70.55                      |
| 50000326           | 044326         | SCIENCE OLYMPIAD             | 1,559.24                   |
| 50000327           | 045327         | ART CLUB                     | 21.87                      |
| 50000221           | 046221         | NATIONAL ART HONOR SOCIETY   | 650.61                     |
| 50000222           | 046222         | NATIONAL ART HONOR SOCIETY   | 1,003.39                   |
| 50000222           | 049222         | HOUSE OF HOPE                | 75.22                      |
| 50000221           | 050221         | STUDENT COUNCIL              | 671.55                     |
| 50000222           | 050222         | STUDENT COUNCIL              | 17,124.71                  |
| 50000223           | 050223         | STUDENT COUNCIL              | 10,685.61                  |
| 50000326           | 050326         | STUDENT COUNCIL              | 15,029.70                  |
| 50000327           | 050327         | STUDENT COUNCIL              | 4,532.96                   |
| 50000328           | 050328         | STUDENT COUNCIL              | 12,777.05                  |
| 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         | 11,315.57                  |
| 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    | 3,745.62                   |
| 50000223           | 062223         | ACADEMIC TEAM - RUSTIN       | 145.32                     |
| 50000223           | 064223         | AMERICAN LATINO PROGRAM      | 211.14                     |
| 50000221           | 070221         | SCHOOL MUSICAL               | 19,857.83                  |
| 50000222           | 070222         | BROADWAY SHOW                | 18,086.68                  |
| 50000223           | 070223         | THEATER FUND                 | 9,983.40                   |
| 50000221           | 072221         | CALLIOPE                     | 784.08                     |
| 50000326           | 073326         | FOOTBALL ACTIVITY FUND       | 4,112.75                   |

**Student Activity Accounts**

33

| <b>Budget Unit</b>            | <b>Project</b> | <b>Project Title</b>      | <b>August 31,<br/>2020</b> |
|-------------------------------|----------------|---------------------------|----------------------------|
| 50000326                      | 074326         | CHEER CLUB                | 2,789.17                   |
| 50000326                      | 075326         | WRESTLING ACTIVITY        | 242.47                     |
| 50000326                      | 076326         | TRACK & FIELD ACTIVITY    | 779.98                     |
| 50000221                      | 077221         | TRI-M MUSIC HONOR SOCIETY | 779.06                     |
| 50000221                      | 078221         | MUSIC DEPARTMENT FUND     | 2,693.27                   |
| 50000222                      | 078222         | CHORAL FUND               | 974.68                     |
| 50000223                      | 078223         | CHORAL FUND               | 4,801.80                   |
| 50000222                      | 086222         | COMPUTER ACCOUNT          | 878.37                     |
| 50000221                      | 087221         | ROBOTICS CLUB             | 2,228.54                   |
| 50000221                      | 090221         | DRAMA CLUB                | 5,948.27                   |
| 50000326                      | 090326         | DRAMA                     | 19,854.54                  |
| 50000327                      | 090327         | DRAMA                     | 5,451.42                   |
| 50000328                      | 090328         | DRAMA                     | 20,899.81                  |
| 50000221                      | 093221         | STUDENTS HELPING STUDENTS | 809.96                     |
| 50000222                      | 093222         | KARE - EAST               | 935.40                     |
| 50000326                      | 093326         | PEIRCE PROUD KIDS         | 1,267.38                   |
| 50000328                      | 093328         | FUGETT CARES              | 129.00                     |
| 50000223                      | 094223         | MEGA CLUB                 | 733.74                     |
| 50000221                      | 095221         | FEMPOWERMENT CLUB         | 165.29                     |
| 50000221                      | 097221         | KIDS 4 KIDS               | 128.34                     |
| 50000222                      | 098222         | FORGN LANG HONOR SOCIETY  | 2,046.48                   |
| <b>Total Fund 50 Projects</b> |                |                           | <b>404,184.09</b>          |
| 51000327                      | 142327         | SKI CLUB                  | 1,303.40                   |
| 51000330                      | 164330         | ACTIVITY FUND             | 6,123.33                   |
| 51000432                      | 164432         | ACTIVITY FUND             | 956.85                     |
| 51000437                      | 164437         | ACTIVITY FUND             | 13,710.76                  |
| 51000438                      | 164438         | ACTIVITY FUND             | 3,761.41                   |
| 51000440                      | 164440         | ACTIVITY FUND             | 3,371.99                   |
| 51000444                      | 164444         | ACTIVITY FUND             | 17,049.40                  |
| 51000445                      | 164445         | ACTIVITY FUND             | 109.45                     |
| 51000447                      | 164447         | ACTIVITY FUND             | 10,259.61                  |
| 51000448                      | 164448         | ACTIVITY FUND             | 13,133.23                  |
| 51000451                      | 164451         | ACTIVITY FUND             | 11,219.61                  |
| 51000452                      | 164452         | ACTIVITY FUND             | 10,088.81                  |
| 51000453                      | 164453         | ACTIVITY FUND             | 7,876.76                   |
| 51000931                      | 164931         | ACTIVITY FUND             | 300.69                     |
| 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          | 7,631.88                   |
| 51000326                      | 180326         | CLEARING ACCOUNT          | 5,512.56                   |
| 51000327                      | 180327         | CLEARING ACCOUNT          | 449.54                     |
| 51000328                      | 180328         | CLEARING ACCOUNT          | 12,163.69                  |
| 51000955                      | 182955         | COLLEGE SCHOLRSHP FD ADM  | 4,066.62                   |
| 51000222                      | 191222         | SCHOOL SIGN EHS           | 3,875.14                   |
| 51000452                      | 193452         | LIFE SKILLS SUPPORT       | 22.05                      |

**Student Activity Accounts**

34

| <b>Budget Unit</b> | <b>Project</b> | <b>Project Title</b>              | <b>August 31,<br/>2020</b> |
|--------------------|----------------|-----------------------------------|----------------------------|
| 51000440           | 194440         | FIELD TRIP ACCT                   | 18,933.85                  |
| 51000327           | 195327         | FIELD TRIP STET 6                 | 8,730.14                   |
| 51000327           | 196327         | FIELD TRIP STET 7                 | 1,607.41                   |
| 51000327           | 197327         | FIELD TRIP STET 8                 | 496.54                     |
| 51000221           | 202221         | IMPROVEMENT FUND                  | 15,304.57                  |
| 51000222           | 202222         | IMPROVEMENT FUND                  | 31,562.85                  |
| 51000223           | 202223         | IMPROVEMENT FUND                  | 20,007.11                  |
| 51000326           | 202326         | IMPROVEMENT FUND                  | 1,804.09                   |
| 51000327           | 202327         | IMPROVEMENT FUND                  | 4,029.57                   |
| 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                      | 1,201.21                   |
| 51000328           | 210328         | LIBRARY FUND                      | 3,622.87                   |
| 51000438           | 210438         | LIBRARY FUND                      | 474.56                     |
| 51000440           | 210440         | LIBRARY FUND                      | 437.19                     |
| 51000444           | 210444         | LIBRARY FUND                      | 5,701.80                   |
| 51000445           | 210445         | LIBRARY FUND                      | 593.02                     |
| 51000447           | 210447         | LIBRARY FUND                      | 597.41                     |
| 51000448           | 210448         | LIBRARY FUND                      | 9,893.70                   |
| 51000451           | 210451         | LIBRARY FUND                      | 90.23                      |
| 51000452           | 210452         | LIBRARY FUND                      | 7,767.59                   |
| 51000453           | 210453         | LIBRARY FUND                      | 4,261.50                   |
| 51000221           | 211221         | HEALTH FITNESS/HRM                | 2,291.54                   |
| 51000326           | 214326         | MUSIC FUND                        | 10,476.64                  |
| 51000327           | 214327         | MUSIC FUND                        | 892.19                     |
| 51000328           | 214328         | MUSIC FUND                        | 1,552.22                   |
| 51000448           | 214448         | MUSIC FUND                        | 91.38                      |
| 51000222           | 216222         | PAVE THE WAY                      | 1,652.62                   |
| 51000221           | 234221         | STUDENT ASSISTANCE FUND           | 8,900.23                   |
| 51000222           | 234222         | STUDENT ASSISTANCE FUND           | 16,251.29                  |
| 51000223           | 234223         | STUDENT ASSISTANCE FUND           | 2,635.90                   |
| 51000328           | 234328         | STUDENT ASSISTANCE FUND           | 9,230.72                   |
| 51000221           | 250221         | BRUNO SCHOLARSHIP                 | 9,581.15                   |
| 51000953           | 250953         | ACTIVITY FEE WAIVER FUND STUDENT  | 8.94                       |
| 51000221           | 251221         | RICK MAERKER MEMORIAL SCHOLARSHIP | 13,901.58                  |
| 51000223           | 251223         | ARSCOTT SOCCER SCHOLARSHIP        | 119.29                     |
| 51000221           | 252221         | B REED HNDERSON SCHOLARSHIP       | 65,099.53                  |
| 51000221           | 253221         | VICKY AHLUM MEMORIAL SCHOLARSHIP  | 4,831.50                   |
| 51000221           | 254221         | PEER BEST BUDDIES SCHOLARSHIP     | 282.73                     |
| 51000222           | 254222         | CLASS OF 2005 SCHOLARSHIP         | 2,262.34                   |
| 51000221           | 255221         | BOYS LACROSSE BOOSTERS AWARD      | 5,806.32                   |
| 51000222           | 255222         | RECYCLING SCHOLARSHIP             | 494.04                     |

# Student Activity Accounts

35

| Budget Unit                                                       | Project | Project Title                          | August 31,<br>2020  |
|-------------------------------------------------------------------|---------|----------------------------------------|---------------------|
| 51000221                                                          | 257221  | JEANNE D. SCIUBBA MEMORIAL SCHOLARSHIP | 4.96                |
| 51000223                                                          | 258223  | BIANCA ROBERSON SCHOLARSHIP            | 8,638.67            |
| 51000955                                                          | 259955  | MATLACK MEMORIAL TRUST FUND            | 5,083.32            |
| 51000221                                                          | 261221  | TRAPNELL SCHOLARSHIP                   | 117,999.91          |
| 51000221                                                          | 265221  | TUKLOFF MEMORIAL TRUST                 | 975.08              |
| 51000222                                                          | 268222  | WENKE SCHOLSP FUND                     | 8,697.76            |
| 51000221                                                          | 269221  | THOMAS WEEKS SCHOLARSHIP               | 367.66              |
| 51000955                                                          | 290955  | UNDISTRIBUTED INCOME                   | (175.04)            |
| <b>Total Fund 51 Projects</b>                                     |         |                                        | <b>598,908.85</b>   |
| <b>Fund 50 / 51 - Combined Project Totals</b>                     |         |                                        | <b>1,003,092.94</b> |
| <b>Fund 50 / 51 - Combined Accounts Payable</b>                   |         |                                        | <b>1,097.11</b>     |
| <b>Fund 50 / 51 - Due to / from other funds</b>                   |         |                                        | <b>10,948.68</b>    |
| <b>Total Student Activity and Agency Funds</b>                    |         |                                        | <b>1,015,138.73</b> |
| <b>Fund 50 / 51 - Cash Account Balances as of August 31, 2020</b> |         |                                        | <b>Total Cash</b>   |
|                                                                   |         |                                        | <b>1,015,138.73</b> |
| <b>Total Student and Agency Activity Funds</b>                    |         |                                        | <b>1,015,138.73</b> |



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

**OPERATING CASH**

CASH BALANCE JULY 31, 2020 \$ 119,047.61

RECEIPTS AUGUST 1, 2020 - AUGUST 31, 2020

## DEPOSITS

DEPOSITS ON ACCOUNT

INTEREST 11.78

SALE OF EQUIPMENT

POS FEES RECEIVED

ARAMARK REIMBURSEMENT

|                                   |            |            |
|-----------------------------------|------------|------------|
| TRANSFER FROM INVESTMENTS ACCOUNT | 100,000.00 |            |
| TOTAL RECEIPTS                    |            | 100,011.78 |

DISBURSEMENTS AUGUST 1, 2020 - AUGUST 31, 2020

BANK FEES 48.84

POS SERVICE CHARGES

EQUIPMENT PURCHASES

ARAMARK PAYMENTS

STUDENT REFUNDS 704.57

ARAMARK MAINTENANCE SUPPLIES -

OTHER

|                     |        |  |
|---------------------|--------|--|
| TOTAL DISBURSEMENTS | 753.41 |  |
|---------------------|--------|--|

CASH BALANCE AUGUST 31, 2020 \$ 2 23 05 . 98

**INVESTMENTS**

INVESTMENT BALANCE JULY 31, 2020 \$ 997,172.91

RECEIPTS AUGUST 1, 2020 - AUGUST 31, 2020

TRANSFERS FROM CHECKING ACCOUNT:

STATE SUBSIDY: 56,864.18

INTEREST: 156.42

|                 |  |           |
|-----------------|--|-----------|
| TOTAL ADDITIONS |  | 57,020.60 |
|-----------------|--|-----------|

DISBURSEMENTS AUGUST 1, 2020 - AUGUST 31, 2020

|                              |            |  |
|------------------------------|------------|--|
| TRANSFER TO CHECKING ACCOUNT | 100,000.00 |  |
|------------------------------|------------|--|

|                     |  |            |
|---------------------|--|------------|
| TOTAL DISBURSEMENTS |  | 100,000.00 |
|---------------------|--|------------|

INVESTMENT BALANCE AUGUST 31, 2020 \$ 954,193.51

**PREPAID STUDENT ACCOUNTS**

PREPAID STUDENT ACCOUNTS BALANCE JULY 31, 2020 \$ 2 6 8 25 . 24

ADD: RECEIVED ON ACCOUNT

TOTAL ADDITIONS -

DEDUCT: PREPAIDS USED

TOTAL DEDUCTIONS -

PREPAID STUDENT ACCOUNTS BALANCE AUGUST 31, 2020 \$ 2 6 8 25 . 24

WEST CHESTER AREA SCHOOL DISTRICT  
SEPTEMBER 29, 2020  
STATEMENT OF DISBURSEMENTS SUMMARY  
FOR THE PERIOD AUGUST 1, 2020 - AUGUST 31, 2020

|                                                                      |                          |
|----------------------------------------------------------------------|--------------------------|
| GENERAL FUND DISBURSEMENTS                                           | 63,310,857.36            |
| includes Technology,<br>Federal Programs and any Special State Funds |                          |
| BILLS PAID                                                           | 10,310,857.36            |
| INVESTMENTS                                                          | 53,000,000.00            |
| <br>CAPITAL RESERVE FUND                                             | <br>119,747.51           |
| <br>CAPITAL PROJECTS FUND                                            | <br>1,519,414.31         |
| <br>SPECIAL REVENUE - Athletics                                      | <br>2,483.40             |
| <br>TRUST FUNDS                                                      | <br>0.00                 |
| <br>CAFETERIA                                                        | <br>704.57               |
| <br>STUDENT ACTIVITY FUND DISBURSEMENTS                              | <br>8,102.00             |
| <br>TRUST AND AGENCY FUND DISBURSEMENTS                              | <br><u>11,613.66</u>     |
| <br>TOTAL DISBURSEMENTS                                              | <br><u>64,972,922.81</u> |

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

**WEST CHESTER AREA SCHOOL DISTRICT**

**September 29, 2020 SCHOOL BOARD MEETING**

**CONSENT AGENDA RESOLUTION**

**Approval of the August 31, 2020 Financial Report**

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

I so move.

**2020-2021 General Fund Financial Analysis**

The expenses and revenues as of August 2020 represent 2 months of financial activity for the District. To date we have collected \$99.4 million in real estate taxes, we have \$73.2 million more in taxes to collect to achieve our budget. Our YTD current real estate tax collections are trending behind last year due to the timing of receipt of tax payments from the mortgage companies. That payment in the amount of \$51.0 million was posted in the first week of September 2020, last year it was posted in the final day of August.

The second largest local revenue category is Earned Income Tax which is 4.7% 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 monitor EIT closely this year to provide an updated trend. We have received \$325,745 in transfer taxes year to date, this amount is behind last year and is the result of the size and timing of property transfers within the District.

Our local revenues YTD total \$103.9 million or 51.7% of budget. State revenues are on target with budget, the largest component to date is \$1.8 million (1/2 of budget) in gaming revenues. Federal revenues are also on target with budget.

We have made a revision to our debt service expense for the 2020-21 year. 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 \$34.2 million at June 30th 2021, but we are currently anticipating a \$16.4 million budget gap after an Act 1 index tax increase for the 2021-22 school year.

This concludes the financial report.

John T. Scully, School Board Treasurer

West Chester Area School District  
2020-21 General Fund Including Technology and Federal Programs  
Revenue for the Month Ending August 31, 2020

|                            | CURRENT YR<br>BUDGET  | YEAR TO DATE<br>REVENUE | AVAILABLE<br>BALANCE  | YTD RECEIPTS<br>CURR VS. PRIOR YR | % OF BUDGET<br>RECEIVED<br>CURRENT YR | % OF BUDGET<br>RECEIVED VS.<br>PRIOR YR |
|----------------------------|-----------------------|-------------------------|-----------------------|-----------------------------------|---------------------------------------|-----------------------------------------|
| CURRENT REAL ESTATE        | 172,568,153.00        | 99,354,750.12           | 73,213,402.88         | (43,947,901.63)                   | 57.57%                                | 83.38%                                  |
| INTERIM R. E. TAXES        | 824,699.00            | 77,499.21               | 747,199.79            | (86,136.93)                       | 9.40%                                 | 13.80%                                  |
| PUBLIC UTILITY R. T.       | 180,000.00            | -                       | 180,000.00            | -                                 | 0.00%                                 | 0.00%                                   |
| EARNED INCOME TAXES        | 19,590,251.00         | 3,886,993.22            | 15,703,257.78         | 591,100.12                        | 19.84%                                | 15.14%                                  |
| REAL ESTATE TRANSFER       | 3,735,352.00          | 325,745.39              | 3,409,606.61          | (361,009.15)                      | 8.72%                                 | 15.63%                                  |
| DELIQU TAX LEVIED          | 2,858,800.00          | 146,989.82              | 2,711,810.18          | (33,176.70)                       | 5.14%                                 | 6.30%                                   |
| EARNINGS-INVESTMENTS       | 500,000.00            | 40,055.47               | 459,944.53            | (237,974.37)                      | 8.01%                                 | 27.80%                                  |
| PARKING FEES               | 65,000.00             | -                       | 65,000.00             | (46,040.00)                       | 0.00%                                 | 76.73%                                  |
| RENTALS                    | 245,000.00            | 47,108.50               | 197,891.50            | 14,856.50                         | 19.23%                                | 8.96%                                   |
| CONTRIBUTIONS              | 11,000.00             | -                       | 11,000.00             | (7,425.00)                        | 0.00%                                 | 67.50%                                  |
| SUMMER SCHL TUITION        | 51,000.00             | 18,898.79               | 32,101.21             | (12,008.06)                       | 37.06%                                | 68.68%                                  |
| RCPTS OTHER LEA'S PA       | 53,000.00             | 8,460.40                | 44,539.60             | 8,460.40                          | 15.96%                                | 0.00%                                   |
| OUTDOOR EDU. TUITION       | 14,510.00             | -                       | 14,510.00             | -                                 | 0.00%                                 | 0.00%                                   |
| MISCELLANEOUS REVENU       | 76,000.00             | 432.33                  | 75,567.67             | 432.33                            | 0.57%                                 | 0.00%                                   |
| REF PRIOR YR EXPEN.        | 10,000.00             | -                       | 10,000.00             | -                                 | 0.00%                                 | 0.00%                                   |
| ACTIVITY FEE REVENUE       | 294,490.00            | 1,275.00                | 293,215.00            | (121,100.00)                      | 0.43%                                 | 32.16%                                  |
| ADVERTISING REVENUE        | -                     | -                       | -                     | (36.79)                           | 0.00%                                 | 0.00%                                   |
| <b>LOCAL REVENUES</b>      | <b>201,077,255.00</b> | <b>103,908,208.25</b>   | <b>97,169,046.75</b>  | <b>(44,237,959.28)</b>            | <b>51.68%</b>                         | <b>72.48%</b>                           |
| BASIC INSTR. SUBSIDY       | 8,421,880.00          | 1,212,892.00            | 7,208,988.00          | (13.00)                           | 14.40%                                | 14.40%                                  |
| TUITION ORPHANS            | 290,000.00            | -                       | 290,000.00            | -                                 | 0.00%                                 | 0.00%                                   |
| MIGRATORY CHILDREN         | -                     | -                       | -                     | -                                 | 0.00%                                 | 0.00%                                   |
| SPECIAL ED FUNDING         | 5,899,089.00          | 786,398.00              | 5,112,691.00          | 535.00                            | 13.33%                                | 12.67%                                  |
| PRRI/APS DIRECT PAYMENTS   | -                     | -                       | -                     | -                                 | 0.00%                                 | 0.00%                                   |
| TRANSPORTATION SUB.        | 2,321,816.00          | 211,009.00              | 2,110,807.00          | 7,090.00                          | 9.09%                                 | 5.55%                                   |
| RENT SUBSIDY               | 1,093,234.00          | 4,846.02                | 1,088,387.98          | 4,846.02                          | 0.44%                                 | 0.00%                                   |
| MEDICAL-DENTAL SVCS.       | 252,545.00            | -                       | 252,545.00            | -                                 | 0.00%                                 | 0.00%                                   |
| BASIC ED REIM SUPP         | 3,570,346.00          | 1,785,173.00            | 1,785,173.00          | (13,953.00)                       | 50.00%                                | 50.00%                                  |
| SCHOOL SAFETY AND SECURITY | -                     | -                       | -                     | (400,050.00)                      | 0.00%                                 | 100.00%                                 |
| READY TO LEARN BLOCK GRANT | 399,095.00            | -                       | 399,095.00            | -                                 | 0.00%                                 | 0.00%                                   |
| SOC SEC/MED SUBSIDY        | 3,924,722.00          | 944,858.31              | 2,979,863.69          | 944,858.31                        | 24.07%                                | 0.00%                                   |
| RETIREMENT SUBSIDY         | 17,695,207.00         | -                       | 17,695,207.00         | -                                 | 0.00%                                 | 0.00%                                   |
| <b>STATE REVENUES</b>      | <b>43,867,934.00</b>  | <b>4,945,176.33</b>     | <b>38,922,757.67</b>  | <b>543,313.33</b>                 | <b>11.27%</b>                         | <b>9.76%</b>                            |
| 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            | 158,149.41              | 440,646.59            | 158,149.41                        | 26.41%                                | 0.00%                                   |
| TITLE II                   | 236,948.00            | 128,186.18              | 108,761.82            | 112,691.55                        | 54.10%                                | 5.95%                                   |
| TITLE III LEP/IMMIGRAN     | 91,336.00             | 19,356.01               | 71,979.99             | 15,627.94                         | 21.19%                                | 3.42%                                   |
| TITLE IV                   | 52,725.00             | 9,569.94                | 43,155.06             | 5,572.28                          | 18.15%                                | 6.67%                                   |
| CARES ACT                  | -                     | 51,770.32               | (51,770.32)           | 51,770.32                         | 0.00%                                 | 0.00%                                   |
| MA DIRECT SERVICES         | 970,000.00            | 75,909.05               | 894,090.95            | 75,909.05                         | 7.83%                                 | 0.00%                                   |
| MA ADMIN TIME STUDY        | 30,000.00             | 19,955.84               | 10,044.16             | 37.17                             | 66.52%                                | 66.40%                                  |
| <b>FEDERAL PROGRAMS</b>    | <b>3,411,341.00</b>   | <b>462,896.75</b>       | <b>2,948,444.25</b>   | <b>419,757.72</b>                 | <b>13.57%</b>                         | <b>1.45%</b>                            |
| <b>TOTAL REVENUES</b>      | <b>248,356,530.00</b> | <b>109,316,281.33</b>   | <b>139,040,248.67</b> | <b>(43,274,888.23)</b>            | <b>44.02%</b>                         | <b>60.44%</b>                           |

DATE: 09/14/2020  
TIME: 09:11:31

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTAIL

SELECTION CRITERIA: orgn.fund='01'  
ACCOUNTING PERIOD: 2/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT | TITLE                    | BUDGET        | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|---------|--------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 111     | REG SALARIES ADMIN       | 9,237,294.00  | 891,585.93             | .00                         | 1,595,876.08        | 7,641,417.92         | 17.28       |
| 121     | REG SALARIES PROF        | 72,910,522.00 | 3,387,916.48           | .00                         | 3,387,916.48        | 69,522,605.52        | 4.65        |
| 123     | EXTRA ASSIGN PROF        | 1,008,952.00  | 482,366.98             | .00                         | 636,772.40          | 372,179.60           | 63.11       |
| 124     | SABBATICL LV PROF        | 300,000.00    | 10,577.27              | .00                         | 10,577.27           | 289,422.73           | 3.53        |
| 125     | SUBJ CHRPRS PROF         | 421,496.00    | 16,180.52              | .00                         | 16,180.52           | 405,315.48           | 3.84        |
| 127     | RETIREMT SEV PROF        | 392,000.00    | .00                    | .00                         | .00                 | 392,000.00           | .00         |
| 135     | SUPPLEMTL CONTR PROF     | 2,167,000.00  | 138,223.78             | .00                         | 138,223.78          | 2,028,776.22         | 6.38        |
| 141     | REG SALARIES TECHNCL     | 4,054,914.00  | 251,873.96             | .00                         | 569,370.60          | 3,485,543.40         | 14.04       |
| 143     | EXTRA ASSIGN TECHNCL     | 2,000.00      | 4,163.60               | .00                         | 5,933.73            | -3,933.73            | 296.69      |
| 151     | REG SALARIES OFFICE      | 2,911,088.00  | 206,681.83             | .00                         | 315,752.50          | 2,595,335.50         | 10.85       |
| 153     | O/T SALARIES OFFICE      | 52,433.00     | 6,802.27               | .00                         | 8,423.61            | 44,009.39            | 16.07       |
| 154     | SALARIES AIDES           | 503,231.00    | 181.93                 | .00                         | 181.93              | 503,049.07           | .04         |
| 158     | TECH AIDES               | 434,855.00    | 22,367.37              | .00                         | 29,625.82           | 405,229.18           | 6.81        |
| 161     | REG SALARIES O & M       | 5,266,503.00  | 342,675.96             | .00                         | 517,126.99          | 4,749,376.01         | 9.82        |
| 162     | TEMP SALARIES O & M      | 75,000.00     | .00                    | .00                         | .00                 | 75,000.00            | .00         |
| 163     | O/T SALARIES O & M       | 180,000.00    | 634.79                 | .00                         | 661.72              | 179,338.28           | .37         |
| 167     | CUSTODIAL SEVERANCE      | 40,000.00     | .00                    | .00                         | .00                 | 40,000.00            | .00         |
| 168     | TECH TRADE/CRAFTS        | 680,689.00    | 43,167.36              | .00                         | 64,849.02           | 615,839.98           | 9.53        |
| 171     | NEW HIRES                | .00           | 2,094.46               | .00                         | 2,101.56            | -2,101.56            | .00         |
| 191     | REG SALARIES INSTRL AIDE | 2,341,711.00  | 177.56                 | .00                         | 177.56              | 2,341,533.44         | .01         |
| 193     | O/T INSTRUCTIONAL AIDES  | 59,450.00     | 25,151.75              | .00                         | 41,420.79           | 18,029.21            | 69.67       |
| 211     | MEDICAL INSURANCE        | 13,308,207.00 | 824,119.77             | .00                         | 1,040,489.07        | 12,267,717.93        | 7.82        |
| 212     | DENTAL INSURANCE         | 1,335,429.00  | 55,408.30              | .00                         | 73,011.36           | 1,262,417.64         | 5.47        |
| 213     | LIFE INSURANCE           | 181,946.00    | 7,953.21               | .00                         | 14,877.58           | 167,068.42           | 8.18        |
| 214     | INC. PROT. INS.          | 241,185.00    | 7,227.31               | .00                         | 10,267.31           | 230,917.69           | 4.26        |
| 215     | EYE CARE INS             | 198,319.00    | 8,985.87               | .00                         | 12,225.02           | 186,093.98           | 6.16        |
| 216     | PRESCRIPTION INS         | 4,089,799.00  | 148,764.59             | .00                         | 181,719.84          | 3,908,079.16         | 4.44        |
| 220     | SOCIAL SECURITY CONT     | 7,849,447.00  | 421,897.13             | .00                         | 527,745.15          | 7,321,701.85         | 6.72        |
| 230     | RETIREMENT CONTRIBS      | 35,390,415.00 | 1,940,741.56           | .00                         | 2,411,494.93        | 32,978,920.07        | 6.81        |
| 231     | RETIREMENT CONTR - DC    | .00           | 3,771.57               | .00                         | 4,648.07            | -4,648.07            | .00         |
| 240     | TUITION REIMBURSE        | 600,000.00    | 31,595.42              | .00                         | 49,822.01           | 550,177.99           | 8.30        |
| 250     | UNEMPLOYMENT COMP        | 374,472.00    | 79,191.99              | .00                         | 80,097.93           | 294,374.07           | 21.39       |
| 260     | WORKMEN'S COMPENS        | 896,245.00    | 2,357.85               | .00                         | 119,396.85          | 776,848.15           | 13.32       |
| 290     | OTHER EMPLOYEE BEN       | .00           | 172,715.00             | .00                         | 205,467.15          | -205,467.15          | .00         |
| 300     | PRCHSD PRO&TECH SVS      | 2,800.00      | .00                    | .00                         | .00                 | 2,800.00             | .00         |
| 302     | PURCH PROF AIDES         | 2,934,725.00  | 8,910.57               | .00                         | 10,848.74           | 2,923,876.26         | .37         |
| 303     | PURCH PROF TSS CCIU      | 500,000.00    | .00                    | .00                         | .00                 | 500,000.00           | .00         |
| 304     | PURCH PROF TSS CONTRACTE | 1,554,719.00  | .00                    | .00                         | .00                 | 1,554,719.00         | .00         |
| 310     | OFFICIAL/ADMIN SVCS      | 639,938.00    | 67,625.84              | .00                         | 80,785.55           | 559,152.45           | 12.62       |
| 315     | PURCH PROF TEACHER SUBS  | 2,195,625.00  | 217.04                 | .00                         | 351.12              | 2,195,273.88         | .02         |
| 316     | PURCH PROF AIDES SUBS    | 300,000.00    | .00                    | .00                         | .00                 | 300,000.00           | .00         |
| 317     | PURCH PROF ADM SUPPRT SU | 100,000.00    | 4,305.73               | .00                         | 5,672.30            | 94,327.70            | 5.67        |
| 320     | PROF EDUCATIONAL SVCS    | 1,500.00      | .00                    | .00                         | .00                 | 1,500.00             | .00         |
| 322     | PROF ED SVCS IU'S        | 5,627,772.00  | 947.04                 | .00                         | 947.04              | 5,626,824.96         | .02         |
| 323     | PROF ED SVCS OTHER       | 2,451,709.00  | 8,685.25               | .00                         | 176,955.15          | 2,274,753.85         | 7.22        |
| 324     | PROF ED SRVS EMPL TRAIN. | 87,000.00     | 3,663.00               | 7,907.50                    | 12,492.27           | 66,600.23            | 23.45       |

DATE: 09/14/2020  
TIME: 09:11:31

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2  
EXPSTA11

SELECTION CRITERIA: orgn.fund='01'  
ACCOUNTING PERIOD: 2/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT | TITLE                    | BUDGET        | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|---------|--------------------------|---------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 329     | PROF. EDUC. SVCS- OTHER  | 447,600.00    | 14,760.25              | .00                         | 14,760.25           | 432,839.75           | 3.30        |
| 330     | OTHER PROF SERVICES      | 2,406,150.00  | 70,139.97              | 6,460.00                    | 227,814.97          | 2,171,875.03         | 9.74        |
| 340     | TECHNICAL SERVICES       | 24,640.00     | .00                    | .00                         | .00                 | 24,640.00            | .00         |
| 348     | PROF SVCS - TECHN LGY    | 58,828.00     | 62.50                  | 330.39                      | 38,577.25           | 19,920.36            | 66.14       |
| 350     | SECURITY/SAFETY SVCS     | 511,000.00    | 40,000.00              | .00                         | 39,074.89           | 471,925.11           | 7.65        |
| 360     | EMPLOYEE TRAINING AND DE | 2,000.00      | .00                    | .00                         | .00                 | 2,000.00             | .00         |
| 390     | OTHER PURCH. SVCS        | 235,697.00    | .00                    | 118.00                      | 71.50               | 235,507.50           | .08         |
| 422     | ELECTRICITY              | 1,739,000.00  | 158,673.23             | .00                         | 153,865.28          | 1,585,134.72         | 8.85        |
| 424     | WATER/SEWAGE             | 621,900.00    | 17,020.66              | 1,750.93                    | 24,712.36           | 595,436.71           | 4.26        |
| 430     | REPAIRS & MAINT SVCS     | 1,017,445.00  | 22,566.43              | 391,423.23                  | 52,954.56           | 573,067.21           | 43.68       |
| 432     | REPAIRS & MAINT- SVC EQU | 7,600.00      | .00                    | 7,091.25                    | .00                 | 508.75               | 93.31       |
| 438     | REPAIRS & MAINT- TECH    | 280,991.00    | 3,500.00               | .00                         | 3,500.00            | 277,491.00           | 1.25        |
| 441     | RENTAL - LAND & BLDGS    | 283,800.00    | 1,468.00               | 12,064.00                   | 3,584.79            | 268,151.21           | 5.51        |
| 442     | EQUIPMENT RENTAL         | 205,921.00    | 13,323.36              | 156,691.89                  | 28,015.83           | 21,213.28            | 89.70       |
| 444     | RENTAL VEHICLES          | 3,500.00      | .00                    | .00                         | .00                 | 3,500.00             | .00         |
| 449     | OTHER RENTAL             | 3,725.00      | .00                    | .00                         | .00                 | 3,725.00             | .00         |
| 513     | CONTRACTED CARRIERS      | 14,899,412.00 | 59,438.35              | .00                         | 2,158.95            | 14,897,253.05        | .01         |
| 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     | -1,295.00              | .00                         | 47,323.00           | 3,677.00             | 92.79       |
| 523     | GNRL PROP & LIAB INS     | 233,400.00    | 78,697.00              | .00                         | 221,217.00          | 12,183.00            | 94.78       |
| 525     | BONDING INSURANCE        | 7,762.00      | 75.00                  | .00                         | 75.00               | 7,687.00             | .97         |
| 529     | OTHER INSURANCE          | 62,300.00     | .00                    | .00                         | 48,402.00           | 13,898.00            | 77.69       |
| 530     | TELEPHONE & POSTAGE      | 322,028.00    | 21,012.74              | 14,711.63                   | 48,492.98           | 258,823.39           | 19.63       |
| 538     | COMMUNICATIONS-TECH      | 134,100.00    | 2,082.86               | 43,482.07                   | 13,165.93           | 77,452.00            | 42.24       |
| 540     | ADVERTISING              | 19,300.00     | 1,317.00               | 3,282.00                    | 1,317.00            | 14,701.00            | 23.83       |
| 550     | PRINTING AND BINDING     | 68,008.00     | 14,640.46              | 399.97                      | 15,626.72           | 51,981.31            | 23.57       |
| 560     | TUITION                  | 900,000.00    | .00                    | .00                         | .00                 | 900,000.00           | .00         |
| 561     | TUIT TO LEA WITHIN       | 233,000.00    | .00                    | .00                         | .00                 | 233,000.00           | .00         |
| 562     | TUITION - CHARTER SCHOOL | 7,725,571.00  | 148,502.98             | .00                         | 888,622.38          | 6,836,948.62         | 11.50       |
| 563     | TUIT TO PRIV SCHOOLS     | 1,118,900.00  | 97,703.00              | .00                         | 219,053.00          | 899,847.00           | 19.58       |
| 564     | TUIT TO AREA VO-TECH     | 2,562,547.00  | .00                    | .00                         | 571,160.75          | 1,991,386.25         | 22.29       |
| 567     | TUITION TO APP PRIV. SCH | 1,646,369.00  | .00                    | .00                         | 301,500.00          | 1,344,869.00         | 18.31       |
| 568     | TUITION PRRI, ALT ED,DTE | 20,000.00     | .00                    | .00                         | .00                 | 20,000.00            | .00         |
| 569     | TUITION OTHER            | 15,000.00     | .00                    | .00                         | .00                 | 15,000.00            | .00         |
| 580     | TRAVEL EXPENSES          | 190,507.00    | 503.41                 | .00                         | 856.58              | 189,650.42           | .45         |
| 581     | TRAVEL-PROF. DEVELOPMENT | 192,183.00    | 1,163.44               | 500.00                      | 1,690.08            | 189,992.92           | 1.14        |
| 594     | I.U. PAYMNT BY W.H SP CL | 2,900.00      | .00                    | .00                         | .00                 | 2,900.00             | .00         |
| 595     | I.U. PAYMNT BY W/H       | 126,867.00    | .00                    | .00                         | .00                 | 126,867.00           | .00         |
| 610     | GENERAL SUPPLIES         | 3,310,609.00  | 464,333.31             | 984,773.58                  | 555,205.72          | 1,770,629.70         | 46.52       |
| 618     | SUPPLIES-TECHNOLOGY      | 5,175.00      | .00                    | .00                         | 2,000.00            | 3,175.00             | 38.65       |
| 621     | NATURAL GAS              | 735,000.00    | 12,856.95              | .00                         | 12,856.95           | 722,143.05           | 1.75        |
| 626     | GASOLINE & DIESEL        | 63,000.00     | 1,754.19               | 50,546.41                   | 4,453.59            | 8,000.00             | 87.30       |
| 627     | DIESEL FUEL              | 12,000.00     | 350.94                 | 9,003.64                    | 996.36              | 2,000.00             | 83.33       |
| 635     | FOOD MEALS & REFRESHMENT | 75,450.00     | 3,484.37               | 2,026.75                    | 3,709.17            | 69,714.08            | 7.60        |
| 640     | BOOKS & PERIODICALS      | 804,738.00    | 174,154.88             | 151,327.82                  | 330,526.44          | 322,883.74           | 59.88       |

DATE: 09/14/2020  
TIME: 09:11:31

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 3  
EXPSTA11

SELECTION CRITERIA: orgn.fund='01'  
ACCOUNTING PERIOD: 2/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT      | TITLE                    | BUDGET         | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|--------------------------|----------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 648          | BOOKS -TECHNOLOGY        | 12,650.00      | .00                    | .00                         | .00                 | 12,650.00            | .00         |
| 650          | SUPPLIES & FEES- TECH RE | 1,313,653.00   | 262,892.99             | 208,522.63                  | 1,421,897.77        | -316,767.40          | 124.11      |
| 750          | EQUIP - ORIG & ADDT'L    | 3,000.00       | .00                    | .00                         | .00                 | 3,000.00             | .00         |
| 752          | CAP EQUIP- ORIG. OR ADD  | 125,000.00     | .00                    | .00                         | .00                 | 125,000.00           | .00         |
| 756          | CAP TECH HARDWARE ORIGIN | .00            | 1,449.57               | .00                         | 1,449.57            | -1,449.57            | .00         |
| 758          | EQUIPMENT-TECHNOLOGY     | 12,655.00      | .00                    | .00                         | .00                 | 12,655.00            | .00         |
| 760          | EQUIPMENT - REPLACEMENT  | 6,513.00       | .00                    | .00                         | .00                 | 6,513.00             | .00         |
| 761          | NON CAP EQUIP- REPLACE   | 300.00         | .00                    | .00                         | .00                 | 300.00               | .00         |
| 762          | CAP EQUIP- REPLACE       | 327,500.00     | .00                    | .00                         | .00                 | 327,500.00           | .00         |
| 768          | EQUIP REPLACE-TECHNOLOGY | 3,750.00       | 679.00                 | .00                         | 679.00              | 3,071.00             | 18.11       |
| 810          | DUES AND FEES            | 221,282.00     | 7,538.64               | 34,389.66                   | 24,234.68           | 162,657.66           | 26.49       |
| 811          | MEMBERSHIPS              | 151,088.00     | 9,848.70               | 5,563.14                    | 36,244.97           | 109,279.89           | 27.67       |
| 832          | INT SERIAL BONDS         | 10,240,206.00  | 634,132.67             | .00                         | 641,668.55          | 9,598,537.45         | 6.27        |
| 840          | CONTINGENCY              | 6,456,216.00   | .00                    | .00                         | .00                 | 6,456,216.00         | .00         |
| 880          | REFNDS OF PR YRS RCP     | 55,000.00      | .00                    | .00                         | .00                 | 55,000.00            | .00         |
| 899          | STUDENT ACTIVITY         | 100,000.00     | .00                    | .00                         | .00                 | 100,000.00           | .00         |
| 912          | SERIAL BNDS PRN PYMT     | 16,995,000.00  | .00                    | .00                         | .00                 | 16,995,000.00        | .00         |
| 932          | CAP RESERVE FD TRANS     | 6,167,541.00   | .00                    | .00                         | 2,095,558.00        | 4,071,983.00         | 33.98       |
| TOTAL REPORT |                          | 269,684,167.00 | 11,970,739.69          | 2,092,366.49                | 20,635,166.62       | 246,956,633.89       | 8.43        |

DATE: 09/14/2020  
TIME: 09:06:01

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='22'  
ACCOUNTING PERIOD: 2/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT - - - - - | TITLE - - - - -      | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|-------------------|----------------------|--------------|--------------------|-------------|--------------------------|----------------------|-------------|
| R6500             | EARNINGS-INVESTMENTS | 75,000.00    | 9,809.17           | .00         | 17,935.21                | 57,064.79            | 23.91       |
| 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          | 682.30             | .00         | 1,048.02                 | -1,048.02            | .00         |
| TOTAL REPORT      |                      | 4,146,983.00 | 10,491.47          | .00         | 18,983.23                | 4,127,999.77         | .46         |



DATE: 09/14/2020  
TIME: 09:12:19

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='22'  
ACCOUNTING PERIOD: 2/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT      | - - - - - TITLE - - - - - | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>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    | .00                    | .00                         | .00                 | 34,500.00            | .00         |
| 757          | NON CAP TECH EQUIP-ORIG   | 280,700.00   | .00                    | 3,598.00                    | 11,181.75           | 265,920.25           | 5.27        |
| 760          | EQUIPMENT - REPLACEMENT   | 60,000.00    | .00                    | 5,997.48                    | .00                 | 54,002.52            | 10.00       |
| 766          | CAP TECH HARDWARE REPLAC  | 725,000.00   | -540,169.18            | .00                         | .00                 | 725,000.00           | .00         |
| 767          | NON CAP TECH EQUIP-REPLA  | 3,147,336.00 | -113,641.90            | 1,642,477.41                | 143,701.18          | 1,361,157.41         | 56.75       |
| 810          | DUES AND FEES             | 10,000.00    | .00                    | .00                         | .00                 | 10,000.00            | .00         |
| TOTAL REPORT |                           | 4,257,536.00 | -653,811.08            | 1,731,837.57                | 201,167.36          | 2,324,531.07         | 45.40       |

DATE: 09/14/2020  
TIME: 09:06:31

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 2/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT - - - - - | TITLE - - - - -     | BUDGET       | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>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: 09/14/2020  
TIME: 09:12:40

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='27'  
ACCOUNTING PERIOD: 2/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT      | TITLE                   | BUDGET       | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|-------------------------|--------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 300          | PRCHSD PRO&TECH SVS     | .00          | .00                    | 7,201.24                    | .00                 | -7,201.24            | .00         |
| 330          | OTHER PROF SERVICES     | .00          | .00                    | 290,234.80                  | .00                 | -290,234.80          | .00         |
| 390          | OTHER PURCH. SVCS       | .00          | 4,234.16               | 240,703.77                  | 16,954.06           | -257,657.83          | .00         |
| 430          | REPAIRS & MAINT SVCS    | .00          | 9,950.00               | 150.00                      | 9,950.00            | -10,100.00           | .00         |
| 610          | GENERAL SUPPLIES        | .00          | 314.07                 | 2,739.58                    | 314.07              | -3,053.65            | .00         |
| 750          | EQUIP - ORIG & ADDT'L   | .00          | .00                    | 323.96                      | .00                 | -323.96              | .00         |
| 752          | CAP EQUIP- ORIG. OR ADD | 1,694,808.00 | 3,940.95               | 30,127.00                   | 3,940.95            | 1,660,740.05         | 2.01        |
| TOTAL REPORT |                         | 1,694,808.00 | 18,439.18              | 571,480.35                  | 31,159.08           | 1,092,168.57         | 35.56       |

DATE: 09/14/2020  
TIME: 09:10:33

WEST CHESTER AREA SCHOOL DISTRICT  
REVENUE STATUS REPORT

PAGE NUMBER: 1  
REVSTA11

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 2/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT - - - - | TITLE - - - - - | BUDGET     | PERIOD<br>RECEIPTS | RECEIVABLES | YEAR TO DATE<br>RECEIPTS | AVAILABLE<br>BALANCE | YTD/<br>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: 09/14/2020  
TIME: 09:12:59

WEST CHESTER AREA SCHOOL DISTRICT  
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1  
EXPSTA11

SELECTION CRITERIA: orgn.fund='29'  
ACCOUNTING PERIOD: 2/21

SORTED BY: ACCOUNT  
TOTALLED ON:  
PAGE BREAKS ON:

| ACCOUNT      | TITLE                | BUDGET     | PERIOD<br>EXPENDITURES | ENCUMBRANCES<br>OUTSTANDING | YEAR TO DATE<br>EXP | AVAILABLE<br>BALANCE | YTD/<br>BUD |
|--------------|----------------------|------------|------------------------|-----------------------------|---------------------|----------------------|-------------|
| 350          | SECURITY/SAFETY SVCS | 3,340.00   | .00                    | .00                         | .00                 | 3,340.00             | .00         |
| 390          | OTHER PURCH. SVCS    | 63,930.00  | .00                    | .00                         | 106.50              | 63,823.50            | .17         |
| 513          | CONTRACTED CARRIERS  | 3,080.00   | .00                    | .00                         | .00                 | 3,080.00             | .00         |
| 580          | TRAVEL EXPENSES      | 2,010.00   | .00                    | .00                         | .00                 | 2,010.00             | .00         |
| 610          | GENERAL SUPPLIES     | 35,690.00  | -1,004.24              | 3,347.00                    | 6,074.16            | 26,268.84            | 26.40       |
| 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 | -1,004.24              | 3,347.00                    | 6,180.66            | 121,972.34           | 7.25        |

**WEST CHESTER AREA SCHOOL DISTRICT**  
**CAPITAL PROJECTS FUND**  
**Month Ending August 31, 2020**

| Project                 | Description                                   | Project Budget | Project to Date<br>Expenses at<br>Prior 6/30 | Current Fiscal Year<br>to Date Expenses | Total Expenses | Budget Balance |
|-------------------------|-----------------------------------------------|----------------|----------------------------------------------|-----------------------------------------|----------------|----------------|
| <b>Current Projects</b> |                                               |                |                                              |                                         |                |                |
| C007                    | Westtown-Thornbury Renovations/Additions      | 10,389,690.18  | 10,378,836.28                                | 0.00                                    | 10,378,836.28  | 10,853.90      |
| C009                    | East Bradford Renovations/Additions           | 10,260,000.00  | 10,153,503.90                                | 0.00                                    | 10,153,503.90  | 106,496.10     |
| C033                    | Exton Renovations/Additions                   | 18,100,000.00  | 17,642,681.27                                | 111,145.58                              | 17,753,826.85  | 346,173.15     |
| C034                    | East Goshen Design and Construction           | 17,750,000.00  | 15,779,973.36                                | 523,790.92                              | 16,303,764.28  | 1,446,235.72   |
| C035                    | Mary C Howse Design and Construction          | 11,900,000.00  | 53,376.67                                    | 0.00                                    | 53,376.67      | 11,846,623.33  |
| C036                    | Glen Acres Design and Construction            | 12,900,000.00  | 355,180.78                                   | 26,046.03                               | 381,226.81     | 12,518,773.19  |
| 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                                 | 1,002,488.66                            | 8,145,306.28   | 19,354,693.72  |
| C059                    | Westtown-Thornbury Addition                   | 2,500,000.00   | 57,734.27                                    | 3,978.00                                | 61,712.27      | 2,438,287.73   |
| 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                                    | 767,125.80                              | 795,625.80     | 188,879.81     |
| 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                                 | 70,757.43                               | 3,537,288.93   | 1,377,932.61   |
| Total Current Projects  |                                               | 144,445,103.20 | 81,350,914.36                                | 2,505,332.42                            | 83,856,246.78  | 60,588,856.42  |

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

|                           | 2020-21<br>CONTRACT<br>BUDGET | ACTUAL<br>AUGUST 2020 | YTD<br>2020-21 |
|---------------------------|-------------------------------|-----------------------|----------------|
| <u>REVENUE</u>            |                               |                       |                |
| CAFETERIA SALES           | 2,725,673                     | -                     | -              |
| GOVERNMENT REIMBURSEMENTS | 769,873                       | 17,644                | 41,593         |
| TOTAL REVENUE             | 3,495,545                     | 17,644                | 41,593         |
| <u>EXPENDITURES</u>       |                               |                       |                |
| COST OF FOOD              | 1,205,102                     | (12,744)              | (7,626)        |
| <i>COMMODITY USAGE</i>    | <i>(101,150)</i>              | -                     | -              |
| LABOR                     | 1,568,170                     | 26,366                | 50,019         |
| ADMINISTRATIVE EXPENSE    | 66,495                        | -                     | -              |
| MANAGEMENT FEE            | 61,380                        | -                     | -              |
| OTHER DIRECT EXPENSES     | 413,684                       | (7,508)               | 13,737         |
| TOTAL EXPENDITURES        | 3,213,680                     | 6,115                 | 56,130         |
| PROFIT/LOSS               | 281,865                       | 11,530                | (14,537)       |

WEST CHESTER AREA SCHOOL DISTRICT  
August 2020

|                                  | 452<br>EB | 440<br>EG | 438<br>EX | 444<br>FH | 445<br>GA | 451<br>HILLS | 437<br>MCH | 448<br>PW | 453<br>SS | 447<br>WT | Total<br>Elementary | 328<br>F.M. | 326<br>P.M. | 327<br>S.M. | 223<br>RUSTIN | 222<br>EAST | 221<br>HEND. | Total<br>Secondary | OTHER | TOTAL  |                                  |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|--------------|------------|-----------|-----------|-----------|---------------------|-------------|-------------|-------------|---------------|-------------|--------------|--------------------|-------|--------|----------------------------------|
| Kindergarten                     | 55        | 52        | 84        | 81        | 86        | 75           | 84         | 72        | 72        | 75        | 736                 |             |             |             |               |             |              |                    |       | 736    | Kindergarten                     |
| Special Education - Kinder       | 5         | 6         | 6         | 11        | 8         | 3            | 4          | 7         | 16        | 14        | 80                  |             |             |             |               |             |              |                    |       | 80     | Special Education - Kinder       |
| Grade 1                          | 50        | 70        | 98        | 77        | 99        | 78           | 87         | 76        | 83        | 84        | 802                 |             |             |             |               |             |              |                    |       | 802    | Grade 1                          |
| Special Education - Grade 1      | 7         | 8         | 17        | 15        | 14        | 10           | 7          | 7         | 13        | 6         | 104                 |             |             |             |               |             |              |                    |       | 104    | Special Education - Grade 1      |
| Grade 2                          | 54        | 58        | 72        | 102       | 87        | 90           | 114        | 62        | 94        | 89        | 822                 |             |             |             |               |             |              |                    |       | 822    | Grade 2                          |
| Special Education - Grade 2      | 5         | 7         | 8         | 3         | 12        | 6            | 15         | 6         | 13        | 11        | 86                  |             |             |             |               |             |              |                    |       | 86     | Special Education - Grade 2      |
| Grade 3                          | 65        | 69        | 88        | 91        | 84        | 80           | 84         | 75        | 75        | 88        | 799                 |             |             |             |               |             |              |                    |       | 799    | Grade 3                          |
| Special Education - Grade 3      | 12        | 11        | 20        | 5         | 8         | 6            | 8          | 9         | 10        | 13        | 102                 |             |             |             |               |             |              |                    |       | 102    | Special Education - Grade 3      |
| Grade 4                          | 59        | 59        | 78        | 77        | 66        | 84           | 109        | 70        | 82        | 74        | 758                 |             |             |             |               |             |              |                    |       | 758    | Grade 4                          |
| Special Education - Grade 4      | 8         | 17        | 15        | 12        | 19        | 9            | 12         | 11        | 7         | 14        | 124                 |             |             |             |               |             |              |                    |       | 124    | Special Education - Grade 4      |
| Grade 5                          | 49        | 65        | 58        | 84        | 68        | 81           | 82         | 67        | 87        | 64        | 705                 |             |             |             |               |             |              |                    |       | 705    | Grade 5                          |
| Special Education - Grade 5      | 12        | 9         | 21        | 16        | 14        | 10           | 16         | 19        | 16        | 14        | 147                 |             |             |             |               |             |              |                    |       | 147    | Special Education - Grade 5      |
| Grade 6                          |           |           |           |           |           |              |            |           |           |           |                     | 271         | 314         | 231         |               |             |              |                    |       | 816    | Grade 6                          |
| Special Education - Grade 6      |           |           |           |           |           |              |            |           |           |           |                     | 45          | 54          | 59          |               |             |              |                    |       | 158    | Special Education - Grade 6      |
| Grade 7                          |           |           |           |           |           |              |            |           |           |           |                     | 245         | 305         | 248         |               |             |              |                    |       | 798    | Grade 7                          |
| Special Education - Grade 7      |           |           |           |           |           |              |            |           |           |           |                     | 49          | 67          | 55          |               |             |              |                    |       | 171    | Special Education - Grade 7      |
| Grade 8                          |           |           |           |           |           |              |            |           |           |           |                     | 234         | 336         | 241         |               |             |              |                    |       | 811    | Grade 8                          |
| Special Education - Grade 8      |           |           |           |           |           |              |            |           |           |           |                     | 48          | 44          | 39          |               |             |              |                    |       | 131    | Special Education - Grade 8      |
| Grade 9                          |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 259           | 259         | 292          |                    |       | 810    | Grade 9                          |
| Special Education - Grade 9      |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 44            | 48          | 51           |                    |       | 143    | Special Education - Grade 9      |
| Grade 10                         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 266           | 268         | 306          |                    |       | 840    | Grade 10                         |
| Special Education - Grade 10     |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 60            | 40          | 38           |                    |       | 138    | Special Education - Grade 10     |
| Grade 11                         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 280           | 259         | 318          |                    |       | 857    | Grade 11                         |
| Special Education - Grade 11     |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 40            | 43          | 48           |                    |       | 131    | Special Education - Grade 11     |
| Grade 12                         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 293           | 287         | 276          |                    |       | 856    | Grade 12                         |
| Special Education - Grade 12     |           |           |           |           |           |              |            |           |           |           |                     |             |             |             | 47            | 43          | 55           |                    |       | 145    | Special Education - Grade 12     |
| Regular Education                | 332       | 373       | 478       | 512       | 490       | 488          | 560        | 422       | 493       | 474       | 4,622               | 750         | 955         | 720         | 1,098         | 1,073       | 1,192        | 5,788              |       | 10,410 | Regular Education                |
| Special Education                | 49        | 58        | 87        | 62        | 75        | 44           | 62         | 59        | 75        | 72        | 643                 | 142         | 165         | 153         | 191           | 174         | 192          | 1,017              |       | 1,660  | Special Education                |
| In - District Total              | 381       | 431       | 565       | 574       | 565       | 532          | 622        | 481       | 568       | 546       | 5,265               | 892         | 1,120       | 873         | 1,289         | 1,247       | 1,384        | 6,805              |       | 12,070 | In - District Total              |
| Out of District Totals           |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        |                                  |
| Alternative Ed. Reg. Ed.         |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 4     | 4      | Alternative Ed. Reg. Ed.         |
| Alternative Ed. Special Ed.      |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 142   | 142    | Alternative Ed. Special Ed.      |
| Charter Schools                  |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        | Charter Schools                  |
| Achievement Cyber                |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 1     | 1      | Achievement Cyber                |
| Agora Cyber                      |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 4     | 4      | Agora Cyber                      |
| Avon Grove                       |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 1     | 1      | Avon Grove                       |
| Chester County Family Academy    |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 21    | 21     | Chester County Family Academy    |
| Chester Community Charter        |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        | Chester Community Charter        |
| Collegium                        |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 263   | 263    | Collegium                        |
| Commonwealth Connections - Cyber |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 12    | 12     | Commonwealth Connections - Cyber |
| Insight                          |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 3     | 3      | Insight                          |
| PA Distance                      |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        | PA Distance                      |
| Pa Leadership - Cyber            |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 89    | 89     | Pa Leadership - Cyber            |
| Pennsylvania Cyber               |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 1     | 1      | Pennsylvania Cyber               |
| Pa Virtual - Cyber               |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 3     | 3      | Pa Virtual - Cyber               |
| Reach Cyber                      |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 4     | 4      | Reach Cyber                      |
| Renaissance Academy              |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 3     | 3      | Renaissance Academy              |
| 21st Century - Cyber             |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    | 12    | 12     | 21st Century - Cyber             |
| Outside PA                       |           |           |           |           |           |              |            |           |           |           |                     |             |             |             |               |             |              |                    |       |        | Outside PA                       |
| GRAND TOTAL                      | 381       | 431       | 565       | 574       | 565       | 532          | 622        | 481       | 568       | 546       | 5,265               | 892         | 1,120       | 873         | 1,289         | 1,247       | 1,384        | 6,805              | 563   | 12,633 |                                  |



WEST CHESTER AREA SCHOOL DISTRICT  
Enrollment Monthly Overview 2020-21

| In District Total | EB  | EG  | EX  | FH  | GA  | HILLS | MCH | PW  | SS  | Total<br>WT Elementary | F.M.  | P.M. | S.M.  | RUSTIN | EAST  | Total<br>HEND. Secondary | TOTAL |       |        |
|-------------------|-----|-----|-----|-----|-----|-------|-----|-----|-----|------------------------|-------|------|-------|--------|-------|--------------------------|-------|-------|--------|
| August 2020       | 381 | 431 | 565 | 574 | 565 | 532   | 622 | 481 | 568 | 546                    | 5,265 | 892  | 1,120 | 873    | 1,289 | 1,247                    | 1,384 | 6,805 | 12,070 |
| September 2020    |     |     |     |     |     |       |     |     |     |                        | -     |      |       |        |       |                          |       | -     | -      |
| October 2020      |     |     |     |     |     |       |     |     |     |                        | -     |      |       |        |       |                          |       | -     | -      |
| November 2020     |     |     |     |     |     |       |     |     |     |                        | -     |      |       |        |       |                          |       | -     | -      |
| December 2020     |     |     |     |     |     |       |     |     |     |                        | -     |      |       |        |       |                          |       | -     | -      |
| January 2021      |     |     |     |     |     |       |     |     |     |                        | -     |      |       |        |       |                          |       | -     | -      |
| February 2021     |     |     |     |     |     |       |     |     |     |                        | -     |      |       |        |       |                          |       | -     | -      |
| March 2021        |     |     |     |     |     |       |     |     |     |                        | -     |      |       |        |       |                          |       | -     | -      |
| April 2021        |     |     |     |     |     |       |     |     |     |                        | -     |      |       |        |       |                          |       | -     | -      |
| May 2021          |     |     |     |     |     |       |     |     |     |                        | -     |      |       |        |       |                          |       | -     | -      |
| June 2021         |     |     |     |     |     |       |     |     |     |                        | -     |      |       |        |       |                          |       | -     | -      |

**WEST CHESTER AREA SCHOOL DISTRICT**

**September 29, 2020**

**OTHER BUSINESS**

**ACTION ITEMS**

**Approval of Revisions to the Phased School Reopening Health and Safety Plan for SY 2020-21**

Approval is requested of Revisions to the Phased School Reopening Health and Safety Plan for SY 2020-21.

*I so move.*

# **West Chester Area School District**

## **Phased School Reopening Health and Safety Plan**

**Approved August 3, 2020**

**Board action on revisions - September 29, 2020**

The West Chester Area School District Health and Safety Plan was created in accordance with the advice provided by medical officials, guidelines from the PA Department of Education, Centers for Disease Control, Chester County Health Department, and PA Department of Health. The writing of this plan has taken into consideration and input from parents, staff and students. All updates to this plan and information about [Reopening of Schools](#) can be found on the West Chester Area School District Website. The purpose of this plan is to achieve the following goals:

- Maximize the protection of students, staff, and families while taking reasonable precautions to do so.
- Provide safe, educational programs for students.
- Establish clear communication protocols to ensure that parents, staff, students and community members receive accurate and timely information regarding the operations of schools.
- Provide flexibility for parents and staff to move in and out of “in-person”, hybrid, or remote instruction.
- Provide essential services and resources to students to address anxiety and/or mental health concerns.

The West Chester Area School District (WCASD) recognizes that there are no optional ways to open schools during a pandemic. The goal is to safely continue school instruction. We also recognize that the governor of Pennsylvania has structured the reopening of Pennsylvania into three phases: red, yellow, and green. These designations signal how counties and/or regions may begin easing some restrictions on schools, and we recognize that our plans must be fluid in order to move in and out of each phase. Currently:

- The Red Phase: Schools remain closed for in-person instruction and all instruction must be provided via remote learning, whether using digital or non-digital platforms. Provisions for student services such as school meal programs should continue. Large gatherings are prohibited. West Chester Area School District will operate schools in a Remote Learning format when in this phase. Instruction will be delivered in a combination of synchronous and asynchronous classes.
- The Yellow Phase and Green Phase: Schools may provide in-person instruction after developing a written Health and Safety Plan, to be approved by the local governing body (e.g. board of directors/trustees) and posted on the school entity’s publicly available website. Yellow phase allows gatherings of no more than 25 people. Green phase allows gatherings of no more than 250 people. The WCASD plan is written to be flexible in both yellow and green phases but begins with a hybrid schedule to achieve 6 feet of social distancing.

## Our plan is written with the following assumptions:

- **There will not be a cure, or vaccine for the Covid-19 virus for the start of the school year.** (August 31, 2020)
- **The district has limited funding for the purpose of opening schools.** Because of the size of our district (16 schools and 12,000 students), with more than 2.2 million square feet of building space to maintain, our funds must be spent wisely for the purpose of providing the safest possible learning environment for students and staff.

## In order to phase in for face to face instruction, we assume:

- **Parents agree to take the temperatures of their children each morning before sending them to school.** The spread of viruses can be significantly reduced with the implementation of good hygiene by all. If children are sick, they need to remain at home. Temperatures may also be checked prior to entering the school each day.
- **Staff members agree to take their own temperatures each morning.** If a staff member is sick, that staff member agrees to stay home. Temperatures may also be checked prior to entering the school each day.
- **Social distancing of at least six feet** will be maintained, **to the maximum extent feasible** Some schools may require the use of alternate spaces to realize six feet (e.g. art and music rooms). All classroom seats will be arranged to face one direction.
- **Enough parents (approximately 30%) volunteer to transport children** to reduce the number of children riding a bus with a maximum of two to a seat.
- **Enough staff are available to operate schools each day.** Some staff may have compromised immune systems and or be living with a person with compromised immune systems and may not be able to report to work. Some of these teachers can be scheduled to teach in the West Chester Cyber program.
- **Buses** - Students will be required to wear face masks while on the bus. Seating will be limited to two children per seat. Drivers will wear masks when operating the buses. Buses will be disinfected between bus runs.
- **Cafeteria/Lunch - Green phase** - **In order to maintain social distancing, secondary schools will serve lunch in the cafeteria and/or other alternative spaces. ( $\frac{2}{3}$  in the cafeteria, and  $\frac{1}{3}$  in the alternative). Elementary schools will eat lunch in the cafeteria. Breakfast will be served in the classrooms. Yellow phase** - Lunches will be served in classrooms.
- **Face Coverings - Green phase/Yellow phase - All staff wear masks/face shields except when:**
  - working alone at a workstation.

- eating lunch.
  - cannot wear it due to a medical condition; including those with respiratory issues that impede breathing, mental health condition, or disability.
- **All students wear Face Coverings all the time except when:**
    - eating lunch.
    - more than six feet of social distancing can be achieved outside (according to the most updated guidance from PDE, PA Department of Health, or governor).
    - mask breaks are scheduled.
    - cannot wear it due to a medical condition; including those with respiratory issues that impede breathing, mental health condition, or disability.
  - **General cleaning and hygiene - Green and Yellow phase** -All classrooms will be disinfected on a daily basis. Common touch areas will be disinfected three times a day. For classrooms with sinks, soap dispensers will be filled regularly. For classrooms without sinks, hand sanitizer will be provided. All water fountains will be disabled unless they are touchless filling stations for water bottles. Students are encouraged to bring their own water bottles. Bottled water will also be provided for students.
  - **Elementary School Special area classes (Art, Music, PE, Library) - social distancing will be followed. Art, music, and library will be taught in the classrooms. PE classes will be held in the gymnasium,** and focus on individual lifetime fitness rather than team activities.
  - **After school sports/activities** - Will follow PIAA and Chester County Department of Health Guidelines for activities and social distancing.
  - **Procedures for when a student or staff member has tested positive for Covid-19 –** The district is following Chester county Department of Health guidance on contact tracing, notification to parents and community, as well as disinfecting procedures.
  - **When using a hybrid schedule, we will follow an AA/ Remote/ BB schedule.** Half the students will attend school on the days labeled A (last names beginning with A-K), the other half of the students will log in to class via zoom. On the B days (last names beginning with letters L-Z) will attend in person while the A day students log in remotely.

AA /Remote/ BB – A remote day is scheduled to bring all students together at one on the same platform. Instruction will occur in the same manner as the current remote model.

Here is a sample schedule:

| Sample Hybrid Schedule         |                                |                     |                                |                                |
|--------------------------------|--------------------------------|---------------------|--------------------------------|--------------------------------|
| Monday                         | Tuesday                        | Wednesday           | Thursday                       | Friday                         |
| Group A:<br>In-Person          | Group A:<br>In-Person          | Group A/B<br>Remote | Group A:<br>Remote<br>Learning | Group A:<br>Remote<br>Learning |
| Group B:<br>Remote<br>Learning | Group B:<br>Remote<br>Learning | Group A/B<br>Remote | Group B:<br>In-Person          | Group B:<br>In-Person          |

Low incidence special needs students will continue to attend school 5 days a week in person. Other special education and English Learner students will attend four days a week in person and one-day remote.

We did a review on September 25 for possible return to hybrid. Safety is the top priority.

Dr. James R. Scanlon, Superintendent of Schools, presented the West Chester Area School District reopening plan to the community on Wednesday, July 29, 2020. The recommended course of action is to begin the school year in a remote setting. A first review of the plan was presented to the Board on September 29. A summary of the remote plan follows.

## Effective October 19, Elementary Hybrid Schedule will be as follows:

|                      |                      | Monday | Tuesday      | Wednesday    | Thursday     | Friday       |
|----------------------|----------------------|--------|--------------|--------------|--------------|--------------|
| <b>Week of 10.12</b> | <b>Student Group</b> | X      | Remote ½ Day | Remote ½ Day | Remote ½ Day | Remote ½ Day |
| <b>Week of 10.19</b> | <b>Student Group</b> | A      | A            | Remote       | B            | B            |
| <b>Week of 10.26</b> | <b>Student Group</b> | A      | A            | Remote       | B            | B            |
| <b>Week of 11.2</b>  | <b>Student Group</b> | A      | X            | A            | ***B         | B            |

|               |               | Monday | Tuesday | Wednesday    | Thursday | Friday |
|---------------|---------------|--------|---------|--------------|----------|--------|
| Week of 11.9  | Student Group | A      | A       | Remote       | B        | B      |
| Week of 11.16 | Student Group | A      | A       | Remote       | B        | B      |
| Week of 11.23 | Student Group | A      | B       | X            | X        | X      |
| Week of 11.30 | Student Group | A      | A       | Remote       | B        | B      |
| Week of 12.7  | Student Group | A      | A       | Remote       | B        | B      |
| Week of 12.14 | Student Group | A      | A       | B            | B        | B      |
| Week of 12.21 | Student Group | A      | B       | Remote ½ Day | X        | X      |

**Effective November 5th, Middle Level Hybrid Schedule  
will be as follows:**

|               |               | Monday               | Tuesday        | Wednesday            | Thursday             | Friday               |
|---------------|---------------|----------------------|----------------|----------------------|----------------------|----------------------|
| Week of 10.12 | Student Group | X                    | Remote         | Remote               | Remote               | Remote               |
| Week of 10.19 | Student Group | Interim Remote       | Interim Remote | Interim Remote       | Interim Remote       | Interim Remote       |
| Week of 10.26 | Student Group | Interim Remote       | Interim Remote | Interim Remote       | Interim Remote ½ Day | Interim Remote ½ Day |
| Week of 11.2  | Student Group | Interim Remote ½ Day | X              | Interim Remote ½ Day | B                    | B                    |

|               |               | Monday | Tuesday | Wednesday    | Thursday | Friday |
|---------------|---------------|--------|---------|--------------|----------|--------|
| Week of 11.9  | Student Group | A      | A       | Remote       | B        | B      |
| Week of 11.16 | Student Group | A      | A       | Remote       | B        | B      |
| Week of 11.23 | Student Group | A      | B       | X            | X        | X      |
| Week of 11.30 | Student Group | A      | A       | Remote       | B        | B      |
| Week of 12.7  | Student Group | A      | A       | Remote       | B        | B      |
| Week of 12.14 | Student Group | A      | A       | B            | B        | B      |
| Week of 12.21 | Student Group | A      | B       | Remote ½ Day | X        | X      |

**Effective November 5th, High School Hybrid Schedule will be as follows:**

|               | In            | Monday               | Tuesday        | Wednesday            | Thursday             | Friday               |
|---------------|---------------|----------------------|----------------|----------------------|----------------------|----------------------|
| Week of 10.12 | Student Group | X                    | Remote         | Remote               | Remote               | Remote               |
| Week of 10.19 | Student Group | Interim Remote       | Interim Remote | Interim Remote       | Interim Remote       | Interim Remote       |
| Week of 10.26 | Student Group | Interim Remote       | Interim Remote | Interim Remote       | Interim Remote ½ Day | Interim Remote ½ Day |
| Week of 11.2  | Student Group | Interim Remote ½ Day | X              | Interim Remote ½ Day | B                    | B                    |



|               |               | Monday | Tuesday | Wednesday    | Thursday | Friday |
|---------------|---------------|--------|---------|--------------|----------|--------|
| Week of 11.9  | Student Group | A      | A       | Remote       | B        | B      |
| Week of 11.16 | Student Group | A      | A       | Remote       | B        | B      |
| Week of 11.23 | Student Group | A      | B       | X            | X        | X      |
| Week of 11.30 | Student Group | A      | A       | Remote       | B        | B      |
| Week of 12.7  | Student Group | A      | A       | Remote       | B        | B      |
| Week of 12.14 | Student Group | A      | A       | B            | B        | B      |
| Week of 12.21 | Student Group | A      | B       | Remote ½ Day | X        | X      |

## Effective September 21, After School Sports

- September 21 - mandatory practices for fall sports will resume.
- September 24 - first eligible day for golf competition.
- September 28 – first eligible day for tennis, competitions.
- Week of October 5 - First eligible week for all other sports competitions.
- Outside events will be limited to 250 people with social distancing and mask requirements.
- Inside events will be limited to 25 people with social distancing and mask requirements.
- Sporting events will follow Chester County Health Department guidance as well as the PIAA Sports [guidance](#).

## Hybrid Model Implementation Timeline

| Date                                 | Action                                                                                                                                                                        |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | <i>Every Friday review weekly Chester County Health Department <a href="#">data</a> on cases</i>                                                                              |
| Fri. Sept. 25                        | <b>Teacher advisory teams formed to help with building specifics</b>                                                                                                          |
| Mon. Sept 28<br>(schools closed)     | <b>Hybrid model Training for Administrators</b>                                                                                                                               |
| Tues. Sept 29                        | <b>Board Meeting - votes on Hybrid plan</b>                                                                                                                                   |
| Week of Sept.<br>29 – Oct. 2         | <b>K-12 Hybrid pilots (then use them for PD)</b>                                                                                                                              |
| Mon. Oct 5 –<br>debrief,<br>feedback | <b>Meeting with pilot teachers 4 pm Zoom</b>                                                                                                                                  |
| Wed. Sept. 30                        | <b>Notice to parents about board decision to open in hybrid</b><br><br><b>Send survey to K-5 parents to choose cyber.</b><br><br><b>Survey to parents to remain in remote</b> |
| Wed. Sept. 30                        | <b>Description of hybrid instruction to be defined and explained to staff and to parents</b>                                                                                  |
| Thurs. Oct 1                         | <b>Schedule staff chat regarding hybrid plan – 4 pm</b><br><b>Schedule parent chats regarding hybrid plan – 6pm</b>                                                           |
| Mon. Oct. 5                          | <b>Survey 6-12 parents to remain in remote</b><br><br><b>Survey 6-12 parents to move from cyber to hybrid</b>                                                                 |
| Mon. Oct. 5                          | <b>Meet with pilot teachers @ 4 pm</b><br><b>3-4 per building</b><br><br><b>Parent meeting, 6 p.m. to discuss plan for students with an IEP</b>                               |
| Mon. Oct. 5                          | <b>Updated Safety Protocols</b>                                                                                                                                               |
| Tues. Oct 6                          | <b>Deadline for K-5 parents to choose hybrid from cyber</b><br><b>Parent meeting, 6 p.m. for Latinx families to review timeline for English Learner students.</b>             |
| Tues. Oct 6                          | <b>Deadline for K-5 parents to remain in remote</b>                                                                                                                           |
| Fri. October 9                       | <b>Deadline for 6-12 parents to remain in remote, or move from cyber to hybrid</b>                                                                                            |

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mon. Oct 12                                                                         | <p>All Staff training on hybrid</p> <ul style="list-style-type: none"> <li>• <b>Review schedule changes with secondary teachers</b></li> </ul> <p>NO SCHOOL FOR STUDENTS</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Tuesday, October 13 - Friday October 16 ( <i>four half-days for K-5</i> )           | <p><b>K-5 (all staff required to work in building)</b></p> <ul style="list-style-type: none"> <li>• <b>AM: synchronous instruction</b></li> <li>• <b>PM: PD and planning</b></li> <li>• <b>All Special education and EL students are remote these days</b></li> </ul> <p><b>6-12 – Full Days</b><br/> <b>Secondary (teachers may work in buildings)</b></p> <ul style="list-style-type: none"> <li>• <b>Students remains remote (all day)</b></li> <li>• <b>Low incidence special education and EL students continue in brick and mortar.</b></li> </ul>                                                                                                                                                                                                                                                                                                                          |
| Monday, October 19                                                                  | <p><b>K-5 Hybrid Model begins (Cohort A-in person)</b><br/> <b>Student Schedules by school:</b></p> <ul style="list-style-type: none"> <li>• <b>7:45 a.m. to 1:45 p.m. (HHS, EHS, RHS, FMS)</b></li> <li>• <b>8:15 a.m. – 2:15 p.m. (SMS, PMS)</b></li> <li>• <b>8:40 a.m. to 2:40 p.m. (EBE, EGE, EXE, GAE,)</b></li> <li>• <b>9:10 a.m. to 3:10 p.m. (PWE, WTE, HDE, SWE, MCH, FHE )</b></li> </ul> <p><b>Transportation: running buses for Hybrid K-5 to all stops</b></p> <p><b>Additional planning time begins for all teachers (30 min. at end of day)</b></p> <p><b>Additional K-5 Special Ed (<i>with the exception of related service IEP student</i>)s /EL Face to face instruction</b></p> <p><b><i>First four days of hybrid will focus on students in the building to review building procedures. Students at home will not have assignments those days.</i></b></p> |
| <b>Monday October 26</b>                                                            | <p><b>First day of Remote/In person teaching for K-5</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Thursday, October 29 – Friday, October 30-Monday, November 2, Wednesday, November 4 | <p><b><u>Secondary (6-12)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Staff returns to building</b></li> <li>• <b>AM only: remote for students</b></li> <li>• <b>PM: Professional Development and planning for staff.</b></li> <li>• <b>Remote synchronous instruction in AM</b></li> <li>• <b>All special education and EL students are remote</b></li> </ul> <p><b><u>Elementary (K-5)</u></b></p> <ul style="list-style-type: none"> <li>• <b>Full day hybrid</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       |
| Tuesday, November 3 ( <i>schools closed/teacher in-service</i> )                    | <p><b>K-12 Staff training – hybrid</b></p> <p><b>NO SCHOOL FOR STUDENTS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Thurs. November 5                                                                   | <ul style="list-style-type: none"> <li>• <b>Full Hybrid K-12</b></li> <li>• <b>Additional Special Ed/EL Face to face instruction</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

# Metrics for Return – Following Chester County Health Department Guidelines and any updates.

(County [Information](#) is updated each Friday.)

| Community Transmission | Incidence Rate per 100,000 | AND/OR | PCR Test Positivity | Instructional Model   |
|------------------------|----------------------------|--------|---------------------|-----------------------|
| Low                    | <10                        | AND    | <5%                 | In-Person             |
| Moderate               | ≥10 and <40                | AND    | ≥5% and <7%         | Hybrid                |
| High                   | ≥40 and <80                | OR     | >7% and <10%        | Virtual and/or Hybrid |
| Very High              | ≥80                        | OR     | ≥10%                | Virtual               |

## Begin Year with Remote Learning

for First Quarter of Year (Thanksgiving)

### (with WC Cyber as an Option for Families)

- **Remote Learning 2.0** – Improved over last spring – and more synchronous (live) instruction. Instruction will be recorded for flexibility/student ability to watch again.
- [WC Cyber Program](#) – option is available for parents k-12. This program is different from Remote Learning 2.0, and provides more asynchronous learning with teacher check ins for a more flexible schedule. The elementary cyber program requires an adult at home to assist with the learning. In order for the school district to staff for this program, parents must choose that option no later than Friday, August 7.
- Low incidence disabilities students receive services in schools when necessary (green and yellow phase)

## Guiding Principles

- Safety of Students and Staff – *Has to be top priority.* Every model carries risks
- Equity - Not all kids and families have same access, needs, resources.
- Monitoring student needs
- Students with “low incidence disabilities” (highest need) will attend in person every day (approx. 190 students) as they did this summer
- As local pandemic improves, goal is to bring youngest students back to full time schooling first
- Need for flexibility to phase in and out of hybrid, full-time in-person learning, or Remote Learning 2.0. At the end of September, we will evaluate by reviewing infection rates. As rates slow down, we will consider the hybrid model for return (see page 13).

# Classroom Set up

## In-person learning for low incidence disabilities children (continuation of summer pilot program)

Classrooms will be set up to allow a minimum of six feet between each desk (when feasible), and the desks will all be facing the same direction. Staff will be required to wear face coverings at all times unless in the classroom alone. Students will be required to wear face coverings at all times and expected to maintain six feet of social distancing. Students will be excused from wearing a mask if they provide a medical documentation. These students will be provided with plastic shields around their work area. Students will remain in the same cohort all day as reasonably possible. Students may receive additional instruction/services outside of their regular education cohort of students. All water fountains will be turned off with the exception of touchless filling stations. Bottled water will be available. Only one student at a time will be permitted to use the restroom and the students will remain in the classroom until it is their turn. When entering and exiting the building, staff and students will maintain at least a six foot distance from the next person. Two students will ride in a bus seat. Students must wear a mask on the bus. Bus drivers will wear masks.

Only one student at a time will be permitted to use the restroom and the students will remain in the classroom until it is their turn. When entering and exiting the building, staff and students will maintain at least a six foot distance from the next person.

Students who are considered to be at high risk, will have their temperature taken as they enter the building. If someone has an elevated temperature, he or she will be taken to the nurse for further evaluation.

Each classroom will be equipped with disinfectant spray, hand sanitizer (if there isn't a sink in the classroom), masks and gloves. Staff will be expected to wipe down desks and materials between student use. Outdoor space will be utilized on a limited basis and social distancing along with masks will be utilized.

Visitors will only be permitted by appointment and will have administrative approval to be in the building after it has been determined that the visit can only take place in person.

Bus drivers will assess their temperature taken prior to the first run and are required to wear a mask as staff and/or students embark and disembark the bus. There will be hand sanitizer on the bus and the bus will be disinfected between runs. **There will be no more than two students per seat.** Aides will be required to wear a mask and other PPE (as needed) and will be seated across, in front of or behind students. Training will be provided for all staff on the health and safety procedures outlined in the plan the week before the school year begins. The training will take place via zoom and be recorded for anyone who is unable to attend at the scheduled time.

- Desks will face the same direction and six feet apart when reasonable.
- There will be a limit to 12 students and 12 adults in a classroom; PDE guidelines recommend no more than 25 students in a classroom when feasible.
- Each classroom will be provided with masks, disinfectant spray and hand sanitizer (if there isn't a sink in the classroom).
- Staff will wear masks at all times, except when in a classroom alone.

- Students will be taught to wear masks and expected to wear them when social distancing isn't feasible.
- Social distancing will be maintained when traveling between rooms.
- Students will stay in the same cohort all day.
- Water fountains will be turned off and bottled water will be provided for students.
- Students will use the restroom one at a time.
- Students will sit one student per seat on the bus.
- Bus drivers will wear a mask when students board and disembark from the bus.

## Re-opening of School

**General Expectations** - Parents will be expected to take their child's temperature and complete the self-monitoring questions daily. Staff will also be expected to take their own temperature each morning and complete the self-monitoring questions , prior to arriving at school. Parents and staff are responsible for monitoring for signs of illness and staying home, or keeping children home when they are sick. If someone has an elevated temperature, at school, that person will be taken to the nurse for further evaluation. Each classroom will be equipped with disinfectant wipes, sanitizers, masks and gloves. Outdoor space will be utilized on a limited basis and social distancing along with masks will be utilized. Visitors will only be permitted by appointment and have administrative approval to be in the building after it has been determined that the visit can only take place in person. There will be hand sanitizer on the bus and the bus will be cleaned between runs. Students will sit no more than two to a seat. Training will be provided for all staff on the health and safety procedures outlined in the plan.

**Middle and High School Classrooms** will be set up to allow a minimum of 6 feet between each student and the desks will all be facing the same direction. There will be a maximum of 25 students in a classroom, unless a larger space is used to accommodate the distancing requirements for additional desks. Students will be required to wear masks or face shields when changing classrooms. Staff will be required to wear masks or face shields. Not just when changing classes. Staff are required to wear masks or face shields at all times with the exception of working in their rooms or eating lunch. Meals will be provided by using an alternate lunch schedule to achieve social distancing requirements of at least six feet.

**Elementary students will remain in the same classroom** for most of the day with the exception of lunch, recess, and PE. Elementary students will wear masks. During instruction and while eating lunch, 6 feet distance will be maintained at all times. If students don't have masks, one will be provided and they will be taught how to wear the masks (how to put it on, take it off and maintain it). Students will be taught how to wash their hands properly and how to use the hand sanitizer.

Meals will be provided in the cafeteria. When entering and exiting the building, staff and students will maintain at least **six feet** of distance from the next person.

Staff will eat lunch in a room such as the library to ensure that social distancing can be implemented.

## What will At-Home Remote learning look like?

**How will students access instruction/curriculum when not in school?** Students will access

curriculum via Schoology or **SeeSaw**; will have live, small-group instruction. District will work with teachers to provide a balance of synchronous (live) and asynchronous instruction. Synchronous instruction will be recorded.

**Will students have daily access to teachers?** Yes, teachers will be conducting live instruction every day, and will be able to respond to students.

**What happens if students need help with work?** Teachers will schedule small groups/individual support time, or support service staff will schedule a time (e.g. reading specialists, math specialist) with students.

**Will students be in front of a screen all day?** Breaks will be built into the school day for screen-free time.

## **Elementary Options for Opening Schools**

### **Remote Learning 2.0**

- Your child's brick & mortar teacher
- 1 live Math AND English Language Arts lesson / day
- 2 – 4 live small group lessons / week
- Live Daily Class Meetings
- Planned live small group lessons
- 1 live or pre-recorded Special Area Class / day
- 1 live or pre-recorded Science/Social Studies / day
- Support from teacher throughout day

### **WC Cyber Program**

- Program is less synchronous than Remote 2.0. Provides more flexibility for parents to help students complete work.
- Teachers and students from across WCASD, not necessarily your child's home school
- Live Daily Class Meetings
- 1 live daily Math or English Language Arts lesson
- 1 live or pre-recorded Special Area class / day
- Approximately 2 - 4 live small group lessons / week
- Live lessons will be recorded to be viewed later
- Support from teacher throughout day
- Curriculum aligned to district curriculum



**SAMPLE Elementary Schedule for Remote Learning 2.0 – Daily**  
**(Synchronous Meetings noted in BLUE)**

**August 31 – October 9**

|             |                                                                                                                                             |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 9:00-10:00  | <b>Live Morning Meeting Check-in and Live ELA lesson.</b> Complete learning activities via Schoology or Seesaw.                             |
| 10:00-11:00 | <b>Teacher-led live small reading groups (approx. 2-4/week).</b> Complete Word Study, Grammar, or Writing Activity via Schoology or Seesaw. |
| 11:00-12:00 | Lunch/Recess                                                                                                                                |
| 12:00-1:00  | <b>Live Math lesson.</b> Complete Freckle review and workbook pages.                                                                        |
| 1:00-1:45   | Specials – <b>Live</b> or view pre-recorded lesson.                                                                                         |
| 1:45-2:00   | Movement Break                                                                                                                              |
| 2:00-3:00   | View <b>Live</b> or view pre-recorded Science or Social Studies lesson and complete follow up learning activity.                            |

**SAMPLE Elementary Schedule for Cyber Program – Daily  
(Synchronous Meetings noted in **ORANGE**)**

|             |                                                                                                      |
|-------------|------------------------------------------------------------------------------------------------------|
| 9:15-10:00  | Live Morning Meeting Check-in. Review Daily Learning Plan.                                           |
| 9:15-10:15  | Review recorded Reading Lesson. Complete follow-up learning activities.                              |
| 10:15-11:00 | Teacher-led live small groups (approx. 2-4/week). Complete Word Study, Grammar, or Writing Activity. |
| 11:00-12:00 | Lunch/Recess                                                                                         |
| 12:00-1:00  | Live Math lesson. Complete Freckle review and workbook pages.                                        |
| 1:00-1:45   | Specials – Live or view pre-recorded lesson.                                                         |
| 1:45-2:00   | Movement Break                                                                                       |
| 2:00-3:00   | View pre-recorded Science or Social Studies lesson and complete follow up learning activity.         |

# Secondary Options for Opening Schools

## Remote Learning 2.0

- Students will continue to learn from the same teachers, with the same classmates
- Students are required to attend class and will follow a block schedule.
- Teachers will provide a combination of live instruction via Zoom or pre-recorded lessons.  
Live class meetings.
- Instruction will maintain the full scope and sequence for all courses.
- Students will receive feedback from teachers and grades for their work.

## WC Cyber Program

- Curriculum is fully aligned to the WC curriculum
- Teachers and students from across WCASD, not necessarily your child's home school
- Mostly self-paced learning activities, with asynchronous learning
- Approximately 2 - 4 live small group lessons per week
- Live lessons will be recorded to be viewed later
- Support from teacher throughout day

**SAMPLE Secondary Schedule for Remote Learning 2.0 – Daily**  
**(Synchronous Meetings noted in BLUE)**  
**August 31 – November 4**

| Period | Time         | Class/Activity                                                          |
|--------|--------------|-------------------------------------------------------------------------|
| 1      | 8:45 – 10:05 | English 10 Honors<br><b>Live Zoom Check-in and Schoology Discussion</b> |
| 2      | 10:10-11:30  | Chemistry Honors<br>Complete Lab Report on Schoology                    |
|        | 11:35-12:40  | Lunch                                                                   |
| 3      | 12:45-2:05   | Sociology<br><b>Live Zoom Check-in for Class Discussion</b>             |
| 4      | 2:10-3:30    | Algebra 2 Accelerated Honors<br>Complete Schoology Assignment           |

**SAMPLE Secondary Schedule for WC Cyber**  
**(Synchronous Meetings noted in ORANGE)**

| <b>Monday (AM)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Monday (PM)</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Tuesday (AM)</b>                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Tuesday (PM)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Math:</b><br/>View the lesson on Squares &amp; Square Roots &amp; Complete Problem Set (Approx. 50 minutes)</p> <p><b>Social Studies:</b><br/>Continue to work on your essay about cultural diversity.<br/><b>Conferencing with the teacher by appointment.</b> (Approx. 40 minutes)</p> <p><b>Health &amp; PE:</b><br/>Personal Fitness Goal Settings (App. 20 minutes)<br/>Lesson on Nutrition and Digestive System (Approx. 20 minutes)</p> | <p><b>Science:</b><br/>Follow the lesson Mitosis; Complete the Virtual Lab and Write your Lab Report (Approx. 90 min)</p> <p><b>English Language Arts:</b><br/>Complete your IXL reading assessment; Independent Novel Reading and Response Journal. (Approx. 40 minutes)</p> <p><b>Spanish:</b><br/><b>Class Discussion on Verb Tenses and Speaking Practice</b> (App. 30 minutes)<br/>Vocabulary Activities (Approx. 15 minutes)</p> | <p><b>Math:</b><br/><b>Small Group Lesson – Support or Extension on Squares &amp; Square Roots</b> (Approx. 30 min)</p> <p><b>Graphic Design:</b><br/>Lesson on Adobe Illustrator Curvature Tool and introduction to the “Name” Project. (Approx. 30 minutes)<br/>Independent Project Work Time (Approx. 60 min)</p> <p><b>Health &amp; PE:</b><br/>Virtual Lab work on the digestive process (Approx. 30 minutes)</p> | <p><b>Social Studies:</b><br/>Continue to work on your essay about cultural diversity. Conferencing with the teacher by appointment. (Approx. 40 minutes)</p> <p><b>English Language Arts:</b><br/><b>Intro to writing task, lesson on Thesis statements and parallelism</b> (Approx. 20 min)<br/>Begin working on rough draft of essay. (Approx. 30 minutes)</p> <p><b>Spanish:</b><br/>FlipGrid post on social interaction scenarios. (Approx. 15 minutes)</p> |

# Components of Plan

- Parents have choice between Remote 2.0 or WC Cyber
- Middle and High school on block schedule
- Remote learning 2.0 is combination of synchronous (live) and asynchronous (recorded) learning, K-12
- Low incidence disabilities students receive services in schools when necessary (green and yellow phase)
- Working to deliver services to English Learners and/or students without internet access
- Working with local child care providers to provide child care options for staff and parents

**Internal Reopening Team will continue to meet throughout summer and will evaluate and make determination on numerous issues, including:**

- **Athletics** – Monitoring guidance from PIAA. Will examine a health/fitness component. **Mandatory fall practices began September 21.**
- **Performing Arts/Specials** – District working with teachers on solutions. **Marching started.**
- **Extra-curricular clubs** that can run virtually will do so.
- **Kindergarten Screening** – Completed in **August.**

## Pupil Services

- All students with low incidence disabilities attend in-person every day. (approximately 190 students – continuing summer program)
- Transition activities will take place the first two weeks of school including an emphasis on social emotional learning.
- Counselors, school psychologists and mental health specialists will be available to support students.
- Evaluations to determine eligibility for special education and 504 plans will occur taking additional safety measures.
- Nurses have been consulting with the district's physician and put additional safety measures in place.
- Caseworkers will be supporting families in need.
- **Effective October 19 – Consider programming additional elementary special education and English Learner students for four days in a week, in-person, one day, remote.**
- **Effective November 5 - Consider programming additional secondary special education and English Learner students for four days in a week, in-person, one day remote.**

# **Special Education & English Learners – WC Cyber Program**

- An IEP meeting will be held for all students with disabilities prior to school starting to determine how individualized needs will be met.
- A special education teacher will be available at the elementary and secondary level to provide instruction and support.
- An English Language Development teacher will be available to provide support in the WC Cyber program.
- Some synchronous instruction will be provided.

## Type of Reopening

### Key Questions

- How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?
- How did you engage stakeholders in the type of re-opening your school entity selected?
- How will you communicate your plan to your local community?
- Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

**Based on your county's current designation and local community needs, which type of reopening has your school entity selected?**

- ☐ Total reopen for all students and staff (but some students/families opt for distance learning out of safety/health concern).
- ☐ Scaffolded reopening: Some students are engaged in in-person learning, while others are distance learning (i.e., some grade levels in-person, other grade levels remote learning).
- ☒ Blended reopening that balances in-person learning and remote learning for all students (i.e., alternating days or weeks). **Effective October 19, 2020.**
- ☐ Total remote learning for all students. (Plan should reflect future action steps to be implemented and conditions that would prompt the decision as to when schools will re-open for in-person learning). **(Effective August 24 to November 4)**

**Anticipated launch date for in-person learning (i.e., start of blended, scaffolded, or total reopening):**

At the end of September, we will evaluate by reviewing the infection rates in the community. As we see rates slowdown, we will consider the hybrid model with three to six feet of social distancing. If infection rates are on the rise, we will continue instructing students via remote learning. We will be evaluating community conditions every three weeks with the Chester County Department of Health to verify data points.



## Pandemic Coordinator/Team

Each school entity is required to identify a pandemic coordinator and/or pandemic team with defined roles and responsibilities for health and safety preparedness and response planning during the phased reopening of schools. The pandemic coordinator and team will be responsible for facilitating the local planning process, monitoring implementation of your local Health and Safety Plan, and continued monitoring of local health data to assess implications for school operations and potential adjustments to the Health and Safety Plan throughout the school year. To ensure a comprehensive plan that reflects the considerations and needs of every stakeholder in the local education community, LEAs are encouraged to establish a pandemic team to support the pandemic coordinator. Inclusion of a diverse group of stakeholders is critical to the success of planning and implementation. LEAs are highly encouraged to make extra effort to engage representatives from every stakeholder group (i.e., administrators, teachers, support staff, students, families, community health official or other partners), with a special focus on ensuring that the voices of underrepresented and historically marginalized stakeholder groups are prioritized. In the table below, identify the individual who will serve as the pandemic coordinator and the stakeholder group they represent in the row marked “Pandemic Coordinator”. For each additional pandemic team member, enter the individual’s name, stakeholder group they represent, and the specific role they will play in planning and implementation of your local Health and Safety Plan by entering one of the following under “Pandemic Team Roles and Responsibilities”:

- **Health and Safety Plan Development:** Individual will play a role in drafting the enclosed Health and Safety Plan;
- **Pandemic Crisis Response Team:** Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students; or
- **Both (Plan Development and Response Team):** Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case.

| Individual(s)         | Stakeholder Group Represented                    | Pandemic Team Roles and Responsibilities (Options Above) |
|-----------------------|--------------------------------------------------|----------------------------------------------------------|
| Dr. Jim Scanlon       | Superintendent                                   | Both                                                     |
| Dr. Robert Sokolowski | Assistant Superintendent and Secondary Education | Both                                                     |
| Dr. Jeff Ulmer        | Director of Human Resources                      | Both                                                     |
| Mr. Kevin Campbell    | Director of Facilities and Operations            | Both                                                     |
| Dr. Leigh Ann Ranieri | Director of Pupil Services                       | Both                                                     |
| Mr. John Scully       | Director of Business Affairs                     | Both                                                     |

| Individual(s)      | Stakeholder Group Represented     | Pandemic Team Roles and Responsibilities (Options Above) |
|--------------------|-----------------------------------|----------------------------------------------------------|
| Dr. Tammi Florio   | Director of Teaching and Learning | Both                                                     |
| Mr. Michael Wagman | Director of Technology Services   | Both                                                     |
| Ms. Jennifer Neill | Communications Manager            | Both                                                     |
| Principals         |                                   | Both                                                     |

## Key Strategies, Policies, and Procedures

Once your LEA has determined the type of reopening that is best for your local community and established a pandemic coordinator and/or pandemic team, use the action plan templates on the following pages to create a thorough plan for each of the requirements outlined in the Pennsylvania Department of Education’s Preliminary Guidance for Phased Reopening of PreK-12 Schools.

For each domain of the Health and Safety Plan, draft a detailed summary describing the key strategies, policies, and procedures your LEA will employ to satisfy the requirements of the domain. The domain summary will serve as the public-facing description of the efforts your LEA will take to ensure health and safety of every stakeholder in your local education community. Thus, the summary should be focused on the key information that staff, students, and families will require to clearly understand your local plan for the phased reopening of schools. You can use the key questions to guide your domain summary.

For each requirement within each domain, document the following:

- **Action Steps under Yellow Phase:** Identify the discrete action steps required to prepare for and implement the requirement under the guidelines outlined for counties in yellow. List the discrete action steps for each requirement in sequential order.
- **Action Steps under Green Phase:** Identify the specific adjustments the LEA or school will make to the requirement during the time period the county is designated as green. If implementation of the requirement will be the same regardless of county designation, then type “same as Yellow” in this cell.
- **Lead Individual and Position:** List the person(s) responsible for ensuring the action steps are fully planned and the school system is prepared for effective implementation.
- **Materials, Resources, and/or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Professional Development (PD) Required:** In order to implement this requirement effectively, will staff, students, families, or other stakeholders require professional development?

In the following tables, an asterisk (\*) denotes a mandatory element of the plan. All other requirements are highly encouraged to the extent possible.

## Cleaning, Sanitizing, Disinfecting, and Ventilation

### Key Questions

- How will you ensure the building is cleaned and ready to safely welcome staff and students?
- How will you procure adequate disinfection supplies meeting OSHA and [CDC requirements for COVID-19](#)?
- How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?
- What protocols will you put in place to clean and disinfect throughout an individual school day?
- Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

#### Re-opening of schools and In-person learning for low incidence disabilities children (continuation of summer program)

CDC recommendations for cleaning will be implemented and the custodial staff will receive training on the use of the cleaning materials. Common areas used on a daily basis will have all touch surfaces cleaned and disinfected three times during the school day. Classrooms, desks and chairs will be cleaned on a daily basis. In addition, staff will use disinfectants between student use for shared materials.

| Requirements                                                                                                                                                                              | Action Steps under Yellow Phase          | Action Steps under Green Phase           | Lead Individual and Position                             | Materials, Resources, and or Supports Needed                                                                               | PD Required (Y/N) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------|
| * Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation) | <b><u>See areas identified below</u></b> | <b><u>See areas identified below</u></b> | Mr. Kevin Campbell – Director of Facilities & Operations | Disinfectant Sprayers<br>Disinfectant<br>Face shields<br>Masks<br>Gloves<br>Tyvek suits<br>Spray bottles<br>Hand sanitizer | Y Custodial staff |

| Requirements                                                                                                  | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                    | Action Steps under Green Phase                                                                                                                               | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------|-------------------|
| Ventilation practices                                                                                         | All ventilation systems will be in operation 24 hours a day on all days.<br>Ceiling fan use should be suspended.<br>In non- air conditioned spaces window fans blowing out of a operable window can be used.<br>Filters on units will be changed every four weeks instead of 4 months.<br>Interior doors should remain closed to allow for most air circulation internal to classroom.<br>Exterior windows should be opened to increase circulation of indoor air. | Same as Yellow.                                                                                                                                              |                              |                                              |                   |
| Administrative Suites, Guidance and other areas as needed                                                     | Area will be cleaned and all touch surfaces will be disinfected daily.                                                                                                                                                                                                                                                                                                                                                                                             | Same as Yellow.                                                                                                                                              |                              |                                              |                   |
| Bathrooms                                                                                                     | All touch surfaces will be cleaned and disinfected twice during the school day, with one complete cleaning conducted outside of in service times.                                                                                                                                                                                                                                                                                                                  | All touch surfaces will be cleaned and disinfected once during the school day, with one complete cleaning conducted outside of in service times.             |                              |                                              |                   |
| Hallways, common areas, frequently touched surfaces (water fountains, handrails, door knobs, entrances, etc.) | All touch surfaces will be cleaned and disinfected twice during the school day, in addition to a complete cleaning of the space, outside of in service times.                                                                                                                                                                                                                                                                                                      | All touch surfaces will be cleaned and disinfected once during the school day, in addition to a complete cleaning of the space, outside of in service times. |                              |                                              |                   |

| Requirements                                                                                                            | Action Steps under Yellow Phase                                                              | Action Steps under Green Phase                                                                                                     | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------------------------------|-------------------|
| Large group areas, gymnasiums, locker rooms, etc.                                                                       | Weekly cleaning. If used as educational space cleaning will match classrooms spaces.         | Cleaned and disinfected daily.                                                                                                     |                              |                                              |                   |
| Cafeterias                                                                                                              | Not used. Weekly cleaning.                                                                   | Daily clean and disinfect all touch surfaces, floors, and tables. Assist Aramark with disinfecting and cleaning tables, if needed. |                              |                                              |                   |
| Classroom and touch surfaces (pencil sharpeners, sinks, door handles, countertops, student cubbies, cabinet doors, etc. | Cleaned and disinfected daily.                                                               | Same as Yellow                                                                                                                     |                              |                                              |                   |
| Desks and chairs                                                                                                        | Cleaned and disinfected daily.                                                               | Cleaned and disinfected daily at secondary schools and every other day in elementary schools                                       |                              |                                              |                   |
| Floors                                                                                                                  | Sweep and remove debris daily, mopping as needed. Wet mop complete areas wall to wall weekly | Sweep and remove debris daily, mopping as needed. Wet mop complete areas wall to wall weekly                                       |                              |                                              |                   |
|                                                                                                                         |                                                                                              |                                                                                                                                    |                              |                                              |                   |

## **Social Distancing and Other Safety Protocols**

### **Key Questions**

- How will classrooms/learning spaces be organized to mitigate spread?
- How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?
- What policies and procedures will govern use of other communal spaces within the school building?
- How will you utilize outdoor space to help meet social distancing needs?
- What hygiene routines will be implemented throughout the school day?
- How will you adjust student transportation to meet social distancing requirements?
- What visitor and volunteer policies will you implement to mitigate spread?
- Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?
- Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### **Summary of Responses to Key Questions:**

#### **In-person learning for low incidence disabilities children (continuation of summer pilot program)**

Classrooms will be set up to allow a minimum of six feet between each desk (when feasible), and the desks will all be facing the same direction. There will be a maximum of 12 students and 12 adults in a classroom. Staff will be required to wear face coverings at all times unless in the classroom alone. When students and staff are in the hallway or common areas, masks will be worn by staff and encouraged for students. Six feet distance will be maintained at all times. Masks will be provided for students and they will be taught how to wear the masks (how to put it on, take it off, and maintain it). Students will be taught how to wash their hands properly and how to use the hand sanitizer. Students will remain in the same classroom throughout the day and staff will rotate as needed. Students may need to leave the classroom to receive related services when it isn't feasible to provide the services in the classrooms.

Meals will be provided in the classroom. Water fountains will be turned off and students will be provided with water bottles, or they may bring their own water bottle. Staff will eat lunch in a room such as the library to ensure that social distancing can be implemented.

Only one student at a time will be permitted to use the restroom and the students will remain in the classroom until it is their turn. When entering and exiting the building, staff and students will maintain at least a six foot distance from the next person.

Students who are considered to be at high risk, will have their temperature taken as they enter the building. If someone has an elevated temperature, he or she will be taken to the nurse for further evaluation.

Each classroom will be equipped with disinfectant spray, hand sanitizer (if there isn't a sink in the classroom), masks and gloves. Staff will be expected to wipe down desks and materials between student use. Outdoor space will be utilized on a limited basis and social distancing along with masks will be utilized.

Visitors will only be permitted by appointment and will have administrative approval to be in the building after it has been determined that the visit can only take place in person.

Bus drivers will assess their temperature taken prior to the first run and are required to wear a mask as staff and/or students embark and disembark the bus. **Students are permitted to bring hand sanitizer on the bus.** The bus will be disinfected between runs. **There will be no more than two students per seat.** Aides will be required to wear a mask and other PPE (as needed) and will be seated across, in front of or behind students. Training will be provided for all staff on the health and safety procedures outlined in the plan the week before the school year begins. The training will take place via zoom and be recorded for anyone who is unable to attend at the scheduled time.

- Desks will face the same direction and six feet apart when reasonable.
- There will be a limit to 12 students and 12 adults in a classroom; PDE guidelines recommend no more than 25 students in a classroom when feasible.
- Each classroom will be provided with masks, disinfectant spray and hand sanitizer (if there isn't a sink in the classroom).
- Staff will wear masks at all times, except when in a classroom alone.
- Students will be taught to wear masks and expected to wear them when social distancing isn't feasible.
- Social distancing will be maintained when traveling between rooms.
- Students will stay in the same cohort all day.
- Water fountains will be turned off and bottled water will be provided for students.
- Students will use the restroom one at a time.
- Students will sit one student per seat on the bus.
- Bus drivers will wear a mask when students board and disembark from the bus.

## Re-opening of School

**General Expectations** - **Parents will be expected to take their child's temperature daily. Staff will also be expected to take their own temperature each morning, prior to arriving at school.** Parents and staff are responsible for monitoring for signs of illness and staying home, or keeping children home when they are sick. If someone has an elevated temperature, at school, that person will be taken to the nurse for further evaluation. Each classroom will be equipped with disinfectant wipes, sanitizers, masks and gloves. Outdoor space will be utilized on a limited basis and social distancing along with masks will be utilized. Visitors will only be permitted by appointment and have administrative approval to be in the building after it has been determined that the visit can only take place in person. There will be hand sanitizer on the bus and the bus will be cleaned between runs. Students will sit no more than two to a seat. Training will be provided for all staff on the health and safety procedures outlined in the plan.

**Middle and High School Classrooms** will be set up to allow a minimum of 6 feet between each desk and the desks will all be facing the same direction. There will be a maximum of 25 students in a classroom, unless a larger space is used to accommodate the distancing requirements for additional desks. Students will be required to wear masks or face shields when changing classrooms. Staff will be required to wear masks



or face shields at all times in common areas, or when social distancing is not possible. Meals will be provided by using an alternate lunch schedule to achieve social distancing requirements of at least six feet.

**Elementary students will remain in the same classroom** for most of the day with lunch schedules altered to provide social distancing while eating. Elementary students will wear masks. 6 feet distance will be maintained at all times. Masks will be provided for students and they will be taught how to wear the masks (how to put it on, take it off and maintain it). Students will be taught how to wash their hands properly and how to use the hand sanitizer. **Students will eat lunch in the cafeteria in accordance with social distancing guidelines. Breakfast will be served in the classroom in the form of grab and go meals.** When entering and exiting the building, staff and students will maintain at least a three foot distance from the next person.

| Requirements                                                                                                                                                  | Action Steps<br>under Yellow Phase                                                                                  | Action Steps<br>under Green Phase                                                                                   | Lead Individual and<br>Position                                  | Materials, Resources,<br>and or Supports<br>Needed | PD<br>Required<br>(Y/N) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------|-------------------------|
| <b>* Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b> | 6-12 homeroom periods will be eliminated to reduce transition time.                                                 | 6-12 homeroom periods will be eliminated to reduce transition time.                                                 | Dr. Jim Scanlon-<br>Superintendent of<br>Schools                 |                                                    |                         |
|                                                                                                                                                               | 6-12 passing time between periods will be staggered to minimize the number of students in the hallways at one time. | 6-12 passing time between periods will be staggered to minimize the number of students in the hallways at one time. | Dr. Bob Sokolowski-<br>Assistant<br>Superintendent of<br>Schools |                                                    |                         |
|                                                                                                                                                               | 6-12 students and staff will wear masks at all times.                                                               | 6-12 students and staff will wear masks at all times..                                                              | Dr. Sara Missett-<br>Director of Elementary<br>Education         |                                                    |                         |
|                                                                                                                                                               | K-12 classroom desks will be in rows facing the same direction.                                                     | K-12 classroom desks will be in rows facing the same direction.                                                     |                                                                  |                                                    |                         |
|                                                                                                                                                               | K-12 school assemblies will not be permitted.                                                                       | 6-12 lunches will be served in multiple locations to ensure social distancing.                                      |                                                                  |                                                    |                         |
|                                                                                                                                                               | K-5 students will be required to wear masks.                                                                        | K-12 school assemblies will not be permitted.                                                                       |                                                                  |                                                    |                         |
|                                                                                                                                                               | K-5 teachers will be required to wear masks.                                                                        | K-5 students will be required to wear masks.                                                                        |                                                                  |                                                    |                         |
|                                                                                                                                                               | K-5 Students will remain in their classroom for the full school day to minimize transitions.                        | K-5 teachers will be required to wear masks.                                                                        |                                                                  |                                                    |                         |

| Requirements                                                                                                                  | Action Steps under Yellow Phase                                                                                                                                                                                         | Action Steps under Green Phase                                                                                                                                                                                                                                                                                                                                                                                             | Lead Individual and Position                           | Materials, Resources, and or Supports Needed                                                                                                                | PD Required (Y/N)                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| * Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms | Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.                                                                                    | Students will be encouraged to use hand sanitizer, provided at stations within the cafeterias, prior to consuming food or beverages.                                                                                                                                                                                                                                                                                       | Mr. John Scully-Director of Business Affairs           | K-5 Classroom teacher will need to gather student name, student meal request and student pin number in the morning                                          | Aramark to provide PD in support of CDC and PDE guidelines as well as WCASD health and safety plan. |
|                                                                                                                               | Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.                                                                    | Parents /guardians will be encouraged to deposit funds using the on-line payment portal, avoiding the handling of cash and checks in the cafeterias.                                                                                                                                                                                                                                                                       | Mr. Kevin Campbell-Director of Facilities & Operations | K-5 May need building additional support staff to deliver meals to classrooms                                                                               |                                                                                                     |
|                                                                                                                               | Meal condiments will be limited and provided to students on the serving trays.                                                                                                                                          | Meal condiments will be limited and provided to students on the serving trays.                                                                                                                                                                                                                                                                                                                                             | Principals                                             | K-5 -Carts will be needed to deliver meals to classrooms                                                                                                    |                                                                                                     |
|                                                                                                                               | Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.              | Students will not be permitted to serve themselves for items such as fruit and or vegetable selections. Staff will serve students all meal components. Selection of fruits and vegetables will be limited.                                                                                                                                                                                                                 |                                                        | 6-12 - Alternate place to eat for students who bring lunch to school                                                                                        |                                                                                                     |
|                                                                                                                               | <b>Grades 6-12</b> - Limited menu items will be offered within the cafeteria. Students will pick up items in the cafeteria. Register lines will be spaced throughout the cafeteria. No dining allowed in the cafeteria. | <b>K-5 students</b> will rotate on an A/B schedule and eat in their classroom or cafeteria.                                                                                                                                                                                                                                                                                                                                |                                                        | 6-12 - May require additional lunch duty supplementals                                                                                                      |                                                                                                     |
|                                                                                                                               | Tape markings on the floor to promote social distancing while waiting in line                                                                                                                                           | <b>K-5 Breakfast</b> will be pre packaged and students will pick up in the cafeteria and either eat in the cafeteria or in the classroom.<br><b>K-5 Lunches In Cafeteria</b> - limited menu option will be available in the cafeteria for students eating in the cafeteria.<br><b>In Classroom</b> - for students eating in the classroom, meals will be packaged and will be ordered in the morning through the classroom | Principals                                             | Plastic coverings for PIN pads<br>Plastic barriers between students and cashier<br>Tape for 6 foot markings on floor<br>Touchless hand sanitizer dispensers |                                                                                                     |



| Requirements                                                                                                                        | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action Steps under Green Phase                                                                                                      | Lead Individual and Position                                                                                                                                                                                    | Materials, Resources, and or Supports Needed | PD Required (Y/N)                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Limited menu grab and go type meals will be offered in the auxiliary gym and or Principal designated area                           |                                                                                                                                                                                                                 |                                              |                                                                                     |
| * <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b>       | <p>Universal precautions signage will be repeatedly communicated to students, parents and staff.</p> <p>Hand sanitizer will be available in all classrooms that don't have sinks and offices.</p> <p>Staff will be expected to take their own temperature each morning and complete the self-monitoring questions, prior to arriving at school.</p> <p>Parents will be expected to take their child's temperature each morning and complete the self-monitoring questions, prior to arriving at school.</p> | Same as Yellow                                                                                                                      | <p>Dr. Leigh Ann Ranieri-<br/>Director of Pupil Services</p> <p>Dr. Bob Sokolowski-<br/>Assistant Superintendent of Schools</p> <p>Dr. Sara Missett-<br/>Director of Elementary Education</p> <p>Principals</p> | Hand sanitizer                               | Hygiene practices will be part of a professional development that will be required. |
| * <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b> | Universal precautions signage will be posted throughout all school buildings.                                                                                                                                                                                                                                                                                                                                                                                                                               | Same as Yellow                                                                                                                      | <p>Dr. Bob Sokolowski -<br/>Assistant Superintendent of Schools</p> <p>Dr. Sara Missett-<br/>Director of Elementary Education</p> <p>Principals</p>                                                             |                                              |                                                                                     |
| * <b>Identifying and restricting non-essential visitors and volunteers</b>                                                          | <p>Student team (IEP,504, GIEP) meetings will be held virtually</p> <p>Visitors must have an appointment</p>                                                                                                                                                                                                                                                                                                                                                                                                | Student team (IEP,504, GIEP) meetings will be held in person as long as social distancing can be maintained. Otherwise the meetings | Dr. Leigh Ann Ranieri-<br>Director of Pupil Services                                                                                                                                                            |                                              |                                                                                     |

| Requirements                                                                                                                     | Action Steps under Yellow Phase                                                                                                                                       | Action Steps under Green Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Lead Individual and Position                                                                                                      | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------|
|                                                                                                                                  | and will be required to wear masks.<br><br>Volunteers will not be permitted                                                                                           | will be held virtually. All individuals participating in meetings in person will be required to wear masks.<br><br>Non-school district employees will be required to complete a self-monitoring checklist <b>based on the CCHD <u>Symptom Monitoring</u></b> prior to leaving the office/lobby.<br><br>Volunteers will be permitted and will be required to wear masks.<br><br>Non-school district employees will be required to complete a self-monitoring checklist <b>based on the CCHD <u>Symptom Monitoring</u></b> prior to leaving the office/lobby. | Dr. Jeff Ulmer-Director of Human Resources                                                                                        |                                              |                   |
| * Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports | <a href="#">CDC Considerations for Youth Sports</a>                                                                                                                   | same as Yellow                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Dr. Bob Sokolowski-Assistant Superintendent of Schools                                                                            |                                              |                   |
| Limiting the sharing of materials among students                                                                                 | Universal precautions signage will include language directing students not to share items.<br><br>Shared materials will be wiped with disinfectant spray between use. | same as Yellow                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Dr. Bob Sokolowski-Assistant Superintendent of Schools<br><br>Dr. Sara Missett-Director of Elementary Education<br><br>Principals |                                              |                   |

| Requirements                                                                                       | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Action Steps under Green Phase | Lead Individual and Position                                                                                                                                                                                                              | Materials, Resources, and or Supports Needed                                                                                                                                                                                                                                                   | PD Required (Y/N) |
|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Staggering the use of communal spaces and hallways</b>                                          | <p>Elementary students will be taught how to maintain at least three feet of distance in halls.</p> <p>Secondary students (middle and high school) will be required to wear masks in the halls or other common areas.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                | <p>Dr. Bob Sokolowski-<br/>Assistant<br/>Superintendent of<br/>Schools</p> <p>Dr. Sara Missett-<br/>Director of Elementary<br/>Education</p> <p>Mr. Kevin Campbell-<br/>Director of Facilities &amp;<br/>Operations</p> <p>Principals</p> |                                                                                                                                                                                                                                                                                                |                   |
| <b>Adjusting transportation schedules and practices to create social distance between students</b> | <p>Send request to parents asking for an "Opt Out" of transportation</p> <ul style="list-style-type: none"> <li>Need initial response by July 17th</li> </ul> <p>Make accommodation for large parent drop off lines</p> <ul style="list-style-type: none"> <li>May require assigning of different times and/or locations for parent and bus pick-up and drop off</li> </ul> <p>Face masks/shields for drivers are required while students are on the bus</p> <p>Temperature check for drivers prior to start of day</p> <p>Face masks required for all students</p> <p>No eating, drinking or chewing gum on the bus at any time.</p> <p>Windows on buses will be open when possible</p> | Same as Yellow                 | <p>Mr. John Scully-Director of Business Affairs</p>                                                                                                                                                                                       | <p>Additional buses</p> <p>Staggered start times for school buildings</p> <p>PPE Equipment</p> <ul style="list-style-type: none"> <li>masks</li> <li>gloves</li> <li>cleaning supplies</li> <li>thermometers</li> <li>tape to show social distance guidance</li> <li>hand sanitizer</li> </ul> |                   |

| Requirements                                                                                                                   | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action Steps under Green Phase | Lead Individual and Position                                                                                                                                                                           | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------|
|                                                                                                                                | <p>A maximum of 2 students to a seat - Family members will be seated together</p> <p>Students may only ride on their assigned bus route. No bus pass exceptions will be allowed</p> <p>Commonly touched surfaces within the entryway of the driver and passenger areas will be disinfected after each run</p> <ul style="list-style-type: none"> <li>Ensure cleaning materials are out of reach of students</li> </ul> <p>Hand sanitizer will be made available on each bus</p> <p>Institute consistent single pick and drop locations for each student</p> <p>Remove any bus from service for thorough cleaning and disinfecting that transported a student or driver that tests positive for Covid 19</p> |                                |                                                                                                                                                                                                        |                                              |                   |
| <b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b> | <p>Class size will be maintained to keep desks at least six feet apart.</p> <p>Teachers can use outside spaces for learning when weather is nice.</p> <p>Online learning option for parents will reduce class size.</p> <p>PE will focus on lifetime fitness activities rather than team sports.</p>                                                                                                                                                                                                                                                                                                                                                                                                        |                                | <p>Principals</p> <p>Dr. Bob Sokolowski- Assistant Superintendent of Schools</p> <p>Dr. Sara Missett- Director of Elementary Education</p> <p>Dr. Tammi Florio - Director of Teaching and Learning</p> |                                              |                   |

| Requirements                                                                                                                                                                      | Action Steps<br>under Yellow Phase                                                                                                              | Action Steps<br>under Green Phase | Lead Individual and<br>Position                                                                                                                            | Materials, Resources,<br>and or Supports<br>Needed | PD<br>Required<br>(Y/N) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------|
| <b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b> | Institute consistent single pick and drop locations for each student                                                                            |                                   | Mr. John Scully-Director of Business Affairs<br><br>Dr. Sara Missett-Director of Elementary Education<br><br>Dr. Bob Sokolowski - Assistant Superintendent |                                                    |                         |
| <b>Other social distancing and safety practices</b>                                                                                                                               | When six feet of social distancing is not possible, staff and students will be required to wear masks, except as outlined in guidance from PDE. |                                   |                                                                                                                                                            |                                                    |                         |



## Monitoring Student and Staff Health

### Key Questions

- How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?
- Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?
- What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?
- Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?
- What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?
- How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?
- When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?
- Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

### Summary of Responses to Key Questions:

#### In-person learning for low incidence disabilities children (continuation of summer program)

Parents will be required to sign a waiver indicating they will take their child's temperature. Staff will also sign a waiver agreeing to take their own temperature each morning, prior to arriving at school. Parents and staff are responsible for monitoring for signs of illness and staying home, or keeping children home when they are sick. If someone has an elevated temperature, at school, that person will be taken to the nurse for further evaluation. If there is an elevated temperature, the individual will be sent to the nurse for further evaluation. The parent will be asked to contact the child's physician and Chester County Health Department to determine if further assessment is warranted. If there are no other symptoms in addition to the fever and no additional medical interventions are needed, the student can return when at least 3 days (72 hours) has passed *since recovery is defined* as resolution of fever without the use of fever-reducing medications. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.

We will follow the state's guidance on protocol for when a student contracts COVID-19. Currently in the yellow phase, the PA Department of Health guidelines say that a student can return when at least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10

days have passed since symptoms first appeared. If there is a confirmed case and the individual is asymptomatic, the individual can return after 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since the positive test. If the student develops symptoms, then the symptom-based method should be used. A physician's note is required to return to school.

The Chester County Health Department will be notified of all suspected and/or confirmed COVID-19 cases and the district will follow its direction regarding contacting the staff and families. Administrators and nurses will be trained on the implementation of the protocols.

- If staff or students have a temperature higher than 100, they will be sent home.
- CDC and Chester County Health Department guidelines will be implemented regarding returning to school including being fever free for 72 hours. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.
- If there is a suspected or confirmed case of COVID 19, we will follow the Chester County Health Department's direction regarding informing parents and staff.
- If a quarantine is required, the CDC and health department guidelines will be followed.

## Re-opening of Schools

On a daily basis, all students (or parent of student) and staff will be asked to self-monitor at home utilizing PDEs screening tool prior to coming to school. We will follow the state's guidance on protocol for when a student contracts COVID-19. Currently in the yellow phase, the PA Department of Health guidelines say that a student can return when at least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared. If there is a confirmed case and the individual is asymptomatic, the individual can return after 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since the positive test. If the student develops symptoms, then the symptom-based method should be used. A physician's note is required to return to school. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.

The Chester County Health Department will be notified of all suspected and/or confirmed COVID-19 cases and the district will follow its direction regarding contacting the staff and families. Administrators and nurses will be trained on the implementation of the protocols.

| Requirements                                                                | Action Steps under Yellow Phase                                                                                                                                                          | Action Steps under Green Phase | Lead Individual and Position                                                                                   | Materials, Resources, and or Supports Needed                                                                                                               | PD Required (Y/N)                                   |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| * <b>Monitoring students and staff for symptoms and history of exposure</b> | Students and staff will be asked to self-monitor at home utilizing CCHD's screening tool prior to coming to school.<br>Complete Daily Prior to School/Work*<br>Employee or Student Name: | Same as Yellow                 | Dr. Leigh Ann Ranieri-<br>Director of Pupil Services<br><br>Dr. Bob Sokolowski-<br>Assistant Superintendent of | Masks, N95 or K95, face shields, gloves, gowns for nursing staff.<br>Privacy screen possibly needed for treatments taking place outside the nurses office. | Staff must be trained on the symptoms and procedure |

| Requirements                                                                    | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action Steps under Green Phase        | Lead Individual and Position          | Materials, Resources, and or Supports Needed                                    | PD Required (Y/N)                                                                                                                         |  |                                                                         |                                                                                                                                                                                        |                                                                                                                                                                                   |
|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                 | <p>Assigned Class/Group:<br/>Temperature:<br/>Are you/is the student taking any medication to treat or reduce a fever such as Ibuprofen (i.e. Advil, Motrin) or Acetaminophen (Tylenol)?<br/>Are you/is the student experiencing any of the following?</p> <table><tr><td><b>Group A<br/>1 or more symptoms</b></td><td><b>Group B<br/>2 or more symptoms</b></td></tr><tr><td>Fever (100.4 or higher)<br/>Cough<br/>Shortness of breath<br/>Difficulty breathing</td><td>Sore throat<br/>Runny nose/congestion<br/>Chills<br/>New lack of smell or taste<br/>Muscle pain<br/>Nausea or Vomiting<br/>Headache<br/>Diarrhea</td></tr></table> <p>Stay home if, you or the student:<br/>Have one or more symptoms in Group A OR<br/>Have two or more symptoms in Group B OR<br/>Are taking fever reducing medication.</p> <p>If the answer is yes to staying home, the student/staff should stay home and contact their physician and/or Chester County Health Department. Staff and students must notify the school if an absence is due to COVID-19</p> | <b>Group A<br/>1 or more symptoms</b> | <b>Group B<br/>2 or more symptoms</b> | Fever (100.4 or higher)<br>Cough<br>Shortness of breath<br>Difficulty breathing | Sore throat<br>Runny nose/congestion<br>Chills<br>New lack of smell or taste<br>Muscle pain<br>Nausea or Vomiting<br>Headache<br>Diarrhea |  | <p>Schools</p> <p>Dr. Sara Missett-Director of Elementary Education</p> | <p>Plexiglass desk shield for nurse desks.<br/>floor markings for proper social distancing in nurses' offices.<br/>Non Contact thermometers. nebulizer tubing and nebulizer masks.</p> | <p>for sending individuals with symptoms to the school nurse/office; parents/guardians must be made aware of the classroom protocol and training will be provided to parents.</p> |
| <b>Group A<br/>1 or more symptoms</b>                                           | <b>Group B<br/>2 or more symptoms</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                       |                                       |                                                                                 |                                                                                                                                           |  |                                                                         |                                                                                                                                                                                        |                                                                                                                                                                                   |
| Fever (100.4 or higher)<br>Cough<br>Shortness of breath<br>Difficulty breathing | Sore throat<br>Runny nose/congestion<br>Chills<br>New lack of smell or taste<br>Muscle pain<br>Nausea or Vomiting<br>Headache<br>Diarrhea                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                       |                                       |                                                                                 |                                                                                                                                           |  |                                                                         |                                                                                                                                                                                        |                                                                                                                                                                                   |

| Requirements | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|----------------------------------------------|-------------------|
|              | <p>CCHD self monitoring information for staff is displayed for self evaluation upon entry into building. <u>HCP Screening</u></p> <p>Staff or students exhibiting elevated temp, or other symptoms are sent to the nurse for further evaluation.</p> <p>Students that are sent to the nurse for illness are evaluated for signs and symptoms of COVID. Primary signs for children are:</p> <ul style="list-style-type: none"> <li>• Fever over 100 oral, or 99.5 axillary or temporal.</li> <li>• Shortness Of Breath (SOB)</li> <li>• Sore Throat</li> </ul> <p>Staff with signs of illness are to stay home or seek treatment with their attending physician. These can include:</p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> <p>Nurses to triage students based on health services manual and flow chart for COVID symptoms. The Chester County Health Department Guidelines will be followed. Nursing staff and district attending</p> |                                |                              |                                              |                   |

| Requirements                                                                                                             | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action Steps under Green Phase | Lead Individual and Position                                                                                                                                                                  | Materials, Resources, and or Supports Needed | PD Required (Y/N)                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
|                                                                                                                          | <p>physician worked to develop procedures.</p> <p>Guidelines from the following organizations are being utilized: CDC; Chester County Health Department (CCHD); American Academy of Pediatrics (AAP); National Association of School Nurses (NASN) and Children's Hospital of Philadelphia (CHOP).</p> <p>Consider doing routine treatments and medication dispensing in the classroom as feasible. This is to reduce traffic in the nurse's office so sick and well children are not commingling.</p> <p>Use of surgical masks, and/or gloves depending on clinical need.<br/>Use of N95 or KN95 when administering nebulizer treatments to students.</p> <p>Consider use of face shield and/or Plexiglas depending on the clinical picture as well.</p> |                                |                                                                                                                                                                                               |                                              |                                                                                                                    |
| <b>* Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b> | <p>Nurses to stay in contact with the Chester County Health Department (CCHD) for contact tracing. School nurses are not expected to screen students and staff or diagnose cases of COVID.</p> <p>Students and staff with symptoms of COVID are to have clearance to return to school to work by physician or Certified Registered Nurse Practitioner (CRNP) and/or follow</p>                                                                                                                                                                                                                                                                                                                                                                            | same as Yellow                 | <p>Dr. Leigh Ann Ranieri-<br/>Director of Pupil Services</p> <p>Dr. Bob Sokolowski-<br/>Assistant Superintendent of Schools</p> <p>Dr. Sara Missett-<br/>Director of Elementary Education</p> |                                              | <p>Certified School Nurse (CSN)'s are completing the Johns Hopkins Contact Tracing Course to better understand</p> |

| Requirements                                                                      | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action Steps under Green Phase | Lead Individual and Position                                                                                                                                                                  | Materials, Resources, and or Supports Needed | PD Required (Y/N)                                                                      |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------|
|                                                                                   | <p>PDE/CDC/CCHD guidelines for isolation.</p> <p>Each individual who is isolated or quarantined will be provided the appropriate information and timeline for isolation/quarantine by the PDE/Chester County Health Department following the Exclusion From and Return to School Requirements.</p> <p>For symptoms of fever with vomiting, diarrhea and other non-Covid symptoms in children, they are to remain home until 72 hours symptom free and the use of fever-reducing medication. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.</p> |                                |                                                                                                                                                                                               |                                              | <p>the process.</p> <p>Consultation with school district physician, Dr. Kalkiewicz</p> |
| <b>* Returning isolated or quarantined staff, students, or visitors to school</b> | <p>Students and staff are allowed to return to school per PDE/CDC/CCHD guidelines <u><a href="#">CDC return to work/school guidelines</a></u></p> <p>Individuals returning to school after isolation or quarantine should notify the school prior to return.</p> <p>Students who are isolated and not symptomatic can continue to access their education virtually.</p>                                                                                                                                                                                                                                                                                                       | same as Yellow                 | <p>Dr. Leigh Ann Ranieri-<br/>Director of Pupil Services</p> <p>Dr. Bob Sokolowski-<br/>Assistant Superintendent of Schools</p> <p>Dr. Sara Missett-<br/>Director of Elementary Education</p> |                                              |                                                                                        |

| Requirements                                                                                                           | Action Steps under Yellow Phase                                                                                                        | Action Steps under Green Phase | Lead Individual and Position                                                               | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------|-------------------|
| <b>Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols</b> | Notification to parents and staff if a positive case is known. Guidance from PDE/Chester County Department of Health will be followed. |                                | Dr. Jim Scanlon-Superintendent of Schools<br><br>Mr. Michael Wagman-Director of Technology |                                              |                   |
| <b>Other monitoring and screening practices</b>                                                                        | Any changes in safety protocol will be communicated by the superintendent and posted on the district web page                          |                                | Dr. Jim Scanlon - Superintendent                                                           |                                              |                   |

## Other Considerations for Students and Staff

### Key Questions

- What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?
- What special protocols will you implement to protect students and staff at higher risk for severe illness?
- How will you ensure enough substitute teachers are prepared in the event of staff illness?
- How will the LEA strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

### Summary of Responses to Key Questions:

#### In-person learning for low incidence disabilities children (continuation of summer program)

Staff will be required to wear face coverings at all times except when in the classroom alone. Students will be taught how to wear face coverings appropriately including how to put it on and take it off. Students will be encouraged to wear face coverings and will practice wearing them gradually building up a tolerance for longer periods of time. Staff will wear gloves when there is a possibility that bodily fluid may be transferred. Shared materials will be wiped with disinfectant between student use. CDC procedures for students who are at high risk will be followed. If students have medical plans as part of their IEP, student medical plans will be followed in addition to the CDC guidelines. Substitute teachers will receive training regarding the Health and Safety Plan. Behavior Supports will be provided to students as they transition to the in person program.

- If students have medical plans as part of their IEP, the medical plans will be implemented in addition to social distancing, frequent hand washing and disinfecting surfaces.
- CDC procedures for students who are at high risk will be followed.
- Additional safety measures will be put in place if there is a possibility of bodily fluids being transmitted including the availability to use face shields, gloves and gowns.
- Temperatures will be taken for students who are considered to be at high risk.

### Reopening of schools

District will follow latest PDE, CDC and CCHD guidelines for students and staff at high risk including washing hands often, practicing social distancing and wearing a face covering. All students are required to wear a face covering at all times except when taking a break, outside and 6 feet distance is maintained or if has a documented approved medical reason excusing the student from wearing a mask. All staff are required to wear a mask unless they are in their classroom/office alone or have an approved documented medical reason excusing the staff person from wearing a face covering.



| Requirements                                                      | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action Steps under Green Phase | Lead Individual and Position                                                                              | Materials, Resources, and or Supports Needed    | PD Required (Y/N) |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------|-------------------|
| * Protecting students and staff at higher risk for severe illness | <p><a href="#">High Risk guidelines CDC</a></p> <ul style="list-style-type: none"> <li>● <a href="#">Wash your hands</a> often with soap and water for at least 20 seconds especially after you have been in a public place or after blowing your nose, coughing, or sneezing.</li> <li>● Practice <a href="#">social distancing</a>. <ul style="list-style-type: none"> <li>○ Avoid other people as much as possible by practicing social distancing. Maintain a distance of at least 6 feet (2 meters) between you and people outside your household.</li> <li>○ Avoid large gatherings or places where people congregate.</li> </ul> </li> <li>● Cover your mouth and nose with a <a href="#">face covering</a> as defined by the Governor's order on July 3, 2020.</li> <li>● Disinfect <a href="#">frequently touched surfaces</a>. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.</li> </ul> <p>Temperatures will be taken for students who are at high risk and are attending on a daily basis</p> <p>Gloves and gowns will be provided to staff who need to work with students when social distancing isn't feasible and bodily fluids may be transmitted.</p> | Same as Yellow                 | <p>Dr. Leigh Ann Ranieri-Director of Pupil Services</p> <p>Dr. Jeff Ulmer-Director of Human Resources</p> | Hand Sanitizer, masks, gloves and disinfectant. |                   |

| Requirements                                                 | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Action Steps under Green Phase | Lead Individual and Position                                                                                                                                                                              | Materials, Resources, and or Supports Needed | PD Required (Y/N)                                                              |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------|
| * Use of face coverings (masks or face shields) by all staff | <p>Face coverings as defined by the Governor's order or the latest health department guidelines are required by staff when on school district property except:</p> <ul style="list-style-type: none"> <li>when in an enclosed place and alone</li> <li>cannot wear it due to a medical condition, including those with respiratory issues that impede breathing, mental health condition or disability</li> <li>when communicating or seeking to communicate with someone who is hearing impaired or has another disability, where the ability to see the mouth is essential for communication.</li> </ul> <p>Face coverings must cover the mouth and nose area completely.</p> <p><b>We will follow the latest PDE guidance:</b></p> <p>All students must wear a face covering that covers their nose and mouth inside the school and while outside when physical distancing is not feasible.</p> <p>Children two years and older are required to wear a face covering unless they have a medical or mental health condition or disability, documented in accordance with Section 504 of the Rehabilitation Act or IDEA, that precludes the wearing of a face covering in school. Accommodations for such students should be made in</p> | Same as Yellow                 | <p>Dr. Leigh Ann Ranieri-<br/>Director of Pupil Services</p> <p>Dr. Bob Sokolowski-<br/>Assistant<br/>Superintendent of<br/>Schools</p> <p>Dr. Sara Missett-<br/>Director of Elementary<br/>Education</p> | Purchase masks                               | Train staff and students on the appropriate use of masks and how to wear them. |

| Requirements | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Action Steps under Green Phase | Lead Individual and Position | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|----------------------------------------------|-------------------|
|              | <p>partnership with the student's health care provider, school nurse, and IEP/504 team. Teach students and families how to properly wear a face covering (cover nose and mouth), to maintain hand hygiene when removing the face covering for meals and physical activity, and how to replace and maintain (washing regularly) a cloth face covering.</p> <p>Schools should provide face covering breaks throughout the day. Maintain a distance of at least 6 feet during these face covering breaks. Schools may allow students to remove face coverings when students are:</p> <p>Eating or drinking when spaced at least 6 feet apart;</p> <p>Seated at desks or assigned workspaces at least 6 feet apart;</p> <p>Engaged in any activity at least 6 feet apart (e.g., face covering breaks, recess, etc.); or</p> <p>When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.</p> <p>Transparent face coverings provide the opportunity for more visual cues and should be especially considered as an alternative for younger students, students who are deaf and hard of hearing, and their teachers.</p> <p>The district will provide disposable masks and face shields for employees.</p> <p>Wear your Face Covering correctly:</p> <ul style="list-style-type: none"> <li>○ Wash your hands before putting on your face covering</li> </ul> |                                |                              |                                              |                   |

| Requirements                                                                       | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Action Steps under Green Phase | Lead Individual and Position                                                                                                                                                                  | Materials, Resources, and or Supports Needed | PD Required (Y/N) |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------|
|                                                                                    | <ul style="list-style-type: none"> <li>Put it over your nose and mouth and secure it under your chin</li> <li>Try to fit it snugly against the sides of your face</li> <li>Make sure you can breathe easily</li> </ul> <p>Take Off Your Face Covering:</p> <ul style="list-style-type: none"> <li>Untie the strings behind your head or stretch the ear loops</li> <li>Handle only by the ear loops or ties</li> <li>Fold outside corners together</li> <li>Place covering in the washing machine (learn more about <a href="#">how to wash cloth face coverings</a>)</li> <li>Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.</li> </ul> |                                |                                                                                                                                                                                               |                                              |                   |
| * Use of face coverings (masks or face shields) by older students (as appropriate) | <p>Students will be taught to wear face coverings and required to wear them except:</p> <ul style="list-style-type: none"> <li>If student cannot wear it due to a medical condition, including those with respiratory issues that impede breathing, mental health condition or disability.</li> <li>When outside and more than 6 feet social distancing is achieved.</li> </ul> <p>Face coverings must cover the mouth and nose area completely.</p> <p>The district will provide disposable masks for students.</p> <p>Be careful not to touch your eyes, nose,</p>                                                                                                                                  | Same as yellow                 | <p>Dr. Leigh Ann Ranieri-<br/>Director of Pupil Services</p> <p>Dr. Bob Sokolowski-<br/>Assistant Superintendent of Schools</p> <p>Dr. Sara Missett-<br/>Director of Elementary Education</p> | Purchase masks                               |                   |

| Requirements                                                                            | Action Steps under Yellow Phase                                                                                                                                                                                                                                                                                                                                                                            | Action Steps under Green Phase | Lead Individual and Position                                                                      | Materials, Resources, and or Supports Needed | PD Required (Y/N)                                                           |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------|-----------------------------------------------------------------------------|
|                                                                                         | and mouth when removing and wash hands immediately after removing.                                                                                                                                                                                                                                                                                                                                         |                                |                                                                                                   |                                              |                                                                             |
| Unique safety protocols for students with complex needs or other vulnerable individuals | <p>IEP and 504 teams will determine if there are additional procedures that need to be put in place for individual students.</p> <p>Face shields will be purchased for staff of students who are prone to spraying/spitting bodily fluids.</p> <p>Updated CPI restraint procedures will be implemented. Behavioral supports will be provided for students as they transition to the in person program.</p> | Same as yellow                 | <p>Dr. Leigh Ann Ranieri-<br/>Director of Pupil Services</p> <p>Special Education Supervisors</p> | Purchase of face shield, gloves              | Train staff on the use of face shields and updated CPI restraint procedures |
| Strategic deployment of staff                                                           | Para professionals may be needed in areas of larger gatherings (e.g. cafeteria), or when a special needs child requires additional help                                                                                                                                                                                                                                                                    |                                | Principals                                                                                        |                                              |                                                                             |

## Health and Safety Plan Professional Development

The success of your plan for a healthy and safe reopening requires all stakeholders to be prepared with the necessary knowledge and skills to implement the plan as intended. For each item that requires professional development, document the following components of your professional learning plan.

- **Topic:** List the content on which the professional development will focus.
- **Audience:** List the stakeholder group(s) who will participate in the professional learning activity.
- **Lead Person and Position:** List the person or organization that will provide the professional learning.
- **Session Format:** List the strategy/format that will be utilized to facilitate participant learning.
- **Materials, Resources, and or Supports Needed:** List any materials, resources, or support required to implement the requirement.
- **Start Date:** Enter the date on which the first professional learning activity for the topic will be offered.
- **Completion Date:** Enter the date on which the last professional learning activity for the topic will be offered.

| Topic                                                                                                                                                                                                                                                                                   | Audience                                                     | Lead Person and Position                      | Session Format                                  | Materials, Resources, and or Supports Needed | Start Date                              | Completion Date |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------|----------------------------------------------|-----------------------------------------|-----------------|
| Pilot training to include: Proper use of masks for staff and students; appropriate hand washing, social distancing procedures; how to work with students when social distancing isn't feasible; updated CPI restraint procedures; cleaning surfaces in between daily custodial cleaning | Pilot: Teachers, related service staff and paraprofessionals | Leigh Ann Ranieri, Director of Pupil Services | virtual live zoom session that will be recorded |                                              | June 29, 2020                           | June 29, 2020   |
| Train all staff on the proper use of face coverings, hand washing, social distancing and cleaning between daily custodial cleaning                                                                                                                                                      | All employees                                                |                                               | virtual live zoom session that will be recorded |                                              | When we return to in person instruction |                 |
| Train all students on the proper use of face coverings, hand washing and social distancing                                                                                                                                                                                              | All students                                                 |                                               | virtual live zoom session that will be recorded |                                              |                                         |                 |
| Train custodial staff on the cleaning and disinfecting                                                                                                                                                                                                                                  | All building custodial staff                                 |                                               | virtual live zoom session that will             |                                              |                                         |                 |

| Topic                                                                                             | Audience     | Lead Person and Position | Session Format | Materials, Resources, and or Supports Needed         | Start Date   | Completion Date |
|---------------------------------------------------------------------------------------------------|--------------|--------------------------|----------------|------------------------------------------------------|--------------|-----------------|
| procedures                                                                                        |              |                          | be recorded    |                                                      |              |                 |
| Train teachers in teaching online learning in the event of a closure, or when children are absent | All teachers |                          |                | Dr. Tammi Florio - Director of Teaching and Learning | July 1, 2020 | August 28, 2020 |
|                                                                                                   |              |                          |                |                                                      |              |                 |

## Health and Safety Plan Communications

Timely and effective family and caregiver communication about health and safety protocols and schedules will be critical. Schools should be particularly mindful that frequent communications are accessible in non-English languages and to all caregivers (this is particularly important for children residing with grandparents or other kin or foster caregivers). Additionally, LEAs should establish and maintain ongoing communication with local and state authorities to determine current mitigation levels in your community.

| Topic                                                                                                                                                                                                        | Audience          | Lead Person and Position                                                                                                                                                 | Mode of Communications                                                                                                                                                                                                                                                               | Start Date                     | Completion Date |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|
| Parent training: Review the training that is being provided to staff and students including: the proper use of face coverings, hand washing, social distancing and cleaning between daily custodial cleaning | Parents/Guardians | Principals<br>Dr. Bob Sokolowski - Assistant Superintendent<br>Dr. Sara Missett - Director of Elementary Education<br>Dr. Leigh Ann Ranieri - Director of Pupil Services | All communication sent to caregivers will be in English and Spanish. Communications will be available in other languages when requested.<br>Information will be sent to parents regarding hygiene, temperature taking, and procedures to follow if a child shows symptoms of illness | When school resumes in person. |                 |
|                                                                                                                                                                                                              |                   |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                      |                                |                 |
|                                                                                                                                                                                                              |                   |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                      |                                |                 |
|                                                                                                                                                                                                              |                   |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                      |                                |                 |
|                                                                                                                                                                                                              |                   |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                      |                                |                 |
|                                                                                                                                                                                                              |                   |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                      |                                |                 |
|                                                                                                                                                                                                              |                   |                                                                                                                                                                          |                                                                                                                                                                                                                                                                                      |                                |                 |



## Health and Safety Plan Summary: West Chester Area School District

### Reopening of Schools August 31, 2020 *(remote learning or WC Cyber to start; low incidence disabilities students to receive services in school when necessary)*

Use these summary tables to provide your local education community with a detailed overview of your Health and Safety Plan. LEAs are required to post this summary on their website. To complete the summary, copy and paste the domain summaries from the Health and Safety Plan tables above.

The following summary lists procedures for when students are in the buildings.

#### Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

| Requirement(s)                                                                                                                                                                                   | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| * <b>Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)</b> | CDC recommendations for cleaning will be implemented and the custodial staff will receive training on the use of the cleaning materials. Common areas used on a daily basis will have all touch surfaces cleaned and disinfected three times during the school day. Classrooms, desks and chairs will be cleaned on a daily basis. In addition, staff will use disinfectants between student use for shared materials |

## Social Distancing and Other Safety Protocols

| Requirement(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>* <b>Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible</b></li> <li>* <b>Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms</b></li> <li>* <b>Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices</b></li> <li>* <b>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</b></li> </ul> | <p>Classrooms will be set up to allow a minimum of six feet between each desk (when feasible), and the desks will all be facing the same direction. There will be a maximum of 12 students and 12 adults in a classroom. Staff will be required to wear face coverings at all times unless in the classroom alone. When students and staff are in the hallway or common areas, masks will be worn by staff and encouraged for students. Six feet distance will be maintained at all times. Masks will be provided for students and they will be taught how to wear the masks (how to put it on, take it off, and maintain it). Students will be taught how to wash their hands properly and how to use the hand sanitizer. Students will remain in the same classroom throughout the day and staff will rotate as needed. Students may need to leave the classroom to receive related services when it isn't feasible to provide the services in the classrooms.</p> <p>Meals will be provided in the classroom. Water fountains will be turned off and students will be provided with water bottles, or they may bring their own water bottle. Staff will eat lunch in a room such as the library to ensure that social distancing can be implemented.</p> <p>Only one student at a time will be permitted to use the restroom and the students will remain in the classroom until it is their turn. When entering and exiting the building, staff and students will maintain at least a six foot distance from the next person.</p> <p>Students who are considered to be at high risk, will have their temperature taken as they enter the building. If someone has an elevated temperature, he or she will be taken to the nurse for further evaluation.</p> <p>Each classroom will be equipped with disinfectant spray, hand sanitizer (if there isn't a sink in the classroom), masks and gloves. Staff will be expected to wipe down desks and materials between student use. Outdoor space will be utilized on a limited basis and social distancing along with masks will be utilized.</p> <p>Visitors will only be permitted by appointment and will have administrative approval to be in the building after it has been determined that the visit can only</p> |

| Requirement(s) | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p>take place in person.</p> <p>Bus drivers will assess their temperature taken prior to the first run and are required to wear a mask. There will be hand sanitizer on the bus and the bus will be disinfected between runs. Students will sit one to a seat. Aides will be required to wear a mask and other PPE (as needed) and will be seated across, in front of or behind students. Training will be provided for all staff on the health and safety procedures outlined in the plan the week before the school year begins. The training will take place via zoom and be recorded for anyone who is unable to attend at the scheduled time.</p> <ul style="list-style-type: none"> <li>• Desks will face the same direction and three feet apart when reasonable.</li> <li>• There will be a limit to 12 students and 12 adults in a classroom; PDE guidelines recommend no more than 25 students in a classroom when feasible.</li> <li>• Each classroom will be provided with masks, disinfectant spray and hand sanitizer (if there isn't a sink in the classroom).</li> <li>• Staff will wear masks at all times, except when in a classroom alone.</li> <li>• Students will be taught to wear masks and expected to wear them when social distancing isn't feasible.</li> <li>• Social distancing will be maintained when traveling between rooms.</li> <li>• Students will stay in the same cohort all day.</li> <li>• Water fountains will be turned off and bottled water will be provided for students.</li> <li>• Students will use the restroom one at a time.</li> <li>• Students will sit one student per seat on the bus.</li> <li>• Bus drivers will wear a mask when students board and disembark from the bus.</li> </ul> <p><b>Re-opening of School</b></p> <p><b>General Expectations</b> - Parents will be required to sign a waiver indicating they will take their child's temperature. Staff will also sign a waiver agreeing to take their own temperature each morning, prior to arriving at school. Parents and staff are responsible for monitoring for signs of illness and staying home, or keeping children home when they are sick. If someone has an elevated temperature, at school, that person will be taken to the nurse for further evaluation. Each classroom will be equipped with disinfectant wipes, sanitizers, masks and gloves. Outdoor space will be utilized on a limited basis and social</p> |

| Requirement(s) | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p>distancing along with masks will be utilized. Visitors will only be permitted by appointment and have administrative approval to be in the building after it has been determined that the visit can only take place in person. There will be hand sanitizer on the bus and the bus will be cleaned between runs. Students will sit no more than two to a seat. Training will be provided for all staff on the health and safety procedures outlined in the plan.</p> <p><b>Middle and High School Classrooms</b> will be set up to allow a minimum of 6 feet between each desk and the desks will all be facing the same direction. There will be a maximum of 25 students in a classroom, unless a larger space is used to accommodate the distancing requirements for additional desks. Students will be required to wear masks or face shields when changing classrooms. Staff will be required to wear masks or face shields at all times in common areas, or when social distancing is not possible. Meals will be provided by using an alternate lunch schedule to achieve social distancing requirements of at least six feet.</p> <p><b>Elementary students will remain in the same classroom</b> for most of the day with lunch schedules altered to provide social distancing while eating. Elementary students will wear masks. 6 feet distance will be maintained at all times. Masks will be provided for students and they will be taught how to wear the masks (how to put it on, take it off and maintain it). Students will be taught how to wash their hands properly and how to use the hand sanitizer. Meals will be provided in the classroom, on an A/B schedule. Half of the students will eat in the cafeteria on one day, while the other half will eat in the classroom. The second day roles will shift and the group that ate in the cafeteria will eat in a classroom, while the group that ate in the classroom will now eat in the cafeteria. When entering and exiting the building, staff and students will maintain at least a three foot distance from the next person.</p> |

| Requirement(s)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Strategies, Policies and Procedures                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>* <b>Handling sporting activities consistent with the <a href="#">CDC Considerations for Youth Sports</a> for recess and physical education classes</b></p> <p><b>Limiting the sharing of materials among students</b></p> <p><b>Staggering the use of communal spaces and hallways</b></p> <p><b>Adjusting transportation schedules and practices to create social distance between students</b></p> <p><b>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</b></p> <p><b>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</b></p> <p><b>Other social distancing and safety practices</b></p> | <p>Will follow PIAA and Chester County Department of Health Guidelines for activities and social distancing.</p> <p>Childcare centers will be established in the community and/or schools.</p> |

## Monitoring Student and Staff Health

| Requirement(s)                                                                                                                                                                                                                                                                                                                                                         | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>* <b>Monitoring students and staff for symptoms and history of exposure</b></p> <p>* <b>Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure</b></p> <p>* <b>Returning isolated or quarantined staff, students, or visitors to school</b></p> <p><b>Notifying staff, families, and the public of</b></p> | <p><b>In-person learning for low incidence disabilities children (continuation of summer program)</b></p> <p>Parents will be required to take their child's temperature daily before school. Staff will also be required to take their temperature, prior to arriving at school. Parents and staff are responsible for monitoring for signs of illness and staying home, or keeping children home when they are sick. If someone has an elevated temperature, at school, that person will be taken to the nurse for further evaluation. If there is an elevated temperature, the individual will be sent to the nurse for further evaluation. The parent will be asked to contact the child's physician and</p> |

| Requirement(s)                                                                    | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>school closures and within-school- year changes in safety protocols</b></p> | <p>Chester County Health Department to determine if further assessment is warranted. If there are no other symptoms in addition to the fever and no additional medical interventions are needed, the student can return when at least 3 days (72 hours) has passed <i>since recovery is defined as</i> resolution of fever without the use of fever-reducing medications. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.</p> <p>We will follow the state's guidance on protocol for when a student contracts COVID-19. Currently in the yellow phase, the PA Department of Health guidelines say that a student can return when at least 3 days (72 hours) have passed <i>since recovery</i> defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared. If there is a confirmed case and the individual is asymptomatic, the individual can return after 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since the positive test. If the student develops symptoms, then the symptom-based method should be used. A physician's note is required to return to school.</p> <p>The Chester County Health Department will be notified of all suspected and/or confirmed COVID-19 cases and the district will follow its direction regarding contacting the staff and families. Administrators and nurses will be trained on the implementation of the protocols.</p> <ul style="list-style-type: none"> <li>• If staff or students have a temperature higher than 100, they will be sent home.</li> <li>• CDC and Chester County Health Department guidelines will be implemented regarding returning to school including being fever free for 72 hours. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.</li> <li>• If there is a suspected or confirmed case of COVID 19, we will follow the Chester County Health Department's direction regarding informing parents and staff.</li> <li>• If a quarantine is required, the CDC and health department guidelines will be followed.</li> </ul> |

| Requirement(s) | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p><b>Re-opening of Schools</b></p> <p>On a daily basis, all students (or parent of student) and staff will be asked to self-monitor at home utilizing PDEs screening tool prior to coming to school. We will follow the state's guidance on protocol for when a student contracts COVID-19. Currently in the yellow phase, the PA Department of Health guidelines say that a student can return when at least 3 days (72 hours) have passed <i>since recovery</i> defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least 10 days have passed since symptoms first appeared. If there is a confirmed case and the individual is asymptomatic, the individual can return after 10 days have passed since the date of the first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since the positive test. If the student develops symptoms, then the symptom-based method should be used. A physician's note is required to return to school. The district will also take into consideration information provided by the student's physician and the CCHD in making a determination regarding a student's return to school.</p> <p>The Chester County Health Department will be notified of all suspected and/or confirmed COVID-19 cases and the district will follow its direction regarding contacting the staff and families. Administrators and nurses will be trained on the implementation of the protocols.</p> |

## Other Considerations for Students and Staff

| Requirement(s)                                                                                                                                                                                                                                                                                                                                                                                                | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>* Protecting students and staff at higher risk for severe illness</b></p> <p><b>* Use of face coverings (masks or face shields) by all staff</b></p> <p><b>* Use of face coverings (masks or face shields) by older students (as appropriate)</b></p> <p><b>Unique safety protocols for students with complex needs or other vulnerable individuals</b></p> <p><b>Strategic deployment of staff</b></p> | <p><b>In-person learning for low incidence disabilities children (continuation of summer program)</b></p> <p>Staff will be required to wear face coverings at all times except when in the classroom alone. Students will be taught how to wear face coverings appropriately including how to put it on and take it off. Students will be encouraged to wear face coverings and will practice wearing them gradually building up a tolerance for longer periods of time. Staff will wear gloves when there is a possibility that bodily fluid may be transferred. Shared materials will be wiped with disinfectant between student use. CDC procedures for students who are at high risk will be followed. If students have medical plans as part of their IEP, student medical plans will be followed in addition to the CDC guidelines. Substitute teachers will receive training regarding the Health and Safety Plan. Behavior Supports will be provided to students as they transition to the in person program.</p> <ul style="list-style-type: none"> <li>• If students have medical plans as part of their IEP, the medical plans will be implemented in addition to social distancing, frequent hand washing and disinfecting surfaces.</li> <li>• CDC procedures for students who are at high risk will be followed.</li> <li>• Additional safety measures will be put in place if there is a possibility of bodily fluids being transmitted including the availability to use face shields, gloves and gowns.</li> <li>• Temperatures will be taken for students who are considered to be at high risk.</li> </ul> <p><b>Reopening of schools</b></p> <p>District will follow latest PDE, CDC and CCHD guidelines for students and staff at high risk including washing hands often, practicing social distancing and wearing a face covering. All students are required to wear a face covering at all times except when taking a break, outside</p> |



| Requirement(s) | Strategies, Policies and Procedures                                                                                                                                                                                                                                                                                           |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <p>and 6 feet distance is maintained or if has a documented approved medical reason excusing the student from wearing a mask. All staff are required to wear a mask unless they are in their classroom/office alone or have an approved documented medical reason excusing the staff person from wearing a face covering.</p> |

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **West Chester Area School District** reviewed and approved the Phased School Reopening Health and Safety Plan **affirmed and updated on September 29, 2020.**

The plan was approved by a vote of:

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

Affirmed on: **September 29, 2020**

By:

---

*(Signature\* of Board President)*

**Chris McCune**

---

*(Print Name of Board President)*

\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.